**Purpose**

Thisdocument explains the methodology used by A1 Group for the on-going identification of hazards and the assessment of risks in the workplace as required by the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended 2005)

**Procedure**

We have established our Health and safety position by the means of an initial review to identify all potential and underlying hazards, and have then assessed these hazards appropriately.

We have then identified those areas of the Company that require a risk assessment and these have been completed by the QSE; for anything considered trivial or not likely to cause harm, no risk assessment has been documented.

We have considered;

* Both routine and non-routine activities
* Activities of all personnel having access to the workplace including sub-contractors and visitors,
* Facilities at the workplace, whether provided by the organisation or others.
* Human behaviour, capabilities, and other human factors
* Identified hazards originating outside the workplace capable and adversely affecting the health and safety of persons under the control of the organisation within the workplace.
* Hazards created in the vicinity of the workplace by work-related activities under the control of the organisation
* Infrastructure, equipment and materials for the workplace, whether provided by the organisation or others.
* Changes or proposed changes in the organisation, its activities or materials.
* Modifications to the health & safety management system, including temporary changes, and their impacts on operations, processes, and activities.
* Any applicable legal obligations relating to risk assessment and implementation of necessary controls.
* The design of work areas, processes, installations, machinery/equipment, operating procedures and work organisation, including their adaptation to human capabilities.

Risk assessments are completed as required and as follows;

* Activity driven e.g. for use of equipment etc. within our office.
* Site specific e.g. where works are required on client’s sites; these encompass a range of hazards and will also typically include a method statement if necessary.

The risk assessment process adopted follows the HSE Guidance document “Five Steps to Risk Assessment” where hazards are identified with the control measures ascertained as a result;

* Hazards are identified
* Existing and current control measures recorded
* Level of risk ascertained e.g. probability, consequence etc.
* Any additional control measures identified recorded
* Residual risk ascertained as follows;
* Very Low
* Low
* Medium
* High
* Very High

Control measures are recorded on the risk assessment to reduce the risk of the activity to as low as reasonably practicable. Consideration shall be given to reducing the risks according to the following hierarchy;

* Elimination of the Hazard and avoiding the task altogether.
* Substitution of the Hazard, i.e. can we try using something else?
* Isolation of the work process
* Reduction in people and work durations
* Establishing Safe Systems of Work – a method statement for the activity is also recorded on the assessment, which outlines good practice and controls for the task.
* Through Good Housekeeping
* Information, Instruction, Training and Supervision
* The Provision of Personal Protective Equipment

**Risk assessment review**

Should there be any changes in;

* Our premises
* Legislation
* Working environment
* People
* Processes;

We will review the relevant risk assessments to ensure their adequacy, however all risk assessments will be reviewed at least on an annual basis in line with our health and safety policy review undertaken by our H&S advisors.