

Aird Walker & Ralston Ltd.

Registered Electrical Engineers

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Risk Assessments & Method Statements Procedure

General Statement of Intent

Aird Walker & Ralston Ltd recognises and accepts its legal obligations regards to the proper management of all aspects of its business activities and has generated a standard combined risk assessment and method statement form for individual tasks (RAMS). This form is designed to safe guard all personnel who will be affected by work being carried out by the company. The RAMS form will be re-assessed on an ongoing project to project basis forming a group of project specific documents. The procedure for completing these forms is as outlined below.

Risk Assessment and Method Statements (RAMS) Procedure.

- 1 This procedure is based upon the HSE's guide "FIVE STEPS TO RISK ASSESSMENT" designed to help assess risks in the workplace. Aird Walker & Ralston Ltd, has however, developed a format which is used to produce a combined risk assessment and method statement. The procedure for using this form is outlined at the end of the general procedure for risk assessments.
- 2 An assessment of risk is a careful examination of what, in your work, could cause harm to people, equipment, premises and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill and that premises, equipment or the environment is not damaged. Incidents, accidents and ill health can ruin lives, and affect your business too if output is lost, machinery is damaged, insurance costs increase, or you have to go to court.
- 3 'Hazard' means anything that can cause harm (chemicals, electricity, working from ladders, etc);
'Risk' is the chance or probability, great or small, that someone will be harmed by the hazard.
- 4 The important thing to decide is whether a hazard is significant (high or medium) and whether it is covered by satisfactory precautions so that the risk is small (low). It is necessary to check this when assessing the risks.

How to assess the risks

- 5 Keep it simple, don't be overcomplicated. In most cases the hazards are few and simple. Checking them is common sense, but necessary. Some of them will already have been assessed -for example, if toxic or dangerous chemicals / substances are used, you should already have made an assessment of the risks to health or the environment and precautions you need to take under the Control of Substances Hazardous to Health Regulations (COSHH). If so, you can consider them 'checked', and write that down if you are making a written assessment. No need to re-invent the wheel! For other hazards, you probably already know whether you have machinery that could cause harm, or if there is an awkward entrance or stair where someone could be hurt. If so, check that you have taken what reasonable precautions you can to avoid injury.
- 6 You can carry out the assessment yourself if you are competent to do so. If you are not confident, get help from a competent source. But remember – you are responsible for seeing it is carried out adequately.



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Step 1 Look for the hazards

- 7 If you are doing the assessment yourself, walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards which could result in serious harm or affect several people. Ask colleagues, other employees or other relevant parties what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or datasheets can also help you spot hazards and put risks in their true perspective. Accident, ill-health and Incident (Near Miss) records as well as, when applicable, the Health & Safety Plan held by the Principal Contractor can also help.

Step 2 Decide who might be harmed and how

- 8 Think about people who may not be in the workplace all the time, e.g. cleaners, visitors, contractors, maintenance personnel, etc. Include members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities.

Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done

- 9 Even after all precautions have been taken, usually some risk remains. Decide for each significant hazard whether this remaining risk is high, medium or low. Also consider whether you have done all the things that the law says you have to do. For example, there are legal requirements on prevention of access to dangerous parts of machinery. Then ask yourself whether generally accepted industry standards are in place. But don't stop there -think for yourself, because the law also says that you must do what is reasonably practicable to keep your workplace safe. Your real aim is to make all risks small by adding to your precautions if necessary.
- 10 If you find that something needs to be done, ask:
- Can I get rid of the hazard altogether?
 - If not, how can I control the risks so that harm is unlikely? Remember, use personal protective equipment only when nothing else can reasonably be done.
- 11 If the work you do tends to vary a lot, or if you or your employees move from one site to another, select those hazards which you can reasonably foresee and assess the risks from them. After that, if you spot any unusual hazard when you get to a site, get information from others on site, and take what action seems necessary.
- 12 If you share a workplace, tell the other employers and self-employed people there about any risks your work could cause them, and what precautions you are taking. Also, think about the risks to your workforce from those who share your workplace.

Step 4 Record your findings

- 13 Write down the more significant hazards and record you're most important conclusions, control measures and who will be responsible for implementing those measures.

Your assessment should show that:

- proper checks were carried out;
 - you considered who might be affected;
 - you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
 - the precautions are reasonable, and the remaining risk is low. Assessments need to be suitable and sufficient, not perfect. The real points are:
 - Are the precautions reasonable, and is there something to show that a proper check was made?
- 14 Keep the written document for future reference or use; it can help you if an inspector questions your precautions, or if you become involved in any action for civil liability. It can also remind you to keep an eye on particular matters. It also helps to show that you have done what the law requires.



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Step 5 Review your assessment from time to time and revise it if necessary

15 Sooner or later you will bring in new equipment, special tools, materials and procedures which could lead to new hazards. If there is any significant change, you should add to the assessment to take account of the new hazard. In any case, it is good practice to review your assessment from time to time. Don't amend your assessment for every trivial change, or still more, for each new job, but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. On completion of the initial assessment and or following each review, the information has to be communicated to relevant parties. This information is to be conveyed to those persons involved and undertaking the tasks, so they are aware and understand the associated risks and the control measures taken to reduce those risks.

Combined risk assessment and method statement;

Why combine these two documents?

16 The primary aim of combining a risk assessment with the related method statement is to make certain that hazards and risks associated with particular activities are identified. Because the method statement is, in effect, a description of the work-scope and how it will be carried out, it has been proved effective to carry out the risk assessment in conjunction with the method statement.

What should the Method Statement contain?

17 The method statement considers **what** work is to be carried out and **how**. The significant factors to consider are;

- where the work is to be carried out
- when the work will be done
- who is involved or effected by the work
- a statement of what the main tasks or steps which together make up the activity or work scope

Using the Risk Assessment & Method Statement Form

18 A register of RAMS should be maintained for each project, client or site. A suitable reference number should be selected and shown on the top of the form along with confirmation of which site the form relates to. Usually the contract ID number prefixed with RAMS and the corresponding number.

19 Provide a general description of the activity being considered. This is the overall activity, for example, 'Supply and fit replacement MCC panels'. This level of activity can then be broken down into related tasks or steps. 'Install power distribution system' would be too high a level of activity and 'wire up panel connections' would be too detailed a level of activity. Experience will also help in selecting the right level of activity and hence the number of RAMS required per project/scope.

20 Confirm the location of the work covered by the RAMS. For example, 'stores area' would be a suitable location for the activity 'off-load building materials'.

21 Define when the activity will be carried out, when it will start & finish and how long it will take. The level of detail here may be determined by factors such as noise in a residential area, therefore not working outside certain hours would be highlighted.

22 Identify who will be involved and/or affected by the activity. Other contractors, general public, Inexperienced workers, client personnel etc. as well as who will be directly involved in the work.

23 The main part of the Method Statement is the listing of the steps or tasks which will be undertaken to complete the activity. This is often a sequential step by step description of the tasks which will be performed. It is however, important to only take responsibility for steps which are under your control or which you are competent to perform. For example, the erection of scaffolding may be part of the overall scope but this may be performed by others and should be subject to a separate RAMS. This is not a hard and fast rule but is a principle in which to follow. More



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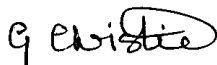
guidance on this aspect of the MS can be provided through the Company.

- 24 After completing the Method Statement it is now necessary to complete the related Risk Assessment. The five steps to risk assessment outlined earlier in this procedure should be followed to ensure the elements noted below are covered:
- hazards are identified,
 - severity or consequence of hazard being realized is assessed (L/M/H)
 - likelihood (risk) of hazard being realized is defined (L/M/H)
 - the key control measures which are to be taken to prevent the hazard occurring are outlined
 - the residual risk of each hazard is low provided the control measures are followed
- 25 An important part in the success of any risk assessment is in communicating it to the relevant parties, especially those who are responsible for the control measures listed. The method of communicating the RAMS will vary from project to project and site to site, however, it is incumbent upon those who produce the RAMS to ensure it is properly communicated to the necessary parties. Site induction, tool-box talks, in writing, consultation, site meetings etc are all possible ways of ensuring good communication.
- 26 It is recognised that circumstances on site can vary for various. In this event, the need may arise for the method stated in the RAMS or the risks assessed to be reviewed and altered. Provision is made within the form to record these changes without the need to completely re-issue the RAMS. In this case, the need for communication outlined in paragraph 25 above is even more important. This provision is to cover minor changes of a small or insignificant nature and due diligence should be used such that major or significant changes are covered by a new RAMS.
- 27 Finally note who conducted the Assessment and when by signing and dating the form as appropriate. Where applicable the client maybe required to approve the Assessment this should also be noted by signing and dating the form as appropriate. Also the site supervisor / foreman in charge of the personnel and tasks forming the scope of works should sign this form to identify who is responsible and who will be carrying out the reviews of the document.
- 28 At the end of the form there are two appendixes these detail the Companies standard control measures introduced to reduce the residual risk of specific hazards to assist with completing steps 1, 3 & 4 of the risk assessment. Appendix A details controls for physical hazards, appendix B details controls for Ill health hazards.

IF IN DOUBT: ASK ONE OF THE COMPANY'S SUPERVISORS or FOR ADVICE.

BE SAFE -NOT SORRY!

Signed



Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2016 Review Date: 01-07-2017



Managing Director: G.Christie