



Health and Safety Department

# Health and Safety Awareness

## High Risk Areas

### Session 2

Lawrence Dickson  
Training and Audit Co-ordinator



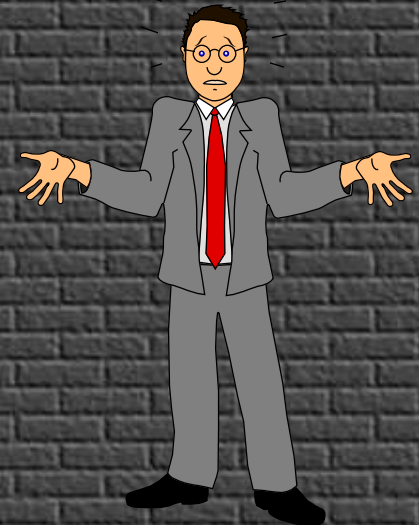
# Management Responsibilities

- Recognise the ***HAZARDS*** of each Activity
- Assess the ***RISKS*** in each Hazardous Activity
- ***CONTROL*** these Risks



# Individual Responsibilities

- Assist in **Hazard Recognition**
- Contribute to **Risk Assessment**
- Implement **Control Measures**
- **Avoid being negligent!**



# Introduction



Risk Assessment



Generic treatment



Types of risk assessment



Sources of help and tools to assist



SAFENET



# Risk Assessment



Slope



Training



Course



Experience



Weather conditions



Skill

# Risk Assessment



Well known hazard



Material safety data sheet



Varied perception of risk



Outside influences



Decision made on  
balance of influences



# Risk Assessment

## Annual MOT Test



- Accident due to mechanical failure
- Injury to driver, passengers, pedestrians
- Inspection of safety devices
  - brakes ☒
  - steering ☒
  - lights ☒
  - seat belts ☒
- Written records
- Reviewed annually

# Hazard and Risk

 Hazard - something with the potential to cause harm

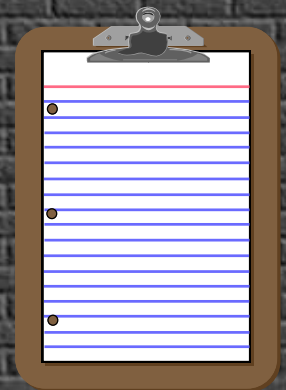
 Risk - the likelihood that harm will occur



# The Risk Assessment Process

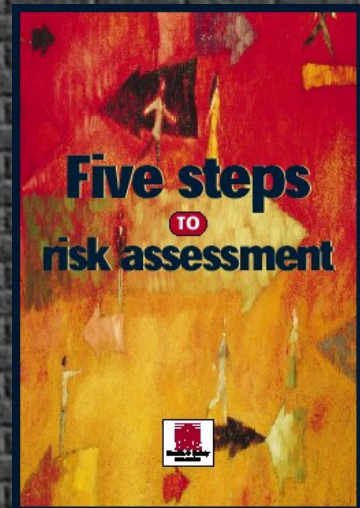
Who carries out the risk assessment?

- Competent person
- Suitably qualified
- Experience
- Training



# The Risk Assessment Process

- Identify the hazards
- Identify those at risk
- Evaluate the risks and implement controls where necessary
- Record your findings
- Review the assessment



# The Risk Assessment Process





## Step 1 - Identify the hazards

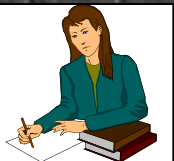
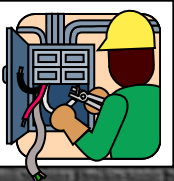
- Concentrate on significant hazards  
- ignore the trivial
- Consult colleagues
- Manufacturers instructions and data sheets
- Accident and ill-health records



# The Risk Assessment Process

## Examples of hazards

-  Chemicals, microbiological agents
-  Electricity, compressed gases
-  Slip/trip hazards, working with sharps
-  Lone working, out of hours work



# The Risk Assessment Process

## Step 2 - Identify those at risk



Staff



Students



Trainees, expectant mothers, new starts



Cleaners, visitors, contractors, maintenance workers.



# The Risk Assessment Process

## Step 3 - Evaluate risks, implement controls



High / Medium / Low



Can hazard be eliminated?



Are existing precautions adequate?







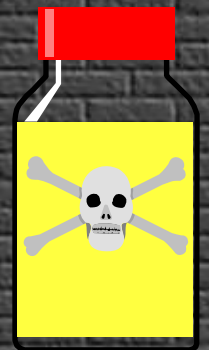
Control the risks



# The Risk Assessment Process





## Control the Risks

-  Try a less risky option
-  Prevent access to the hazard
-  Instruction, supervision
-  Personal Protective Equipment



# The Risk Assessment Process

Are control measures adequate?

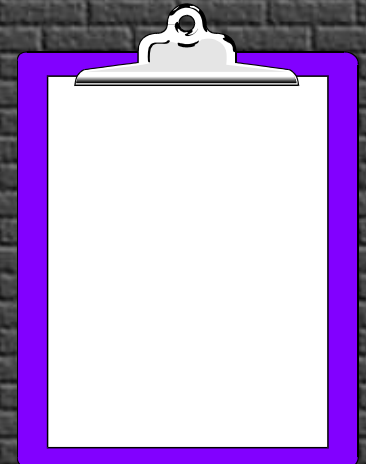
-  Routine testing of controls
-  Monitoring of workplace hazards
-  Health surveillance
-  Emergency measures



# The Risk Assessment Process

## Step 4 - Record your findings

- Written records, computer records
- General risk assessment form  
RA1, school/area forms
- Specific assessment forms  
where appropriate



# The Risk Assessment Process

## Step 5 - Review the assessment

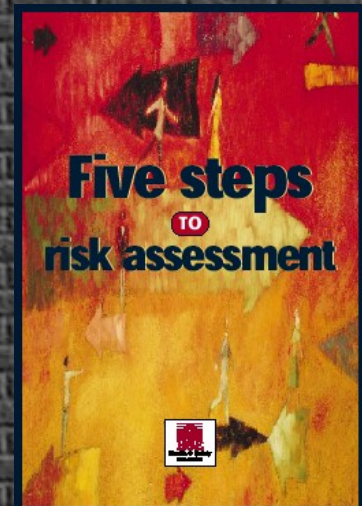
- Changes in equipment, substances, procedure
- Change in Legislation / Guidance
- Accident / ill-health / near miss occurrence



# The Risk Assessment Process

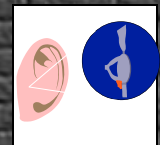
“Suitable and sufficient “

- A reasonable attempt, following the “5 steps” procedure
- Reasonable precautions have been put in place, leaving remaining risk as “Low”
- Good records available for future reference



# The Risk Assessment Process

- General ★
- Display Screen Equipment ★
- Manual Handling ★
- COSHH ★
- Fieldwork ★
- Genetic modification ★
- Noise
- Fire



# Sources of information



Colleagues



Suppliers - equipment  
chemicals



Trade Unions / Professional Bodies

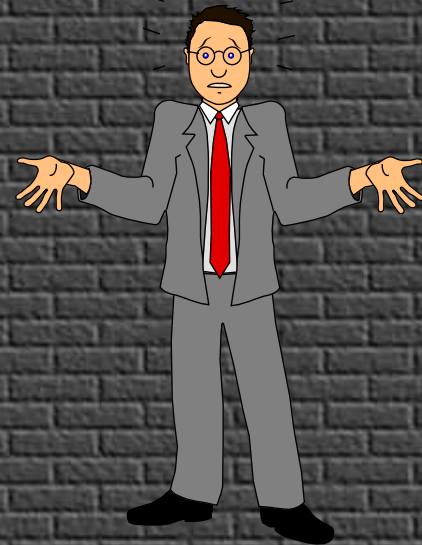


Health and Safety Department

- External codes of Practice
- Health and Safety Policy



WWW / SAFENET



# http://www.hse.gov.uk



**H**  
reducing risks · protecting people

**ABOUT US**[WHAT'S NEW](#)[CONTACT US](#)[YOUR VIEWS](#)[FORMS](#)[SMALL FIRMS](#)[WORKER'S WEBPAGE](#)[REPORT AN ACCIDENT](#)[CAREERS IN HSE](#)[ENFORCEMENT ACTION](#)**Quick Search** [▶ search smarter](#)

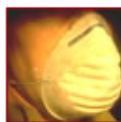
Updated 12.03.04  
©2001. Disclaimer

**LATEST: Your views - Further proposals \_****▶ Air transport**

Airports are a microcosm of industrial activities, including engineering, construction, catering, security, baggage and cargo handling.

**▶ Worker Involvement and Consultation**

This statement by HSC on worker involvement and consultation reflects the vital importance we place in having a workforce that is fully involved in health and safety.

**▶ Asthma**

Occupational asthma is the most frequently reported respiratory disease in Great Britain. With up to 7,000 cases a year, it is a significant and growing problem.

[▶ Press releases](#) [▶ Campaigns](#) [▶ Current events](#) [▶ Links](#)

**▶ Falls from height**

The biggest single cause of fatal injuries at work. It is hoped that **proposed new Regulations** will help to make a substantial impact on the problem.

**▶ New HSC strategy**

A radical new strategy to improve future standards of workplace health and safety in Great Britain.

**▶ Catering and hospitality**

Employing some 1.7 million people

**Your industry ?****Health & safety topics**

- ▶ **Cymraeg**
- ▶ **Free leaflets**
- ▶ **FAQs**
- ▶ **Freedom of info.**
- ▶ **Language Services**
- ▶ **New publications**
- ▶ **Science and Innovation**
- ▶ **Statistics**





## Health & Safety Executive

reducing risks · protecting people



- ▶ What's new
- ▶ Press releases
- ▶ New publications
  - ▶ Free leaflets
  - ▶ HSE journals
- ▶ Books catalogue



### HSE Free Leaflets

Information below is arranged alphabetically by broad topic heading. Click on the topic of interest to find a list of all the titles on that subject. Alternatively, contact HSE Books for a hard copy.

08701 545500

#### TOP TEN

- ❏ Five steps to risk assessment
- ❏ Working with VDUs
- ❏ Health and safety regs
- ❏ Risk assessment requirements
- ❏ COSHH, A brief guide to the regs
- ❏ Health and Safety Law
- ❏ Managing work-related road safety
- ❏ Manual Handling
- ❏ Safety Signs and Signals
- ❏ Manual handling assessment charts

Search for a leaflet

Go

- ▶ **What's new in free leaflets** - new and revised leaflets added to the website in the last ten days

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

#### A

- ▶ Accidents
- ▶ Access to HSE Information [370kb]
- ▶ Agriculture
- ▶ Airports
- ▶ Asbestos

▶ back to menu

#### B

- ▶ Benchmarking [810kb]
- ▶ Biotechnology (includes Genetically Modified Organisms)
- ▶ Bincides

▶ back to menu

**ORDER A PUBLICATION**  
**01787 881165**

Updated 02.03.04  
©2004. Disclaimer



# A GUIDE TO RISK ASSESSMENT REQUIREMENTS

## Common provisions in health and safety law

### INTRODUCTION

1 This guide is intended for employers and self-employed people who have duties under health and safety law to assess risks in the workplace. Read it if you want to know more about the law. It shows how the risk assessment provisions in different regulations are linked together and what they add up to.

### WHY THIS GUIDE?

2 The HSE leaflet *Five steps to risk assessment* gives practical guidance to employers and self-employed people on how to assess risks and record the findings of the assessment. This guide complements *Five steps*.

3 Many of you have found *Five steps* adequate for

- Management of Health and Safety at Work Regulations 1999 (**Management Regulations**);
- Manual Handling Operations Regulations 1992 (**Manual Handling Regulations**);
- Personal Protective Equipment at Work Regulations 1992 (**PPE**);
- Health and Safety (Display Screen Equipment) Regulations 1992 (**Display Screen Regulations**);
- Noise at Work Regulations 1989 (**Noise Regulations**);
- Control of Substances Hazardous to Health Regulations 1999 (**COSHH**);

► **Open Government: HSC Policy Statement** [370kb] 

P

► [back to menu](#)

- **Paper and Board**
- **Personal Protective Equipment (PPE)**
- **Pesticides**
- **Plastics Industry**
- **Pressure Systems**
- **Printing**
- **Provision and Use of Work Equipment (PUWER)** (See Work Equipment)

R

► [back to menu](#)

- **Radiation**
- **Railways**
- **Regulations**
- **Repetitive Strain Injuries (RSI)**
- **Risk Assessment**
- **Road Safety**
- **Rubber**

S

► [back to menu](#)

- **Safety Management** (See Managing health and safety)
- **Safety Signs and Signals**
- **Sewage**
- **Slips, Trips and Falls**
- **Small Firms**
- **Stress**

T

► [back to menu](#)

- **Textiles**
- **Training** (See Managing health and safety)
- **Tidal Estuaries**

U

► [back to menu](#)



**Health & Safety Executive**  
reducing risks · protecting people



- ▶ What's new
- ▶ Press releases
- ▶ New publications
  - ▶ Free leaflets
  - ▶ HSE journals
- ▶ Books catalogue



## Free Leaflets - Risk Assessment

- ▶ A guide to risk assessment requirements
- ▶ Five steps to risk assessment [664kb]

Updated 13.01.04  
©2004. Disclaimer



*Health and Safety Department web site:*

<http://www.safety.ed.ac.uk/>



# University of Edinburgh

## Form HS1



### *Risk Assessment Form: Work Involving Hazardous Substances*



# University of Edinburgh

## Form BA1



### *Risk Assessment Form: Work Involving Hazardous Biological Agents*

**Note:** This form is not intended for the formulation of Risk Assessments for work involving **Genetically Modified Organisms (GMOs)** - please use the assessment system in operation at your own **Registered G M Centre**

# Practical Examples

**Power tools**

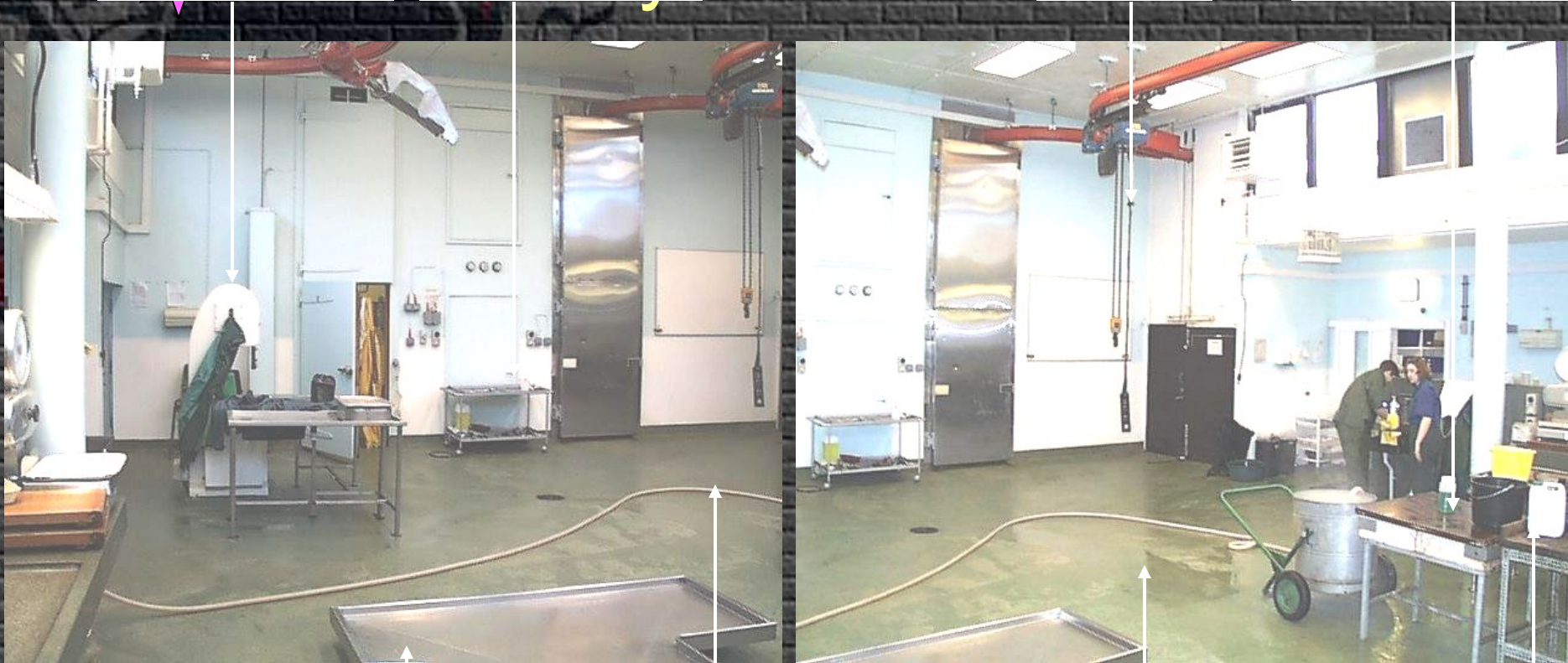
**Hand tools**

**Post Mort**

**Hoist**

**Room**

**Specimen**



**Manual handling**

**Trip hazard**

**Wet floor**

**Chemical**

# Practical Examples

## General Risk Assessment Form RA1

(Refer to Notes for Guidance before completing this form)

Department Assessment No.	<b>1</b>
Title of Activity:	<b>Work in Veterinary Post Mortem Suite.</b>
Location(s) of Work:	<b>Department of Life Sciences.</b>

Brief Description of Work: **Post mortem examination of animals, and collection of samples for further analysis, e.g. histological, microbiological, and research.**

# Practical Examples

Hazard (s)	Risk L / M / H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)
General area.	M	Only personnel <u>specifically</u> authorised by the pathologist in charge may use the post mortem suite floor area.
Power tools.	M	Users may not handle these tools until they have received suitable training, as deemed appropriate by the pathologist in charge. All safety devices and guards must be inspected regularly to ensure that they are working properly. This equipment should be subject to a visual safety check before each use, together with PAT testing as appropriate.
Hand tools.	M	Appropriate personal protective equipment, such as puncture resistant gloves and aprons should be worn.

# Practical Examples

Hazard (s)	Risk L / M / H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)
<b>Hoists.</b>	<b>M</b>	<b>Users may not handle these tools until they have received suitable training, as deemed appropriate by the pathologist in charge. This equipment should be subject to a visual safety check before each use, over and above the statutory inspection required by Regulations.</b>
<b>Manual handling.</b>	<b>M</b>	<b>Mechanical lifting devices should be used whenever possible when moving heavy or unwieldy loads. A manual handling risk assessment should be formulated and made available for inspection.</b>
<b>Pathogens.</b>	<b>M</b>	<b>All material entering the PM floor area should be regarded as potentially infective. A COSHH risk assessment which takes into account the requirement of ACDP guidance should be formulated and made available for inspection.</b>

# Practical Examples

Hazard (s)	Risk L / M / H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)
Chemical.	M	See appropriate COSHH risk assessment forms.
Wet floor.	L	Appropriate footwear (rubber boots) must be worn at all times during work on the PM suite floor area, to minimise the risk of slipping.
Trips.	L	Trip hazards such as trailing hose pipes should be kept to a minimum, in line with good housekeeping procedures, and the lighting levels should be such that trip hazards are clearly visible.

### Engineering Controls: *Tick relevant boxes*

Guarding	✓	Extraction (LEV)		Interlocks	✓	Enclosure	
Other relevant information (incl. testing frequency if appropriate):							

### Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye / Face	✓	Hand /Arm	✓	Feet / Legs	✓	Respiratory	
Body (clothing)	✓	Hearing		Other (Specify)			
Specify the grade(s) of PPE to be worn: <b>Safety glasses, cut resistant gloves, overalls, aprons, rubber boots.</b>							
Specify when during the activity the item(s) of PPE must be worn: <b>At all times.</b>							

*Non-disposable items of PPE must be inspected regularly and records retained for inspection*

### Persons at Risk: Identify all those who may be at risk.

Academic staff	✓	Technical staff	✓	P'Grad students	✓	U'Grad students	✓
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors	✓	Others			

**Additional Information:** Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

**As indicated above, only personnel specifically authorised by the Pathologist in Charge may use the PM suite facilities, and then only under suitable supervision, and after appropriate training. Consideration must be given to the Health and Safety of staff involved with material leaving the PM suite area, such as those in the Histology and Microbiology sections, and as with material arriving at the PM suite, appropriate paperwork giving details of the preliminary diagnosis of cause of death must accompany all material.**

### Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	

# H&S awareness

## Training Session 3

- Monitoring compliance with University Health and Safety Policy
- Aon auditing
- School/area self inspection
  - SAFENET checklist
- Auditing the University Health and Safety Policy
  - Annual Head of School Report, Accident and Incident Survey, Occupational Health Unit Report, GM Report.

