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| **M2S-HS-PD-0800** |
| **Risk Assessment** |
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| **Procedure** |
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| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# PURPOSE

1. To make a suitable and sufficient assessment of the risks to health and safety of employees and others who may be affected by your undertakings.

# RISK ASSESSMENT RECORDS

1. All risk assessments will be recorded on the appropriate form and filed in the Risk Assessment Manual retained in the Company office.
2. An employee within the Company will be designated responsibility to ensure that copies of the risk assessment relevant to the task are made available to all person being allotted a task prior to the commencement of work.
3. For this purpose, satellite copies of the Risk Assessment Manual will be maintained in each of the Company’s premises.
4. Further responsibility for the maintenance of the satellite manual will rest with the line manager to whom the copy is issued.
5. The responsibility for the currency of all satellite copies will rest with the person managing the site/ premises.

# RISK ASSESSMENT CONDUCT

1. All staff will be actively encouraged to engage in the risk assessment process and any person may carry out an assessment of their own task or that of another employee.
2. All assessments carried out will be recorded on the standard form, copies of which will be found in the “Forms” section of this manual.
3. The Line Manager responsible for the conduct of a task will ensure assessments are completed for all tasks and approve all assessments not carried out by him.
4. The Supervisors/ Managers will approve all assessments before the procedure is adopted.
5. The M2 Safety Consultants Limited will issue an individual identification number for each assessment approved.
6. M2 Safety Consultants Limited will ensure the filing and distribution of all new or revised assessments.

# Risk Assessment Process

1. The process of risk assessment will follow the process outlined in HSE guidance.
2. The process is designed to ensure that the employer complies with all his statutory duties.
3. At the end of the process, the employee and others should not be exposed to significant risk.
4. Take account of young persons and the physical and mental abilities of those persons who are to carry out the task, or who may be affected by it.

* Step 1 - Identify and list all the hazards, regardless of their nature or probability, associated with the task to be undertaken. A hazard is defined as “something with the potential to cause harm, physical, mental or financial”. Hazards involving the potential of harm to others must be included.
* Step 2 - Assess the risk relevant to each identified hazard and record those that are significant. Risk is defined as a combination of the probability of the harm from the hazard becoming a reality and the resultant degree of harm. An unlikely event combined with a possible fatal outcome, or a frequent event with a potential for minor injury would both be “significant”.
* Step 3 - Identify and list those groups or individuals that are at risk from the hazard.
* Step 4 - Appraise whether the task can be carried out by another, more safe, method.
* Step 5 - Identify “control measures” which will attenuate the risk and reassess whether the residual risk is at an insignificant or acceptable level. Where this has been achieved, record the control measure. Where the risk is still significant repeat the process.
* Step 6 - Where no other solution is possible; identify personal protective equipment that will reduce the risk to an insignificant or acceptable level. Record the equipment and its specification.
* Step 7 - Record the assessment and inform and instruct all those who affected.
* Step 8 - Monitor the process to ensure its adoption and efficiency.
* Step 9 - Review the assessment in light of process, plant, operative or legislative change, or at intervals not exceeding 2 years.

# IMPLEMENTATION

1. Line Manager will ensure that sufficient and suitable resources are allotted by which risk assessments can be implemented.
2. The Line Manager will ensure that all person affected are informed and instructed as to the details of the risk assessment and that they fully adopt the control measures.

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