

IAN ROUTLEDGE CONSULTANCY LIMITED
HEALTH AND SAFETY PROCEDURE
RISK ASSESSMENTS– ISSUE 1.0 3 OCTOBER 2017

1. General Statement

- 1.1 The Ian Routledge Consultancy Ltd (IRC) will take all reasonable steps to ensure that risk assessments are carried out which detail the range of hazards and risks associated with our work activities together with any necessary remedial actions.
- 1.2 A copy of the model risk assessment form is contained in Appendix 1. Guidelines for completing risk assessment are given in Appendix 2. Completed risk assessments can be found in the Health and Safety File.
- 1.3 All non-IRC employees who require information on the range of hazards identified will be provided with copies of the relevant data.
- 1.4 If an employee reports a hazard during working operations, IRC will:
- a) Take all necessary steps to investigate the circumstances;
 - b) Take corrective measures where appropriate;
 - c) Take account of the hazard in preparation of future risk assessments; and
 - d) Inform the employee of the results of the investigation and the action taken.
- 1.6 Ian Routledge is the Director responsible for the implementation of this policy.

2. Approach to Risk Assessment

- 2.1 IRC will make the necessary arrangements for a systematic approach to the risk assessment process. Ian Routledge is responsible for preparing the risk assessments.
- 2.2 IRC risk assessments will ensure all aspects of the work activity are reviewed and take into account any existing control measures. They will:
- a) Identify what the hazards are;
 - b) Identify those who might be harmed by the hazard;
 - c) Evaluate the risks from the identified hazards; and
 - d) Describe controls, precautions and procedures to mitigate the risks.
- 2.3 Where there is an operational need to have employees of other organisations present during works we will collaborate with them and their employers to ensure their safety and the safety of IRC staff.

3. Principles of Prevention

- 3.1 IRC will introduce preventative and protective measures to control the risks identified by our risk assessments in order to comply with the relevant legislation.
- 3.2 In deciding which preventative and protective measures we should take; the following principles of prevention shall apply:
- a) If possible avoid a risk altogether;
 - b) Combat risks at source;
 - c) Ensure that workers, whether employees or self-employed, understand what they must do; and
 - d) Ensure that a positive Health and Safety culture exists within our organisation.

4. Control, Monitoring and Reviews

- 4.1 Having identified controls for risks, they will be monitored to ensure that they are both effective and being used.
- 4.2 Peter Routledge is responsible for monitoring control measures. Any necessary remedial actions discovered as a result of the monitoring must be reported to the Ian Routledge who will arrange the appropriate action.

5 Employees' Duties

- 5.1 Where machinery, equipment or dangerous substances, transport equipment, means of production or safety device is provided to IRC employees they will be given training in the use of the equipment concerned and employees must comply with the requirements of the training provided.
- 5.2 Every employee is under a duty to:
 - a) Inform Ian Routledge or any other employee with specific responsibility for the Health and Safety of their fellow employees of any work situation which they would reasonably consider represented a serious and immediate danger to Health and Safety; and
 - b) Report any matter which they consider represented a shortcoming in IRC's employer's arrangements for Health and Safety.



Ian Routledge
Responsible Director
03/10/17

APPENDIX 1

MODEL RISK ASSESSMENT FORM

RISK ASSESSMENT		IRC
Project:		Ref:
Prepared by:		Date:
Checked by:		Date:
Risk Assessment for:		Issue:
Hazard	Impact On	Controls/Precautions

APPENDIX 2

GUIDANCE FOR COMPLETION OF RISK ASSESSMENTS

Significant Hazards	Who/what are at risk from the significant hazards identified?	Controls/Precautions
<p>Look for hazards that could reasonably expect to result in significant harm, including:</p> <ul style="list-style-type: none"> • Site characteristics (e.g. roadside working); • Slipping/tripping hazards; • Ejection of material (e.g. from machines); • Vehicles (e.g. fork lift trucks)/vehicle hire; • Fire; • Electricity; • Chemicals; • Moving parts of machinery; • Work at height; • Fumes (e.g. welding)/dust (e.g. from grinding); • Manual handling/repetitive physical actions; • Noise and vibration; • Poor lighting/low & high temperatures; • Pressure systems; • Overnight accommodation (e.g. escape routes); and • Discharge of hazardous liquids (oils, chemical/ ejection of solid waste/air emissions). <p>Working outside the UK: consider additional hazards above those that would normally be expected (e.g. additional health risks, greater general security threats, travelling to remote areas etc.)</p>	<p>Do not list individuals by name – just think about groups of people doing similar work or who may be affected, including:</p> <ul style="list-style-type: none"> • Office staff; • Operators; • Maintenance personnel; • Cleaners; • Contractors; • Members of the public; and • People sharing your workplace. <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Staff with disabilities; • Inexperienced staff; • Visitors; • Lone workers; • Out of hours working; • Students; and • Work experience – school age. <p>Environmental: this is the physical environment around you including: land, ecology, water and air.</p>	<p>List existing control or note where the information may be found;</p> <p>List risks which are not adequately controlled and the action needed.</p>