

KCC Health and Safety Standard

Risk Assessment



Introduction

To effectively manage health and safety, managers and school leaders must take a sensible and proportionate approach to risk management. Suitable and sufficient risk assessments must be undertaken to assess the risk to employees and 3rd parties who may be affected by their work or business activities.

A risk assessment is a careful examination of the hazards in the workplace or work activity that could cause a risk of work-related injuries, ill-health, or harm. Significant findings must be recorded, and control measures put in place to mitigate risks to an acceptable level. Details of these measures including any training required must be provided to all those who may be affected. Risk assessments should be reviewed annually or earlier if there is a significant accident, incident, near miss or if circumstances change.

When considering what activities take place and who may be affected, you will need to identify and consider:

- All work activities.
- All workplaces and groups of staff, including lone workers, cleaners, night staff, vulnerable persons, people with disabilities, contractors, agency staff, visitors, pupils, volunteers, members of the public, services users, new and expectant mothers, and young persons.
- The standards and guidance available and applicable to the work activity that is being assessed e.g. Health and Safety Executive (HSE), British Standards, Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), Association for Physical Education (AfPE),

Legal requirement

The Health and Safety at Work etc Act 1974 - employers must, so far as is reasonably practicable, ensure the health and safety of employees and others who have access to their work environment or may be affected by their work activities.

The Management of Health and Safety at Work Regulations 1999 - require a general assessment of health and safety risks to employees and others who may be affected by their work or business. Managers and school leaders must ensure effective and comprehensive health and safety arrangements are in place to mitigate risk and risk assessments should be reviewed annually or earlier depending on the level of risk associated with the activity.

Many other statutory health and safety regulations require a specific suitable and sufficient risk assessment to be carried out which will focus solely on the issue or hazard

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covered by the regulation, for example:

- Control of Substances Hazardous to Health Regulations 2002.
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Manual Handling Operations Regulations 1992.
- Regulatory Reform (Fire Safety) Order 2005.
- Working at Height Regulations 2005.

Who should follow this health and safety standard?

This standard applies to everyone working in KCC and it must be followed to ensure risks to safety and health are consistently reviewed, managed, and controlled. Managers and school leaders must ensure all staff are provided with completed and up to date risk assessments associated with their role/work activities and ensure any control measures required to mitigate risk are followed and actions completed as necessary. Examples of situations or circumstances that could increase risk:

- The environment – e.g. location, lack of security, accessibility by others.
- The nature of the work task – e.g. working with vehicles, machinery, or equipment, working at height, incorrect ergonomics, working out of hours.
- The individual – e.g. vulnerable workers, specific health, disability, or accessibility requirements.
- Any known history of previous issues or special circumstances – e.g. violent behaviour towards employees and 3rd parties.

Management expectations within KCC – responsibilities:

Corporate Management Team has the overall responsibility for ensuring that governance arrangements are in place in order that legislative, professional, and organisational obligations in relation to risks faced by employees are being addressed. These arrangements fall under the General Statement of Policy on Health, Safety and Welfare at Work to ensure, as far as is reasonably practicable, the safety, health, and welfare at work of all employees and others affected by KCC's work activities.

Directors, Senior Managers and School Leaders are responsible for ensuring safe systems of work and sensible and proportionate arrangements are in place for their respective areas of responsibility.

Managers are responsible for effectively managing health and safety risks associated with their service's work activities by ensuring suitable and sufficient risk assessments are in place, before any work commences, and appropriate control measures are identified and implemented to eliminate or reduce the level of risk to an acceptable level.

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Employees are responsible for taking due care of their own safety, health, and welfare and that of others by working in a safe and responsible manner. They must adhere to KCC's standards, policies, procedures, risk assessments and safe systems of work this includes:

- Consider carrying out dynamic risk assessments when necessary to continually observe, assess and analyse an environment to identify hazards and take necessary precautions as required to eliminate or reduce the risk before and/or whilst completing a task.
- Review formal risk assessments associated with their job role to ensure all control measures identified to mitigate the risk to an acceptable level are followed before any work commences e.g. completion of training as directed by line managers.
- Informing line managers of any new potential risks which have not been identified by the risk assessment.
- Completing a KCC online accident form for any work-related near misses, accidents and incidents including violent behaviour.

Summary

This standard is in place to ensure all employees and others who may work on behalf of KCC are working to the same expected health and safety practices throughout the organization. This will ensure consistency in our management of controls to reduce risks and meet our statutory legal requirements.

To assess risks associated with hazards you will need a good knowledge of the activities and working practices to conduct hazard identification and the knowledge of employees can prove invaluable. Effective control measures proportionate to the risk and appropriate action plans must be implemented to eliminate or reduce any residual risks to an acceptable level. Risk assessments must be circulated to all staff involved in the activity and reviewed annually to identify if they are effective, or earlier should circumstances change, or if there has been an accident, incident or near miss.

The Health and Safety Team have created a suite of risk assessment templates which are available on Knet and KELSI. These assessments can be used and adapted to suit service and school activities.

Managers undertaking risk assessments should complete the online risk assessment training course available on Delta (not available for schools).

Additional information

For health and safety advice and support contact the Health and Safety Team by emailing healthandsafety@kent.gov.uk or telephone 03000 418456.

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Appendix 1 – Procedure - Dynamic Risk Assessment

A dynamic risk assessment is a process in which a worker continually assesses the risks and hazards in their work environment. They are commonly used by lone workers and those that work in rapidly changing and/or high-risk environments.

Unlike formal risk assessments, which are a legal requirement and completed before any work begins, dynamic risk assessments are carried out by a person when they enter a new environment or when their current working environment changes. They help a person identify any unknown risks and are not a replacement for a formal risk assessment.

STOP and THINK

Assess the environment, situation, tasks, and persons at risk.

Look around and assess the level of risk quickly, identify any immediate hazards to you or those with you. This strategy is important for all work activities, including:

- Lone workers who should run a safety check before or immediately upon entering new working environments.
- Staff working in environments where there is a potential for conflict, aggression, and violence.
- Staff undertaking specific activities e.g. manual handling, working at height, working in confined spaces.
- Staff should ensure they always have an exit strategy in any workplace - check where doors or emergency exits are, or obstructions that may prevent you from making a quick exit.
- Consider if the benefits of outcomes are proportional to the risks for those involved and the likelihood or severity of potential harm.

REACT

Apply all control measures necessary for the work activity to be undertaken safely.

This may include:

Following safe systems of work provided by your service e.g. processes, procedures, and safe working practices.

- Use knowledge and understanding from training to work safely.
- Removing unnecessary hazards e.g. dogs, using alternatives to eliminate high risk activities.
- Wearing personal protective equipment.

CONTINUE or STOP

The work activity must be stopped immediately if there is a high risk of harm with or without control measures.

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Appendix 2 – Risk Assessment – Generic 5 Steps

Likelihood of harm occurring / frequency of occurrence		Potential consequence / severity of outcome				
		1	2	3	4	5
		None no injury or adverse effects	Minor first aid injury	Moderate lost time injury	Major hospital treatment	Catastrophic disabling injury or death
Could happen, but probably never will.	1 - Rare	1	2	3	4	5
Not likely to occur in normal circumstances.	2 - Unlikely	2	4	6	8	10
May occur at some time.	3 - Possible	3	6	9	12	15
Expected to occur at some time.	4 - Likely	4	8	12	16	20
Likely to occur on many occasions.	5 – Almost certain	5	10	15	20	25

Total	Level of risk	Timescale / action
1 to 5	Low	No additional physical control measures are required however monitoring is necessary to ensure controls are maintained.
6 to 10	Medium	3-6 months - efforts should be made to reduce the risk to an acceptable level.
12 to 25	High, or stop	Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped.

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Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Raw risk rating	Step 3 What do you have in place?	Step 4 Is anything further needed? Yes / No	Step 5 Action and review	Residual risk rating
<p>Spot hazards by:</p> <ul style="list-style-type: none"> • Walking around your workplace. ▪ Asking those doing the task what they think. ▪ Checking manufacturers' instructions. ▪ Considering health hazards. 	<p>Identify groups of people:</p> <ul style="list-style-type: none"> ▪ employees ▪ lone workers ▪ pupils ▪ service users ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience). 	<p>When there are no control measures are in place.</p> <p>State total score.</p>	<p>List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:</p> <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE). 	<p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'.</p> <p>An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate 'yes' and list what needs to be undertaken in the action column.</p>	<p>Remember to prioritise hazards that are high-risk and have serious consequences first:</p> <ul style="list-style-type: none"> ▪ List the actions required and who needs to complete and by when. ▪ Check actions are correctly completed. ▪ Check controls remain in place. ▪ Review the risk assessment annually, or earlier if there is an incident or if the work activity changes. 	<p>Level of risk when all control measures are in place.</p> <p>State total score.</p>

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Activity / operation/ event:								
Establishment:						Assessment date:		
Assessor name / position:						Review date:		
Step 1 Identify the hazards	Step 2 Who might be harmed and how?	Raw risk rating state total score	Step 3 What do you have in place?	Step 4 Anything further needed? Yes / No	Step 5 Action and review			
					Action required	Residual risk rating state total score	Responsible person	Date completed

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