

**Health and Safety Audit**

**Bennett’s Yard - Wokingham**

**7th September 2017**

# Approvals and Amendments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev # | Date | Amended by | Approved by | Details |
| 01 | 7/09/2017 | Sean Whittle |  | Site audit and creation of draft |
| 02 | 11/09/17 | 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

Paul James, Sales Manager commissioned HR & Business Solutions Ltd to

* Audit the occupational health and safety status of their site in **Bennetts Yard, Longacres, Waterloo, Wokingham, RG40 3DA**
* 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 five depots in Wokingham, Longacres Bridgend, Spencerswood and Coventry. The **Bennetts Yard** depot comprises of a ground floor reception area, general office which has a separate toilet facility. There is another building adjacent to this building which houses a separate kitchen / toilet and shower facilities. There is also a flat above the general office area. There is a large external workshop building which comprises of 4 individual units (two of which are leased by another business) The large yard area is used for equipment and vehicle storage and a cleaning area. There is a large portable building opposite the to the general office which is planned for office use in the coming months – this was not audited at time of visit as not in used. At the time of the visit approximately 120 people were employed within the A1 Group business, with around 4 on the Bennetts Yard 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 Wet Waste (Bennetts Yard) 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 Wet Waste (Bennetts Yard) 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 Wet Waste (Bennetts Yard) will be able to manage its OH&S issues. By establishing risks, A1 Wet Waste (Bennetts Yard) 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 Wet Waste (Bennetts Yard) Depot.

# 3. Aims and Objectives

The aim is to identify and provide A1 Wet Waste (Bennetts Yard) 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 Wet Waste (Bennetts Yard) 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 Bennetts Yard 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

No current signed copy displayed.

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 7 Substantial Risks and 4 Moderate Risks scoring a four; these are outlined below.

# Substantial Risks

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

In general office and in workshop storage area 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. Also ensure any items are not stored on top of units etc.

**2. 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 specific H&S notice board to be located in kitchen area. HSE H&S poster was on display. 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. Relocate smoking area away from general office and place 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 the following:

* Clearly identified emergency evacuation area
* Create separate H&S Board and display signed H&S Policy, insurance details
* Pictures and contact details for both first aiders and fire marshals
* PPE usage signage
* Speed limit
* Reception signage
* Visitor sign in book in general office
* Site H&S leaflet handed to all visitor

**3. 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. Whilst there was a first aid kit available for employees there should also be one in general office. There were no warning signs in any canteen regarding use of equipment etc. The office toilet area was tidy and general cleaning items were being stored correctly. The kitchen area was clean and tidy and food storage was well maintained i.e. no out of date food was stored in the refrigerator. There was no area for employees to store clothing and bags which could be considered trip hazards. There was no cleaning rota in place and signage reminding employees to keep the area clean and tidy was not present in the kitchen only the shower and toilet area.



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.

**4. Firefighting equipment**

There was no evidence of fire extinguishers around the site or employees having been trained in their correct use.

Fire signage was in place in canteen to evacuate premises in the event of fire. This should be also visible in general office.



Relevant Legislation

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

Recommendations

Purchase fire extinguishers and ensure regularly checked by external organisation. 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 needed to treat.

**5. Vehicle storage**

No separate visitor parking area. Employee cars were in various locations around the depot which could cause potential hazards. One employee uses the yard area to store personal cars (approximately 6 at time of audit) these should be relocated in far end of yard or removed from site



A1 Wet vehicles were located in various areas in yard and no clearly defined storage areas for vehicles.



Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

1. Devise two spaces near general office for visitors and signage indicating this on fencing and bays marked out. Devise 10 employee parking bays next to visitor bays and indicate this with signage on the fencing also paint bays to mark out parking area.
2. Ask employee to store a maximum number of cars on sit e and place in area at end of year.
3. Mark out A1 vehicle areas i.e. tankers/vans etc. along left side of yard to prevent employees leaving vehicles in main thoroughfare

**6. Site Access and signage**

There was no signage at the main entrance to the depot warning visitors or customers of the hazards that may be present or requesting they wear PPE, adhere to specified speed limit or even report to Reception. No indication where reception was.



Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

Erect correct signage at entrance to site this would contain



1. Ensure Speed limit signs 5 mph are placed in various locations around site and yard and on main entrance to site.
2. Ensure Reception sign erected to direct visitors to reception and ensure signing in process devised and implemented
3. Create separate area for visors cars (2 spaces) employee cars and A1 Vehicles. Use the recently erected fencing to attach signs. This will prevent employees leaving vehicles in various locations

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

There was no evidence of PPE available on site at time of audit. 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 not evident around site and therefore a tendency not to wear at times
2. Place hooks with visitor PPE available inside general office
3. Consider placing a PPE board within the workshop so can be worn when hi pressure cleaning. This should contain all relevant PPE equipment - this would reduce the risk of not wearing at times as missing PPE can easily be identified.
4. Under take a weekly H&S audit of site and report any issues to all employees.
5. PPE should be a separate agenda item for the H&S committee meetings

# Moderate Risks

**1. Housekeeping**

General housekeeping around the site was poor. There were various items of cleaning equipment left in general areas when not in use. There were hoses left discarded in yard area. In general office cables were left trailing on floor.

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 a lockable cleaning cupboard for the kitchen, 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 Wet Waste have introduced an online training system provided by Human Focus. All employees are 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. Ensure DSE programme completed for all relevant employees

# 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**  On diesel stored on site.no propane or butane stored on site at time of audit | 1 | Employees | No existing controls exist | 2 | 3 | Ensure that the gas bottles are stored correctly in a lockable cage.  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 | 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 -** Exposure to noise above statutory action levels of 80dBA and 85dBA can lead to hearing loss. | 2 | Employees | No existing controls in place | 1 | 2 | No actions required at time of audit | 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 Bennetts 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 must 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 | No PAT Testing completed  No Fixed wiring installation inspected or tested. | 2 | 6 | 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 | Purchase fire extinguishers for various locations on site general office, canteen and workshop.  Fire risk assessment should be completed by external competent person.  Fire evacuation signage should be placed around site i.e. general office, canteen and workshop.  Fire muster point should be devised and site map should indicate area and evacuation procedure.  Reviewed annually internally by competent H&S contractor  No 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. | 2 | Employees | Limited working at height activity at Depot therefore not risk assessed. | 1 | 2 | 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 * Canteen items on cupboards   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. | 2 | Employees and Third Parties in the areas | No gas bottles on site  No gas boiler on site  No pressure washer in use on site | 1 | 2 | Salt / grit available for period of cold weather to prevent water freezing and creating serious slip hazard Safety  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 | 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 i.e. 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.  . | 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 | 2 | 4 | Improved signage when pressure washing especially in freezing conditions.  Improve road markings around – risk assess areas and redo where necessary  Gritting products available to prevent slips in winter weather.  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 | 2 | All employees | Fridge provided to place food into to keep at adequate temperature.  Bins provided | 2 | 4 | Place additional signage around canteen reminding employees of responsibility to keep area clean and tidy.  Devise rota to ensure bin / fridge are emptied regularly.  Lockers and hooks to be provided to store personal belongs and work clothing  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. |