

1.0 OBJECTIVE

The Managing Director of Trade Choice Carpet and Flooring recognises their legal obligations to assess the hazards contained within, or created by business activities, and to reduce the risk to an acceptable level. In order to meet legal obligations under the Management of Health and Safety Regulations 1999 and achieve and maintain a low risk working environment, the Company has adopted the following.

2.0 PURPOSE

The purpose of a risk assessment is to evaluate the risks and identify additional control measures that may need to be taken to comply with; legal requirements, guidance, company policy and best practice.

3.0 SCOPE

To establish and maintain a Risk management system, throughout all the branches that comprise Trade Choice Carpet and Flooring, to facilitate the Identification, Control and Management of all risks associated with Company activities and processes, both existing and new. The identification will take into account both routine and non-routine (such as maintenance) activities. When completing risk assessments, the responsible manager will take into account the requirements laid down in the relevant company procedure as well as legal requirements.

4.0 DEFINITIONS

4.1 Competent Person

A competent person is one who has such knowledge as is required to identify the hazards contained within, or created by, the company's business operations, and who is able to make an assessment of the associated risks.

4.2 Hazard

Something (an object or situation) that has the potential to cause harm.

4.3 Risk

Risk is likelihood that a person will be harmed if exposed to a particular hazard.

4.4 Principles of Prevention

The general principles set out below should be applied wherever it is reasonable to do so. However, in the majority of cases, adopting good practice will be enough to ensure risks are reduced sufficiently.

- **Avoid** a risk altogether if possible, e.g. do the work in a different way, taking care not to introduce new hazards
- **Evaluate** risks that cannot be avoided by carrying out a risk assessment
- **Combat** risks at source, rather than taking palliative measures. So, if the steps are slippery, treating or replacing them is better than displaying a warning sign
- **Adapt** work to the requirements of the individual (e.g. consulting those who will be affected when designing workplaces, selecting work and PPE and drawing up working and safety procedures)
- **Technology**; consider opportunities for improving working methods and making them safer using new technology and technical progress

4.5 Hierarchy of Control

- a) Elimination – Complete removal of the hazard or risk exposure e.g. do the job in a different way taking care not to introduce new hazards.
- b) Substitution – Involves replacing the hazardous plant, equipment substance or work process with a less hazardous means.
- c) Isolation – through distance or enclosure.
- d) Engineering – Combat the risk at source e.g. controlling the hazard by fixing guards, use of extraction, redesigning the work area.
- e) Administrative – includes standard operating procedure, supervision, training, job rotation and warning signage.
- f) Personal Protective Equipment – The final result of control as this only protects the individual.

4.6 Non-Managerial Workers

Any member of staff or employee for the Company other than those in a management position.

5.0 METHOD

A suitable and sufficient assessment will be carried out by a competent person, the risk assessment policy a process will include the following;

- hazards presented to employees and others, (including; customers, visitors, sub-contractors and the public)
- Work activities under their control
- Work activities of others, on premises under their control, including subcontractors, delivery drivers etc
- The workplace, infrastructure and facilities, including areas in use by his/her employees for which he/she has no control
- Human behaviour, capabilities and other human factors
- Process operators, competent persons and other operational personnel are consulted as part of the process to ensure that all aspects of the process are included
- Significant findings will be recorded, documented and communicated to employees and available at the location
- Control measures identified are maintained, actions required are carried out within the agreed timescale and approved
- Affected persons have sufficient information, instruction, training and supervision to carry out the requirements of the assessment
- Risk Assessments will be kept under constant review, in order to ensure that they represent current business activities. Risk assessments must be reviewed dependant on risk score, when there are changes in activities or materials, any changes of the occupational health and management system

HSE Arrangements – 1.0 Risk Assessment Provisions

that may affect any process or operation, any recommendations from accident reviews or a period of no more than two years.

Scoring

Risk assessments will be scored according to a 5x5 risk matrix (likelihood x severity) and given a colour code dependant on the score. The score will also determine the review criteria

- **Red** risk scores. The activity will be halted until controls are in place to reduce the overall risk
- **Amber** risk scores. These will be reviewed at least annually
- **Green** risk scores. These shall be reviewed at least annually

5.1 Children and Young Persons

A manager will not employ a Child (person not over compulsory school age) or a Young Person (person under the age of 18) without first completing or reviewing a risk assessment taking into account in particular;

- The inexperience, immaturity (physical and mental), and lack of awareness of risks of that person
- The fitting out and layout of the workstation
- The nature, degree and duration of exposure to physical, chemical and biological agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- Risks from special processes

Any assessment carried out for this purpose must be communicated to the individual and any assessment carried out for a child must also be communicated to the parents or guardian **before** they commence work.

5.2 New & Expectant Mothers

Following the receipt of a written notice from an employee that she is; pregnant, breast feeding or has given birth within the preceding 6 months, the manager will carry out a specific risk assessment of the work of that employee. He / she will obtain relevant knowledge of the medical condition to take appropriate measures.

The manager will routinely review the Risk Assessment throughout the term of any pregnancy to ensure that it remains valid and up to date.

6.0 RESPONSIBILITIES

6.1 The manager responsible for the location will ensure that a suitable record of the assessment of health, safety and environmental risks is documented, recorded and maintained at the location.

Local management will also ensure the participation of non-managerial workers in the risk assessment process. This will be documented on the relevant risk assessments.

6.2 All employees will adhere to any identified controls included in the site risk assessments.

REFERENCE DOCUMENTS

Site risk assessments