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### Scope

This policy has been introduced to ensure that Castlereagh Borough Council complies with the Management of Health and Safety at Work Regulations 1998 and all other relevant safety legislation with regard to the completion and recording of risk assessments for all activities.

These risk assessments will form the basis for the development of normal operating procedures, which will define safe systems of work for all council activities. Both the risk assessments and normal operating procedures will reference all relevant health and safety regulations, authorised codes of practice and guidance as well as all industry specific safety guidance.

The documents produced will be used for training, organisational and auditing purposes and will also form the basis of the councils defence in any civil or statutory legal action.

### Council Responsibilities

To ensure that safe systems of work are in place for all council activities.

### Management Responsibilities

1. To organise for all activities carried out within their departments to be risk assessed within agreed time scales and that normal operating procedures are produced to meet or exceed the appropriate legal and industrial standards.
2. To ensure that nominated personnel under their control are trained in risk assessment.
3. To provide the necessary time and information for risk assessors to complete and record assessments.
4. To agree suitable control measures for all hazards identified and action all assessments within the time scales specified.
5. To ensure that all new processes, equipment, substances etc are risk assessed during the planning stage and that any requirements identified are in put in place before they are put into general use.
6. To ensure that all employees are made aware of, have access to and comply with the councils risk assessments and procedures which relate to the activities in which they are involved.

### Nominated Risk Assessors Responsibilities


1. To complete assessments identifying risks to employees, visitors and contractors health and safety suggesting remedial actions and time scales for their implementation.
2. To record all risk assessments.
3. To forward copies of all assessments to the Health and Safety Dept. upon completion.
4. To ensure all actions are completed within the time scales set.

### Employee Responsibilities

1. To co-operate in any assessment being undertaken by the company's Risk Assessors
2. To comply with all aspects of the safe system of work as identified by the council for the activities which they perform.

### Health and Safety Departments Responsibilities

1. To provide information, instruction and training for those tasked with completing risk assessments.
2. To keep copies of all assessments.
3. To audit the quality of assessments being carried out.
4. To audit the quality and timeliness of all remedial actions identified.
5. To compile a file of procedures for each facility/department using the information supplied these files will be treated as controlled documents.

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### Procedure for the Completion of Risk Assessments

1. Once an activity has been identified for assessment all relevant documentation should be collated and reviewed by the assessor. Documentation to be referenced will include (although not exclusively):
  - Health and Safety Legislation
  - Authorised codes of practice
  - Guidance notes
  - Manufacturers instructions/training
  - Industry specific guidance
2. With the assistance of a representative from the area to be assessed, break the activity down into its component sub-activities using the risk assessment form (see appendix 2).
3. Identify all hazards (a hazard is something which has the potential to cause harm i.e. machinery, work process, workstation layout etc) associated with each sub-activity. Ensure that health hazards such as chemical use (with chemicals it is important to ensure that all routes of entry i.e. ingestion, absorption and inhalation are examined and accounted for) are included as well as safety. The type of people who could be injured must also be taken into account including those under 18 years of age and pregnant workers. Quantify the hazard using the scale on the cover sheet (use the figure appropriate for the worst possible case).


Hazard score	Ratings	Equivalent
1	Very low	Damage to property
2	Low	Minor injury
3	Medium	Reportable injury
4	High	Serious or multiple injuries
5	Very High	Fatality

4. Identify the risks (the likelihood of the hazard being realised) posed by each hazard and quantify again using the scale on the cover.

Risk score	Ratings	Equivalent
1	Very unlikely	Almost impossible
2	Unlikely	Event probably will not happen
3	Possible	Event could happen
4	Likely	Event will happen
5	Very likely	Event is imminent

5. Identify existing control measures if necessary directly reference relevant documentation i.e. internal procedures, manufacturers instructions, safety guidance. Re-evaluate your scores taking into consideration the effectiveness or ineffectiveness of existing control measures and calculate the outcome using the formula identified below. The council target figure is <9 if the outcome is greater than this then additional controls should be identified which will reduce the score to the appropriate level. Ensure that the hierarchy of controls is used when identifying control measures.

Outcome (Severity x Probability)		Action Required
Very High	20-25	Immediately
High	15-19	One month
Normal	9-14	Three months
Target	1-8	If possible

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Hierarchy of control measures:


- Elimination
- Substitution
- Engineering controls
- Training, written procedures, signs, personal protective equipment (PPE) etc

The aim of the control measures is to reduce the outcome rating as low as is possible. Elimination is the most effective control with PPE etc the least effective although less effective controls can be used in the interim while a long term solution is put in place. Please note that controls with lower effectiveness but easier implementation may be used to control hazards for limited periods while permanent solutions are sought and combinations of control are always advisable.

6. Remedial actions must be agreed with the relevant manager and be entered into the action list with completion dates allocated.
  7. The risk assessment should be added to the database.
  8. A procedure detailing how the activity is to be carried out should be drafted using the attached template (see appendix 1). This procedure should identify a safe system of work and demonstrate how compliance is to be achieved practically and should be forwarded by e-mail and post to the Health and Safety Officer with the original risk assessment.
  9. All information relating to the completion of actions arising should be forwarded to the Health and safety Officer including copies of any reference materials. Evidence will be required for all training courses arising from the risk assessment and should include signed attendance sheets and the course contents. No risk assessment will be considered complete until all the above material has been assessed by the Health and Safety Officer.
- If the training is not signed off by the candidate then it did not happen.**
10. The risk assessment and procedure should be communicated to all affected employees this should be evidenced by either:
    - Signed attendance sheets and course/presentation details
    - A signed copy of the risk assessment and procedure
  11. The risk assessment will be reviewed on the date that the last action is due and then on the following occasions:
    - In the event of a serious incident
    - If conditions or the equipment used change significantly
    - Two years from the date of the last assessment



Appendix 1

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**Activity Description**

**Supervision**

**Training Required**

**Personal Protective Equipment**

**Equipment**

**Chemicals**


**Reference Material**

**Relevant Risk Assessments**

**Restrictions**

**Procedure**



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Appendix 2

**Risk Assessment Form**

<b>Title</b>		<b>Activity</b>	
<b>Revision</b>		<b>Groups at risk</b>	
<b>Department</b>		<b>Site</b>	
<b>Assessor</b>		<b>Signature</b>	
<b>Manager</b>		<b>Signature</b>	
<b>Assessment Date</b>		<b>Review Date</b>	

<b>Severity/Hazard</b>		<b>Probability/Risk</b>		<b>Outcome (Severity x Probability)</b>		<b>Action Required</b>
Death	5	Very Likely	5	Very High	20-25	Immediately
Serious Injury	4	Likely	4	High	15-19	One month
Reportable Injury	3	Possible	3	Normal	9-14	Three months
Minor Injury	2	Unlikely	2	Target	5-8	If possible
Nuisance	1	Very Unlikely	1	Low	1-4	If possible



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Action	Person Responsible	Proposed completion date