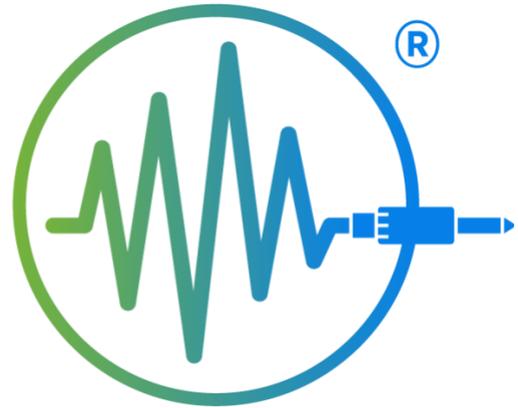


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## **Risk Assessment Policy and Procedure**

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# Introduction

## 1.1 Purpose.

- 1.1.1 Risk Assessment is a fundamental process for ensuring health and safety in the workplace. This procedure gives instructions for carrying out risk assessments.
- 1.1.2 The Management of Health and Safety at Work Regulations 1999 (Amended) includes a duty to carry out an assessment of risk. This risk assessment is a working document, which is updated by review and is based upon the principles outlined in the **Lisa Lashes** School of Music Health and Safety Policy.
- 1.1.3 The purpose of the risk assessment is to systematically identify all hazards related to the activities that the company undertakes. On identifying the hazard and who is affected by the activity, the company can then look at ways to remove the hazard or use controls that will reduce the risk of the hazard occurring to 'as low as reasonably practicable'.
- 1.1.4 Controls that are used to reduce hazards will be used in the safe system of work and be briefed as part of operatives training for job specific tasks.

## 1.2 Definitions

- 1.2.1 **Hazard:** The potential for something to cause harm, such as electricity, working on a ladder or with dangerous machinery.
- 1.2.2 **Risk:** The likelihood that harm will occur in the particular circumstances, there are two main components, the likelihood of the failure occurring and the severity of the consequences.
- 1.2.3 **Risk Assessment:** Identify the hazards, evaluate and control the risks.
- 1.2.4 **Control Measure:** Methods used for reducing the risk to 'as low as reasonably practicable'. Example: substitution, isolation, limit exposure, warning systems, PPE.

## 2 Conducting the Risk Assessment

The 5 steps to conducting a risk assessment are:

1. **Identify the hazards.** Systematically identify all significant hazards that exist from work activities. Assessor should consult with the staff who actually carry out the activity.
2. **Evaluate the risks.** Identify the likelihood of harm actually occurring and the severity of likely injuries/damage that could occur. Identify the people that could be affected.
3. **Implementing control measures.** Remove the hazard or control its possible impact.
4. **Recording the findings.** Record all *significant* findings e.g. it is not necessary to record the possibility that someone may slip on a clean, dry, level floor. Findings of the assessment must be communicated to affected personnel.
5. **Monitoring and reviewing the assessment.** Risk assessments shall be reviewed annually and when there is a change in circumstances, such as new equipment or implementation of control measures.

## 3 Quantifying Risk

- 3.1 For the purpose of this process, we are using the following combination of severity and likelihood in order to give an indication of the risk involved for each hazard. (Risk = Severity x Likelihood)

### Severity (consequences)

1. No injury
2. Minor Injury /minor damage to property
3. Major Injury/ serious damage to Property
4. Fatality.
5. Multiple fatality

### Likelihood

1. Very Unlikely
2. Unlikely
3. Possible
4. Very Likely
5. Certain

- 3.2 A score of five or above requires control measures to reduce the risk to one that is reasonably practicable. Nine and above require immediate attention

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25
<b>Unacceptable</b>					

= Unacceptable Risk requiring immediate action

