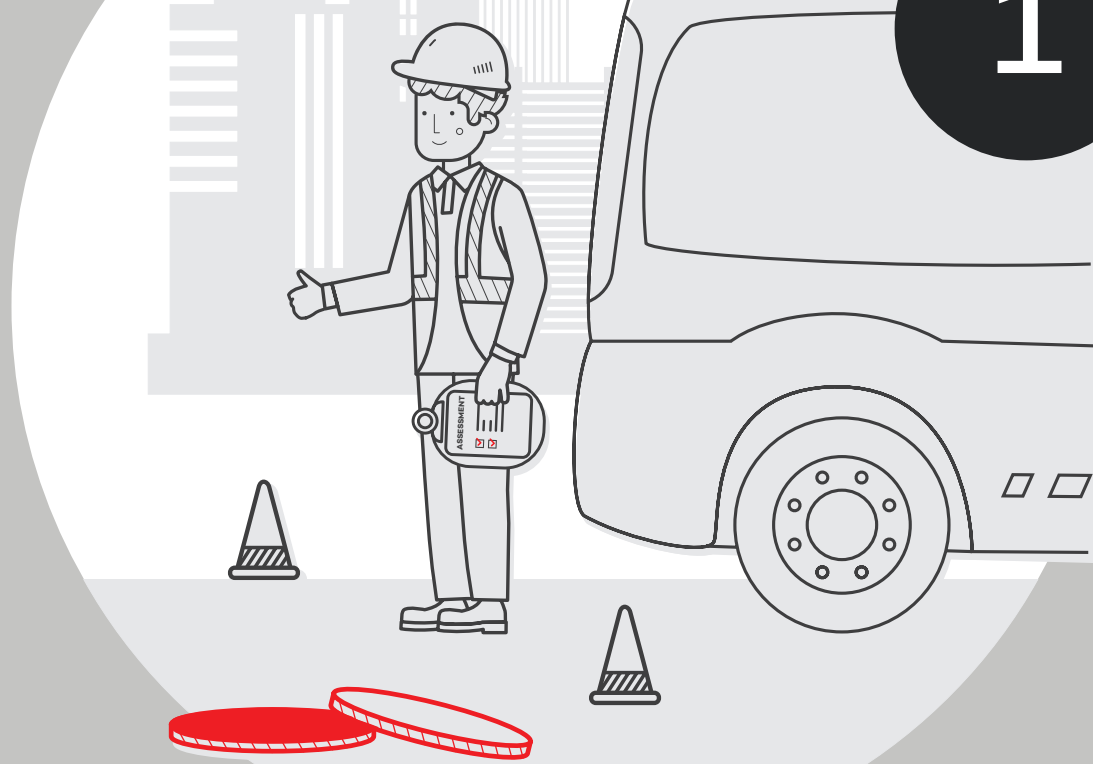


TOOLBOX TALKS



THE UNDERTAKING OF RISK ASSESSMENTS



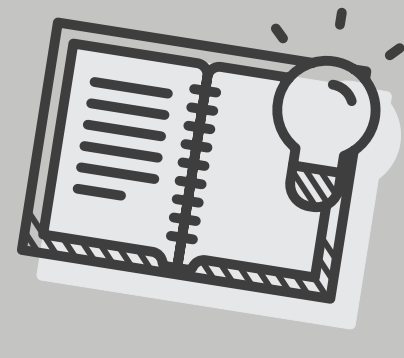
LINE MANAGERS/ SUPERVISORS

Line Managers/Supervisors **MUST** ensure that specific Risk Assessments are undertaken in order to control workplace activities and that appropriate information is utilised in **Risk Assessment** formulation.

RISK ASSESSMENT UNDERTAKING

All who undertake Risk Assessments shall identify the Hazards associated with proposed work activity.

- Risk Assessment – This is the process of identifying hazards, their subsequent risks and assessing them to determine, prioritise and implement suitable control measures
- Hazard – This means anything with the potential to cause harm
- Risk – This is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be
- Control Measure – This is the steps/actions taken to prevent harm occurring



AFFECTED BY HAZARDS

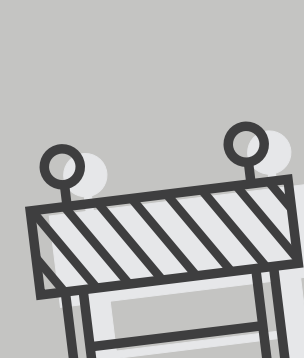
All who undertake Risk Assessments **MUST** be required to identify who may be potentially affected by the hazard. The identification process **MUST** take account of:

- Employees
- Contractors
- Site Visitors
- Members of the Public

EVALUATING RISKS

Those undertaking Risk Assessments **MUST** be required to evaluate risks in order to ensure that suitable controls are adopted. Suitable controls being those that reduce the risk of harm being realised to their lowest level. Risk **MUST** be categorised in the ranges of:

- LOW
- MEDIUM
- HIGH



RISK ASSESSMENT REVIEW

Line Managers/Supervisors **MUST** ensure all who undertake Risk Assessments document their findings and to ensure they are reviewed when:

- They are deemed to be no longer valid
- When circumstances change
- Annually if none of the above

EMPLOYEES

Employees **MUST**:

- Adhere to safety, health and environmental information provided
- Stop work immediately and report to the Line Manager/ Supervisor if any documented controls cannot be achieved



REMEMBER

Risk Assessment should be a team event drawing on the experience and knowledge of the team.

SUMMARY

- Specific Risk Assessments **MUST** undertaken to control workplace activities
- Those who undertake Risk Assessments **MUST** identify the hazards associated with the work activity
- Identify who may be affected by our works including employees, contractors, site visitors and members of the public
- Evaluate the risks as low as reasonably practicable
- When undertaking a Risk Assessment, document the findings and ensure the assessment is reviewed when no longer valid, circumstances change or annually
- If in doubt, stop work immediately and inform your Line Manager/Supervisor

TOOLBOX TALKS



FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT