

Risk Assessment Procedures

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**Department / Team:** Safety, Environment & Continuity

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**Risk Assessment Procedures**

**1.0 Purpose**

 This procedure outlines the process by which significant risk is assessed within University of Stirling

**2.0 Scope**

This procedure is applicable to all on campus and off campus facilities. Alterations to this procedure are not permitted without the prior approval from the Head of Safety, Environment and Continuity (SEC).

**3.0 Responsibilities**

 Each Faculty and Directorate is responsible for carrying out risk assessments within their areas of responsibility. The Safety, Environment and Continuity department and Faculty and Directorate Health and Safety Representatives, where appropriate, shall provide advice and guidance with input from other areas of the business as required.

**4.0 Procedure for general process/ task/ working environment assessments and confined spaces**

* 1. **Look for the Hazards:**
1. Inspect the *workplace* and *activities* from a fresh viewpoint
2. Look at the things that could be reasonably expected to cause harm *ignore trivial hazards,* concentrate on those where more serious harm could result
3. Encourage your teams to take part by identifying risks and suggesting ideas, solutions etc,
4. Review health and accident records and any information provided by suppliers and manufacturers.
	1. **Decide who is at Risk:**
* Include staff, visitors, contractors, members of the public
* Who is affected by the activities and conditions of your workplace
	1. **Analyse the Risks Arising From the Hazards:**
* Deal with all the significant hazards taking into account the number of people involved
* Check to see if existing precautions for each significant hazard are adequate or if more should be done use the risk rating guide to help you identify the level of risk
* Confirm the legal minimum standards have been met
* Check that industry standards and best practices are being adhered to
* Decide if the remaining risks are high, medium or low
* Consult those who might be affected
* Advise employees, visitors and contractors of any risks
	1. **Evaluate the Risks:**
* Identify anything else you can do to reduce the risk for medium or high risk activities eliminate or substitute
* If not practicable ensure the risks are adequately controlled to minimise injury
* Check that the precautions put in place are reasonable and that the remaining risk tolerable
* As a last resort issue PPE, do a face fit test, where required, and train in use
* Inform staff of hazards that affect them
	1. **Record the Findings:**
* The assessment needs to be suitable and sufficient
* Ensure a full review is carried out
* Write down the more significant hazards
* Record the significant findings of the assessment
* Record the important conclusions
* Make reference to other documents such as manuals, university policies and procedures, health and safety procedures as appropriate
* Keep the written document for future reference and use
	1. **Further actions**
* Where further controls are required complete the follow up action planassigning responsibilities and target dates
	1. **Review the Assessment**
* Reassess the risk rating upon completion of follow up actions to ensure risk at acceptable level
* Review the assessment on a frequency dependent on the extent/ nature of the risk/ degree of change/ incident/ accident or at least annually (higher risks require more frequent reviews)
* Revise the assessment if there are significant changes such as the introduction of new procedures or equipment
* Record reviews on the Risk assessment review sheet

See Appendix 1 for further guidance

**5.0 COSHH Assessments for hazardous substances**

* 1. **Material safety data sheets**
* Obtain MSDS from supplier of new substance or new supplier
	1. **Assess substance**

 Using the MSDS and knowledge of how and where you will use the product assess the risks

* Identify who may be affected
* How they may be affected
* Likely effect on the person(s)
* Hazards associated with substance
* Ensure legal limit (WEL) is not exceeded
	1. **Decide what precautions are needed**
* Do not carry out work which could expose your staff to hazardous substances without first considering the risks, necessary precautions and what else you need to do to comply with COSHH
	1. **Prevent or adequately control exposure**
* You must prevent your staff from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable you must adequately control it
* Implement and communicate control measures to staff
	1. **Ensure that control measures are used and maintained**
* Ensure that control measures are used and maintained properly and that safety procedures are followed
	1. **Monitor the exposure**
* Monitor the exposure of employees to hazardous substances, if necessary

 **5.5 Prepare plans and procedures to deal with accidents, incidents and emergencies**

* Record and communicate emergency plans and procedures to deal with hazardous substances, where necessary
	1. **Training and supervision**
* Ensure employees are properly informed, trained and supervised. Record training given in training records
	1. **Record Assessment**
* Record your assessment and post copies in the relevant areas

**6.0 New and Expectant Mothers Risk Assessment**

 **6.1 New & Expectant mothers**

* New an expectant mothers should notify HR who will arrange with the head of Faculty/Service Directorate to carry out a Risk Assessment to identify if there are any additional work risks arising from the pregnancy and to put control precautions in place using the New and Expectant Mothers risk assessment form.

 **The assessment should:-**

* Indicate applicable hazards
* Identify existing controls
* Rate the risk
* Identify persons at risk
* Identify further action required indicating responsibilities and timescales
* Be reviewed regularly or when there are changes

SEC should be contacted to enrol the member of staff onto the New & Expectant Mothers course within WorkRite which all new and expectant mothers should complete.

**7.0 Other assessments**

 **7.1** Assessments covering Display screen equipment are completed and held electronically within the WorkRite system

 **7.2.** Fire risk assessments are currently carried out by SEC however local managers are required to progress any identified actions as indicated.

**Appendix 1 - Guidance on Assessment Form**

|  |  |
| --- | --- |
| **Likelihood**( The likelihood of the hazard present actually causing the harm) | **Severity**( Most likely level of injury from hazard occurring ) |
| H = Probable, or very likely to occur in short term | H = Fatal Injury, Serious Injury, Permanent or long Term Disability |
| M = Possible , or likely to occur in medium term | M = Lost work injury, Minor Fractures, Serious cuts, Hospital Out patient |
| L = Not likely to occur in medium to long term | L = Minor Injury, No lost time, First Aid Treatment |

**Risk Matrix**

|  |  |
| --- | --- |
| **Severity** | **Likelihood** |
|  | Low | Medium | High |
| Low | 1 | 2 | 3 |
| Medium | 2 | 4 | 6 |
| High | 3 | 6 | 9 |

\* Note that the initial priority in any risk reduction strategy should be to reduce the LIKELIHOOD of an event occurring, rather than to reduce the severity of the outcome of an event. It is for this reason that the hierarchy of risk control measures should be applied. PPE is always the last resort

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | **Severity** |  **Rating** | **Action Required** | **Timeframe for action** |
| Low | Low | 1 | Monitor to ensure no changes to rating values | As required. |
| Med | Low | 2 | Monitor for change.  | 12 months +  |
| Low | Med | 2 | Monitor for change.  | 12 months +  |
| High | Low | 3 | Monitor controls regularly - Investigate possible improvements, | 3 -6 months |
| Low | High | 3 | Monitor controls regularly - Investigate possible improvements, | 3 -6 months |
| Med | Med | 4 | Monitor controls regularly – Seek mid-term reduction of risk | 3 months |
| Med | High | 6 | Review controls with aim of risk reduction in short term – restrict if needed | 1-3 months |
| High | Med | 6 | Review controls with aim of risk reduction in short term – restrict if needed | 1-3 months |
| High | High | 9 | High likelihood of serious injury – stop work | Immediate Action |

**Hazard –** Something which has the potential to cause harm, e.g. equipment, work methods, substances in use etc. Please see examples below

|  |  |  |  |
| --- | --- | --- | --- |
| Electricity | Elevated work platforms | Manual Handling | Vibration / Noise |
| Fumes, Dust and Vapour | Lifting equipment | Ergonomics | Power tools |
| Chemical Handling , transportation, Storage, spillage | Work at height – fall of person / objects | Repetitive work | Machinery/ equipment - guarding / interlocks |
| Confined Spaces | Pressure systems | Workstation layout / fit | Fire / explosion |
| Site Traffic | Trip/slip | Lighting | Sharp objects/ Needlestick |
| Hot / cold surfaces | Peripatetic/ lone working | Housekeeping/ waste materials | Temperature |
| High pressure equipment | Human error | Violence/ unreasonable behaviour | Infectious diseases |

**Risk** = ***likelihood*** of the hazard to cause harm x ***severity***

(The likelihood of an accident involving the hazard and taking into account the possible severity of any consequences)

**NOTE: For Further Information and Guidance please follow the**  [**HSE Guidance Information**](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm#article) **see below for further examples:-**

[HSE Guidance on Events](https://www.hse.gov.uk/event-safety/)

[Managing risks and risk assessment at work](https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm)[Protecting pregnant workers and new mothers - HSE](https://www.hse.gov.uk/mothers/index.htm)