Risk Assessment Procedure

This procedure describes the process Befriend a Child use for Risk Assessment.

Definitions
A hazard is anything that has the potential to cause harm. A hazard may be a substance, a piece of equipment or a set of circumstances.

A risk is a function of the probability of a hazard occurring, and the effect of its consequences, taking account of the number of people exposed to the hazard. i.e. The chance that somebody will be harmed by that hazard.

Risk Assessment is the structured process of identifying hazards present, assessing the risks involved, and identifying the controls and precautions necessary to undertake the work safely.

Effect. This can be defined as the severity of the incident, personal injury, asset damage or environmental damage.

Probability. This is the likelihood of an event actually happening (high, medium or low)

Controls. The measures required to reduce/control the risk.

Residual Risk. Level of risk, that remains once the controls are in place, should be as low as reasonably practical. (If the residual risk is acceptable, the work may commence when the identified controls are in place, otherwise the task should be rejected).

Procedure

Risk Assessments will be completed for all potentially hazardous tasks and operations. Work will not proceed unless an assessment has shown that risks have been reduced to a level as low as reasonably practicable.

Everyone involved in, or affected by, the work must have an input into identifying the hazards, risks and controls.

Whilst visiting a site and during the formal Risk Assessment, the Risk Assessment team should list and assess all significant hazards, the consequences/hazard effects and people who may be affected considered. They should reject or redefine the task if the residual risk is too high.

As well as those directly involved in the task, consideration should also be given to others who may be in the area.

The risk assessment should identify the likelihood of the hazard effects occurring (high, medium or low) and then further identify the controls required to control/reduce the resultant risk. It should ensure that the control measures identified by assessments are carried through to the site.

If the residual risk is acceptable and as low as reasonably practical and the controls are put in place, the Risk Assessment may be approved and the work may go ahead.

The review of Risk Assessments should be an ongoing process. If a task has been previously assessed it may not need a new assessment. Where this is the case, the previous assessment should be reviewed to ensure that the hazards and controls are still relevant. After the occurrence of an accident / incident all the relevant Risk Assessments relating to the particular task are to be reviewed.