
Local Code of Practice

Risk Assessment

(Version 1.00 – November 2015)

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Borough must make sure that:

- All tasks and activities have a suitable and sufficient risk assessment in place and are proportionate to the risk.
- That risk assessments consider who might be harmed including others who may be affected by work activities.
- That action plans are produced to reduce risk to as low as is reasonably practicable.

SCOPE:

This Local Code of Practice applies to:

- All managers including headteachers referred to as managers herein.
- All employees of London Borough of Barnet.
- All contractors working on behalf of the Borough.

Index

1. Responsibilities
 2. Procedure
 3. Local Code of Practice Relevant to This Document
 4. Main Legislation Relevant to This Document
 5. Contact Address's and Guidance Links
-

Issue Control

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Year	Number	Date	Amendments
Version 1.00	2015			New Document
Review Schedule				
Review Conducted		Next Review Date		
November 2015		November 2017		

1. Responsibilities

Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. Managers carry out their roles and responsibilities as laid out in this LCoP.
- 1.2. Risk assessments are carried out on all business work activities.
- 1.3. Work activities that are assessed as being 'High Risk' should be drawn to attention of the Directorate Management Team or Board of Governors for senior management action. For non-schools, the Directorate Management Team will need to consider whether the risk should be included in the Directorate Risk Register for management and review via this process.

Managers are responsible for ensuring compliance with the LCoP and must:

- 1.4. Provide a sufficient number of trained and competent risk assessors to meet business needs.
- 1.5. Ensure competent risk assessors assess all tasks where there is significant risk using the Health and Safety Executive's Five Steps to Risk Assessment and in consultation with trade union safety representatives.
- 1.6. Ensure all significant risks are reduced as low as is reasonably practicable by the identification and implementation of additional risk control measures.
- 1.7. Work activities that are assessed as being 'High Risk' should be drawn to attention of the Directorate Management Team or Board of Governors for senior management action.
- 1.8. Ensure all risk assessments are quality assured and based on facts.
- 1.9. Ensure risk control action plans are implemented.
- 1.10. Ensure risk assessments are recorded, signed and dated.
- 1.11. Ensure that when a risk assessment is updated the previous version of the document is retained.
- 1.12. Ensure risk controls are monitored and assessments reviewed on an annual basis.
- 1.13. Ensure staff and those affected by risks are informed of the outcomes of risk assessments and the associated risk control measures.
- 1.14. Ensure hazard information is given to contractors who are affected by what you control.
- 1.15. Ensure risk assessments are undertaken of any new additional risks arising from Borough and Contractors activities combining where joint risks may arise.
- 1.16. Ensure risk assessors are trained to a competent level.

Employees must:

- 1.17. Follow the findings of the risk assessment and controls put in place to manage the risk.
- 1.18. Assist in the development of Risk Assessment where requested to do so.
- 1.19. Report to management of any issues/concerns/faults relating to control measures put in place to manage health and safety risk.

Risk Assessors must:

- 1.20. Carry out/facilitate suitable and sufficient risk assessments on tasks as directed by their line manager/supervisor, involving the work force and consulting with trade union safety representatives.

- 1.21. Identify and recommend additional risk control measures required to reduce the risk to as low as is reasonably practicable.
- 1.22. Recommend the review period for risk assessments at (see 2.4).
- 1.23. Record the risk assessment in writing.
- 1.24. Understand their own level of competence and seek specialist advice/assistance when required.
- 1.25. Attend London Borough of Barnet's risk assessors courses and refreshers as required or be able to prove competency in risk assessment.

2. Procedure

- 2.1. The Health and Safety Executive (HSE) provide free downloadable information regarding [risk assessment](#) guidance on how to carry out a risk assessment 'Five Steps to Risk Assessment and example risk assessments and Management. The HSE have also developed a series of simple on-line web-based risk assessment tools to complete such as for the [office environment](#).
- 2.2. **The Council's Risk Assessment Procedure** – For higher-level more complex risk assessments, managers must follow the procedures below:
 - 2.2.1. Carry out a task analysis to identify tasks or activities that require risk assessment.
 - 2.2.2. Carry out a suitable and sufficient risk assessment.
 - 2.2.3. Complete the Councils' General Risk Assessment form either schools or non schools version. Non school risk assessments must rate the residual risk. Note: 'Residual Risk' is the risk scoring applied to the assessment once the additional controls are in place).
 - 2.2.4. Managers to review the completed risk assessment, quality assure and evaluate the risk as per table 1* (*except schools), if in agreement with the risk assessor's recommendations, sign the form and implement the action plan.
- 2.3. Review – The HSE recommend risk assessments are reviewed at least on an annual basis, this need not be an onerous task if there has not been any significant change. If there has been a significant change to activity/process or following an incident, the risk assessment must be reviewed immediately. For low risk activities or those rated Medium, consideration may be given to extending the review period to a maximum of 3 years, providing nothing has changed. When a risk assessment is updated the previous version of the document is retained in accordance with the Corporate Retention Schedule.
- 2.4. It should be noted this LCoP refers to general risk assessment of reasonable foreseeable hazards and should include lone working and slip/trip issues. Other forms of risk assessment also exist, for example Dangerous Substances and Explosive Atmosphere Regulations, Manual Handling, Display Screen Equipment, Fire, First Aid, see section 3 for links to LCoPs where more information on risk assessment can be found.

Table 1: Risk control plan

Risk level	Guidance on necessary action and timescale
Low	Unlikely to cause serious injury, any actions need to be completed within 6 months. Periodic review to ensure controls are maintained
Medium	Will cause injury at some point; consideration should be given as to whether the risks can be lowered, actions to be completed within 1 month, regular review of controls to ensure they are maintained particularly if the risk levels are associated with harmful consequences.
High	Will cause serious injury or worse; consider stopping, suspending or restricting the activity all risk reduction actions are immediate detailed planning and regular monitoring of controls. Temporary controls might be appropriate in the short term such as increased supervision.

3. Local Codes of Practice Relevant to This Document

- 3.1. Managing Health and Safety
- 3.2. Manual Handling
- 3.3. Control of Substances Hazardous to Health
- 3.4. DSEAR
- 3.5. First Aid
- 3.6. Fire
- 3.7. Working Safely at Height
- 3.8. Work Equipment
- 3.9. Lifting Operations and Lifting Equipment
- 3.10. Lone Working
- 3.11. Hand Arm Vibration
- 3.12. Noise
- 3.13. Health surveillance

Note: Other LCoPs may apply, an A-Z is available on the Borough's Health and Safety Intranet.

4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)

5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive
www.hse.gov.uk
 - 5.1.1. [Five Steps to Risk Assessment](#)
 - 5.1.2. [Talking leaflet version](#)
- 5.2. Royal Society for the Prevention of Accidents
www.rospa.co.uk/
- 5.3. Institute of Occupational Safety and Health
www.iosh.co.uk/
- 5.4. Business Link
www.businesslink.gov.uk/
 - 5.4.1. [Risk assessment an overview](#)