

AUTHORISATION: Signature

Date

Purpose and Scope

The Company Health and Safety Policy Statement makes a commitment to achieve continual improvement in H&S performance.

To do this the Company must consider the hazards, risks and other H&S aspects that are associated with its operations and define and implement suitable control measures to minimise risk and control loss.

This Procedure defines the requirement for carrying out this process

Procedure

Whilst the Director responsible for H&S has overall responsibility for overseeing H&S within the Company, the H&S Coordinator shall ensure that:

- a system is defined and implemented to identify the significant hazards and assess the risks associated with business activities. These assessments should address the risks to which employees and others, who may be affected by the Company's activities, could be exposed;
- the responsibility for undertaking assessments and implementing control measures is clearly stated;
- those with responsibility are given training so that they can undertake the assessments effectively;
- records of the significant findings of the risk assessments are available;
- all risk control measures identified through the process are recorded;
- all the risk control measures and training requirements are implemented;
- sufficient information is retained to be able to demonstrate that this process has been undertaken and that the measures implemented have successfully controlled those risks identified;
- assessments are reviewed, either when changes are made to the business or its operating procedures, or at least every 12 months, in order to ensure that the assessments remain pertinent to the Company's activities.

Line Managers have a responsibility for ensuring that all Hazards are Identified, all Risks are Assessed, Method Statements are Prepared and all Risks are Controlled throughout the life of a project or workplace

Introduction to Risk Assessment	The Management of Health and Safety at Work Regulations 1999 require that all organisations employing 5 persons or more shall undertake an assessment of the risks presented by their activities and undertakings.
Documentation	Further, the Regulations require that these Risk Assessments are documented and that the hazards and risks identified, together with the preventative and protective measures defined and implemented to remediate or reduce the levels of risk faced by the employees, are communicated to any employee that may be affected.
Risk Assessment Forms	The Company has standard Risk Assessment Forms (please see Appendix 1 to this procedure), which must be used for the risk assessment of site-specific operations. This form enables the hazards and risks to be recorded and requires a risk value to be assigned to each of the hazards/risks identified. This value depends upon the likelihood of occurrence and the severity of the risk. The form makes provision for the identification of those at risk, the measures to be adopted to reduce the risk and any special training needs. The form also provides for the assessment and recording of any residual risk levels which may be present after controls have been implemented. Guidance notes are included in the risk assessment pack that is issued to every workplace
Completion	<p>It is essential, prior to execution of the work, that an appropriate Risk Assessment is completed to cover each type of hazard and risk that might be encountered on a particular site.</p> <p>Appendix 2 contains a list of the most significant hazards and typical risk situations that are likely to be encountered.</p> <p>A Risk Assessment File consisting of specific assessments must be prepared for each site or workplace.</p>

The Risk Assessment Process:

Introduction	<p>Risk Assessment is an essential part of Health and Safety Management. Hazards must be identified prior to any operation being executed and risk should be eliminated or reduced as far as is reasonably practicable.</p> <p>Communication of risks to the workforce is also essential. This can be achieved in various ways through induction, tool box talks and issue of risk assessments and method statements.</p> <p>Method Statements form an important part of the risk assessment process and must be prepared for all principal operations and attached to the risk assessment. A well prepared Method Statement will provide an invaluable guide to the hazards and risks likely to be encountered.</p>
On-site Works	Prior to the commencement of any on-site works initial risk assessments and Method Statements should be produced covering all of the Principal Operations and reflecting all of the significant hazards and risks associated with the works.
Office Locations,	A general risk assessment shall be produced for each location within which

Stockyards, and Stores	Company employees are employed. More specific risk assessments shall be undertaken where these general risk assessments identify that they are necessary. Examples of more specific risk assessments may include Fire, COSHH, Hot Work, Fabrication, Work Equipment, Transport and Pedestrian interfaces, Display Screen Equipment, Manual Handling etc. This list is not designed to be exhaustive. More detailed information regarding the issues that may need more specific risk assessment are contained in Appendix 2 which details the list of hazards to consider during risk assessment of company activities.
Project Specific Risk Assessments	<p>The Company's standard risk assessment form should be used for carrying out project specific risk assessments.</p> <p>The Construction Industry Publications Ltd "Construction Health and Safety Manual", the CITB Construction Site Safety - Safety Notes GE700 and the HSE books Health and Safety In Construction and Protecting the Public are accessible from each workplace via the Company's Health and Safety Consultants and are essential reference documents for use in the preparation of risk assessments.</p>
Check Lists	In addition to the above the HSE Information Sheet on Construction Health & Safety Checklist should provide further useful guidance.
Risk Assessment File	<p>A Risk Assessment File should be prepared for every project, permanent workshop, office, yard or workplace.</p> <p>The file should contain copies of all risk assessments and associated Method Statements.</p>
Special Risk Assessment Measures for Young Persons	<p>A separate risk assessment must be carried out before allowing Young Persons to start work taking into account:-</p> <ul style="list-style-type: none">a) Physical and psychological capacityb) Exposure to harmful substancesc) Additional risk of accident due to lack of experience and/or trainingd) Temperature, noise and vibration <p>In general, risks must be reduced to the lowest reasonably practicable level.</p>
Supervision of Young Persons	In addition, measures shall be taken to ensure that Young Persons are always supervised by a competent person.

Guidance Notes for Risk Assessment**Sequence of Events:****1. Identify the Hazards**

A Hazard :- "The Potential that exists for Harm or injury to be caused in some way".

ie An accident waiting to happen.

Examples are:- Deep Excavations, Confined Spaces, Buried Cables, Working at Heights etc.

2. Check if Specific Regulations Apply

ie Scaffolding is covered by Construction (Design & Management) Regulations 2007.

3. Risks

A Risk:- "The Likelihood or probability that harm or injury will actually happen".

Thus Risk Assessment is common sense, applied to a safety problem in a deliberate and systematic way so that risks can be eliminated or minimised.

The extent of risk covers both the number of persons who might be affected and the consequences.

A Risk Assessment is the process by which we identify the hazards that an activity presents and make a balanced judgement as to the degree of risk that exists having due regard for the number of people involved, the extent to which they might be affected and whether such risks are acceptable.

4. Check if risks have already been assessed

eg Hazardous substances (COSHH), Lead, Asbestos, Cements.

5. The Risk Assessment should take account of the following points :-

- | | | |
|--------------|--|--|
| a) Activity | | - Please see Appendix 2 for a more detailed list of aspects to be considered when undertaking Risk Assessments |
| b) Materials | | |
| c) Workplace | | |
| d) Equipment | | |
| e) Procedure | | |
| f) People | | |

and remember the following :-

What do we do?
Where do we do it?
Who does it?
When do we do it?
Why do we do it?

The last item is very important. Always ask yourself "why are we putting people in a risk situation?" and try to avoid such actions wherever possible.

Risk Level Estimator**Severity of Harm:–**

When establishing the potential severity of harm, information about the relevant work activity should be considered, together with:-

- (a) part(s) of the body likely to be affected
- (b) nature of the harm, ranging from slight to extremely harmful

1. Slightly harmful, eg:

- superficial injuries, minor cuts and bruises, eye irritation from dust
- nuisance and irritation (headaches etc), ill-health leading to temporary discomfort

2. Harmful, eg:

- lacerations, burns, concussion, serious sprains, minor fractures
- deafness, dermatitis, asthma, work-related upper limb disorders, ill-health leading to permanent minor disability

3. Extremely Harmful, eg:

- amputations, major fractures, poisonings, multiple injuries, fatal injuries
- occupational cancer, other severely life-shortening diseases, acute or fatal diseases.

Likelihood of Harm:–

When addressing the likelihood of harm, the existing risk controls already in place need to be considered. For specific hazards, legal requirements, codes of practice or guidance from manufacturers/suppliers etc are helpful in the assessment. Further factors to consider are:–

- a) number of personnel exposed
- b) frequency and duration of exposure to the hazard
- c) consequences and possibility of failure of services, eg electricity, water
- d) failure of plant and machinery components and safety devices
- e) exposure to the elements
- f) protection afforded by personal protective equipment and usage rate of personal protective equipment
- g) unsafe acts (unintended errors or intentional violations of procedures) by persons, for example who:-
 - may not know what the hazards are
 - may not have the knowledge, physical capacity or skills to do the work
 - underestimate the risks to which they or others are exposed
 - underestimate the practicality and usefulness of the safe working methods
 - horseplay
 - take short cuts to complete tasks

It is also important to take into account the consequences of unplanned events in relation to the actions that are planned.

Risk Level Estimator Chart

The following table indicates how the levels of risk presented may be estimated in terms of Likelihood (L) and Severity (Sv). As can be seen from table 1 the Risk Level (R) is calculated by multiplying Likelihood (L) and Severity (Sv). Table 1 also indicates the level of tolerance of the risk. This method of estimating risk is used in the revised Company risk assessment form RA1 July 2003 (please see Appendix 1).

N.B. Do not start work until the Risk Level after Controls(R) is reduced to 2

Table 1

		SEVERITY (Sv)		
		Slightly Harmful (1)	Harmful (2)	Extremely Harmful (3)
LIKELIHOOD (L)	Highly Unlikely (1)	TRIVIAL RISK (1)	*TOLERABLE RISK (2)	MODERATE RISK (3)
	Unlikely (2)	*TOLERABLE RISK (2)	MODERATE RISK (4)	SUBSTANTIAL RISK (6)
	Likely (3)	MODERATE RISK (3)	SUBSTANTIAL RISK (6)	INTOLERABLE RISK (9)

Table 2

RISK LEVEL (R)	ACTION AND TIMESCALE
TRIVIAL (1)	No action is required and no further documentary records need to be kept
*TOLERABLE (2)	Existing systems in place should be sufficient and permissible. If a more cost-effective solution is considered it <u>must not</u> impose any additional risks. Monitoring will be required to ensure that controls are adequate and effective. <i>*Tolerable here means that risk has been reduced to the lowest level that is reasonably practicable.</i>
MODERATE (3-4)	Consider and implement further systems to reduce risk . Any Risk reduction measures identified should be implemented as soon as reasonably practicable. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where a risk arises during on-going work operations, urgent action must be taken before works continue.
INTOLERABLE (9)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

6. Start the Risk Assessment by asking yourself

How do we do it?
 What risks exist?
 How do we control them now?
 What is our safe system of work?
 What have we written down?

Now

1. Write down what you actually do in a Method Statement (see format MS1).
2. Consider the hazards and risks and write them in column 1 of form RA1.
3. Decide what the Risk Levels(R) are in terms of Likelihood(L) x Severity(Sv).
4. Write these Risk Levels down in columns 2, 3 & 4 of form RA1.
5. Determine who may be at risk and write this down in column 5 of form RA1.
6. Examine the existing controls and decide what further controls are needed.
7. Write down any further controls that are required in column 6 of form RA1.
8. Decide what the revised Risk Levels are $[(L) \times (Sv) = (R)]$ after further controls.
9. Write these Risk Levels down in columns 7, 8 & 9 of form RA1.
10. Consider whether you need to take any further action
11. Complete the rest of form RA1
12. Reflect all of the above in the Method Statement for the activities (see over)
13. Brief all of those involved in these activities as to:
 - The hazards and the risks that they could face
 - The controls that have been put in place to reduce each of those risks
 - The actions that they must take in order to ensure health and safety

Method Statement

Remember

A good Risk Assessment covers all Hazards and Risks.
 Address what actually happens in the workplace.
 Include all employees at all times.

In essence the risk assessment process should include each of the following steps:-

The Risk Assessment Process in Brief



Use of Method Statements

Method statements are used as a means of demonstrating to others that the hazards and risks associated with a particular activity or series of activities have been adequately considered and that appropriate actions have been defined which eliminate, reduce or otherwise control or protect against those risks that have been identified and offer some protection where unknown risks may be present.

Risk Assessments, as set out earlier, clearly interface with method statements and must be incorporated within one and the same document.

Method statements should be produced in accordance with the relevant section of the Quality Management Manual.

Further advice regarding the construction and composition of Method Statements is given in the CIP "Health and Safety Manual" and the CITB Construction Site Safety - Safety Notes (GE700).

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APPENDIX 2 - HAZARDS TO CONSIDER DURING RISK ASSESSMENT OF COMPANY ACTIVITIES

Systems of Work	Entry into confined spaces Working at height Lifting operations Working over water Diving Demolition
Organisation of the Work	Ergonomic design of workstation and workstation seating Degree of operator control over work rate and work flow Siting of equipment Manual Handling
Repetitive Nature	Tasks of a highly repetitive nature
Safety of Access/Egress - eg	Demarcation of clear, clean access/egress at each stage of construction Consideration of possible interfaces between pedestrians, plant & equipment Installation of stairways and other means of access rather than ladders
Work Environmental Aspects	General Hygiene, Occupational Hygiene, Smells, Odours etc Bio hazards Temperature – Heat/Cold/Humidity Noise Dust Hand Arm Vibration Whole Body Vibration Lighting Housekeeping Adequate space Welfare and sanitary provisions Shift patterns and work hours (Working Time Regulations) Stressors Personal Protective Equipment requirements
Physical Hazards	Moving machinery (Craneage, Low flying aircraft) Machinery guarding Mechanical handling Transport of materials, plant & equipment (Traffic Routes/Pedestrians) Storage of materials, plant & equipment (Stored potential energy) Falling Materials (Kinetic energy)
Energy Hazards	Electrical (Overhead and Buried cables) UV and IR light sources Radiological sources Electromagnetic radiation sources Pressurised systems - gas/liquid (Overground and Buried services) Liquefied gases (Overground and Buried services) Heat and flame
Fire Hazards	Combustible materials Highly flammable liquids, gases and vapours Control systems and measures Access and egress Exit Routes and Emergency Exits Signage Emergency Measures & Procedures
Chemical Hazards	Toxicological/occupational exposure Reactivity Asbestos Lead Solvents (exposure of personnel/pollution)

APPENDIX 2 - TYPICAL RISK SITUATIONS

- Working at heights.
- Falling materials or construction debris and tools onto workers and the general public.
- Flying particles.
- Inhalation of dust.
- Exposure to asbestos-containing materials.
- Mechanical and manual handling of construction materials.
- Access to the site by visitors, building occupiers and members of the public.
- Electrical risks due to the premises' wiring system or portable hand tools and equipment.
- Skin irritation due to the corrosive nature of any render materials.
- Any risks presented by the nature of the equipment, its contents, power system or any commissioning activities.
- Lacerations due to the handling, cutting and fabrication of any steelwork structures.
- Breakage of rooflight materials during transit or installation, presenting risk of laceration to workers and the general public.
- Silicone sealant materials may cause skin and eye irritation.
- Expanding foam sealant materials may present possible exposure risks to isocyanate-containing materials.
- Burns to workers and others during the preparation, transportation, handling, use and application of hot asphalt materials.
- Phenolic materials may be absorbed through the skin and, therefore, over-exposure to bitumen-containing materials may cause both skin and systemic disorders.
- Fire due to hot work.
- Fire due to use of highly flammable liquids, liquefied petroleum gases, welding and brazing equipment, smoking, oil soaked rags etc being stored within the building and not in closable metal bins.
- Inhalation of solvent fumes during decoration activities.
- Inhalation of welding fumes, flux fumes etc during welding and brazing activities.
- Slips, trips and falls due to obstructed work areas and access and escape routes, exits or other provisions.
- Injury of feet or other parts of the body through contact with nails or other sharp objects, tools or equipment.
- Skin irritation due to the corrosive nature of any adhesive or grouting materials.
- Machinery risks due to the usage of bandsaws, pedestal and angle grinders, stihl saws, pipethreading machines, drilling and cutting equipment, cartridge operated tools etc.
- Compressed gases.
- Exposure to Silica dust during stonework, cutting, sawing or sand-blasting etc.
- Working adjacent to moving machinery - ie lift equipment and lift shafts.
- Gas leakage.
- Over-pressure risks.