

LEAFLET 23**SITE RISK ASSESSMENT****CONTENTS****Para****LEAFLET FOR LINE MANAGERS**

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LEAFLET FOR LINE MANAGERS**INTRODUCTION**

1 The Approved Code of Practice (ACOP) of the MHSWR, Regulation 3, states that “a risk assessment should usually involve identifying the hazards present in any working environment or arising out of commercial activities and work activities, and evaluating the extent of the risks involved, taking into account existing precautions and their effectiveness.” Risk assessments must also consider all those who might be affected by the undertaking, whether they are workers or others such as members of the public. This leaflet and the attached guidance provide a practical methodology to be followed to produce a Site Risk Assessment. For large establishments it may prove useful to identify a number of areas making up the whole site in order to ensure that all site hazards are included.

2 Emergency situations such as fire, major oil spillage, bomb and terrorist threats etc should already form part of the Site Accident and Emergency Plans issued by the Commanding Officer/Head of Establishment. These Plans should be practised, reviewed, and amended as required.

3 In addition, other site hazards should be covered within a Site Risk Assessment. Examples of such site hazards are: the condition of roads and paths, derelict buildings, emergency water supply tanks, access to the site by the public - particularly children, and underground electrical supplies and pressure systems.

RELATED LEAFLETS

- 4 Related Leaflets
 - Leaflet - Health and Safety Risk Assessment

LEAFLET 23 ANNEX A**SITE RISK ASSESSMENT****CONTENTS**

Para

GUIDANCE FOR LINE MANAGERS

- 1 Site hazard survey
- 4 Site risk assessment
- 6 Action plan
- 7 Site risk assessment review
- 8 Retention of site risk assessments

GUIDANCE FOR LINE MANAGERS**SITE HAZARD SURVEY**

1 The first step in conducting a Site Risk Assessment, as with any risk assessment, is to document a comprehensive record of the hazards associated with the site. Annex B contains a set of Site Hazard Survey Forms that cover common Site Hazards, and these can be used to form the basis of a formal Hazard Survey to initiate the Site Risk Assessment process. The survey is best undertaken by conducting a site tour, this should be carried out by the Site Safety Adviser and a safety trained nominee from the Property Management or EWC organisations. The survey should encompass all areas of the site that are the responsibility of the Commanding Officer/Head of Establishment, including lodger units.

2 The Site Hazard Survey forms carry a field entitled "Detailed Aspects/Standard Controls", this lists the factors that should be considered in deciding whether the controls that are in place for the hazard are adequate. In the main they represent a set of standard controls that should be employed to reduce the risks associated with the hazards. If the survey identifies that the hazard is applicable, the subsequent risk assessment should address the detailed aspects and, for any shortfalls, recommend additional control measures.

3 The Site Hazard Survey forms cover many common site hazards but they may not cover all the hazards peculiar to a particular site, it is important that all such hazards are identified at this stage.

SITE RISK ASSESSMENT

4 Where the survey indicates that a hazard exists in the subject site/area, a separate Site Risk Assessment form should be completed to cover each site hazard. If the survey found that hazards exist within the 20 "Standard" site hazards detailed in the Site Hazard Survey forms at Annex B then 20 risk assessments should be generated. The Site Risk Assessment pro forma to be used is at Annex C it follows the same principles, outlined in the Leaflet - Health and Safety Risk Assessment. A worked example of a completed Site Risk Assessment is at Annex D.

5 Where a Site Risk Assessment indicates major levels of risk remaining, the Assessor should recommend further control measures. This assessment should then be submitted to the Commanding Officer/Head of Establishment who should detail the action he authorises to be taken to reduce or eliminate the risks identified in the assessment.

ACTION PLAN

6 Due to the nature of the remedial work that a Site Risk Assessment is likely to generate, the costs involved can be considerable. It is recommended, therefore, that the recommendations resulting from Site Risk Assessments are absorbed into an overall Action Plan that assigns responsibilities, priorities and time scales, dealing with the most significant risks as a priority. This Action Plan should be regularly reviewed by the Unit/Site H&S Committee.

SITE RISK ASSESSMENT REVIEW

7 Site Hazards are less liable to change than those associated with activities or processes but the Site Risk Assessment should be reviewed periodically. A 2 yearly interval between reviews should be adequate but where new hazards are introduced onto the site, the risk assessment covering that aspect should be reviewed or a new assessment made.

RETENTION OF SITE RISK ASSESSMENTS

8 Where a Site Risk Assessment identifies a potential for employees to be exposed to a prescribed disease, impulsive noise, or radiation, health screening or surveillance is necessary and the resulting medical records should be kept for 40 years. Risk assessments relating to the work concerned need be held only for as long as they are current; medical records should be referred to for longer-term cases.

9 Risk assessments relating to an injury should be kept with the accident investigation papers for 5 years from the date of the incident, after which they may be destroyed. Risk assessments which do not relate to specific cases of disease or injury may be destroyed as soon as they are no longer effective. Budget areas are free to retain these risk assessments for as long as they wish, and where they have their own insurance arrangements they should consult their insurers on the matter.

LEAFLET 23 ANNEX B**SITE RISK ASSESSMENT****SITE HAZARD CHECK LIST**

SITE HAZARD	DETAILED ASPECTS/STANDARD CONTROLS	APPLICABLE (Y/N)	SURVEY NOTES
1 Site Security	<ul style="list-style-type: none"> a. Perimeter fences, gates sound & maintained, known hazards fenced b. Access by children to hazards prevented from Married Quarters /crèches etc. within the wire c. Signs & Notices posted d. Site regularly patrolled especially hazard areas - water courses etc. (are patrols "lone workers"?) e. Security cameras operated f. Security lights installed g. Alarms installed h. Unused buildings locked, windows shuttered and key control in operation i. H&S performance considered in selection of private guards j. Control of guard dogs 		
2 Fire	<ul style="list-style-type: none"> a. Fire patrols/fire wardens established b. Liaison with local brigade established - contact telephone numbers available to Duty Staff and in Guard Room c. No Smoking policy initiated d. Fire exits indicated and emergency lighting operable e. Alarms, sprinklers etc. maintained f. Secure storage of flammable materials g. Extinguishers available and maintained h. "Housekeeping" maintained to prevent flammable/combustible materials accumulating i. Emergency water supply tanks provided j. Signs & Notices posted k. Access to high places restricted/controlled 		
3 Explosives	<ul style="list-style-type: none"> a. The site licensed b. Signs and Notices posted c. Policies for disposal/removal established d. Records of type/quantities of explosives used e. Records available of Explosives Inspections/Audits 		

4 Chemicals/Fuels/Oils	<ul style="list-style-type: none"> a. List of substances held, stored or used b. Policy for further chemical holdings/storage c. Signs & Notices in place d. COSHH Assessments available on site for substances held/used and arrangements to review and maintain records of assessments e. Emergency procedures formulated f. Any chemically contaminated areas identified g. Chemicals segregated where appropriate 		
5 Biological	<ul style="list-style-type: none"> a. Activities involving biological agents carried out on site b. Organisms involved and location of activity c. Contaminated areas identified d. Signs & Notices posted e. Organic waste disposal areas on site identified and controlled f. COSHH Assessments available on site and arrangements in place to maintain and review assessments g. Sewage tanks identified and policy for emptying/cleaning formulated h. Standing water treated/drained i. Cooling towers, showers etc. treated for legionella 		
6 Asbestos	<ul style="list-style-type: none"> a. Asbestos register maintained b. Signs & Notices posted c. Policy formulated for removal/retention d. Licensed contractors used for removal e. Information available to Contractors & Maintenance workers 		
7 Radiation	<ul style="list-style-type: none"> a. Activities carried out on site involving the use/production of radioactive material b. Registers & records maintained c. Disposals recorded d. Signs & notices posted e. Radioactive contaminated areas identified f. Exclusion zones/control of access 		
8 Pathways and Roads Access and Egress	<ul style="list-style-type: none"> a. Condition of roads, paths, gangways, stairs, bridges, etc. maintained b. Signs and Notices posted c. Emergency access routes operable and maintained d. Trip hazards & protruding object hazards removed e. Access to high places restricted f. Speed limits posted g. Street lighting h. Condition of doors, gates etc. monitored and maintained i. Hedges and ditches maintained j. Essential paths and roads included in ice and snow clearance plans k. Speed reduction measures, traffic lights, controlled access onto main roads where appropriate 		
9 Outdoor Plant & Equipment	<ul style="list-style-type: none"> a. Ownership of plant identified and all plant included in Risk Assessments b. Accessible and/or decommissioned plant made safe/fenced/sealed - especially from children c. Measures to reduce plant noise where appropriate 		

10 Condition of Buildings and Estate	<ul style="list-style-type: none"> a. Inspection & maintenance programme in place b. Maintenance work monitored c. Signs & Notices posted d. Emergency procedures notified e. Derelict/demolished buildings secured against access especially by children f. Dangerous/hazardous trees or shrubs (fire/falling) 		
11 Site House-keeping	<ul style="list-style-type: none"> a. Site clearance policy b. Approved waste removal Contractors employed c. Ground maintenance programme d. Shelves, racking and stacked/stored items maintained safely especially in open spaces accessible to children 		
12 Confined Spaces	<ul style="list-style-type: none"> a. Register of confined spaces maintained b. Unauthorised entry prevented by security and permit to work c. Policy formulated for removal/opening up. d. Inspection/maintenance programme instituted with permit to work control e. Emergency procedures devised f. Signs & Notices posted 		
13 Electrical	<ul style="list-style-type: none"> a. Position of below ground supply cables recorded b. Overhead supply cable runs maintained/protected c. Isolation/shut off procedures effective d. Inspection/maintenance programme in place e. PCBs identified and control/removal policy formulated f. Lightning conductors maintained g. Signs & Notices posted 		
14 Water	<ul style="list-style-type: none"> a. Effective shut off method whereabouts known and available b. Underground pipe runs recorded c. Inspection/maintenance procedures in place d. Access to deep storage tanks strictly controlled e. Signs & Notices posted f. Liaison with Water Board maintained 		
15 Gas	<ul style="list-style-type: none"> a. Effective shut off method whereabouts known and available b. Underground pipe runs recorded c. Inspection/maintenance procedures in place d. Signs & Notices posted e. Liaison with Gas Authority maintained f. Emergency plan formulated 		
16 Pressurised Gas	<ul style="list-style-type: none"> a. Quantities held & location of pressurised gas holdings recorded b. Storage methods secure and adequate c. Inspection/maintenance programme in place d. Emergency procedures formulated e. Policy for removal formulated f. Signs & Notices posted 		
17 Storage Tanks	<ul style="list-style-type: none"> a. Position of, substances and quantity held recorded b. Policy for emptying/removal/making inert c. Inspection/maintenance programme in place d. Condition of containment bunds monitored e. Emergency plan formulated f. Signs & Notices posted 		

18 Falls & Falling Objects	<ul style="list-style-type: none"> a. Access to roofs, towers etc. strictly controlled b. Inspection/maintenance programme for stairs, towers, masts etc c. Inspection pits filled, fenced, or securely covered d. Drain covers secure e. Crawler board areas of roofs identified f. Stability of towers/masts assured g. Signs & Notices posted h. Storm drains Risk Assessments completed and any necessary action taken 		
19 Contractors and Visitors	<ul style="list-style-type: none"> a. Control/record of Contractors/Visitors coming on to site exercised at point of entry b. Contractors/Visitors informed of emergency procedures c. Risk Assessments completed for Contractors' work involving significant hazards d. CDM Regulations 1994 applied for Contractors where applicable e. Permit to Work and written Safe Systems of Work for Contractors strictly applied f. Contractors' compounds are included in Site Safety Tour programme and meet requirements of Workplace Regulations g. Exchange information with contractors(including, where appropriate, risk assessments) 		
20 Emissions and Processes	<ul style="list-style-type: none"> a. Hazardous/polluting Emissions identified: <ul style="list-style-type: none"> i. Air ii. Land iii. Water b. Emission control policy established and in operation c. Process waste identified and controlled d. Records of all transactions concerning waste e. Monitoring of emissions/waste 		
21			
22			
23			

LEAFLET 23 ANNEX C

SITE RISK ASSESSMENT

ESTABLISHMENT:	SER/REF No:
HAZARD SURVEY TOPIC:	
DESCRIPTION OF HAZARDS:	
EXISTING CONTROL MEASURES:	
RISK OUTSTANDING:	LIKELIHOOD X SEVERITY = RISK RATING

RISK RATING		RATING ACTION BANDS	
LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED
1 Most unlikely	1 Trivial injury/ies	1&2 Minimal Risk	Maintain control measures
2 Unlikely	2 Slight injury/ies	3&4 Low Risk	Review control measures
3 Likely	3 Serious injury/ies	6&8 Medium Risk	Improve control measures
4 Most Likely	4 Major injury/ies or death	9, 12 & 16	Improve controls immediately/consider stopping work
To establish Risk Rating, multiply "Likelihood" by the "Severity"			

FURTHER ACTION/MEASURES RECOMMENDED:		REVISED RISK RATING:
ASSESSOR:		
Name:	Signature:	Date:
ESTABLISHMENT HEAD/COMMANDING OFFICER'S REMARKS:		
<p>I agree with the Health and Safety Assessment recorded above. * There are no outstanding actions/I have taken the following actions: (* Delete as appropriate)</p>		
Date to be Reviewed:	Reason for Review:	*Follow up action/Annual/Task Change: (*Delete as appropriate)
Name:	Signature:	Date:

LEAFLET 23 ANNEX D

EXAMPLE SITE RISK ASSESSMENT

ESTABLISHMENT: <i>NOWHEREAT HALL</i>	SER/REF No: <i>1</i>
HAZARD SURVEY TOPIC: <i>Site Security</i>	
DESCRIPTION OF HAZARDS: <i>Exposure by unauthorised persons to hazards - children, teenagers (MQ on 2 sites inner area and in outer area). (NB 500 children over 4 day period.)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <i>Confined Spaces Tanks Derelict Buildings/Fires in derelict buildings Air Drops (Gate access not manned) Heavy lorries - 24 hour service to RN Distribution Point Gliders launched - outer area</i> </div> <div style="width: 48%;"> <i>Ducts underground Heights - water tanks Hangars - Cutting grass on roofs Unauthorised use of perimeter track/airfield by teenagers (bikers) Hangar roofs accessible to children adjacent to MQ.</i> </div> </div>	
EXISTING CONTROL MEASURES: <i>Police patrol 2/day from Corsham</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <i>Instructions/Daily Orders Surveillance from Control Tower during Air Drops Boarding up of known hazards/fencing Families Bulletin Signs/notices</i> </div> <div style="width: 48%;"> <i>Controlled areas (lights) to drop zones Inside inner area - military patrols Speed limits Car passes/controlled access to inner area Station Staff Officer appointed to cover whole site. Supervision (surveillance)</i> </div> </div>	
RISK OUTSTANDING: 1. Inside wire - inner area Hazards to children (MQ inside site) Slips/Trips, Traffic injuries. 2. Outside wire - outer area. Full range hazards still possible after limited access control measures taken (children/teenagers).	LIKELIHOOD X SEVERITY = RISK RATING 1. 1 x 3 = 3 2. 4 x 4 = 16

RISK RATING		RATING ACTION BANDS	
LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED
1 Most unlikely	1 Trivial injury/ies	1&2 Minimal Risk	Maintain control measures
2 Unlikely	2 Slight injury/ies	3&4 Low Risk	Review control measures
3 Likely	3 Serious injury/ies	6&8 Medium Risk	Improve control measures
4 Most Likely	4 Major injury/ies or death	9, 12 & 16	Improve controls immediately/consider stopping work
To establish Risk Rating, multiply "Likelihood" by the "Severity"			

FURTHER ACTION/MEASURES RECOMMENDED: <i>Outer Area</i> <i>Notices prohibiting access</i> <i>Fencing off MQ areas (Wellington Place)</i> <i>Manning of HGV Gate (Call up system for HGV drivers to RN Distribution Point when gate opening is required).</i> <i>Fencing off hangars adjacent to Wellington Place.</i> <i>Increased frequency of patrols and regular Site Safety Tours.</i>		REVISED RISK RATING: <i>Hazard Awareness Programme.</i> <i>Lodger Units - complete Risk Assessments</i> <i>(use of lorries/unauthorised burning etc)</i> <i>Fence off grouse wood</i> Revised Risk Rating 1 x 4 = 4	
ASSESSOR:			
Name: R BLOGGS		Signature: 	
		Date: June 1998	
ESTABLISHMENT HEAD/COMMANDING OFFICER'S REMARKS:			
I agree with the Health and Safety Assessment recorded above. * There are no outstanding actions/I have taken the following actions: (* Delete as appropriate)			
Date to be Reviewed:		Reason for Review:	
		*Follow up action/Annual/Task Change: (*Delete as appropriate)	
Name:		Signature:	
		Date:	