

RISK ASSESSMENT PROCEDURE

Harrison How Limited follows the guided materials from the 'HSE' Health and safety executive and its literature. All members of our organisation are to follow those procedures prior to carrying out a risk assessment. The steps are summarised below.

Identify the hazards

Prior to starting any work, you must look out for any potential hazards that can arise from what you are doing. Walk around the work area, examine your tools and look out for any processes that could potentially injure yourself or others.

Working in one location every day can allow complacency to set in, however dangers should be checked for every time. This includes following manufacturer's instructions for tools and materials and examining plant for safe use.

Who might be harmed?

For each potential hazard that can be identified, think how employees or others might be harmed. Knowing the potential dangers can control risk and identify who may be harmed. Think about visitors to site, the general public or other employees when leaving materials or plant on site.

Evaluate the risks

Having identified the hazards, how likely is it that harm will occur? Risk is part of everyday life and although you cannot eliminate all, we can limit and manage responsibly.

Generally, you need to do everything 'reasonably practicable' to protect people from harm. This means balancing risk against measures needed to control the risk in terms of money, time or trouble. Your risk should only include what you could be reasonably expected to know.

Look at what you are doing, and the control measures you have in place. Ask yourself if you can get rid of the hazard altogether and if not, how can you control the risks so that harm is unlikely.

Record significant findings

Make a record of your findings, the hazards and how people might be harmed. For example, on a general lamp replacement, is there a danger of the lamp breaking? Are there any people working nearby that may be affected? All potential risks should be recorded on the risk assessment.

The risk assessment shows that the correct checks were carried out and the risk level to yourself and others.

Regular review

Work is always changing as is equipment and materials. Continue to review if there are any significant changes and bring them to the attention of your supervisor or employer.

This statement has been approved by Harrison How.



Michael Parker

Director
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