# Unit IG2: Risk assessment

**Declaration:** By submitting this assessment (Parts 1 – 4) for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

**Important note:** You must refer to the document ‘Unit IG2: risk assessment – Guidance and information for learners and Learning Partners’ while completing all parts of this assessment. Your Learning Partner should provide you with a copy, but it can also be downloaded from the relevant resources section for this qualification on the NEBOSH website.

# Part 1: Background

## You should aim to complete this section in 150 - 200 words.

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| **Topic** | **Comments** |
| Name of organisation\* | Rich Steel Pvt Ltd |
| Site location\* | Perumbavoor, Ernakulam, Kerala |
| Number of workers | 104 |
| General description of the organisation | Rich Steel Pvt Ltd is a professionally managed organisation and a leading manufacturer of Stainless Steel food processing equipment. The company has its Office, Warehouse, Manufacturing unit, painting booth etc located in the same premise. The company manufactures Pharmaceutical Processing Equipment, Food & Spices Processing Equipment and Fruits & Vegetable Processing Equipment.  They concentrate their research and engineering resources into developing and manufacturing specialist types of equipment and meet specific requirements of the food industry. The activities such as transport of raw material from warehouse, assembling, shaping, painting and quality checking are being carried out here.  The company works 14 hrs a day. Workers work in shifts where morning shift start from 8AM to 3PM. The workers in second shift continue the work till 10PM. |
| Description of the area to be included in the risk assessment | Risk assessment will cover the manufacturing unit. |
| Any other relevant information | The HSE Officer who can report directly to the Managing Director has responsibilities of health and safety at the work site |

* If you’re worried about confidentiality, you can invent a false name and location for your organisation but, all other information provided must be factual.

## You should aim to complete this section in 100 - 200 words.

Note: this section can be completed after you have competed your risk assessment.

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| Outline how the risk assessment was carried out this should include:   * sources of information consulted; * who you spoke to; and * how you identified:   + the hazards;   + what is already being done; and   + any additional controls/actions that may be required. | Before doing a work site inspection and interview, I checked the ILO ([https://www.ilo.org/wcmsp5/groups/public/---ed\_protect/---protrav/---](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/normativeinstrument/wcms_164653%20.pdf) [safework/documents/normativeinstrument/wcms\_164653 .pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/normativeinstrument/wcms_164653%20.pdf)) and HSE websites (<https://www.hse.gov.uk/pubns/indg291.pdf>  <https://www.hse.gov.uk/work-equipment.machinery/>) for international code pertaining to health and safety procedures on the job.  The ILO centenary Declaration and the British HSE website were enough for evaluating and determining the appropriate extra control measures based on the basic hierarchy of control. I learned about the practical aspects of working in the organisation through effective conversation with workers, HSE officer, and the Managing Director. This also aided in identifying the threads present and the appropriate control measures. Following a rigorous examination to determine the efficacy of current control methods, it was discovered that certain workers are still ignorant of the importance of wearing a mask hand gloves and safety glasses. It was suggested that new personnel be required to attend safety training course.  I also looked through the accident book and leave record to see if there were reoccurring accidents or sick leaves for the same reasons.  The knowledge gained from the inspection improved subsequent evaluation and facilitated the implementation of additional control measures. |

# Part 2: Risk Assessment

Organisation name: Rich Steel Pvt Ltd Date of assessment: 13/08/2021

Scope of risk assessment: Manufacturing unit

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
| 1. **Electrical Hazard**  Defective insulation in wires as well as aged and mishandled electric tools | Workers, Managers and Visitors who come in contact with the environment.  Workers who use the equipment, as well as anyone who comes in contact with it, may suffers from electrical shock, burns or even death. | 1. Strict supervision is given to ensure that the equipment is high quality 2. All the employees are educated to spot flaws and raise awareness about potential hazard caused by the equipment. | 1. To prevent substantial damage to the work area, and ELCB (Earth Leakage Circuit Breaker) must be installed. 2. To ensure work safety, teach them how to administer emergency first aid. 3. Provide personal with the necessary information education and training on how to utilise the equipment. 4. Maintain the equipment. 5. To avoid the electrical shock, provide sufficient electrical insulation for cable wires. 6. Replace any equipment that cannot be maintained or repaired. | 1. 2 days 2. 1 Week 3. 1 Week 4. 1 Month 5. 2 Weeks 6. 4 Month | 1. Electrician 2. Supervisor 3. Supervisor 4. Site Engineer 5. Supervisor 6. Site Engineer |

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
| **2. Hazardous Substances**  Inhaling paint particles or coming into contact with skin | Painting employees in spray booth as well as other workers who enter the painting area while the painting process is underway.  Paint contains dangerous chemicals such as isocyanides, adhesives, so on. These chemicals, when inhaled or swallowed can induce head ache and nausea as well as harem to the liver, kidneys and brain.  Direct contact with the skin causes irritation and burns; paint vapour or mist may also irritate the eyes. | 1. Spraying actions are carried out by qualified personnel. 2. The praying process takes place in an enclosed spray booth. 3. Workers are accustomed to using suitable PPE such as mask, gloves, and so on. 4. Provided pray guns with a well- ventilated space. | 1. Think about putting in place a surveillance programme for relevant staff. 2. Local Exhaust Ventilation (LEV) shall be installed. 3. Provide workers with task rotation and frequent intervals. 4. Air-fed masks, hydrophobic cloths boots and gloves should be provided to painters. | 1. 1 Month 2. 1 Month 3. 1 Week 4. 3 days | 1. Safety Manager 2. Supervisor 3. Supervisor 4. Project   Manager |
| **3. Load Handling**  Mobile cranes are used to transport finished machines. | All workers and crane operators, as well as all other visitors to the work site.  Death or fracture as a result of a suspended weight falling from a crane. Death, head injury, or property damage as a result of  a cargo falling while | 1. Conduct a safety induction for all personnel and operators on lifting safety procedures. 2. Cranes were outfitted with an automatic safe load indication that provided the crane operator with both a visible and aural warning. | 1. Operators will be strictly restricted from engaging any practise which will divert attention from the operation machine. 2. Careful supervision are to be implemented strictly watch the operator while a load is suspended. 3. A new rule has to implemented so that the | 1. 1 Day 2. 1 Day 3. Daily | 1. Supervisor 2. HSE Officer 3. Supervisor |

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
|  | being lifted. The crane over turning resulted in the death or serious harm of the workers. | 1. A tool box talk/general safety awareness about the lifting operation is given 2. There is barricading in the work area 3. A tag line was used to direct the load into position and prevent it from whirling when handling lengthy or big loads 4. The crane operator maintains a consistent speed while jibbing, lifting and swinging the cargo. 5. Crane operators, supervisors and signalmen all received training from an   authorised third party. | operator should ensure that he has to be removed and cabin is to be locked when he is on break or at the end of his shift.   1. All instruction to the crane operator will be given by the supervisor, (where possible two way radio communication to be used.) 2. Where nylon belt is used to lift the load which have sharp edge place, timber between load and nylon belt. | 1. 1 Week 2. 1 Day | 1. Project   Manager   1. Supervisor |
| **4. Noise Hazard**  The machinery is making a lot of noise. (for example, lathe, a drilling machine, a grinding | Workers, supervisors, and members of the general public who are present in the work area.  Excessive loudness might be harmful. Noise  causes noise-induced hearing loss (NIHL), | Restriction on the admittance of undesired employees and personnel, or maintain a safe distance from source of the noise. | 1. Develop a distinct policy plan for the acquisition of low-noise machinery. 2. Place something between source of the noise and the employees. (curtains or acoustic walls) | 1. 6Month 2. 3 Month | 1. Project   Manager   1. Project   Manager |

Learner number: 00471604 Learner name: Aswath D Babu Page **5** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
| machine, so forth) | permanent hearing damage and so on. High noise levels can irritate or disturb workers, resulting in stress, temporary loss of hearing sensitivity, and temporary tinnitus. |  | 1. Maintenance should be performed on a regular basis on the equipment 2. Provide workers with ear muffs and ear plugs. 3. Limit the amount of time you spend dealing with the noise sources. | 1. 2 Month 2. 1 Week 3. 1 week | 1. Site Manager 2. Supervisor 3. Supervisor. |
| **5 Slips and Trips**  Slips are induced by slanted walking surfaces, and oil spills is caused by a lack of proper housekeeping. | Workers, supervisors and visitors.  Slips and falls on the floor can result in injuries such as hand fractures, leg fractures and major head injuries. | 1. Weekly cleaning are completed. 2. Personal protective equipment is supplied such as higher angle cuff boots. 3. Appropriate illumination is given. 4. Appropriate paths are provided. | 1. Improve electric wiring systems to avoid trips. 2. Provide adequate storage space for equipment and materials. 3. Provide wiring signs to help people avoid potential hazards. 4. On a daily basis provide improved housekeeping. 5. Provide instructions and information on the hazards of slips and trips, as well as control methods. | 1. 1 month 2. 2 months 3. Days 4. Daily 5. 2 weeks | 1. Supervisor 2. Site Engineer 3. Site Engineer 4. Supervisor 5. Supervisor |
| **6. Fire Hazard**  Cutting a huge sheet, pipe, beam, etc using a gas  cutting set, resulting in an | Visitors and workers in the work area.  People may suffer burns injuries, or even death as a result of the gas cylinder explosion. | 1. Workers are well trained 2. There is a water connection, fire bucket with sand, and a fire extinguisher. | 1. All combustible materials in the working area, such as plastic, wood, paper and so on must be removed. 2. Fire-resistant blanket is available. | 1. Daily 2. 2weeks | 1. Work Manager 2. Project   Manager |

Learner number: 00471604 Learner name: Aswath D Babu Page **6** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
| explosion due to a spark. |  | 1. Performs a thorough risk assessment in the work place. 2. Use of proper PPE such as gloves, safety googles and so on. | 1. Work components can be relocated to a safe location for cutting, and this area must be secluded from the other workers. 2. Equipment such as oxygen and acetylene cylinders, flexible hose, valves, pressure gauge, and nozzle flash back arrestors must be examined on a regular basis. 3. A fire watcher must be present during the hot work period. | 1. Immediately 2. Daily 3. 2 months | 1. Supervisor 2. Supervisor 3. Project   Manager |
| **7 Work equipment**  Machines with visible belts and gears. | Workers, other operators, and member of the general public.  When they come into contact the body they can cause injuries, fractures, and even death in some cases. | 1. Machines are serviced on a regular basis. 2. Workers and operators receive proper training. | 1. Provide Personnel Protection Equipment (PPE) such as gloves, boots, safety armour jackets, helmets and so on. 2. Installation of emergency stop switches is required. 3. Risk assessment sessions will be conducted in addition to training. | 1. 1 week 2. 2 weeks 3. 1month | 1. Supervisor 2. Workshop Manager 3. HSE officer |

Learner number: 00471604 Learner name: Aswath D Babu Page **7** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
|  |  |  | 4. Machine operation must be made more authentic. | 4. 1 month | 4. Project  Manager |
| **8 Vibration Hazard**  Vibration caused by the grinding and milling machines. | Workers.  It is responsible for health issues such as hand-arm vibration syndrome (HAVS) and whole-body vibration. Constant vibration lowers blood flow to the arm, hand and fingers. | 1. The employee is wearing anti-vibration PPE gloves. 2. Proper instruction on how to operate the machine are provided. | 1. Equipment’s will be advised to service on a regular basis. 2. A separate policy plans shall be developed for purchasing low noise machineries. 3. Time shift shall be introduced for workers, and thus limit the effect of vibration. 4. Health surveillance program has to be provided for workers. 5. The time of worker uses vibration tool shall be limited. A break time for 10 to 15 min from tool use shall be allowed in an hour | 1. 3 months 2. 6 months 3. 1 week 4. 3 weeks 5. 3 days | 1. Site Manager 2. Project   Manager   1. Supervisor 2. Project   Manager   1. Supervisor |

Learner number: 00471604 Learner name: Aswath D Babu Page **8** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
| **9 Movement of People and Vehicles in Workplace**  Heavy vehicles and trucks transporting raw materials, as well as pedestrians, share the  same path. | Pedestrians, visitors, and employees  Trucks and other vehicles delivering massive goods to the site share the same path as the pedestrians and visitors this can result in an accident resulting in catastrophic injuries or even death. | 1. Experienced drivers have been assigned. 2. The vehicles top speed is limited 15 kilometres per hour. | 1. When the vehicle is passing proper supervision must be provided. 2. Install zebra crossings and sign boards. 3. A Distinct pedestrian and visitor walking area will be established. | 1. Daily 2. 3 weeks 3. 3 months | 1. Supervisor 2. HSE Officer 3. Project   Engineer |
| **10 Work**  **Equipment**  Employees use machinery without removing ornamentation. | Machine operators and workers.  All of these effects are possible: cutting, crushing, shearing entanglement, and trapping. As a result physical parts, notably the hands, are at risk of  harm. | Proper awareness session has been delivered. | 1. Safety precautions must be put in place. 2. Forbid employees from wearing loose clothing or jewellery. 3. Coveralls must be supplied. | 1. Month 2. Immediately 3. 2 days | 1. Maintenance Engineer 2. HSE Officer 3. Supervisor |
| **11 Fire Hazard**  Gas cylinder storage and transportation | All workers, even those at neighbouring sites.  Workers may be burned as a result of explosion. | 1. Keep LPG cylinders away from combustible materials 2. Display notices in workforce- understood language are displayed | 1. To protect gas cylinder from the sun’s rays. It must be properly shielded. The shelters will be built with fire resistant materials. 2. Maintain the operational readiness of all firefighting equipment. | 1. 2 weeks 2. 1 week | 1. Project   Manager   1. HSE Officer |

Learner number: 00471604 Learner name: Aswath D Babu Page **9** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
|  |  | 1. Placed fire extinguishers in strategic locations 2. Always keep or store LPG cylinders vertically 3. Notices such as ‘’ LPF- Highly Flammable, ‘’ No   SMOKING,’’ and ‘’ NO NAKED FLME’’ are  made available for display. | 1. All on-site personnel must be trained on basis firefighting procedures on a regular basis to ensure that they can be operate and use firefighting equipment efficiently. 2. A safe separation distance of at least 6 metres (20 feet) between LPG cylinder and other gas cylinders such as oxygen cylinders, must be maintained. 3. The storage shed must be kept secure by using a lock and key. The key must   always be readily available. | 1. 1 week 2. Immediately 3. 1 week | 1. HSE Officer 2. Supervisor 3. Supervisor |
| **12 Manual**  **Handling**  Raw materials, motors, and other goods are manually moved from yard into the workshop. | Workers who perform lifting activities.  Carrying large items can result in back injuries, crush injuries to the hands, fingers, forearms, and feet, muscle and ligament strain and tear injuries, hernias strain and muscle soreness. | Proper team work is readily apparent. | 1. Trolleys and trucks are available. 2. To reduce manual handling fork lift and mobile cranes must be used. 3. Adequate information and basic training technics (kinetic handling) must be supplied. 4. A storage room must be made available for the delivery of heavy items directly to the work site. | 1. 2 months 2. 6 months 3. 1 week 4. 3 months | 1. Project   Manager   1. Project   Manager   1. Supervisor 2. Project   Manager |

Learner number: 00471604 Learner name: Aswath D Babu Page **10** of **15**

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| **Hazard category and hazard** | **Who might be harmed and how?** | **What are you already doing?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Responsible**  **person’s job title** |
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Learner number: 00471604 Learner name: Aswath D Babu Page **11** of **15**

# Part 3: Prioritise 3 actions with justification for the selection

## Suggested word counts

Moral, general legal and financial arguments for all actions: 300 to 350 words

## For EACH action:

Specific legal arguments: 100 to 150 words Likelihood AND severity: 75 to 150 words

How effective the action is likely to be in controlling the risk: 100 to 150 words

# Moral, general legal and financial arguments for ALL actions

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| Moral, general legal and financial arguments | Rich Steel Pvt Ltd, like any other company, has a moral obligation to protect all of its employees. All employees anticipate working in a safe environment and returning home to their families and friends uninjured. For example, the employer has a moral obligation to provide adequate PPE to reduce the risk of injury from the hazard. The danger causes a health problem that can have a substantial influence on the worker’s and their family’s lives. Seeing serious injuries to other workers may have an effect on their mental health.  Any workplace accident or incident can have a financial impact: even a mishap can result in missed time for the organisation, which can hurt productivity and profits inadvertently. Many expenses are either uninsurable or extremely costly to insure. People may need to be trained to replace the injured employee during the investigation period, which may require time away from their regular duties. Other may have to increase their work load to cover for the injured worker. some accidents, such as fire and explosion, may result in financial difficulties for the organisation. The financial impact on the firm might be nearly as disastrous.  The employer is legally obligated to ensure employee’s well-being, health and safety on the work. The International Labour Organisation (ILO) establishes a variety of health and safety standards and guidelines. The occupational safety and health convention(C155) and the occupational safety and health and the working environment, which must be reviewed at the regular intervals, either overall or in specific areas, with the goal of identifying major issues, developing effective solutions or establishing priorities. To enhance health and safety on the job site, India’s laws have created various statutes and court procedure to deal with any  violation that occur. Enforcement actions like prohibition of freezing prosecution, fine etc are being considered. |

**Justification for action 1**

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| Action | To prevent substantial damage to the work area, an ELCB (Earth Leakage Circuit Breaker) must be installed. (Hazard category: Electrical Hazard) |
| Specific legal arguments | The International Labour Organization’s (ILO) Convention C 155 and Recommendation R164 are particularly applicable to occupational health and safety requirements. The regulation states that an employer must follow regulatory guidelines to ensure workplace safety, as well as safe and practical job activities, equipment and materials. The Factories Act 1948 (section 23) was enacted to bring together the legislation that govern factory workers who operate with machines. Legal arguments exist for the Health and Safety Executive (HSE)  and the World Health Organisation (WHO) to improve human health and safety on the job. The manufacturing firm is in violation of the laws listed above. |
| Consideration of likelihood AND severity | The sparks and malfunctioning electric circuit are more likely to cause serious injuries and burns to the workers. Those who work on damaged socket are at risk of receiving electric shock workers must operate in close proximity to the machinery and may sustain injuries as a result.  The severity here is catastrophic. According to the manual, I was able to categories the severity into minimal, minor, major and catastrophic. According to the severity categories listed here, workers who are burned or injured as a result of sparks or circuit leakage we need to be hospitalised. They have the potential to be fatal depending on length of exposure. It is generally severe and demands hospitalisation however it can be fatal  in rare cases. |
| How effective the action is likely to be in controlling the risk. This should include:   * the intended impact of the action; * justification for the timescale that you indicated in your risk assessment; and * whether you think the action will fully control the risk. | The intensity of the hazard could be reduced by erecting barriers constructed of sound – absorbing materials. As a result of the noise reduction, all employees will be able to operate in a safe environment.  A one- month timeframe during which the procurement manager will be able to obtain the supplies needed to setup system.  As long as the company remains open, this approach will effectively control the risk of noise. Given that the use of equipment is necessary, this would be the best strategy for reducing workers illness. |

**Justification for action 2**

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| Action | Local Exhaust Ventilation (LEV) shall be installed. (Hazard category: Hazardous substance) |
| Specific legal arguments | The ILO Convention C 155 and Recommendation R 164 encourage workers to protect their health and safety at work. According to the International Labour Organisation, Convention C148 protects workers from occupational dangers in the workplace caused by air pollution. Employers are required by these Codes of  Practice to create a safe working environment. Employers must also record and report occupational accidents and illness, according to the ILO Code Of Practice. |

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|  | Breaching these laws will result in enforcement actions, as well as legal formalities such as enforcement actions, prosecutions, ban or freezing of activity, and so on. |
| Consideration of likelihood AND severity | The chances of a worker being unwell as a result of inhaling paint and dust in extremely high. Allergy-prone workers will acquire allergic rhinitis, while auto- immunized workers would develop allergy and, eventually asthma.  According to the severity scale indicated the first step, the intensity here can range from small to large,  resulting in allergic concerns don’t require much medical attention to severe asthmatic episode exacerbation that require rapid hospitalisation. Asthma can be life-threatening at times. |
| How effective the action is likely to be in controlling the risk. This should include:   * the intended impact of the action; * justification for the timescale that you indicated in your risk assessment; and * whether you think the action will fully control the risk. | By reducing the amount of paint particles that escapes into the atmosphere. Local Exhaust Ventilation (LEV) will have a substantial impact. The time allocated for it is one month which is more than enough time to install anything that is publicly available. In the event of financial difficulties or a delay in receiving conformation from the organization’s head, the period may be extended. The industry has a ventilation system in place, but it is insufficient to remove all of the dust.  This step would effectively control the worker ill health and unwelcome particle exposure. If all of these  changes are taken simultaneously, they will result in a considerable improvement in the organization’s working environment. |

**Justification for action 3**

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| Action | Provide workers with Ear Muffs and Ear Plugs. (Hazard category: Noise Hazard) |
| Specific legal arguments | The International Labour Organisation’s (ILO) Convention C 155 and Recommendation R164 set requirements for occupational health and safety on the job. In order to ensure workplace safety and undertake safe and practicable job activities an employer must adhere to these legal norms. The Factories Act of 1948 contains standards for people who operate with machines (section23). The Health and Safety Executive (HSE) has enacted legislation specifically for the textile sector. The World Health Organisation (WHO) has also proposed a number of legal arguments for improving worker health and safety. There is a violation of mentioned legislation in this circumstance. If an accident occurs as a result of this violation the  organisation will be required to follow legal procedures. As a result of ban, the organisation will have to close operations. Prosecution, jail time, legal fines and compensation claims will all be on the table for authorities. |
| Consideration of likelihood AND severity | The likelihood of illness as a result of the heavy noise produced by the machines is very considerable. This is due to the fact that the factory’s machines run continuously and employees are exposed to it.  According to the manual I was able to categories the severity into minimal, minor, major, and catastrophic, indicating no damage, damage requiring first aid for the worker and minor equipment damage, damage requiring hospital attention or significant equipment damage, and death or irreversible equipment damage,  respectively. |

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|  | The severity of the hazard described here can be classified as minor or serious, resulting in temporary hearing loss or permanent ear injury or permanent ear injury that would necessitate hospitalisation but not be lethal. |
| How effective the action is likely to be in controlling the risk. This should include:   * the intended impact of the action; * justification for the timescale that you indicated in your risk assessment; and * whether you think the action will fully control the risk. | Personal working in places where the noise level exceeds 85dB (a noise level above which normal speech becomes impossible) must wear hearing protection on continuous or frequent intermittent basis. There are two primary verities of your protection; 1) an external cup type defender that fits over the outside ear. 2) an internal disposable type of earplug that fit into the ear and is commonly made compressible foam.  These ear plugs will significantly help the problem. The purchase and distribution of ear plug is expected to take one week, during which time the staff will be taught on how to use them and why they are important. |

# Part 4: Review, communicate and check

## Suggested word counts for each section:

* + Planned review date or period and reasoning for this: **50 - 100 words**
  + How the risk assessment findings will be communicated and who needs to know the information: **100 - 150 words**
  + Follow up on the risk assessment: **100 - 150 words.**

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| Planned review date/period with  **reasoning** | My review date is 6 months from the date of my visit. During this time, manage will be able to effectively communicate with all of their employees in order to collaborate and develop the safety features. As a result, I set review date for February 5, 2022. However, I will also check to see if the first safety conditions are being  updated by reviewing them over the phone and contacting via email. |
| How the risk assessment findings will be communicated **AND** who you need to tell | I’ll request the store manager, project engineer, safety engineer and site engineer to set up a meeting. The HSE officer will be a copy of risk assessment. All of those managers and those in control are expected to take the precise actions indicated in the report for which they will be formally notified by email. The risk assessment findings will be included in the future tool box lecture, a safety officials will be advised to publish  them on notice boards and posters. An e-mail will be sent to the organisations head with a description of the risk assessment and the action to be done. |
| How you will follow up on the risk assessment to check that the actions have been carried out | I’ll set a reminder on my phones calendar, check two or three days before each actions due date. I’ll follow up with in charge of each action to track and monitor the progress. If the action is not performed on time, I’ll look into the causes for the delay. If the cause of postponement of an action is due to a budgetary issue or a lack of sufficient labour to complete the action. It will be escalated to the proper person for resolution. Action that are more than a week late will be reported to the managing director. |