

Risk Assessment and Method Statement

Risk Assessment for Consultant on Client Sites

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|-------------------|----------------|----------------------------|----------------------------|------------------|
| Competent Persons | Assessor/s: | Kevin Heywood | Previous assessment Ref No | n/a |
| | Assessor /s : | | Date RA conducted | 23 December 2022 |
| | Authorised By: | Kevin Heywood | Date for Review | 22 December 2023 |
| Contact Persons | | Kevin Heywood 01744 325032 | Client / contractors | Various |

General description of Task and hazards

This RAMS describes the control of hazards associated with Kevin Heywood, Health and Safety Consultant visiting client and prospective client sites

Consideration of Human Factors:

- **The job:** including areas such as the nature of the task, workload, the working environment, the design of displays and controls, and the role of procedures. Tasks should be designed in accordance with ergonomic principles to take account of both human limitations and strengths. This includes matching the job to the physical and the mental strengths and limitations of people. Mental aspects would include perceptual, attentional and decision making requirements. **Job varies from client to client. The job should avoid operating client machinery, going on roofs and up ladders, and on temporary structures.**
- **The individual:** including his/her competence, skills, personality, attitude, and risk perception. Individual characteristics influence behaviour in complex ways. Some characteristics such as personality are fixed; others such as skills and attitudes may be changed or enhanced. **Only go on sites when holding the correct cards. Consultant to be alert at all times, and to report any issues to site contact.**
- **The organisation:** including work patterns, the culture of the workplace, resources, communications, leadership and so on. Such factors are often overlooked during the design of jobs but have a significant influence on individual and group behaviour. **Follow site rules. Wear correct PPE.**

Consideration of the Hierarchy of Control

- **Elimination – Where possible work from home. More often than not this is not possible.**
- **Substitution – Not usually possible.**
- **Engineering controls – Not possible**
- **Signage/warnings and/or Administrative controls – Ensure all visitor books are signed, undertake induction if required**
- **Personal protective equipment (PPE) – On manufacturing or construction / engineering sites, wear steel toe capped boots unless told otherwise by client. Other PPE kept in car to be worn as requested by site.**

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| Hazards which could arise from each of the work activities | Who may be harmed? (and how?) | Severity Low – L Med –M High – H | Likelihood Low – L Med – M High – H | Risk Severity X Likelihood | Existing Actions to eliminate, reduce or control the risk | Resultant risk level | Further Action Required | Residual Risk | By Who/W hen? |
|--|---|---|--|-------------------------------------|---|----------------------|-------------------------|---------------|---------------|
| Generic | | | | | | | | | |
| Poor task organisation and procedures | Kevin, client | M | M | M | Planned meetings only. Ask in advance on PPE if new client. Always be aware of unknown hazards on site, carry out constant dynamic assessment in head. | L | None | | |
| Lone working – risk of attack / violence | Kevin | M | M | M | Always provide details of where going to those at home, especially for first site visits. Undertaken lone worker training previously. Back off from confrontation. Dynamic assessment based on situation. | L | | | |
| Site hazards | Kevin | M | M | M | Go round new sites accompanied until clear of site layout and practices. Undertake site induction if requested. Follow site rules, even if others are not. Use instinct and follow it. Be aware of machinery, vehicles, poor flooring noise, dust and fumes, etc. Work dynamically, and back off if required. Do not operate machinery or climb in holes, up ladders or onto temporary structures. Only advise based on competency. | L | | | |
| Training related issues | Kevin | M | M | M | Maintain CPD for Chartered IOSH Status. Undertake any training offered by client | L | | | |
| Permit to Work | Kevin | M | M | M | If required, follow any permit system. This is rare. | L | | | |
| Confined Space Entry | (hazards encountered inside or carried into CS) | H | H | H | Never enter confined spaces – KSH Safety Services is not insured for this | L | | | |
| Site induction | Kevin | M | M | M | Undertake any site induction as requested by host. Ask questions if unsure | L | | | |
| Cold / Hot / inclement weather risks | Kevin | M | M | M | Suitable PPE, including coats, jackets (hi viz or not) available | L | | | |

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| Site specific minimum PPE | Kevin | M | M | M | Steel toe capped footwear must be worn in non-office environments. Wear Hi Viz as required by site (yellow or orange available). Wear other PPE according to situation (e.g. hard hat, masks, eye protection, hearing protectors) | L | | | |
| Specialised PPE | Kevin | M | M | M | Any non-normal PPE should be arranged in advance if client is not providing. As of April 2022 the law requires the client to provide this. | L | | | |
| Noise | Kevin (Occupationally induced hearing loss) | H | M | M | Avoid noisy environments where possible. Wear hearing protection if required and definitely where signage states it should be worn | L | | | |
| COSHH | Kevin (Exposure to chemicals, dusts and biological agents) | H | M | M | Avoid using chemicals. In dusty / fume environments, wear appropriate mask or respirator as requested by client. This may require face fitting. | L | | | |
| Manual handling and repetitive movement | Kevin | M | M | M | Avoid manual handling of client items. Limit KSH items being carried. Use appropriate baggage | L | | | |
| Working at Height | Kevin (Falls from height) | M | M | M | Avoid working at height via ladder, temporary scaffold, or any area without adequate safety barrier with a drop on the other side. | L | | | |
| Slips trips and falls | Kevin (Slips, trips, falls) | M | M | M | Be aware at all times of wet floors, trip hazards or areas where a fall can take place | L | | | |
| Mobile electricals | Kevin (Electrocution) | M | M | M | PAT Test all KSH equipment used (Kevin is a qualified PAT tester) | L | | | |
| Biological hazards – Leptospirosis (Weils disease) Legionaire's disease | Kevin (Biological contamination leading to diseases) | M | M | M | Follow site rules. Back off if in doubt and seek guidance | L | | | |
| Vibration - HAVS | Kevin (Hand Arm Vibration Syndrome – white finger) | M | M | M | Never use any equipment that vibrates | L | | | |

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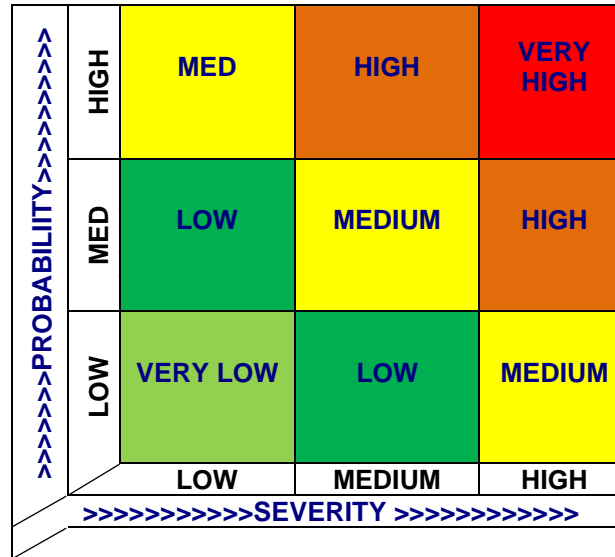
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| Environmental risk | The environment (Water, air and land contamination) | M | M | M | Use of fuel efficient car. Use of laptop. Limited impact. Do meetings via conference call where possible | L | | | |
| Transport | Kevin | M | M | M | Drives a vehicle less than three years old. Driving since June 1991. Follow Highway Code. Never drive or operate client vehicles. | L | | | |
| COVID-19 | Kevin | M | M | M | Client procedures must be followed at all times. In particular in relation to social distancing and self-isolating if showing symptoms or required to do so by law. Carry a COVID pack in vehicles including masks, sanitiser, alcohol wipes. | L | | | |

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RISK:

Example of how to total scores

- L x L = Very Low Carry out work (no further action)
- L x M = Low Carry out work (no further action)
- M x M = Medium Review method / carry out work (care and attention)
- H x L = Medium Review method / carry out work (care and attention)
- H x M = High Review method / reduce level of risk and carry out work (high degree of care and attention)
- H x H = Very High Find alternative methods to eliminate risk or carefully control it (very high degree of care and attention)



| | | |
|---------------------------|---|---|
| LOW PROBABILITY | = | Very unlikely but still possible |
| MEDIUM PROBABILITY | = | Possible |
| HIGH PROBABILITY | = | Almost certain to happen |
| LOW SEVERITY | = | Minor injury or injury requiring first aid only |
| MEDIUM SEVERITY | = | Lost time accident, - May need nurse, doctor or hospital treatment |
| HIGH SEVERITY | = | Multipple fatality, Single fatality, Major injury, Permanent disability, Long term absence from work |

WORKING ON CLIENT SITES

Ref. _____
No. _____

Description

Follow instinct. As all sites are different, use a dynamic risk assessment process.

Follow site rules at all times.

Wear suitable PPE for the location and activity.

Never endanger yourself, back off if required. Always edge on caution, especially on sites you are unfamiliar with.

Never advise on asbestos, or work from height or in confined spaces.