



# Marsh Street Arches and Garden Community Interest Company

*(Risk Assessment and Guidelines)*



## Process of risk assessment

### 1. Hazards

Identify the hazard. A hazard is any object, situation or process with potential to cause harm. This may be mechanical, physical, chemical, biological, and psychological. Some of examples of hazards include slips, trips, falls, body fluids, moving & handling, violence & aggression, electricity etc.

Consider one hazard at a time and consider each level of assessment.

### 2. People

Consider who might be harmed e.g. employees, volunteers, young people, visitors, the public, lone workers, persons with special needs, new or expectant mothers, young or inexperienced workers.

### 3. Severity of harm

Consider how badly someone could be harmed. Choose one of the following based on worst case scenario.

Probability	Description
10	Death
9	Permanent total Incapacity
8	Permanent severe incapacity
7	Permanent slight Incapacity
6	Absent from work for more than 3 weeks with reoccurring incapacity
5	Absent from work for more than 3 weeks with complete recovery
4	Absent from work for more than 3 days but less than 3 weeks with complete recovery
3	Absent from work for less than 3 days with complete recovery
2	Minor injuries with no lost time & complete recovery
1	No human injury expected

#### 4. Likelihood of harm occurring with present controls.

Choose one number from the following.

Probability Index	Description
10	Inevitable
9	Almost certain
8	Very Likely
7	Probable
6	More than even chance
5	Even chance
4	Less than even chance
3	Improbable
2	Very improbable
1	Almost impossible

The following table is a Risk Level Estimator. This will help you determine the level of risk.

#### **5. RISK RATING**

A risk rating can be assessed and evaluated as follows:

Risk rating = Likelihood x Severity

Using a 10-point scale for each factor, this produces a risk rating scale from 1 to 100. The urgency or priority of action in respect of a particular risk can be evaluated as shown in the table below.

<b>Score</b>	<b>Risk Rating</b>	<b>Action</b>
Below 20	<b>5 (Low Risk)</b>	Action within one year
20 – 39	<b>4 (low Risk)</b>	Action within 6 months
40 – 59	<b>3 (Medium Risk)</b>	Action within one month
60 – 79	<b>2 (High Risk)</b>	Action within one week
80 – 100	<b>1 (High Risk)</b>	Immediate action/possible prohibition situation

## **6. Preventative measures**

Consider what controls are already in place and how effective they are. e.g. supervision, written procedures, information, instruction, training, health & safety signs, personal protective equipment.

## **7. Further action**

If present measures are not adequate consider what else needs to be done, by whom and by what date. (see 6 above)

## **8. New hazard?**

With new controls/preventative measures in place consider whether a new hazard is created. If so do another risk assessment on the new hazard.