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| **IT4Automation Ltd**  **RISK ASSESSMENT**  **for**  **CLIENT NAME PROJECT NAME NETWORK INTEGRATION** | | |
| **Client Doc. Ref:**  Commercial-in-Confidence  **Date of site-visit:**  To be confirmed as per the programme | **CLIENT NAME Controls Project Ref:**  Project Name | **Document Date:** 22/02/2017  **Revision:** 2.0  **Revision History**  Version 0.1 – Initial draft (09/01/2017) |
| **IT4A Doc. Ref:**  *IT4Axxxxx*  **IT4A Project. Ref:**  *IT4A-P-xxxxx* |
| ***CONTRACTOR:***  IT4Automation Limited | ***NAME OF PERSON COMPLETING THIS FORM:***  *Duncan Mulrooney* | ***NUMBER OF PERSONS INVOLVED IN ACTIVITY:***  *1* |

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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 provided by CLIENT NAME. Any further medical assistance can be provided by the client’s Occupational Health Centre (248).
* In the case of an emergency please contact ‘786487548654 from a mobile for immediate assistance.
* CLIENT NAME Site Manager, Supervisor or Health and Safety Representative to be informed as soon as reasonably practicable

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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 |
| Radiation (for Project Name building works only) |
| Laser pen |
| Local hazards |

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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 Project Name 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 |  |  |  |  |  |  |  | | Critical |
| 4 |  |  |  |  |  |  |  | |  |
| 3 |  |  |  |  |  |  |  | | High |
| 2 |  |  |  |  |  |  |  | |  |
| 1 |  |  |  |  |  |  |  | | Moderate |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  | |  |
|  |  | **Likelihood** | | | | | |  |  | 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 > £1m 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 £500K - £1m 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 £200K - £500K 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 £100K – 200K 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 < 100K 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% |

| RISK ASSESMENT | | | | | |
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| **HAZARD** | **RISK** | **CONTROL** | **MAXIMUM IMPACT** | **LIKELIHOOD** | **OVERALL RISK** |
| Slips, trips and falls | Health, Safety & Environment | * Wear suitable category S3 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 advise your supervisor. * Use of designated routes. * Barriers and signage to demarcate work area. | 2 | 2 | Minor |
| Electricity | Health, Safety & Environment | * CLIENT NAME Controls / client suitably qualified and experienced engineer (SQEP) to open panel doors and modify cabling inside the panels. * Fibre 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 | Moderate |
| Operational plant and machinery | Health, Safety & Environment | * 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 | Moderate |
| Activities of other contractors/ operators | Health, Safety & Environment | * 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. | 4 | 1 | Moderate |
| Radiation (for Project Name building works only) | Health, Safety & Environment | * Duration of works within process, supervised or controlled areas to be follow ‘as low as reasonably practical’ (ALARP) principles. * Full dosimetry equipment to be worn during works such as electronic personal dosimeters (EPDs) and Criticality Belt in plant areas. * IT4A engineer to be accompanied by a CLIENT NAME Controls engineer in the plant areas when checking network connections in Project Name panels and configuring network switches locally in the Project Name panels with a security-approved IT4A laptop. * All equipment shall be monitored by the client and ‘ensurance approved’ before removal from the area. | 4 | 1 | Moderate |
| Laser pen | Health, Safety & Environment | * An IEC class 2M (CDRH class II) fibre optic visual fault locator (laser pen) will be used only in the event that Project Name fibre optic cable fault diagnosis is required. * Turn off laser pen when not in use. * Never point the laser pen towards eyes. * Never look into the laser pen to inspect laser pen output. * When checking if the laser pen light is emitted from the end of a fibre core, put your finger tip in front of the fibre core and the light should show on the end of your finger tip. Never look into the fibre core. | 3 | 1 | Moderate |
| Local hazards | Health, Safety & Environment | * Adherence to local rules at all times. * No lone working at any time. * Client escort required during works within the SECC and Project Name building. | 4 | 1 | Moderate |
| Network misconfiguration | Reputation & Delivery of Product / Service | * 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. | 2 | 2 | Minor |
| Accidental disconnection of a network cable | Reputation & Delivery of Product / Service | * CLIENT NAME Control 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. | 2 | 2 | Minor |
| Visibility of the operator screens will be lost for an extended and unplanned period during the work | Reputation & Delivery of Product / Service | * Incorporate a ‘visibility’ regression plan into the activity method statement. * Notify operators in advance so they can prepare and so work can take place during ‘planned maintenance’. | 2 | 2 | Minor |

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| ***SUMMARY OF REQUIREMENTS:*** | | | | | | | | |
| ***PLANT*** | ***OPERATORS*** | | | ***TEST CERTIFICATE*** | ***BANKSMAN*** | ***TRAINING*** | | |
| *-* | *Duncan Mulrooney* | | | *No* | *No* | - | | |
|  | | | | | | | | |
| ***PERMIT REQUIRED*** | | ***Yes*** | ***HAZARDOUS SUBSTANCES*** | | ***PPE REQUIRED*** | | *Yes* | ***TOOLBOX TALKS*** |
| Electrical | | *No* | - | | Safety Footwear (Category S3) | | Yes | - |
| Isolation | | *No* | Safety Helmet | | Yes |
| Mechanical | | *No* | High Visibility Clothing – (Jacket) | | Yes |
| Access | | *Yes (SC Cleared)* | Gloves | | No |
| Hot Work | | *No* | Safety Glasses | | No |
| Confined Space | | *No* | Noise Protection | | No |
| Crane | | *No* | CLIENT NAME Controls Overcoat | | No (not working in plant area) |
| *Permit to Work/JSA* | | *No* |  | |  |
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