**FQM LIMITED**

**XXX-OP-014**

**Hazard Identification and Assessment Procedure**

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| **Revision History** | | | | |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this document is to specify a consistent method identifying hazards and conducting risk assessments. [COMPANY NAME] have a legal responsibility to carry out risk assessment. As stated in the Management of Health and Safety at Work Regulations 1999 (MHSWR) it is a legal requirement under section 3 that a suitable and sufficient written risk assessment should be provided and readily available when 5 or more employees are employed in the workforce. This should take into consideration risk to both employees and non-employees (such as visitors and members of the public) alike.

1. **Scope**

This procedure covers all works being carried out by [COMPANY NAME] and by employees working with the facilities both on and offshore.

1. **Relevant Documentation**

xxx-14-01 Risk Assessment

xxx-14-02 DSE Assessment

PO-05 PPE Policy

xxx-33 PPE Controls Procedure

xxx-25 COSHH Procedure

xxx-26 LOLER Procedure

xxx-28 DSEAR Procedure

xxx-08 Training and Competency Procedure

1. **Definition**

DSE Display Screen Equipment

PPE Personal Protective Equipment

COSHH Control of Substances Hazardous to Health

LOLER Lifting Operations and Lifting Equipment Regulations

DSEAR Dangerous Substances and Explosives Atmospheres Regulations

PUWER Provision and Use of Work Equipment Regulations

1. **Responsibilities**

QHSE are responsible for the implementation of all assessments. Where the QHSE representative has no/limited technical knowledge, the assessment must be completed with a technically competent individual.

Managers/Supervisors are responsible for ensuring work equipment is suitable for use, maintained and regularly inspected and that operators are competent.

Employees are responsible for following assessments provided and highlighting any areas where the assessment doesn’t accurately reflect the task in hand, or where changes could be made to improve the process.

1. **Procedures**

Risk Assessments must be carried out for all work activities and significant findings must be recorded, i.e. for activities that carry appreciable risk to people, assets, equipment and/or the environment, must be documented. These are typically carried out as specific task based assessments however where low risk activities or activities that are very similar in nature are carried out together then these may be assessed jointly in a site or area assessment.

Where activities are generic across the sites then generic risk assessments are carried out.

Risk assessments must be made available to all relevant employees.

* 1. **Competency of the Assessor**

Refer to Training and Competency procedure.

Risk Assessments should be compiled by QHSE Advisor and a subject matter expert who has the technical ability to assess the task being undertaken, as a minimum.

If a complex or high-risk activity is being assessed then a team approach must be required utilising a range of expertise.

* 1. **Types of Risk Assessments**

There are a number of specific types of assessments that may need to be carried out, including:

* + 1. **Site/Area**

These look at work areas within a site as an overview of all activities in that area, or for simple operations the site as a whole. These should be used to define site rules and restrictions such as the wearing of PPE.

Environmental factors should be considered in a site/area assessment however where required a more detailed examination of environmental aspects and impacts should be considered separately in an environmental assessment carried out in accordance with the Environmental Assessment procedure.

* + 1. **Task Based/Project Specific**

These encompass the majority of work activities and may be defined by general activity or equipment use. These should be used to define a safe system of work where one does not already exist in the form of a safety method statement or documented method or procedure.

Activities carried out by contractors is controlled in accordance with the Control of Contractors and Visitors procedure and the site permit to work system, however an assessment of their activities will be required if this is not provided by the contractor themselves.

Individuals at specific risk should be considered in task based or site/area assessments where required however it may be appropriate to conduct a separate assessment for vulnerable groups such as minors undergoing work experience, and individuals such as those with; disabilities, increased susceptibility to a specific agent, or pregnant women. These should be used to define restrictions on activities or additional controls.

* + 1. **Fire**

These are a specific type of site/area assessment that considers risk relating to fire and must be completed by an external specialist contractor.

These in conjunction with any DSEAR assessments, should be used to specify emergency provision and define the sites emergency plan.

* + 1. **Legionella**

These are a specific type of site/area assessment that considers risk relating to Legionella and must be completed by an external specialist contractor, where there is a significant risk of growth of bacteria and a route of exposure.

* + 1. **Manual Handling**

Minor manual handling activities can be incorporated in task based assessment however if the manual handling is a major activity in itself or if the risks are particularly high then a specific manual handling assessment must be carried out.

* + 1. **Noise**

These are a specific type of site/area assessment that considers risk relating to noise and should be documented where there is a significant risk of exposure.

* + 1. **Vibration**

Vibration should be considered in task based assessments relating to equipment were this is a risk factor. However it may be appropriate to conduct a separate assessment where vibration is a common issue with a number of pieces of related equipment or where there are additional contributory factors such as temperature or individuals at specific risk.

* + 1. **DSE**

These are a specific type of personalised task based assessment that considers risk relating to DSE use and should be documented for all individuals designated as ‘Users’. These are individuals who use DSE equipment as a significant part of their work activities and this would typically be any individual who has an hour or more of continuous use each day. The assessment is carried out by completing the DSE Assessment form.

* + 1. **PPE**

Reference HYD-33 PPE Controls

* + 1. **COSHH**

Reference HYD-25 COSHH Procedure.

* + 1. **DSEAR**

These are a specific type of site/area assessment that considers risk relating to the specified agents and must be completed using the Fire Risk Assessment. These in conjunction with the fire risk assessment, should be used to specify emergency provision and define the sites emergency plan. Refer to DSEAR Procedure

* + 1. **LOLER**

Reference HYD-26 LOLER Procedure

* + 1. **PUWER**

For equipment supplied as new since 1995 which is ‘CE’ marked, the requirements under PUWER may be covered under task based risk assessments and a specific PUWER assessment is not generally required providing that where there are specific electrical or mechanical hazards the equipment is installed by competent contractors.

However equipment that either; predates 1995, is obtained second hand, or is designed and constructed in-house must be assessed to ensure that it meets the requirements.

The regulations of PUWER requires risk to people’s health and safety, from equipment that they use at work, to be prevented or controlled. Regulations require that equipment provided for use at work is:-

* Suitable for the intended use
* Safe for use, maintained in a safe condition and, certain circumstances, inspected to ensure this remains the case, e.g. cranes, forklifts, lifting equipment (including lifts), vehicles, electrical hand tools, etc
* Accompanied by suitable safety measures, e.g. protective devices, markings, warnings

Maintenance and inspection programmes will be set in Mango following manufacturer guidelines, this will include PUWER Assessments, Preventative Maintenance and service requirements. Full history will be retained in Mango for each piece of equipment.

* 1. **Conducting a Risk Assessment**

All risk assessments will follow the hierarchy of controls process

* Eliminate the hazard
* Substitute with less hazardous processes, operations, materials, equipment
* Use engineering controls and reorganisation of work
* Use administrative controls, including training
* Use adequate personal protective equipment

When conducting any Risk Assessment 5 steps should be taken into consideration;

* Identify the hazards; plant, equipment, process, environment, activities, ergonomics etc.
* Identify the people who are at risk: employees, third party contractors, passers-by, their age, health and the number of people affected by the task. Also take into consideration the individuals training and competency, their attitude, perception and motivation. (human factors)
* Evaluate the risk involved and the amended risk once control measures are in place. Take in to consideration the existing control measures and implement further controls to ensure the task can be carried out as safely as possible. Use the numbering and colour system provided to attach risk figures/levels to the assessment.
* Record the findings- As stated, if 5 or more employees are employed the risk assessment document must be in a written format and accessible to workforce.
* Review the assessment at regular intervals to ensure it is relevant to the task being carried out. It may require a review after change of activities or processes or in the event of an incident.

Before conducting a risk assessment all relevant information should be examined and the activity should then be observed. Unless there is a specific form/assessment provided (see 6.2 above) details should be noted on the Risk Assessment.

The activity should be broken down into a series of component steps, the number of these relating to the complexity of the activity being assessed. If some of these components are generic across several activities they can be assessed as activities in their own right to simplify the assessment.

The hazards arising from each step and who or what is at risk must be identified. The severity and likelihood associated with each step are then estimated on the basis of there being no controls in place and an initial risk rating must then be assigned. There is a table within the Risk Assessment form that should be used to assign this as low (proceed under normal circumstances), medium (may proceed under normal circumstances, but with the correct training, competency and supervision) or high (must not proceed – the task/activity must be re-defined with more rigorous controls in place).

Control measures must now be identified applicable to each step to reduce the risk to as low as reasonably practicable. Controls should be identified that appear as high in the hierarchy of controls as is practicable 1) Eliminate 2) Substitute 3) Contain 4) Reduce Exposure 5) Training and Supervision 6) PPE

The initial risk rating of each step must now be assigned by re-examining the severity and likelihood with the controls in place. When all the individual steps have been assessed they should be examined together so that an overall residual risk rating can be assigned for the activity as a whole. This rating (low, medium, high) is what dictates whether a task or activity can proceed.

**6.4 Recording a Risk Assessment**

Assessments may be recorded and maintained electronically in a centralised area available to all staff. Hard copies can be produced following the Document Control procedure.

All Risk Assessments are provided with a unique assessment number, date of assessment and revision due date, along with revision number and updated in Mango accordingly.

**6.5 Reviewing a Risk Assessment**

Assessments must be reviewed when there is; an accident or incident, changes in the activity, or at an interval no longer than 2 years. However where activities are not well established or of higher risk then a shorter interval should be assigned.

When an assessment is entered in the Mango a review date is automatically generated at 2 years however this can be reassigned manually.

On review, if any changes are required these are made by amending the assessment listing all those involved in the review, date of review and revision number changed accordingly. Reviews will be carried out by QHSE, Management, Worker Representative(s) and approved by Managing Director.

Significant findings identified from risk assessments should be included in Management review conducted in accordance with the management review procedure. These should also be reviewed and communicated to all employees.

**6.6 HSE Tours**

HSE Tours are relatively informal walkabouts of a work area and although they may include specific equipment checks, they are based on broad observations of both behaviour of individuals as well as the working environment. These must be recorded in Mango.

* HSE tours will be assigned to and conducted by any employees and all should be encourage to participate. Topics that should be considered in QHSE tours where relevant, include but are not limited to:
* Housekeeping
* Electrical/Mechanical Equipment
* Fire Protection
* PPE
* First Aid
* Fume Extraction
* Signage
* Environmental Conditions
* Chemical Storage

Routine QHSE tours will be conducted at a frequency appropriate to the potential hazards present. In addition to routine activity, unscheduled QHSE tour will be considered where there are specific concerns or where non-routine activities such as maintenance or contractor activity is being carried out.