

Risk Assessment Procedure

Procedure Title		Risk Assessment Procedure	
Ref Number	MLP-HSP-019	Pages	12
Written By	Rob Tyson	Authorised By	Mervyn Lambert
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1. Introduction

Mervyn Lambert Plant Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that all work tasks and activities are both safe and operate within current legislative requirements.

Completing risk assessments prior to undertaking all workplace tasks and activities ensures that a careful examination has been made of what could cause harm to people.

The Management of Health and Safety at Work Regulations 2002 ("Management Regulations")

These require an employer to make a suitable and sufficient assessment of the risks to health of its employees, namely the risks to health and safety of its employees to which they are exposed to while at work. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertakings. Some other Regulations require specific Risk Assessments, for example the Control of Substances Hazardous to Health (COSHH) Regulations 2004, Provision and Use of Work Equipment Regulations 1998, Noise at Work Regulations 1989, Control of Lead at Work Regulations 2002, Health and Safety (Display Screen Equipment) Regulations 1992, Manual Handling Operations Regulations 1992, Health and Safety (Personal Protective Equipment) Regulations 1992, Control of Asbestos at Work Regulations 2002, but the Management Regulations take precedence over these and other workplace Health and Safety legislation.

2. Scope

These arrangements apply to all Mervyn Lambert Plant Ltd's workforce, a similar standard is required of all contractors who carry out their own risk assessments.

Risk Assessment is required of all activities managed by Mervyn Lambert Plant Ltd which could cause harm to people so suitable and sufficient precautions (control measures) are put in place. The assessment will determine if more should be done to prevent harm to anyone. An assessment of significant risks must be carried out prior to attempting any work place task or activity. A risk assessment may also be made of a workplace environment or general condition (e.g. working during pregnancy).

3. Procedure

Risk assessment is one of the cornerstones of the Mervyn Lambert Plant Ltd Safety Management System. It will ensure that an assessment of risk is carried out for the work-based tasks and activities prior to the activity taking place. Control measures will be put in place before the tasks and activities are carried out, reducing the risk of harm so far as is reasonably practicable.

Before commencing work tasks and activities, a risk assessment will have demonstrated that a safer way of completing the task is not necessary. The objective is that each activity or task will:-

- Be assessed for foreseeable risks
- Be properly planned
- Be appropriately supervised
- Be carried out to a safe system, to ensure, as far as is reasonably practicable, the safety of all people who may be exposed to risk or affected by the activities.
- Be undertaken by competent people who are suitably trained, equipped and instructed.
- Use the appropriate Mervyn Lambert Plant Ltd work procedures, or those of a competent contractor

4. Roles and Responsibilities

Directors

Directors shall ensure that adequate resource is available to fulfil the legal and contractual requirements of Mervyn Lambert Plant Ltd.

Health and Safety Manager

The Health and Safety Manager shall ensure that this Procedure and Procedure is appropriately communicated, understood and implemented. The Health and Safety Manager maintains a register of all risk assessments.

Managers or their delegates will ensure the:-

- Completion and implementation of suitable and sufficient risk assessment prior to work commencing.
- Competency and relevant training of those who carry out or review risk assessments.
- Control measures identified, are communicated to the workforce through suitable information and instruction.

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- Operatives are able to use the systems provided and understand the control measures
- Safety issues beyond their control are escalated appropriately.
- The correct implementation of safe systems of work, by regular monitoring
- Provide appropriate equipment/ tools for staff to conduct their work
- Remove staff from activities if they are medically unfit.

Operatives who carry out the work are required to:-

- Work in accordance with any training or instruction given
- Follow any safety arrangements and rules established for their protection
- Make use of any safety or protective equipment or devices supplied
- Report deficiencies and dangers to their managers or supervisor.
- Consider any apparent hazard present that they have not been informed about.
- Produce a risk assessment that is relevant to the task.
- Advise their manager or supervisor if they are not fit or competent to undertake the task.

5. Risk Assessment

Risk assessment will be carried out by the Manager of the relevant department and reviewed with staff who undertake hands on manual work activities and are trained to an appropriate level for the complexity and risk of the activity.

Work place tasks and activities - whether reactive or planned, will be risk assessed using the General Risk Assessment format* (**Appendix A**).

Description

- General – A general assessment of a specified task.
- Other – Activities that require a specific risk assessment such as DSE, Manual Handling.

When conducting a risk assessment, consideration must be given to people who are at particular risk. For example:

- a certain level of fitness or physical capability may be required to do the task (e.g. climbing ladders)
- young/inexperienced people (including apprentices and graduates),
- those recovering from illness or accidents,
- people with conditions such as colour blindness,
- expectant or new mothers may be at particular risk.

If necessary, advice should be sought from Occupational Health services or GPs. Risk Assessments relating to employees capabilities to complete tasks, or containing sensitive information, must be placed into their Personnel File (E.g. Pregnancy Risk Assessments).

6. Arrangements

6.1 Review of Risk Assessments

Risk assessments will be reviewed at least annually. If there are any changes to the work place, task or activities the Risk assessment must be reviewed and recorded.

Also, following any accidents or incidents, a review of any associated risk assessments will be carried out by the departmental Manager.

6.2 Other Risk Assessments

Some activities require a specific Risk Assessment to be completed (e.g. Manual Handling operations or Display Screen Equipment assessment). In these cases, the Risk Assessment template will be found on the MLP server or can be obtained by contacting the Health and Safety Advisor. Where a specific risk assessment is not available a new one should be produced.

7. Personal Protective Equipment (PPE)

The selection of PPE should be consistent with that stipulated on the risk assessment. It should conform to Mervyn Lambert Plant Ltd's minimum standards listed in Appendix 3 of the PPE Procedures.

When applying the hierarchy of risk control to a hazard, PPE should be adopted only after applying other control measures first. Refer to the Personal Protective Equipment for further information.

8. Training

Training should be provided to all staff involved in conducting work on behalf of Mervyn Lambert Plant Ltd. All staff should receive as a minimum the following training:-

- Risk Assessment Awareness

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Further training in setting out safe systems of work may include:-

- Method Statements, Safe Systems of Work and Permit to Work procedures.

The company procedures for training provision will ensure that it is provided by competent persons to an adequate standard. To obtain training, contact the Health and Safety Manager.

9. References

- Five Steps to Risk Assessment – IND(G)163(rev1)
- A Guide to Risk Assessment Requirements (Common Provisions in Health and Safety Law) – IND(G)218
- Management of Health and Safety at Work Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos at Work Regulations 2006
- Control of Lead at Work Regulations 2002
- Control of Noise at Work Regulations 2005
- Regulatory Reform Order, Fire Scotland Act 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Mervyn Lambert Plant Ltd Manual Handling Operations Procedure
- Mervyn Lambert Plant Ltd Personal Protective Equipment Procedure
- Mervyn Lambert Plant Ltd Display Screen Equipment Procedure

10. Enquiries

For additional information contact the Health and Safety Manager

Appendix A – Mervyn Lambert Plant Ltd General Risk Assessment (demo)

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MERVYN PLANT LTD LAMBERT				Risk Score Levels				Severity					Risk Rating											
ASSESSMENT NO		MLP-RA-011		FACILITY/AREA		Garboldisham Yard		Likelihood		1 No Injury					2 Minor		3 Time lost Injury		4 Major		5 Fatality		1 - 5 Low Risk	
ASSESSOR:		Rob Tyson		LAST REVIEW DATE:		5 June 2014				2 Unlikely					3		4		5		6		7 - 14 Medium Risk	
ASSESSMENT DATE:		5 June 2014		NEXT REVIEW DATE:		4 June 2015				3 Possible					4		6		9		12		15	
RISK / ACTIVITY:										4 Very Likely					4		8		12		16		20	
										5 Certainty					5		10		15		20		25	
				Use of Workshop Inspection Pit				PRE CONTROL				POST CONTROL												
HAZARDS IDENTIFIED		PEOPLE INVOLVED		POSSIBLE CONSEQUENCES		EXISTING CONTROL MEASURES		RISK		SEVERITY		RISK RATING		ADDITIONAL CONTROL MEASURES				RISK		SEVERITY		RISK RATING		
Working at height		Operators and others in the immediate area.		Falls from height from ground level into pit.		Pit to be covered with suitable and secure pit covers when not in use. Pit to be cordoned off when open and in use. Pit boundary to be clearly marked. Warning signs displayed around Pit working area.		4		5		20		N/A				1		5		5		
Driving and manoeuvring		Driver and operatives in the immediate area.		Vehicle damage, fall of vehicle into pit, contact with other workers, injury, crush injury.		No one to be in pit when vehicles are placed on or off the pit inspection area. Banksman to be used when reversing onto pit.		5		4		20		N/A				2		4		8		
Reversing		Other persons / Property		Hit by moving vehicle, property damaged, damage to vehicle.		Competent operator, reversing without competent banksman is banned by company, ensure banksman can be seen at all times, use reverse cams where fitted to assist, reverse slowly, listen for warnings.		3		5		15		N/A				1		5		5		
Manual Handling		Operatives		Strains, sprains from incorrect handling. Crush injury. Cuts and abrasions.		Competent operatives. Use suitable (and inspected) vehicle jacking method. Team lifting. Training and induction.		3		4		12		N/A				1		4		4		
Access and egress		Operatives and others in the immediate area.		Falls from height, strains, grazing and broken bones.		Ladder (secure) at inner end, steps at outer end to be kept clear to allow safe access and egress at all times. Area around pit to be kept clean with no sources of slip or trip. Spills to be cleared immediately. MEANS OF RECOVERY OF PERSONS REQUIRES FURTHER ASSESSMENT.		3		3		9		N/A				1		3		3		
Visibility		Operatives using pit.		Poor visibility due to poor light in pit.		Fixed pit lighting, wander lamps, awareness of working environment. Pit boundary and approach lines marked on floor.		3		4		12		N/A				1		4		4		
Fire		Operatives		Burns, death, asphyxiation, destruction of plant or property.		Combustible materials to be kept out of pit. Fire extinguishers (serviced) available for types of fire by zone. Oily rags removed and disposed of in metal bin with fitted lid - away from the work area and source of ignition. Flammable liquid spills to be absorbed using suitable media and disposed of promptly and properly. No smoking or naked lights.		4		5		20		N/A				1		5		5		
Carbon Monoxide		Operatives in pit		Death or unconsciousness caused by asphyxiation/carbon monoxide gas "falling" into pit due to nearby running engines. Other build ups of flammable "Heavy" gasses.		Engines switched off when over pit. Local exhaust ventilation, nearby running engines kept clear of pit.		3		5		15		N/A				1		5		5		

Uncontrolled when printed - refer to intranet for latest issue.

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Employee/ Operative Briefing Record

Risk Assessment Reference No:

Declaration:

I/We the undersigned can confirm that we have been formally briefed on the requirements of this Assessment.

Name (Print)	Signature	Position	Date

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Appendix B – Guidance Notes to Completion of Risk Assessments – MLP-HSG-010

The risk matrix categories are defined as

Severity of Injury:

Slight (score of 1): an injury that does not require professional assistance, may require self administered first aid (or owing to the injury location, the assistance of a First Aider). Examples include; small cuts, abrasions, localised bruising etc. No absence from workplace.

Serious (2): an injury that will probably require professional assistance (from a hospital or possibly GP). Examples include; cuts requiring stitches, strains and sprains etc. There would probably be less than one week absence from work.

Major (3): an injury that results in death or injury defined as major in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations:-any fracture other than a toe, finger or thumb; any amputation; dislocation of the shoulder, hip, knee or spine; loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye; any injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting from an electrical shock; loss of consciousness caused by asphyxia or exposure to harmful substance or biological agent; either acute illness requiring medical treatment, or loss of consciousness, resulting from the absorption of any substance by inhalation, ingestion or through the skin; any other injury which results in the person being admitted immediately to hospital for more than 24 hours; any injury leading to hypothermia, heat induced illness; unconsciousness, or the need to resuscitate.

Likelihood of Harm:

Unlikely (score of 1): means the chance of the hazard giving rise to harm is less than 1 in 1000.

Possible (2): means the chance of the hazard giving rise to harm is 1 in 20 or greater.

Likely (3): means the chance of the hazard giving rise to harm is less than 1 in 20

Revised Risk Rating

This is used to identify the additional controls that have been put in place as a result of scores over 3 (i.e. 6 and 9) that when implemented reduce the score to 3 and below. This avoids the requirement of applying the controls and re completing the risk assessment form.

Hazard/Risk Information

- 1. Mobile Plant – powered items such as Fork Lift Trucks and external transport (e.g.: private cars in a car park).
- 2. Moving machine parts - this includes items such as fan belts or workshop machinery.
- 3. Moving objects - this includes anything not covered by 1 and 2 above that moves, may include non-powered trolleys etc.
- 4. Falls from heights - this is where there is a risk of injury from falling from a height, even if from a relatively low level where you may fall onto or into something with sharp or dangerous surfaces/edges.
- 5. Access Equipment - this includes mobile elevated work platforms ("scissor lifts", "cherry pickers" etc), scaffolding, ladders and steps.
- 6. Slips, trips, falls and impacts - this includes falling, tripping and slipping on the same level; fixed equipment hazards and poor housekeeping resulting in trip hazards
- 7. Lone Working – Lone working procedure to be adhered to.
- 8. Chemicals - Ensure COSHH Assessments are available for chemicals.
- 9. Fire - no smoking and all sources of ignition to be removed from work area
- 10. Explosion - any non-electrical explosive risk (e.g.: fuel gas leak, airborne dust, etc).
- 11. Manual Handling- Training required and do not lift excessive loads
- 12. Driving- be aware of other road users and pedestrians
- 13. Hot Objects – Items that have been heated, welded e.t.c.
- 14. Noise - includes temporarily noisy areas due to processes being used.
- 15. Vibration -includes using machinery such as grinding equipment
- 16. Fumes/Gases/Vapours -the COSHH and DSEAR Regulations may also apply
- 17. Weather - high winds, rain, snow and ice.
- 18. Restricted Access - Access restricted.
- 19. Electrical shock/burns - any "risk of injury" due to contact with forms of electricity
- 20. Dust –Any risk of excessive dust
- 21. Environment - Debris, spillages

FOR FURTHER GUIDANCE CONSULT THE HEALTH AND SAFETY MANAGER.

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Appendix C - Young person risk assessment

Company Name: Mervyn Lambert Plant Ltd			
Address: Millpond Farm Garboldisham Diss Norfolk IP22-2SP			
Contact number:			
Name of supervisor:			
Young person's name:			
Date of Birth:			
Organisation arranging placement: Mervyn Lambert Plant Ltd			
Contact name:		Contact no:	
Date of assessment:		Review date:	
Assessor:		Signature:	

Hazard – please mark relevant boxes with the risk rating or N/A					
L – Low Risk M – Medium Risk H – High Risk					
Mechanical		Temperature		Manual handling	
Violence		Repetitive strain injury		Hazardous substances	
Lighting		Access ladders		Falling objects	
Electrical		Waste storage		Training deficiencies	
Fire		Work equipment		Heat, cold, noise	
Radiation		Asbestos		Working hours	
Vibration		Forklift trucks		Computer use	
Other:					

	Yes	No	N/A
Has the young employee/student's age and date of birth been recorded?	✓		
Is the young person between 16 and 18yrs old?			
Is the young person (child) of compulsory school age (under 16 years)?			
If yes have his/her parent(s) or guardian been consulted and informed about the company's health and safety arrangements?			
Have the Local Authority set any guidelines for the employment of children?			
Has an employment permit been issued by the Local Authority to enable a child to be employed?			
Does the individual have a disability that may affect their ability to carry out work safely?			
Have all employees/students been briefed on the company policy on lone working?			

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Has the young employee been briefed on the company policy on violence and robbery?			
	Yes	No	N/A
Does the young person work alone?			
Is there a risk of violence or robbery?			
Has a mentor/supervisor been appointed to be responsible for the young person during working hours?			
Is the young person expected to collect and carry cash?			
Have all employees been instructed to report all incidents and near misses of violence/abuse/robbery?			
Where young persons work alone, has an emergency procedure been developed?			
Are all incidents, accidents, dangerous occurrences and near misses properly recorded, investigated and monitored?			
Does the young person work for two or more days or nights in a row?			
If yes, is the young person given an uninterrupted period of 12 hours rest in every 24 hour period worked?			
If yes is the young person given two days' rest in each week worked?			
Is the young person's daily working time more than 4.5 hours?			
If yes, is the young person given a break of 20 minutes for every 4.5 hours worked?			
Have risk assessments been amended or developed for the employment of young person's e.g. manual handling, COSHH, DSE?			
Is there a defined training programme and schedule for young persons?			
Is health and safety included in the company's induction of new employees?			
Has a review date been set for this risk assessment?			

Description of work activity:		
Practical work –		
Recommended actions:		Date completed:
1	Young person to be supervised at all times	
2		
3		
4		
5		

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Person responsible for this action/s:

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