

**15th July 2014**

# Approvals and Amendments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev # | Date | Amended by | Approved by | Details |
| 01 | 15/07/14 | Sean Whittle |  | Site audit and creation of draft |
| 02 | 21/07/14 | Sean Whittle |  | Report sent to client |
| 03 | TBC |  |  | Meeting to review actions |
| 04 | TBC |  |  | Feedback to H&S Reps |
| 05 | TBC |  |  | Action Plans Devised |
| 06 | TBC |  |  | Action Plans reviewed |

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This risk assessment is limited to the risks and findings identified on the day of the assessment and the recommendations contained in this report are based upon information provided by others and the assumption that all relevant information has been provided by those bodies from whom it has been requested.

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# 1. Introduction

Clive Owen, General Manger commissioned HR & Business Solutions Ltd to

* Audit the occupational health and safety status of their site in Lambs Lane, Spencerswood, Wokingham.
* HR & Business Solutions used an umbrella risk assessment to achieve this requirement

A1 Group Ltd is a well-established company with three separate Divisions namely Car Spares / metal recycling / Wet Waste and Loo Hire from its four depots in Wokingham, Bridgend, Spencerswood and Coventry. The **Lambs Lane** depot comprises of a ground floor reception area, general office, meeting room and kitchen / toilet facilities. There is also a flat above the general office area. There is a large external workshop which is based over two floors also has a spares area, kitchen and toilet facilities. There is a further external building which is a canteen area with toilet and shower facilities. The large yard area is used for equipment and vehicle storage and a cleaning area. There is a large warehouse adjacent to the workshop containing stock to support the Loo Hire business. At the time of the visit approximately 105 people were employed within the A1 Group business, with around 5 on the Lams Lane site at any time serving the operational needs of the business.

Risk assessment is a legal requirement and is the starting point for all Occupational Health and Safety (OH&S); HR & Business Solutions risk assessment approach is an umbrella over the top of A1 Loo Hire (Lambs Lane) ensuring all risks are captured. By assessing the risks of injury and ill health, identifying what is in place to control these risks and then determining further controls necessary, sets the boundaries on OH&S. The resulting risk control measures determine the effort, time and financial commitment that need to be applied to training, writing procedures, on-going support etc. The H&S system can then be proportionate to the risks; because it is derived from A1 Loo Hire (Lambs Lane) relevant risks, it will have value and purpose for your business. The umbrella risk assessment is a functional business tool, which should be used by the Board as part of their commitment to managing and monitoring OH&S risks.

By reviewing its operations and identifying key risks A1 Loo Hire (Lambs Lane) will be able to manage its OH&S issues. By establishing risks, A1 Loo Hire (Lambs Lane) can plan and implement relevant safe working procedures to ensure, so far as is reasonably practicable, the health, safety and welfare of those affected by its undertaking.

# 2. Scope

Carry out an ‘Umbrella Risk Assessment’ for A1 Loo Hire at its Lambs Lane Depot.

# 3. Aims and Objectives

The aim is to identify and provide A1 Loo Hire (Lambs Lane) with an overview of their key health and safety hazards and risks within their operations.

The main objective is to identify significant hazards and risks for A1 Loo Hire (Lambs Lane) and make recommendations in line with legislative requirements.

# 4. Meeting the Objective

To meet the objectives the following activities will be undertaken:

Umbrella Risk Assessment of Bristol Site

* Visit each key area in the Lambs Lane facility
* Meet and talk to management, H&S representative and employees, as appropriate
* Record relevant risks/hazards, current controls and recommendations
* Include hazard/risk table in appendix 1
* Outline significant and moderate risks in main body
* Make recommendations in line with legislative requirements

# 5. Background Information

H&S Poster

Not displayed around the depot.

H&S Policy

No signed copy displayed on notice boards.

Employers Liability Insurance

Current signed copy displayed in Reception.

Accidents and Incidents

Reported, recorded but not reviewed. No significant incidents in the last 12 months.

Current H&S Documentation

* H&S Policy written but not signed or displayed
* Risk Assessments for items of work equipment, tasks and areas completed
* Risk Assessments are contained on a shared drive but are not available in certain relevant areas or specific relevant items of work equipment
* Risk Assessments reviewed annually by the responsible person for H&S at the depot

# 6. Significant and Moderate Risks

Understanding the Hazard and Risk Table (Appendix 1)

The columns in the Umbrella Risk Assessment Table are as follows:

**No.**

The hazard number.

**Hazard**

A description of the common hazard identified.

**S**

This is the severity of the hazard *(see Appendix 2 for Severity Scoring)*.

**Person Affected**

This column identifies the persons most likely to be affected by the hazard.

**Existing Control Measures and Common Theme**

These are the existing controls in place to reduce the likelihood of the hazard reaching full potential and any common themes seen at the depots.

**L**

This is the likelihood, taking account of the persons affected and the existing controls, of the hazard occurring *(see Appendix 2 for Likelihood Scoring)*.

**RPN**

This is the Risk Priority Number = Severity x Likelihood.

**Recommendations**

These are recommendations of how to lower the risk.

**Relevant Legislation**

Applicable legislation for the risk identified.

Risk Priority Number is kept simple and scoring is summarised in the following table and in Appendix 2 - Risk Assessment Scoring.

|  |  |
| --- | --- |
| Risk Priority Number | Action and Timescale |
| Intolerable:  RPN = 9 | Stop activity immediately or do not start until action has been taken to reduce the level of risk. (Enforcement risk - possible HSE Prohibition Notice). |
| Substantial:  RPN = 6 | Take action to reduce the risk level within 1 month. (Enforcement risk - possible HSE Improvement Notice). |
| Moderate:  RPN = 3 or 4 | Take action to reduce the risk level within 3 - 6 months. |
| Trivial/Low:  RPN = 1 or 2 | No further action required. |

The Risk and Hazard Table is prioritised with the high RPN’s listed first, these are discussed next.

# Umbrella Risk Assessment Report

On the day of the risk assessment, and in the opinion of the assessor there were 6 Substantial Risks and 5 Moderate Risks scoring a four; these are outlined below.

# Substantial Risks

**1. Hazardous/Flammables Substances – Gas Bottles / oxyacetylene**

Gas bottles were spread in various locations around the yard and workshop area and there was no control for them. Oxyacetylene was left unattended in workshop.

Relevant Legislation

* Control of Substances Hazardous to Health Regulations 2002

Recommendation

1. All gas bottles should be stored in a lockable cage and the key should be held by a responsible, person and a control system for access should be introduced. The cage should be away from sources of ignition.
2. Ensure gas appliances / storage bottles are inspected every 5 years
3. Store oxyacetylene in safe area in workshop and lock to a wall when not in use.
4. Skin checks (risk phrase R43) health surveillance may be necessary following review of the MSDSs for hazard classification and risk phrases

**2. Storage of equipment above head height**

In general office and in workshop storage area and on mezzanine floor there are a number of items which are above 20kg and are stored above head height.

Relevant Legislation

* Manual Handling Regulations 1992

Recommendations

1. Conduct a full assessment of all equipment stored at the depot on shelving and ensure that the equipment over 20kgs are stored at the lowest point and all lighter items are stored at the highest point

**3. Health and Safety Documentation / H&S signage**

There was no Health and Safety documentation around the depot. H&S policy should be printed off and signed and displayed on a notice boards. HSE H&S poster existed but was not complete or displayed. All first aiders should have contact details displayed at various locations (general office/ workshop / canteen). A review of all H&S signage around the depot should be conducted and findings implemented i.e. Emergency evacuation procedures devised and displayed. No smoking signs prominently displayed around site (canteen) outside general office etc.

Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

1. Conduct a full assessment of the legal documentation required and the H&S signage required at various locations around the depot. This will include emergency evacuation area, H&S Policy, PPE usage, speed limits.

**4. Office kitchens / employee canteen/rest area**

The canteen near the Offices has no PAT testing completed. The Shower area did not have legionella assessment completed. There were no first aid kits available for employees. There were no warning signs in any canteen regarding use of equipment etc. The office kitchen area was untidy and general cleaning items were being stored and had spilled across the floor. The kitchen area were clean and tidy and food storage was well maintained ie no out of date food was stored in the refrigerators. . There was an area for employees to store clothing and bags which could be considered trip hazards. The kitchen in the workshop was not assessed as it was not fully functioning. There was no cleaning rota in place and signage reminding employees to keep the area clean and tidy was not present.

Relevant Legislation

* Food Hygiene Regulations 2006
* Management of Health and Safety at Work Regulations 1999

Recommendations

Devise rota to ensure area is kept clean and tidy and old food is discarded appropriately. Place additional signage around the kitchen reminding employees to keep the canteen clean and tidy at all times. Ensure the first aid kit is available in staff canteen near main office. Complete workshop kitchen area and reassess.

**5. Firefighting equipment**

There were various fire extinguishers located around the site. There were out of date and employees had not been trained in their correct use.

Relevant Legislation

* Regulatory Reform (Fire Safety) Order 2005
* Management of Health and Safety at Work Regulations 1999

Recommendations

Have fire extinguishers checked by external organisation and ensure these are carried out periodically. Seek advice on training on their use and application for employees. Ensure that correct extinguishers are store in the correct areas for the possible fire they might be need to treat

**6. Scrap equipment and vehicle storage**

There was a cab of a vehicle which was being scrapped placed on a flatbed truck and perched precariously on propane gas bottle. Various other pieces of equipment were lying in locations in the workshop and should be stored correctly.

Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

Ensure all scrap parts used for vehicles are stored safely and correctly. Have fire extinguishers checked by external organisation and ensure these are carried out periodically. Seek advice on training on their use and application for employees. Ensure that correct extinguishers are store in the correct areas for the possible fire they might be need to treat

# Moderate Risks

**1. Material Storage**

General housekeeping around the site was poor. There were various items of cleaning equipment left in general areas when not in use.

Specific Risks

The cleaning agents should be stored correctly when not in use in a lockable cupboard.to avoid misuse by employees and third parties.

Relevant Legislation

* Management of Health and Safety at Work Regulations 1999
* Control of Substances Hazardous to Health Regulations 2002

Recommendations

Purchase three lockable cleaning cupboards for the office kitchen, general canteen and workshop storage room. All cleaning material and potentially hazardous liquids can be stored in locked cupboard and the key to be held by the responsible person i.e. office manager / workshop engineer.

**2. Occupational Health**

Work activities can impact on employee’s heath as well as their safety. A proactive occupational health program can assist with the monitoring of adverse health effects and also maintain a healthy and productive workforce.

Specific Risks

Some occupational health is required under certain regulations for managing specific risks. For A1 Loo Hire these include:

* Skin sensitising chemicals - currently undertaking
* Manual Handling - review required
* Noise - currently undertaking

Additional Considerations

* Sickness absence management, Fitness for work assessment
* Wellbeing and stress management, Drug and alcohol

Relevant Legislation

* Management of Health and Safety at Work Regulations 1999
* Noise at Work Regulations 2005
* Control of Substances Hazardous to Health Regulations 2002
* Working Time Regulations 1998

Recommendations

**Audiometry**

Introduce audiometry for those exposed to noise above the 1st and 2nd action levels.

**COSHH Heath Surveillance**

Review following outcome of COSHH Assessments (separate recommendation).

**MSD Report**

Introduce reporting system for MSD. Train employees on what to look out for and report issues to line managers.

* Train line managers on completing MSD form, restricting duties and referral procedure to OH

**3. Manual Handling**

Handling of outgoing/incoming equipment by various employees can impact on employee’s heath as well as their safety. A proactive manual handling program can maintain a healthy and productive workforce.

Relevant Legislation

* Manual Handling Operations Regulations 1992

Recommendations

In addition to training on manual handling at induction provide practical manual handling training to all employees who are required to carry out MH operations such as lifting, pulling, pushing, bending and twisting as part of their role. Introduce practical MH training for all new employees falling into these categories.

NB: A1 Loo Hire have introduced an online training system provided by Human Focus. All employees will be required to undertake annual MH training. The system records all training undertaken and progress should be reviewed at the monthly H&S committee meetings and remedial action for non-compliance should be taken by Office Manager where appropriate.

**4. Display Screen Equipment**

Use of desktop PCs at workstations in reception, sales and general offices.

Relevant Legislation

* Display Screen Equipment Regulations 1992

Recommendations

1. Consider input from an Occupational Health professional for employees reporting health related issues on their self-assessment form
2. This could be done through a management referral form
3. Ensure DSE programme completed for all relevant employees

**5. Personal Protective Equipment (PPE)**

Use of PPE is required for various work activities around the whole site and whilst driving.

Relevant Legislation

* The Personal Protective Equipment Regulations 2002

Recommendations

1. Whilst all employees are given PPE (Hi Visibility clothing/Ear defenders/Gloves/Goggles) this was scattered around site and therefore a tendency not to wear at times was visible at the time of the visit
2. Place a PPE board within the workshop and hi pressure cleaning area. This should contain all relevant PPE equipment - this would reduce the risk of not wearing at times
3. Missing PPE can easily be identified. During weekly H&S inspection
4. PPE should be a separate agenda item for the H&S committee meetings

# Moderate and Low Priority Risks

There are a number of remaining Moderate and Low Priority risks that are included in the Hazard and Risk Table but not discussed in this section of the report.

# Next Steps

This risk assessment is a live working document and a tool for the business.

Read the recommendations in point 6 above. These are the top priority recommendations based on the RPN.

Further recommendations are outlined in the risk assessment table (Appendix 1).

Documented Action Plan

Document an Action Plan and assign responsibility with timescales for completing the recommendations in the report.

* Monitor and review the Action Plan on a regular basis, recording when the actions are completed. Note down any relevant evidence against the completed actions i.e. training records, new work instructions etc.
* Some examples of how to record the evidence: on the action plan, hand written notes in this report, or separate documents attached or referenced to the report/Action Plan

Consultation and Training

There is a legal requirement to consult employees on risk control measures that relate to, or affect them and to provide any related training. Where either result from this risk assessment, ensure the communications and training occur. Document when and how consultation was achieved, and document employee training records.

Risk Assessment Review

There is no legally set review period for a risk assessment, but there needs to be a mechanism for reviewing when necessary.

As a framework, a risk assessment should be reviewed:

* At least every 1-5 years; the Health and Safety Executive recommend annual review
* If the business expands, takes on more staff or moves premises
* If there is a significant change to the work activities, process or task
* If the type or no. of persons exposed changes
* If there is a related accident, ill-health or incident reported
* If there is a change in technology or information that could affect the risk
* For any other reason if the assessment is no longer valid

# Appendix 1 - Prioritised Risk and Hazard Table

Hazards considered during this Risk Assessment:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Work At Height | **X** |  | Manual Handling | **X** |  | Slips, Trips & Housekeeping | **X** |
| Lighting, Heating & Ventilation Levels | **X** |  | Falling Objects | **X** |  | Display Screen Equipment | **X** |
| Layout/Storage/Space/Obstructions | **X** |  | Workplace Transport / Pedestrians | **X** |  | Driving At Work | **X** |
| Welfare Facilities | **X** |  | Pregnant Workers / Young Persons | **X** |  | DDA |  |
| Outdoor Work/Extreme Temperature | **X** |  | Off Site/Home/Peripatetic Working |  |  | Occupational Pressure |  |
| Violence To Staff / Verbal Assault |  |  | Contractors | **X** |  | Visitors / Trespassers | **X** |
| Lifting Equipment | **X** |  | Work Equipment (Fixed / Portable) | **X** |  | Electrical Equipment | **X** |
| Lone Working/Out Of Hours/Security | **X** |  | Pressure Vessels / Gas Supplies | **X** |  | Hazardous Substances | **X** |
| Noise | **X** |  | Vibration | **X** |  | Biological Agents |  |
| Legionella or Lead | **X** |  | Asbestos | **X** |  | Flammable Substances (F, F+) | **X** |
| Dangerous Substances (O, E, DSEAR) | **X** |  | Radiation Sources I.E. Lasers, UV |  |  | Confined Space/Asphyxiation |  |
| Environmental Risks | **X** |  | Food Preparation |  |  | Fire | **X** |

X = Relevant at the time of the visit, if there is no X the hazard was considered not relevant or insignificant.

# General Site - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 1 | **Hazardous/Flammables Substances – gas bottles**  Gas bottles are stored around the site in various locations. There is no lockable cage in which to store them. | 3 | Employees | No existing controls exist | 2 | 6 | Ensure that the gas bottles are stored correctly in a lockable cage.  Create a system whereby employees sign to access hazardous materials and key is held by responsible person.  Create an inventory of the substances by their hazard properties and risk phrases.  Skin checks (risk phrase R43) health surveillance may be necessary for certain materials. | Control of Substances Hazardous to Health Regulations 2002 |

# Driving at Work - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 2 | **Driving At Work -** Delivery and tanker drivers are the main drivers for A1 Group but other employees may drive on company business.  Hazard: road traffic accident.  Vehicles used are both company and privately owned. | 2 | Employees | A Driving at work procedures manual is in place. | 1 | 2 | Ensure copies of MOT, business class insurance and driving license are taken annually for ALL employees who drive at work.  Driver risk assessments were viewed on the day of the visit.. | Management of Health and Safety at Work Regulations 1999 |

# Occupational Health - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 3 | **Occupational Health -** Work activities can impact on employee’s heath as well as their safety. A proactive occupational health program can assist with the monitoring of adverse health effects and also maintain a healthy and productive workforce.  **Specific Risks** - Some occupational health is required under certain regulations for managing specific risks: For IOS these include Skin and respirator sensitising chemicals, Noise and Task Repetition.  **Additional Considerations**   * Sickness absence management * Fitness for work assessment * Wellbeing and stress management * Drugs and alcohol | 2 | Employees | **MSD Reporting (musculoskeletal disorder)** - Repetitive tasks have ben risk assessed Use of HSE guidance in HSG60 is recommended but not recorded at time of assessment. MSD reporting is currently verbal and too Depot managers. If further medical advice is required the employee is referred to the OH.  **Audiometry -** No audiometry is carried out currently.  **COSHH Heath Surveillance -** Currently, nothing is carried out.  **Stress/Wellbeing -** Employees reporting stress are currently referred to the OH.  **Drugs & Alcohol -** Zero tolerance, procedure in place. Facility to random test in place. | 2 | 4 | **Sickness Absence -** There is no system that records current absence levels which should be discussed at a monthly H&S committee meeting  **Audiometry** - Introduce audiometry for those exposed to noise above the 1st and 2nd action levels.  **MSD Report** - Introduce reporting system for MSD. Train employees on what to look out for and report issues to line managers.  Train line managers on completing MSD form, restricting duties and referral procedure to OH. | Management of Health and Safety at Work Regulations 1999  Noise at Work Regulations 2005  Control of Substances Hazardous to Health Regulations 2002  Working Time Regulations 1998 |

# Manual Handling - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 4 | **Manual Handling -** Handling of incoming/outgoing equipment. | 2 | Employees | Risk Assessments include manual handling activities; these are housed on the Back Office.  Safety shoes worn by all employees handling equipment.  Manual Handling training recorded in training files soon to be via Human Focus which will be accessible via the HUB. | 2 | 4 | In addition to training on manual handling at induction provide practical manual handling training to all employees who are required to carry out MH operations such as lifting, pulling, pushing, bending and twisting as part of their role. | Manual Handling Operations Regulations 1992  Lifting Operations and Lifting Equipment Regulations 1998  Provision and Use of Work Equipment Regulations 1998 |

# Workshop Noise - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 5 | **Noise: Equipment and vehicles being serviced after hire and before new hire -** Exposure to noise above statutory action levels of 80dBA and 85dBA can lead to hearing loss. | 2 | Employees | No existing controls in place | 2 | 4 | No noise survey completed. If one is completed then 1st and 2nd action level areas would be identified. These would then be indicated with signage and persons provided with hearing protection equipment.  Users are not trained to fit their hearing protection and this is documented.  Occupational Health audiometry testing required for persons exposed to noises above the 2nd action level of 85dBA and recommended for person exposed to noises above the 1st action level of 80dBA. | Noise at Work Regulations 2005 |

# Training and Induction - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 6 | **Training and Induction -** Without a clear and relevant induction and training programme, new starters and employees are more likely to have accidents and/or suffer from work related ill health.  A1 Group Training Includes:   * Manual Handling - Induction and annually * DSE training online * Role specific training * Equipment specific training * Managers H&S responsibilities - I didn’t ask this, is it done? | 2 | Employees | Sporadic training arrangements in place.  All employees’ are trained against defined skills and subjects, which are recorded in personal file,  H&S training is captured either as a specific role H&S module or as part of other training i.e. equipment operation.  A lot of the H&S related training is managed and delivered in house. | 2 | 4 | Review other specific H&S training delivered internally to ensure the key points of the training are documented.  All employees should receive practical manual handling training as well as the on line training. This should be documented and refreshed regularly i.e. 1-2 yearly.  General H&S awareness training should be considered for all employees yearly.  Introduce training for MSD and issues related to repetitive roles.  Introduce Health Surveillance training in relation to skin issues.  Introduce regular H&S training for members of H&S committee. | Management of Health and Safety at Work Regulations 1999 |

# Offices and DSE Work Stations - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 7 | **Display Screen Equipment -** Use of desktop PCs at workstations in various locations at Lambs Lane Depot. | 2 | Employees | Employees made aware of DSE during Induction. | 2 | 4 | Annual Assessments have not been completed  A procedure is in place Consider input from an Occupational Health professional for employees reporting health related issues on their self-assessment form.  This could be done through a management referral form | Display Screen Equipment Regulations 1992 |

# Contractors - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 8 | **Contractors -** Uncontrolled contractor activities can lead to incidents both to themselves on company premises or which could affect company employees.  Hazards include: falling objects, electrical damage, fires etc. | 2 | Employees and Contractors | There is mention of contractor management in the H&S Manual. | 1 | 2 | Risk assessments and method statements prior to contractors working on site were not available at time of visit. Prior to starting work contractors receive a contractors safety induction.  H&S procedures required to manage risks while working at an A1 Group depot, including preparation of risk assessments, method statements and assessing competence. | Management of Health and Safety at Work Regulations 1999 |

# Site Electrical Equipment - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 9 | **Electrical Equipment -** Failure of electrical equipment through poor maintenance or damage can lead to electrocutions. | 3 | Employees and Third Parties | PAT Testing completed internally on a rolling basis.  Fixed wiring installation tested and inspected. | 1 | 3 | Fixed wring tests should be completed at least every 5 years by a competent electrician.  **Future PAT testing** - Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually). | Electricity at Work Regulations 1989 |

# Delivery Drivers Lifting Equipment - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 10 | **Lifting Equipment -** Failure of lifting equipment can result in a serious incident and would be a RIDDOR reportable incident.  Lifting equipment identified:   * Workshop hoist equipment * Roller Shutter Doors * Tailgates on vehicles | 2 | Employees | Statutory inspections for lifting equipment and accessories are completed.  Maintenance in place for all lifting equipment.  Workshop/delivery drivers wear safety shoes and high visibility clothing.  Risk Assessments are completed and reviewed regularly | 1 | 2 | Training provided for all employees in use of any lifting equipment.  No further recommendations | Lifting Operations and Lifting Equipment Regulations 1998  Provision and Use of Work Equipment Regulations 1998 |

# Water Systems and Shower - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 11 | **Legionella -** Hazards: Legionella bacterial inhalable through water mist from a shower or developing in hot and cold water systems. | 3 | Employees | Legionella risk assessment not available at time of audit. | 1 | 3 | In addition to reviewing the risk assessment if the system changes, also set a review by a competent person periodically i.e. 3 years.  Shower should be tested and descaled monthly. | Control of Substances Hazardous to Health Regulations 2002 |

# Site Fire - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 12 | **Fire -** Fire risks from ignition source finding a fuel source. Fuel sources include stock, cardboard/paper/waste materials in outside bins. | 3 | Employees, Third Parties, Vulnerable Persons and Contractors | No existing controls are present | 2 | 6 | Fire risk assessment completed by external competent person.  Reviewed annually internally by competent H&S contractor  Further recommendations | Regulatory Reform (Fire Safety) Order 2005 |

# Work at Height - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 13 | **Work at Height -** Limited work at height for A1 Group employees.  No work at height for Office workers.  Contractors carry out work at height. | 3 | Employees | Limited working at height activity at Depot therefore not risk assessed. | 1 | 1 | Steps and ladders should be locked away when not in use.  Contractors should manage their own risk assessments for work at height and these should be managed by A1 Group (see contractors row). | Work at Height Regulations 2005 |

# Falling Objects - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 14 | **Falling Objects -** Hazards: items falling on persons around the site. | 3 | Employees | No existing controls. | 2 | 6 | Weekly visual inspections should be carried out on site by person responsible for H&  Items over 20kgs were stored above head height in various areas around the depot   * Workshop store room * Mezzanine floor workshop   Items over 20kgs need to be stored at the lowest point and light items under 20kgs stored at highest point. | Management of Health and Safety at Work Regulations 1999 |

# Pressure Vessels and Gas Supplies - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 15 | **Pressure Vessels and Gas Supplies -** For A1 Group these are:   * Gas Storage bottles * Gas boiler * Compressor for machine air lines * Pressure Washer   Failure of pressure vessels or poorly maintained gas supplies can lead to serious incidents.  Hazard: uncontrolled release of pressurised material, failure of pressure vessel, release of gas, explosion or fire. | 3 | Employees and Third Parties in the areas | Gas boiler inspected annually by a gas safe registered company - viable maintenance ticket visible at time of visit.  Salt / grit available for period of cold weather to prevent water freezing and creating serious slip hazard Safety | 2 | 6 | Competent person to carry out statutory Pressure systems inspections 6 monthly - not checked at time of visit.  Gas bottles to be stored in lockable cage  No protection for employees pressure washing. Install barrier to offer protection from site vehicles.  Glasses and ear defenders to be worn whilst using pressure washer.  No further recommendations. | Gas Safety (Installation and Use) Regulations 1998  Pressure Systems Safety Regulations 2000 |

# Handling Waste for Disposal - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 16 | **Handling Waste for Disposal -** Use of bins at the back of the site.  Hazard: manual handling. | 3 | Employees | Waste is stored bins around the site. All materials are disposed of correctly. | 1 | 3 | Ensure general housekeeping from all employees to ensure waste is disposed of correctly  Consider introducing a waste management system for different types of waste.  No further recommendations. | Management of Health and Safety at Work Regulations 1999  Manual Handling Operations Regulations 1992 |

# Machinery and Work Equipment - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 17 | **Machinery and Work Equipment -** Use of work equipment by untrained persons or work equipment that is poorly guarded and maintained is more likely to lead to incidents.  Work equipment includes:  Lifting equipment  Hire Equipment. | 2 | Employees | **Risk Assessment -** The use of each item of work equipment is risk assessed. New equipment is captured when purchased and training on use delivered by supplier.  . | 2 | 4 | Provide a hard copy of risk assessments on certain equipment in various areas on site.  Produce generic risk assessments in various locations on site I.e. office, workshop etc.  **Maintenance –** Ensure all work equipment is maintained regularly.  **Training –** Ensure training is completed and recorded for all users of equipment  No further recommendations | Provision and Use of Work Equipment Regulations 1998 |

# External Area and Site Access - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 18 | **Visitors/Trespassers -** Unaccompanied visitors may be more likely to have an accident due to less knowledge about the site layout and operation.  Foreseeable hazards to trespassers should be avoided. | 3 | Employees, Visitors, Contractors and  Trespassers | Limited signage around site  Site fencing is adequate  Smoking area located to close to general office  Main gate to site not secured and would move if windy. | 2 | 6 | Visitors/Contractors should be required to sign and issued identification badge. All visitors/ contractors should be hosted by an A1 Group Employee.  Visitors/Contractors should be made aware of fire evacuation procedures upon arrival  Ensure all external signage in place ie External signage at entrance warning of no unauthorised access (trespasser warning), speed limits,  Move smoking area away from building and ensure proper cigarette disposal  Devise method to secure main gates if windy as would hit employees or vehicles  No further recommendations | Management of Health and Safety at Work Regulations 1999  Occupiers Liability Act 1947/1984 |

# First Aid and Accident Reporting - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 19 | **First Aid and Accident Reporting -** If an incident occurs, slow first aid response can increase the severity of the injury. | 2 | Employees and Third Parties | Accident reporting procedure in place although not available at time of audit.  First aiders trained and displayed as pictures around the site on notice boards. | 2 | 4 | Ensure correct number of first aiders are trained on site to cover absences.  Pictures of first aiders should be displayed on notice boards.  Contact numbers / first aider pictures on first aider signs should be considered. | First Aid Regulations 1981 |

# Hazard and Near Miss Reporting - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 20 | **Hazard and Near Miss Reporting -** Reported incidents (Hazards and Near Misses) are indicators of potential accidents waiting to happen. | 1 | Employees and Third Parties | No controls process is in place | 1 | 1 | Ensure system in place for recording near miss occurrences on site or for drivers. This should be an agenda item on the H&S monthly meeting. Corrective Actions are then discussed.  No further recommendations | Management of Health and Safety at Work Regulations 1999 |

# Health & Safety Communication - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 21 | **H&S Communication -** Clear methods of H&S communication.  A written H&S policy signed and displayed.  H&S procedures for controlling workplace risks in place and available to employees.  H&S Committee. | 3 | Employees | No existing controls in place | 2 | 6 | H&S Policy to be signed, and displayed on notice boards around site i.e. office, canteen and workshop.  H&S poster to be displayed.  Set up H&S committee for A1 Group. H&S Committee meet monthly and made up of a chair person and committee reps from all 4 depots.  The committee minutes should be structured and recorded to cover key agenda items including: accidents, /incidents, risk assessments, business changes and projects, H&S training.  H&S should be discussed at monthly management meetings.  Weekly H&S inspections to be carried out by the reps and issues discussed at H&S committee meeting. Corrective actions are implemented immediately.  Risk Assessments are reviewed annually by trained H&S rep and where necessary reviewed by the H&S committee.  No further recommendations. | Health and Safety at Work Act etc. 1974  Management of Health and Safety at Work Regulations 1999  The Health and Safety (Consultation with Employees) Regulations 1996 |

# Outdoor Work - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 22 | **Outdoor Work -** Some employees have a need to work outside during the winter but they are not based outside continuously. | 2 | Employees | All employees are provided with high visibility jackets/fleeces gloves for wearing in all areas apart from offices on site.  All affected employees can move into the warmth as required.  Heaters provided in rest area and general offices  Gritting products available to prevent slips in winter weather. | 2 | 4 | Improved signage when pressure washing especially in freezing conditions.  Improve road markings around – risk assess areas and redo where necessary  No further recommendations at this time. | Management of Health and Safety at Work Regulations 1999 |

# Asbestos - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 23 | **Asbestos -** If asbestos is present in the building, disturbance of the fibres can lead to personal exposure. | 1 | Employees and Contractors | Asbestos not present on site. | 1 | 1 | No further recommendations | Control of Asbestos at Work Regulations 2006 |

# Kitchen Area / Rest room - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 24 | **Food Hygiene -** risk of bacterial cross contamination with out of date food.  **Slips Trips and falls** - bags / clothing and rubbish across floor | 3 | All employees | Fridge provided to place food into to keep at adequate temperature.  Lockers and hooks provided to store personal belongs and work clothing.  Bins provided | 2 | 6 | Place additional signage around canteen reminding employees of responsibility to keep area clean and tidy.  Devise rota to ensure bin / fridge are emptied regularly.  Purchase additional lockers to store bags etc. | Food Hygiene Regulations 2006  Management of Health and Safety at Work Regulations 1999 |

# Pregnant Workers and Young Persons - Risk Assessment Table

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard** | **S** | **Persons Affected** | **Existing Control Measures and Common Theme** | **Risk** | | **Recommendations** | **Relevant Legislation** |
| **L** | **RPN** |
| 25 | **Pregnant Workers and Young Persons -** Higher risk groups more susceptible to workplace risks. | - | Pregnant Employees and Young Persons | Pregnancy Risk Assessment is a HR procedure and is in place.  No young persons employed at the time of the visit. Risk Assessments are completed for any work experience visitors. | - | - | No further recommendations at this time. | Management of Health and Safety at Work Regulations 1999 |

# Appendix 2 - Risk Assessment Scoring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Management and Compliance Audit Scoring** | | | | | |
| Severity Hazard (S) | Severity Hazard (S) | | Likelihood of Occurrence (L) | | |
| Compliance | Harm or Ill Health | Low | Medium | High |
| 3 - None | 3 - High | 1 | 2 | 3 |
| 2 - Partial | 2 - Medium |  |  |  |
| 1 - Satisfactory | 1 - Low |  |  |  |

|  |  |
| --- | --- |
| Risk Priority Number | Action and Timescale |
| Intolerable:  RPN = 9 | Stop activity immediately or do not start until action has been taken to reduce the level of risk. (Enforcement risk - possible HSE Prohibition Notice). |
| Substantial:  RPN = 6 | Take action to reduce the risk level within 1 month. (Enforcement risk - possible HSE Improvement Notice). |
| Moderate:  RPN = 3 or 4 | Take action to reduce the risk level within 3 - 6 months. |
| Trivial/Low:  RPN = 1 or 2 | No further action required. |

See next page for Severity and Likelihood descriptions.

# Severity Score Table

|  |  |  |
| --- | --- | --- |
| # | Description | |
| **3** | **High Hazard - extremely harmful consequences**  Major notifiable RIDDOR injury or fatality. Permanent disability. Severe life threatening RIDDOR Reportable diseases and illnesses i.e. cancer, asbestosis  Extensive loss of plant, or major damage to equipment, property or the environment. RIDDOR Dangerous Occurrence.  Would attract a prohibition notice from the HSE.  **None Compliance**  Breach of a relevant statutory provision with potential for harm.  No evidence of compliance to the relevant statutory provisions. | |
| **2** | **Medium Hazard - harmful consequences**  7 Day RIDDOR Reportable Lost time incident. Temporary disability, lacerations, serious cuts and bruises, burns, concussion, serious sprains and strains, minor fractures (fingers and toes).  RIDDOR Reportable Diseases i.e. occupational deafness, dermatitis, allergy, repetitive strain injury. Serious damage to equipment, property or the environment disrupting normal activities would attract an improvement notice from the HSE.  **Partial Compliance**  Minor or technical Breach possible. Some evidence of compliance to the relevant statutory provision i.e. hazards and risks identified some supporting documentation & training records. | |
| **1** | **Low Hazard Severity - slightly harmful consequences**  Minor Injuries & ill health i.e. minor sprains and strains, cuts and bruises, eye irritation, nuisance (e.g. headaches), minor skin irritation.  Minor damage to equipment, property or the environment.  **Satisfactory**  At the time of the audit or risk assessment and in the opinion of the assessor, compliance to the relevant statutory provisions is considered to be adequate i.e. hazards and risks identified by competent persons, full documentation supporting a system of managing the relevant risk and hazards identified, training in place and recorded, communication of risk control measures to employees in place.  *Achieving this standard does not absolve the company of its duty to continuously monitor compliance to the relevant statutory provisions review risk on a regular basis.* | |
| Likelihood of Occurrence Table | | |
| **3** | **High** (highly likely) | Daily or weekly opportunities for the hazard to be realised.  Continuous or almost continuous presence of the hazard. |
| **2** | **Medium** (likely) | Opportunities for hazard to be realised are possible i.e. within the next 6-12 month period. |
| **1** | **Low** (unlikely) | Opportunities for hazard to be realised are Infrequent and possible, but not expected in the next 12 month period. |