



Risk Assessment Policy

The Management of Health & Safety at Work Regulations (1999) require that employers to make a “suitable and sufficient” assessment of the risks presented by work activities affecting the health and safety both of employees and other persons. This policy sets out the requirements for the identification of hazards, assessment of risks the development and implementation of risk control measures for all activities.

The policy also provides a mechanism for the review of risk assessments and the methods to be adopted to ensure a consistent approach.

This policy does not cover the requirements for risk assessment under:

- Control of Substances Hazardous to Health Regulations (See COSHH)
- Display Screen Equipment Regulations (See Display Screen Equipment)
- Manual Handling Operations Regulations (See Manual Handling).
- Environmental Risk Assessment
- Environmental Noise and Noise at Work.
- Fire Prevention and Precautions for fixed sites
- First Aid.
- Working with Asbestos

RESPONSIBILITIES

Directors/ Head of Operations

- To ensure all Legal and GSJP requirements are met.
- To ensure that changes arising from legal and regulatory requirements are incorporated into the safety management system.
- Ensure that competent risk assessors are available.
- Sign off any site-specific risk assessments following a review of the generic risk assessments.
- Ensure that all activities have a suitable and sufficient risk assessment in place.
- Carry out site specific risk assessments.
- Ensure that staff are issued and adequately briefed on health & safety plans, risk assessments, method statements and control measures.
- Ensure that any new hazards are identified and documented.
- Ensure that work activities are not undertaken until a risk assessment has been carried out.
- Ensure that specified control measures are implemented.

GSJP Management Team

- To review annually existing generic risk assessments for suitability, compliance and any preventive and corrective actions that have previously taken place.
- To review and produce new generic risk assessments in line with changes in legislation and/or working practices.
- To provide recommendations to the H&S Advisor.

All Employees

- Report new hazards / uncontrolled hazards using a near miss reporting form.
- Use and work to identified control measures as required.

REQUIREMENTS

Generic Risk Assessments

The GSJP management team shall produce generic risk assessments for defined activities. When developing the generic risk assessments, the following factors shall be considered:

- Legislation and supporting Approved Codes of Practice.
- Guidance from the Health and Safety Executive (HSE)
- Relevant British and international standards.
- Product information
- Personal knowledge and experience of managers and employees.
- Accident, ill health, and incident data from within GSJP, from other organisations or from central sources (e.g., HSC).
- Expert advice and opinion and relevant research.
- Preventive and corrective actions from previous assessment

Generic risk assessments will be approved GSJP Management Team.

Site Specific Risk Assessments

The competent person or the Site Supervisor shall carry out the site-specific risk assessment under the following circumstances.

- When the conditions on which the generic risk assessment was based are not valid for a particular activity.
- When a hazard is identified that is not adequately covered by the existing generic risk assessments.
- On a weekly basis for each project
- For any new activity.
- The weekly Site-Specific Risk Assessment must be signed by the competent person each day to confirm that site hazards have not changed. Any changes will require that a subsequent site-specific risk assessment be completed.
- If the generic risk assessment does cover the site hazards, then the site-specific risk assessment only needs to be referenced back using the GRA number.
- Site specific risk assessments must be recorded on the Site-Specific Risk Assessment form.

Site Specific Risk Assessment Process

An Assessment of health and safety risks must be carried out using a three-step approach to risk assessment, which will include:

- 1) Hazard Identification
- 2) Risk Evaluation
- 3) Identification of Risk Control Measures

Risk Evaluation

For each activity, a risk evaluation must be carried out for all identified hazards.

Risk may be defined as a measure of the likelihood of harm occurring expressed in terms of the severity of the potential harm and the frequency with which it could occur. The risk evaluation must therefore consider the following factors: -

- Severity – The severity of the harm caused by a hazard e.g., multiple deaths, minor injury.
- Likelihood - The likelihood of the hazard causing the harm.
- Hazards may have specific legal requirements and to carry out suitable and sufficient risk assessments the following procedures shall be referred to:
 - Fire Prevention
 - Lone Working
 - Health Surveillance
 - HAVS
 - COSHH
 - Manual Handling
 - Asbestos
 - Display Screen Equipment
 - First Aid
 - Environmental Noise and Noise at Work
 - Environmental Risk Assessment

Evaluation of risk controls

When considering whether the control measures are adequate, the following factors shall be considered:

- Generic Risk Assessment to check that all site hazards are not already covered by the GRA – if they are then a simple reference shall be made on the site-specific form of the appropriate GRA's.
- Specific legislative requirements and prohibitions.
- Published guidance e.g., HSE, EA, IGE etc.
- Information from suppliers of equipment and substances.
- Existing best practice.
- Human factors
- The following hierarchy shall always be applied, regardless of the hazard:
 - If reasonably practicable, the risks should be eliminated by substituting the dangerous by the inherently less dangerous, e.g.
 - Avoid certain hazards by doing the activity in a different way.
 - Use less hazardous or non-hazardous substances.
 - If the risk cannot be eliminated, where reasonably practicable risks should be reduced at source by engineering controls and giving collective protective measures priority, e.g.
 - Separate the operator from the risk of exposure to a noise by enclosing the noisy process.
 - Protect the dangerous parts of a machine by guarding.
 - Only after applying the above steps should the risk be reduced by individual protective measures, e.g.
 - Designing suitable systems of working.
 - Using personal protective equipment as a last resort
- Based on the above criteria, a decision shall be made as to whether the risk has been reduced to an acceptable level. The risk assessment shall be recorded on the site-specific risk assessment form RA/02/SSRA/001.

- Where it is decided that the risks have not been reduced to an acceptable level, the competent person must decide whether the activity shall be halted until adequate control measures have been introduced.

References – Management of Health & Safety at Work Regulations 1999

Authorisation Signed

A handwritten signature in black ink, appearing to read 'G. Parker', with a stylized flourish at the end.

George Parker

Director

Date: 02 Jan 2021