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| **IT4AUTOMATION LTD**  **RISK ASSESSMENT**  **for**  **<ACTIVITY DESCRIPTION>** | | |
| **Client Doc. Ref:**  Commercial-in-Confidence  **Date of site-visit:** | **Project Ref:** | **Document Date:**  **Revision:**  **Revision History** |
| **IT4A Doc. Ref:**  **IT4A Project. Ref:** |
| ***CONTRACTOR:***  IT4Automation Limited | ***NAME OF PERSON COMPLETING THIS FORM:*** | ***NUMBER OF PERSONS INVOLVED IN ACTIVITY:*** |

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| Acceptance Signatures | | | |
|  | Print Name | Signature | Date |
| Author (IT4A) |  |  |  |
| Checked (IT4A) |  |  |  |
| Approved (IT4A) |  |  |  |
| Client Acceptance (Client) |  |  |  |

**Site Emergency Arrangements**

* In the event of an accident on site, First Aid will be available from the client’s Occupational Health Centre (COMPLETE).
* In the case of an emergency please contact ‘(COMPLETE)’ or ‘(COMPLETE)’ from a mobile for immediate assistance.
* Maintenance Manager, Supervisor or Health and Safety Representative to be informed as soon as reasonably practicable of any near misses and / or accidents / incidents.

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| **The following Health, Safety & Environmental risks have been assessed with tasks / activities required within this project** |
| Slips, trips and falls |
| Electricity |
| Operational plant and machinery |
| Activities of other contractors / operators |
| Local hazards |
| Possible transmission of COVID-19 |

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| **The following Reputation & Delivery of Product / Service risks have been assessed with tasks / activities required within this project** |
| Network misconfiguration |
| Accidental disconnection of a network cable |
| Visibility of the operator screens will be lost for an extended and unplanned period during the work |

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| **The following Commercial risks have been assessed with tasks / activities required within this project** |
| None identified |

**CLIENT / EXTERNAL RESPONSIBILITIES**

* Welfare Facilities
* Power
* Lighting
* Access to communications equipment panels relating to the Cortech Upgrade Project network and server room

Please see Figure 1 which shows the Risk Assessment Matrix, Table 1 which shows the Risk Impact Table and

Table 2 which shows the Risk Likelihood Table.

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| **Risk Assessment Matrix** | | | | | | | | | | |
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| **Maximum Impact** | 5 | 5 | 10 | 15 | 20 | 25 |  | 16 - 25 | | Critical |
| 4 | 4 | 8 | 12 | 16 | 20 |  |  | |  |
| 3 | 3 | 6 | 9 | 12 | 15 |  | 11 - 15 | | High |
| 2 | 2 | 4 | 6 | 8 | 10 |  |  | |  |
| 1 | 1 | 2 | 3 | 4 | 5 |  | 6 - 10 | | Moderate |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  | |  |
|  |  | **Likelihood** | | | | | |  | 0 - 5 | Minor |

Figure 1 - Risk Assessment Matrix

Table 1 - Risk Impact Table

|  | **REPUTATION & DELIVERY OF PRODUCT / SERVICE** | **HEALTH, SAFETY & ENVIRONMENT** | **COMMERCIAL** |
| --- | --- | --- | --- |
| **5**  **Threat to future trading and business credibility** | **At level affecting group:**  Association with **high profile, sensitive issues / project** resulting in significant public opposition / hostile campaign, or **extreme product / service** non-conformance resulting in catastrophic failure e.g. structural collapse, with a critical impact on **client / business / stakeholder interests** and / or **share price**. Activity is not within the normal business experience or territory. | A third-party fatality or multiple workers’ deaths (incl. from disease e.g., asbestosis).  Extreme **environmental incident** resulting in irreversible or long term or widespread harm likely to result in **criminal liability, class action, public enquiry** or **high-profile prosecution**. | Costs or revenue loss > £100K in 3 years. |
| **4**  **Threat to future trading or core business objectives** | **At level affecting OpCo or business:**  Client / business / stakeholder interests adversely affected by **major non-conformance in quality, or delay to programme, or uncertainty** in the product / service provided. Involvement results in significant **protestor action** or **media campaign.** Such incidents having a **major adverse impact on goodwill and stakeholder confidence.** | **Worker fatality or multiple major injuries (incl. irreversible disability).**  **Major environmental incident** resulting in significant impact requiring high level of resources for response and remedy, leading to **protestor action** or **serious adverse publicity and criminal liability** (prosecution loss of license / safety case) | Costs or revenue loss £60K - £100K in 3 years. |
| **3**  **Partial delivery only of business requirements** | **Impact on quality, programme or uncertainty** in the **product / service** will result in partial delivery only of **client / business requirements.**  Actions result in **complaints / media criticism, client dissatisfaction** & **damaged stakeholder relationships.** | **Single major injury** to worker (3 days lost time) or third party or reportable dangerous occurrence.  **Serious illness** but with likely full recovery.  **Environmental impact**, reportable and requiring management response to aid recovery. The incident is likely to result in **prohibition notice, ban on operations** by enforcing authorities and / or likely to trigger **complaint of nuisance, compensation claims and fines.** | Costs or revenue loss £30K - £60K in 3 years. |
| **2**  **Late or inconsistent delivery of client / business requirements** | The **product / service** will result in **delayed or inconsistent delivery** of **client / business requirements.** Actions result in **local press criticism.** Client & Stakeholder **relationships strained.** | **Minor injury** to worker (1 day lost time) or third party, medical treatment beyond first aid, reversible health effect.  **Environmental impact** requiring immediate management response but with natural recovery, improvement notice. Actions / warnings by enforcing authorities. | Costs or revenue loss £10K – £30K in 3 years. |
| **1**  **Negligible impact** | Slight deviations from spec. with little customer concern. Reputation not under challenge. | Mild health effects / first aid case, no lost time.  Recommendations by enforcing authorities. | Costs or revenue loss < £10K in 3 years. |

Table 2 - Risk Likelihood Table

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| **Scale** | **Description** | **Guidance** |  |
| 5 | Almost certain | An underlying cause with a greater than 9 in 10 chance of it triggering the risk event to occur during the period under consideration. | > 90% |
| 4 | Probable | An underlying cause with a greater than even chance of it triggering the risk event to occur during the period under consideration. | > 50 % but  < 90% |
| 3 | Possible | An underlying cause with a greater than 1 in 10 chance of it triggering the risk event to occur during the period under consideration. | > 10 % but  < 50% |
| 2 | Remote | An underlying cause with a greater than 1 in 100 chance of it triggering the risk event to occur during the period under consideration. | > 1 % but  < 10% |
| 1 | Improbable | An underlying cause which is so unlikely to trigger the risk event that it can be assumed that it may never occur. | < 1% |

The following business continuity risk assessment initially assumes no controls in place.

| IT4A RISK ASESMENT | | | | | | | | | | |
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| **HAZARD** | **RISK** | **INITIAL RISK** | | | **CONTROL** | **RESIDUAL RISK** | | |  |  |
| **MAXIMUM IMPACT** (Refer to Risk Impact Table) | **LIKELIHOOD**  (Refer to Risk likelihood Table) | **OVERALL RISK**  (Multiply impact x likelihood) | **MAXIMUM IMPACT** | **LIKELI-HOOD** | **OVERALL RISK** | **RESIDUAL CONTROL** (MITIGATE  ACCEPT  AVOID  TRANSFER) | **PERSONS / PARTY AT RISK** |
| Describe the hazard – something that can do harm. | **REPUTATION & DELIVERY OF PRODUCT / SERVICE.** |  |  | CRITICAL  **(16-25)** | Describe the control or mitigation in place today to lower risk. |  |  | Ultimate aim is to apply controls or mitigations to reduce risk to LOW.  This may require further action. If so add right. |  | Identify  who is at risk? |
| **HEALTH, SAFETY, ENVIRONMENT** |  |  | HIGH  **(11-15)** |  |  |  |
| **COMMERCIAL** |  |  | MODERATE **(6-11)** |  |  |  |
|  |  | LOW  **(1-5)** |  |  |  |

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| Inability to add new customers to n-able, Graylog. |  |  |  |  |  |  |  |  |  |  |
| Inability to generate reports for Customers. |  |  |  |  |  |  |  |  |  |  |
| Inability to provide assessment, draw conclusions and make recommendations relating to network condition and security monitoring. |  |  |  |  |  |  |  |  |  |  |
| Inability to design new networks. |  |  |  |  |  |  |  |  |  |  |
| Inability to effectively implement new network. |  |  |  |  |  |  |  |  |  |  |
| Inability to understand what applications & services are critical to IT4A managed services. |  |  |  |  |  |  |  |  |  |  |
| Inability of the IT4A infrastructure that supports our business critical services. |  |  |  |  |  |  |  |  |  |  |
| Inability to document our work to a high standard. |  |  |  |  |  |  |  |  |  |  |
| Inability to communicate status |  |  |  |  |  |  |  |  |  |  |
| Inability to report against plan |  |  |  |  |  |  |  |  |  |  |
| Inability to keep accurate records |  |  |  |  |  |  |  |  |  |  |
| Inability to manage engineering resources |  |  |  |  |  |  |  |  |  |  |
| Inability to mitigate cyber threat |  |  |  |  |  |  |  |  |  |  |
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The following project risk assessment assumes the works will have completed a successful integrated Factory Acceptance test and are to be performed in accordance with an approved method statement.

| RISK ASSESMENT | | | | | | | | | |
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| **HAZARD** | **RISK** | **INITIAL RISK** | | | **CONTROL** | **RESIDUAL RISK** | | |  |
| **MAXIMUM IMPACT** | **LIKELIHOOD** | **OVERALL RISK** | **MAXIMUM IMPACT** | **LIKELIHOOD** | **OVERALL RISK** | **PERSONS / PARTY AT RISK** |
| Slips, trips and falls | Health, Safety & Environment | 2 | 4 | 8  Moderate | Wear suitable category safety footwear.  Flooring must be firm, level, dry and quality maintained, if unsure, advise your supervisor.  Keep working place tidy.  Lighting and visibility to be in good condition if unsure advice your supervisor.  Use of designated routes.  Barriers and signage to demarcate work area. | 2 | 1 | 2  Minor | IT4A operative |
| Manual handling | Health, Safety & Environment | 2 | 4 | 8  Moderate | Reduce the amount of twisting, stooping and reaching  Avoid lifting from floor level or above shoulder height, especially heavy loads  Adjust storage areas to minimise the need to carry out such movements  Consider how you can minimise carrying distances  Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components  Adopt a two person lift were appropriate | 2 | 1 | 2  Minor | IT4A operative |
| Electricity | Health, Safety & Environment | 4 | 4 | 16  Critical | Client suitably qualified and experienced person (SQEP) to open panel doors and modify cabling inside the panels.  Fiber cabling is segregated from power cabling.  All works to be governed by site safety procedures.  All equipment to be ingress protection 2X (IP2X) rated. | 4 | 1 | 4  Minor | IT4A operative |
| Operational plant and machinery | Health, Safety & Environment | 4 | 3 | 12  High | Observe barriers put in place and be aware of machinery routes and of audible/visual warnings when machinery is in progress.  Be aware of vehicles transporting cylinders around site. | 4 | 1 | 4  Minor | IT4A operative |
| Activities of other contractors/ operators | Health, Safety & Environment | 3 | 4 | 12  High | All personnel must be aware that other contractors/operators may be active in the work area. Work must be planned and coordinated to ensure that activities do not endanger any persons.  Personnel should not enter barricaded or cordoned off areas unless in possession of relevant permit.  All works to be governed by site safety procedures. | 3 | 1 | 3  Minor | All parties |
| Local hazards | Health, Safety & Environment | 3 | 3 | 9  Moderate | Adherence to local rules always.  No lone working at any time.  . | 3 | 1 | 3  Minor | IT4A operative |
| COVID-19  **Exposure from others due to:**  Living with someone with a confirmed case of COVID-19.  Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.  Being advised by a public health agency that contact with a diagnosed case has occurred. | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | **Information** – HSE/PHE notices displayed on site or within work documentation highlighting the CV-19 risk to remind all staff to wash their hands regularly and to try and avoid immediate contact with others.  **Briefings** – All briefings will be done in small groups taking into account distancing measures. Distance measures to be discussed at all on-site briefings. Avoid shaking hands and always maintain at least 2 meters distance from others. Adequate numbers of pens to be available to avoid cross-contamination whilst signing paperwork.  Update Human Resources with absence identifying CV-19 and mange absence in line with company HR policies / procedures.  Follow NHS / 111 advice as required. Do not attend GP surgeries or public places if confirmed to help reduce the spread of the disease.  Any employees who display any one of the CV-19 symptoms are to remain at home, follow the NHS guidelines and NOT TO COME TO WORK, entering a self-isolation period.  If double vaccinated and have been contacted as being a close contact of a positive COVID case – daily PCR testing until 10 day period is over or a positive result is indicated. | 3 | 1 | 3 | All operatives |
| COVID-19  Person displaying COVID-19 symptoms | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | If, double vaccinated and an employee develops a high temperature or a persistent cough while at work, they are instructed to return home immediately, avoid touching anything and if they cough or sneeze without a tissue ensure the area is thoroughly cleaned or if they do have tissues, couch and sneeze into a tissue and put it in the bin. They must then follow guidance on self-isolation and not return to work until their period of self-isolation has been completed. All IT4A guidance is in line with NHS and Government guidance, updated as required and communicated to the workforce. | 3 | 1 | 3 | All operatives |
| COVID-19  Rest breaks / welfare / hand washing / toilet facilities | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | IT4A to liaise with client in relation to the use of welfare facilities and the controls required.  Information – Personal hygiene notices to be displayed.  During this time staff should be made aware that using their personal vehicles to eat during breaks is permitted.  Hand sanitisers and / or soap and hot water for hand washing made available.    Briefings and notices relating to distancing guidelines displayed, including toilet areas. | 3 | 1 | 3 | All operatives |
| COVID-19  Poor hygiene | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.    Avoid touching your face / eyes / nose / mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. | 3 | 1 | 3 | All operatives |
| COVID-19  General travel | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | If both occupants are Double Vaccinated dual occupancy of Company vehicles is allowed. Otherwise, single occupancy only.    Ensure the internal surfaces of the vehicle are always kept as clean as possible, sanitiser should be used following use.  Try to use gloves whilst topping up vehicle fuel. If antibacterial wipes are available at the fuel station pumps, ensure you utilise it as instructed. | 3 | 1 | 3 | All operatives |
| COVID-19  General site works | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | Only operatives required for key tasks are permitted to site.    Operatives must limit tool / equipment sharing. | 3 | 1 | 4 | All operatives |
| COVID-19  Fire evacuation / muster | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | Face coverings when moving around internally. | 3 | 1 | 3 | All operatives |
| COVID-19  Sharing equipment (tools, testers, plant, etc.) | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 3 | 9  Moderate | Where possible operatives must use their own / issued equipment.    Equipment to be regularly cleaned / disinfected using ‘Plant approved’ Anti-Bacterial Cleaner.    Where sharing can’t be avoided operatives must wear disposable Nitrile gloves. | 3 | 1 | 3 | All operatives |
| COVID-19  Waste (potentially COVID-19 contaminated) | Health, Safety & Environment  Possible transmission of CV-19 | 3 | 2 | 8  Moderate | Waste to be bagged separately from general rubbish.    Rubbish bags to be tied and left in a designated safe area for 24 hours prior to removal. | 3 | 1 | 3 | All operatives |
| Network misconfiguration | Reputation & Delivery of Product / Service | 3 | 5 | 15  High | Ensure cables are labelled appropriately.  Follow on-site cable-schedules correctly.  IT4A to back-up the local area network (LAN) switches configurations to the network management station (NMS) prior to making any configuration changes.  Follow approved method statement for the configuration activity. | 3 | 2 | 6  Moderate | IT4A operative  &  client |
| System misconfiguration | Reputation & Delivery of Product / Service | 2 | 4 | 8  Moderate | Ensure systems are implemented as per the proven methods.  Tested regression plan | 2 | 2 | 4  Low | IT4A operative  &  client |
| Unforeseen System malfunction | Reputation & Delivery of Product / Service | 4 | 4 | 16  High | Completed integrated FAT completed  Ensure systems are implemented as per the proven methods.  Tested regression plan | 4 | 2 | 8  Moderate | IT4A operative  &  client |
| Accidental disconnection of a network cable | Reputation & Delivery of Product / Service | 3 | 5 | 15  High | Client and IT4A engineers will be cautious in one’s actions to not disturb any existing network connections to switches or servers which may cause the connected devices to have a loss of service. | 3 | 2 | 6  Moderate | IT4A operative  &  client |
| Visibility of the operator screens will be lost for an extended and unplanned period during the work | Reputation & Delivery of Product / Service | 3 | 5 | 15  High | Incorporate a regression plan into the activity method statement.  Notify operators in advance so they can prepare and so work can take place during ‘planned maintenance’. | 3 | 2 | 6  Moderate | IT4A operative  &  client |
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| ***SUMMARY OF REQUIREMENTS:*** | | | | | |
| ***PLANT*** | ***OPERATORS*** | ***TEST CERTIFICATE*** | ***BANKSMAN*** | ***TRAINING*** | |
| *-* | *-* | *-* | *-* | - | |
|  | | | | | |
| ***PERMIT REQUIRED*** | ***Yes*** | ***HAZARDOUS SUBSTANCES*** | ***PPE REQUIRED*** | *Yes* | ***TOOLBOX TALKS*** |
| Electrical | *No* | - | Safety Footwear (Category S3)  EN 20345:2011 | No | - |
| Isolation | *No* | Safety Helmet  EN 397:2012 | No |
| Mechanical | *No* | High Visibility Clothing  High-Vis Jacket  EN 471:2003 &  EN 343:2003  High-Vis Long Sleeve Top  EN ISO 20471:2013 | No |
| Access | *BPSS / SC / CSCS?* | Gloves  EN 420:2003 | No |
|  |  | Gloves for  COVID-19 (disposable nitrile gloves) | Yes |
|  |  | Face mask for COVID-19  (FFP2 mask) | Yes |
| Hot Work | *No* | Safety Glasses  EN 166F:2001 | No |
| Confined Space | *No* | Noise Protection | No |
| Crane | *No* | Client Overcoat | No  (not working in plant area) |
| *Permit to Work/JSA* | *No* | Dosimetry | No |