Risk Management Procedure

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Risk Management

1. Definition

Risk Assessments are a means of assessing the working environment and ensuring suitable controls have been introduced before work commences.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks associated with the works being undertaken and reduce them to an acceptable level.

Generic risk assessments are tailored to suit work types and are issued to the reactive maintenance personnel for low-risk activities.

Site specific risk assessments are tailored to ensure all site-specific arrangements for health and safety have been considered and suitable arrangements are in place. Site specific risk assessments will be required where generic risk assessments do not cover the planned activities i.e., for high-risk tasks.

2. Scope

The guidance is primarily for duty holders including maintenance engineers and those involved in the management of contractors i.e., site managers, contracts managers, project managers and quantity surveyors.

This guidance aims to assist duty holders with adherence to the Management of Health & Safety at Work Regulations 1999, and he Construction, Design & Management Regulations 2015.

3. Responsibilities

For information regarding control of contractors, refer to H&S PRO-025 Control of Contractors for contractors

Persons responsible for the management of work activities on CFS Construction sites and client premises, including operations managers, site managers, contracts managers and project managers must:

- discuss the work program with the client and identify any site-specific rules that need to be complied with prior to commencing work
- ensure persons undertaking the work have the relevant competencies to complete the work safely
- ensure risk assessments are available for review by any interested parties i.e., client and operational personnel for all works under CFS's areas of responsibility
- review all relevant risk assessments to ensure that they are suitable and sufficient and include considerations for all hazards associated with the works being undertaken and the work environment in which the work will be conducted
- where it is identified that a risk assessment is not suitable, they must be reviewed and amended accordingly
- ensure the chosen control measures are adequate and can be suitably implemented
- ensure the persons undertaking the works has reviewed the relevant risk assessments and are aware of their own responsibility for health and safety

Persons responsible for conducting works on behalf of CFS must:

- discuss your work program with the responsible site manager/client contact and identify any site-specific rules that need to be complied with prior to commencing work
- ensure you are competent to undertake the proposed tasks, and follow the requirements of any training received
- ensure a risk assessment is available for the works which you are undertaking
- Review your risk assessment in the working environment and visually inspect the work area. Make sure that anything that has the potential to cause harm to either yourself or others is considered
- ensure the chosen control measures are adequate and can be suitably implemented
- implement the controls specified. Once implemented, any residual risks remaining that could affect both you &/or other people must be identified and reduced to an acceptable level.
- stop work and contact the Helpdesk or responsible site manager if you cannot implement the controls specified in the risk assessment, or if new or uncontrolled hazards are present, or you are unsure how to proceed safely

Health & Safety Team

- Provide a risk assessment system for implementation and ensure its suitability
- Provide guidance/training to all relevant employees and ensure their understanding of their own responsibilities for risk assessment
- To audit the effectiveness of the risk assessment system
- Provide support with the review of contractor's risk assessments for works which they are undertaking on behalf of CFS
- Provide support with the production of project specific risk assessments

4. Identifying Hazards

One of the most important aspects of risk assessment is accurately identifying the potential hazards in the place of work.

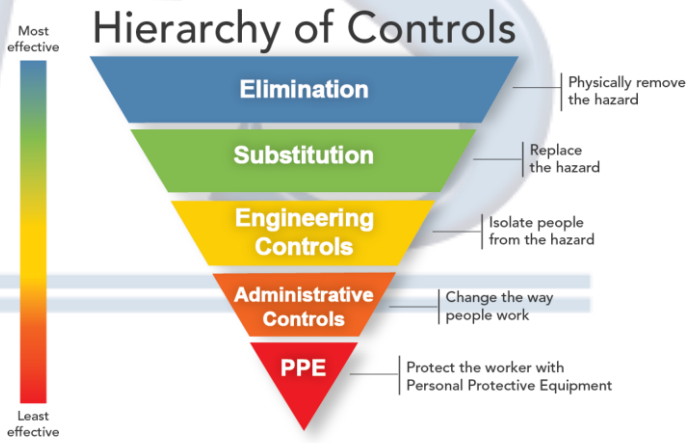
A good starting point is to walk around the work area and think about any hazards. In other words, what is it about the activities, processes or substances used that could injure your employees or harm their health?

- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective
- **Look back at your accident and ill-health records** - these often help to identify the less obvious hazards
- **Take account of non-routine operations** (e.g., work at height, use of hazardous substances, use of plant or changes in working methods)
- **Remember to think about long-term hazards to health** (e.g., high levels of noise or exposure to harmful substances)

5. Hierarchy of Control

The hierarchy of risk control is a system of control measures used to eliminate or reduce exposure to hazards, which has five levels of control measures. It is used when undertaking a risk assessment, to decide on which precautions are needed to control the risks posed by the hazards.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The table below sets out an ideal order to follow when planning to reduce risk from construction activities. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.



Elimination	Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.
Substitution	Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.
Engineering Controls	Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
Administrative Controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
Personal Protective Equipment (PPE)	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Risk Management Flowchart

Discuss the work program with the responsible site manager/client contact and identify any site-specific rules that need to be complied with prior to commencing work

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Ensure persons undertaking the work have the relevant competencies to complete the work safely and can supply evidence i.e., ECS, JIB, CSCS Skills Card, etc.

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Ensure risk assessments are available for all works under CFS's areas of responsibility

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Ensure the chosen control measures are adequate and can be suitably implemented

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Review all relevant risk assessments to ensure that they are suitable and sufficient and include considerations for all hazards associated with the works being undertaken and the work environment in which the work will be conducted

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Where it is identified that a risk assessment is not suitable, they must be reviewed and amended accordingly

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Ensure the chosen control measures are adequate and can be suitably implemented

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Ensure the persons undertaking the works has reviewed the relevant risk assessments and are aware of their own responsibility for health and safety before starting the works.

Contractors risk assessments must be site specific and show considerations specific to the site where works will be undertaken

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Where necessary, follow the hierarchy of control to help reduce risks to an acceptable level