

Personnel Risks

► In SMEs, many personnel risks are highly significant because companies depend on the expertise and work ability of key personnel. The Toolkit contains information on a variety of personnel risks and tools for their management.

A company resource

Employee expertise, ability to work, job satisfaction and commitment to a company's operations are very important factors in the well-being of all companies, large and small. Businesses run smoothly with skilful, alert and motivated personnel.

However, things don't always go according to plan. The term "personnel risks" refers to risks to a company's operations that either concern or are caused by its personnel. At worst, these risks could mean a company completely losing the input of a key employee, or an employee deliberately acting against a company's interests. Personnel risks include:

- Fatigue and exhaustion
- Accidents and illnesses
- Obsolete professional skills
- Personal or employment-related disputes
- Unintentional human error
- Information leaks or theft

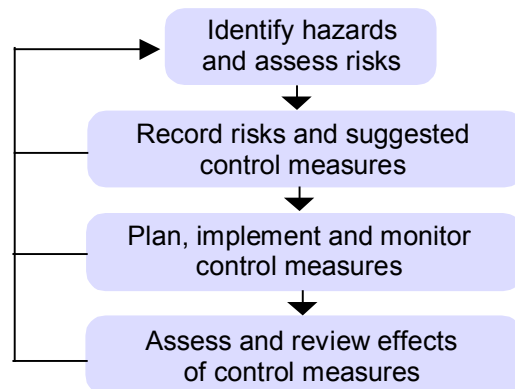
Small companies may be more vulnerable to personnel risks. Key expertise may rest with one person, another may have many areas of responsibility or there may be no contingency arrangements in place.

Make time for yourself - find time to rest, relax and exercise!

Personnel risk management

The management of personnel risks starts with hazard identification and risk assessment. Personnel risk areas are presented in the personnel risk chart on the back of this card.

The chart lists nine main risk areas, each of which has been divided into subsections. Use the risk chart to assess which personnel risks concern your company and whether action needs to be taken. Tips for the content of the risk areas are provided at the bottom of the page.



Personnel risk management is conducted in stages.

The Toolkit includes **info cards and work cards** to support a more detailed examination of personnel risks. **Risk-type specific charts**, for example, can be used as an aid in group work when identifying hazards and formulating company-specific solutions.

Further information

You can also use the **SME Vulnerability Analysis** tools to identify personnel hazards. For the purpose of recording and managing the identified hazards, the Toolkit contains a **Risk Management Control Measures** summary sheet.

For information about occupational health and safety advice and services, you can use the following websites: www.hse.gov.uk, www.hseni.gov.uk and www.safestartup.org or www.iosh.co.uk. You can also obtain the free leaflet "Need help on health and safety" (INDG322) available from www.hsebooks.co.uk or phone the HSE Information Line on 08701 545500.



Personnel Risk Chart

Company:	Group/Assessor:
Object of assessment:	Date:



Example of use

Verbal threat – a significant risk

Management – issue in order

~~family ties~~ – does not concern us

Occupational safety and health. There are always some factors in the work environment that can endanger the health or safety of employees (and others) and must be properly managed.
Work ability and well-being. Good physical and mental health is the basis of an employees' well-being. A high rate of work-related illnesses or stress is a symptom of badly organised operations.
Employment risks. All stages of employment, from contracts and the induction of new employees to the end of their employment, should be well managed. Do you know the relevant regulations?

Expertise. Employee skills should be maintained and developed to ensure versatility. The availability of critical special expertise should be ensured.
Special risks of entrepreneurship. There are special factors to consider in entrepreneurship e.g. finance; continued ability to work; conflicts over ownership; pension provision; 'work-life' balance, etc.
Violence at work. Violence directed at employees is a significant personnel risk particularly in many service occupations.

Travel/traffic. Journeys between home and work, work-related trips and the company's internal traffic all expose employees to the dangers of traffic. Trips abroad can also carry risks from tropical disease, etc.
Acts of damage. Wherever there are people intentional or unintentional acts of damage are possible. Damage-related risks should be identified and protected against.
Work community. Dealing with problems related to the work community as a whole is part of managing risks related to common issues. Good management is the key factor in achieving a functional work community.