

HS37 Risk Assessments | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This standard operating procedure (SOP) outlines the processes involved in producing and submitting risk assessments for SOAS University of London (SOAS).

1.2. Roles and Responsibilities

1.2.1. Risk Assessments – In accordance with Reg. 3 Management of Health and Safety at Work Regulations, 1999

- The Management Team will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment
- Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.
- The standard Risk Assessment Form should be used for all assessments.

2. Main Content

2.1. Risk Assessment Process

2.1.1. Risk management is a step-by-step process for controlling health and safety risks caused by hazards in the workplace.

2.1.2. You can do it yourself or appoint a competent person to help you.

2.1.3. Steps to a Risk Assessment:

- Identify the hazard.
- Who is at risk?– Operator, other employees, visitors.

- The severity of risk.
- Probability of the risk occurring.
- Evaluate the risk.
- Corrective methods.
- Record the assessment.
- Necessary action taken.
- Review.

2.1.4. Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- How people work and how plant and equipment is used.
- What chemicals and substances are used.
- What safe or unsafe work practices exist.
- The general state of your premises.

2.1.5. Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

2.2. Actions

2.2.1. The table below indicates action requirements for all work being undertaken within SOAS premises:

Score	Risk	Priority	Completion deadline
20+	Very High	Very Urgent	Stop until rectified
15-20	High	Urgent	Complete within 2 weeks
0-14	Medium	Important	Complete within 2 months
5-9	Low	Not Vital	Complete within six months
1-4	Negligible	No Action	Review only

2.2.2. Control Measures to Reduce the Risk:

- Eliminate the hazard – remove the substance, change the process.
- Substitution - replacement of the substance with one with less risk.
- Control - use of guards, and enclosures.
- Procedures - reduce exposure time, safe systems of work.
- Warning Systems - signs, instructions, labels.
- Personal Protective Equipment - is the last resort.

2.2.3. The Provision and Use of Work Equipment Regulations 1998, has a hierarchy of four steps to prevent access to the dangerous parts of machinery.

- Fixed, enclosing guards.
- Other guards.
- Protective appliances e.g. push sticks, jigs.
- Provision of information, instruction, training and supervision.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue