



Health and Safety Risk Management Policy

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1. Introduction

1.1 These arrangements apply to all employees of the company and aims to provide information and guidance to management on risk management.

2. Policy

2.1 In order to comply with legislation, it is policy of the company to compile a risk register to identify those activities likely to present a Health and Safety risk to either our own employees or others and for the development of risk assessments.

2.2 Risk assessment will be in writing and communicated to staff that are likely to encounter the hazard and of the precautionary measures to be taken to avoid such hazards. Risk assessments shall be accessible to employees at all times

2.3 All risk assessments compiled will be subject to an annual review or if after an accident, near miss, or if any person suspects that the



assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

3. Legal

- 3.1 Risk assessments are a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Risk assessments must be in writing where the organisation has 5 or more employees

4. Purpose of Risk Assessments

- 4.1 The purpose of the risk assessment is to:
- i To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard);
 - ii To identify the potential of the hazard being realised, and the potential consequences that might then occur (risk); and
 - iii Identify measures to be implemented in-order to avoid, eliminate or reduce the risk to an acceptable level.
- 4.2 Risk assessment are not complicated, but must be carried out by a competent person and recorded to ensure that work being done does not impose an unacceptable risk. Each risk assessment must be suitable and sufficient and reviewed as a minimum annually.
- 4.3 When an evaluation of the risk has been considered, the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:
- i **Eliminate / Avoid** - the risks if possible;
 - ii **Reduce** - The risk to an acceptable level by the introduction of controls;
 - iii **Isolate** - Prevent access to hazards;
 - iv **Control** - Manage any remaining hazards ensuring that all control measures are in place;
 - v **PPE** - Where a risk remains which can not be eliminated / avoided the issue the appropriate PPE to protect those who are likely to be affected; and
 - vi **Discipline** - Provide information, instruction and training to employees, ensure that the works is adequately supervised and act against those who fail to follow a safe working practice.

5. Definitions

- 5.1 A "**Hazard**" is defined as something with the potential to cause harm. This includes injury and ill-health, loss of production and damage to plant, goods, property or the environment.



5.2 **"Risk"** is the likelihood that the harm from a particular hazard is realised. Risk is expressed as: Hazard Severity x Likelihood of Occurrence

6. Ranking Risks

6.1 When ranking risks, the following issues should be considered in addition to the work activity information:

- i Number of personnel exposed;
- ii Frequency and duration of exposure to the hazard;
- iii Failure of services, failure of plant and machinery components and safety devices;
- iv Exposure to the elements;
- v Protection afforded by personal protective equipment; and
- vi Unsafe acts (unintended errors or intentional violations of procedures).

6.2 These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus, any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

6.3 In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks as either; High, Medium or Low

6.4 To do this takes a subjective judgement of both the likelihood of damage and or injury occurring with the control measure in place. Once this has been done a risk management plan must be implemented as follows:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective
Moderate	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period Where the medium 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.
High	The risk level is high. Efforts must be made to reduce the risk through cessation, substitution, alternative technology, reduction. Action plans to reduce risk and mitigate harm must be documented and planned. Staff must be warned of the risk and trained appropriately.
Intolerable	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

7. Risk Assessment Forms

- 7.1 There is a need to assemble pertinent information regarding the Risks and Hazards of the task being assessed in one place. The [Risk Assessment Form](#) (Appendix 1) is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.
- 7.2 The person carrying out the assessment should complete the various boxes (there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear. Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.



- 7.4 Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.
- 7.5 Risk assessment is not the end of the process, it is simply a tool that allows the company to evaluate dangers to their workforce and others and consequently take suitable measures to protect them from these hazards.
- 7.6 Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on. Any changes made to a risk assessment must improve on the previous risk assessment and control measures. Risk assessments will be reviewed annually or following any of the significant events listed above.

8. Young Persons

- 8.1 Particular attention must be paid to risk assessments made with regard to persons under the age of 18 years. No young person is to be employed where the work:
 - i Is beyond their physical and/or mental capacity;
 - ii Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration; and
 - iii Where there is a risk of accidents that are unlikely to be perceived by young persons.

9. Significant Risks

- 9.1 Where significant risks have been identified as part of a working activity the company has developed additional policies and risk assessments for the following:
 - Vibration;
 - Working at height;
 - Excavations;
 - Asbestos;
 - DSE;
 - Young person;
 - Manual handling;
 - Lone working;
 - Driving;
 - Hazardous substances;
 - Sharps and Biological hazards;
 - Legionella;
 - Work equipment;



- Electricity;
- Gas and solid fuel; and
- Fire and other emergencies

9.2 These policies and risk assessments identify the specific hazards associated with the task and expresses the procedures for managing the risk and the control measures required.

10. Generic / Specific Risk Assessments

- 10.1 Where activities have been deemed as **LOW** risk, repetitive and something which is commonly done by the same group of people in the same way, Risk assessments can be produced to cover each occasion where the activity takes place.
- 10.2 When this occurs, it is incumbent that Managers review the assessment and ensure that it is suitable and sufficient for the work to be undertaken.
- 10.3 Where work is deemed to be **HIGH/Medium** risk, unusual or new, then a site specific assessment of the risk along with a method statement must be undertaken by the person overseeing the work, assistance in the development of the documents should include those undertaking the work, the Health and Safety Team and if required external industry experts.

11. Risk Assessment Development and Forms

11.1 All risk assessments are recorded within the risk assessment record. The following risk assessment templates included:

- i General activity;
- ii COSHH;
- iii Young workers;
- iv DSE;
- v Manual handling;
- vi Fire;
- vii New and expectant mothers; and
- viii Wellbeing

11.2 The development of each risk assessment may include the following:

- i Person's with specific knowledge in the task/process;
- ii Health, Safety and Facilities Manager as a source of advice;
- iii Department Manager; and
- iv External experts (If required)



12. Method Statements

12.1 After all consideration of reducing a risk there maybe activities where a hazard is still ranked either High or Medium. These may include the following:

- i Working in confined space;
- ii Working at height;
- iii Excavation;
- iv Working on asbestos containing materials;
- v Working in flammable atmosphere; and
- vi Exposure to vibration

12.2 Where these situations arise then detailed method statements must be developed. The development of the method statement should include the following:

- i Management overseeing the works;
- ii Operatives involved in the works;
- iii Safety, Health and Environmental Manager; and
- iv External experts (If required)

12.3 Method statement must be site specific, communicated to all those involved in the activity and available at the point of works.

12.4 Any amendments to a method statement must be first approved by the all those involved in development of the method statement, and the communication of the amendments must be passed to those doing the work. Any amendments made must improve the previous methods of working, therefore not increasing the risk of harm.

13. Permits

13.1 A permit to work system is a formal, written, safe system of work to control potentially hazardous activities and works alongside the risk assessment.

13.2 The permit details the work to be done following a logical safe sequence of events and of any precautions to be taken. For example, any works that involve the application or production of heat will require additional checks which include, the removal of combustible material and flammable substances, that there is a fire extinguisher close the work area, that escape routes are know should a fire start and that a fire watch is adopted for at least 1 hour on completion of the works.



- 13.3 Where the works dictate that a permit is required then it will be issued, checked and signed off by someone competent to do so, and not involved in undertaking the work.
- 13.4 The following works are control by the permit system:
- i Working on live electrical;
 - ii Working in confined spaces where there is a risk of; structural collapse, persons becoming trapped, risk of drowning, being overcome by fumes or the presence of explosive atmosphere;
 - iii Working on asbestos containing materials;
 - iv Hot work process;
 - v General maintenance work in the server room; and
 - vi General maintenance of high risk plant.
- 13.5 Where it has been identified that the works being undertaken requires a permit then forms to be used are available within stock or from our supplier SETON. The permit must be completed by a competent person at the point of works and not completed by the person undertaking the works.
- 13.6 A copy of the permit must remain on site and must be: task, location and address specific. If the works goes beyond this timeframe then a new permit must be issued on a day to day basis.

14. Health Surveillance

- 14.1 The risk assessment process may include health surveillance where it has been identified that anyone of the following apply:
- i Where there is an identifiable disease or adverse health condition related to the work activity;
 - ii Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
 - iii Where surveillance is likely to further the protection of the health of employees.
- 14.2 Where it has been identified that health surveillance is required then advice should be obtained from our appointed occupational health consultant via the HR department.

15. Record Keeping

- 15.1 All significant findings of risk assessments and subsequent monitoring will be recorded.

16. Information and Training



- 16.1 All employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures.
- 16.2 Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the particular working environment or activities that they may be assessing.
- 16.3 Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.

17. Responsibilities

- 17.1 It is the responsibility of department Managers to ensure that risk assessments have been carried out for their department's activities area, and that the required control measures are sufficient.
- 17.2 Managers must ensure that the risk assessment is brought to the attention of each member of their team and that each risk assessment is reviewed at least annually or after a change in the process, introduction of new equipment, after an accident or near miss any other instance where the risk assessment may not be suitable and sufficient for the activity and or site conditions.
- 17.3 Any changes to a risk assessment must be brought to the attention of those to whom they effect.
- 17.4 Where a contractor has been appointed to carry out works then that contractor must develop risk assessments and method statements, these documents must be supplied to NMITE seven days before the commencement of works, this then allowing the person overseeing the works to check and approve/reject them.

18. Reviewing

- 18.1 The Director responsible for health and safety and the Safety, Health and Facilities Manager will be responsible for ensuring that reviews of these arrangements are carried out.
- 18.2 These arrangements will be reviewed annually; however, the review of these arrangements will take place immediately upon any changes to current operating procedures or if there is a change in legislation that may affect these arrangements.



19. Appendix 1 - Example risk assessment

Company:	NMITE	HSE Risk Assessment			
Contract:		Location :	Blackfriars	RA	
		Activity :	Flooding	Ref.	

The key below shows the scoring system for the likelihood of a harmful hazard occurring and the potential severity of that harm if it occurred. Multiplying the scores together identifies the level of risk for the hazard.



		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood of harm (LH)	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 High
	2 Unlikely	2 Low	4 Low	6 Moderate	8 Moderate	10 High
	3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High
	4 Likely	4 Moderate	8 Moderate	12 High	16 High	20 Intolerable
	5 Extremely likely	5 Moderate	10 Moderate	15 High	20 Intolerable	25 Intolerable

**** SITE SPECIFIC**

PPE Required	Y / N	PPE Required	Y/N	PPE Required	Y/N
Safety Glasses	Y	Disposable Gloves	Y	Safety Footwear	Y
Goggles/Visor	N	Grey Cloth Gloves	N	Hard Hat	**
Welding Goggles	N	Refrigerant Handling Gloves	N	Bump Hat	Y
Rigger Gloves	N	Ear Protection	**	Knee Pads	N
PVC Gauntlets	Y	Face Mask	Y	Protective Clothing	Y

Hazard Identified	Impact on	LH	PS	LH x PS	Risk Identified before CM	Control Measures (CM) put in place for high/medium risks	LH	PS	LH x PS	Risk Identified after CM
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Flooding	Property/ staff / visitors/ contractors	4	4	16	Damage to structure, damage to equipment, business disruption	<ul style="list-style-type: none"> ▪ Flood door fitted to outside entrance ▪ Procedure in place for flood door deployment ▪ Pumping equipment available ▪ Trained staff ▪ Regular drain clearance program ▪ Safe systems of work 	2	2	4	Moderate
Disease	Property/ staff / visitors/ contractors	4	3	12	Various water borne diseases and pathogens, sewerage contaminatio n	<ul style="list-style-type: none"> ▪ Disinfectant on hand for use ▪ Gloves ▪ Wellington boots ▪ Coveralls ▪ Facemasks ▪ Trained staff ▪ Regular hand washing ▪ No consumption of food stuffs during clean up ▪ Safe systems of work 	1	3	3	Low



Slips, trips, falls	Property/ staff / visitors/ contractors	4	3	12	Underwater objects, slippery surfaces, displaced manhole covers under water, steps not visible.	<ul style="list-style-type: none"> ▪ Appropriate footwear ▪ Knowledge of work space ▪ Trained staff ▪ Lighting ▪ Two members of staff in any area at all times during clean up ▪ Safe systems of work 	2	3	6	Moderate
Electrocution	Property/ staff / visitors/ contractors	3	4	12	Electrocution from both 3 phase and single phase sources.	<ul style="list-style-type: none"> ▪ RCD protection ▪ Shut off switch for sockets in the basement area ▪ Electrical inspection following the incident ▪ Overload switching at panel ▪ Trained staff ▪ Wellington boots (rubber soled) ▪ Gloves ▪ Safe systems of work 	1	3	3	Moderate
Damage	Property/ staff / visitors/ contractors	4	3	12	Damage to equipment, data, structure,	<ul style="list-style-type: none"> ▪ High value / importance equipment and files kept out of the basement area ▪ Flood prevention ▪ Safe systems of work 	2	2	4	Moderate




Fire	Property/ staff/ visitors/ contractors	4	4	16	Risk of fire caused by water ingress.	<ul style="list-style-type: none"> Operation of electrical shut off switching PAT testing and electrical inspection Fire detection systems Fire fighting equipment Fire safety procedures 	1	2	2	Low
Hazard Identified	Impact on	LH	PS	LH x PS	Risk Identified before CM	<ul style="list-style-type: none"> Control Measures (CM) put in place for high/medium risks 	LH	PS	LH x PS	Risk Identified after CM
						<ul style="list-style-type: none"> 				



Please answer the below questions to ensure no further considerations need to be made:

Is a method statement required? If yes, please attach	Y	Are COSHH Safety Data Sheets held with Assessment Forms?	Y
Is the Engineer competent and qualified?	Y	Are regular Tool Box Talks held?	Y
Are regular Engineer Health & Safety Reviews/Inspections carried out?	Y	Are calibration certificates held?	Y

Date of Assessment:	14/05/2020	Review date	Upon completion of flood cleanup and annually
Assessor Full Name:	Nick Ellicott	Assessor Signature:	

TASK:

ENGINEER TO COMPLETE A SITE DYNAMIC RISK ASSESSMENT BEFORE COMMENCING ANY WORKS.

1. Ensure that the electrical system is fully isolated.
2. Ensure flood defences are fitted
3. Ensure staff have appropriate PPE and are trained in its use

Author of Policy	Nick Ellicott - Health, Safety & Facilities Manager
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Summary of changes made to this version	Annual roll forward