

<Insert Organisation Name>
Tool Box Talk:

Risk Assessment

Content

- Why assess?
- Who should assess and how?
- The 5 Steps
- Why can risk assessments fail?
- Actions you should take as an employee

Why Assess?

- Legal requirements to do so
 - Management of Health and Safety at Work Regs
 - Other specific requirements
 - General duty to ensure health and safety
- Good practice
 - Effective way to identify hazards (potential for harm) and make sure we have the right precautions in place
 - Keeps people safe

Who Should Assess and How?

- Main duty to assess lies with the employer
 - Duty to carry out assessments that are ‘suitable and sufficient’
- Assessments should be done by a competent person
- ‘Competent’ means with the right knowledge, skills and experience
- How – the 5 steps approach

What's Happening at Each Step?

Inventory of activities

Identify hazards

Decide who might be harmed and how

Rate risks - are precautions OK?

Record findings

Review and revise

Additional precautions needed

Maintain current precautions

Why Do Assessments Fail?

- Done as a tick box exercise
- Did not involve the right people
- Did not consider all the hazards (need to include health as well as safety)
- Did not prioritize the 'significant' hazards
- Did not consider the control measures carefully enough
- Not kept up to date

As an Employee You Should :

- Co-operate with your employer's risk assessment process
- Check the risk assessments for your activity
- Tell your manager or supervisor
 - if something's been left out
 - You can see a way of making the assessments better
- Discuss precautions in your team and make sure they're implemented.