



Tern Associates Ltd

Ternarius

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Summer 2006

5 Steps to Risk Assessment



When thinking about your risk assessment, remember

► a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc

► the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

► **harm** is injury or ill-health

Five steps to risk assessment aims to help you assess health and safety risks.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset - your workforce - is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. This guide tells you how to achieve that with a minimum of fuss.

This is not the only way to do a risk assessment, there are

other methods that work well, particularly for more complex risks and circumstances. However, we believe this method is the most straightforward for most organisations.

What is risk assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

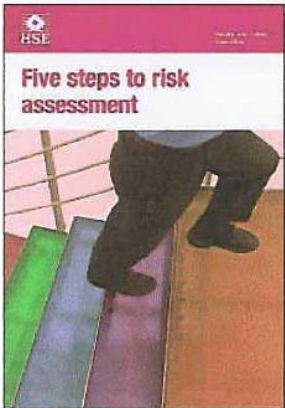
Accidents and ill health can ruin lives and affect your business too if output is lost, machinery is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks.

How to assess the risks in your workplace

Follow the five steps in the HSE leaflet. Don't overcomplicate the process. In many or-

ganisations, the risks are well known and the necessary control measures are easy to apply. You probably already know whether, for example, you have employees who move heavy loads and so could harm their backs, or where people are most likely to slip or trip. If so, check that you have taken reasonable precautions to avoid injury. If you run a small organisation and you are confident you understand what's involved, you can do the assessment yourself. You don't have to be a health and safety expert.

If you work in a larger organisation, you could ask a health and safety advisor to help you. If you are not confident, get help from someone who is competent. In all cases, you should make sure that you involve your staff or their representatives in the process. They will have useful information about how the work is done that will make your assessment of the risk more thorough and effective. But remember, you are responsible for seeing that the assessment is carried out properly.



Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precaution

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary

Hallmark Service launched!

Safety, Health & Environmental law applies to all employees; the self-employed; work experience; apprentices; volunteers; mobile workers and home-workers!

Micro-businesses of less than 5 individuals often find difficulty knowing what to do and where to get help and

assistance? Look no further Tern Associates have launched their Hallmark Service to provide a helping hand! Supplying support, information, knowledge, general advice and guidance in a cost-effective manner to help benefit your business!

For more information or an informal discussion **call Alan on 0871 223 9800**



European Week for Safety and Health at Work 2006

23rd – 27th October

This year's campaign slogan is 'Safe Start' and is dedicated to the occupational safety and health of young people.

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Securing a return on investment and improving profitability are key to your success. Organisations requiring enhanced and efficient performance are using Tern Associates to audit and review their equipment, people and systems. Objective advice, guidance and training are provided to secure effective improvements. Rejuvenating client's operating systems to reflect best practical principles is right up Tern's street! Maximising on your investment, we aim to evolve and continuously develop your organisation to enable you to survive and prosper. Tern Associates offer a comprehensive and competitive service, to help, advise and guide today's businesses through the myriad of legislation associated with;

Health & Safety

Environment

Facilities Management

Metallurgy and Heat Treatment

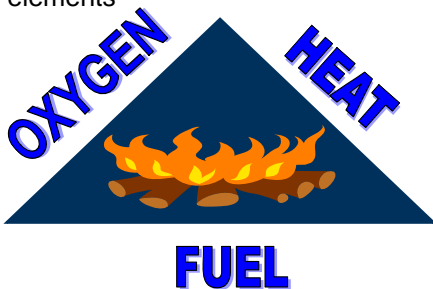
Developing and implementing bespoke initiatives using our extensive knowledge and experience aids your legal compliance and improves your competitiveness, providing you with commercial advantage.

Interested, call Alan on 0871 223 9800 for an informal chat or site review

Don't get burnt by latest fire reform!

Fire is allegedly man's greatest friend, yet possibly his worst enemy?

Fire, the simple combination of 3 elements



Fuel, Heat & Oxygen, can strike when you least expect it and when it occurs in business usually it has significant if not calamitous consequences. So do you know what do in an emergency situation, are you and your business prepared, can it cope with the by products of Fire; smoke, heat and water? Here are some simple and effective actions, no matter what size your company, to prevent or reduce the effects:

- ▶ have an emergency plan and ensure individuals know what it is and what actions they need to take
- ▶ store business critical data, back ups,

important documents, copies, etc in different locations in the building, preferably in a fire proof cabinet where in wont get affected by water used to tackle the fire eg off the floor

- ▶ review, reduce and control sources of heat and fuel eg paper, substances, heaters, blow lamps, etc; store them in a cupboard or cabinet if possible

The biggest change in Fire Safety Management for over a third of a century will come into force later this year - The Regulatory Reform (Fire Safety) Order 2005 (FSO).

The FSO introduces the new 'Self Regulation' philosophy followed by many of the new day regulations requiring you to undertake and implement various actions.

Principally the FSO requires you to:

- ▶ Conduct a suitable & sufficient fire risk assessment
- ▶ Consider who may be especially at risk eg vulnerable individuals
- ▶ Eliminate or reduce risks, implement precautions to deal with those remaining
- ▶ Apply specific measures relating to

flammable or explosive materials

- ▶ Implement emergency planning
- ▶ Review arrangements periodically



All business and organisations should be aware of these important changes, their new duties & responsibilities and implement appropriate actions to eliminate, reduce and control Fire and its consequences.

Finally if you or your business has either a Fire Certificate or exemption granted under the Fire Precautions Act 1971 these will be no longer valid after the introduction of the FSO.

For assistance in this or any other Health, Safety, Environment or Facilities Management issues contact Tern Associates who would be pleased to advise you on these matters.



Acknowledgements: Information used within this newsletter has been sourced from Health & Safety Executive.