

Advice and Information

Health and Safety

Risk Assessments

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Introduction

Protecting the health and safety of staff, volunteers, clients, sub-contractors and any person affected by the undertaking of your services is of paramount importance. Organisations with a good health and safety culture enjoy all the benefits of a positive, healthy workforce, good attendance and lower resource costs.

Legislation

- Section 3 of the **Health and Safety at Work Act (HaSaWA) 1974** requires employers to, so far as reasonably practicable, not expose others to risk to their health and safety, and to give them information about risks which may affect them.
- Regulation 3 the **Management of Health and Safety at Work Regulations (MoHaSaWR) 1999** requires employers to assess the risk to the health and safety of their employees and to anyone

else who may be affected by their work activity. This is necessary to ensure that the preventive and protective steps can be identified to control hazards in the workplace.

Where 5 or more employees are employed, the significant findings of risk assessments must be recorded in writing; this is the same number of employees that is used to require a written health and safety policy. For more guidance, see the CTA's advice leaflet: [Health and Safety - An Introduction](#).

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Meaning of hazard, risk and risk assessment

Hazard

A hazard is something that has the potential to cause harm, or loss. Hazards can include:

- Equipment such as a passenger lift
- Substances and chemicals such as screen wash
- Plant or machines such as moving minibuses in a depot or car park

Risk

A risk is the likelihood of potential harm from a hazard being realised. For example, the risk from an activity is the likelihood that it will harm a person in the actual circumstances of use. This will depend on:

- The hazard presented
- How it is controlled
- Who is exposed, to how much and for how long, and what they are doing.

Risk Assessment

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can evaluate:

- weigh up whether you have taken enough reasonable steps to prevent that harm.

The risk assessment process can seem daunting, but the CTA recommends that you start with an organisational audit. This is a simple process that helps to identify the hazards - items and situations that could cause harm. The audit involves one or more people walking through your office, depot and vehicles, and discussing with staff and volunteers their role and what hazards they face in different situations. You may want to complete the audit and risk assessments with a person who works in the area being audited (for example, a driver for a vehicle, administrator for an office, etc.)

This audit will then form the basis for what needs to be risk assessed.

Some things to look out for include the following (this is a sample - you'll identify much more):

- Anything that could cause a slip, trip or fall (flooring, spills, wiring or cables)
- Any items stored at height or situations where people have to work at height.
- Any liquids, powders or other substances that have a warning label.
- Location and type of fire extinguishers and first aid kit (including in vehicles). (Note whether they are all in date.)
- Accident/Incident book: how often are reports recorded? Does it include near misses?
- Signage, which could include fire exits, fire doors, health and safety poster, fire extinguisher location and use instructions, speed limits, pedestrian safe area, no smoking, hot water, evacuation assembly point, wash your hands, high visibility clothing.
- Can pedestrians, including staff, customers or the public, come into contact with moving vehicles?
- Do staff use display screen equipment? If so, are their work stations ergonomically correct?
- Can anyone come into contact with moving machinery?
- Where does manual handling take place and why? What is pushed, pulled, lifted or carried?
This includes wheelchairs and wheelchair users.

Armed with your list you can then identify the risk, the likelihood of it occurring and the severity of the impact if it does occur.

A suitable and sufficient risk assessment should achieve the following:

- Identify and prioritise risks from most to least significant.

- Identify and prioritise the measures required to comply with any relevant statutory provisions.
- Remain appropriate to the nature of the work and be valid over a period of time.
- Identify the risk arising from or in connection with the work.
- The level of detail should be proportionate to the risk. Risk assessments will identify what actions need to be taken to reduce or remove risks to staff, volunteers, passengers and others affected by your organisation's work.

It is important to consider the cost and if there is a budget available to take necessary action. It is therefore important that your organisation's management and trustees commit to the health and safety process and make appropriate resources available to reduce risk 'in so far as is reasonably practicable'. Organisations must take reasonable care to avoid acts or omissions which have been reasonably foreseen as likely to injure or harm to avoid negligence.

The process of risk management is continuous. Remedial actions, repair, maintenance and replacement of damaged or dangerous items will be timetabled through risk assessment outcomes. High risk items need to be dealt with much more quickly than items that you have identified as low risk. All risk assessments should be reviewed regularly to ensure actions are completed, processes are correct and appropriate information, advice and training have been provided to staff, volunteers and others.

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More information

The Health and Safety Executive provides templates and guidance on how to complete a risk assessment and also provides a wealth of free resources to download. See:

- www.hse.gov.uk/risk/index.htm
- www.hse.gov.uk/risk/resources.htm

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About the Community Transport Association

The Community Transport Association is a national charity that represents and supports providers of community transport: thousands of other local charities and community groups across the UK that all provide transport services that fulfil a social purpose and community benefit. We are for, and about, accessible and inclusive transport.

We help our members remain relevant and responsive to key areas of public policy and to make a big difference for the people and families in the communities in which they work. Our vision is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

Keep up to date with CTA via our website or by signing up to our monthly [News Brief](#).

About CTA's Advice Service

The CTA's Advice Service is available to CTA members, community and other voluntary groups, local authorities and other statutory bodies. It offers information and support on any aspect of non-profit transport operations. The CTA's Advice Service covers the whole of the UK and is supported by national governments. We will only ever explain the most accurate and commonly accepted interpretation of regulations and best practice. We do this by providing support and information on a wide range of community transport related topics such as permits and licensing regulations and by signposting to other agencies. The Advice Service does not exist to provide legal advice on any topics. If you are still unsure you will need to seek [legal advice](#).

For more information, contact

advice@ctauk.org | 0345 130 6195 | www.ctauk.org

This leaflet has been primarily produced for members of the CTA. If your organisation has benefited from using it but isn't a member please consider joining us, for more details please see: <https://ctauk.org/why-become-a-cta-member>.

Disclaimer:

The Community Transport Association has made every effort to ensure the accuracy of the information contained in this leaflet, but it should be noted that this is only a guide, and should be treated as such.