1. Haringey Council Procedure

1.1 The Council acknowledges its responsibility to manage health and safety in accordance with current Health and Safety Statute Law and Regulation. The Health and Safety at Work etc Act 1974 gives a duty of care for employers to ensure the health safety and welfare of all employees and other persons affected by its undertakings. To facilitate meeting this duty of care, the Management of Health and Safety Regulations 1999 requires that suitable and sufficient risk assessments are completed for all hazardous work activities.

1.1.2 To enable Directors, Heads of Service, Head Teachers, Managers and Employees to fulfil these requirements, the Council will provide the required information, instruction, training and supervision, as identified within this procedure, to all necessary staff to enable them to understand and interpret the significant hazards arising from their work activities and complete suitable and sufficient risk assessments of those hazards.

2. Scope of Procedure

2.1 This procedure applies to all Haringey Council premises, staff and work activities. It describes the arrangements for completing suitable and sufficient risk assessments using the Health and Safety Executives 5 steps to risk assessment.

2.2 The procedure will be particularly pertinent to managers and supervisory staff who have responsibilities for managing the health and safety of their teams.

3. Key Terms and Summary Information

3.1 Key Terms

Hazard	An object, substance or activity that has the potential to cause harm
Risk	The likelihood of the hazard occurring times the severity of the outcome.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking
Suitable and Sufficient	The law states that a risk assessment must be 'suitable and sufficient', i.e. it should show that: • a proper check was made • It was asked who might be affected • all the obvious significant risks, were dealt with, considering the number of people who could be involved • the precautions are reasonable, and the remaining risk is low • workers or their representatives were involved in the process

4. Responsibilities for Implementation

4.1 Directors, Heads of Service and Head Teachers

4.1.1 Are responsible for implementing and monitoring compliance with this procedure in their service area or school.

4.1.2 Are responsible for ensuring all hazardous work activities, substances and equipment are subject to a suitable and sufficient risk assessment completed by competent staff.

4.2 Managers

4.2.1 All managers must ensure risk assessments are carried out for all work activities under their responsibility. All health and safety responsibilities for managers are explained within the "IOSH Managing Safely Course" provided by the Health and Safety Team. Details of course availability can be found on the intranet under the Fuse tab or by contacting health.safetyadvice@haringey.gov.uk. This course is defined as "mandatory for managers". Senior Directorate Management should ensure that it is undertaken by all their managers at the earliest opportunity.

4.2.2 In general risk assessments should be regarded as reasoned judgements about risks and their impact on people's health and safety. Properly conducted risk assessments should identify if the control measures in place are adequate. If the existing measures are deemed inadequate, then the results of risk assessments are justification for additional or different control measures.

4.2.3 In order for these reasoned judgements to be made, it is necessary to draw on the skills and expertise of the workforce. Within an organisation as large and diverse as Haringey Council, it would be unrealistic to expect risk assessments to be carried out by one single agency. As mentioned earlier, the most effective control of risk can be achieved by those who "create the risks and those who work with the risks".

4.2.4 So while ultimate responsibility for ensuring risk assessments are carried out rest with the Chief Executive, the actual process of risk assessment should be carried out by those within the Service who have the necessary skills and expertise to ensure all risks are identified and adequately controlled.

4.2.5 As well as ensuring that those involved in risk assessment have the necessary skills and expertise, it is essential to ensure that they are available in adequate numbers. Depending on the needs of the Service, it may be desirable to form risk assessment teams, each focussing on a particular area of service provision, with the process being overseen by Senior Management. Risk assessment teams must comprise of managers and employees to ensure the requirements of "suitable and sufficient" are met.

4.3 Employees

4.3.1 Employees have a responsibility to identify risk to their Managers.

4.3.2 Employees have a duty to cooperate with the employer. This means not only contributing to risk assessments using their knowledge and experience with carrying out the activity being assessed, but also observing the controls put in place that have been identified in the risk assessment.

4.2.3 Under Health and Safety Law employees have a duty of care to themselves and others affected by our undertakings by their acts and omissions. By failing to report and identify shortfalls in safety controls and unsafe work conditions or acts, there is a breach of the Health and Safety at Work etc Act 1974 which could put others at risk.

5. Specialist Advice

5.1 The Corporate Health and Safety Team will provide advice and guidance for completing the risk assessment process. This will be given through delivering training and giving advice to managers and employees where required.

5.2 General guidance for risk assessments can be found on the Health and Safety Executives website https://www.hse.gov.uk/

6. Other documents you may need to consider

6.1 HSE Guidance "Risk Assessment – A Brief Guide to Controlling Risk in the Workplace"

6.1.1 Corporate Health, Safety and Wellbeing Policy

7. Action to Take

7.1 The Risk Assessment Process

7.1.1 The Health and Safety Executive (HSE) propose a 5-stage risk assessment process which outlines the essential components of a 'suitable and sufficient' risk assessment

7.2 Step 1. Identify the hazards

7.2.1 The first stage identified by the HSE is to **identify the hazards**. A hazard means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc). Some hazards, such as these examples, are easier to identify than others. Information gathered over time has produced good evidence on which to base a risk assessment strategy for these more easily identifiable hazards. However, new and developing hazards may incubate risk if they are not properly identified by the risk assessment process.

7.2.2 In recent years, the Council has responded to the identification of these new and developing hazards by producing specific guidance in the form of Policy Arrangements and procedures on issues such as Stress. Only by employing a robust risk assessment process can we continue to protect employees from exposure to agents or conditions which could be harmful to their health. The best approach to this involves looking at hazards within: -

- Groups, e.g. machinery, transport, substances/materials, electrical etc.
- Processes, e.g. looking at each process such as refuse collection, moving & handling, or landscaping.
- Locations, e.g. examining each location such as an office, depot, care home or school.

7.2.3 By combining these three approaches, most workplace hazards can be identified. Prior to undertaking new work activities, moving to new premises, or introducing new machinery, risk assessments should be conducted. The general risk assessment may identify hazards which require a more specific assessment of risk e.g. chemicals, manual handling, noise, and vibration etc.

7.2.4 When carrying out a risk assessment it is essential that the 6 main categories of hazard are considered.

1.Mechanical
Examples of mechanical hazards are unguarded machines, plant, machinery, and vehicles.

2.physical
Examples of physical hazards are fire, electricity, vibration, and poor housekeeping.

3.Chemical
Chemicals are considered a hazard due to their intrinsic properties to cause harm to humans, property, or the environment. Paints, varnishes, bleaches, and diesel fumes are manmade while there are naturally occurring hazards such as arsenic or radon gas.

4.Biological
Biological hazards are organic substances or microorganisms that pose a threat to the health of humans. These include pathogenic bacteria, viruses, fungi, and parasites.

5.Environmental
Environmental hazards include noise, poor lighting, unreasonable temperatures, and dust.

6.Organisational.
Organisational hazards are associated with behaviour, workload, time constraints and deadlines. These hazards can result in workplace stress.

7.3 Step 2. Decide who might be harmed and how

7.3.1 The second stage of the process is to **decide who might be harmed and how**. This in itself may seem a straightforward task. However, those who are particularly at risk for a variety of reasons must be considered. For example, young workers (any person under the age of eighteen) are considered within health and safety legislation, to have a lower perception of risk, and are a group who have been identified as particularly vulnerable. Risk assessments must be conducted prior to them starting work with for example, additional or closer supervision being required for some jobs. Risk assessments must identify risks to new and expectant mothers. Upon notification that an employee is pregnant, the risk assessment should be reviewed to ensure all appropriate preventative and protective measures are taken.

7.3.2 Other groups for whom special consideration should be given within risk assessments include trainees, visitors, contractors, cleaners, and members of the public. This list is indicative and not exhaustive.

7.4 Step 3. Evaluate the risk

7.4.1 The third stage is to **evaluate the risk**. In order to evaluate the risk accurately a fuller understanding of what risk is, is necessary. Risk is sometimes described as "the likelihood that the harm from a particular hazard is realised". In addition, "the extent of the risk covers the population which might be affected by a risk, i.e. the number of people who might be exposed and the consequences for them". The level of risk therefore reflects both the likelihood that harm will occur and its severity. Please refer to the Council's risk assessment matrix to see how this is calculated (page 10 of this document). Put mathematically: -

RISK = LIKELIHOOD X SEVERITY

7.4.2 When evaluating the risk, the current preventative measures in place should be considered. If guarding is fitted to a machine or a mechanical process has been isolated to reduce noise these should be considered as current preventative measures.

7.4.3 The Council has adopted a risk calculator (see the risk assessment method attached to the Haringey Council standard risk assessment template) which operates on a quantitative scale based on a combination of severity and likelihood. It is important to understand that the result of this combination does not in itself constitute a risk assessment but merely provides the means by which to prioritise action.

7.4.4 When implementing preventative and protective measures, these should follow the principles of prevention defined in the Management of Health and Safety at Work Regulations 1999. Regulation 4

1. Eliminate – Remove the hazard completely, for example if very heavy loads are being unloaded by hand, replacing this process with a mechanical process such as a crane the manual handling risk has been removed.

2. Reduce – Reduce the hazard, for example if carrying a full box of printer paper, reduce the load to a single packet. Or change a harmful chemical with a less harmful option.

3. Prevent contact – Separate the hazard from people for example storing chemicals in a secure locked location. Or adding barriers around hazardous machinery.

4. Safe systems of work – Safe written work procedures, permits to work and safety rules. These all detail how activities should be carried out to minimise risk.

5. PPE – Personal Protective Equipment, hats, gloves, goggles, and respiratory protection, should only be used when all other controls have been applied and a residual risk remains. If the residual risk is high, then the work activity may be too unsafe to be carried out. PPE depends on staff wearing it, and ensuring the correct items are purchased and that they do not affect other PPE items.

7.5 Step 4. Record your findings.

7.5.1 The fourth stage in the risk assessment process is to **record your findings**. The Council has produced a standard template for recording risk assessment information. (Appendix 1, page 7) comprises the actual record of risk assessment which records the identified hazard, who might be harmed and how, the current

preventative measures in place, the risk rating, additional controls required, and a residual risk rating. Finally, who will monitor the actions and when.

7.5.2 Residual Risk Rating is the term used for the risk level when all controls and additional controls have been applied. The residual risk must be as low as is reasonably practicable.

7.5.3 When Services have recorded the significant findings of their risk assessment on the Council's template, they should ensure that they enter into meaningful consultation with local trade union or employee safety representatives of these findings.

7.5.4 With the 'signing off' procedure complete, the risk assessment paperwork can then be issued.

7.5.5 The risk assessment must be communicated to staff; this is an essential part of suitable and sufficient risk assessments. If additional training is required to implement the controls this must be arranged as soon as possible. Staff should sign to evidence that they have received and understood the risk assessment and its content.

7.6 Step 5. Monitor and Review.

7.6.1 The fifth and final stage in the risk assessment process is to **monitor and review**. Monitoring the effectiveness of control measures is not a passive task. Control measures which are not implemented effectively and consistently, will not significantly reduce the level of risk associated with the activity or process. Only by actively monitoring work activities and work environment, can the effectiveness of control measures be evaluated.

7.6.2 As well as evaluating the effectiveness of control measures, active monitoring can help to identify redundant control measures. These represent a drain on resources while having no effect on risk reduction.

7.6.3 In addition to active monitoring, reactive strategies that monitor accidents, incidents and work-related ill health should all be utilised to keep the risk assessment process dynamic. This is an essential component in spotting the new and developing hazards outlined earlier. Where an accident has occurred, the risk assessment for the process or activity should be reviewed as part of the investigation process.

7.6.4 Where the monitoring processes indicate that the existing controls are inadequate or redundant the risk assessment should be reviewed. The aim of the review should be to return the level of risk to an agreed safe level. As a minimum, a programmed review of risk assessments should take place on an annual basis. This formal review, as well as any review arising from monitoring evidence, should be recorded using the Council's Risk Assessment template. This sheet as well as providing evidence of a review, also includes summary details of any subsequent action resulting from the review.

7.6.5 Should the review necessitate the production of a new risk assessment then this must be submitted to the department or service manager for 'signing off'. However, should the review confirm the effectiveness of the existing risk assessment, then the review requires only the signature of the authorising Manager and the date of the next review.

7.6.6 All new and reviewed risk assessments must be clearly communicated to employees. Records of communication must be kept as confirmation that staff have received and understood the risk assessments and their contents.

7.6.7 In summary Managers must

- Identify workplace hazards associated with processes, groups, and locations.
- Decide who might be harmed and how. Ensure 'at risk' groups such as trainees, young persons and new and expectant mothers, disabled employees etc are considered where necessary.
- Evaluate the risk using the risk calculator on Haringey Council's risk assessment pro forma.
- Record details of the assessment using Haringey Council's risk assessment pro forma.
- Ensure assessments are 'signed off' and dated before issue.
- Ensure assessments are reviewed annually or earlier as a result of monitoring evidence.

8. Record Keeping

8.1 All risk assessments must be recorded on a Departmental/Service Risk Assessment Log, available on the intranet, which must be returned to the Health and Safety Team quarterly? Email returns to health.safetyadvice@haringey.gov.uk. This a KPI of the Corporate Health and Safety Strategy which all services should adhere to.

8.1.2 Managers must keep all completed risk assessments in a location that is available to their colleagues. This can be electronically or on hard copy files.

10. Monitoring and Review

10.1 The Corporate Health and Safety Team will review this Policy Arrangement every 24 months from the date of issue. Feedback from the audit and inspection process will be considered as part of the review. Where necessary amendments will be made to the document and submitted to the Corporate Health Safety and Wellbeing board and Trade Unions for consideration

11. Approval of the Procedure

11.1 This safety procedure was reviewed and approved by the Council's Head of Organisational Resilience on 11.06.2020.

11.2 Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Signed _____ Date: 11th June 2020

Health and Safety Procedure

HSP06 Risk Assessment Procedure

Risk Assessment Method

In order to evaluate the risk level associated to a hazard, two factors need to be considered:-

1) the likelihood of the outcome to occur

How likely is it that the hazard will be realized and result in harm? Five categories are defined: -

1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

2) the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines five categories of Consequence: -

1	Insignificant – No injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days absence
4	Major – more than seven days absence
5	Catastrophic – Fatality or permanent Disability

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. Measure the Likelihood (L) X the Consequence (C) which will give you a numerical score. Using the table you can convert this score into a qualitative value for example (L) fairly likely 3 X (C) Major 4 = 12 = High Risk Level.

This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

Risk Assessment Method (continuing).

Matrix

Consequence					
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Insignificant (1)	1	2	3	4	5
Likelihood	Very Unlikely (1)	Unlikely (2)	Fairly Likely (3)	Likely (4)	Very Likely (5)

Action Level

20-25 VERY HIGH	Unacceptable risk - immediate action required
10-16 HIGH	Risk reduction required - high priority
4-9 MEDIUM	Medium risk - action required so far as is reasonably practicable
2-3 LOW	Low priority - further risk reduction may not be feasible or cost effective
1 Very Low	Low risk - no further action required

Service:	Location:	Assessment Completed by:
Description of Activity/Task Assessed:	Date of Assessment:	Review Date:

No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating *			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
1													
2													
3													
4													
5													

No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
6													
7													
8													
9													
10													