

Diocese of Sodor and Man

Risk Assessments

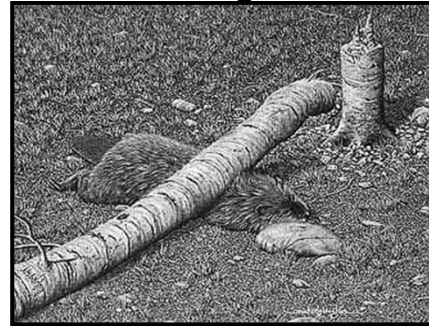
How and what

Monday 27th February 2017

St Peters, Onchan

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Think Again!

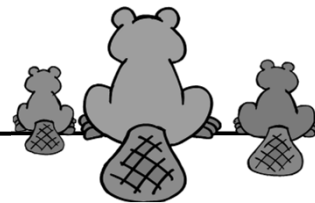


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Ernie de Legh-Runciman

- ◆ Structural Inspector, Dept of Infrastructure
- ◆ Tower Captain, St Georges Douglas
- ◆ Chairman, Tower Stewardship Committee,
Central Council of Church Dell Ringers
- ◆ Member, Sodor and Man DAC
- ◆ Advisor, Diocese of Liverpool DAC

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No beavers were actually injured
during the creation of this
PowerPoint presentation!

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Risk Assessments

- ◆ You have carefully thought out all the angles
- ◆ You have done it a hundred times
- ◆ It comes naturally to you
- ◆ You know what you are doing, it is what you
have been trained to do all your life
- ◆ So nothing could possibly go wrong

◆ *Could it ??*

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We do Risk Assessments
all the time

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Crossing the Railway



Crossing the Railway



Crossing the Railway



Taking the Dog for a Walk



Crossing the Railway



Risk Assessment



Does this activity need a risk assessment?

What is Risk Assessment?



“A systematic evaluation of the work place and/or other activities which identifies the hazards present and gives an estimate of the extent of the risks involved”

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What is a Hazard?

Anything that may cause harm



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Risk Assessment – The History

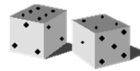
- Always been here
- Concept introduced with the Health and Safety at Work Act 1974
- Concept expanded upon in the Management of Health and Safety Regulations 1992 (1999)
- Integral to all other appropriate legislation i.e. CoSHH, PPE, Noise etc



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Risk

The probability of harm occurring



Chance of exposure to the hazard

X

Consequences (severity)

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So what is the concept of Risk Assessment?



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Task or Area Based ?



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Area Based

- ◆ Normally used for identifying common hazards in the area
- ◆ Will also be used to identify TASKS to be individually risk assessed

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Task Based

- ◆ A specific task or job should be risk assessed
- ◆ All the hazards associated with the task will be assessed.
 - ◆ manual handling
 - ◆ falls from height, etc
 - ◆ use of candles, incense, etc
 - ◆ Church BBQs
 - ◆ preparation of food
 - ◆ etc

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Area Based Example

A risk assessment of areas will lead to the identification of the following hazards:

- ◆ Slip, trips and falls
- ◆ Electrical Safety
- ◆ Computer workstation hazards
- ◆ Manual Handling
- ◆ Fire
- ◆ Other hazards



5 Steps To Risk Assessment



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Area Based Examples

- ◆ The common hazard of slips trips and falls can be dealt with through the church H&S policy.
- ◆ The electrical safety will also be church policy with regard to inspection and PATesting.
- ◆ Manual handling and the computer work stations will have to be risk assessed on a task basis.

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Step One

Identify the hazards



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Methods Of Identifying Hazards

- ◆ Health & safety audits
- ◆ Quinquennial Inspection
- ◆ Insurance Inspections
- ◆ Insurance Reports
- ◆ Identification of activities
- ◆ Procedures



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Step Two



Identify who might be harmed

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Methods Of Identifying Hazards

- ◆ Identification of areas of church
 - ◆ Nave, chancel, bell tower, children's area, office, hall, etc
- ◆ Identification of activities
 - ◆ Main services, children's services, messy church, bell ringing



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Who Might Be At Risk

- ◆ Employees & Volunteers
- ◆ Contractors
- ◆ Visitors
- ◆ General public
- ◆ Children
- ◆ People who share the church
- ◆ Must be people specific



Don't forget vulnerable groups such as people with disabilities, pregnant staff and those with little experience or training.

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Methods Of Identifying Hazards

- ◆ Similar Institutions
- ◆ Outside Advice (manufacturers of equipment and materials)
- ◆ Internal Advice (DAC, Archdeacon, etc)



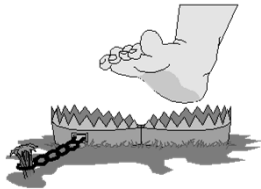
Step Three

Evaluate the risks



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Risk Analysis



- ◆ Hazards and hazardous situations are systematically identified.
- ◆ The level of risk associated with each hazard (situation) is estimated

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Completing the Risk assessment

Writing safe working procedures or instructions

- ◆ General procedures may be in local rules
(ie the Church Health and Safety Policy)
- ◆ Specific procedures must be included in the risk assessment

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Risk Evaluation

- ◆ A judgement is made as to whether the level of risk is acceptable or tolerable
- ◆ Will include a judgement on corrective or preventative measures



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Evaluating The Risks

-some considerations

- ◆ Standards (EIG, church, national organisations)
- ◆ Legal requirements
- ◆ Precautions already taken
- ◆ Cost (*so far as is reasonably practical*)
- ◆ Different working conditions i.e. weather
- ◆ Numbers of people at risk
- ◆ Severity of injury
- ◆ Probability
- ◆ Length of exposure/frequency



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Completing the Risk Assessment

Organising actions and responsibilities to reduce the hazards and risks to acceptable levels:

- ◆ Elimination of hazard (*do I have to do this?*)
- ◆ Substitution (materials, equipment etc)
- ◆ Physical safeguards (machinery guarding, extraction etc)
- ◆ Personal Protective Equipment
- ◆ Safe working procedures
- ◆ Or any combination of above

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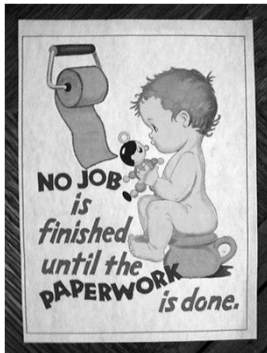
Step Four

Record your findings



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The Paper Work



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Recording the Risk Assessment

Evaluate the risks

- ◊ Use the risk matrix on the form
- ◊ Estimate the risk **before** control measures
- ◊ Identify control measures to lower the risk
- ◊ Estimate the risk **after** control measures (residual risk)
- ◊ Can you lower the risk further? Ideally all LOW
- ◊ Not all risks are injury – what about financial loss?



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Recording the Risk Assessment

What to record

- ◊ A description of the risk or hazard
- ◊ Who may be exposed to the hazard
- ◊ The consequences of the hazard

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Recording the Risk Assessment

In general, two types of form:

- ◊ Recommended by HSE. A described form
- ◊ Recommended by Ecclesiastical Insurance. A quantitative approach (Industry Standard)

Recording the Risk Assessment

- ◊ Details of which hazards are significant and those which are acceptable (and why)
- ◊ The precautions in place, or to be put in place, to reduce the significant hazards to acceptable levels
- ◊ How the precautions are to be maintained (management of systems, inspection of physical precautions etc)

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The HSE Form

HSE Form		Description of the hazard		Risk	
1. Description of the hazard	2. Who is exposed to the hazard?	3. What is the nature of the hazard?	4. What is the likelihood of the hazard occurring?	5. What are the consequences of the hazard occurring?	6. What are the current control measures?
1. Description of the hazard	2. Who is exposed to the hazard?	3. What is the nature of the hazard?	4. What is the likelihood of the hazard occurring?	5. What are the consequences of the hazard occurring?	6. What are the current control measures?
7. What are the proposed control measures?	8. How are the proposed control measures to be maintained?	9. How are the proposed control measures to be monitored?	10. How are the proposed control measures to be reviewed?	11. How are the proposed control measures to be updated?	12. How are the proposed control measures to be communicated?

The HSE Form

The Columns

1. What is the Hazard.
2. Who might be harmed and how
3. What is already being done
4. What further action is necessary
5. Action by who
6. Action by when
7. Date Complete

The EIG Form

The Columns

4. Severity
The severity of injury if something does happen
Can be graded as:
 1. Low (minor cuts and bruises)
 2. Medium (serious injury or incapacity for 3 or more days)
 3. High (fatality or more than 3 persons injured)

The EIG Form

Activity/Task	Hazard	Existing Controls	Residual Risk	Additional Controls	Residual Risk
...
...
...

Legend
 The Risk Rating is a measure of the likelihood of an injury or illness occurring.
 1. High priority – additional controls may be necessary
 2. Medium priority – additional controls may be necessary
 3. Low priority – no action may be required

Notes
 The Risk Rating is a measure of the likelihood of an injury or illness occurring.
 1. High priority – additional controls may be necessary
 2. Medium priority – additional controls may be necessary
 3. Low priority – no action may be required

The EIG Form

The Columns

5. Risk Rating
Multiply the likelihood by the
 1. Low priority – no action may be required
 2. Medium priority – additional controls may be necessary
 3. High priority – **ACTION MUST BE TAKEN TO REDUCE THE RISK, OR STOP THE ACTIVITY**
6. Additional Control – measured required to reduce the risks.

The EIG Form

The Columns

1. Hazard/Risk/Person Affected
2. Existing Controls
3. Likelihood
The likelihood something is going to happen
Can be graded as:
 1. Low (seldom)
 2. Medium (frequently)
 3. High (certain or near certain)

Recording the Risk Assessment

Signatures – these should be defined in the Health and Safety Policy

Examples

- ◆ all **Low Risk** – The assessor
- ◆ any **Medium Risk** – The Church Warden
- ◆ any **High Risk** – The Vicar and Archdeacon



Step Five

Review the assessment



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Legal Summary

The Management of Health and Safety at Work Regulations 1999 (amended 2006)

Risk assessment

3.—(1) Every employer shall make a suitable and sufficient assessment of—

- ◆ (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- ◆ (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.



Step Five

Review the assessment



- ◆ Have identified actions been completed?
- ◆ Set a due date for any actions uncompleted actions.
- ◆ Set a review date for all risk assessments:
 - ◆ Is the assessment still valid?
 - ◆ Has anything changed?
 - ◆ Can we do anything better
 - ◆ Review all risk assessments at least yearly

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Risk Assessment Strategy



1. Identify the hazards
2. Evaluate the risks
3. Detail the control measures required to eliminate or reduce to risks to acceptable levels

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Example Church Policy

- ◆ Use the same risk assessment form throughout
- ◆ Must be appropriately signed
- ◆ Review at least annually or on changes
- ◆ Signed copy kept in Church H&S File
- ◆ Activities not covered by a suitable and sufficient risk assessment can be stopped by nominated person (Church H&S Officer, Vicar, etc)



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Summary

Recording the significant findings of the risk assessment.

- ◆ What the task is
- ◆ Who is responsible/supervisor
- ◆ Where the risk assessment applies, who is affected
- ◆ List of hazards
- ◆ List of precautions
- ◆ Details of safe working procedures
- ◆ Emergency procedures
- ◆ Reference to other associated risk assessments i.e. COSHH, manual handling, PPE etc.

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Summary

Organising actions and responsibilities to reduce the hazards and risks to acceptable levels:

- ◆ Elimination of hazard
- ◆ Reduce by substitution (materials, equipment etc)
- ◆ Physical safeguards (machinery guarding, extraction etc)
- ◆ Personal Protective Equipment
- ◆ Safe working procedures
- ◆ Combination of above

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Examples of Hazards



- Hazard
Inside edge of mat well raised
- Risk
Danger of trip and fall to persons entering church
- Solution
Better fitting mat

Church Risk Assessments Areas of Assessment

What areas require risk assessment?:

- ◆ All areas where activities are carried out – for example
 - Main body of church
 - Children's area
 - Kitchens
 - Halls
 - Bell Towers
 - Offices
- ◆ Combination of above

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Examples of Hazards



- Hazard
Candles, danger of fire
- Risk
Burns and fire
- Solution
Stable candle sticks.
Procedure for lighting.

Examples of Hazards

Examples of Hazards



- Hazard
Missing padlock on boiler house
- Risk
Danger of falling into boiler house. Danger from boiler equipment
- Solution
Fit new padlock

Examples of Hazards



Hazard
Unlocked trap to bell tower

Risk
Danger of falling from height. Un-supervised access

Solution
Lockable ladder/access

Where to Get Help

- ◆ Diocese Safeguarding Officer
- ◆ Diocesan Advisory Committee (DAC)
- ◆ Health and Safety at Work Inspectorate (IoM)
- ◆ Health and Safety Executive (UK HSE)
 - ◆ hse.gov.uk
- ◆ The Church Insurance Company – Ecclesiastical
 - ◆ ecclesiastical.com
- ◆ Central Council of Church Bell Ringers
 - ◆ ccabr.org.uk/towerstewardship

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Examples of Hazards



Hazard
Cleaning chemicals

Risk
Burns. Poisoning

Solution
Kept in lockable cupboard
Only used by authorised persons

- ◆ **RISK ASSESSMENTS DON'T BITE**
- ◆ But don't be afraid to ask for help.



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Examples of Hazards



Hazard
Loose and untidy cables

Risk
Trips and falls

Solution
Tidy cables

Diocese of Sodor and Man

Risk Assessments

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