



The Breastfeeding Network

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## Risk assessments

### What is a risk?

A risk is a chance, be it high or low, that someone may be harmed by a hazard.

### What is risk assessment?

A risk assessment is a careful examination of what might cause harm so you can decide whether you have taken enough precautions or should do more to prevent harm.

### Risk assessment is:

- identifying the hazards that exist in any setting you might be volunteering or working
- assessing how likely these hazards are to cause harm to workers and members of the public
- deciding what prevention or control measures are needed.

It is part of the systematic approach that all employers are legally required to adopt in order to manage health and safety effectively.

### How to assess risks

Follow the five steps – listed on the next page and attached sample form.

When thinking about your risk assessment, remember:

A hazard is anything that may cause harm, such as small objects that might cause a child to choke, doors that open to the street, chemicals, electricity, hot water, an open drawer etc:

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Getting help

If you get stuck, don't give up. Ask Anabel Hands or Phyll Buchanan. More information about legal requirements and standards can be found at: [www.hse.gov.uk](http://www.hse.gov.uk), and HSE publications (available from HSE Books). Help is also available from Workplace Health Connect. Tel: 0845 609 6006 Website: [www.workplacehealthconnect.co.uk](http://www.workplacehealthconnect.co.uk)

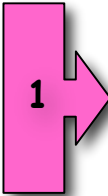
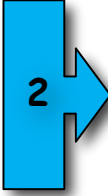



5 Steps to Risk Assessment <http://www.hse.gov.uk/pubns/indg163.pdf>

To find your nearest Breastfeeding Supporter call the **Supporterline 0300 100 0210**

*Calls provided by BT will be charged at 5 pence per minute. A call set-up fee of 3 pence per call applies to calls from BT residential lines. Mobile and other providers' charges may vary.*

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## 5 Steps for assessing risks

	<p><b>Step 1</b>  <b>Look for the hazards</b>          Spend time, ideally with a colleague; carefully walk around the rooms BfN plan to use. Think about what could go wrong at each stage of what you do. It is often the small things that get overlooked.          Identify and document all areas that you think may be hazardous and list the type of hazard involved. Discuss with others to find out any concerns they have.</p>
	<p><b>Step 2</b>  <b>Decide who might be harmed and how</b>          This is useful for drop-ins as the room may not have been used by the age range of children you may have in a breastfeeding centre.</p>
	<p><b>Step 3</b>  <b>Consider the risks and decide on precautions</b>          Can you get rid of the hazard all together?          If not, how can you control the risk so that the harm is unlikely?</p>
	<p><b>Step 4</b>  <b>Record your findings and implement them.</b>          We need to be able to demonstrate that a proper check was made;          we asked who might be affected;          we dealt with all the significant hazards;          the precautions are reasonable, and the remaining risk is low; and          we involved our staff or their representatives in the process.</p>
	<p><b>Step 5</b>  <b>Review your assessment and update if necessary</b>          [should be done annually at a minimum]          Assessments should be reviewed annually and after accidents or if a new piece of equipment is brought into the building</p>

### Appendix 1

Contact the following individuals for further information:

Staff member/ director	Specific duty
H & S Adviser; Phyll Buchanan [TEMP]	Ensuring implementation of Health & Safety Policy
Director; Anabel Hands	Oversee implementation of Health & Safety Policy