

## **APPENDIX B5**

### **Risk Assessment**

#### **Overview**

As an employer, you must make a 'suitable and sufficient assessment' of risks to your employees' health and safety, **and risks to others not in your employment** that are created because of your work.

#### **What is the law on risk assessment?**

The law says that as an employer you must assess and control the risks in your workplace. You need to think about what might cause harm to people and decide whether you are doing enough to prevent that harm.

If you have five or more employees you must write down what you've found. That record should include:

- the hazards (things that may cause harm)
- how they may harm people
- what you are already doing to control the risks

You must review and update this record if anything changes.

#### **How to do a risk assessment**

Think about what might cause harm to people in your workplace and decide whether you are taking reasonable steps to prevent or control that harm.

This process is called risk assessment and it will tell you whether you have covered all you need to. Try not to overcomplicate the process.

#### **Think about the hazards**

Look around your workplace/learning environment and think about what may cause harm (these are called hazards). What is it about the activities, processes or substances used that could injure or harm you, an employee or a member of the public/visitor/learner?

#### **Look at who might be harmed and how**

For each hazard, think how employees or others such as contractors, visitors or members of the public/learners might be harmed – it will help you identify the best way of controlling the risk. Ask your employees/learners what they think the hazards are.

#### **Decide how you will control the risks**

Decide how likely it is that harm will occur and what to do about it. You are not expected to remove all risks, but you must make sure you know what the main ones are and what you should do to manage them responsibly.

Look at the controls you already have in place and ask yourself:

- Can you get rid of the hazard altogether?
- If you can't get rid of a hazard, how can you control the risk so that harm is unlikely?

### **Record your findings**

If you have five or more employees you must record your findings. Make a record of the hazards, how people might be harmed and what you have in place to control the risks. It is a good idea to do this even if you have fewer than five employees.

A risk assessment template can be found B6.

The HSE have some suggested examples show how some small businesses have managed the risks, these can be found on the following link [Managing risks and risk assessment at work – Overview -HSE](#)

### **Review your risk assessment**

Changes in equipment, substances, procedures and staff could lead to new risks. If there have been any important changes, you must review and update your risk assessment.

Your risk assessment should have been reviewed to incorporate COVID-19 if you are planning on classroom delivery. HSE guidance assessment is available at [Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

### **Ask yourself:**

- Has the process changed?
- Have the substances or equipment used in the process changed?
- Have your workers identified a problem?
- Have you learnt anything from accidents or near misses?

The Health & Safety Executive have a variety of useful resources, these can be accessed via <https://www.hse.gov.uk/>

<http://www.hse.gov.uk/pubns/indg163.pdf> Risk Assessment, a brief guide to controlling risks in the workplace was published 08/2014

Certain text extracted from HSE website