

Lothian Operational Standard

LB-HS-102 Risk Assessment

This Standard details the minimum requirements for ensuring compliance with health and safety legislation and implementation of the Lothian H&S Policy Statement.

1. INTRODUCTION

Risk assessment is the careful examination of the hazards associated with work activities that could cause harm and evaluation of whether there are adequate measures in place to control the risks or whether more could be done to prevent harm. The aim of the risk assessment specifically is to identify and address significant risks to health and safety.

It is a legal requirement that businesses assess the risk from their work activities. Although there is no legal obligation to eliminate ALL risk, businesses must put adequate control measures in place to ensure that those exposed to risks from their work activities are protected 'as far as is reasonably practicable'.

2. POLICY STATEMENT

Lothian are committed to ensuring that the risks to the health and safety of employees, contractors and members of the public arising from work activities are identified, assessed and that measures necessary to eliminate or control the risks are implemented in order to reduce risks to the lowest practicable level and therefore reduce injury and ill health.

3. SUMMARY OF REQUIREMENTS

The Health and Safety at Work etc. Act places a general duty on employers to conduct their undertaking such that they do not expose their employees or persons not in their employ to risks to their health and safety. The Management of Health and Safety at Work Regulations (MHSWR) make this requirement for risk assessment more explicit by requiring employers to:

- Make a suitable and sufficient assessment of the risks to the health and safety of persons not in their employment to which they are exposed whilst at work
- Document the significant findings of the risk assessment
- Communicate the findings from the risk assessment to those exposed to risk
- Review the risk assessment regularly

In addition to the general requirement under MHSWR, risk assessments are also required under the following relevant industry/topic specific legislation:

- The Control of Substances Hazardous to Health Regulations
- Construction (Design and Management) Regulations
- The Control of Asbestos Regulations
- Control of Vibration at Work Regulations
- Noise at Work Regulations
- The Manual Handling Operations Regulations
- The Fire (Scotland) Act
- Display Screen Equipment Regulations
- Personal Protective Equipment Regulations
- Work at Height Regulations

Refer to the relevant LB - HS Standard for detailed requirements

4. WHAT NEEDS TO BE DONE

Assessing the Risks

4.1 A suitable and sufficient risk assessment of the general work activities must be undertaken at each location. For most work activities where a significant risk has been identified, a generic¹ risk assessment will have been undertaken and issued.

Where a generic assessment IS provided:

- 4.2 The risk assessment must be reviewed locally in order to produce a “site specific” risk assessment. Each hazard must be considered individually in relation to the inherent features of the site or the environment in which the task is undertaken e.g. layout or design of the premises, space constraints, background noise, access and egress etc.,
- 4.3 If the evaluation indicates that risks are under control this should be indicated on the template and no further action need be taken.
- 4.4 Where the existing control measures have not been implemented and risks are not under control, additional action that will be taken locally to reduce the risks must be identified.
- 4.5 Where there are additional hazards, the risks associated with these must be evaluated risks and the control measures necessary to reduce the risks must be identified and documented.

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Where there are several workplaces with similar activities a ‘generic’ assessment of the core risks can be carried out which can be then be further adapted locally to reflect specific risks at each individual workplace

4.6 The risk assessment should then be signed and dated as an indication that it has been reviewed and is now the “site specific” risk assessment.

4.7 A generic assessment has been carried out for the following activities:

- Body and Paint Shop
- Bus Wash and Refuel
- Pressure Washing
- Cleaning
- Bus Driving
- Workplace Transport
- Roadside Working and Repair
- Site and General Activities
- Service Repair and Inspection
- Working in an Office or Shop environment
- New and Expectant Mothers
- Young Persons

Where a generic assessment IS NOT provided:

4.8 Where there is no generic assessment available for a particular work activity e.g. a new item of equipment or process has been introduced, a suitable and sufficient assessment of the risks must be carried out and documented to produce a “new” assessment.

4.9 When carrying out a ‘new’ risk assessment, the manager or persons undertaking the risk assessment must ensure that it:

- a) Identifies the person or persons at risk,
- b) Identifies the hazards,
- c) Evaluates the risks
- d) Identifies the control measures necessary to reduce the risk to an acceptable level

4.10 Any ‘significant’ additional hazards added to the generic assessment or ‘new’ assessments should be brought to the attention of the local Health and Safety Committee via the H&S Manager to enable them to be considered for the generic assessment to be amended where necessary.

Basic Principles of Prevention

4.11 Managers allocated with responsibility for risk assessment must ensure that the precautions identified in the site-specific risk assessment are implemented effectively and that the following general principles have been applied:

- a) Avoid risks where possible
- b) Evaluate the risks that cannot be avoided;
- c) Combat the risks at source;

- d) Adapt the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) Adapt to technical progress;
- f) Replace the dangerous by the non-dangerous or the less dangerous,
- g) Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) Give collective protective measures priority over individual protective measures; and give appropriate instructions to employees

Young Persons

- 4.12 Managers responsible for young persons at work must review and re-evaluate the existing risk assessments specific to the experience, training, capability and maturity of the young person. A generic risk assessment is provided to assist with this.
- 4.13 The outcome of the risk assessment must be communicated to the young person, the parents, and school or work placement provider, as appropriate.
- 4.14 Records of the risk assessment and issue of information must be recorded and retained.

New and Expectant Mothers

- 4.15 Employees are responsible for notifying their manager if they discover they are pregnant, have given birth within the previous 6 months or breast feeding.
- 4.16 Following notification of a pregnancy the line manager must ensure that a risk assessment is carried out and documented using the generic risk assessment template.
- 4.17 The risk assessment must be reviewed periodically throughout the pregnancy and should consider the impact of changing size, shape and capability.
- 4.18 The outcome of the risk assessment must be communicated to the new or expectant mother and involve her in any proposals to remove, reduce or control the risks.
- 4.19 Where risks cannot be removed, reduced or controlled, the line manager must either:
 - a) Temporarily adjust the working conditions or hours of work, or
 - b) Give the employee suitable alternative work, or
 - c) Suspend the employee on paid leave for as long as is necessary to protect her health and safety, or that of the child,
- 4.20 Each manager with responsibility for carrying out risk assessments must communicate the outcome of the assessment to their employees and where

appropriate any contractors or other persons who may be exposed to risk from the work activities.

- 4.21** Records of the risk assessment and issue of information must be recorded and retained.

Non-Core Activities and Events²

It is important that the risks associated with organised events and other activities which are outside the normal scope of Lothian core work activities are properly managed and indemnified.

- 4.22** Some activities are not covered by normal EL/PL insurance. The event, non-core or extra-curricular activity must be notified to the Insurance Dep't or the Insurance Broker, as soon as possible to enable the necessary insurance cover, if required, to be arranged.

- 4.23** Our insurance brokers may require businesses undertaking extra-curricular activities to provide some assurance that risks have been properly evaluated and that robust arrangements are in place to eliminate or control risks for the duration of the activity or event.

- The business must ensure that all contractors and external service providers involved in the event have provided us with a suitable and sufficient assessment of the risks arising from their work activities prior to the event to enable an appropriate level of planning to be carried out.

- 4.24** All measures necessary to eliminate or control the risks identified in the risk assessments must be fully implemented. Implementation of the control measures should be monitored by a Senior Manager.

- 4.25** Records of the risk assessment and issue of information must be recorded and retained and a copy forwarded to the Insurance Dep't or Insurance broker if requested.

Review

- 4.26** Lothian H&S must review and modify the generic general risk assessments:

- Where there is a significant change in the work activity,
- Where it is suspected that it is no longer valid,
- Following an accident, incident or failure of a control measure

But in any event, at least every two years.

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e.g. provision of services by a third party or third party undertakings on Lothian owned sites, management of construction projects (particularly roles under CDM Regulations), gym provision, social and other extra-curricular activities etc.,

4.27 New and site-specific risk assessments must be reviewed or modified locally by an appropriate manager:

- Where there is a significant change in the work activity,
- Where it is suspected that it is no longer valid,
- Following an accident, incident or failure of a control measure

But in any event, at least every two years.

Dynamic Risk Assessment

4.28 In addition to the employer's risk assessment, operating companies must implement a dynamic³ risk assessment process in certain circumstances such as Roadside working, which encourages employees to carry out their own mental evaluation of the risks and identify suitable precautions. This will enable employees to participate in the overall risk assessment process.

4.29 It is essential that employees STOP, THINK and CHECK for potential hazards before commencing work and throughout the duration of the task, addressing any risks as they arise and asking themselves the following questions:

- Have I done this task before?
- Did I complete the task without a problem?
- Do I have clear instructions, and understand what I have been asked to do?
- Am I satisfied I have the skills to do the task?
- Do I know the hazards and understand the risks associated with the task?
- Do I have the correct tools for the task?
- Do I have the correct Personal Protective Equipment, and am I using it?
- Am I able to carry out the task safely?

Where employees cannot answer YES to the above questions they must not proceed until they have sought advice from their manager.

4.30 Where significant risks arise that the employee is unable to resolve him/herself, work must be stopped temporarily and the line manager informed to enable a more formal risk assessment and precautions to be implemented where necessary. This type of assessment is required to be documented.

Competency and Training

- 4.31** Operating Companies must ensure that risk assessments are carried out by competent persons i.e. managers who have attended IOSH Managing Safely or otherwise have received training in risk assessment or have previous experience carrying out risk assessments.
- 4.32** Affected employees must receive adequate information, instruction or training in 'dynamic' risk assessment techniques to enable them to evaluate the hazards associated with their work activities before they commence and for the duration of their work activities to enable them to participate in the risk assessment process.
- 4.33** A record of the issue of information or any training/briefing given must be documented and retained.

5. WHO SHOULD DO IT

5.1 Managing Director, having overall accountability for safety must:

- Ensure that the requirements of this standard are fulfilled
- Ensure responsibility and resources for managing risks and implementing control measures are appropriately allocated

5.2 Directors and Senior Managers must:

- Ensure arrangements for managing risks are in place at each location and that responsibilities for assessing risks and implementing control measures have been allocated appropriately
- Ensure that implementation of risk assessments is monitored and assessments are reviewed regularly and in light of structural changes, changes to legislation or working practice or in the event of an incident
- Ensure managers undertaking risk assessment are competent and have received an appropriate level of training, instruction and information

5.3 Line Managers e.g. Engineering, Operations Managers or equivalent must:

- Assess and document the risks arising from work activities within their responsibility
- Implement and maintain control measures that have been identified in the risk assessment
- Communicate the outcome of the risk assessments i.e. risks and precautions specific to the location and work activities, and provide instruction, information and training as relevant and appropriate to those who may be exposed to risk
- Review site specific risk assessments on a regular basis or following a significant change, an injury or incident or failure of a control measure.

5.4 H&S Manager must:

- Provide advice on how to implement the H&S requirements in order to ensure continued compliance with COSHH legislation
- Maintain a register of risk assessments and monitor reviews
- Assist managers and support the risk assessment process

5.5 Employees must:

- Familiarise themselves with the risks and precautions associated with the workplace and carry out their own 'dynamic' risk assessment, where appropriate, at the start and for the duration of each task
- Follow appropriate systems of work laid down for their safety, adhere to training and instructions and make proper and full use of any systems and equipment provided for their safety
- Cooperate with management, and others who have responsibility for ensuring control measures are maintained at all times
- Not misuse or damage equipment which has been provided to reduce exposure and report any defects in control measures to their line manager.
- Participate in screening and health surveillance programmes and attend referral appointments as appropriate
- Report defects in control measures and work equipment and unsafe conditions immediately to the line manager
- Raise any other concerns they may have about their health and safety with their manager in the first instance

6. MEASURE

6.1 The requirements of this standard will be monitored by Lothian H&S department to ensure effective implementation. Evidence of effective management will include:

- Suitable and sufficient risk assessments completed and documented
- Employee awareness of risks and precautions relevant to their workplace
- A rolling programme of risk assessment and the communication of risks and precautions

7. AUDIT

7.1 Compliance with the requirements of this H&S Standard will be audited periodically in accordance with the Lothian H&S Audit Programme.

8. REVIEW

- 8.1 This H&S Standard will be reviewed every 2 years or in accordance with Lothian Policy following significant changes in the matter to which it relates.

9. REFERENCES AND RESOURCES

- 📖 L21 Management of Health and Safety at Work Approved Code of Practice
- 📖 INDG163 Five Steps to Risk Assessment
- 📖 Lothian: Generic Risk Assessments
- 📖 IOSH Managing Safely course