



**Unique Interiors North East Limited**  
**SAFETY, HEALTH AND ENVIRONMENTAL POLICY**  
**AND MANAGEMENT SYSTEM**

## **Procedure: Risk Assessment**

### **1. Scope**

All work where there may be potential risks to safety & or health.

### **2. Purpose**

To define the responsibilities and procedures employed to control potential risks to safety & or health by the assessment of risk.

### **3. Responsibility**

The Director is responsible for ensuring potential risks to safety & or health are controlled by the risk assessment process.

### **4. Procedure:**

- a) Work undertaken by the Company's employees, including contractors, is assessed by a competent person; this is recorded using Risk Assessment forms. Records are maintained for 40 years.
- b) The person carrying out the Risk Assessment must be competent to do so. The person must have:
  - A knowledge and understanding of the work involved, the Principles of Risk Assessment and prevention and current health and safety applications
  - The capacity to apply this to the task in the form of problem and solution identification, monitoring and evaluating the effectiveness of solutions.
  - Completed appropriate training such as Construction Skills (CITB) 5 Day Site Management Safety Training Scheme, IOSH Managing Safely or a course specifically designed for those completing Risk Assessments.
- c) The risk assessment will consider all relevant aspects of the work including the work environment, the task to be performed and the capabilities of those performing the task and consider whether existing control measures are sufficient to reduce the risk, or whether further controls are required. Risk reduction resources will be appropriate for the degree of risk identified.
- d) Where such work cannot be avoided entirely the system of control will aim to reduce the risk as far as is reasonable and, in any case, to prevent injury or ill-health occurring.
- e) The risk assessments are prioritised on initial estimates of magnitude of risk and are conducted on each aspect of work. Specific assessments are undertaken for aspects of work including, but not limited to; manual handling operations, hazardous substances, work equipment and work at height.
- f) All relevant personnel are consulted and involved in risk assessments to provide breadth and depth of information on aspects of work in real-world settings. Where necessary technical expertise may be sought from external assistance.

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- g) The results of risk assessments are distributed to all relevant personnel in order to inform and increase awareness of potential risks and the control measures to be implemented.
- h) Possible actions from the risk assessment process include generation of a Safe Operating Procedure or Method Statement. Procedures exist for production of these documents.
- i) Actions generated from risk assessments are communicated in writing to relevant personnel with realistic timescales for completion of remedial actions.
- j) The Director ensures that actions are promptly completed.
- k) The Director ensures that all risk assessments are reviewed at least annually, and considers if any changes to working practices, materials or other aspects that may alter the risk are adopted.
- l) Risk assessments may also be triggered by new working practices or as a result of unforeseen outcomes, for example as a remedial action following a near-miss or accident.
- m) The risk ratings in a risk assessment are deduced by the likelihood of an accident times by the severity of an accident

I.e. Likelihood (L) =2 x Severity (S) =3= Risk rating=6

**Likelihood:**

- 1- Unlikely
- 2- Likely
- 3- Most likely

**Severity:**

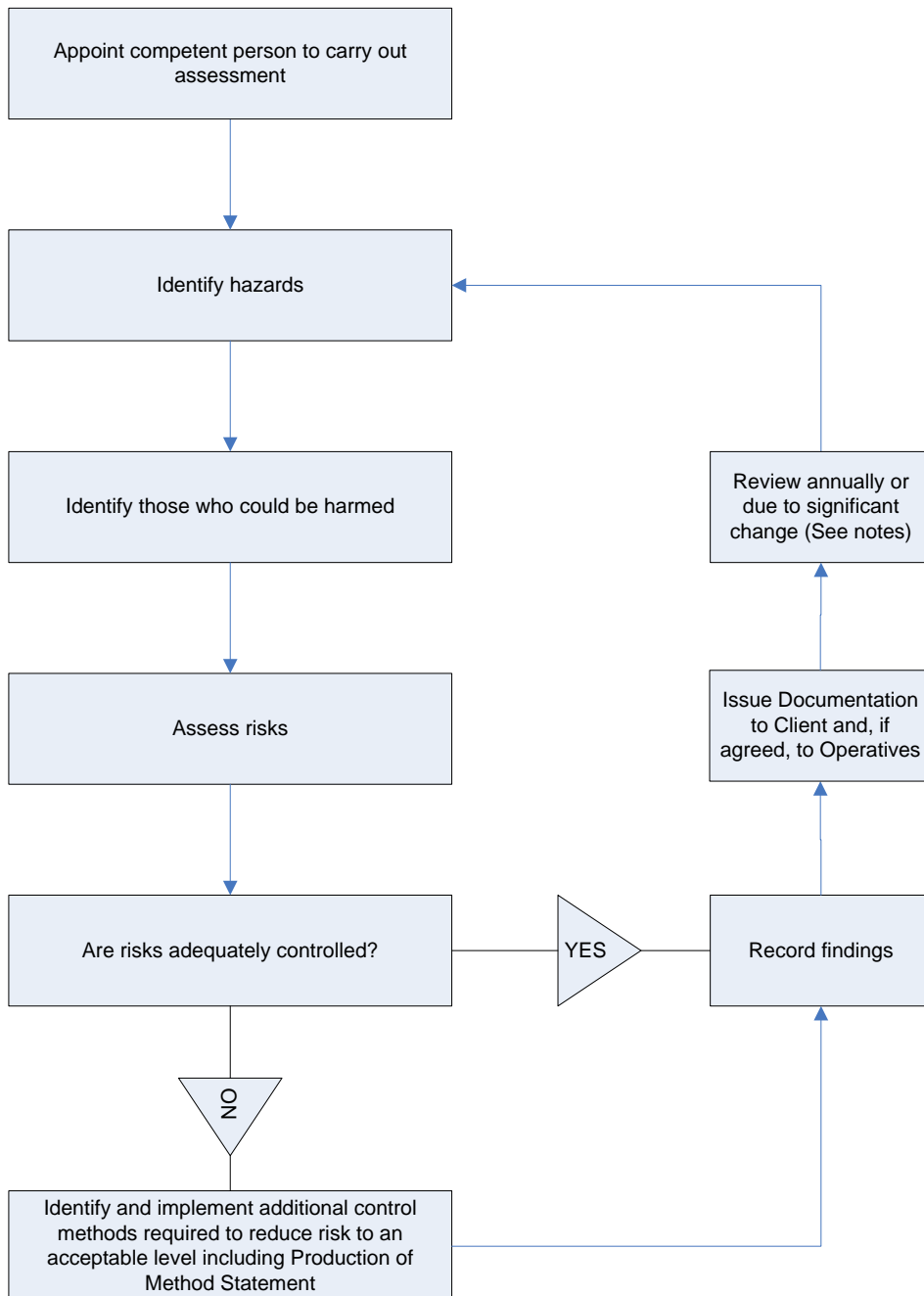
- 1-minor accident
- 2-accident needing medical attention
- 3-major to fatal accident

**Risk Ratings:**

- 1-3 low risk
- 4-6 medium risk
- 7-9 high risk

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## RISK ASSESSMENT /METHOD STATEMENT PROCEDURE



**NOTE:** If it becomes apparent that the risks have altered since initial assessment, or the working method as described in the Method Statement is no longer viable or safe, the procedure **must** be revisited and relevant aspects considered before work continues.

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## **Procedure: Method Statements**

### **1. Scope**

All work where potential risks to health at a work location require a system of control established.

### **2. Purpose**

To define the responsibilities and procedures employed to control potential risks to health by the provision of a standardised method to undertake the work concerned.

### **3. Responsibility**

The Director is responsible for ensuring potential risks to health are controlled by comprehensive and workable method statements.

### **4. Procedure:**

- a) Where work is to be carried out and due to the nature of that work or other factors there are residual or intrinsic risks the Company managers/supervisors will develop a method statement in order to control the risks. If it is considered necessary the SHE Advisor(s) advice may be sought in the completion of the safe system of work.
- b) Method statements generally make reference to, and are driven by, the risk assessment process.
- c) Method statements are compiled with consideration of the anticipated conditions at the work location, given experience of similar previous works and discussion with the client at pre-start meetings or other contact. The method statement may therefore be marked 'Provisional' and require amendment, should conditions change prior to commencement of work.
- d) Method statements are provided to the client and all relevant persons as soon as possible prior to work commencement.

The method statement covers at least the following:

- Date prepared and by whom, date(s) covered
- The location of the work with any references (job number or description) to identify specific tasks at the location
- The work scope covered
- Who is in charge and responsible for work at the location; who will monitor safety at the work location
- A description of what is actually to be done, with any restrictions on scope, boundaries or other aspects of the work
- How personnel will access the location
- How materials will reach the location, with specifics for such aspects as lifting operations or confined/restricted spaces
- Storage of materials whilst work proceeds
- Removal of wastes once work is complete, environmental concerns
- Any safety requirements, for example guards, guardrails, fire precautions and exclusion zones

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- Personal Protective Equipment to be used, by other persons who could be affected by our work as well as our own personnel
- Any requirements of other parties in order to ensure safety of our personnel as well as others
- Any other documents referenced (Permits to Work for example)

The method statement concludes with a statement by those persons undertaking the work that they have read, understand and will comply with the contents of the method statement. There is also a reminder that if, for any reason, the method statement cannot be complied with in full, work is to be suspended and management informed so that the method statement can be reviewed and possibly revised.

- e) All relevant personnel read the method statement and once it is either understood or explained to their satisfaction, abide by the contents.
- f) No deviation from the content of the method statement is permitted unless discussed with and sanctioned by management, and often the client.( As they have the right to accept or deny any such changes and may have information as to why such changes may not be safe for all persons concerned).
- g) Where work is of a type that is in all material respects the same as other, previous work, a general method statement may be issued, otherwise a site specific method statement is required.

Forms to be used with this procedure:

**FORM UIL 04 RA, MS & COSHH REGISTER**