



# Risk Management Process

The SMS has a Risk Register of existing identified hazards (including Control of Substances Hazardous to Health), managed in accordance with good H&S practice. A complete list of current SMS Risk Assessments can be found at Annex 1.

SMS will always aim to remove a hazard completely wherever practical and will put control measures in place to reduce likelihood and severity. However, the nature of the equipment within the SMS workshop means that some hazards cannot be fully removed, and members should be aware of risks within the workshop.

Despite having comprehensive Risk Assessments, the possibility exists that new hazards will arise, or existing hazards will evolve, and these must be identified and managed. The SMS risk management process consists of 4 steps:

- Identify potential hazards.
- Assess the risk.
- Identify control measures.
- Evaluate and review.

## Step 1 - Identify potential hazards:

A hazard is anything that has the potential to cause injury, illness, or damage to health. Some hazards can be eliminated immediately by, for example, picking up a power lead that may cause someone to trip, or cleaning up a spill on the floor. Hazards may be identified by activities such as:

- Observation of workshop infrastructure, equipment, and working practices.
- Assessment of new equipment being added to the SMS inventory.
- Regular reviews of the accident book to identify previously undetected hazards.
- Identifying what risks are experienced in other, similar, workshop environments.

## Step 2 – Assess the risk:

Once hazards are identified, the level of risk needs to be established. Overall risk is a combination of the potential impact of any injury and the likelihood of a hazard occurring.

$$\text{Risk} = \text{Potential Impact} \times \text{Likelihood}$$

Some hazards will pose more safety risks than others. It is necessary to work out which hazards are more significant, so that their management can be prioritised.

To assess the risk associated with each hazard, we ask questions: such as

- How severe could an injury (or loss of SMS services) be?
- What is the worst possible thing that could happen?
- What is the worst likely thing that could happen?
- How likely is the hazard to manifest?

### SMS Risk Matrix

		Likelihood		
		Low	Medium	High
Potential Impact	Minor	Low	Moderate	Moderate
	Moderate	Moderate	Significant	Significant
	Major	Moderate	Significant	High

#### Description of Potential Impact ratings

**Minor** – Injury requiring First Aid / GP treatment or negligible loss of SMS services

**Moderate** – Injury necessitating A&E visit or significant reduction in SMS services

**Major** - Extensive injuries needing hospitalisation, death or total loss of SMS services

#### Description of Likelihood ratings:

**Low** - The event is unlikely to occur.

**Medium** - The event might occur at some time.

**High** - The event will probably occur at some point.

SMS will not undertake any activity that has an associated risk level of ‘High’.

### Step 3 – Mitigate the risk (the 5 Ts):

Risk mitigation can be a mix of five actions: treat, tolerate, transfer, terminate, or take an opportunity:

**Treat** - We will look at ways to reduce both the likelihood and impact of the hazard in order to reduce the associated risk of the activity. These reductions are generally through

activities such as training, repairing equipment, correct use of PPE, safety guards, supervision etc.

**Tolerate** – we may have mitigated the risk as much as possible but there's still a residual risk. First off we need to assess if the residual risk is acceptable, if not we should apply one of the other 4 actions, including possibly Terminating the activity. If we can Tolerate the residual risk, we should always be looking for ways to reduce this as part of ongoing reviews.

**Transfer** - for some risks, the best response may be to transfer them. Is there a way we can give the task to someone better suited? Can another organisation do this more safely? Perhaps a more experienced SMS member should undertake this activity?

**Terminate** – where we cannot reduce an identified risk to acceptable limits, SMS will terminate the relevant activity to stop the risk materialising.

**Take the opportunity** – look at ways to exploit the benefits of the risk. For example, if the risk was that members were turned away as the building was too full and therefore not attending, we could take this opportunity to open up on an additional day and eliminate the risk and increase our opening hours.

Some of the kinds of mitigating activities we might consider would include:

- **Eliminate the hazard** – e.g. repair damaged equipment; stop using a dangerous chemical...
- **Substitute the hazard with a safer alternative** – e.g. breaking larger loads down into smaller loads; use a less toxic chemical...
- **Isolate the hazard** – e.g. restrict access to hazardous work areas; store chemicals in a safe area...
- **Use engineering controls** – e.g. place guards on dangerous machinery; use a trolley to move heavy loads; use dust/fume extraction systems...
- **Use administrative controls** – e.g. have clear safety notices on machines; change work practices and organization; train members in safe work procedures; carry out routine maintenance of equipment...
- **Use PPE** – e.g. provide members with protective equipment such as gloves, masks, or ear muffs and train them to use it correctly...

## Step 4 – Evaluate the results:

**Risk Management is not a one-off event** - it is an ongoing process. Once we have identified hazards, assessed their risk, and mitigated them wherever practical, we will continue to review our risk assessments and ensure that they are still valid and accurate.

To that end:

- SMS Risk (and any COSHH) assessments will be reviewed at least annually.
- SMS Committee meetings will review all accidents and near-miss events.

Reviewing risk assessments is an important step in the risk management process. After assessing a risk and putting mitigation in place, we will ask these questions:

- Will the solutions reduce risks and prevent injury?
- Are the changes making a difference to working practices?
- What do your members think?
- Do the mitigating actions create new hazards or increase the risk of existing ones?
- Are there ways to make further improvements?