



Simple Risk Assessment

BHSEA Meeting 9th May 2011

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Object of this session

- To discuss and demonstrate a user friendly and inexpensive way for small to medium sized businesses with few resources to ensure they have identified their work activity hazards and specified suitable and sufficient control measures to eliminate or reduce the residual risks.

Programme Outline

- Historical Background.
- 5 Steps to Risk Assessment.
- Problems with existing risk assessments.
- Simple Risk Assessment System.
- Alternative methods of using Generic Risk Assessments.
- Risk Assessment Video (Safety Media).

Current Cost of Accidents (HSE)

	Human cost	Lost output	Resource costs	Total
Fatality	£991,200	£520,700	£900	£1,500,000
Major injury	£18,400	£16,200	£5,800	£40,500
Other reportable injury (O3D)	£ 2,700	£2,600	£500	£5,800
Minor injury	£200	£100	£50	£350
Average case of ill health	£6,700	£2,700	£800	£10,100

Source: <http://www.hse.gov.uk/economics/eauappraisal.htm>

Accidents in Factories 1968

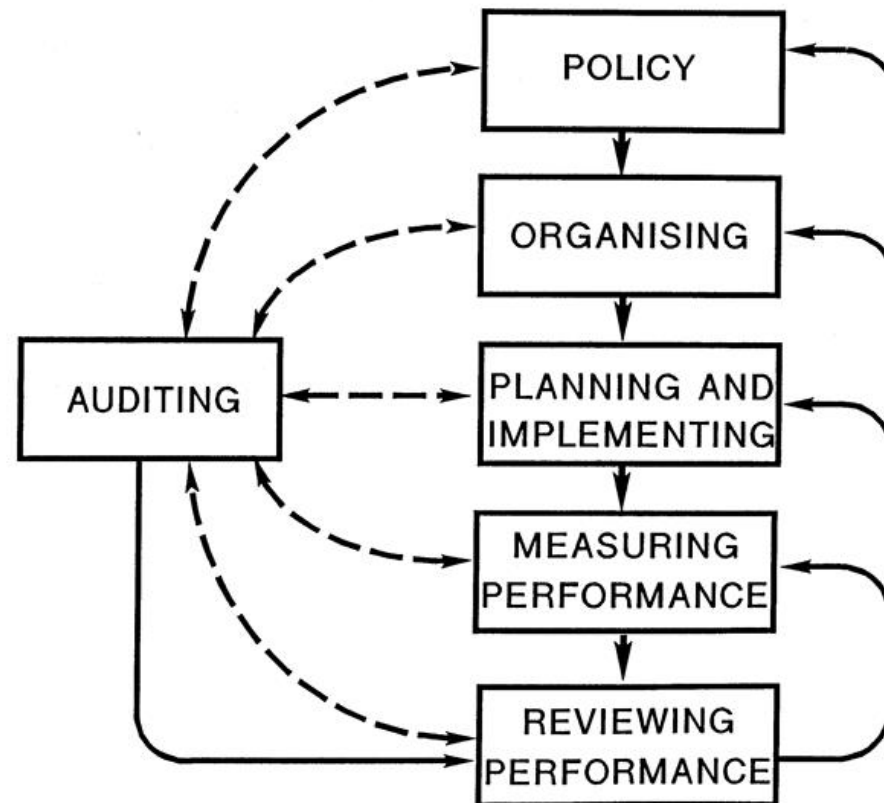
Scope for Prevention.

- Total in Sample: 621.
- Breaches of the Law: 114.
- Reasonably Preventable: 308.
- No reasonable precautions available: 313.

Source: Department of Employment, Accidents in Factories. HMSO.

HS (G) 65

THE MANAGEMENT OF HEALTH & SAFETY



5 Steps to Risk Assessment

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on the precautions you need to take
- Record your findings and implement them
- Review your assessment and update it if necessary

RA's

Problems with existing
Risk Assessments (RA's)

Problems with existing RA's

- Disparity between Construction and Manufacturing RA standards.
- Manufacturers and retail businesses have not caught up.
- Publishers providing expensive non-specific RA's.
- RA's produced by people who do not have sufficient knowledge of their own risks or the H & S standards that apply and are not familiar with risk assessments.

Problems with RA's 2

- At least 40% of manufacturing and distributive companies visited do not have any risk assessments at all.
- HSE examples are technically good but need modifying to the employers needs and are not interactive so that you can change them.

Problems with RA's

- HSE Method is too labour intensive and too complex for many employers.
- Significant numbers of employers cannot write English it is not their first language.

Example risk assessment for a warehouse

Setting the scene

The warehouse manager carried out a risk assessment of the warehouse. The warehouse employed 12 staff, some were part of a union.

How was the risk assessment done?

The manager followed the guidance in *Five steps to risk assessment* (www.hse.gov.uk/pubns/indg163.pdf).

- 1 To identify the hazards, the manager:
 - read the *Essentials of health and safety at work* publication to learn where hazards can occur (www.hsebooks.com – ISBN 978 0 7176 6178 4);
 - walked around the warehouse, noting activities that might pose a risk and taking into consideration what she learnt from HSE's guidance;
 - talked through the issues with the union safety representative and asked about concerns that staff had on health and safety;
 - talked to supervisors to learn from their detailed knowledge of particular jobs and areas; and
 - looked at the accident book to gather information on past problems.
- 2 The manager then wrote down who could be harmed by the hazards and how.

- 3 For each hazard identified, the manager recorded what controls, if any, were in place to manage these. She then compared these controls to the good practice guidance laid out in *Warehousing and storage: A guide to health and safety* (www.hsebooks.com – ISBN 978 0 7176 6225 5) and *Essentials of health and safety at work* publications. Where existing controls did not meet good practice, the manager wrote down what further actions were needed to manage the risk.
- 4 Putting the findings of the risk assessment into practice, the warehouse manager decided who was responsible for implementing the further actions and when it should be done. She wrote this down and when each action was completed it was ticked off and the date recorded.
- 5 The warehouse manager discussed the findings with the safety representative. They decided to review and update the assessment at least annually, or at any time when major changes to the workplace occurred. The warehouse manager gave out copies of the risk assessment to all members of staff.

Important reminder

This example risk assessment shows the kind of approach a small business can take. Use it as a guide to think through some of the hazards in your business and the steps you need to take to control the risks. Please note that it is not a generic risk assessment that you can just put your company name on and adopt wholesale without any thought. This would not satisfy the law – and would not be effective in protecting people.

Every business is different – you need to think through the hazards and controls required in your business for yourself.

6 pages. 1800 word count

Solutions for Employers

Quickest Solution

- A Generic Risk Assessment for the work activity that Employers can edit and make specific.

Quick and Specific Solution

- A simple structured checklist where Employers can tick or circle the relevant factors and easily identify the hazards, and select suitable and sufficient control measures.

Solutions for Employers

Simple Risk Assessment.

Features:

- Suite of blank Risk Assessments.
- General Level 1 to Specific Level 2.
- Foundations of an Integrated Risk Management System.

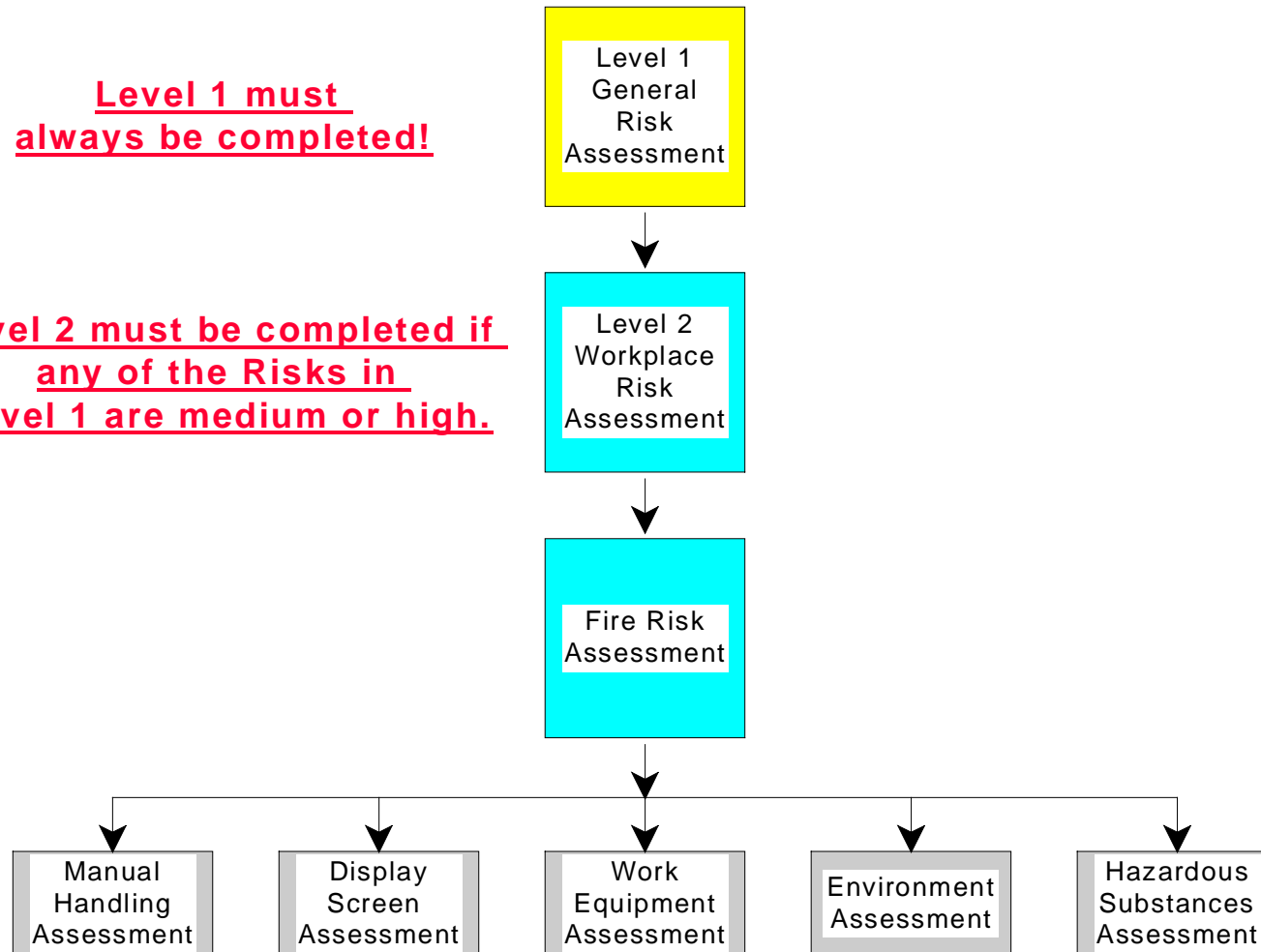
Solutions for Employers

Basic Suite comprises:

- Level 1 Risk Assessment Form.
- Level 2 Workplace Risks.
- Level 2 Work Equipment Risks.
- Level 2 Manual Handling Risks.
- Level 2 Hazardous Substances Risks.
- Level 2 Display Screen Equip Risks.
- Level 2 Fire Risks.
- Level 2 Environmental Risks.
- Level 2 Other Risks (one offs).

**Level 1 must
always be completed!**

**Level 2 must be completed if
any of the Risks in
Level 1 are medium or high.**



Work Activity Risk Assessment

Company:	Any Company Ltd	Risk:	Medium
Activity:	Compacting Cardboard in Baling Machine	Ref No:	Gen009
		Date:	17 March 2011
Work Activity Risk Assessment			
1. HAZARDS			
<ol style="list-style-type: none"> Being crushed by the ram. Being hit by material ejected from the machine. Being entangled in ties, and slings being compressed inside the machine. Being drawn into the machine when it inadvertently starts during jam clearing operations. 			
2. RISKS			
<p>➤ Employees loading, operating, or working near refuse compacting or baling equipment are at risk of serious injury and death. Providing the control measures described here are followed the risk of serious injury or death is very low. However the risks of cuts, sprains and bruises from handling cardboard remains medium.</p>			
3. PERSONS EXPOSED TO THE HAZARD			
<p>➤ Employees, Young Persons, Contractors and Visitors.</p>			
4. INFORMATION TRAINING AND INSTRUCTION			
<p>Employees should take the following steps to protect themselves from injury when operating or working near compacting and baling equipment:</p> <ol style="list-style-type: none"> Disconnect the power from the machine. Isolate the power by locking the disconnect switch. Tag (label) the disconnect switch to notify others that the power must remain off. Mechanically block any ram that has the potential to move before accessing the compacting chamber. Test equipment to ensure power has been de-energized before beginning work. Locate all fellow Employees before activating power to the compactor/baler. 			
5. MANAGERIAL CONTROLS AND PROCEDURES			
<p>Employers should take the following steps to reduce the risk of worker injuries and deaths:</p> <ol style="list-style-type: none"> Establish procedures for periodic inspection and maintenance of the equipment. Maintain equipment guards according to the manufacturer's specifications. Check for proper operation of all interlocks and emergency stop devices. Train Employees to recognize compactor and baler hazards. Implement standard procedures for dealing safely with material jams. Provide safe access to feed openings for clearing material jams. Prohibit hazardous work by Employees under the age 18. Jams are common occurrences in compacting and baling machines. Employers should implement standard procedures for dealing safely with common events such as material jams. Employers should train their workers in these safe work procedures and strictly enforce adherence. Employers shall provide workers with instruction and training in safe work methods before assigning them to operate, clean, service, maintain, or repair the equipment. The employer shall inspect safety interlocks, switches, and other protective devices to ensure that they are not disabled or bypassed. The employer shall not permit operation of the baler unless these devices are fully functional. 			

Work Activity Risk Assessment

6. PHYSICAL CONTROLS		
<p>➤ Compactors and balers should be equipped with machine guards and safety interlocks to prevent worker injury, and interlocks should be designed so they are not easily bypassed. All machines should be equipped with safety interlock devices that will immediately stop the machine should a worker attempt to gain access to a ram or the travel zone of the ram while the machine is operating. Currently manufactured compactors and balers conform to BSI standards that specify guards to dangerous parts of the machine to prevent Employees from reaching into an operating machine and interlocked control systems that interrupt or reverse the ram's motion if the compression chamber doors are opened.</p>		
7. PERSONAL PROTECTIVE EQUIPMENT		
<ol style="list-style-type: none"> Safety shoes always. Overalls always. Leather or knitted safety gloves always. 		
8. LEGAL REQUIREMENTS		
<p>➤ Provision and Use of Work Equipment Regulations 1998.</p>		
9. GUIDANCE FROM THE HSE		
<ol style="list-style-type: none"> Waste industry safety and health: Reducing the risks Leaflet: INDG359 HSE 2002 Web only: www.hse.gov.uk/pubns/indg359.pdf Guidance for the recovered paper industry Booklet: INDG392 HSE Books 2004 (single copy free or priced packs of 5 ISBN 978 0 7176 2807 0) Web version: www.hse.gov.uk/pubns/indg392.pdf Guidance on permit to work systems: A guide for the petroleum, chemical and allied industries HSG250 HSE Books 2005 ISBN 978 0 7176 2943 5 Supply of Machinery (Safety) Regulations 1992 SI 1992/3073 The Stationery Office 1992 ISBN 978 0 11 025719 9 BS EN 294: 1992 Safety of machinery. Safety distances to prevent danger zones being reached by the upper limbs British Standards Institution ISBN 978 0 580 21142 3 BS EN 1088: 1996 Safety of machinery. Interlocking devices associated with guards. Principles for design and selection British Standards Institution ISBN 978 0 580 29826 8 		
10. SPECIFIC ASSESSMENT		
Location:	Person in charge:	
Date:	Job Title:	
Are precautions and controls adequate, and do they meet the standards described above?	Yes/No or Comment	
Recommended improvements:		
All improvements completed:	Yes/No	
Target date for completion:	Date:	
Target date for review:	Date:	

2 pages 10 Sections including Specific Assessment
£5 each from "timpresage.com". Up to 40 assessments available

Step 1 Hazards

- Not as easy as it sounds!
- Not all hazards are obvious.
- Some only occur during maintenance or during emergencies.
- Some are not detected by our five senses.
- Some are new and not previously thought of as hazardous.

What is hazardous here?



Low Frequency Noise 31.5 Hz



London Bell Foundry



Complex Workplace.



Low Risk Warehouses?



Practical exercise

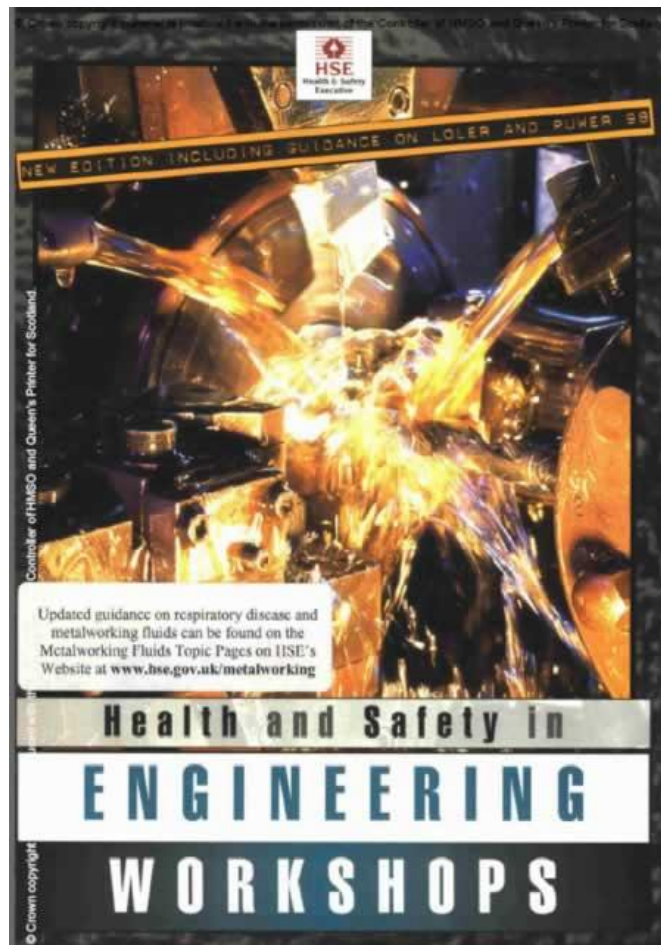
- Let us try the Simple Risk Assessment concept?
- First Level 1 a General Risk Assessment.
- Observe the Hazards Warehouse picture.
- 14 employees
- Some visitors
- 50 hour week.

Use Guidance for Controls

Trustworthy sources:

- Use HSE or Trade Association Guidance.
- HSE and CITB are the longest established.
- OSHA and Worksafe (Australia) also produce good quality guidance.
- OSH New Zealand good guidance.
- CCOHS Canada good quality guidance.

HS(G) 129



Do not Rewrite the Book!



Recent Annual Statistics

- 241 people killed at work
- 140,000+ major & over-3-day injuries
- 2.2 million people with work-related illnesses
- 35 million working days lost (5:30)
- Ill health deaths?
- Annual number of Mesothelioma deaths 2,249. (compared with 153 in 1968).

Any Questions?

Simple Risk Assessments

With Questions for Engineering, Construction
and Distribution Operations,
Will be available via the BHSEA Website in June 2011.

