

## RISK ASSESSMENT – GUIDELINES

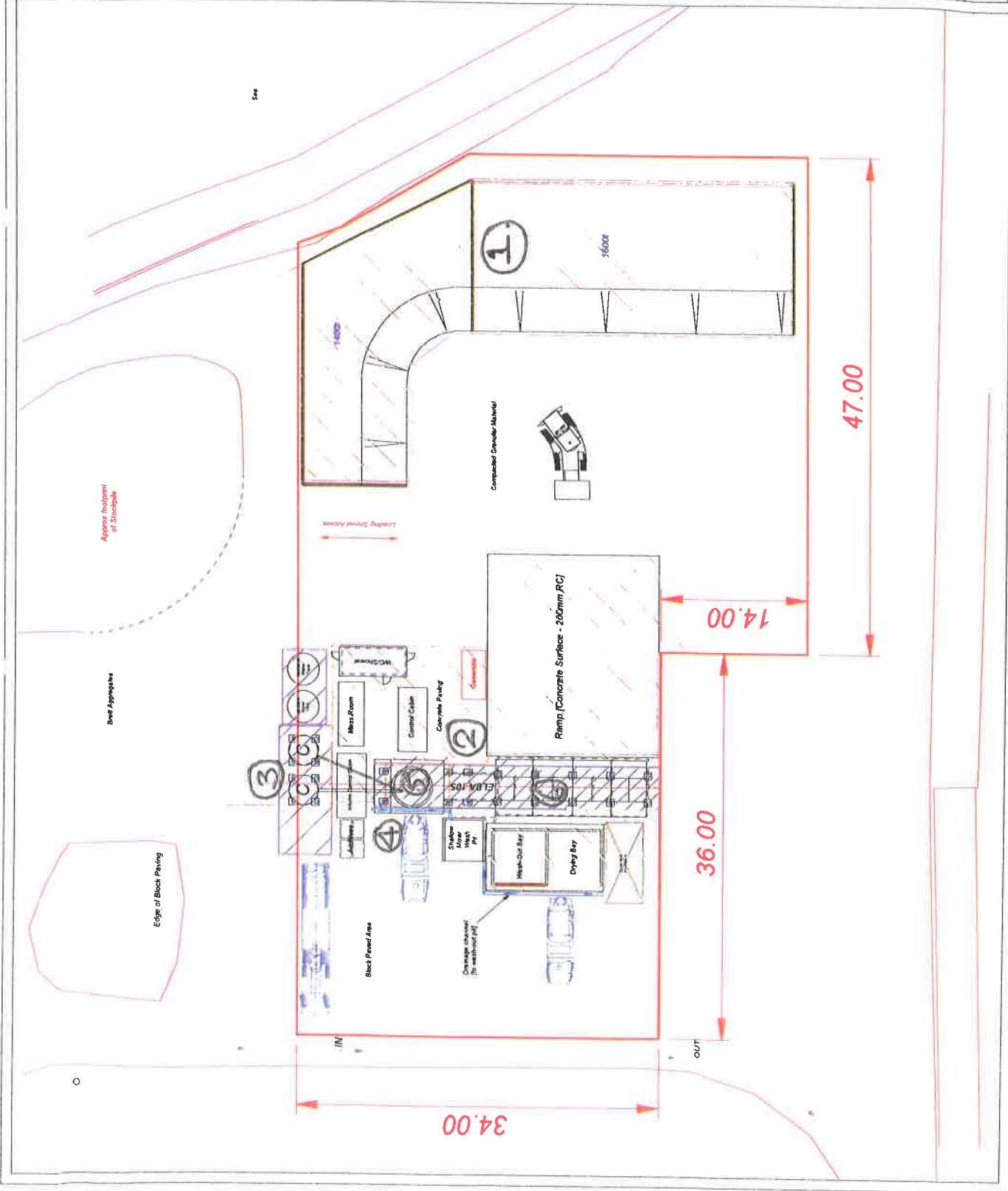
1. Visit site to observe actual task or task area.
2. Consider & list all hazards / potential impacts.
3. Score (see below) – in raw state (no control/training) – probability and severity of possible accidents for each activity within the task.
4. For all hazards where the raw risk score is not 'very low' write down the current control measures (are you sure they're enforced/actually happen & not what you hope happen?).
5. Re-score taking into account the existing control measures (e.g. safe system of work, provision of PPE, guarding, issue of a permit to work, training).
6. Consider what further control measures could be added to improve the risk & again re-score.
7. If future improvements are possible and reduce the risk carry out the actions or discuss with your line manager - assign responsibilities for actions & set target dates.
8. Communicate all relevant findings to those carrying out the task.
9. Review after significant changes or a designated time period (1 year?).

Scoring: - The following scoring system is suggested, but others may be used if desired.

Probability of Impact Occurring	
1	Incredible - Extremely unlikely to occur, All controls in place and fully functioning
2	Improbable - Unlikely to occur but may occur exceptionally, controls in place
3	Occasional likely that impact will occur sometimes. Controls in place and functioning may fail occasionally
4	Likely that impact will occur often. Not all controls in place and fully functioning
5	Frequent, regular or continuous occurrence, impact will almost definitely occur. No controls in place or controls not functioning

Severity of the Resulting Harm	
1	Very, minor, No impact to environment or harm to human health
2	Negligible – non-lasting cosmetic, local environment with no action required. E.g. minor dust cover can be washed/swept away naturally. Minor injury (<3 days) mild irritation to eyes first aid only. Product quality maintained. No affect to customer.
3	Minor impact - repairable with some action, no lasting damage. Usually not reportable. Local damage. E.g. Dust cover over larger area requires clean up and consideration of additional control measures. Lost time injury (3 days or more away from work).
4	Moderate impact - some lasting damage (even after action) or significant pollution. Often reportable. Local regional, national or global. E.g. Significant dust release detected off site control measures in place, respiratory damage following treatment.
5	Severe impact - irreparable damage or substantial pollution. Often reportable. Local, regional, national, global. E.g. permanent damage to flora and fauna, prosecution likely, permanent damage to organs, fatality. Major change to product, product failure.







**Task Based Risk Assessment**

Name	A Bartram		
Department	Operations		
Date	21/10/2010		

Hazard	RAW RISK (NO control measure(s))			Current Control Measure(s)			OPERATIONAL RISK (WITH control measure(s))			Possible Future Improvements			RISK (WITH Improvements)			
	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	
Dust emissions / spillages.	3	5	15	All drivers trained and competent in all aspects of tipper operation and bulk aggregate delivery. Tipper driver cannot discharge without consent of Plant Supervisor. Driver stays with tipper throughout discharge.	1	1	1	1	1	1	5	5	5	1	1	1
				Three sided bin, with aggregate not protruding above sides												
Other vehicle movements.	3	5	15	Traffic management plan and signage in place at plant. Designated area for tippers to park used. PPE including hi-viz clothing, protective boots and hardhat worn at all times.	1	5	5	5	5	5	5	5	5	1	1	1
Pedestrians in stock yard	3	5	15													

Form BG1.3b

P – Probability      S – Severity  
**B: 1: V Bare 2: Unlikely 3: Occasional**

P - Probability      S - Severity  
**P: 1; V Bare**    2: Unlikely    3: Occasional    4: Probable    5: Definite

**S:** 1: V Minor, minimal harm to Env, 2: Less than 3 days, minor event washed/swept away naturally 3: 3 days, clean up required +,  
4: Major, significant pollution 5: Fatality, permanent damage to Env..

**Task Based Risk Assessment**

Name	A Bartram
Department	Operations
Date	21/10/2010

Assessment Description	
Activity	Who Is At Risk?

Cleaning of concreted areas	
House keeping	Lorry Driver, Plant Staff, All Persons In Vicinity.

Hazard	RAW RISK (NO control measure(s))			Current Control Measure(s)			OPERATIONAL RISK (WITH control measure(s))			Possible Future Improvements			RISK (WITH Improvements)			
	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	
Dust emissions / spillages.	3	5	15	All concrete surfaces to be kept clean, any spillage hosed down and removed	1	1	1	1	1	1	1	1	1	1	1	
Collision between pedestrians and vehicles	3	5	15	PPE including hi-viz clothing, protective boots and hardhat worn at all times.	2	5	10	Clean up before and after normal work hours and vehicles have parked up.	1	1	1	1	1	1	1	
Collision between pedestrians and vehicles	3	5	15	Barrier protection of area for emergency clean ups	1	5	5									
Other vehicle movements.	3	5	15	Trained and competent operator	1	5	5	Mark out pedestrian walkways. Review and display traffic management plans. State site vehicle rules. Design out trips hazards	1	1	1	1	1	1	1	
Slips, trips and falls.	3	4	12	Monitor and clean up any spillages, tidy up equipment	1	5	4									

Form BG1.3b

P – Probability      S – Severity  
P: 1: V Rare, 2: Unlikely, 3: Occasional, 4: Probable, 5: Definite.

Use a new sheet for each activity Rule off after each hazard

S: 1: V Minor, minimal harm to Env, 2: Less than 3 days, minor event washed/swept away naturally 3: 3 days, clean up required +,  
4: Major, significant pollution 5: Fatality, permanent damage to Env..

## Task Based Risk Assessment



(3)

Name	A Bartram	Assessment Description
Department	Operations	Activity
Date	21/10/2010	Who Is At Risk?

Cementitious deliveries
Bulk Powder Deliveries

Tanker Driver, Plant Staff, All Persons In Vicinity.

Hazard	RAW RISK (NO control measure(s))			Current Control Measure(s)			OPERATIONAL RISK (WITH control measure(s))			Possible Future Improvements			RISK (WITH Improvements)		
	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =
Powder emissions / spillages. Pressurisation / overfilling of silo.	3	5	15	All drivers trained and competent in all aspects of tanker operation and bulk powder delivery. Tanker driver cannot discharge without consent of Plant Supervisor. High level alarms audible and visual , pressure sensor valves, pressure release valves, padlocks and Auto shut off valves on silos. On-board (truck mounted) relief valve and filtration system on tankers. Unloading procedures followed. Driver stays with tanker throughout discharge.	1	1	1	Put warning sign in front of tanker warning of moving tanker discharge pipe.	1	1	1	1	1	1	1

**Form BG1.3b**

Other vehicle movements.	3	5	15	Traffic management plan and signage in place at plant. Designated area for tankers used. PPE including hi-viz clothing, protective boots and hardhat worn at all times.	1	5	5	Mark out pedestrian walkways. Review and display traffic management plans. State site vehicle rules.	1	1	1
Slips, trips and falls.	3	4	12	Plant yard area kept clean and tidy. Rock salt put down in icy conditions.	1	4	4	Monitor area of yard near wash out system for cementitious sludge. Clean area immediately if found.	1	1	1

P – Probability

S – Severity

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**Task Based Risk Assessment**

Name	A Bartram	Assessment Description
Department	Operations	Activity
Date	21/10/2010	Who Is At Risk?

Movement of cement for the production of Concrete
Cement weighing

Hazard	RAW RISK (NO control measure(s))			Current Control Measure(s)			OPERATIONAL RISK (WITH control measure(s))			Possible Future Improvements			RISK (WITH Improvements)		
	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =
Dust emissions / spillages.	3	5	15	Cement moved in sealed tubes of metal or rubber mechanically or by gravity			1	1	1	Improved rubber sock design			1	1	1
Entrapment whilst Clearing blockages	2	5	10	Isolate and test before attempting to gain access			1	5	5	Individual motor isolation			1	1	1
Spillages from blockages	3	5	15	Use collection vessel with lid			1	5	5	All fitters to complete height training					
Falls from height. Materials falling from height	3	4	20	Fixed platform used. Fall arrest harness used. Task carried out by trained, competent persons only.			2	1	2						
Dust going into eyes / on skin.	5	4	20	Task is communicated to site staff. COSHH information available. Where possible hopper is blanketed off if there is still material in hopper, alternatively hopper is emptied. Air is drained from compressor. PPE including dust mask, respirator, overalls, safety boots and hardhat worn.			2	1	2						

P – Probability      S – Severity

P - Probability      S - Severity  
**P: 1; Y Bare; 2; Unlikely; 3; Occasional; 4; Probable; 5; Definite.**

**Use a new sheet for each activity Rule off after each hazard S; 1: V Minor, minimal harm to Env, 2: Less than 3 days, min**

**S-1: V Minor**, minimal harm to Env. 2: Less than 3 days, minor event washed/swept away naturally 3: 3 days, clean up required +,

## Task Based Risk Assessment

Name	A Bartram	Assessment Description
Department	Operations	Activity
Date	21/10/2010	Who Is At Risk?

Movement of aggregate for the production of Concrete
Aggregate weighing

Lorry Driver, Plant Staff, All Persons In Vicinity.

Hazard	RAW RISK (NO control measure(s))			Current Control Measure(s)			OPERATIONAL RISK (WITH control measure(s))			Possible Future Improvements			RISK (WITH Improvements)		
	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =	P Number	S Number	PxS =
Dust emissions / spillages.	3	5	15	Aggregate moved on conveyor or in container which is protected from wind whipping.			1	1	1	Individual motor isolation			1	1	1
Entrapment whilst Clearing blockages	2	5	10	Isolate and test before attempting to gain access			1	5	5	All fitters to complete height training			1	1	1
Spillages from blockages	3	2	10	Use collection vessel with lid			1	5	5	Where possible hopper is blanked off if there is still material in hopper, alternatively hopper is emptied. Air is drained from compressor. PPE including dust mask, overalls, safety boots and hardhat worn.			1	1	1
Falls from height. Materials falling from height	3	4	20	Fixed platform used. Fall arrest harness used. Task carried out by trained, competent persons only.			2	1	2	Task is communicated to site staff. COSHH information available.			2	1	2
Material going into eyes / on skin.	5	4	20												

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