

## WORKPLACE RISK ASSESSMENTS

### Introduction

This document provides guidance relating to the Trust's requirement to undertake workplace risk assessments which are;

- a) Consistent across the Trust
- b) Robust
- c) In accordance with legal requirements

### Legal basis of workplace risk assessments.

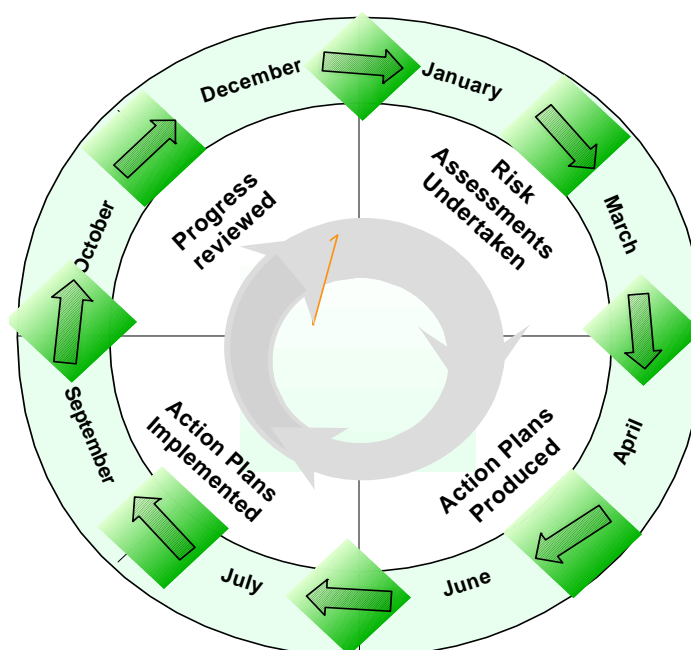
The assessment and management of risk is not only good housekeeping practice, it is a legal requirement as part of the Management of Health and Safety at Work Regulations 1999.

It is important to distinguish between *formal* risk assessments which are a legal requirement and recorded accordingly and the exercise of *good practice* whereby all staff are constantly aware of hazards and risks in the workplace and take immediate action to report, reduce or resolve hazards which they observe in everyday practice.

### Frequency of assessments

Formal workplace risk assessments should be undertaken at least annually, with reviews at least 6 monthly. Some services / workplaces may need to undertake assessments more frequently due to the nature of the service provided there. The chart below offers a schematic of the process. It is accepted that a degree of time slippage is inevitable and this schematic therefore represents the optimal system which should be worked towards.

### Appendix (1) Frequency Of Assessments



## Accountability and responsibility

The Chief Executive of the Trust is accountable for the provision and maintenance of healthy and safe environments for the staff, patients, and visitors who access them.

The Executive Director of Nursing and Governance is the nominated executive with responsibility for Risk, Health and Safety and Security within the Trust.

Directors and Directors of Operations are responsible for ensuring that systems and processes exist to ensure the health and safety of staff, patients, and visitors who access their services.

Support and advice is available from;

- The associate Director of Risk and Safety
- The Head of Health, Safety and Security
- The Health and Safety Trainer
- Occupational Health Advisers

Each Directorate will nominate responsible persons who will be responsible for ensuring that the assessments are undertaken at locally agreed intervals. Training of these nominated assessors will be provided by the Risk Services Department.

Staff-Side representatives will also be encouraged to access the training and wherever practicable will undertake joint workplace risk assessments with the nominated Directorate risk assessors to ensure active Staff-Side involvement in the risk management process.

Directorate Risk, Health and Safety Committees will monitor completion of these assessments and any remedial actions identified. Where necessary they will advise on prioritisation of issues.

The Trust's Risk, Health and Safety Committee will receive reports from Directorate and Staff-Side representatives, providing assurance that the risk assessments are being undertaken and that action plans are in place to address them.

## Assessment Process

To ensure consistency across the Trust, generic checklists and risk assessment sheets will be used (Appendix 2 & 3).

These checklists are worded so that "no" responses indicate where potential risk may exist and further risk assessment is required to determine whether the risk identified is "significant". Three terms are nationally accepted in the vocabulary of risk assessments and these are explored below;

- a) Likelihood,
- b) Impact
- c) Control

## Appendix (2) Risk Assessment Sheet

<b>Likelihood</b>	<b>Score</b>	<b>Multiplied by</b>	<b>Impact</b>	<b>Score</b>
<b>Rare</b>	<b>1</b>		<b>Negligible</b>	<b>1</b>
<b>Unlikely</b>	<b>2</b>		<b>Low</b>	<b>2</b>
<b>Possible</b>	<b>3</b>		<b>Medium</b>	<b>3</b>
<b>Likely</b>	<b>4</b>		<b>Significant</b>	<b>4</b>
<b>Almost Certain</b>	<b>5</b>		<b>Extreme</b>	<b>5</b>

Risks will be scored in accordance with the nationally agreed risk scoring methodology which forms the basis of Controls Assurance scoring which is shown above:

In accordance with the Trust's Risk Strategy and Policy, risks scored as 16 or more will be considered as unacceptable and will require urgent action plans to reduce the identified risk(s).

Controls are the systems and processes in place which are designed to reduce or eradicate risk. Examples of controls are lone working policies, CPR training, personal alarms, fire alarm systems etc.

Copies of completed risk assessments and action plans should be sent to the Directorate lead for Risk, Health and Safety as nominated by the Director of Operations, and identified risks should form part of the Directorate Risk Register.

**1 copy of each will be retained locally in the workplace for a period of five years as a record of issues identified and actions planned or taken to reduce or eradicate risks.**

### **Action plans**

Once the risk assessment has been completed and recorded, actions will fall into the following categories and will be monitored at the Locality, Directorate or Trust Risk Health and Safety Committees as appropriate.

- a) Local – those actions which can be taken by the local manager within short time scales and within available resources.
- b) Locality-wide; those issues and actions which effect localities as a whole and require longer term actions and more significant resources
- c) Directorate wide; those issues which require detailed and/or extensive actions or resources for significant parts of the Directorate.
- d) Trust-wide; Issues which require major planning and/or investment at a level requiring a Trust wide lead.

### **Appendix (3) list of Workplace Risk Assessment sheets**

WRA OH10 – Occupational Health Checklist  
WRA MH10 – Moving and Handling Checklist  
WRA DSE10 – Display Screen Equipment Checklist  
WRA COS10 – Control of Substances Hazardous to Health Checklist  
WRA GE10 – General Environmental and Workplace Checklist  
WRA FS10 – Fire Safety Checklist  
WRA SC10 – Security Checklist  
WRA PS10 – Patient Safety Checklist  
WRA LW10 – Lone Working Checklist  
WRA ME10 – Medical Emergencies Checklist  
WRA MED10 – Medical Equipment / Devices  
WRA HR10 – Health Records Checklist  
WRA STF10 – Slips, Trips and Falls Checklist  
WRA EM10 – Emergency Planning Checklist

The Workplace Risk Assessment will be reviewed and re-issued annually by the Head of Health, Safety and Security.

# Guidance for completion of Environmental / Workplace Risk Assessment

These forms should only be completed for significant risks/hazards.

***If the hazard / risk can be sorted by a simple immediate local action this is exactly what should happen and will negate the need to record the risk on this form.***

Hazard: Something with the potential to cause harm to people or damage to property

Risk: The likelihood that the risk will occur and the severity

Control: Systems that can eliminate the risk or reduce it to an acceptable level

Ensure the sections relating to Directorate, Site/Building, Room/Area and date are completed
(A) Describe the hazard
(B) Describe who or what is at risk
(C) Describe the potential harm caused by the hazard
(D) Score the likelihood of the risk occurring
(E) Score the impact of the risk occurring
(F) Score the risk as it is with <b>existing controls in place</b> by multiplying the score for (D) by the score for (E)
(G) Describe recommended controls which would reduce the risk
Complete the action plan specifying what is to be done to reduce the likelihood of the risk occurring or the impact. Actions should be attributed to named individuals and given realistic timescales to be achieved.
Sign and print your name at the bottom and the date of the assessment and a review date
Keep a copy of the forms in your work area and send one copy to your Directorate lead for Risk, Health and Safety

## WORK PLACE RISK ASSESSMENT

Directorate:

Site/Building:

Room/Area:

Date:

(A) Hazard	(B) Risk	(C) Potential Harm	(D) Likelihood	(E) Impact	(F) Risk Score	(G) Recommendations

### Likelihood Rating of Hazard (D)

Rare (Score 1)

Unlikely (Score 2)

Possible (Score 3)

Likely (Score 4)

Almost Certain (Score 5)

### Impact of Hazard (E)

Negligible (Score 1)

Low (Score 2)

Medium (Score 3)

Significant (Score 4)

Extreme (Score 5)

**Risk score (F) = Likelihood of Hazard (D) multiplied by the Impact of Hazard (E)**

Assessment carried out by: Name - Print

Signed:

Date:

Review Date:

## WORKPLACE RISK ASSESSMENT

### RECOMMENDATIONS AND ACTIONS

Priority	Recommendations and Actions	Action By	Target completion Date	Comments

Assessment carried out by:    Name - Print

Signed:

Date:

Review Date: