

Hazard Identification

Introduction

The purpose of this procedure is to ensure that hazard identification and risk management fulfils all relevant legal duties and requirements, and is based upon the HSE guidance Five Steps to Risk Assessment and The Principles of Sensible Risk Management and Legislation.

Hazard Identification

Before any work or event activities are undertaken, Heads must ensure competent persons carry out hazard analysis of work activities and determine significant hazards. Heads shall ensure that, where practicable, employee and/or employee's representatives are consulted, and their views obtained. Independent expertise may be brought in to help with hazard identification where appropriate. A hazard register may be used to assist with the identification of task related hazards.

Who might be harmed and how

As Heads, you must ensure competent persons identify all categories of employees, visitors, contractors, members of the public and any other persons who could possibly be affected by your activities.

You also ensure competent people identify all vulnerable groups (young persons, expectant mothers, persons with disabilities, etc.) so that a specific risk assessment is conducted.

Evaluating risks and deciding on necessary precautions

The competent persons must evaluate the risks arising from the identified significant hazards and prioritise them to ensure the most significant risks are dealt with in the greatest urgency. Suitable control measures are then identified and implemented.

Recording your findings

Record the significant findings of an assessment and ensure the findings from the risk assessment process are brought to the attention of those employees to which it relates.

Monitoring and Review

At the time of recording a risk assessment, the competent person must commit to a review date. Review may be carried out annually or within a timescale determined by the competent person. Risk assessment may require an unplanned review because of an incident, changes in the work activity or a requirement of additional controls following a dynamic risk assessment on site.

Dynamic Risk Assessment

Dynamic risk assessment is the continual process of hazard identification and evaluation of significant risk during any work activity. This is not a recorded assessment, but findings may be used to review the written risk assessment.

In the event of a significant risk arising which has not previously been identified in the written risk assessment, the employee contacts their line manager to seek further guidance. This may result in the need to withdraw from a work activity until further detailed assessment can be carried out and further controls implemented.

Communication and Safe Systems of Work

A crucial element of any risk assessment is that the information on hazards, and how risks will be controlled, is cascaded to all staff involved in the activities and those who have a role in implementing the control measures.

It is for the local manager or person undertaking the risk assessment to decide how best to communicate the findings of the risk assessment to those who need to know. The most common method will be via the issuing Safe Systems of Work (SSOW) or as a toolbox talk etc.

Line Management shall ensure that in the event of a risk assessment being reviewed and/or control measures being changed or replaced, then the risk assessment findings and associated Safe System of Work shall be re-communicated to those affected or likely to be affected.

Safe Systems of Work (SSOW)

A Safe System of Work is a simple procedure to eliminate the risks that are involved in specific operation and that have been identified via risk assessment.



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