



## ***Risk Register***

### **Risk Assessment Process**

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## Version Control

Version	Date	Author	Changes / Comments
0.1	12/03/2009	Ray Collins	Initial creation of document
0.2	30/03/2009	Ray Collins	Released to Brian Durrant for comments
1.0	06/04/2009	Ray Collins	Issued to LGfL staff
1.1	10/09/2009	Ray Collins	Slight amendment and uploaded to <a href="http://fronter.com/lgfl">http://fronter.com/lgfl</a> Team Room

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## Introduction

This document describes the risk assessment processes which in turn lead to the creation and maintenance of the LGfL Risk Register.

Risk assessment is a careful examination of what, in the LGfL's control, could cause harm to people, so that managers can weigh up whether they 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 the overall business too if output is lost, equipment is damaged, insurance costs increase or the LGfL has to go to court. The LGfL is legally required to assess the risks in the workplace so that a plan can be implemented to control the risks and to maintain a risk register.

## Who undertakes the risk assessment?

In the first instance, the nominated member of staff; this can be found at [www.fronter.com/lgfl](http://www.fronter.com/lgfl) Team Room (<http://cms.lgfl.net>).

However, the word 'managers' used above is in plural as everyone with a responsibility for others has a duty of care to ensure that if they know of a hazard they should undertake or have undertaken a risk assessment.

In turn, if a member of staff also thinks they know of, or are exposed to, a hazard, they too have a duty to tell their manager who should then arrange for a risk assessment.

Employees have legal responsibilities to co-operate with their employer's efforts to improve health and safety (e.g. they must wear protective equipment when it is provided), and to look out for each other.

## **What is the difference between a hazard, risk and impact?**

In brief, and not exclusively:

- a hazard is anything that may cause harm, such as working alone, electricity, working from ladders, an open drawer, trailing wires, etc;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards,
- The impact is an indication of how serious the harm could be.

## **What are the generic processes?**

There are five stages involved in the process of compiling a risk register:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record the findings and implement them
5. Review the assessments and update if necessary

### **Identify the hazards**

This involves one or both of the following activities:

- 'walking around' the workplace(s) in order to compile a list of actual and potential hazards. This also applies to off-site workers (Operations staff and Curriculum Consultants are included in this category).
- Each member of staff submitting a list of what they regard as hazardous.

### **Decide who might be harmed and how**

For each hazard clarity is required as to who might be harmed; this helps identify the best way of managing the risk.

Listing everyone by name is totally unnecessary, but it is important to identify the groups of people who may be impacted by a hazard.

Some examples of groups of people are:

- new / young workers, new or expectant mothers, and people with disabilities may be subject to additional hazards or with a different level of risk;
- cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
- teachers and / or pupils, if they could be hurt by the activities of a LGfL member of staff;
- where the LGfL's staff workplace is outside the main LGfL office, consideration needs to be given to how their work affects others present, as well as how their work affects the LGfL staff; and
- Anyone else that the LGfL staff think may have missed.

In each case, the harm has to be identified, i.e. what type of injury or ill health might occur. For example, 'admin staff may suffer back injury from repeated lifting of boxes'.

## Evaluate the risks and decide on precautions

Each hazard is assessed on what is called a '5 by 5' scale.

This requires identifying the likelihood of the risk occurring on a 1 to 5 estimation and the severity of the impact again on a 1 to 5 scale.

The likelihood scale is:

<b>A -</b>	Almost certain to occur in most circumstances
<b>B -</b>	Likely to occur frequently
<b>C -</b>	Possible and likely to occur at some time
<b>D -</b>	Unlikely to occur but could happen
<b>E -</b>	May occur but only in rare and exceptional circumstances

The impact severity scale is:

<b>1 – Insignificant</b>	<b>2 – Minor</b>	<b>3 – Moderate</b>	<b>4 – Major</b>	<b>5 – Catastrophic</b>
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These values in two dimensions are then converted into the overall risk rating as shown by the following table:

			<b>1 – Insignificant</b>	<b>2 – Minor</b>	<b>3 – Moderate</b>	<b>4 – Major</b>	<b>5 – Catastrophic</b>
<b>Likelihood</b>	<b>A -</b>	Almost certain to occur in most circumstances	Medium (M)	High (H)	High (H)	Very High (VH)	Very High (VH)
	<b>B -</b>	Likely to occur frequently	Medium (M)	Medium (M)	High (H)	High (H)	Very High (VH)
	<b>C -</b>	Possible and likely to occur at some time	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	<b>D -</b>	Unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	<b>E -</b>	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)

The assessment outcome in each cell needs to be checked to make sure it is sensible for the particular hazard.

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Once the level of risk has been determined the following table must be used in determining when to act to intervene and institute appropriate control measures.

Risk Level		
<b>Very High</b>	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	<b>Remove the hazard at the source. An identified very high risk does not allow scope for the use of administrative controls, even in the short term.</b>
<b>High</b>	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	<b>An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented.</b>
	If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe.
<b>Medium</b>	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> <li>• Develop administrative controls to limit the use or access.</li> <li>• Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)</li> </ul>
<b>Low</b>	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

## Hierarchy of Control

Interventions identified may be a mixture of the hierarchy in order to provide as low as reasonably practicable exposure:

<b>Elimination</b>	Eliminate the hazard.
<b>Substitution</b>	Provide an alternative that is capable of performing the same task and is safer to use.
<b>Engineering Controls</b>	Provide or construct a physical barrier or guard.
<b>Administrative Controls</b>	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
<b>Personal Protective Equipment</b>	Personal equipment designed to protect the individual from the hazard.

## Record the findings and implement them

The findings shall be recorded in the format to be found at [www.fronter.com/lgfl](http://www.fronter.com/lgfl) Team Room (or <http://cms.lgfl.net>).

Once documented, the challenge will be to implement the actions identified for mitigation.

Whilst the overall responsibility lies with the CEO, through the Risk Officer, the appropriate manager will be responsible for ensuring the action programme is initiated and completed.

Progress on individual remediation will be reported through the CST meetings.

## Review the assessments and update if necessary

The Risk Register will be reviewed and updated at least annually.

The outcome will be reported to the Executive Board.

## Appendices

### Known hazard groups

Group	Potential hazards
Staff	
	Personal safety (in and out of office)
	Workstation (Directive applies)
	Lifting
Equipment	
	Electrical (PAT applies)
	Security
Data	
	Storage
	Disposal
	Access
Systems	
	Change control
Access to buildings	
	Own staff
	Suppliers
	Lone working without maintaining electrical appliances
	Lone working with maintaining electrical appliances