**RISK ASSESSMENT**

The purpose of risk assessment is to identify hazards and risks and then evaluate any associated residual risks to health and safety arising from -------------------------- activities, this will enable informed decisions to be taken to eliminate or minimise any risk of harm to those staff, contractors visitors and others who may be affected.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity.

In many cases a risk assessment will lead to the clarification and documenting of local team procedures that are often already in place.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

The assessment of risks is a requirement under the Management of Health and Safety at Work Regulations 1999.

Separate risk assessments are required under more specific legislation, such as:

* Control of Substances Hazardous to Health Regulations 2002
* Control of Lead at Work Regulations 2002
* Manual Handling Operations Regulations 1992
* Health and Safety (Display Screen Equipment) Regulations 1992
* Personal Protective Equipment at Work Regulations 1992

----------------------------------- shall take all reasonable steps to ensure that an assessment of the risks to health and safety are completed.

**Risk Assessment Objectives**

* Raise awareness of the need for risk management
* Ensure that risk assessment are completed for all activities completed by ----------------------------
* Endeavour to minimise loss, disruption, damage and injury
* Reduce the cost of risk, thereby maximising company resources
* Ensure through training, that all employees and others have regard for risk when carrying out their duties
* Ensure all staff contribute to risk management initiatives in their own area of activities

**These objectives will be achieved by:**

* Establishing clear roles, responsibilities and reporting lines within ------------------- for risk management and assessment
* Effective communication with, and the active involvement of, all Directors, Managers and employees within ------------------------------
* Ongoing monitoring of the arrangements in place

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing Director / Chief Executive Officer Review Date: \_\_\_\_\_\_\_\_\_\_\_\_

**PROCEDURES & GUIDANCE**

**Scope**

This policy applies all members of staff and others directly employed by ------------------------------.

The policy is also applicable for contractors and sub-contractors whilst undertaking duties for or on behalf of -----------------------. This policy will also apply to third parties and others authorised to undertake work on behalf of the company.

**Responsibilities**

The following positions have general responsibilities:

**Employees** are responsible for:

* Assisting with and participating in the process of risk assessment.

**Line Managers** are responsible for:

* Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

**Specific Responsibilities**

It is the responsibility of ------------------------------------, to satisfy themselves that risk assessments:

* Are undertaken
* Are completed to a consistent and reasonable standard
* Relate to the actual work being undertaken
* Are reviewed regularly
* Are supported by adequate and properly maintained records

--------------------------------------- will carry out risk assessments. The assessments shall be recorded and will contain the following information:

* The significant hazards identified by the assessment
* The significant risks
* Details of existing control measures currently in place and their level of effectiveness in controlling those risks
* The people who may be affected by the risks identified
* The decisions, taken as a result of the assessment.

Risk assessments will be discussed as appropriate at the -------------------------safety meetings.

**Risk Assessment Process**

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires a “suitable and sufficient” assessment of the risks to health and safety to be carried out unless assessments to a different standard are required by more specific legislation, such as COSHH or DSE.

This regulation requires a systematic general examination of work activity and specifies that significant findings of the risk assessment should be recorded.

**Risk assessments must:**

* Identify the significant risks arising out of work
* Enable ---------------------------------- to identify and prioritise the measures to be taken in order to control risk and comply with the relevant statutory provisions
* Be suitable and sufficient and appropriate to the nature of the work so that that it remains valid for a reasonable period of time

**Definitions**

* **Hazard:** A hazard is any object, situation, or behaviour that has the potential to cause injury, ill health, or damage to property or the environment
* **Risk**: Risk relates to an assessment of hazards that can lead to the harm, injury, death, or illness of a worker in a determined workplace
* **Risk Outcome:** A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
* **Risk Rating:** The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
* **Control Measures:** Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised
* **Residual Risk:** The level of risk left once control measures have been put into place to reduce risks so far as is reasonably practicable

**Risk Management**

**Identification of Risk**

A risk can be identified through a number of external and internal sources and can be proactive or reactive.

**For example:**

By simply walking around the building/site and looking at what could reasonably be expected to cause harm.

The following will need to be considered:

* New equipment
* Current risk assessments
* Consultation with staff and other users
* Complaints
* Audits
* Progress against any health and safety aims and objectives
* Any mandatory or statutory or environmental requirements

**Completing a Risk Assessment**

A risk assessment is no more than a careful examination of what could cause harm to staff, visitors, contractors and others, or could affect the ---------------------------- reputation.

This will enable ------------------------------ to decide if there are enough controls in place, or more should be done to ensure that no one gets hurt.

The purpose of a risk assessment is to provide a systematic and methodical tool for identifying risks associated with legal, moral and financial duties, removing them where possible, or otherwise adopting all the control measures and precautions that are reasonable in the circumstances.

----------------------------- has a standard risk assessment template, there are no fixed rules about how the assessment should be carried out

It will depend on the nature of the undertaking and the type and extent of the hazards and risks.

What the task entails.

However, the process should be practical and systematic covering risks that can be reasonably foreseeable.

For small undertakings with few or simple hazards, a suitable risk assessment can be a straightforward process based on personal judgment, experience and knowledge.

In larger or more site-specific cases, specialist knowledge may be required.

The risk assessment completed must be appropriate and suitable for the task, and sufficiently detailed to determine whether adequate control has been achieved.

**The following groups, must be considered when completing a risk assessment**

* Young workers
* Lone workers
* New and expectant mothers etc.
* Cleaners
* Visitors
* Contractors
* Maintenance Workers
* Volunteers

Once a risk has been identified, a risk assessment should be completed and the following details recorded:

* The consequence(s) on a scale of 1 – 5, should the risk become a reality
* The likelihood of the risk occurring, on a scale of 1 – 5
* The current control measures. This will determine what more will need to be done to reduce or eliminate the risk.
* Once the risk assessment has been undertaken, an action plan to address the identified problems must be completed.

**Please see worked example risk assessment below**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK ASSESSMENT 001** | **Use of Mobile Scaffold Towers** | | **Frequency and Job Specific Information:**  Please Refer to Project/Job Method Statement | | |
| **Template Risk Assessment prepared by** |  | **Name of Person approving template RA:** |  | **Date of last review:** | **August 2019** |
| **Next review due** |  |
| **Limits of use without need for project specific sign off** |  | | | **Circulation List** | **All Site Staff and Project Managers** |
| **Project specific details & Sign-off by Project Manager (only completed where the standard controls no longer apply)** | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Number** |  | **Site:** |  | **Project Manager Approving Amended Risk Assessment** |  | **Date:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | **Existing**  **Risk Controls** | **Additional**  **Risk Controls** | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **Use of Mobile Scaffold Towers** | **Incorrectly set up tower**  **Incorrect use of scaffold tower** | **Site staff**  **Contractors**  **Other site staff**  **General public**  Towers overturning | **2** | **4** | **8** | * Tower scaffold should be erected on firm level ground * Tower scaffold will only be erected, altered or dismantled by trained operatives in accordance with manufacturer specifications. * The wheels of mobile towers should not be less than 125mm in diameter, be marked with safe working load, locked into the base of standards and be fitted with brakes. | * To ensure stability the height of base ratio of a mobile scaffold tower must not exceed manufacturers’ instruction or 3.5:1 outside a building. * Stabilisers may be used to increase height to base ratio * The safe working load will be   displayed on the structure  which will not be exceeded | **1** | **4** | **4** |
| **Loose materials/ tools** | **Site staff**  **Contractors**  **Other site staff**  **General public**  Falling tools/work items | **3** | **5** | **15** | * Where members of public can be injured by falling materials, suitable and sufficient protection will be provided, i.e. netting fans, brick guards etc. * Materials will not be allowed to accumulate on platform | * Tool belts will be provided to all staff and used at all times * Appropriate PPE to be worn at all times * Where there is a risk of materials falling safety helmets will be worn | **2** | **4** | **8** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Those at Risk** | **Risk Rating** | | | **Existing**  **Risk Controls** | **Additional**  **Risk Controls** | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **Use of Mobile Scaffold Towers Continued.** | **Overloading** | **Site staff**  Falling from scaffold platform | **3** | **3** | **9** | * Site induction to include the safe use of mobile tower scaffolds for all contractors and sub-contractors at the site * Incomplete structures will display notices | * Regular safety checks by site supervisor * Only trained and competent persons permitted to work from the tower scaffold | **1** | **3** | **3** |
| **Moving the scaffold Tower**  **Manual handling**  **Overhead electricity services** | **All site staff**  **Other contractors**  **General public**  Overturning  Manual handling injury  Arcing or contact with overhead power lines  Serious person injury  electrocution | **2** | **5** | **10** | * When mobile scaffold towers are being moved they will be pushed from the base. * No persons will be permitted to   ride on the platform whilst being moved.   * All site operatives must complete manual handling training * Annual work at height training must be completed by all staff * Regular tool box talks to be completed with all site staff on manual handling and work at height * Ensure a safe system of work is in place and understood | * Find out the routes of all overhead power lines and   underground cables on the site or boundaries.   * Mark them on a site map. * Arrange access points to the site to avoid crossing under or close to overhead power lines. * Identify the maximum height and maximum vertical reach of machines and those used by contractors. * Erect warning notices and goal posts to provide a visual and physical warning where regular crossing under overhead power lines is unavoidable, for example the site access road. | **1** | **5** | **10** |
| **Inclement weather** | **Site staff**  **Other contractors**  Slips  Trips  Falls  Serious personal injury | **3** | **4** | **12** | * High winds can tilt scaffold towers and make them unstable. * Set a maximum safe wind speed for operation. * Storms and snowfalls can also damage platforms. * Inspect the platform before use after severe weather. | * Weather forecast to be checked during the works on a regular basis * Appropriate personal protective equipment must be worn during periods of inclement weather | **1** | **4** | **4** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Those at Risk** | **Risk Rating** | | | **Existing**  **Risk Controls** | **Additional**  **Risk Controls** | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **Use of Mobile Scaffold Towers Continued.** | **Ground conditions**  **Uneven ground conditions** | **Site operatives**  Soft ground  Equipment sinking  Overturning of equipment  Entrapment  Serious personal injury | **2** | **4** | **8** | * The platform should only be used on firm and level ground. * Any temporary covers should be strong enough to withstand the applied pressure of the equipment | * Check conditions before the start of any works * Regular checks to be made on the ground conditions and the MEWP during the life of the project. * MEWP to be checked daily before the start or works to check for changes and or movement of the equipment | **1** | **4** | **4** |
| **Unauthorised access to Mobile Scaffold Towers** | **Unauthorised Access or use after working hrs** | **General public**  **Children**  Fall from scaffold tower  Serious personal injury  Death | **2** | **5** | **10** | * Scaffold tower must be boarded/closed off or removed to prevent unauthorised access after working hrs * Appropriate site safety signage to be displayed. * Site security to be checks to ensure access cannot be gained by members of the general public and children | * Ladders will not be erected off tower scaffolds MEPWs or trestles. * Regular checks to be completed at the end of the day to ensure access to scaffold tower is closed off | **1** | **5** | **5** |

**PPE Required**

**(Please tick all that apply)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **EYE PROTECTION MUST BE WORN** | | | | **SAFETY HELMET MUST BE WORN** | | | | **EAR PROTECTION MUST BE WORN** | | | | **SAFETY BOOTS MUST BE WORN** | | | | **SAFETY GLOVES MUST BE WORN** | | | | **SAFETY OVERALLS MUST BE WORN** | | | | **PEDESTRIANS MUST USE THIS ROUTE** | | | | **ALL DRIVERS MUST REPORT TO SITE OFFICE** | | | | **FACE PROTECTION** | | | |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  |
|  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |
| **HIGH VISIBILITY VEST MUST BE WORN** | | | | **RESPIRATORY PROTECTION MUST BE WORN** | | | | **HAVE YOU BEEN FACE FIT TESTED FOR YOUR CHOSEN RPE?** | | | | **SAFETY HARNESS MUST BE WORN** | | | | **EAR, EYE AND HEAD PROTECTION MUST BE WORN** | | | |  | | | |  | | | |  | | | |  | | | |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  | **Yes** |  | **No** |  |

**Notes**

* For risk assessments requiring project specific amendment - the Risk Assessment shall be reviewed weekly to ensure, it remains current as the project progresses.
* All employees to attend site induction/sign-in prior to commencing work on site.
* First Aid facilities to be provided by Client/Principal Contractor
* Welfare facilities to be provided by Client/Principal Contractor

**Risk Assessment Matrix**

**Multiply scores to arrive at risk rating (RR)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Probability** | | | | | |
|  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Very Likely** | **Certain** |
| **Outcome** | **No Injury** | **0** | **1** | **2** | **3** | **4** | **5** |
| **Minor Injury** | **1** | **1** | **2** | **3** | **4** | **5** |
| **First Aid Injury** | **2** | **2** | **4** | **6** | **8** | **10** |
| **Reportable Injury**  **(7 Day)** | **3** | **3** | **6** | **9** | **12** | **15** |
| **Major Injury** | **4** | **4** | **8** | **12** | **16** | **20** |
| **Fatality/Disability** | **5** | **5** | **10** | **15** | **20** | **25** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Low** | **1 – 6** | **Monitor** | **Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.** |
| **Med** | **8 – 12** | **Improvement** | **Action required to further reduce risk to acceptable level. Review of process or activity.** |
| **High** | **15+** | **Immediate Action** | **Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Manager/Safety Coordinator. Possible withdrawal of process or activity.** |

**Monitoring and Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Completed** | **Assessed by:** | **Job Title:** | **Signature:** | **Review Date:** |
|  |  |  |  |  |
|  |  |  |  |  |
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**Further Actions**

**(Please detail any actions for the risk assessment here)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Further action** | **Action by who?** | **Action by when?** | **Completed** |
|  |  |  |  |  |
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**All actions to be followed up are marked in bold in the body of the risk assessment above.**

**Risk Control**

An action plan will be agreed and implemented to manage and control any remaining risk

This will be achieved risk, using the following approaches.

* Avoidance: undertaking the activity in a different way to prevent the risk occurring;
* Reduction: taking action to reduce the risk;
* Transfer: movement of the risk to another individual / organisation; and
* Acceptance: Not all of the above options are possible, and a contingency plan is developed.

**Risk Assessment Action Plan**

When creating the action plan, ensure that all the things required by legislation have been done.

Consider

Are generally accepted standards in place?

However, do not stop there, because the law also states that whatever is

Have you done all that is reasonably practicable?

The real aim is to eliminate risks altogether. However, it is recognised that in some instances, this is not possible, and, in such situations, it is essential that risks be reduced to the lowest level by adding to your control measures as necessary.

When drawing up the action plan consider the hierarchy of risk control pyramid.

There are six levels of control measures:

* **Elimination** - Eliminating the risk completely is the best control possible, because then the hazard 'does not exist' anymore and can not cause any harm
* **Substitution** - Substitution is the second best 'option' when it comes to the hierarchy of risk control. Substitution involves replacing the risk, hazard or method with a different one, which does not include risk (or as much risk)
* **Isolation** - Isolation comes after substitution, and involves separating the risk from people - or as many people as possible
* **Engineering controls** - Engineering controls involve making engineering changes to the risk or situation, such as an adjustment or alteration to a machine or landscape
* **Administrative controls** - Administrative controls typically lessen risk by helping make people more aware of the hazard.
* **Personal protective equipment (PPE**) - PPE is the lowest (weakest) in the hierarchy of risk controls and includes wearing and relying on any type of personal protective equipment.