HEALTH & SAFETY RISK ASSESSMENTS

1. INTRODUCTION

1.1 Risk assessments are an important step in protecting the organisation and everyone within it, as well as complying with the law. It helps to focus on the risks that matter in the workplace – the ones with the potential to cause harm.

1.2 The law does not expect all risk to be eliminated, but requires an organisation to protect people as far as is ‘reasonably practicable’.

1.3 It is a legal requirement to put in place a plan to control risk in the workplace, thus the need to conduct risk assessments.

2. SCOPE

2.1 Scope will initially encompass general health & safety risk, fire safety risk, COSHH risk, manual handling risk and display screen equipment risk. The Health & Safety Committee will commission, monitor and review an annual Programme of Risk Assessments (Appendix 1); others will be undertaken when circumstances determine the need.

2.2 The need for additional, specific assessments will be identified by Health & Safety Committee members and added to the Programme as appropriate.

3. WHAT IS A RISK ASSESSMENT?

3.1 A risk assessment is a careful examination of what, in the workplace, could cause harm to people, so it can be evaluated whether enough precautions have been taken or if further precautions are required in order to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

3.2 NIGALA Risk Assessments will be undertaken in accordance with the Health & Safety Executive’s “5 Steps to Risk Assessment” Guidance document1, as detailed below at 3.3.

1 http://www.hse.gov.uk/pubns/indg163.pdf
3.3 There are five steps to assessing risk:

**Step 1** Identifying hazards and those at risk – what has the potential to cause injury or ill-health.

**Step 2** Decide who might be harmed and how.

**Step 3** Evaluate the risks and decide on precautions.

**Step 4** Record your findings and implement them.

**Step 5** Review your risk assessment and update if necessary.

4. **Roles & Responsibilities**

4.1 Risk assessments will be undertaken by employees who have undergone appropriate and necessary risk assessment training, and in accordance with the NIGALA Risk Assessment Programme (Appendix 1).

4.2 The NIGALA will have a minimum of two trained risk assessors at Band 4 or above.

4.3 The current NIGALA Risk Assessors are:

- James Lawne ext. 269
- Sinéad Casey ext. 309

4.4 Risk Assessors will be available to employees to provide advice and guidance as and when required.

4.5 DSE, Remote Worker and Manual Handling Risk Assessments will be completed by NIGALA Risk Assessors as per the NIGALA Risk Assessment Programme. The completed assessments will be given to relevant line managers in the first instance for review and signature.

4.6 Fire, General and COSHH Risk Assessments will be completed by NIGALA Risk Assessors as per the NIGALA Risk Assessment Programme. These assessments will be forwarded to the Corporate Services Manager in the first instance. Fire risk assessments will then be forwarded to the Department.

4.7 Risk Assessors will liaise with the Corporate Services Manager regarding issues/ actions identified during the course of conducting risk assessments. Precautions identified as being required will be put into place as soon as reasonably practicable following completion of assessment.

4.8 The findings of risk assessments will be reported to the Health & Safety Committee for consideration and to the Risk Management Committee when additions, deletions and amendments to the Risk Register are required.
4.9 Action required to remove/control risks will be approved by the Risk Management Committee, in liaison with the Corporate Services Manager.

4.10 The Corporate Services Manager and the Risk Management Committee (through the Health & Safety Committee, as appropriate) will be responsible for ensuring required action is implemented.

5. **Frequency of Risk Assessments**

5.1 Assessments will be undertaken in accordance with the NIGALA Risk Assessment Programme prepared by the Health & Safety Committee (Appendix 1). They will be formally reviewed at least annually, or when the work activity changes, whichever is the soonest.

5.2 Risk assessments carried out and frequency of same are:

<table>
<thead>
<tr>
<th>Risk Assessment Type</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>DSE Risk Assessments</td>
<td>An assessment will be done when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing workstation (or the way it is used). Assessments will be repeated if there is any reasons to suspect the assessment may no longer be valid, for example, if users start complaining of pain or discomfort.</td>
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<tr>
<td>Remote Worker Self-Assessment Questionnaire</td>
<td>An assessment will be done when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing workstation (or the way it is used). Assessments will be repeated if there is any reasons to suspect the assessment may no longer be valid, for example, if users start complaining of pain or discomfort.</td>
</tr>
<tr>
<td>General Risk Assessment</td>
<td>Annually or sooner if required, whichever comes first.</td>
</tr>
<tr>
<td>Fire Risk Assessment</td>
<td>Annually or sooner if required, whichever comes first.</td>
</tr>
<tr>
<td>COSHH Risk Assessment</td>
<td>Annually or sooner if required, whichever comes first.</td>
</tr>
<tr>
<td>Manual Handling Risk Assessments</td>
<td>Every 3 years or sooner if required i.e. new task, issue reported.</td>
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</table>
5.3 Risk assessment forms used to conduct the above risk assessments (5.2) are attached as appendices (Appendices 2 – 7).

6. **SELF-EMPLOYED PANEL MEMBERS**

6.1 Self-Employed Panel Members are responsible for the health and safety of their own working environment.

6.2 Self-Employed Panel Members will be provided with the option of completing a self-assessment questionnaire. This questionnaire will be emailed to self-employed panel members and reviewed by the NIGALA Risk Assessors. NIGALA Risk Assessors are available to provide advice and guidance to self-employed panel members on any health and safety issues regarding their working environment.

6.3 The NIGALA is not responsible for the purchase or maintenance of equipment which the self-employed panel member may need to enhance their working environment at home.

7. **CROSS-REFERENCE TO OTHER RELATED NIGALA BULLETINS**

7.1 This bulletin should be read in conjunction with the following bulletins:

- **BULLETIN 2** Display Screen Equipment
- **BULLETIN 5** Manual Handling
- **BULLETIN 7** COSHH
- **BULLETIN 11** Fire Safety & Emergency Evacuation
- **BULLETIN 12** Remote Working

8. **APPENDICES:**

- **APPENDIX 1** NIGALA Risk Assessment Programme
- **APPENDIX 2** DSE Risk Assessment Form
- **APPENDIX 3** Remote Worker Self-Assessments Questionnaire/Risk Assessment Form
- **APPENDIX 4** Fire Risk Assessment Form
- **APPENDIX 5** General Risk Assessment Form
- **APPENDIX 6** COSHH Risk Assessment Form
- **APPENDIX 7** Manual Handling Risk Assessment Form