

**Colchester Borough Council (CBC)**  
**Health and Safety Standard (HASS No. 001)**  
**Title: - RISK ASSESSMENT**

<b>1. Legal Requirement:</b>	<b>The Health and Safety at Work etc. Act 1974.</b> <b>Management of Health and Safety at Work Regulations.</b> <b>Workplace (Health, Safety and Welfare) Regulations.</b> <b>Manual Handling Regulations.</b> <b>Provision and Use of Work equipment Regulations.</b> <b>Personal Protective Equipment at Work Regulations.</b> <b>Control of Substances Hazardous to Health Regulations</b>
<b>2. Definition/s:</b>	<b>Risk assessment;</b> Is the systematic approach to assessing the risks emanating from a particular task and the control measures needed to reduce those risk to as low as is reasonably practicable. <b>Hazard;</b> Something with potential to cause harm. <b>Risk;</b> The likelihood that the harm will happen and the severity of the outcome. <b>Method statement;</b> An agreed way of performing a particular task.
<b>3. Statement:</b>	The Council requires that all activities are risk assessed, however, not all Risk Assessment need to be written down. Risk Assessments are only required to be written down when there are complex control measures, the risks are significant and/or the control measures are not easy to replicate. This can be established by producing a standard method of work for each activity so the hazards become apparent (See appendix 'B'). When deciding if a risk assessment needs to be written or not, it is vital that there is proof that the process of thinking through the task and its risk has been undertaken. Training to carryout Risk Assessment is available through the Learning Academy on the Hub. It is crucial that Risk Assessments are produce in one format, the one format sheet for written Risk Assessments can be seen at appendix 'A'.
<b>4. Standard: (Best Practice)</b>	<ol style="list-style-type: none"><li>1. The risk assessment form and the process have been produced in conjunction with the requirements of current legislation.</li><li>2. The Generic Risk Assessment form is backed up by a single sheet of descriptors for the various types of questions asked on the form.</li><li>3. The form is designed to be as self explanatory as possible, (however, as stated above, training in its use is available through the Learning Academy).</li><li>4. Before any Risk assessment can be undertaken it is vital that the activity being assessed is understood by those doing the assessment. To this end a proforma for developing a standard method of work can be seen at Appendix 'B'. The standard method of work enables the hazards to be identified with ease from each step of the work method.</li><li>5. The basic principal of risk assessment is that; the hazard (something with the potential to cause harm) is identified, the risks (the likelihood that the harm will happen and the severity of that outcome) from that emanate from</li></ol>

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the hazard and taking a balanced view, produce controls which will reduce those risks to 'As Low As Reasonably Practicable' (ALARP). At the end of most risk assessments there will be Residual risks which will need to be managed, it is therefore necessary to manage these by monitoring the situation and rewriting the assessment if new controls become available.

6. All Risk Assessments need to be underpinned by an agreed method of work. It is therefore vital that those involved with performing the task being assessed will be involved with drawing up the risk assessment.
7. It is vital that risk assessments are carried out before an activity starts and then reviewed; when the task changes significantly, when there has been an incident during the performance of the task or when other information is available which affects the effectiveness of control measures or as a minimum on a two yearly basis.
8. Completed Risk assessments must be shared with those who perform the assessed task to ensure they understand the controls measures required to reduce the risks to 'As Low As is Reasonably Practicable' (ALARP).
9. All relevant risk assessment must be discussed with and be readily available for workers to refer to before a task is started.
10. This form can be used to risk assess most activities, however, there are some regulations that have specific requirements in respect of risk assessments; Display Screen Equipment (DSE), Manual Handling and Control of Substances Hazardous to Health (COSHH) to assist with these assessments specific guidance and assessment sheets are available on the HUB.

The Generic Risk Assessment sheet to be used by the Council can be found at Appendix 'A'.

A standard Method of Work proforma is at Appendix 'B'

**5. Exclusions:** Visual Display Screen Equipment.

**6. Variations:** Manual Handling  
Control of Substances Hazardous to Health

**7. References:** **The Health and Safety at Work etc. Act 1974.**  
**Management of Health and Safety at Work Regulations.**  
**Workplace (Health, Safety and Welfare) Regulations.**  
**Manual Handling Regulations.**  
**Provision and Use of Work equipment Regulations.**  
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**Control of Substances Hazardous to Health Regulations**  
**HSE Five steps to Risk Assessment.**

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Appendix 'A'

Activity / Event: Hazards in Ipswich Museum	Date Assessed: Sunday 13 <sup>th</sup> September 2009 Re: Assessed: Sunday 23 <sup>rd</sup> January 2011 Re: Assessed on Friday 20 <sup>th</sup> February 2015	Directorate/Section/Unit:
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Assessor's Name: Gavin Kent	Assessment Ref. No.:	Assessor's Signature:
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) – May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1-3) – Risk may be acceptable, but consider possible low or no-cost improvements.
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A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls				Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	Risk level acceptable Y/N		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	
Outbreak Of Fire	N	Potential for burns, entrapment, smoke inhalation, death.	1	4	4	Physical fire precautions in place. Visual inspections though out the day by front of house staff, and to make sure fire exits are clear and fire extinguishers are in place. Fire Risk Assessment.	1	2	2	Y	Fire Alarm system tested and recorded weekly with each call point tested on rotation. Review of disabled persons to be helped out by front of house staff. Staff to ring the Fire Service on the discovery of a fire between the Hours of 9.00am & 5.00pm Fire Risk Assessment required review as soon as possible.	1	2	2	
Steps / Trips with uneven flooring / wet floors.	N	Staff & Public stumbling or falling causing possible personal injury	2	2	4	Signage, visible strips, contrasting colours and handrails	2	1	2	Y	Public prohibited from taking food and drink in to the main part of the Museum, and warning signs put in place in case of spillages or wet floors.	2	1	2	
Stairs	N	Staff & Public falling causing possible personal injury	2	2	4	Nosing's on staircases with contrasting colours and Bannisters	2	2	4	Y	Lift available if Public or staff feel the need if not steady on their feet	2	2	4	

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A	B	C	D E F			G	H J K L				M	N P Q			R
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Risk level without controls	Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Risk level acceptable Y/N	Residual risk Level	Likelihood (1-4)	
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)				Existing controls (preventive and protective measures provided)					Additional control measures required to reduce risk to acceptable level				Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)
Balcony	N	Public (very small children) leaning through gaps between railings, possible fall or older children climbing over with possible fall	1	4	4	Staff to warn parents to keep children away from railings	1	2	2	Y	Staff being vigilant. Putting a plastic barrier around the Balcony and signage	1	1	2	
Members of the public straying in to authorised areas.	N	Potential for injury with falls etc in the displays and display cases.	1	2	2	Staff doors kept locked and marked, rope barriers and P.I.R. alarms in some of the areas with signage.	1	2	2	Y	Staff to keep an eye open when patrolling and parents to control their children.	1	2	2	
Glass Cases	N	Public running or falling through glass With possible cuts	2	3	6	Protective clear film on all glass	1	3	3	Y	Signage	1	2	2	
Electric Sockets	N	Children putting fingers and things in to the Sockets Causing Electric Shock	1	4	4	Protective Covers over Plug Sockets Parents and Staff Around	1	1	2	Y	N/A	1	2	2	
Hot Water being used in the Public toilets	Y	Staff and Public causing Scalds and or Burns	1	3	3	Signage	1	2	2	Y	Members of the public's own common sense	1	2	2	
Overcrowding	Y	Fainting, dizziness, claustrophobia, trips, falls & crushes.	1	3	3	Capacity for the Museum at any one time being 300. Staff to monitor and control entry if necessary.	1	2	2	Y	Museum staff to ensure that rooms gangway and entry and exits are kept clear.	1	2	2	
Contractors carrying out work in the Museum	N	May cause injury to the public and staff.	1	2	2	Issue control measures to contractors with their manager responsible, with all work areas segregated where possible to	1	2	2	Y	Staff to monitor to make sure public does not wander in to these areas where the contractors are working.				

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			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	
						prevent public coming in to contact with the contractors work.					Contractors own risk Assessment.				
Accident or ill health.	N	To the Staff and public.	1	2	2	Trained appointed persons among staff at most times. Accident and incident to be recorded on the HUB.	1	2	2	Y	More Trained Staff	1	2	2	
Plugged in Electrical Appliances	N	Fire, trips, electric shock. And burns from electric heaters. To both the public and staff.	1	3	3	Appliances tested. Positioned away from access routes. Used as necessary.	1	3	3	Y	Staff to keep an eye on Appliances and to warn the public if they are to close to them	1	2	2	
Radiators	N	Burns from hot radiators to members of the public / children when leaning on or touching hot radiators when on.	1	2	2	Radiators not on all the time and when on are kept at correct temperature.	1	2	2	Y	Staff to warn parents if they see children to close to them.	1	2	2	
Threats, Violence and verbal abuse by members of the public.	N	May cause injury to the public and staff	1	3	3	Procedures in place with staff helping each other where needed. Reporting procedure also in place.	1	3	3	Y	Staff to monitor front entrance for potential trouble makers and drunks. Police to be called if needed.	1	2	2	
Child Protection	N	Abuse / Abduction	1	2	2	Staff CRB checked, Parent / Guardian supervision at all times. Staff vigilance and awareness of potential issues.	1	1	1	Y	Training.	1	1	1	
Receipt and handling of potentially dangerous specimens and goods from the public for identification or donation	Y	Members of the staff Unidentified risks	1	2	2	Storage boxes and bags to place items in	1	1	1	Y	Staff being vigilant and being trained on what to look out for.  This is now on hold as we are not taking anything in at the moment.	1	1	1	

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			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Risk level without controls	Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Risk level acceptable Y/N	Likelihood (1-4)	Severity (1-4)	
Being trapped in lift I case of break down	Y	Claustrophobia, panic, Asthma attack & Stress	1	1	2	Lift serviced regularly Emergency phone in lift to call reception	1	1	2	Y	If person / persons trapped cannot wait until lift contractors can get here then the fire service to be called	1	2	2	
Power Cuts	N	Staff & Public stumbling or falling causing possible personal injury.  Staff or Public getting trapped in the Lift	1	1	2	Emergency lights come in if there is a power cut, also emergency exit lights come on to show people the way out of the Museum	1	1	2	Y	Staffs to check lift. If there are person / persons trapped in the lift and cannot wait until lift contractors can get here then the fire service to be called	1	1	2	
Potentially dangerous bags and goods being left by the public.	N	The potential of major injury to staff and members of the public including death	1	4	4	Members of the staff to be aware of any unattended bags etc for any Unidentified risks	1	2	2	Y	Staff being vigilant and being trained on what to look out for.	1	2	2	
Members of the public being locked in at closing time.	Y	Members of the public being locked after dark the potential of injury to themselves and damage to the Museum collections.	1	2	2	Front of house to check The Museum at the end of the day to make sure that all the public has left the building. Alarm system in place.	1	1	2	Y	Staff being vigilant.	1	2	2	

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**RISK ASSESSMENT: Estimation of Likelihood, Severity and Consequences**

The chart below can be used as an aid to Risk Assessment. To prioritise the risks, multiply the values from each axis to produce a risk rating for each option.

Probability of Exposure	Consequence of Exposure				
		Minor	Moderate	Major	Fatality
		1	2	3	4
Inevitable	4	4	8	12	16
More than likely	3	3	6	9	12
Less than likely	2	2	4	6	8
Unlikely	1	1	2	3	4

High Risk +8	Moderate Risk 4-6	Low Risk 1-3
Unacceptable and intolerable risks: <u>Take Immediate Action</u> : Amend activity design, methodology, equipment, etc. <u>Do not start or continue work until relevant control measures are in place</u>	May or may not be an intolerable risk. Introduce and make all efforts to control/reduce risk. Ensure control measures are in use and working	Risk may be negligible or acceptable but consider possible low or no-cost improvements and keep under review

**Likelihood Of The Event**

RATE	LIKELIHOOD	DESCRIPTION
1	Unlikely	The event may occur only in exceptional circumstances.
2	Less than likely	The event may /could occur at some time
3	More than likely	The event will occur at some time.
4	Inevitable	The event will occur in most circumstances.

**Severity Of Injury, Illness, Etc.** For this part of the assessment:-

- a Assume a reasonable worst outcome. If a person falls down a step your risk assessment should show that a significant injury could take place even though it is more probable that a minor injury would take place. Do not always assume the worst case scenario is death.
- b For an initial assessment assume there are no systems such as protective clothing, training etc. to minimise the effects of the risk.

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RATE	CONSEQUENCE	DESCRIPTION
1	Minor	Minor harm, injury, damage or loss. First-aid treatment (e.g. cuts, bruises, abrasions). Some lost time less than 3 days. Minor environmental implications. Moderate financial loss (<£5k). Possible short-term service interruption. Minor increase in risk exposure. Minor risk of public concern or complaint
2	Moderate	Medical treatment required (sprains, strains, small burns, stitches etc.) Lost time of >3 days off work but <3 weeks (Over 3 Day injuries under RIDDOR). Moderate environmental implications. High financial loss (>£5k). Moderate loss of reputation/user confidence and risk of complaint. Moderate service interruption. Property damage. Possible civil claim or legal action e.g. improvement notice
3	Major	Very serious. Referral to hospital with treatment lasting >24 hours, Broken bones, >3 weeks off work, Temporary disability or long term health problems. Consequences may lead to inability to continue in current employment, early retirement. High financial loss with significant / potential major, loss of reputation and damages. Significant service interruption and/or environmental impact. Probable legal prosecution/claim. Removal of CPA and/or other status
4	Fatality (any)	Major, Excessive or permanent injuries and disability (serious fractures, loss of limbs or eyesight, unconsciousness, major burns, loss of fertility, or birth of handicapped children, etc.) (Major injuries under RIDDOR). High environmental implications. Major financial loss. Major loss of reputation. Major service interruption. Single/multiple deaths of any person(s). Major prosecution and legal claim(s)

Risk Assessments are the responsibility of the manager of the task or process being assessed. The most effective way of undertaking Risk Assessments is to involve the people or team doing the work and agreeing the way in which the task is done first then doing the risk assessment that follows the work process.

It is vital that all those who do the work or task understand the control methods they need to use to reduce the risk to 'as low as is reasonably practicable' (ALARP).

However it must be understood that there is no situation where all risk can be taken out of a task and therefore we all have a duty to co-operate together to ensure that everyone works in as safe a manner as is possible. We are required, under law, 'to look after ourselves and other whilst at work' (The Health and Safety at Work Act 1974 section 7(a) and 7(b))



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Appendix 'B'

**Standard Method of Work (pro-forma).**

<b>Number:-</b>	
<b>Service;</b>	<b>Location;</b>
<b>Task;</b>	<b>Manager;</b>
<b>Date;</b>	<b>Written by;</b>

<b>Task.</b>	<b>Agreed procedure.</b>	<b>Training required and detail:-</b>	<b>Training given by and date:-</b>