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## FSC OPERATIONAL CODES OF PRACTICE

### No. 9: RISK ASSESSMENTS

**Essential for:** All UMs  
All FSC employees

**Discretionary:**

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#### **Background**

Risk Assessment is the fundamental tool which FSC uses to ensure safety is effectively managed. The purpose of the Risk Assessment process is to identify hazards; assess who may be harmed and how; and manage them through safe systems of work.

In line with HSE guidelines FSC will follow five steps to risk assessment. Likelihood and severity will both be scored numerically (1 low - 5 high) with resultant risk being assessed as:

- >10 take immediate action to either remove or control the risk eg. less risky option, prevent access to hazard, reorganise work, issue PPE, provide welfare facilities
- 8-10 inform people of the risk and look at ways of reducing it
- <8 monitor the situation more closely and aim to reduce risk over longer term

All significant findings will be documented and will be periodically updated unless changed circumstances dictate an earlier review.

#### **Principles**

FSC will use Risk Assessment in all areas of its operations but will have specific procedures in the following areas:

- Field Safety - as set out in Appendix 1, and FSC OCoP No 1
- Fire - as set out in the FSC Fire Risk Assessment Workbook
- Buildings, Equipment and Grounds - as set out in the FSC General Risk Assessment Workbook
- Trees - as set out in FSC OCoP No 17
- Vehicles - as set out in FSC OCoP No 22

Staff who are responsible for areas of operation, or who are working outside the Centre buildings, will have training to enable them to undertake Risk Assessments in those areas. This training is a fundamental principle as FSC believes that an understanding of how to carry out Risk Assessments in real time is essential in environments subject to the vagaries of weather, or owned or managed by others.

In addition to the operational Risk Assessments set out above, FSC will also carry out on an annual basis a business Risk Assessment including any risks to its staff and users arising from the hazards considered, eg. Pandemic Influenza; Transport or Utility disruption, etc.

### **Monitoring & Auditing**

FSC has six levels of monitoring and auditing of its Risk Assessments and resultant safe systems of work.

1. All users will be asked to comment on FSC Health & Safety procedures.
2. All FSC staff are encouraged to feedback on FSC procedures in an open manner as part of a 'no blame' Health & Safety culture.
3. All Accidents and Incidents are reported, collated and analysed at both Centre and organisational level with all significant Health & Safety events reviewed.
4. FSC will carry out quarterly and annual internal Health & Safety audits and report these to its Health & Safety Committee, which reports directly to FSC's Executive Committee.
5. FSC will commission external Health & Safety audits on a three-year rolling programme.
6. FSC will make its OCoPs available to others, for use and comment, via its internet site.