

108/c 7 pages

MEMORANDUM

Confidential

To: JDGH

Ref: G/9

From: CT

Date: 10 August 1999

Subject: **Risk assessment**

Following discussions with The Prince's Trust, we have recently introduced a formal risk assessment procedure for every activity undertaken by or for UK SKILLS. The assessment is to be completed using the attached form and worked example. We will need to complete one for Montreal and I would seek your advice and comments before we do so.

While considering this matter, I looked up the section on occupational health and safety in the Montreal technical binder. I believe that we should be drawing the attention of technical experts to this section and to the individual protection equipment for their particular trade given in the technical binder and also on the Montreal web-site. Please can we also discuss this one?

Yes

13/8 spoke to the 15 Circulaire Experts with general info on this for Tech Binder. We would suggest it would be helpful to carry out a sample risk assessment - report of hazards to which you & may be exposed together with all previous measures which may exist ppe, guards etc & ap kg.

* Under Discuss UK Skills trips

Risks are those of any foreign travel - mugging, road traffic (driving/right), getting lost, illness. Precautions taken include insurance, provision of contact numbers of our staff, maps, presumed usual precautions with money & being a pedestrian.



Activity Assessment Form

Risk Assessment Procedure

A risk assessment is to be completed for every activity undertaken by/for UK SKILLS. It is not the intention to take away the fun and spontaneity of events, but it is critical that all activities are safe and well managed.

The risk assessment process

Step 1

Identify the hazards, which could be reasonably expected to cause harm and record your findings on the form attached, for example, hazards could be identified through a brainstorming session to make sure you haven't missed anything.

Step 2

Decide who might be harmed and how. The larger the number of people who could be affected the higher the degree of risk associated with the hazard. Think of people who may not be around all of the time and include people such as visitors, team leaders, trainers and people with whom you may be sharing premises.

Step 3

You should note the control measures that are already in place and consider if they are adequate. Are these controls doing what they were intended to do? Are they being properly maintained and used? You should also consider if there are better means of controlling the risk.

Step 4

Now evaluate the level of risk that still remains and decide if it is acceptable. If not, identify what further actions are necessary to reduce the risk to a tolerable level.

Step 5

Any control measures that are put in place should be checked before you actually embark on the activity. Also, if there is a significant change in the proposed activity, e.g. a change in the weather, which might result in a change in the hazards or level of risk, again, review the risk assessment.

Explanatory notes:

Hazard - something with the potential to cause harm. This can include equipment, substances, machines, behaviour or any other aspect of fundraising activity.

Risk - expresses the likelihood that the harm from a particular hazard is realised and the possible consequences.

In assessing risk, consider the severity of harm that could result, the number of people affected and the frequency of the activity.

Risk assessment should address what actually happens, with the level of detail in proportion to the risk, taking care not to exaggerate. If you feel that you need help with the level of detail then contact a member of your safety department.

Control measures - result from the risk assessment process and are designed to control risks to an acceptable level.

When deciding on control measures, apply the following principles:

1. Wherever possible avoid the risk: This could mean the use of an alternative activity, or the use of replacement equipment. A common solution is to simply avoid the activity giving rise to the risk.
2. If this is not practical, the risk should be controlled at source. For example, if steps on your route are slippery, treating them or using another route is better than the provision of a warning sign.
3. If there are still residual risks then a safe system of work must be developed. For example, if bungee jumping is your chosen activity, following a strict safety procedure and wear personal protective equipment on every occasion.
4. When the level of risk has been reduced to its lowest level by the processes described above, then personal protective equipment (PPE) such as hard hats, gloves or protective eyewear can be used.

Give a priority to those measures which protect the whole activity and all those affected rather than individual measures, so giving the greatest benefit; i.e. move the activity site away from a slippery slope rather than giving everybody involved trainers to wear.

Everyone involved should *know and understand* what they need to do. It is essential that they receive adequate training on health and safety with particular reference to the measures, which have been established to control the risks to which they may be exposed.

RISK ASSESSMENT PROMPT

Some examples of hazards:

Challenging Behaviour Horseplay Bullying Conflict	Falls/Falling Objects Activity taking place at height Ladders / Scaffolding Falling materials & tools Objects from above	Equipment moving machinery moving parts nips & traps kitchen equipment hand/power tools cleaning equipment	Substances cleaning materials dust chemicals e.g. weedkiller/paint stripper solvents eg. petrol/turps aerosols paint fumes
Confined spaces (e.g. caves & manholes) getting trapped lack of oxygen toxic gases/fumes claustrophobia water	Fire and explosion Smoking Dust Flammable materials (solid , liquid & gas) camp fires/barbecues cooking fire fighting equipment evacuation procedures	Personal Issues Working alone Isolated setting Personal safety Hygiene	Vehicles & Pedestrians passenger behaviour seat belts maintenance transporting equipment journey planning driver competence moving traffic public
Use of computers Computer (keyboard + monitor) seating lighting noise software	Manual Handling poor lifting technique people handling straining	Projectiles Hammering chiselling strimming sanding	Noise & Vibration Stereos at Volume Drowning out of background noise
Electrical 110v 240v personal appliances maintenance supply overload overhead cables	Medical Prescribed drugs infections medical conditions e.g.. asthma, epilepsy phobias drug/alcohol abuse physical capabilities Weil's disease	Slips & Trips floors and stairs uneven, loose, wet or greasy surfaces objects on floor equipment eg. cables snow/ice	Temperature hot/cold environment hot/cold surfaces ovens weather hypo/hypothermia water e.g. lakes, rivers



<p>RISK ASSESSMENT FOR S ACTIVITIES</p>
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Team or Individual:
Team Leader/Organiser:
Contact Address and telephone number:
Post code:
Name / Date of Event

Assessment undertaken (date):
Signed :
Date:
Assessment Review Date:

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your work place or course activities/exercises you have planned

- Falling hazards (e.g. poorly maintained equipment)
- Slipping/tripping hazards: (e.g. poorly maintained floors or stairs)
- Fire (e.g. flammable materials)
- Containment / entrapment (e.g. pot-holing)
- Chemicals (e.g. battery acid)
- Moving mechanical parts (e.g. blades)
- Puncture hazards (e.g. on a firing range)
- Pressure systems (e.g. steam boilers)
- Low or high temperature
- Vehicles (e.g. fork-lift trucks)
- Electricity (e.g. poor wiring)
- Manual handling, e.g. lifting heavy objects
- Noise
- Poor lighting
- Low temperature

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.

- Yourself
- Others doing fundraising activity
- Audiences
- The general public

Pay particular attention to:

- Individuals with disabilities
- Audiences
- Members of the public
- Inexperienced participants
- Trainers

They may be more vulnerable

List Hazards Here:

List groups of people who are especially at risk from the significant hazards which you have identified:

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks you have listed? For example, have you received:

- Adequate information, instruction or training?
- Adequate safety management procedures?

Precautions should:

- Meet the standards set by a legal requirement and licensing;
- Comply with a recognised industry standard;
- Represent good practice;
- Reduce risk as far as reasonably practicable.

If they do so then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, organisation rules, etc. giving this information.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks, which affect larger numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- Remove the risk completely;
- Try a less risky option;
- Prevent access to the hazard (e.g. by guarding or separation);
- Organise work to reduce exposure to the hazard;
- Issue personal protective equipment;
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).

List Existing controls here or note where the information may be found:

List the risks, which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

List existing controls here for use in the event of new hazards being introduced:

Any further comments:

The Prince's Trust Fundraising Activities

Worked example of risk assessment:

RISK ASSESSMENT FOR FUNDRAISING ACTIVITIES

Organisation Team:	<i>White Elephant Trading Ltd</i>
Team Leader:	<i>John Smith</i>
Fundraiser:	<i>Katy McIntyre</i>
Contact Address and telephone number:	
	<i>18 Park Square East.</i>
	<i>London</i>
Post code: <i>NW1 4LH</i>	Tel: <i>0171 543 7459</i>
Name / Date of Fundraising Activity:	
	<i>The Malvern Team Fundraising Hot Air Balloon Race</i>

Assessment undertaken (date): <i>01/5/9</i>
Signed (Line Manager/Personnel Officer):
Date: <i>10/5/99</i>
Assessment Review Date (if necessary):

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your work place or course activities/exercises you have planned

- Falling hazards (e.g. poorly maintained equipment, falling from bucket)
- Slipping/tripping hazards: (e.g. ropes)
- Fire (e.g. flammable materials and gasses)
- Containment / entrapment (e.g. in bucket)
- Chemicals (e.g. battery acid)
- Moving mechanical parts (e.g. blades)
- Puncture hazards (e.g. the balloon)
- Pressure systems (e.g. gas cylinders)
- Low or high temperature
- Vehicles (e.g. support vehicles)
- Electricity (e.g. electricity pylons)
- Manual handling, e.g. lifting heavy objects
- Noise
- Poor light
- Low temperatures

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.

- Yourself
- Others doing fundraising activity
- Audiences
- The general public

Pay particular attention to:

- Individuals with disabilities
- Audiences
- Members of the public
- Inexperienced participants
- Trainers

They may be more vulnerable

List Hazards Here:

Fund-raising activity:

Hot Air Balloon tour

Hazards:

Tripping on ropes

Burns from gas burner used to heat air

Falling from bucket – impact injuries

Equipment failure – impact injuries

Jewellery becoming snagged.

Balloon becoming ripped – impact injuries on emergency landing

List groups of people who are especially at risk from the significant hazards which you have identified:

Yourself

Other Participants.

Potential visitors or audience.

Hot Air Balloon Technicians

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks you have listed? For example, have you received:

- Adequate information, instruction or training?
- Adequate safety management procedures?

Precautions should:

- Meet the standards set by a legal requirement and licensing;
- Comply with a recognised industry standard;
- Represent good practice;
- Reduce risk as far as reasonably practicable.

If they do so then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, organisation rules, etc. giving this information.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks, which affect larger numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- Remove the risk completely;
- Try a less risky option;
- Prevent access to the hazard (e.g. by guarding or separation);
- Organise work to reduce exposure to the hazard;
- Issue personal protective equipment;
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid).

List Existing controls here or note where the information may be found:	List the risks, which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:
<p><i>Clear activity brief to all. Highlight potential hazards and how to avoid them. Discussion of appropriate procedure and demonstration of launching position, managing the balloon and how to land.</i></p> <p><i>Evidence of activity licence and regular equipment checks</i></p> <p><i>Evidence of instructor training</i></p> <p><i>Involvement in equipment check before launch</i></p> <p><i>Use of helmet and harness – briefed on appropriate use and checked not damaged. .</i></p>	<p><i>Monitor weather conditions if outdoors.</i></p> <p><i>Provide wet weather clothing if necessary.</i></p> <p><i>Select an area that has no hazards - i.e. electricity pylons, extended periods above water.</i></p>

List existing controls here for use in the event of new hazards being introduced:	Any further comments:
<p><i>Monitor activity - stop if becomes inappropriate or risky.</i></p> <p><i>Make use of the experience of others.</i></p> <p><i>Undertake alternative activity if hazards presented are too severe.</i></p> <p><i>Keep activity focused.</i></p> <p><i>Monitor for any new health problems or injuries that will increase the risk.</i></p> <p><i>Have a question and answer session just before the activity, to clarify any points and to check understanding.</i></p>	