

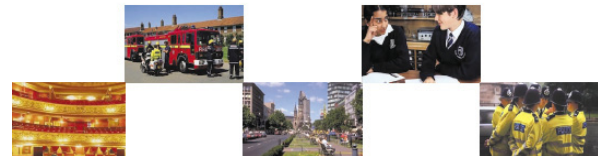
HARRIET – Hazard Assessment, Risk Review, Identification and Evaluation Tool

Employers of both large and small organisations must assess and manage health and safety risks. Accidents and ill health can destroy lives and harm your business. The law does not expect you to eliminate all risk, but to protect people as far as 'reasonably practicable'.

Risk assessments are essential in being able to protect your workers and your business. As a tool it can help you to identify and address the significant risks that can potentially cause harm.

The risk assessment process is not an end in itself, nor is a risk assessment a static document. Recorded risk assessments should form the basis of an action plan or safe working practice and should be subject to regular monitoring to ensure that agreed actions are implemented and operate effectively.

HARRIET Risk Assessment Software



HARRIET software and methodology has been developed by Grace Governance Solutions Limited in partnership with Solihull Metropolitan Borough Council. It has been designed by practitioners and successfully applied in a working environment.

Advantages of a Software Solution

- ✓ Assists organisations to fulfil their statutory and organisational risk assessment obligations
- ✓ Access to clear management information
- ✓ Quickly and easily record risk reviews
- ✓ Clear audit trail and secure version control
- ✓ Real-time view of all the organisation's risk assessments
- ✓ Allows trend analysis
- ✓ Increased ownership
- ✓ Encourages sharing of best practice
- ✓ Provides a corporate view of the Health and Safety issues in the organisation
- ✓ Consistent and integrated approach
- ✓ Enables an organisation to demonstrate that Health and Safety and Risk Management are embedded throughout its activities

Key Features of HARRIET

- Visually informative software
- User friendly with minimum training required
- Designed for Practitioners
- Centrally Led and Locally Driven
- Hierarchical Organisation/Activity Tree
- Risk Assessment Library
- Generic Risk Assessments reduces duplication of effort and assures effective evaluations
- Identification of Control Measures with appropriate Responsible Persons
- Consistent Identification of Persons at Risk
- Hazard mapping for meaningful trend analysis
- Accident/Incident Recording
- Secure audit trail of risk reviews
- Comprehensive Reporting Suite, with reports that can be easily exported



Key Features of HARRIET

Colour coded list of risks within the Risk Assessment

Initial and Net Risk Levels based on a 3x3 matrix to assess the likelihood and impact of risks before and after Control Measures.

Risk reviews tab to record and date the results of risk reviews and create risk history data.

The screenshot displays the HARRIET software interface. The main window shows a risk assessment for 'Fire' with the following details:

- Hazard:** Fire
- Hazardous Event / Risk Description:** Fire emergency resulting in death or serious injury from burns or smoke inhalation if trapped in office. Combustible items stored by electrical equipment presenting a fire hazard. Visitors are unaware of the correct action to take in the event of a fire.
- Initial Likelihood:** Low
- Net Likelihood:** Low
- Initial Impact / Severity:** High
- Net Impact / Severity:** Medium
- Initial Risk Level:** Amber
- Net Risk Level:** Green
- Date Added:** 04/04/2008
- Control Strategy:** No Further Action
- Caused by:** Combustible materials, Electrical faults, Dropped cigarettes
- Leads to:** Ignition of material, Fire
- Comment:**
- Closure Reason:** <Not Set>
- Hazard Closed:**

The interface includes several tabs: Risk Owners, Persons at Risk, Hazard Types, Control Measures, Risk Reviews, and Incidents. The 'Control Measures' tab is active, showing a list of measures for the 'Fire' hazard:

- Fire Awareness Training is mandatory for all team members (see separate training records).
- A suitable fire alarm, fire equipment and emergency li
- Fire extinguishers are suitably positioned and maintai
- Regular fire evacuation drills are undertaken.
- Fire evacuation procedures are displayed detailing ac
- The Team has a trained fire warden.
- Regular housekeeping reviews are completed to iden
- An up to date Fire Risk Assessment has been comple
- All visitors are escorted by a member of staff whilst o

The 'Incidents' tab is also visible, showing a list of incidents with columns for Description, Comment, Action Status, and Responsible Person.

Incidents tab to record details of incidents, events and near-misses.

One or more risk owners can be specified

Risks can be linked to Persons at Risk or Hazard Types for further analysis

List of Control Measures to negate risks.

Information on 'Control Measure' can include the responsible person, its status and if applicable the planned review date









Versions

Stand-alone version (single license) - This can be purchased as a blank system or for an additional fee with 8 model risk assessments (developed by Solihull MBC) in the risk assessment library.

Networked version (annual license for unlimited users) – To enable instant visibility and central control of the organisation's risk assessments and more devolved ownership, this version is also more configurable to your organisation's requirements in terms of language, risk levels etc. with an enhanced administrator function.

Risk Assessment Toolkit

A Risk Assessment Toolkit developed by Solihull MBC is also available for purchase. Designed to provide clear, practical guidance on how to improve your organisation's health and safety procedures, it contains:

- | | |
|--|--|
| <ul style="list-style-type: none">  Model Risk Assessment Statement  Model Risk Assessment Policy  Criteria for assessing likelihood and impact/severity  Risk Evaluation Matrix  Risk Assessment templates  Action Plan Template  Risk Assessment Training Presentation | <ul style="list-style-type: none">  Detailed Model Risk Assessments for <ul style="list-style-type: none"> ▪ Fire ▪ Driving at Work ▪ Manual Handling ▪ Office ▪ Road Safety ▪ Traffic Routes ▪ Managing Stress at Work and ▪ Working Alone |
|--|--|



Grace Governance Solutions Ltd

The Granary, Oulton, Norbury, Stafford. ST20 0PG

Tel: 01785 284373 • Fax: 01785 284373 • Email: info@gracegs.com • www.gracegs.com