

IfA
RISK ASSESSMENTS TEMPLATE

Guidance Notes

Background

Two template documents have been produced to provide a model for those involved in archaeological works to produce well thought out risk assessments, not just to satisfy legal or contractual requirements, but to provide a safe environment for those in their employment, other workers and the general public.

Policy

The Management of Health and Safety at Work Regulations call for Risk Assessments to be carried out for all workplaces and work activities, and for significant risks to be documented to enable suitable control measures and safe working practices to be established and applied.

The application of these control measures will determine the safe working practices necessary to eliminate or reduce the degree of risk to an acceptable level.

Assessment

Assessing risks is necessary in order to identify their relative importance. The degree of the risk associated is dependant on the likelihood of the accident/incident occurring and the probable severity of the consequence of that accident/incident.

In order to establish a risk rating it is therefore necessary to classify both the likelihood and severity on a simple numerical scale and by multiplying them both together establish the risk rating.

Implementation

The work activity should firstly be assessed with the significant risks recorded. The identified risks should then be initially rated utilising the numerical scale.

Dependent on the initial rating (High/Moderate/Low) control measures and as necessary, method statements should be adopted to enable elimination/reduction of the identified risks.

Once the necessary control measures are established the activity should then be reassessed to establish a revised risk rating which must indicate that a low level of risk has been achieved and the identified risks are adequately managed.

Rating System

Likelihood of Accident/Incident Occurring

1. Highly Improbable
2. Probable - annually

3. Infrequent - 2-3 times/year
4. Occasional - monthly
5. Frequent - weekly

Severity of Consequences

1. Minor Injury
Minor Damage to plant/equipment/buildings
2. Injury (no time lost)
Damage repair costs are low
3. Injury (time lost)
High damage repair costs
4. Major Reportable Injury
Very High Damage Repair Costs
5. Fatality
Major damage and major costs

Risk Rating = Likelihood x Severity

L	SEVERITY				
I	5	4	3	2	1
K	5	25	20	15	10
E	4	20	16	12	8
L	4	15	12	9	6
I	3	10	8	6	4
H	2	5	4	3	2
O	1	5	4	3	2
O					1
D					

Risk Rating Values can then be grouped into three broad classes:-

- | | |
|----------|---------------|
| 15 - 25: | HIGH RISK |
| 8 - 12 : | MODERATE RISK |
| 1 - 6 : | LOW RISK |

The Templates

Attached are two template risk assessments – one more suited for minor works or office environments and the other for larger projects where the control measures need to be shown as part of a ‘Safe System of Work’

The sections highlighted in yellow relate to the details of the contract or activity. Those highlighted in blue relate to the risk assessments themselves. The examples shown are for a geophysical survey to locate underground services. The user will need to think through each activity for their project and assess the risks involved and how to mitigate those risks.

The minor works risk assessment is self contained within the one form. The larger projects document is in two parts. The risk assessments and the mitigation of those risks set out separately in the ‘Safe System of Work’