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| --- | --- | --- | --- | --- | --- | --- |
|  | | Potential consequence / severity of outcome | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | | 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 |

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| --- | --- | --- |
| 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** |
| Spot hazards by:   * Walking around your workplace. * Asking those doing the task what they think. * Checking manufacturers’ instructions. * Considering health hazards. | Identify groups of people:   * employees * lone workers * pupils * service users * temporary / agency staff * contractors * volunteers * members of the public * children (including work experience). | When there are no control measures are in place.  State total score. | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:   * guarding * training * procedures, safe systems of work * personal protective equipment (PPE). | You need to make sure that you have reduced risks ‘so far as is reasonably practicable’.  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. | Remember to prioritise hazards that are high-risk and have serious consequences first:   * 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. | Level of risk when all control measures are in place.  State total score. |

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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** | **Step 3**  What do you have in place? | **Step 4**  Anything further  needed?  **Yes / No** | **Step 5**  Action and review | | | | |
| state total score | **Action required** | | **Residual risk rating**  state total score | **Responsible**  **person** | **Date completed** |
| Violent behaviour: physical assault, verbal or written abuse, harassment, or threats and intimidation. | Employees, temporary or agency staff, lone workers – physical injury and negative impact on stress levels and mental health. |  |  |  |  | |  |  |  |
| Aggressor access to personal information e.g. via social media, phone numbers left in vehicles, or through recognising vehicle registration numbers. | Employees, temporary, or agency staff – written/verbal abuse, harassment, also targeting of family members causing negative impact on stress levels and mental health.  May lead to physical assault. |  |  |  |  | |  |  |  |
| Lack of knowledge of whereabouts and safety of remote or lone working employees by management and other team members. | Employees, temporary or agency staff, lone workers – being taken ill, involved in an accident or incident causing injury, physical or verbal assault or intimidation. |  |  |  |  | |  |  |  |
| Risk of violence not assessed.  Some factors increase this risk e.g. dealing with complaints, handling money, public interaction, providing care. | Employees, temporary or agency staff, lone workers - physical or verbal assault or intimidation. |  |  |  |  | |  |  |  |
| Work activity not risk assessed, and unaware of risks associated with personal safety or lone working. | Employees, temporary or agency staff, lone workers – risk of harm due to unsafe working practices, lack of training, negative effect on mental health. |  |  |  |  | |  |  |  |
| Employee work-related mental health not assessed. | Employees – stress, deterioration of mental health causing sickness and absence. |  |  |  |  | |  |  |  |
| Placed in a vulnerable position due to after office hour call outs. | Employees, temporary or agency staff, lone workers – physical assault, verbal abuse, intimidation, harassment causing injury and/or negative impact on stress levels and mental health. |  |  |  |  | |  |  |  |
| Animal attacks when carrying out KCC roles and duties. | Employees, temporary or agency staff, lone workers – injury caused by animal attack e.g. bite, scratch. |  |  |  |  | |  |  |  |
| Undertaking high risk activities whilst lone working e.g. working at height, in confined spaces, visiting known or potentially violent 3rd parties. | Employees, temporary or agency staff, lone workers – injury or harm caused, unknown location, no access to first aid or emergency services. |  |  |  |  | |  |  |  |
| Lone working when operating lift which breaks down when using outside of office hours. | Lone workers – injury or stress on mental health caused by being stuck in lift. |  |  |  |  | |  |  |  |
| Opening and locking up buildings when lone working. | Lone workers – injury or stress on mental health caused by workplace accident or violent behaviour incident. |  |  |  |  | |  |  |  |
| Taken ill or having an accident whilst lone working.  Staff assessed as being high risk should not lone work. | Lone workers – injury or absence caused by a workplace accident or incident.  Aggravation of harm/injury due to no access to medication or assistance. |  |  |  |  | |  |  |  |
| Risks to vulnerable persons not considered e.g. young, new and expectant mothers, or impaired mobility. | Vulnerable workers – physical or mental harm due unsafe practices e.g. lack of risk assessments, training, information, guidance, and supervision. |  |  |  |  | |  |  |  |
| Working in awkward or confined spaces. | Employees, temporary or agency staff, lone workers –risk of injury, stress on mental health, particularly if trapped or falling ill when lone working. |  |  |  |  | |  |  |  |
| Volatile environment visited. | Employees, temporary or agency staff, lone workers – risk of harm or stress on mental health due to risks not being assessed prior to visit and appropriate precautions taken to mitigate risk. |  |  |  |  | |  |  |  |
| Building security - access and egress, including:   * unauthorised access * CCTV * outside lighting * car park * door access devices * means of raising alarm * emergency procedures. | Employees, temporary, agency staff, lone workers, 3rd parties – injury, harm, stress impact on mental health caused by inadequate means of escape in an emergency, physical assault, verbal threats, intimidation, harassment, or stalking. |  |  |  |  | |  |  |  |
| Insufficient or no training completed appropriate to the role, including personal safety, lone working, or dealing with violent aggressors e.g. training for de-escalation, conflict management. | Employees, temporary or agency staff, lone workers – risk of harm or stress on mental health due to insufficient knowledge to perform role safely. |  |  |  |  | |  |  |  |
| No manager supervision or support provided. | Employees, temporary or agency staff, lone workers – risk of deterioration in mental health and wellbeing. |  |  |  |  | |  |  |  |
| No manager interaction with homeworkers. | Lone workers – risk of deterioration in mental health, musculoskeletal conditions due to lack of suitable workstation set-up. |  |  |  |  | |  |  |  |
| Inadequate or poor use of equipment, machinery, vehicles, or furniture provided. | Employees, temporary or agency staff, lone workers – risk of harm due to inadequate or poor use. |  |  |  |  | |  |  |  |
| Driving or travelling long distances including:   * fatigue * vehicle collision or breakdown * working long hours * intruder entering your vehicle * road user aggression * passenger violent behaviour * icy or wet surfaces. | Employees, temporary or agency staff, lone workers, 3rd parties – injury, harm or stress caused. |  |  |  |  | |  |  |  |
| Discarded hypodermic needles and syringes found in community settings, client’s homes, schools or KCC premises. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, and students – needlestick injury, risk of infection. |  |  |  |  | |  |  |  |
| Insufficient or no safety precautions taken e.g. no personal protection equipment worn, provided, or replaced. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, and students – insufficient or no protection causing injury or ill health. |  |  |  |  | |  |  |  |
| Contact with unclean equipment and surroundings. | Employees, temporary or agency staff – sickness and absence due to contact with unclean surroundings and objects. |  |  |  |  | |  |  |  |
| Control, discipline, or behavioural problems which may cause safety concerns. | Employees, temporary or agency staff – injury due to bad behaviour and disruption. |  |  |  |  | |  |  |  |
| Unsafe use of mobile phones when driving. | Employees, temporary or agency staff –  accident collision causing injury to employees and 3rd parties including members of the public. |  |  |  |  | |  |  |  |
| Emergency (including lockdown) procedures not known or in place. | Employees, temporary or agency staff –  injury, stress due to lack of processes in place. |  |  |  |  | |  |  |  |
| First aid equipment or procedures (including accident reporting) and responsibilities not known by staff. | Employees and 3rd parties including agency or casual staff, visitors, client/service users, and students – injury or illness not treated promptly due to lack of knowledge. |  |  |  |  | |  |  |  |
| Moving and handling of persons or manual handling of inanimate objects. | Employees, temporary, agency staff, 3rd parties – slip, trip, fall or awkward movement which may result in  musculoskeletal or other injuries. |  |  |  |  | |  |  |  |
| Working with machinery and equipment. | Employees, temporary, agency staff, lone workers – injury or harm e.g. lack of task/activity risk assessment, training, faulty, broken, or incorrect equipment used for the task. |  |  |  |  | |  |  |  |
| Working at height. | Employees, temporary, agency staff, lone workers, 3rd parties – injury or harm e.g. lack of task/activity risk assessment, training, faulty or broken equipment. |  |  |  |  | |  |  |  |