

Health & Safety Risk **Assessment**



1. Introduction

- 1.1 The fundamental cornerstone of an organisation's health and safety arrangements is the identification of potentially hazardous areas and activities, together with the health and safety risks to people involved in each of those areas and activities, having regard to health and safety law (Management of Health and Safety at Work Regulations 1999, Regulation 3).
- 1.2 Risk assessment is the process whereby hazards are identified on site. The likelihood of the hazard resulting in harm is then assessed for each of the hazards. The rating of risk can then be used to prioritise controls which will reduce the risk of injury to a tolerable level.
- 1.3 Once the hazards have been identified, the first consideration is to determine whether it is possible to remove the hazard completely. Where it is not possible to remove the hazard then it must be controlled. The following steps detail the William Martin risk assessment process.

2. William Martin's Approach

2.1 Step 1 - Health and Safety Risk Assessments

Your William Martin health and safety consultant would identify the health and safety hazards on site and which health and safety risk assessments would be needed. These would then be completed for the property.

For each hazard, William Martin has created control standards and, during the risk assessment process, your William Martin health and safety consultant would make judgements as to how far you are complying with them; these judgements would be based on:

- physical observation;
- evaluation of safety documentation; and
- discussions with key personnel.

Where your William Martin health and safety consultant considers the existing controls on site to be inadequate, you would receive risk improvement advice together with photographic evidence if appropriate.

2.2 Step 2 - Evaluate the Risks and Decide on Precautions

The next step is for your William Martin Health and Safety Consultant to determine the likelihood of injury / adverse occurrence and the likely severity of injury (in terms of harm) for each risk assessment. These would be expressed in scores, which would then be multiplied together to arrive at the risk rating. By risk rating in this way, resources may be targeted in the right areas.

3. Report Format

3.1 The specific format of the Health and Safety Risk Assessment Report would include the following:

- Executive Summary - including site details, actions requiring immediate attention, overall risk rating table and calculated overall risk.
- Health and Safety Action Plan - containing a prioritised plan detailing any risk improvements.
- Health and Safety Risk Assessment - containing a table per hazard topic with a hazard explanation, detail of people exposed, the area where the hazard is present, current and residual risk ratings and key legislation. Each compliance standard is listed, and a response recorded as to the compliance with that requirement. Supporting photographs included.
- Protocol - confirming the risk assessment methodology, risk rating and advice priority definitions.

3.2 With specific reference to the Health and Safety Action Plan, advice would be prioritised on the likelihood of enforcement action being taken, i.e. the failure would result in:

- Prosecution and or Prohibition Notice being served.
- Improvement Notice being served.
- Warning letter being received.
- Advice being issued.



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