


# Risk Assessment Handbook

6<sup>th</sup> Edition: ISBN 978-1-915256-08-9

Date of update:  
September 2022

The following updates have been made to the 6th edition of this publication.

Page No	Update comments
3	<p>This page has been updated to:</p>  <p><b>Introduction</b></p> <p>Every year, thousands of people in the UK are forced to take time off work due to health and safety-related issues. For most, this is a number of days. However, in some cases people suffer specified injuries and even death. The vast majority of these incidents could have been avoided if standards of health and safety in the workplace had been better.</p> <p>There are 3 main reasons why health and safety in the workplace is important to everyone:</p> <ul style="list-style-type: none"> <li>• <b>Moral</b> - a safe and risk free environment for all. It has to be remembered that an injury caused at work affects every aspect of life, not just the time spent at work</li> <li>• <b>Legal</b> - there is risk of criminal prosecution and unlimited fines</li> <li>• <b>Financial</b> - there are many costs associated with poor health and safety including compensation claims and legal advice to closure of the business.</li> </ul> <p><b>The costs of poor health and safety</b></p> <ul style="list-style-type: none"> <li>• Compensation – including legal costs</li> <li>• Loss of production – if someone is not at work due to injury or illness</li> <li>• Treatment – first aid</li> <li>• Accidents</li> <li>• Prosecution – including legal costs</li> <li>• Reputation – it is far easier to lose a good reputation than it is to build one</li> <li>• Pain, suffering and possible disability for the injured party – we have a moral obligation to our workforce to take all reasonable precautions to prevent this</li> </ul> <p><b>The benefits of good health and safety</b></p> <ul style="list-style-type: none"> <li>• A safer working environment</li> <li>• Fewer accidents</li> <li>• More productive workforce</li> <li>• Less chance of prosecution</li> <li>• Less chance of civil action</li> <li>• Greater profits and improved reputation</li> <li>• Lower insurance premiums</li> </ul> <p>Risk Assessment HANDBOOK 3</p>
6	<p>The statistics have been updated to:</p> <p><b>Ill health</b></p> <p>Hazards are not all physical objects. People’s health may be affected by their work activity and environment. For example, they may suffer with stress, work-related upper limb disorders, lung disorders, hearing problems and other health issues caused by their workplace. Statistics show that 1.7 million workers are suffering from work-related ill health (new or long standing) in 2020/21 and 13,000 deaths each year are estimated to be linked to past exposure at work, primarily to chemicals or dust.</p>

7	<p>The content for 'European Influences' has been updated to:</p> <p><a href="#">European influences</a></p> <p>The European Union (EU) introduced health and safety legislation to harmonise standards and remove trade barriers. The European Commission put forward proposals to the member states, and if the member states agree on the proposal it will become an EU directive which the member states will then put into their domestic legislation. In the UK this usually took the form of a regulation. The member states must put the directive into national law within the deadline given. The directives in health and safety law only set minimum standards. Stricter rules can be adopted, hence health and safety legislation can vary across EU countries. Further information can be found at: <a href="https://osha.europa.eu/en/legislation/directives/directives-intro">https://osha.europa.eu/en/legislation/directives/directives-intro</a></p> <p>Since the UK has left the EU, there are specific changes for some industries and work activities, for example the manufacture and supply of new work equipment and the chemical industry.</p>
27	<p>The 2<sup>nd</sup> paragraph for 'Qualitative risk assessment' has been update to:</p> <p>BS8800 'Occupational Health Systems' was a guide to occupational health and safety management systems that used the following risk matrix. BS8800 is now withdrawn but the risk matrix is still used by many organisations.</p>

This page has been updated as follows:

To identify the hazards and risks, they:

- looked at the guidance on HSE’s web pages for catering and hospitality and young workers
- walked around the kitchen, the stockroom and all other areas, noting things that might pose a risk
- talked to staff to learn from their knowledge and experience, and to listen to their concerns and opinions
- looked at the accident book, to understand which risks previously resulted in incidents.

The manager noted what was already being done to control the risks and recorded any further actions required. Having put in place the actions the risk assessment identified, the manager discussed the findings with staff, displayed the assessment in a prominent place so all staff could see it and made it part of the induction process for new workers.

The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

Company name: <b>Smith’s Café</b> Assessment carried out by: <b>NK Simpson</b> Date of risk assessment: <b>9/10/19</b>						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Kitchen/food service staff and customers may be injured if they trip over object or slip on spillages.	<ul style="list-style-type: none"> <li>• Good housekeeping - work areas kept tidy, goods stored suitably etc.</li> <li>• Kitchen equipment maintained to prevent leaks onto floor.</li> <li>• Equipment faults leading to leaks quickly reported to managers.</li> <li>• Drainage channels and drip trays provided where spills more likely.</li> <li>• Staff clean up spillages (including dry spills) immediately using suitable cleaning materials available.</li> <li>• Good lighting in all areas including cold storage areas.</li> <li>• No trailing cables or obstruction in walkways.</li> <li>• Steps and changes in level highlighted.</li> </ul>	Consider whether it is appropriate to change floor surface with better surface roughness.	Manager	31/10/19	31/10/19
			Remind staff to maintain good standard of housekeeping.	Manager	11/10/19	11/10/19
			Repair damaged floor tiles by the dishwasher in the kitchen.	Manager	29/11/19	28/11/19
			Ensure suitable footwear with good grip worn by staff.	Manager	24/10/19	24/10/19
Example risk assessment: Smith’s Café			Source: Health and Safety Executive			

<https://www.hse.gov.uk/simple-health-safety/risk/foodprep.pdf>

---End---