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## Overview

### **This unit is appropriate for you if your role involves:**

1. Helping identify and control risks in the workplace as a union health and safety representative.
2. Monitoring and reviewing risk assessments as a union health and safety representative.

### **The activities you are likely to be involved in:**

3. Negotiating a risk assessment programme.
4. Ensuring that the 'competent person' has the necessary skills and knowledge to perform the role.
5. Contributing to the planning and conduct of risk assessments.
6. Raising risk assessment issues at safety committee meetings.
7. Ensuring risk assessment procedures and frequency are kept under review and modified as required.

### **What the unit covers:**

8. Contributing to the identification and control of risks.
9. Contributing to the monitoring and reviewing of risk assessments.

**Performance  
criteria**

*You must be able to:*

**Contribute to the identification and control of risks**

- P1 Assist in negotiating a framework and programme of risk assessment.
- P2 Agree the role of the safety representative in the risk assessment process.
- P3 Negotiate appropriate levels of education and training from the employer and the union to enable you to understand the risk assessment process.
- P4 Check that the people designated as the 'competent person' within the regulations have adequate skills and resources to perform their duties effectively.
- P5 Help plan the risk assessment process through meetings with members and safety committees.
- P6 Help identify the points to be included in the risk assessment process with safety committee members and others.
- P7 Help identify appropriate prevention, protection and control measures to deal with identified risks.
- P8 Check that the proposed measures have been considered and implemented as agreed.

**Contribute to the monitoring and reviewing of risk assessments**

*You must be able to:*

- P9 Check the results of inspections against existing risk assessments to make sure the assessment remains valid.
- P10 Ask for a review of existing risk assessments where they are no longer valid or where there has been a substantial change to the conditions and circumstances in the workplace.
- P11 Agree and monitor the frequency of risk assessments reviews.
- P12 Check that changes agreed as a result of risk assessments are introduced and maintained.
- P13 Make sure that members are fully informed of changes made as a result of risk assessments.
- P14 Identify and pass on to your employer information about changes in legislation, union recommendations and changes in work practices which affect the validity of existing risk assessments.

**Knowledge and understanding**

*You need to know and understand:*

**The nature and role of the health and safety risk assessment**

- K1 Key aspects of the risk assessment process, including trial risk assessments, consultation and feedback with members, the nature of inspection and maintenance reports, and accident and incident reports.
- K2 Union policies and procedures in relation to the control of risks in the workplace.
- K3 The period between risk assessments to maintain health and safety at work and comply with legal requirements.
- K4 Facilities needed to conduct risk assessments.
- K5 Liaison with those who can take action.
- K6 Coherent policies to progressively reduce risk.
- K7 Whole workforce measures.
- K8 An active health and safety culture.

**Principles and concepts**

*You need to know and understand:*

- K9 Skills and resources needed to perform the 'competent person' role as defined in legislation, and agree criteria for their selection.
- K10 Appropriate forms of consultation with members taking account of equality and diversity.
- K11 Appropriate measures to eliminate or avoid risk and control risks at source.
- K12 Adaptation of working practices to individual needs in relation to identified risks.
- K13 Exploitation of technical developments in relation to the control of risks.

**External factors influencing risk assessment**

*You need to know and understand:*

- K14 Legal procedures for risk assessment.
- K15 Union policies and practices in relation to risk assessment.
- K16 Current relevant developments in health and safety at work.

## CFAUS2

### Contribute to the control of risks as a union health and safety representative

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**Suite** TUC Core Trade Union role

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