

COURSE CONTENT OVERVIEW

# Risk Assessment

This Risk Assessment training course helps businesses to comply with their legal responsibilities under the Management of Health and Safety at Work Regulations 1999 by providing learners with a thorough understanding of the risk assessment process.

The course explains each of the steps involved in a risk assessment and helps learners to understand how to identify hazards, reduce the likelihood of harm, and keep records of a suitable and sufficient workplace risk assessment. The course also includes a blank risk assessment template that can be downloaded and used in your own premises.

#### **Module One: Introduction to Risk Assessment**

This module introduces the topic of risk assessments and explains the key terms used throughout the course. It details why risk assessments are important, who should carry one out, and what details should be recorded.

- Why are risk assessments important?
- What is a risk assessment?
- The meaning of 'reasonably practicable'
- The general principles of prevention
- Further key definitions and phrases
- Who should carry out a risk assessment?
- Recording risk assessments

#### **Module Two: Legal Responsibilities**

This module explains the legislation surrounding risk assessments and the legal responsibilities placed on different people in the workplace. It also explains how the legislation is enforced and the repercussions of not complying with the law.

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Further regulations
- Guidance on legal requirements
- Legal enforcement

#### **Module Three: Carrying Out Effective Risk Assessments**

This module identifies each of the first four key steps in the risk assessment process, explaining how to identify hazards, deciding who may be harmed by them and how, evaluate the risks and record the significant findings.

- Hazard and risk
- Step one: identify the hazards
- Step two: decide who might be harmed and how
- Step three: evaluate the risk
- Step four: record the significant findings

#### **Module Four: The Hierarchy of Control**

This module discusses the hierarchy of control and explains in greater detail the order in which you should select control measures to eliminate or avoid the risks associated with workplace hazards.

- The hierarchy of control
- Elimination
- Substitution
- Controlling the risks
- Maintenance and inspection of engineering controls
- Administrative controls
- Safe systems of work
- Instruction, training and information
- Personal protection

#### **Module Five: Regularly Reviewing Risk Assessments**

This module covers the final step of carrying out a risk assessment. It explains the importance of keeping your risk assessment up to date, when you should review it and how you should inform employees and contractors of changes.

- The importance of regular risk assessment reviews
- Step five: review and update the risk assessment
- The review process
- Informing employees and contractors

## Aims of the training

By the end of this course, learners will:

- Understand why carrying out a risk assessment is essential for improving health and safety.
- Understand the types of injuries and ill-health that occur as a result of failing to manage health and safety.
- Have an awareness of the legal responsibilities placed on employers and employees when carrying out risk assessments.
- Understand each of the five key steps of the risk assessment process.
- Feel confident carrying out suitable and sufficient risk assessments of their workplace and work activities.