

SFJ AF4 - SQA Unit Code HG0A 04

Conduct an assessment of risk in the workplace



Overview

This unit is about conducting an assessment of risks in the workplace. It covers identifying hazards in the workplace, assessing the level of risk resulting from those hazards and making recommendations to control the risk.

There are three elements

- 1 Identify hazards in the workplace
- 2 Assess the level of risk and recommend action
- 3 Review your workplace assessment of risks

This unit has been developed for those who have responsibility for conducting risk assessments in the workplace.

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Performance criteria

Identify hazards in the workplace

You must be able to:

- P1 define clearly why and where the risk assessment will be carried out
- P2 confirm that all the information available to you on statutory health and safety is up-to-date and from recognised and reliable **information sources**
- P3 recognise your own limitations and seek expert advice and guidance on risk assessment when appropriate
- P4 select a method of identifying **hazards** appropriate to the workplace being assessed
- P5 conduct an investigation that fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur
- P6 identify hazards which could result in serious harm to people at work or other persons
- P7 record those hazards in a way which meets legal, good practice and workplace requirements
- P8 report the results of the process to the responsible persons in an agreed format and timescale

Assess the level of risk and recommend action

You must be able to:

- P9 review all legal requirements that are appropriate to your workplace and working practices to ensure effective measures are in place
- P10 confirm that industry standards and all other reasonable precautions are in place
- P11 identify hazards that could be eliminated
- P12 for hazards that cannot be eliminated start your risk assessment with those hazards that are most likely to cause serious harm to people at work or other people
- P13 assess the level of risk and consider how the risks can be controlled to minimise harm
- P14 list unacceptable risks in priority order including all breaches of relevant health and safety legislation and workplace procedures
- P15 prepare a risk assessment report containing recommendations for minimising risks
- P16 present the results of the risk assessment to **responsible persons** in the agreed format and timescale

Review your workplace assessment of risks

You must be able to:

- P17 compare the latest risk assessment to current workplace and working practices

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- P18 identify, accurately, any significant differences between **previous and new working practices**
- P19 investigate the action taken as a result of your recommendations specified in the latest risk assessment
- P20 identify, accurately, new hazards arising from **changes in the workplace** or working practices
- P21 make changes to your risk assessment in line with the review
- P22 inform, promptly, everyone affected by the changes

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Knowledge and understanding

You need to know and understand:

Identify hazards in the workplace

Health and safety legislation

- K1 the responsibilities for risk assessments as required by the Management of Health and Safety at Work Regulations 1992 and other related regulations
- K2 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K3 your duties for health and safety as defined by any specific legislation covering your job role

Health and safety

- K4 hazards that are most likely to cause harm to health and safety
- K5 the particular health and safety risks which may be present in your job role and the precautions to be taken
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 the importance of dealing with or promptly reporting risks

Assessing risks in the workplace

- K8 methods of identifying hazards including direct observation, examining records, or interviews
- K9 the work areas and people for whom you are carrying out the assessment
- K10 your own limitations, job responsibilities and capabilities
- K11 effective communication methods

Assess the level of risk and recommend action

Health and safety legislation

You need to know and understand:

- K12 the responsibilities for risk assessments as required by the Management of Health and Safety at Work Regulations 1992 and other related regulations
- K13 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K14 your duties for health and safety as defined by any specific legislation covering your job role

Health and safety

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- K15 effective procedures to carry out a risk assessment
- K16 the purpose, legal implications and importance of carrying out risk assessments
- K17 what to do with the results of the risk assessment
- K18 the particular health and safety risks which may be present in your job role and the precautions to be taken
- K19 the importance of dealing with or promptly reporting risks

Assessing risks in the workplace

- K20 the work areas and people for whom you are carrying out the assessment
- K21 work activities of the people in the workplace where you are carrying out the risk assessment
- K22 resources required for a risk assessment to take place
- K23 information sources for risk assessments (e.g. HSE publications)
- K24 where to find expert advice and guidance
- K25 your own limitations, job responsibilities and capabilities
- K26 effective communication methods

Review your workplace assessment of risks

Health and safety legislation

You need to know and understand:

- K27 the responsibilities for risk assessments as required by the Management of Health and Safety at Work Regulations 1992 and other related regulations
- K28 your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- K29 your duties for health and safety as defined by any specific legislation covering your job role

Health and safety

- K30 what to do with the results of the risk assessment

Assessing risks in the workplace

- K31 the work areas and people for whom you are carrying out the assessment
- K32 information sources for risk assessments (e.g. HSE publications)
- K33 where to find expert advice and guidance
- K34 your own limitations, job responsibilities and capabilities
effective communication methods

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Additional Information

Scope/range related to performance criteria

1. **Information sources**
 - 1.1. internal Health and Safety experts
 - 1.2. HSE offices
 - 1.3. relevant industry publications
 - 1.4. external organisations

2. **hazards relating to**
 - 2.1. the use of plant and equipment
 - 2.2. the use of substances hazardous to health
 - 2.3. the workplace layout
 - 2.4. the working practices
 - 2.5. the job role
 - 2.6. people with special needs.

3. **Responsible persons**
 - 3.1. management associated with the examined activities
 - 3.2. employees associated with the examined activities
 - 3.3. decision makers
 - 3.4. union representatives
 - 3.5. staff representatives

4. **Previous and new working practices relating to**
 - 4.1. plant, machinery and equipment
 - 4.2. substances or materials
 - 4.3. people

5. **changes in the workplace relating to**
 - 5.1. layout of workplace
 - 5.2. new facilities and services

Links to other NOS

This unit is an important aspect of some posts in the justice sector.

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