

Risk Assessments



Why do we need to do them?

Risk assessments are important because they help you to:

- Spot hazards
- Think about the potential harm
- Identify people who may be at risk
- Protect the people at risk
- Plan the work safely
- Review existing controls
- Make improvements
- Comply with the law



A business should not just undertake a risk assessment to comply with the law. It's a mistake that many businesses make, and they lose sight of the really important reasons to risk assess. You should carry out a risk assessment to keep you and your team safe, and to make sure everyone finishes the job in one piece. Sounds simple, but basically, that's what a risk assessment is. A way to keep you safe.

Where employers have 5 or more employees the assessment process must be recorded in writing, but it is considered best practice to document all risk assessments. It is also a legal requirement for every self-employed person. The Management of Health and Safety at Work Regulations. Any ADI considering returning to work or teaching a key worker must consider risk assessments. Any ADI who runs a business where they have 5 or more ADIs working for them must have a written recorded risk assessment form.



The 5 important steps in risk assessment:

Most will follow 5 basic steps to make them suitable and sufficient.

- **Step 1** – Identify the hazards
- **Step 2** – Decide who might be harmed and how
- **Step 3** – Evaluate the risks and decide on precautions
- **Step 4** – Record your findings and implement them
- **Step 5** – Review your assessment and update if necessary.

In step 1, you should be looking for anything that may cause harm, in other words, spotting hazards.

In step 2, you should be deciding who might be harmed and how. How could those hazards harm people, and who might they harm? This could be people working for you, parents and the public, examiners, your clients etc.

In step 3 we need to assess the risks we have identified and take action. This is planning how the work can be completed safely, including any controls needed and further action to make sure people are protected.

At step 4 and not before we need to record our risk assessment findings. Some people skip ahead to this point and start writing their risk assessment without giving much consideration to the first 3 steps. But actually, if you just have a written risk assessment, but haven't gone through each of the steps, then it's not likely to comply with the law.

Step 5 is to finally review the risk assessment. If you are still using a risk assessment someone completed 5 years ago then it's probably time for an update! Don't forget, one of the reasons risk assessments are important is to make improvements. Things change, people change, and new data and best practices develop over time.

What could happen without a risk assessment? A business may not survive if it harms its workers or the people we come into contact with, our customers. Gaps in your risk assessment process are going to leave work activities open to risks. These risks can harm people, and also the business. This could lead to compensation, legal cases, and fines, possibly replacing staff, increased insurance and a low staff morale.

Control stages to consider for ADIs during COVID-19

1. Communicating with the pupil before the lesson
2. Preparing the car
3. Face to face meeting before the pupil enters the car
4. Entering the vehicle
5. The driving lesson itself
6. After the lesson
7. A follow up with the pupil

ADIs can refer to the documents on the NASP website www.n-a-s-p.co.uk for more help.