



Pick Protection

5 Steps Appendix C

Guidance for Managers
on completing Risk Assessment



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GUIDANCE FOR MANAGERS

To identify lone workers and the hazards when lone working takes place a Manager should complete the appropriate risk assessment document. (Appendix 1).

The risk assessment process follows the 5 x 5 risk management matrix.

It is important to recognise that risk assessments may be dynamic and that additional control measures may need to be implemented where a higher risk is identified. When documenting risk assessments, it is important to ensure that intelligence is gathered from as many appropriate sources as possible, as this may help to inform your response to the given risk.

For each risk assessment you should:

Consult with employee(s) on what risks they identify

- Nobody knows the risks of a role better than those in the role themselves. They know if something makes them feel uncomfortable or uneasy. Asking employees to feed into risk assessments is an important step and makes your job easier. It also helps generate buy in from them employee when you come to introduce control measures. If you're a small organisation you can consult with employees directly or if you're a large organisation you can do this through Health and Safety Representatives.
- Attend site visits, where application, to assess the risks in person
- Employees in the role know when they feel uncomfortable, but they are not trained Health and Safety Professionals. It is also important to ensure you assess the risks in person with a vigilant eye.
- Ask others in the organisation (e.g. fellow department manager) for their view on risks specific to your organisation
- Every organisation is unique and has its own risk catalogue. If there are other departments within your organisation responsible for their own risk assessments, then ask to see what risks have already been identified. Department specific risks may not be relevant but across the organisation certain risks may be present for everyone.
- Ask others in the same industry for their view on risks specific to the industry (or department)



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- Reach out to the community within your industry and be willing to share your findings with others too. By leveraging the experience and insight of others dealing with similar risk profiles you can be more confident you've identified all principal risks within your industry.
 - If available, review previous Accident Logs and Manufacturer Information/ Data sheets
 - If an accident has happened before, the chances are it can happen again. Check back in your organisation's records to identify what incidents have previously occurred and what caused these incidents. Manufacturers may also provide warnings of potential risks associated with their equipment
 - In all situations, recommended control measures should be implemented and shared with all affected staff. Managers should make sure that lone working and safe systems of work are discussed at team meetings to ensure that all staff follow agreed actions.
 - At least twice annually, managers should conduct a review to evaluate the effectiveness of the procedure, or procedures, adopted. In multi-disciplinary teams, there may be a blend of processes and procedures. The review must be documented and shared with the team.



MANAGING RISK

Risk Matrix • High - Moderate - Low						
Likelihood x Severity = Risk Rating		Likelihood				
		Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Severity	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7-day injury (3)	15	12	9	6	3
	Minor Injury (2)	10	8	6	4	2
	Negligible (1)	5	4	3	2	1

The hierarchy of controls must be used when considering the risk reduction plan, i.e. avoid if possible, assess those activities that cannot be avoided, reduce the level of risk to the lowest level reasonably practicable ergonomically, by the provision of equipment, information, instruction & training, signage, etc.

Risk Severity

- **High** = The Risk is NOT managed and could present a significant risk. The activity should be suspended until a detailed assessment has been undertaken and a risk reduction plan developed and implemented.
- **Moderate** = Risk is NOT adequately managed, a detailed risk reduction plan must be completed;
- **Low** = Risk is adequately managed, although improvements may be possible to reduce the risk further;



RATINGS ACTION

1-4: Low Risk

Line managers should manage low risks by maintaining routine procedures and taking proportionate action to implement any additional new control measures to reduce risk where possible. Managers must escalate higher levels of risk.

5-10: Moderate Risk

Department Managers must ensure that an action plan is identified to reduce risk and is entered on local risk register. Managers must escalate higher levels of risk.

12-16: High Risk

Senior Management action plan must be specified for high risks. Appropriate management assurance must evidence and control the risk assessment and oversee the action plan to reduce the risk. The risk should be placed on divisional and corporate risk registers. High levels of risk must be escalated to the Board of Directors.

20-25: Extreme Risk

Executive management is required to ensure immediate action, in line with the context of the risk. Directors will be responsible for this level of risk and the action plans. However, the Executive Director must oversee the progress. The risk must be captured on the Corporate Risk Register.



RISK FACTORS TO CONSIDER

When completing risk assessments all elements of an employee's role should be considered. The following list highlights elements of job roles that should be considered when identifying risks. This list is not exhaustive and is intended only as a guide:

- Do employees visit domestic and commercial premises where risk of violence and aggression is reasonably foreseeable?
- Do employees work on their own in the community?
- Do employees carry out visits in isolated rural areas?
- Do employees visit unfamiliar clients or service users?
- Do employees visit a high-risk or unstable or unpredictable client group?
- Do employees carry out visits during unsocial hours?
- Do employees travel for work staying overnight?
- Do employees travel outside of the UK?
- Do employees have access to car parks with 24/7 security?
- Do employees carry expensive equipment on their person e.g. smartphone, laptop, tablet?
- Do employees have access to sensitive and valuable information?
- Do employees work alone with hazardous plant, tools, equipment or chemicals?
- Do employees work out of hours?
- Do employees work alone with hazardous plant, tools, equipment or chemicals?
- Do employees work where serious injury may be incurred by the type of work being carried out?
- Do employees use receptions, counters and interviews rooms alone?
- Are there any factors why an individual member of staff may be more at risk when working alone? (eg gender, age, disability, race, new or expectant mother, inexperience etc.)
- Is the person medically fit and suitable to work alone?
- Does the workplace allow access to members of the public/service users?
- Is there a risk of violence from members of the public?
- Do employees' activities involve working in confined spaces?
- Do employees' activities involve handling dangerous substances?
- Do employees use machinery?
- What risks will the worker be exposed to in the event of equipment failure?
- Can substances and goods be handled safely/can they be handled by one person?
- Where lifting/manual handling takes place – can the lone worker carry this out in a safe manner?

If you require further assistance on completing the risk assessment document contact your Health and Safety team.