



# RISK ASSESSMENT TEMPLATE



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## 1 Introduction

The purpose of risk assessment is to enable decisions to be made on the need for action and on the priority of action, for example a hazard assessed as Unacceptable Risk will require immediate action and perhaps considerable expenditure whereas a low or negligible risk can be given a timescale to be rectified and costs expended may be limited. This is based on the “reasonably practicable” principle.

A risk assessment is simply a systematic way of establishing whether or not: -

- Legal standards are being met
- Best practice is being followed
- Risks are reduced to the lowest level that it is reasonably practicable to achieve, i.e. that a safe system of work exists

Employers are faced with moral, legal, and economic considerations in all aspects of running a business including health and safety.

Accidents and ill health can:

- Ruin the lives of the individuals or groups directly affected by the incidents as well as the lives of their immediate families.
- Lead to legal repercussions such as prosecutions, fines and custodial sentences.

Affect business output if working time is lost or equipment is damaged, it can also result in increased insurance.

The Safety, Health and Welfare at Work Act 2005, Section 20, require all employers to prepare a Safety Statement for their place of work. The Safety Statement must be based on an identification of hazards and an assessment of risks to safety and health at the place of work to which the Safety Statement relates.

Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer to:  
Be in possession of an assessment, in writing, of the risks to safety and health at the place of work  
Ensure that the risks to safety and health of employees are periodically monitored.

The assessment should identify the hazards associated with the activity and establish control measures to minimise the risk. This in turn will, based upon the risk levels, allow the employer to prioritise their actions.

### **What needs to be considered?**

The important thing you need to consider is does the hazard pose a significant risk? If so, have you implemented control measures to reduce the risk to an acceptable level?

## **2 Types of Risk Assessments**

### **2.1 Generic**

An assessment of the risks common to the activity that have standard control measures established to minimise the risks associated with the hazard. These may also be referred to as an overarching assessment or Tier 1. Generic risk assessments reflect the core hazards and risks associated with these activities.

### **2.2 Specific**

When a generic risk assessment is not suitable or sufficient due to other factors affecting the activity, a specific risk assessment must be completed (formally known as Tier 2). This will most likely be the case for risks generated by hazards specific to the activity, for example an event or exhibition where new hazards are being introduced into the work area, the area or environment in which the activity is undertaken has changed or when a unique one off occurrence happening on site presents a transient hazard.

Other factors where a specific assessment will be required include where a particular department has a process, material, environmental factor, piece of equipment or activity that has not been adequately identified or addressed in the generic assessment.

### **2.3 Dynamic:**

Whilst every attempt should be made to ensure suitable and sufficient risk assessments covering all foreseeable risks are prepared in advance of any work activity, task or process commencing, sometimes situations/circumstances change requiring an immediate response that does not allow time for a documented review of the existing risk assessment.

In such cases a responsible person may carry out a dynamic risk assessment. A responsible person being someone who is in some way accountable for that which is being assessed, this is most likely to be an Event Manager, Event Co-ordinator, Health and Safety or Fire Safety Advisor or Event Safety Representative or where possible more than one of the aforementioned parties.

The responsible person(s) may only countermand precautions laid out in the risk assessment if:

- They are competent in the matters to which the assessment relates
- The measures in the risk assessment are such that not amending or countermanding them would present a significant risk to those undertaking and/or affected by the activity.

At the first opportunity following the dynamic risk assessment, a written record must be made and a revised risk assessment documented and held on record.

### 3 Definitions

Hazard	“Something with the potential to cause harm”
Likelihood	The chance of harm occurring as a result of exposure to a hazard
Severity	The level of harm that may occur as a result of exposure to or contact with a hazard. Also referred to as the ‘Reasonably Foreseeable Worst Case Injury’ (RFWCI)
Risk	“The likelihood that the harm from particular hazards is realised (the extent of the risk covers the population affected and the consequences for them)”

(Ref: HSG 65 – Successful Health and Safety Management)

The elimination or adequate control of hazards is a more pro-active way of reducing injuries than simply investigating accidents. The identification of hazards is the first step in Risk Control, each hazard being a potential accident or health problem.

Hazards can generally be divided into either of the following categories: -

**Physical** e.g. machinery, electricity, heat, noise, gravity

**Chemical** e.g., water, acid / alkali, asbestos

**Biological** e.g. HIV virus, legionella, hepatitis virus, Weils Disease

**Ergonomic** e.g. physical stress

**Psychological** e.g. stress, shock anxiety

### 4 How to assess the risks in your workplace

By following the steps outlines below, you should be able to complete your risk assessment:

- **Step 1:** Identify the hazards – look at and provide a description of the hazards associated with a task/work activity, include any hazards associated with any equipment, substances or processes used in the task/activity.
- **Step 2:** Persons at Risk – Identify those persons or groups of people who may be at risk if exposed to the hazard.
- **Step 3:** Detail the existing control measures already in place to prevent harm occurring. Once you have this information, you can make an informed decision which will allow you to move to Step 4.
- **Step 4:** Quantify the level of severity (the reasonably foreseeable worst case injury), the likelihood (the probability/chance of an incident occurring) and the population rating (the number of persons likely to be affected) using The CCD risk assessment template, once this information is entered it will automatically generate a risk rating.

- **Step 5:** Once a risk rating has been generated, you will be able to identify and prioritise which tasks/activities require further control measure to bring the risk down to as low as is reasonably practicable.
- **Step 6:** Enter any additional control measures required and based upon this new information re-assess the severity, likelihood and population figures to generate a residual risk rating. (Remember that until these additional controls have been implemented the level of risk will remain as per your first risk rating).
- **Step 7:** Record your findings and complete an Action Plan detailing what needs to be done, by whom and when by. Make sure you review the action plan to ensure that the actions have been implemented within the allotted timescale.
- **Step 8:** Monitor and review your assessment to ensure it remains suitable and sufficient. A formal review should be carried out within an appropriate timeframe (at a minimum on an annual basis).

A Risk Assessment does not need to be overcomplicated and identifying hazards is common sense. However, risk assessments should only be carried out by a competent person i.e. someone who is familiar with the activity, the environment in which the activity takes place and who has sufficient knowledge and understanding that they can identify those hazards present. Additionally, the competent person should recognise their limitations and be prepared to seek advice as necessary.

## 5 Documenting the Risk Assessment

### 5.1 Look for the Hazards

If you are doing the assessment yourself, walk around your workplace and look at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards, things that could result in serious harm or affect numerous people.

Ask those involved with the activity for their opinions. They may have noticed things, which are not immediately obvious to those not involved in the activity on a daily basis.

Reviewing manufacturers' instruction or data sheets can also help you spot hazards and put risks in their true perspective. Also reference should be made to accident/near miss data and ill-health records.

### 5.2 Decide who might be harmed

When considering people who, potentially, could be harmed consider the following:

- Young workers, trainees, new and expectant mothers, vulnerable persons etc., who may be at a higher level of risk,
- Cleaners, visitors, contractors, maintenance workers etc who may not be in the workplace at all times or during normal operating hours,
- Members of the public, or people that share the workplace.

### 5.3 Evaluate the Risks

Evaluate the risks and decide whether the existing control measures are adequate or if more should be done.

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually

remains. What you have to decide is, whether the remaining level of risk is acceptable, if not then further action is required.

**The goal is to reduce the level of risk ‘as low as is reasonably practicable’.**

## 6 Risk Rating Tool

The CCD risk assessment uses a matrix to calculate the level of risk. This is achieved by selecting to appropriate figure from the chart below and multiplying the Severity x Likelihood x Population to give you a risk rating.

- The **severity** is the reasonable foreseeable worst case injury likely to be incurred by a person who comes into contact with the hazard.
- The **likelihood** is the chance that such an injury may occur.
- The **population** is the number of persons likely to be affected by the hazard.

Severity		x	Likelihood		x	Population	
1	First Aid at the scene		1	Unlikely		1	Single individual
2	Referred to/transferred to hospital or absence from work	5	Possible	2	2-10 Persons		
5	Reportable accident/incident to the HSA	10	Likely	3	Greater than 10 persons		
10	Permanent Disability or fatality	20	Certain				

Once you have inputted the data, the formula will generate a risk rating as can be seen in the diagram below. This risk rating will then direct you towards an action, e.g. if the rating was low, this signifies that some additional control may be necessary. If this were the case, then it would be reasonable to allocate a timescale of three months for the implementation of the additional controls.

### 6.1 Risk Rating Matrix

		Risk Rating	Action
=	<10	ACCEPTABLE	Monitor and Review
	<19	LOW	Within 3 months
	<49	MEDIUM	Within 1 month
	<99	HIGH	Within 1 week
	100+	UNACCEPTABLE	Immediately

Additional Controls required to reduce risk to as low as is reasonably practicable

Once a risk rating has been populated and where this indicates that further actions and controls are necessary to ensure that the risk has been reduced to as low as is reasonably practicable then consider the following:

- a) Can the hazard be removed altogether
- b) If not, how can I control the risks?

When controlling risks, apply the following principles:

#### Use **ERIC PD**

- **E**liminate – get rid of the hazard; replace it with something less hazardous
- **R**educe the level of risk by reducing the nature of the hazard, e.g. use small quantities, lower voltage
- **I**solate the hazard from people, for example by guarding
- **C**ontrol exposure to the hazard by controlling who has access or limiting exposure time
- **P**PE - issue Personal Protective Equipment
- **D**iscipline and Culture

Improving health and safety need not cost a lot however failure to carry out a suitable and sufficient risk assessment and lack of control of significant risks in the workplace can cost a business in more ways than one.

If a task or activity remains the same, then a generic risk assessment can be produced for the task. However, the assessment must be reviewed when the environment changes affecting the activity and/or process changes. For example, a generic assessment can be produced for crossing the road but if road works were introduced then a specific assessment for that crossing point would be required. Additionally, whilst crossing the road the individual would carry out a dynamic assessment, checking for developing hazards that would change the risk level, such as a speeding vehicle.

Remember also that situations and circumstances are ever changing so there are times when we need to carry out a dynamic risk assessment and an on the spot assessment. For example, when you cross a road, the situation is ever changing so you need to be constantly monitoring the risks and adapting the control measures.

### **6.2 Residual Risk Rating following the implementation of Additional Controls**

Once the additional controls have been inputted into the assessment, you can re-evaluate the risk rating by adding new severity, likelihood, and population figures based on the new controls. A Residual Risk Rating will then be automatically calculated. Remember though, the new risk rating is not the actual rating until such time as the additional controls have been implemented.

When re-calculating the new risk level, the severity is unlikely to change, as the hazard will, in most circumstances, remain the same. However, the likelihood should have been reduced and therefore a lower rating should be evident. The population will, in most cases, remain the same.

### **6.3 Workplace Risk Assessment Action Plan**

The risk assessment is a two part document. Information entered into the 'Additional Controls Column' in the risk assessment should be automatically transferred into the action plan.

The 'Actions Required' column should summarise how the additional controls are to be. A responsible person is then allocated the responsibility of ensuring the actions are completed.

Unless the rating is specified as 'acceptable', where the only actions necessary are to monitor and review the assessment and establish controls for effectiveness, all other rating must have further actions applied to reduce the rating to the lowest possible level. Designate a target date using the



priority rating key on the plan and ensure, once completed, the action is signed off and implemented.

Priority Rating - Key
Unacceptable - Immediate action required
High - Actions to minimise risks within 1 week
Medium - Actions to minimise risks within 1 month
Low - Actions to minimise risks within 3 months
Acceptable - Monitor and Review

#### 6.4 Monitor and Review

Monitor and Review the assessment and revise as necessary.

All assessments must be reviewed not less than annually and/or if:

- There is a **Significant** change in equipment or process
- There is a change to the **Task**, activity, process or environment
- **After** an incident or accident
- There is a change to the **People** are affected by the activity
- There is a change in **Legislation**
- There is a change to or introduction of new **Equipment**
- The **Routine**, process, system or procedures is no longer valid.

## 7. Examples of Risk Assessments

7.1 Generic Risks												
Identify Hazards & Effect	Persons at Risk	Ref	Existing Control Measures	S	L	P	Risk Rating	Additional Controls Required Inset N/A if no additional Controls required	S	L	P	Residual Risk Rating
Manual handling: <i>Back injuries</i>	CCD Staff, Contractors and Visitors	G.1	<p>Where practicable avoid moving the load or to mechanise or automate the handling operation</p> <p>Staff must be trained on manual handling</p> <p>The task must avoid:</p> <ul style="list-style-type: none"> <li>• Holding the load away from the trunk</li> <li>• Twisting</li> <li>• Stooping</li> <li>• Reaching upwards</li> <li>• Excessive lifting or lowering distances</li> <li>• Long carrying distances</li> <li>• Strenuous pushing or pulling</li> <li>• Unpredictable movement of loads</li> <li>• Repetitive handling</li> <li>• A work rate imposed by a process</li> </ul> <p>Training must be given to all workers on health and safety matters relative to manual handling tasks and also the use of all equipment and tools, etc</p>	1	5	2	A	N/A	1	5	2	A

7.2 Technical Department												
Identify Hazards & Effect	Persons at Risk	Ref	Existing Control Measures	S	L	P	Risk Rating	Additional Controls Required Inset N/A if no additional Controls required	S	L	P	Residual Risk Rating
<b>Moving of Motorised bars during Build and break down</b>  <i>Movement of Truss may cause bar or equipment attached to hit persons below</i>	CCD Staff and Contractors	<b>T.1</b>	The bars are not moved unless requested by the "stage Manager" who is positioned on the stage in full site of the affected area. Before the bar is moved the "stage manager" shouts "Truss XX coming in". The "stage manager" must watch the full travel of the bar, if they cannot see the bar a second person must be positioned such that they can watch the bar and ensure it's safe travel. The noise levels in the area must not be such that there cannot be clear communication between the "stage manager" and the second person or indeed any other persons on the stage at the time. The bars must not be loaded in excess of their capacity of 700kg evenly loaded	<b>5</b>	<b>10</b>	<b>2</b>	<b>U</b>	The motorised system is only operated by a competent operator . The SSW should be understood and followed at all times.	<b>5</b>	<b>1</b>	<b>2</b>	<b>A</b>