

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

Derbyshire County Council Adult Care Health and Safety Portfolio – General Risk Assessment

Approval and Authorisation

Name	Job Title	Date
Authored by: Trevor Thacker	Principal Health and Safety Officer	April 2014
Authorised by:	Policy and Procedures Group	

Change History

Version	Date	Name	Reason
V 1	August 2006		
V 2	April 2014	Trevor Thacker	Review and update
V 3	November 2017	Trevor Thacker	Review and update – approved Q&C group 17 January 2018

This document will be reviewed on a regular basis – if you would like to make any comments, amendments, additions etc. please email Dawn Nash – Procedures and Information, dawn.nash@derbyshire.gov.uk

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

Contents

Section	Subject
2.1	Introduction
2.2	Guidance for Managers
2.3	Carrying out a Risk Assessment
2.4	The 5 Stages of a Risk Assessment
2.5	Safe System of Work
2.6	Introducing Control Measures
2.7	Training and Information for Workers and Others
2.8	To be included in this section
Appendix 1	Sample Hazard Survey
Appendix 2	Sample Risk Assessment – Use of electrical equipment
Appendix 3	Sample Safety System of Work – Use of electrical equipment

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

2.1 Introduction

This guidance sets out the steps Adult Care Managers need to take to comply with Derbyshire County Council's General Risk Assessment Policy and Guidance document (link below) and the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

http://dnet/policies_and_procedures/employee_wellbeing/health_safety/default.asp

The information provided has been adapted to suit the needs of Adult Care.

2.2 Guidance for Managers

2.2.1 Purpose

The purpose of risk assessment is to consider areas/activities/tasks undertaken as part of our work, identify where there is potential for an accident/incident to occur and to devise and implement preventative measures to reduce the risks to their lowest level so far as is reasonably practicable, **BEFORE** the accident/incident occurs.

It must be an assessment of the risks to employees arising from their work as well as the risks to other people who may be affected by that work e.g. clients, members of the public, visitors to our sites, contractors.

2.2.2 General Principles

Risk assessments must be carried out by a '**competent person**'. In Adult Care this generally means a first line manager/supervisor/DSO.

For a person to be deemed competent by Adult Care they must:

- Have undergone suitable training to carry out risk assessments (as approved by Adult Care, Health and Safety Section).
- Have a good knowledge of the areas/activities/tasks to be risk assessed.
- Be in a position to make recommendations for action to management, including the provision of equipment and changes to working practices.

2.3 Carrying out a Risk Assessment

2.3.1 Hazard Survey

Make a list of all activities/tasks undertaken by your staff. (See appendix 1)

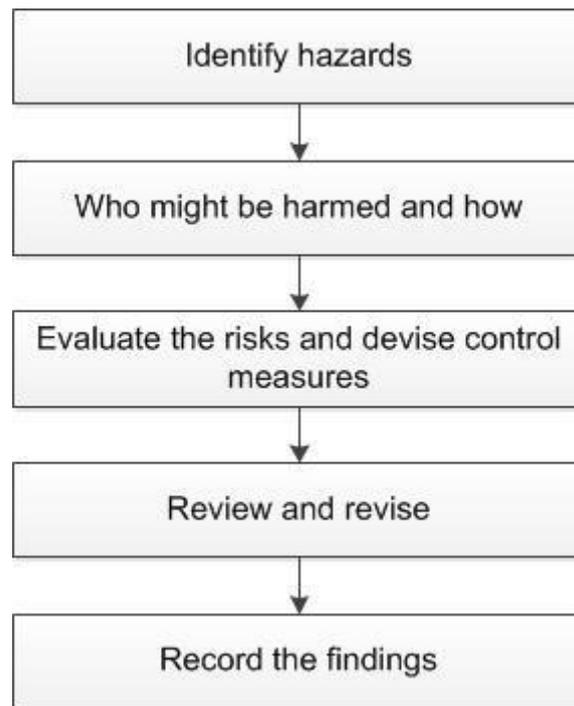
- Consider the location e.g. areas, rooms in which these tasks take place.
- Identify **all** the hazards associated with each area/activity/task.
- Using your knowledge and experience decide from the list which activities/tasks present the greatest risk to staff and others who might be

affected and create a priority list.

- Risk assess those areas/activities/tasks beginning with the highest priority on your list.

Accident/incident statistics or ill-health records can be a guide for creating your priority list although they should not be relied on entirely.

2.4 The 5 Stages of Risk Assessment



2.4.1 Identify the Hazards

A hazard is anything with the potential to cause harm, injury or loss.

The first stage of risk assessment is to identify **all** the hazards associated with the area or task being assessed. This will normally mean going to look at the area or watching the task being performed.

Consult with your staff members or their representatives, particularly those that carry out the task or work in the area being assessed, as they may have information which is not immediately obvious to you.

2.4.2 Decide Who Might be Harmed and How

Think of the people who perform the task or work in the area, including cleaners, clients, members of the public, other groups who share the workplace, maintenance workers etc.

Think about how each hazard could harm these people. For example, if the hazard is a worn or raised carpet edge they could trip over it and fall.

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

Don't forget people or groups of people who may be more vulnerable than others e.g. clients who have impaired mobility, pregnant workers, young people or trainees who are inexperienced.

2.4.3 Evaluate the Risks and Devise Control Measures

A risk is the likelihood that someone will be harmed by the hazards you have identified in stage 1.

Evaluation of risk is not a scientific exercise. It is based on the assessor's knowledge and experience of the subject being assessed and relies on them making a 'reasonable judgement' of the following:

- The likelihood of the accident occurring.
- The severity of any injury or loss which could be reasonably expected.
- The control measures required to reduce the risk to an **acceptable** level.

When evaluating risk it is important to take account of the control measures that are already in place (if any). These will normally go some way to reducing the risk. Part of the assessment process will be to decide if they are adequate or whether further controls are needed.

2.4.4 Record the Findings

Records of the **significant findings** of risk assessments must be kept. This generally means keeping a copy of the completed risk assessment form. They can be kept electronically, providing they are readily available for inspection and that they can easily be accessed by the workers/others to whom the assessment relates.

2.4.5 Review and Revise

Risk assessments are not a 'once and for all' activity but must be changed as the circumstances change. Regular revisions of each assessment must take place:

- After a short period of time following the implementation of the risk assessment.
- At least annually thereafter unless the circumstances change significantly in the meantime.

The purpose of the review is to ascertain the following:

- That the control measures are being followed.
- The assessment has reduced the risk as much as you thought it would.
- If any changes are required to ensure the assessment remains suitable and sufficient.

If it is decided that changes in the assessment are required the document must be revised accordingly.

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

2.5 Safe System of Work

The Health and Safety at Work etc. Act 1974 requires employers to provide staff with 'Safe Systems of Work' (SSW).

A SSW is a procedure for people to follow which:

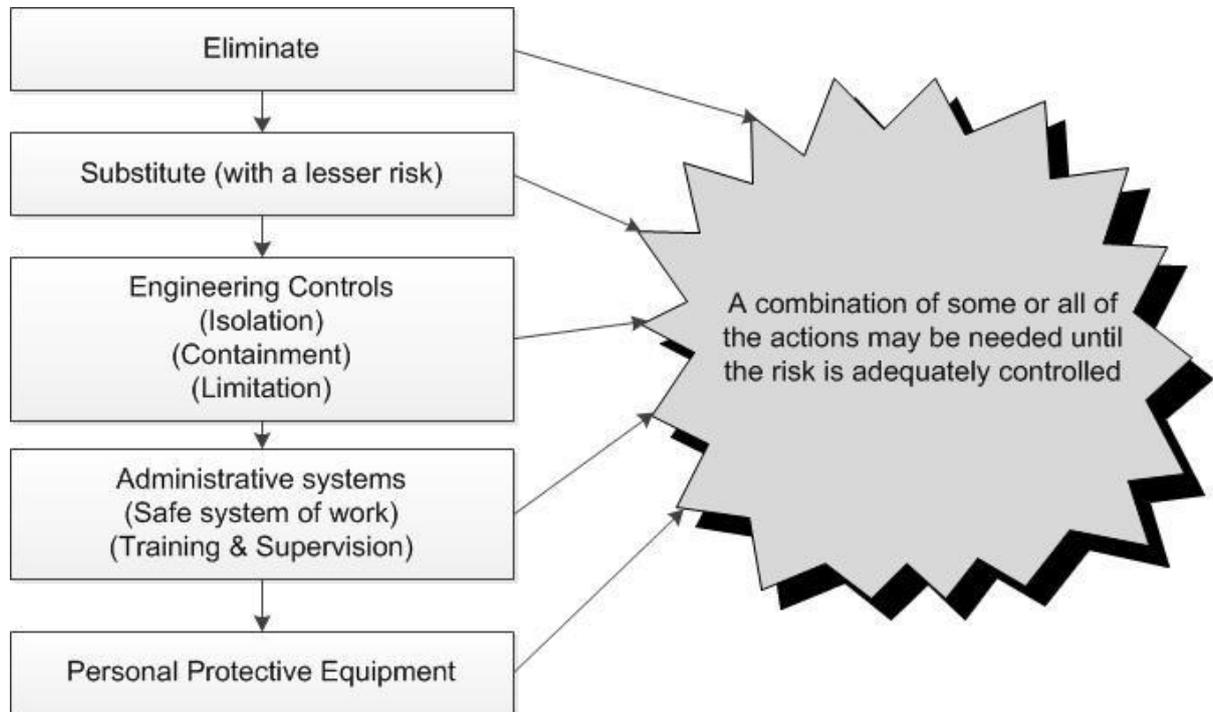
- Is usually written (unless the task is very simple)
- Sets out step by step instructions in chronological order
- Includes all the H&S precautions (PPE, equipment, training etc.)
- Uses information on control measures taken from the risk assessment.

(See Appendix 2 for an example of a SSW).

Failure to Comply

Where workers fail to comply with the requirements of a risk assessment or the SSW and the assessment is found to be suitable and sufficient, normal disciplinary measures must be taken.

2.6 Introducing Control Measures



When considering control measures do not disregard any existing controls already in place. The assessment process should consider whether these controls are adequate or whether more must be done to reduce the risk to an acceptable level.

When introducing new control measures for a particular area or task etc. consider the following in this order:

2.6.1 Eliminate the Risk

By far the most effective method of controlling a risk is to eliminate it altogether. This usually means changing the system of work so that the part of the work involving the risk does not need to be performed.

Example: Using a hoist rather than a manual lift.

2.6.2 Substitute the Risk with a Lesser Risk

If the risk cannot be eliminated, replace it with something which presents less of a risk but still achieves the same outcome.

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

Example: In an office environment, replace the lever action guillotine which could sever the fingers, with a roller cutter type which at worst can inflict a cut on the fingers.

2.6.3 Reduce the Risk at Source

- a) **Isolation:** Put the risk out of reach to prevent people gaining access e.g. locked away in another room.

Example: Hazardous substances being stored in a locked cupboard.

- b) **Containment:** Ensuring the risk is contained in a small area preventing easy access to dangerous parts of machinery or preventing hazardous material being emitted.

Example: Placing a guard around a dangerous piece of machinery.

- c) **Limitation:** Limit the number of people who are allowed access to the risk. Reduce the frequency or the time access is allowed. **The people allowed access should receive written authorisation to do so.**

Example: only to allow authorized personal to use certain hazardous substances.

2.6.4 Administrative Systems

Designing a written system of work which sets how a person must perform the task. It may have detail such as the order in which tasks are performed and will include providing appropriate training and adequate supervision.

Example: Written SSW/instructions; Permit to Work Systems such as the Control of Asbestos Policy.

2.6.5 Personal Protective Equipment (PPE)

PPE should only be used when there is no other reasonable means of controlling the risk. It must be remembered however PPE only protects the person wearing it.

Others in the vicinity may still be at risk. PPE **must:**

- Be worn (people generally don't like wearing PPE). PPE is part of the safe system of work
- Be suitable to protect against the risks identified
- Fit the wearer properly
- Be compatible with other PPE being worn
- Be worn as intended
- Be replaced when worn out or damaged
- Be provided free of charge to the individual
- Be disposed of as appropriate e.g. Disposing of gloves and aprons as infectious waste where necessary. See [Infection Control Policy](#) for more information.

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

In reality, a combination of some or all of the above measures may be required to adequately control the risk(s).

2.7 Training and Information for Employees and Others

People to whom the risk assessment relates must be given appropriate information, instruction and training to allow them to work safely.

This generally means informing them of the contents of the assessment and should include:

- What the hazards are.
- How they could be affected.
- The level of risk to which they are exposed as identified by the risk assessment.
- The control measures they need to implement including the contents of the SSW.

Managers must ensure that the appropriate people **know and understand** the contents of the risk assessment.

2.8 To be included in this Section

- Risk assessments which do not relate to individual clients

Version: 3 FOI Status: Public	Health and Safety Portfolio – Section 2 General Risk Assessment	Issued: January 2018 Due: January 2021
---	--	---

Appendix 1

Sample Hazard Survey

- Manual Handling Activities
- Lone Working
- Activities and Projects
- Use of Electrics
- Personal Safety
- Noise
- First Aid - (include in First Aid Section)
- Fire - (include in Fire Section)
- Display Screen Equipment
- Adverse Weather
- Infection control (vaccinations).
- Young People (work experience)
- Pregnant Workers

This list is not exhausted.

Derbyshire County Council, Adult Care General Risk Assessment Form

Service/Section _____

Establishment/
Area/Patch _____

Completed by _____

Date _____

Reviews			
Next Review Required	Review Date	Any Changes Required	Signature

Description of Task/Activity/Location being assessed:

Use of electrical equipment

Persons at risk:

Employees

Public

Visitors

Contractors

Others(Specify)

Residents/Clients

Column 1	Column 2	Column 3			Column 4	Column 5			Column 6
Hazards observed	Possible outcomes	Risk rating			Control measures to be put in place and by whom	Residual risk rating			Further controls required
		L	S	R		L	S	R	
Faulty electrical equipment	Electric shock, burns and possible death. Fire	Pr	F	H	Purchase equipment only from approved suppliers. Maintain up to date equipment inventory. All portable and moveable equipment to be PAT tested by competent person following appropriate schedule and records kept.	U	F	L	

Column 1	Column 2	Column 3			Column 4	Column 5			Column 6
Hazards observed	Possible outcomes	Risk rating			Control measures to be put in place and by whom	Residual risk rating			Further controls required
		L	S	R		L	S	R	
					<p>Staff to visual check equipment at time of use.</p> <p>Formal, recorded visual inspections to be carried out for equipment that is plugged into a 13amp plug socket. Quarterly for portable and high usage equipment e.g. vacuum cleaner, hot trolley, kettle etc. Six monthly for stationary equipment e.g. television, fridge, microwave etc.</p> <p>All staff to be trained in carrying out visual inspection.</p> <p>All staff to be trained in the safe use of the equipment.</p> <p>Faulty equipment to be reported immediately to manager, labelled as faulty, and removed from use.</p> <p>Repairs to equipment to be carried out by an approved electrician.</p> <p>Where residual breaker devices (RCD) are NOT fitted to the main circuit portable or moveable equipment must use a portable RCD.</p>				
Faulty mains electrical system	Electric shock, burns and possible death.	Pr	F	H	5 yearly (3 yearly in a temporary building) inspection of mains by competent person.	U	F	L	

Column 1	Column 2	Column 3			Column 4	Column 5			Column 6
Hazards observed	Possible outcomes	Risk rating			Control measures to be put in place and by whom	Residual risk rating			Further controls required
		L	S	R R		L	S	R R	
	Fire				<p>Regular visuals inspections by a nominated person of all plug sockets and other electrical outlets to a fixed schedule with records kept</p> <p>Faults reported to Property Division immediately for repair and advice.</p>				
Use of extension cables	Overloading of electrical system causing fire.	Pr	F	H/ M	<p>Review use of extension cables.</p> <p>Replace with sufficient wall sockets where possible.</p> <p>Ensure the cumulative total amperage drawn by all items plugged into the extension cable does not exceed 13amps.</p> <p>Regular visual inspection of extension cable to a fixed schedule.</p> <p>Where extension cables are for permanent use, ensure the cable is fully extended and not coiled.</p> <p>Use correct length of extension cable. Do not 'daisy chain'</p>	U	F	L	

Column 1	Column 2	Column 3			Column 4	Column 5			Column 6
Hazards observed	Possible outcomes	Risk rating			Control measures to be put in place and by whom	Residual risk rating			Further controls required
		L	S	R		L	S	R	
	Tripping hazard.	P o	F	M	Ensure extension cables do not trail across walkways and thoroughfares. Do not hide extension cables under carpets or rugs.	U	F	L	

Signature of Assessor(s)

Name of Manager accepting responsibility for this risk assessment

Signature of Manager

SAFE SYSTEM OF WORK FOR USE OF ELECTRICAL EQUIPMENT

Who is to follow this system of work?

- Staff
- Managers
- Partnership workers /Property Division

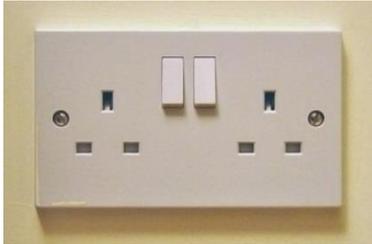
Carry out a visual check of all electrical equipment prior to use

Visual Checks

<p>Ensure the plug is not damaged</p> <p>Things to look for:- Damaged, cracked, loose screws, incorrectly fitted – outer cable must fully enter the plug Pins not black or burnt No inner wire visible Does not rattle Hot to touch, signs of overheating, burns or scorch marks Wet.</p>		
<p>Ensure the cable is not damaged</p> <p>Things to look for:- Damaged, burnt or joined, taped areas, frayed Inner wires showing, cracked, too short, been extended. Trapped or caught on something. Wet.</p>		
<p>Ensure the appliance is in good working order</p> <p>Things to look for:- No obvious signs of damage Cable entry point Intermittent in use Unusual noise Smell of burning Heat or sparks. Wet</p>		

- **Place an out of order/do not use sign on any appliance showing visual signs that it may be unsafe ,and remove to a secure location**
- Report any faulty equipment **immediately** to the duty manager.
- Duty manager to report for repair to appropriate supplier.
- Duty manager **must** record in faults report book.
- Only use the equipment for the purpose for which it is intended.
- Follow any training instruction given for safe use of the equipment.
- Portable or movable electrical equipment **MUST** be used with a RCD adaptor when RCD's are not fitted to mains circuit.
- Avoid trailing cables. Only use extension leads where no other option is available.
- Keep all appliances dry.
- Do not use with wet hands.
- Use for intended purposes only with no adaptations.

Plugging in equipment

Ensure plug socket is switched off	
Plug in equipment	
Switch on plug socket.	

Unplugging of equipment

Switch off plug socket.	
Unplug equipment	

Maintenance of the Equipment

- All equipment must be serviced at the stated times and display a current PAT test sticker where necessary
- Records of maintenance must be retained on site
- All equipment to be kept clean and stored in a clean and dry environment
- To be repaired by Competent person only
- The person carrying out the repair **MUST** report to the duty manager on arrival and before leaving site and brief them on what repairs have been carried out and where appropriate if any further work is needed. This must be recorded