

For installer reference only

Guidance on completing a risk assessment

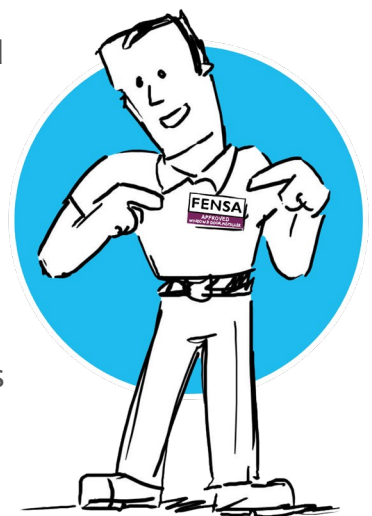
Helping you assess risks in the workplace!

As part of managing the health and safety of your business you must control the risks in your workplace.

To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm.

This is known as risk assessment and it is something you are required by law to carry out.

- ➔ **All business owners must complete a risk assessment**
However, if you have fewer than five employees you don't have to write anything down.
- ➔ **Risk assessments aren't about creating paperwork**
They're about identifying sensible measures to control the risks in your workplace. You're likely already taking steps to protect your employees, but a risk assessment will help you decide if you've covered all you need to.
- ➔ **Work methodically to identify risks specific to your workplace**
Think about each step you or your employees take during a working day and how accidents and ill health could result. Concentrate on the real risks – those that are most likely and which would cause the most harm.
- ➔ **Stay alert to any required control measures**
For some risks, other regulations require particular control measures. Your assessment can help you identify where you need to look at certain risks and these particular control measures in more detail. These control measures do not have to be assessed separately but can be considered as part of, or an extension to, your overall risk assessment.
- ➔ **Assess risk for every installation**
With the COVID-19 pandemic, a specific risk assessment will be required for each installation you undertake. We've provided a risk assessment template, created the most common headings and suggested some control measures on how to lower the risk of transmission or infection of COVID-19 during installation work.



How to assess the risks in your workplace

- ✓ Identify the hazards
- ✓ Decide who might be harmed and how
- ✓ Evaluate the risks and decide on precautions
- ✓ Record your significant findings
- ✓ Review your assessment and update if necessary

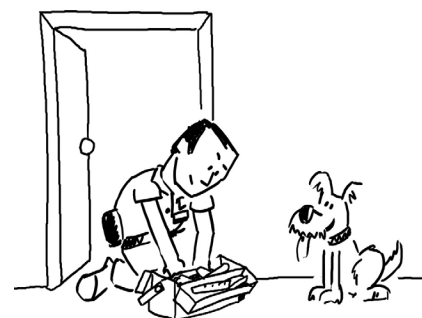
“ Click on any of these steps to access further guidance on the HSE website hse.gov.uk ”



Many organisations, where you are confident you understand what's involved, can do the assessment themselves. You don't have to be a health and safety expert.

When thinking about your risk assessment, remember:

- ➔ A **hazard** is anything that may cause harm. These can be hazards to physical health such as chemicals, electricity, working from ladders, or an open drawer OR hazards to mental health – if, for example, the [common causes of work-related stress](#) (e.g. demands, control and support for individuals) are not properly managed in the workplace.
- ➔ The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.



On the next page you'll find a **Risk Matrix**. This simple tool will help you determine the likelihood of a possible event occurring and the severity of it should it occur.

When used in conjunction with our template it will help you decide how severe the risk is and then if your control measures have reduced it



Risk matrix

Qualitative Measures of Severity:

Level	Descriptor	Description
1	No harm or near miss	Near miss or no harm caused by adverse event
2	Minor	Minor temporary harm which leads to mental strain or the need for first aid, or work conducted in a controlled environment
3	Moderate	Moderate harm where outcome leads to medical treatment, or work conducted in an uncontrolled environment.
4	Major	Major harm which leads to excessive injuries or RIDDOR report
5	Catastrophic	Any death

Qualitative Measures of Likelihood:

Level	Descriptor	Description
1	Unlikely	Event could occur but improbable/doubtful
2	Low	Event may occur at some time but rare / exceptional
3	Moderate	Event should occur at some time - fairly likely
4	High	Event will occur in most circumstances - likely / probable

Once the Severity and Likelihood levels have been agreed, the following **Risk Classification Matrix** should be used to identify the risk level.

Select both the Severity level and the Likelihood level and the follow both across and down to find the risk level.

The Risk Level Key to the left should then be used to identify the Risk Level.

Severity / Consequence		Likelihood			
		1	2	3	4
		Unlikely	Low	Moderate	High
1	No harm or near miss	Low or no risk	Low or no risk	Low or no risk	Moderate risk
2	Minor	Low or no risk	Moderate risk	Moderate risk	Significant risk
3	Moderate	Low or no risk	Moderate risk	Significant risk	Significant risk
4	Major	Moderate risk	Significant risk	Significant risk	High risk
5	Catastrophic	Moderate risk	Significant risk	High risk	High risk