

**Health and Safety Audit**

**A1 Loo Hire – OXFORD DEPOT**

**16th December 2020**

# Approvals and Amendments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev # | Date | Amended by | Approved by | Details |
| 01 | 16/12/20 | Sean Whittle | Clive Owen | Site audit and creation of draft |
| 02 | 04/01/21 | Sean Whittle | Martyn Kirkham | Report sent to client |
| 03 | Ongoing |  |  | Meeting to review actions |
| 04 | H&S meeting Dec |  |  | Feedback to H&S Reps |
| 05 | 31/12/20 |  |  | Action Plans Devised |
| 06 | At H&S meetings |  |  | 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

Ivor Swatton, Events Manager commissioned HR & Business Solutions Ltd to

* Audit the occupational health and safety status of their site at **Thame Road, Oakley, HP18 9DQ**
* 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, Bridgend, Coventry, Longacres (Bennett’s Yard) and Thame (Oxford). The **Oxford Depot** comprises of a large industrial unit housing ground floor general office with separate kitchen/toilet facilities and Workshop / Warehouse. There is also a small mezzanine floor above the office area with access gained through stairs in the Workshop. There is a separate kitchen / rest room and shower / toilet facility to the rear of this unit. The large workshop (which houses spares materials / vehicles in for repair and a spares area for the toilets and welfare units). The large yard area in front of the main unit is used for employee parking / trailer toilet storage and plastic toilet storage there is also a wash down cleaning area. The perimeters of the yard are protected with steel fencing and CCTV and is well lit. At the time of the visit approximately **155 people** (4 based at Oxford) were employed within the A1 Group business, with around **4 on the Oxford 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 (Oxford) 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 (Oxford) 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 (Oxford) will be able to manage its OH&S issues. By establishing risks, A1 Loo Hire (Oxford) 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 Oxford Depot.

# 3. Aims and Objectives

The aim is to identify and provide A1 Loo Hire (Oxford) 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 (Oxford) 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 Oakley Site

* Visit each key area in the Oxford 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

HSE Poster

Not displayed around the depot and not completed with contact details

H&S Policy

No signed copy displayed on notice boards.

Employers Liability Insurance

No copy displayed.

Accidents and Incidents

Not reported or reviewed. No record of any 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 **8 Substantial Risks and 4 Moderate Risks** scoring a four; these are outlined below.

# Substantial Risks

**1. Hazardous/Flammables Substances - liquids in the workshop /yard**

There were a few liquids / solvents in various locations around the workshop area which were not labelled i.e. ideally stored in metal protective cupboard when not in use.





Relevant Legislation

* Control of Substances Hazardous to Health Regulations 2002

Recommendation

1. All flammable liquids / solvents/ aerosols should be stored in a lockable cupboard the key should be held by a responsible, person and a control system for access should be introduced. The cupboard should be away from sources of ignition i.e. workbench / grinding equipment and oxyacetylene.
2. Ensure all products that have label missing are quarantined or have name of product written one in permanent marker

**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 notice board in the Office, employee canteen and workshop. HSE H&S poster existed but was not visible.

Whilst there are first aiders/Fire Evacuation Marshals these need to be highlighted in the office and in the workshop.

Fire Exits were visible and, in all correct areas.





Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

1. A H&S Notice board was purchased and left on floor in office kitchen – this needs to be erected and documentation placed on it i.e., emergency evacuation site plan, H&S Policy, PPE usage, visitor rules whilst on site.

**3. Depot kitchen/employee canteen/rest area**

The canteen near the Offices PAT testing was not completed. The kitchen area was clean and tidy and food storage was well maintained i.e. no out of date food was stored in the refrigerators around the site.

However, there were items stored on microwaves in both office kitchen and workshop canteen which need to be removed.  
  


Relevant Legislation

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

Recommendations

1. Place additional signage around the kitchen reminding employees to keep the canteen clean and tidy at all times and not store items on microwave.
2. Also hand drying products need to be available or water will go on floor and become slip hazard.
3. Conduct PAT test on electrical items over 1 year old

**4. Compressor**

There was a compressor at the back of the workshop had no certificate of being tested.



Relevant Legislation

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

Recommendations

1. Book compressor in for service with competent engineer

**5. Yard Area**

There was a large pothole in yard area which collected water. Yard in constant use with employees and vehicles – this could freeze in winter months and become slip hazard.

There was plenty of salt on site to use in winter months, however, should be stored in yellow bins in yard area



Relevant Legislation

* Management of Health and Safety at Work Regulations 1999

Recommendations

1. Fill pot holes to prevent puddles
2. Purchase bin to store salt and grit to apply in freezing conditions to yard areas.

**6. Office Lighing**

The lighting in the office need to be assessed as the employee complained of headaches when working for long periods. The lights appear to be old tubes and need to be daylight lights.



Relevant Legislation

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

Recommendations

1. Conduct office lighting review with a qualified electrician

**7. Fire Evacuation**

The fire exit in the employee canteen has a key and lock. The key could become lost and this would prevent a safe exit in an emergency situation. Also once outside the main side gate is also locked so employees could become trapped if using this exit.





Relevant Legislation

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

Recommendations

1. Consider installing a “break glass” to exit system in door in canteen and devise a new exit gate at side of building



**8. Electrical Safety**

There were some electrical wires which were exposed in the workshop and should be covered.



Also, the main fuse board should be covered in lockable fireproof cupboard



Relevant Legislation

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

Recommendations

1. Build cupboard to enclose fuse board and also replace cover on all exposed wiring

# Moderate Risks

**1. Material Storage / general housekeeping**

General housekeeping around the site was good, there were plenty of signs indicating dangers and fire exits etc. There were however some items of equipment, hoses and general rubbish left in certain areas. Some items left on microwave and could be onsidered fire hazard.

There was a ladder which was unsecured in Workshop







Specific Risks

Hoses/cables and unused equipment could be trip hazards.

Relevant Legislation

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

Recommendations

1. Purchase lockable cleaning for the workshop storage area. 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. Ensure weekly walkaround completed and employees reminded to clear working areas of general rubbish – IAuditor being introduced in 2021

**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. Stairs / Mezzanine beams in Workshop**

The stairs are made of wood with no anti slip material on stairs. The stairs in constant use they lead to a mezzanine which products are stored on so in wet conditions could become slip hazard





There was an exposed beam on the mezzanine which could become bump hazard and no warning signs of low beam – others beam had protection and correct signage



**Relevant Legislation**

* Management of Health and Safety at Work Regulations 1999

**Recommendations**

1. Purchase anti slip stirs stickers as show above.
2. Also purchase foam to cover beam and place warning signage on outside

**4. Fire Extinguishers**

There were a number of extinguishers left on the floor and should be placed on walls as they can become trip hazard’s





**Specific Risks**

Items left on floor could become trip hazards when not in use.

**Relevant Legislation**

* Management of Health and Safety at Work Regulations 1999

**Recommendations**

1. Purchase wall hooks to be placed in workshop and employees to be reminded to extinguishers correctly

# 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**  Some storage containers around site had liquids inside with no indication on what they were. | 3 | Employees | Existing controls exist to store flammable liquids / cleaning products etc. | 2 | 6 | **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.**  No 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 system that records current absence levels which should be discussed at a monthly H&S committee meeting **– Representative from Coventry should attend bi monthly H&S 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. | 1 | 2 | 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 | Hearing defenders are available | 1 | 2 | **Users are trained to fit their hearing protection, and this is documented.**  All employees were witnessed wearing appropriate PPE | 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 | 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. | 1 | 2 | Review other specific H&S training delivered internally to ensure the key points of the training are documented.  All employees receive practical manual handling training as well as the on-line training. This is documented and refreshed regularly i.e. 1-2 yearly.  General H&S awareness training is undertaken for all employees yearly.  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 Oakley Depot. | 2 | Employees | Employees made aware of DSE during Induction but no annual refreshers  Annual Assessments have been completed | 2 | 4 | **Ensure annual DSE refresher training conducted**  **Tidy up all lose cables in office** | 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.  Contractors supply business with completed questionnaire, RAMS and insurance documentation prior to wok being undertaken. | 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.  Some electrical wiring in workshop exposed  Main fuse board is on outside wall with no flame proof cupboard | 3 | Employees and Third Parties | PAT Testing completed internally on a rolling basis.  Fixed wiring installation tested and inspected. | 1 | 3 | **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).**  **Conduct weekly H&S walk around at depot and include electrical safety as a section** | 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 | **Manual Handling 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 | **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 | Fire risk assessment completed by external competent person.  Fire Extinguishers are stored off the floor and signage for correct use displayed near all extinguishers. | 2 | 6 | **Ensure a trained Fire Marshals on site and name displayed around site with contact number and Fire Evacuation procedure visible in all areas**  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. | 2 | 4 | **Steps and ladders should be locked away when not in use – one at back of Warehouse against racking.**  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. | 2 | Employees | Items over 20kgs were stored above head height in various areas around the depot | 2 | 4 | Weekly visual inspections should be carried out on site by person responsible for H&S – IAuditor being introduced in Dec 2018   * Workshop shelving and area to side of workshop filled with rubbish items * Mezzanine floor in workshop | 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**  **Any flammable products to be stored in lockable cupboard**  **PPE Hi Vis jacket, eye glasses and ear defenders and appropriate footwear 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. | 2 | Employees | Waste is stored bins around the site. All materials are disposed of correctly. | 2 | 4 | **Ensure general housekeeping from all employees to ensure waste is disposed of correctly**  **Clear rubbish from various areas**  **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. on hooks on walls on hooks on walls on hooks on walls  New equipment is captured when purchased and training on use delivered by supplier.  . | 1 | 2 | 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.  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. | 2 | Employees, Visitors, Contractors and  Trespassers | Signage generally good around site  Site fencing is adequate  No clear smoking signs  . | 2 | 4 | **Visitors/Contractors should be made aware of fire evacuation procedures upon arrival**  **Ensure all loose hoses are stored correctly on hooks on walls when not in use**  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 | None | 1 | 2 | **Ensure at least one trained First aiders on site and name displayed as pictures around the site on notice boards.** | 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. | 2 | Employees and Third Parties | None | 1 | 2 | **Introduce system in place for recording near miss occurrences on site or for drivers. This is 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. | 3 | Employees | H&S Committee meet monthly and made up of a chairperson and committee reps from all 4 depots Oxford Depot is represented at meetings | 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 completed with contact details.**  **Weekly H&S inspections to be carried out by the reps and issues discussed at H&S committee meeting. Corrective actions are implemented immediately.**  **Ensure picture of all trained first aiders and Fire Marshals**  **Site evacuation procedure and site map to be displayed in Offices / Canteen / Workshop and meeting rooms**  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. | 3 | 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 | 6 | **Lone working – at times one employee on site – ensure Lone working procedure in place**  No further recommendations. | 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 | **Asbestos inspection required** | 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.  Hooks provided to store personal belongs and work clothing.  Bins provided | 2 | 4 | **Place additional signage around canteen reminding employees of responsibility to keep area clean and tidy.**  **Remove items from top of Microwave and place sign asking employees not to store anything on top** | 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. |