

Course Outline

Risk Assessment

Course length: 6 -7 hours

Qualification: Risk Assessment Certificate

A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses. This not only helps to prevent human loss and suffering but also assists the effective management and finance of any business or organisation.

Apart from the corporate and personal benefits arising from risk assessment, employers and the self employed have a legal duty to make suitable and sufficient assessments of the risks to the health and safety of employees, non-employees and the self employed.

The Risk Assessment: Principles and Practice programme is designed for anyone with a responsibility to conduct risk assessments. It is particularly useful for managers and supervisors but it will be equally beneficial to individual workers, team leaders, technicians, engineers or any other personnel contributing to the risk assessment process. Employers need to ensure that individuals carrying out risk assessments are competent to do so. Competency does not necessarily require particular qualifications but involves a combination of knowledge, experience, skills and personal qualities. Assessors must have an understanding of the workplace and work activities, knowledge of the best practicable means to reduce risks and an ability to make informed judgments. A necessary precursor is that they have adequate knowledge and understanding of the principles of, and procedures for, carrying out risk assessments; this is the subject of this qualification.



Successful completion of the training programme will enable candidates to:

- Contribute to the risk assessment programmes at their workplaces.
- Conduct risk assessments (assuming they have the necessary technical knowledge in relation to the activities/environments/ issues being assessed).
- Organise and implement a risk assessment programme where this has not already been started.
- Participate in the identification of specific training needs for the activities being assessed.
- Assist employers in meeting legal requirements and promote improved standards of health and safety within their organisation. Suitable candidates for the programme and assessment will need to have good standards of written and oral communication, the ability to analyse workplaces and work activities, the confidence and ability to seek additional advice and information and the capability to work as part of a team.

SYLLABUS OVERALL AIMS AND OBJECTIVES

The overall aim is for trainees to acquire knowledge and practical skills to improve their competency in carrying out general risk assessments under the *Management of Health and Safety at Work Regulations 1992*. It is anticipated that by the end of a course trainees will be able to:

- State the purposes for, and benefits of, using a risk assessment approach to the management of health and safety.
- State the basic principles of risk assessment and stages involved in carrying out risk assessments in practice.
- State the key legislative requirements on risk assessment.
- Carry out, record, monitor and review risk assessments within their own working environment, (subject to possession of the necessary technical knowledge and skills).
- Additionally trainees will become aware of the limitations of their personal knowledge and experience and will know where to seek further information, guidance and assistance.

This will assist trainees to become competent risk assessors utilising their existing knowledge, experience and skills and will provide a foundation for further learning.



GENERAL INTRODUCTION

The expected outcome is that the student understands the main categories of accidents and ill health, their socio-economic costs and recognises the benefits of good health and safety management and is able to:

- State the main causes of injuries and ill health and the need for their prevention;
- State the main costs of accidents and ill health to employers, employees and society;
- Define the terms 'accident' and 'occupational health and safety';
- Explain what is meant by the term 'accident triangle' and the need to report, investigate and prevent near misses/minor accidents as part of an overall accident prevention strategy;
- State that health and safety is affected by occupational, environmental and human factors, with examples.

PRINCIPLES OF RISK ASSESSMENT

The expected outcome is that the student understands the reasons for using risk assessment and the principles involved and is able to:

- List the reasons for using risk assessment;
- Describe what is meant by the term 'risk assessment';
- Define the terms 'hazard', 'risk' and 'control measure' and give examples of each;
- State how the extent of risks can be quantified and describe at least one method for rating or prioritising risks;
- Describe the necessary skills of a risk assessor and give examples of personnel who should be involved in a risk assessment programme.

LEGISLATION

The expected outcome is that the student becomes aware of the range of legal requirements for risk assessment, understands the key aspects and the necessity to seek guidance on specific requirements and is able to:

- Explain the origin and reasons for the general requirement to assess risks with reference to the *Health and Safety at Work etc. Act 1974*;
- Outline the main provisions on risk assessment in the *Management*



of Health and Safety at Work Regulations 1999;

- Give examples of other Regulations with specific requirements for risk assessment;
- Briefly describe how the legislation is enforced and penalties for non-compliance.

NOTE: Students will not be expected to state specific sections or regulations.

RISK ASSESSMENT IN PRACTICE

The expected outcome is that the student links the theoretical knowledge obtained to practical examples of workplaces and activities and is able to:

- State the stages involved in a risk assessment;
- Identify a range of hazards in various working environments;
- Identify people or items at risk;
- Identify common risks which require specialized assessment;
- Measure the extent of a variety of risks;
- Select appropriate control measures and be aware of the need for research/specialist advice;
- State the necessity of, and procedures for, recording, monitoring and revising risk assessments;
- Carry out a risk assessment in practice demonstrating the ability to analyse a situation, collect information and make appropriate judgements and records.

SUMMARY

The expected outcome is that the student understands some of the wider management issues regarding implementation of risk assessment programmes and is able to:

- State the costs and benefits of implementing a risk assessment programme;
- State how risk assessments can link with the related management issues of quality and training;
- State sources of further advice and information.

Cost: £30 per person + VAT on open courses
£30 per person (min charge of £240) + VAT for in-house courses

