Risk Assessment Model Policy

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Responsibilities

Section 1.1 Managers - Managers must carry out risk assessment and inform employees of risk to their health and safety identified by the assessment and the preventative and protective measures to be used. They must ensure that employees receive adequate training and instruction with regard to the implementation of these measures, including being aware of the potential risk to their health, safety and welfare resulting from their unprotected exposure to the hazard.

Section 1.2 Employees - Employees, no matter how experienced, must not be expected to provide their own safe systems of work. Each employee must abide by, use and operate within any risk reduction measures provided by the Company for their own health, safety and welfare at all times.

Section 1.3 Competent Person - The person designated as responsible for conducting risk assessment will be provided with adequate training and instruction which will enable them to carry out risk assessment correctly in accordance with this procedure. They must be familiar with the work process and be able to give adequate advice on the removal, reduction and mitigation of the hazards and risks identified as a result of their assessment.

Purpose

Section 2.1

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligation placed upon the employer by the Health and Safety at Work Act 1974 to provide a safe working environment and a safe system of work for their employees, contractors and anyone else they might reasonably expect to be affected by their actions. The Regulations call for a formal assessment of the hazards and risks associated with proposed and existing work practices. They apply to employers and the self-employed alike, regardless of the number of people employed and the nature of the work. The success or failure of any safety management system depends upon its having in place an adequate system for identifying and controlling risk.

Section 2.2

Risk assessment is essentially a three-stage process:

- Identification of all hazards associated with an operation or process
- Evaluation of the risks that are likely to occur
- Management of the risks by identifying measures to limit the exposure to harm, monitoring and controlling their effectiveness.

Risk Assessment Process

- **Identify Hazards:** Regularly assess potential hazards related to construction activities, including working at height, handling hazardous substances, and operating heavy machinery. Consider physical, chemical, and environmental risks.
- **Evaluate Risks:** Determine the likelihood and severity of each hazard. Use a risk matrix to prioritize risks that need urgent attention.
- **Implement Controls:** Use the hierarchy of controls to mitigate risks, starting with elimination and substitution, followed by engineering controls, administrative controls, and personal protective equipment (PPE).
- **Documentation:** Maintain records of risk assessments, including findings and control measures. Records should be accessible and reviewed regularly or when site conditions change.

Scope

Section 3.1

Risk assessment will be performed on all work activities undertaken by GUTA Engineering, Ltd., and will take account of all hazards associated with the process or activity being assessed. A guide to assist with hazard identification is detailed below. Risk assessment will be reviewed if:

- A new location/site is to be operated
- Newly changed work methods, equipment, substances or environments are introduced

- Any specific work may reasonably be expected to present a high risk to the health, safety and welfare of the people undertaking it and those who may be affected by it.

Risk Assessment Process

Section 4.1 Risk assessment will be carried out using the Generic Risk Assessment Document and Safety Management Document, in accordance with the procedure detailed below.

Section 4.2 Each risk assessment will be developed using an assessment front sheet which details the nature of the work to be carried out and site location. The front sheet also contains a numbering system which will allow the selection of generic hazards from an index.

Section 4.3 Each number in the index corresponds to a generic assessment of the risk associated with that hazard and the precautions to be taken. The assessment front sheet will also contain a section which will allow site specific hazards to be recorded.

Section 4.4 **Review and Update Procedures**

- Set a schedule for reviewing risk assessments, ideally every six months or when significant changes occur in construction activities, such as new equipment, materials, or structural changes on-site.

Section 4.5 The Site Manager will be responsible for ensuring that any site-specific hazards are identified and adequately controlled. The person designated as responsible for carrying out assessments will:

- Retrieve any previous assessments for the activity or process being assessed for reference.
- Conduct the assessment based on the current identified hazards in accordance with this procedure.
- Indicate the identified numbers on the front page of the assessment form by circling the corresponding number. The numbers, which correspond to each hazard, will be detailed at the front of the risk assessment document.
- Complete the required details on the assessment front page.
- Attach copies of the numbered assessment sheets as appropriate.
- Ensure that any precautions identified are put in place.
- Ensure that any site-specific hazards have been identified and recorded.
- Make the significant findings of the assessment known to those who are affected

Risk Rating

Section 5.1 The initial assessment on each process or activity will be done taking account of control measures that are already in place. Once the risk factors have been determined, the competent person should consider each identified hazard and ensure that the precautions detailed are adequate and in place. Where additional control measures are required, they must be recorded

on the assessment front sheet. When carrying out a risk assessment, the following must be considered:

- The site location, i.e., hazards arising from the surrounding environment
- Prevailing weather conditions
- The task to be carried out
- The trades involved, including tools, equipment and the activities they will undertake
- Other persons who may be affected

Risk Assessment Method

Section 6.1 Each trade or process activity must be considered to establish which hazards apply to it.

- Likelihood - How often could the hazard occur? Consider the task, frequency, duration, method of work, employees involved.
- Severity - How serious would the hazard's effects be if realized? Consider the type of hazard: biological, ergonomic, physical or chemical.

Risk = Likelihood x Severity

e.g., Likelihood (4) × Severity (3) = 12 HIGH RISK

Refer to the following diagrams:

RISK RATING = Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)				
		1	2	3	4	5
		Negligible Negligible injury, no absence from work	**Slight** Minor injury requiring first aid treatment	**Moderate** Injury leading to a lost time accident	**High** Involving a single persons serious injury/death	**Very High** Multiple serious injuries/death
1	**Very Unlikely** A freak combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	LOW	LOW
2	**Unlikely** A rare combination of factors would be required for an incident /accident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
3	**Possible** Could happen when accidental factors are present but otherwise unlikely	LOW	LOW	MEDIUM	HIGH	HIGH
4	**Likley** Not certain to happen but an additional factor may result in an incident/accident	LOW	MEDIUM	HIGH	HIGH	HIGH
5	**Very Likely** Almost inevitable that an incident / accident would result	LOW	MEDIUM	HIGH	HIGH	HIGH

LOW RISK (Score 1-6)	May be acceptable, however, review task to see if risk can be reduced further
MEDIUM RISK (Score 8-10)	Task should only proceed with appropriate consultation with specialist personnel and HS&E team. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement
HIGH RISK (Score 12-25)	Task must not proceed. It should be redfined further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to work commencement.

Note - No operation must be carried out until all the control measures identified in this assessment are in place.

Section 6.2

Training and Competency

GUTA will provide training on risk management and safety practices. All employees, including subcontractors, will undergo regular training sessions to ensure competency and awareness of their responsibilities under this policy.

Communication and Training

- Ensure that all workers receive adequate training on risk assessment findings and control measures. Regular toolbox talks and site-specific inductions are essential to reinforce safety practices.

Monitoring and Compliance

- Conduct periodic site inspections and audits to ensure compliance with risk assessment procedures. Any incidents or near-misses should trigger an immediate review of current controls to prevent recurrence.

Section 6.3

Policy Review

This policy shall be reviewed annually or in response to regulatory updates, significant incidents, or changes in construction activities. Amendments will be made as necessary to enhance safety and compliance.

Section 6.4

Policy Guideline

Above policy is based following the guidelines set by the Health and Safety Executive (HSE) and the Construction (Design and Management) Regulations 2015 (CDM 2015).