

# **1SC GUARDING LTD**

## **RISK ASSESSMENT POLICY**

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### Related document:

1SC Guarding Ltd Risk Assessment Form CON 1.6

## 1. Introduction

There is a legal requirement for all work related tasks and activities to be risk assessed *before* the work starts.

'Work related' means anything done by 1SC Guarding Ltd or its staff that is in any way related to our business. Work related includes all work and training activities – on and off site and staff travelling on work related activities – but NOT commuting from home to the usual place of work or training.

In addition to the general legal requirements for risk assessment there are specific requirements for particular activities. These include Display Screen Equipment (DSE), Manual Handling, Noise and Control Of Substances Hazardous to Health (COSHH).

## 2. Purpose

The purpose of risk assessment is to formally identify and record risks so that suitable controls or procedures (sometimes called Safe Systems of Work or Method Statements) can be introduced to control those risks.

Within the security manned guarding industry a risk assessment is usually sufficient documentation of the controls and procedures. On the very rare occasions that this is deemed insufficient 1SC Guarding Ltd will prepare and produce a separate document giving the working instructions and explaining the safe method of work. This will consist mainly of a simple set of working instructions containing 'do's' and 'do not's' (based on the risk assessment). We believe that in more complex cases this not only better addresses the legal situation but also it is likely to prove more useful to the operative than a complex set of compliance notes.

## 3. Duties and Responsibilities

### **1SC Guarding Ltd Managing Director**

Ensure that competent and qualified risk assessors are nominated and trained.

### **1SC Guarding Ltd Health and Safety & Compliance Manager**

Ensure that risks assessments are carried out and recorded. Ensure that staff are consulted on proposed changes to working practices, and provided with information on the significant findings of risk assessments.

### **All other 1SC Guarding Ltd staff.**

Draw any instance of inadequate risk assessment or procedures to the attention of the line manager so that the omission can be rectified.

Comply with the requirements of the risk assessment and follow safe procedures / safe working practices.

### **1SC Guarding Ltd Risk Assessors**

Carry out exhaustive risk assessments to the best of their ability and training and seek advice or report to their line manager if they have any concerns or if there are areas where they believe they have insufficient knowledge or experience.

### **1SC Guarding Ltd Operational Managers**

The relevant manager is responsible for ensuring that actions to control risks are implemented and maintained and that all staff involved have received (and understood) adequate training.

## **4. Basic Steps of Risk Assessment**

The principle steps of risk assessment are:

- Identify Hazards.
- Identify those who could be affected and how.
- Assess the extent of the risk (likelihood and severity).
- Identify existing controls and any additional controls necessary to reduce risks.
- Implement additional controls.
- Maintain controls, monitor and review.
- The assessment plus all monitoring and reviews **MUST** be recorded.

Risk assessments must consider psychological risks, such as stress, as well as physical risks.

Risk assessments **MUST** take account of individual people and circumstances including age, experience, disabilities, training and supervision.

Where reasonably practicable, controls and procedures **MUST** be adapted so that all staff and trainees may be safely included.

1SC Guarding Ltd is mindful of specific legal requirement to consider certain groups such as young persons and 'new and expectant mothers'. A 'young person' means anyone under the age of 18 years. Whilst it is not the policy of 1SC Guarding Ltd normally to employ 'young persons' we do, in line with our policy on social responsibilities, consider requests from such persons to undergo work experience training or educational attachments as part of project work.

Legislation places restrictions on young persons carrying out certain work. There are exceptions to these restrictions for young persons during training. The Health and Safety and Compliance Manager will always be consulted before allowing any work in the restricted categories, particularly where new

(recently returned to work after Maternity Leave) or expectant mothers are concerned.

In the case of young persons, such as on work experience, parents must also be informed of the significant findings of risk assessments.

## 5. Recording and Review

### Recording

The method of recording the results of risk assessments is by using the 1SC Guarding Ltd Risk Assessment Form.

Valid current risk assessments and the safe working procedures developed from the assessments will, in addition to being filed electronically, be distributed as follows:

- Copy to our Customer
- Copy placed on site within the Assignment Instructions folder
- Copy filed at Head Office in the Assignment Folder

### Review

1SC Guarding Ltd risk assessments are reviewed at least annually.

Risk Assessments are also reviewed if there are significant changes to the work and following accidents, incidents or near misses.

## 6. Risk Assessment – Detail

### 6.1. Identify hazards

Hazards are things with the potential to cause harm. Examples include:-

Vehicles	Electricity	Chemicals
Machinery	Height	Fire
Weather	Noise	Hot liquids
Ergonomic factors	Slip/trip hazards	Workplace Violence

Risk assessment must cover all aspects of the work to be carried out taking account of any differences between, for instance, dayshift and nightshift duties.

### 6.2. Identify those who could be affected and how

Everybody who could be affected will be identified, including staff, trainees, contractors, cleaners, visitors, neighbours, and bystanders – not just those carrying out the task

### 6.3. Assess the extent of the risk (likelihood and severity)

Both the likelihood (chance or probability) of harm occurring and the severity, if it does occur, will be assessed.

1SC Guarding Ltd take account of the fact that the same hazard may lead to both a low probability of serious injury and a high probability of minor injury depending upon circumstances. If so both situations need to be considered.

#### A 1SC Guarding Ltd Risk Assessment considers the following categories:

##### Likelihood

High	H	Extremely likely to occur.
Medium	M	Frequently likely to occur.
Low	L	Slight chance of occurring.

##### Severity

High	H	Death, major injury or major property damage
Medium	M	Lost time, serious injury, significant damage
Low	L	Minor injury, minor damage

Note. Our primary concern is with the health and safety of people however an event that can cause property damage is also likely to be a risk to people.

#### Risk Rating Tables

Risk is a combination of probability and severity as shown in these tables, which indicate the urgency of action required to ensure health and safety.

	Severity		
Probability	High	Medium	Low
High	A	B	C
Medium	B	D	E
Low	C	E	F

A	Unacceptable. Stop work immediately and introduce better controls and procedures.
B	Urgent. Better controls and procedure urgently required and must be introduced as soon as possible.
C	Must receive attention. An action plan with time scale should be produced and better controls and procedures must be introduced.
D	Should receive attention via action plan and better controls and procedures
E	Low priority. Improve controls and procedures if reasonably practicable.
F	Low risk.

#### 6.4. Controls.

Where reasonably practicable, controls that protect everyone should be used in preference to controls that protect only individuals. Personal protective equipment (PPE) should only be used in addition to other controls or when other controls are not practicable. There is a hierarchy of controls which must be considered in order of priority:

Eliminate	Don't do it.
Substitute	Do some thing else (safer) instead.
Group controls	For example install extra lighting
Instruction, training, supervision	Essential
PPE	For example High Visibility Clothing <i>in addition</i> to extra lighting
Potential Workplace Violence	All affected persons to receive refresher training as per SIA Conflict Management.

The guiding principal wherever possible should not be to stop work or activities but to find a reasonably practicable way of carrying out the activities safely, however work or activities must NOT be started nor be allowed to continue unless the risks to health and safety are adequately controlled.

Where adequate health and safety during high risk activities relies on precisely following a safe system of work all security operatives involved MUST be given specific training and MUST sign to acknowledge understanding.

#### 6.5. Maintain controls, monitor and review.

The assessment (and maintenance records, monitoring and reviews) MUST be recorded. Ensure that there is adequate cross referencing of records to enable information to be accessed rapidly.

### 7. Advice, Assistance and Training

The Health and Safety and Compliance Manager is available to provide advice, assistance and training on all aspects risk assessment. In addition, where a Risk Assessment or Training Needs Analysis reveals a requirement for additional or specialist training, such training will either be delivered 'in house' by an appropriately qualified person or outsourced. In the case of the latter, appropriate external training will be identified by the Health and Safety and Compliance Manager in consultation with the Human Resources Manager and arrangements made in consultation with the Operations Manager to release the relevant person(s) to attend the training.

**Signed**.....  
**David Jones, Managing Director.**