



Risk Management Policy

Risk assessments

Urban Construction Management Ltd accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company.

The aim of the risk assessment process is to: -

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the health and safety training which is provided, along with details of any additional training that is required to be undertaken.



Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
- List any hazards in column 1 of the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
- List the people who may be harmed in column 2 of the assessment form.

Step 3

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
- Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?"
- List all the controls that are in place in column 3.

Step 4

- In column 4, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

- List the further action needed to adequately control the risk.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.



Risk assessment guidance sheet.

Column 1.	Significant Hazards.	(Examples)
	Slipping – Tripping Hazards	Dust
	Fire	Fumes
	Chemicals	Manual Handling
	Moving Parts of Machinery	Pressure Systems
	Ejection of Materials	Poor Lighting
	Noise	High/Low Temperatures
	Electricity	Violence to staff (Robbery etc)
	Storage of Goods and Materials	

Column 2.	Who Might be Harmed.	(Examples)
	Office staff	Machine operators
	Maintenance staff	Cleaners
	Contractors	Members of the public (customers)
	Visitors	Security staff

Column 3.	How is The Risk Controlled?	(Examples of Control measures)
	Information, Instruction, Training	Guarding
	Safe Working Procedures	Provision of Personal Protective Equipment
	Supervision	
	Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)	Routine Inspections & Checks

Column 4. Risk Factor.

See Chart in the Seguro Management Ltd Stationery Pack.

What Further Action is Necessary to Control the Risk?

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic timescale based on the following criteria: -

- Magnitude of the Risk. (Life Threatening etc)
- Down Time
- Availability of Parts and Equipment
- Financial Constraints

Completion and Review Date

6 or 12 months hence or if there is any significant change within the working process.



Safe systems of work

Introduction

It has been estimated that at least a quarter of all fatal accidents at work involve failures in systems of work – the way things are done. A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. **Where the risk assessment indicates this is the case, a safe system of work will be required.**

Some examples where safe systems will be required as part of the controls are:

- Cleaning and maintenance operations
- Changes to normal procedures, including layout, materials and methods
- Working alone or away from the workplace and its facilities
- Breakdowns and emergencies
- Control of the activities of contractors in the workplace
- Vehicle loading, unloading and movements

Developing safe systems

Some safe systems can be verbal only – where instructions are given on the hazards and the means of overcoming them, for short duration tasks.

These instructions must be given by the Managing Director – leaving workers to devise their own method of work is not a safe system of work.

The law requires a suitable and sufficient risk assessment to be made of all the risks to which employees and others who may be affected by them are exposed. Although some of the assessments can be carried out using a relatively unstructured approach, a more formal analysis can be used to develop a safe system of work. Sometimes these may be carried out as a matter of policy, with the task broken down into stages and the precautions associated with each written into the final document. This can be used for training new workers in the required method of work. The technique is known as **job safety analysis**.

For all safe systems, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system
- Monitoring the system



Task assessment

All aspects of the task must be examined and should be put in writing to ensure nothing is overlooked. This should be done by supervision in conjunction with workers involved, to ensure that assumptions of supervisors about methods of work are not confounded by reality.

Account must be taken of **what is used** – the plant and substances, potential failures of machinery, substances used, electrical needs of the task; **source of errors** – possible human failures, short cuts, emergency work; **where the task is carried out** – the working environment and its demands for protection; and **how the task is carried out** – procedures, potential failures in work methods, frequency of the task, training needs.

Hazard identification and risk assessment

Against a list of the elements of the task, associated hazards can be clearly identified, and a risk assessment can be made.

Where hazards cannot be eliminated and risks reduced, procedures to ensure a safe method of work should be devised.

Definition of safe methods

The chosen method can be explained orally as already mentioned.

Simple method statements can be established, or a more formal method known as permit-to-work system.

All of these involve setting up the task and any authorisation necessary; planning of job sequences; specification of the approved safe working methods including the means of getting to and from the task area if appropriate; conditions which must be verified before work starts – atmospheric tests, machinery lockout; and dismantling/disposal of equipment or waste at the end of the task.

Implementing the system

There must be adequate communication if the safe system of work is to be successful. The details should be fully understood by **everyone** who has to work with it, and it must be carried out on each occasion.

It is important that everyone appreciates the need for the system and its place in the accident prevention programme.

Supervisors must know that their duties include devising and maintaining safe systems of work, and making sure they are put into operation, and revised where necessary to take account of changed conditions or accident experience.

Training is required for all concerned, to include the necessary skills, awareness of the system and hazards which it is aimed to eliminate by the use of safe procedures.

Part of every safe system should be the requirement to stop work when a problem appears which is not covered by the system, and not to resume until a safe solution has been found.



Monitoring the system

- Effective monitoring requires that regular checks are made to make sure that the system is still appropriate for the needs of the task, and that is being fully complied with.
- Checking only after accidents is not an acceptable form of monitoring.
- Simple questions are required – do workers continue to find the system workable?
- Are procedures laid down being carried out?
- Are the procedures still effective?
- Have there been any changes which require a revision of the system?
- A system devised as above which is not followed is **not** a safe system of work – the reasons must be found and rectified.
- Safe systems of work are associates of, not substitutes for, the stronger protection techniques of design, guarding and other methods which aim to eliminate the possibility of human failure.

Permit to work systems

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Most permits are only designed to cover work lasting up to 24 hours and require an authorisation signature for any time extension.

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for themselves to do work.

A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will usually require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

There are many different types of permit. Some common examples are:

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on pressurised systems
- Permits to excavate – in contaminated ground, or where there are congested or buried services



Method statements

The key feature of method statements is that they provide a sequence for carrying out an identified task; some work activities must be done in sequence to ensure safety. In such cases, it is necessary not only to know what the control measures are, but also to carry out the work in a particular order.

Examples of activities where Health and Safety Executive expect method statements to be provided include demolition work, asbestos removal and structural steel erection.

Method statements usually contain more detail than risk assessments, and normally include the following information:

- Originator and date.
- Identification of individual(s) who will be responsible for the whole operation and for compliance with the method statement. Key personnel responsible for particular operations may also be named.
- Training Requirements for personnel carrying out the tasks, which have a competency requirement. (Examples are crane and forklift drivers, testing and commissioning staff.)
- Details of access equipment, which will be used, safe access routes and maintenance of emergency routes.
- Equipment required to carry out the work, including its size, weight, power rating, and necessary certification.
- Locations and means of fixing the stability of any lifting equipment to be used.
- Material storage, transportation, handling and security details.
- Detailed work sequence including hazard identification and risk control measures, including co-operation between trades which may be required, limitations for part-completion of works and any temporary supports or supplies required.
- Details of all personal protective equipment and other measures such as barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishers, and gas detection equipment.
- Any environmental limitations, which may be applicable, such as, wind speed, rain, and temperature.
- Details of measures to protect third parties who may be affected.
- The means by which any variations to the method statement will be authorised.

Legal requirements

Section 2(2)(A) of the Health and Safety at Work etc. Act 1974 requires the provision and maintenance of safe systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Under the employer's general duty of care at common law, a failure to do so gives rise to a claim based on the allegation of the employer's negligence.

Specific legislation may require the use of formal permits-to-work, either directly or by implication as a means of compliance.

Further requirements for safe systems of work following upon risk assessments are contained in the Management of Health and Safety at Work Regulations 1999, which also place duties on employees to follow the systems and procedures set up for their protection following risk assessments.