|  |  |
| --- | --- |
| Reason: | Work must be planned and carried out in a safe manner. |
| Outline: | This talk covers what risk assessments and method statements mean to you. |

|  |
| --- |
| Risk Assessments: |

* All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury or ill health to any person or damage to equipment.
* Risk assessments outline the ways in which the job could result in injury, ill health, or damage (the hazards) and the control measures that must be in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level.
* Employers with 5 or more employees must have written risk assessments.
* If there are fewer than 5 employees, the risk assessments must still be carried out, although there is no legal duty to write them down.
* Employers have a legal duty to communicate the significant findings of risk assessments to workers who may be affected. It is important that you understand.
* There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employer presents theirs.
* In many cases, the risk assessments will form the basis for a method statement.

|  |
| --- |
| Assessing the risk: |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood →** | **Likely**  (5) | **Probable**  (4) | **Possible**  (3) | **Unlikely**  (2) | **Very unlikely**  (1) | **KEY:** | **S** = Severity |
| ***↓ Severity*** |  | **L**= Likelihood |
| Death (4) | 20 | 16 | 12 | 8 | 4 |  | **R**= Risk rating |
| Major Injury (3) | 15 | 12 | 9 | 6 | 3 |  | 12-20 High risk |
| Minor Injury (2) | 10 | 8 | 6 | 4 | 2 |  | 8-10 Medium risk |
| No Injury (1) | 5 | 4 | 3 | 2 | 1 |  | 1-6 Low risk |

|  |
| --- |
| Method Statements: |

* A method statement is a written list of operations, to be carried out in a logical, specified sequence, in order to complete a work activity in a safe manner.
* Everyone involved in a job for which a method statement has been written, should read it (or have it explained to them) and sign it, having understood its contents and requirements.
* A well-written method statement addresses all the hazards present and plans the work so that the risk of accident/incident is eliminated or reduced to an acceptable level.
* Method statements must be site specific.
* It is important that you understand all aspects of your method statement fully.

**Discussion Points:**

What information would you expect to find in a risk assessment?

If your company has 5 or more employees, how would its risk assessments be presented?

What is a hazard?

What is a risk?

What should happen if you need to deviate from a method statement?

