

## Conduct an assessment of the risks in the workplace

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### Overview

This standard deals with the following:

1. Identify hazards in the workplace.
2. Assess the level of risk and recommend action.
3. Review your workplace assessment of risks.

This activity is likely to be undertaken by someone whose work role involves Weapons, Ordnance, Munitions or Explosives work activities. This includes people working as manufacture and transport supervisors.

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### Performance criteria

*You must be able to:* 1. Identify hazards in the workplace

P1 define clearly, why and where the risk assessment will be carried out

P2 confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognized and reliable information sources

P3 recognize your own limitations and seek expert advice and guidance on risk assessment when appropriate

P4 select a method of identifying hazards appropriate to the workplace being assessed

P5 ensure your investigation fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur

P6 identify hazards which could result in serious harm to others

P7 record those hazards in a way which meets legal, good practice and workplace requirements

P8 report the results of the process to the responsible persons in an agreed format and timescale

P9 work safely at all times

2. Assess the level of risk and recommend action

P10 review all legal requirements that are appropriate to your workplace and working practices to ensure effective control measures are in place

P11 confirm that industry standards and all other reasonable precautions are in place

P12 identify hazards that could be eliminated

P13 start your risk assessment for hazards that cannot be eliminated with those hazards that are most likely to cause serious harm to others

P14 assess the level of risk/s and consider how the risk/s can be controlled to minimize harm

P15 list unacceptable risk/s in priority order including all breaches of relevant health and safety legislation and workplace procedures

P16 prepare a risk/s assessment report containing recommendations for minimizing risk/s

P17 present the results of the risk/s assessment to responsible persons in the agreed format and timescale

3. Review your workplace assessment of risks

P18 compare the latest risk/s assessment to current workplace and working

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practices

P19 identify accurately any significant differences between previous and new working practices

P20 investigate the action taken as a result of your recommendations specified in the latest risk assessment

P21 identify accurately new hazards arising from changes in the workplace or working practices

P22 make changes to your risk/s assessment in line with the review

P23 inform promptly everyone affected by the changes

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### Knowledge and understanding

*You need to know and understand:* 1. Identify hazards in the workplace

- K1 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K2 your duties for health and safety as defined by any specific legislation covering your job role
- K3 methods of identifying hazards including direct observation, examining records or interview
- K4 hazards that are most likely to cause harm to health and safety
- K5 the particular health and safety risks which may be present in your own job role and the precautions to be taken
- K6 the work areas and people for whom you are carrying out the assessment
- K7 work activities of the people in the workplace where you are carrying out the risk assessment
- K8 resources required for a risk assessment to take place
- K9 information sources for risk assessments
- K10 the importance of dealing with or promptly reporting risks
- K11 where to find expert advice and guidance

2. Assess the level of risk and recommend action

- K12 the responsibilities for risk assessments as required by the management of health and safety at work regulations 1992 and other related regulations
- K13 your legal duties for health and safety in the workplace as required by the health and safety at work act 1974
- K14 your duties for health and safety as defined by any specific legislation covering your job role
- K15 your own limitations, job responsibilities and capabilities
- K16 the work areas and people for whom you are carrying out the assessment
- K17 effective procedures for carrying out a risk assessment
- K18 the purpose, legal implications and importance of carrying out a risk assessment
- K19 work activities of the people in the workplace where you re carrying out the risk assessment
- K20 what to do with the results of the risk assessment
- K21 effective communication methods

3. Review your workplace assessment of risks

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K22 your legal duties for health and safety in the workplace as required by the health and safety at work act 1974

K23 your duties for health and safety as defined by any specific legislation covering your job role

K24 methods of identifying hazards

K25 your own limitations, job responsibilities and capabilities

K26 the work areas and people for whom you are carrying out the assessment

K27 work activities of the people in the workplace where you are carrying out the risk assessment

K28 how to communicate effectively

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### Scope/range

The following terms have a specific meaning in this unit:

#### Procedures

Specifications of how to carry out work activities in a manner that will ensure the required outcomes if the procedure is followed accurately. All workplace policies, practice and procedures should be specified

#### Resources

A range of resources which are used in any activity. These could include: -

Information, documentation and specifications -

Manufacturer/supplier data for equipment and materials

Materials

Tools

Equipment

#### Hazard/risk

The Health and Safety Executive (HSE) have defined two important concepts as follows:

A hazard is something with the potential to cause harm

A risk is the likelihood of a hazard's potential being realised

The hazards covered by this unit are relating to:

The use of plant and equipment

The use of substances hazardous to health

The workplace layout

The working practices

The job role

People with special needs

Each organization will have its own risk control strategy, the candidate will be required to work within this.

#### Risk

Almost anything may be a hazard, but may or may not become a risk. For example:

A trailing electrical cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of the way, the risk is much less. Toxic or flammable chemicals stored in a building are a hazard, and by their nature may present a high risk. However, if they are kept in a properly designed secure store, and handled by properly trained and equipped people, the risk is much less than if they are left about in a busy workshop for anyone to use -

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or misuse. A failed light bulb is a hazard. If it is just one bulb out of many in a room it presents very little risk, but if it is the only light on a stairwell, it is a very high risk.

Changing the bulb may be a high risk, if it is high up, or if the power has been left on, or low risk if it is in a table lamp which has been unplugged. A box of heavy material is a hazard. It presents a higher risk to someone who lifts it manually than if a mechanical handling device is properly used

### Relevant people

People who have expertise in and/or responsibility for the areas of work affected by the procedure. This is likely to include colleagues with production, safety, health, environment and quality specialisms

### Problems

Problems with others, and/or working practices.

Working policies which do not conform to laid down policies

Unsafe behaviour

Accidental breakages

Accidental spillages

Environmental factors

### Workplace

This is the single or multiple areas in which you carry out your work. Changes in the workplace covered by this unit are in relation to:

Layout of workplace

New facilities and services

### Working practices

These are any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. In this unit it also covers any omissions in good working practice which may pose a threat to health and safety. Previous and new working practices covered by this unit are relating to:

Plant, machinery and equipment

Substances or materials

People

### Workplace policies

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The Workplace Policies covered by this unit are documentation prepared by the employer on the procedures to be followed regarding health and safety industries operations matters. It could be the employer's safety procedures covering aspects of the workplace that should be drawn to the employees' (and "other persons") attention

### Other persons

This refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients, students, pupils

### Personal presentation

This includes: personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace

### Responsible persons

The persons or persons at work to whom you should report any health and safety issues or hazards. This could be a supervisor, line manager or your employer. Responsible persons covered by this unit are:

Management associated with the examined activities

Employees associated with the examined activities

Decision makers

Union representatives

Staff representatives

Information sources

Information sources covered by this unit are:

Internal Health and Safety experts

HSE offices

industries operations

Relevant industry publications

External organizations

### Key Points Regarding Health and Safety Legislation and Regulations "Health and Safety at Work Act 1974"

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit. Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the



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people for whom they are responsible and the people who may be affected by the work they do. Under this Act it is also important to be aware that all people at work, not just employers, have a duty to take reasonable care to avoid harming themselves or others through the work they do. Risks should be reduced “so far as is reasonably practicable”. This term means the duty-holder (in most instances the employer) can balance the cost against the degree of risk although obviously any Health and Safety Inspectors would expect that relevant good practice is followed.

### According to the Act:

Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at works of all the people who work for them and “other persons”. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used. People at work also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to cooperate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

### Other Legislation

There is an array of health and safety regulations and codes of practice which affect people at work. There are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc. The specific requirements for all or any of these can be obtained from HSE local offices. As many of the regulations are only relevant to certain workplaces or working practices no specific reference has been made in the Knowledge Requirements to any of these regulations. The phrase “your responsibilities for health and safety as required by any specific legislation covering your job role” is intended to relate to those specific pieces of legislation important to your workplace and/or working practices which you should be able to find out about.

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<b>Developed by</b>	Cogent
<b>Version Number</b>	2
<b>Date Approved</b>	November 2017
<b>Indicative Review Date</b>	November 2020
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Cogent
<b>Original URN</b>	COGPI03.13
<b>Relevant Occupations</b>	Science and mathematics Science; Science; Engineering; Science and Engineering Technicians; Process, Plant and Machine Operatives
<b>Suite</b>	Explosive Substances and Articles
<b>Keywords</b>	conduct, assessment, risks, identify, hazards, workplace, action, safety