

PROHSS6 SQA Unit Code H8VX 04

Conduct a health and safety risk assessment of a workplace



Overview

This Standard is for people carrying out risk assessments in the workplace. This could be an employer, line manager, supervisor, safety representative or employee.

This Standard is about the competence needed to identify hazards, evaluate the risks and make recommendations to control the risk and to review the results.

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Performance criteria

You must be able to:

- P1 clearly define why and where the risk assessment will be carried out.
- P2 recognise your own limitations and seek expert advice and guidance on operational controls when appropriate.
- P3 select appropriate methods for identifying hazards and evaluating risks.
- P4 prioritise those areas at work where hazards with a potential for serious harm to health are most likely to occur
- P5 identify hazards which have the potential to cause harm and/or loss
- P6 review internal and external standards and guidelines
- P7 confirm that appropriate precautions are in place
- P8 assess the level of risk and record significant findings
- P9 consider and prioritise where further controls are required
- P10 present the results and reasonably practicable recommendations of the risk assessment to the responsible people
- P11 review and revise the risk assessment as appropriate
- P12 maintain suitable and sufficient records
- P13 take suitable action to control or remove imminent risk

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Knowledge and understanding

You need to know and understand:

- K1 relevant legal requirements and standards
- K2 the workplace hazards which are most likely to cause harm or loss
- K3 the importance of remaining alert to the presence of hazards in the workplace
- K4 methods of identifying hazards and risk
- K5 the purpose, legal implications and importance of carrying out risk assessments
- K6 techniques for carrying out a risk assessment
- K7 the particular health and safety risks which may affect your own job role and the precautions to be taken
- K8 the resources required for a risk assessment to take place
- K9 information sources for risk assessments (e.g. HSE publications)
- K10 what to do with the results of the risk assessment
- K11 the importance of dealing with, or promptly reporting relevant hazards and risks
- K12 your own limitations, job responsibilities and capabilities
- K13 where to find expert advice and guidance
- K14 the work areas and people for whom you are carrying out the assessment
- K15 work activities of the people in the workplace where you are carrying out the risk assessment
- K16 effective communication methods
- K17 how to identify suitable control measures

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Additional Information

Glossary

Control(s): the means by which the risks identified are eliminated or reduced to acceptable levels.

Hazard: a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

Notice: includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

Personal presentation: this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

Procedures: a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

- 1 the use of safe working methods and equipment
- 2 the safe use of hazardous substances
- 3 smoking, eating, drinking and drugs
- 4 what to do in the event of an emergency
- 5 personal presentation

Risk: a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

- 1 the likelihood of that harm occurring;
- 2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- 3 the population which might be affected by the hazard, i.e. the number of people who might be exposed.

Stakeholders: is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community

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