Control of Substances Hazardous to Health

2.2.5 LOLER

Lifting Operations and Lifting Equipment Regulations

2.2.6 DSE

Display Screen Equipment

2.2.7 SSOW

Safe System of Work

2.2.8 PUWER

Provision and Use of Work Equipment Regulations

3. References & Forms

3.1 References

3.1.1 HSE ACoP L21

Management of health & safety at work

3.1.2 HSE ACoP L22

Safe use of work equipment

3.1.3 HSE ACoP L23

Manual handling

3.1.4 HSE ACoP L24

Workplace health, safety and welfare

3.1.5 HSE ACoP L25

Personal protection equipment at work

3.1.6 HSE ACoP L74

First aid at work

3.1.7 HSE ACoP L95

A guide to health & safety (consultation with employees) Regulations 1996

3.1.8 HSE ACoP L101

Safe work in confined spaces

3.1.9 HSE ACoP L102

Construction (head protection) Regulations 1989

3.1.10 HSE ACoP L108

Controlling noise at work

3.1.11 HSE, ACoP, L140

Hand Arm Vibration

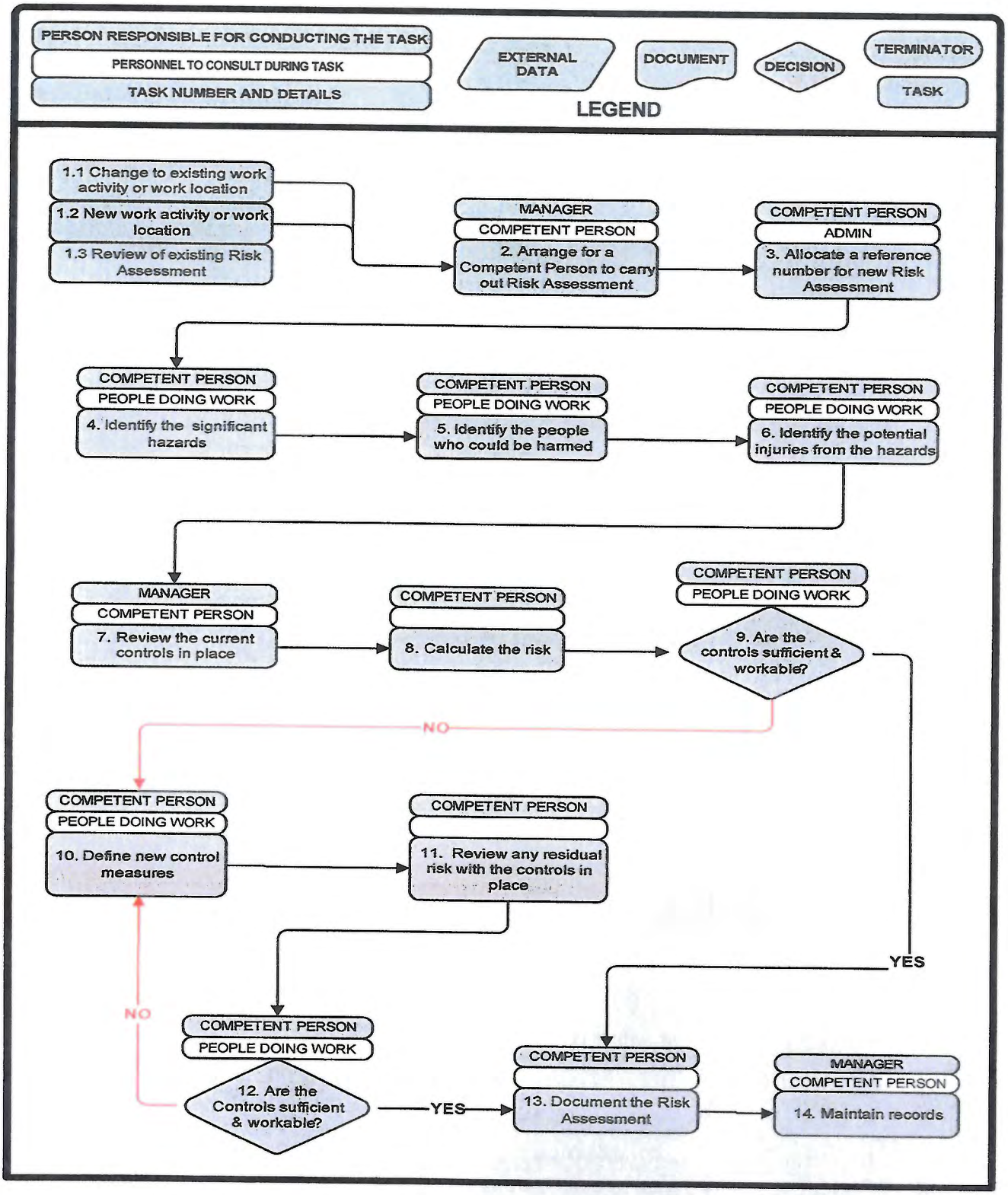
3.1.12 HSE, ACoP, L144

Managing health & safety in construction

3.2 Forms

3.2.1 Risk Assessment Register and

3.2.2 Risk Assessment & Safe System of Work form


PERSON RESPONSIBLE FOR CONDUCTING THE TASK
PERSONNEL TO CONSULT DURING TASK
TASK NUMBER AND DETAILS
EXTERNAL DATA
DOCUMENT
DECISION
TERMINATOR
TASK
LEGEND
1.1 Change to existing work activity or work location
1.2 New work activity or work location
1.3 Review of existing Risk Assessment
MANAGER
COMPETENT PERSON
2. Arrange for a Competent Person to carry out Risk Assessment
COMPETENT PERSON
ADMIN
3. Allocate a reference number for new Risk Assessment
COMPETENT PERSON
PEOPLE DOING WORK
4. Identify the significant hazards
COMPETENT PERSON
PEOPLE DOING WORK
5. Identify the people who could be harmed
COMPETENT PERSON
PEOPLE DOING WORK
6. Identify the potential injuries from the hazards
MANAGER
COMPETENT PERSON
7. Review the current controls in place
COMPETENT PERSON
8. Calculate the risk
COMPETENT PERSON
PEOPLE DOING WORK
9. Are the controls sufficient & workable?
NO
YES
COMPETENT PERSON
PEOPLE DOING WORK
10. Define new control measures
COMPETENT PERSON
11. Review any residual risk with the controls in place
NO
COMPETENT PERSON
PEOPLE DOING WORK
12. Are the Controls sufficient & workable?
YES
COMPETENT PERSON
13. Document the Risk Assessment
MANAGER
COMPETENT PERSON
14. Maintain records

5. Procedure

5.1 The need for a risk assessment to be carried out identified	Responsible	Consult
5.1.1 Change to existing work activity or work location Where there is a **significant** change to the work activity being carried out or a **significant** change to the work location, the risk assessment shall to be reviewed and updated as appropriate. **5.1.2 New work activity or work location** Where a new work activity is being carried out a risk assessment shall be carried out before commencing work and where appropriate a written SSOW produced. Where the variations in the work location, cause **significant** changes in the risks encountered for the same work activity, separate risk assessments shall be carried out for each location. **5.1.3 Review of existing Risk Assessment** Existing risk assessments should be periodically reviewed to ensure they are still relevant to the activities being carried out. **Input:** 4.1.1, 4.1.2, 4.1.3 **References:** Management of Health and Safety at Work Regulations **Output:** The need to carry out a Risk Assessment identified	Manager responsible for work activity	Competent Person

5.2 Arrange for a Competent Person to carry out Risk Assessment	Responsible	Consult
5.2.1 Only a competent person with the right balance of training and experience in the disciplines being assessed is to be used to carry out risk assessments. **5.2.2** Identify suitable competent person/s to carry out the risk assessment. They shall have suitable skills, training and experience in the: • Work activity involved in the WRA and SSOW, and • Risk assessment and SSOW process. Where the work being carried out is complex, it may need more than one person to carry out the risk assessment. This is to ensure that all the hazards associated with the	Manager responsible for work activity	Competent Person

activity are recognised and that appropriate control measures are identified.

5.2.3 The risk assessment process shall be a planned, systematic and consider all work activities and situations. In order for any assessment to be successful, it shall not be restricted to a desktop exercise, as it is the actual work activity in a given location that needs to be addressed.

5.2.4 To ensure that the risk assessment process is carried out successfully, management shall ensure that the competent person is given full support and co-operation by all the staff involved.

Input: Risk assessment required to be undertaken

References: Competent Person requirements

Output: Competent Person appointed

5.3 Allocate a reference number for new risk assessment	Responsible	Consult
5.3.1 Each risk assessment will be allocated a unique reference number, to ensure there is traceability and that assessments are not duplicated.	Competent Person	Admin.
5.3.2 Check the 'Risk Assessment Register' to establish whether a WRA has previously been carried out for the work activity.		
5.3.3 Where a risk assessment already exists, use the same number and allocate the next revision status, i.e. No: 06 03-001 R1, becomes WRA No: 06 03-001 R2.		
5.3.4 Where a risk assessment has not been carried out before, use the next available number and record it in the Risk Assessment Register.		

Input: The need to undertake a risk assessment

References: The Risk Assessment Register

Output: Allocation of existing or new risk assessment number from Register

5.4 Identify the significant hazards	Responsible	Consult
4.4.1 A well thought-out approach is more successful and will save time during the assessment process. Consideration should be given to deciding what activities will form the basis of the assessment. Activities can be divided into: • Individual work tasks • Individual processes • Individual or group/s of persons • Generic assessments	Competent Person	People doing the work

- A combination of the above.

5.4.2 The work activity and work location's incident history should be reviewed to identify potential risks to the people involved.

5.4.3 Examine the work area and ensure that some of the people involved in the work activity are interviewed, or where the assessment is being reviewed watch them carry out the activity.

5.4.4 Identify and document all the potential hazards created by the work activity, review the hazards found, and categorise them into significant and non-significant. The non-significant hazards can be ignored, whilst the significant hazards require careful assessment.

Input: Hazards to be identified

References: Competent Persons skill & knowledge

Output: Significant hazards identified

5.5 Identify the people who could be harmed	Responsible	Consult
5.5.1 After reviewing the hazard and current control measures, identify the people who might be harmed by the hazard. **5.5.2** Special consideration shall to be given to groups of people or individuals who may be particularly vulnerable. Some of the people who fall into this category are identified below: • **Visitors, contractors or members of the public** They may be unaware of the dangers associated with our workplace and its layout and they may disregard safety instructions whilst on the premises. The general public should be prevented from access to any site where hazards are present, this is especially important where children are involved as they may not be able to read, and treat dangerous areas as places of adventure. The local emergency procedures should also be reviewed to ensure there are the necessary provisions in place to evacuate the visitor/s from the work area. • **Temporary employees and Agency staff** Initially they will be unaware of site and safety rules and can be unfamiliar with equipment they may be required to use and the hazards associated with its use. • **Disabled people** Visual or hearing impairment may result in hazards not being noticed, physical impairment may make the operation of certain equipment difficult, and access and	Competent Person	People doing the work

egress to work location may present problems.

The local emergency procedure should also be reviewed to ensure there are the necessary provisions in place to evacuate the person from the work area.

- **Employee/s with illness**

  Some illnesses such as epilepsy may put the individual and others at risk from certain activities, such as operating machinery, working in confined spaces or at heights.

- **Peripatetic workers**

  The nature of peripatetic work means there will be limited or no supervisor contact or monitoring, this may mean that working methods may not be adhered to, and the variety of work locations may contain a range of risks.

  These people need a higher standard of training and instruction, to compensate for the limited supervision. It may be necessary, once the risk assessment has been done, for local variations on the risk assessment to be carried out by the person on site, prior to starting work. Site Supervisors and staff shall need to be trained in the process of carrying out dynamic risk assessments in order for this to be successful.

- **Women of childbearing age**

  When carrying out risk assessment, consideration shall be given to women of childbearing age, as there is the potential that they may become pregnant, this may not be known or identified for a number of weeks after conception.

  Certain work activities may put the foetus at risk before it is known that the woman is pregnant, in these cases it shall be unacceptable to allow women of childbearing age to undertake this type of work unless this risk is eliminated.

  If a woman becomes pregnant, special care shall be taken to ensure that she is not put at a greater risk due to her condition. Extremes of temperature, lifting heavy or awkward weights, night or shift work, working with lead or other hazardous substances and cramped working positions should all be avoided.

  Several workplace risk assessments may need to be undertaken at various stages as the pregnancy progresses to ensure her safety.

- **Maintenance workers**

  This group of people can often work alone, sometimes with dangerous machinery and with the possibility of working on 'live' equipment. They may be unfamiliar

with the work area and the safe systems of work involved.

- **Lone Working**
  These people may be unable to summon help in emergency and may be susceptible to violence. Consideration should be given to whether working alone increases the risks involved and whether that increased level of risk is acceptable.
- **Young persons**
  Immaturity can lead to carelessness, plus with no previous industrial experience means that they are often unaware of dangers. Specific risk assessments may need to be carried out for young persons and it may be considered that some activities are unsuitable for young persons to carry out.
- **People on work experience or government training schemes**
  Similar reasons as for young person/s, also a willingness to please an employer may lead to the taking of short cuts.

5.5.3 If the workplace or building in which the activities are undertaken is shared, then employees of other companies / departments, visitors and the general public should be considered and the necessary people consulted when producing the risk assessment.

5.5.4 Once the risk assessment has been completed the people affected shall be informed of all significant risks to them.

Input: Hazards and control measures

References: Competent Persons skill & knowledge

Output: Persons who might be harmed by the hazards identified

5.6 Identify the potential injuries from the hazards	Responsible	Consult
5.6.1 Identify the severity of injury from the hazard, which could or is likely to occur, e.g. slips, trips, falls, cuts, bruises, burns, knocks, crush or fatality etc.	Competent Person	People doing the work

Input: Hazard

References: Competent Persons skill & knowledge, current control measures

Output: Identification of possible injury

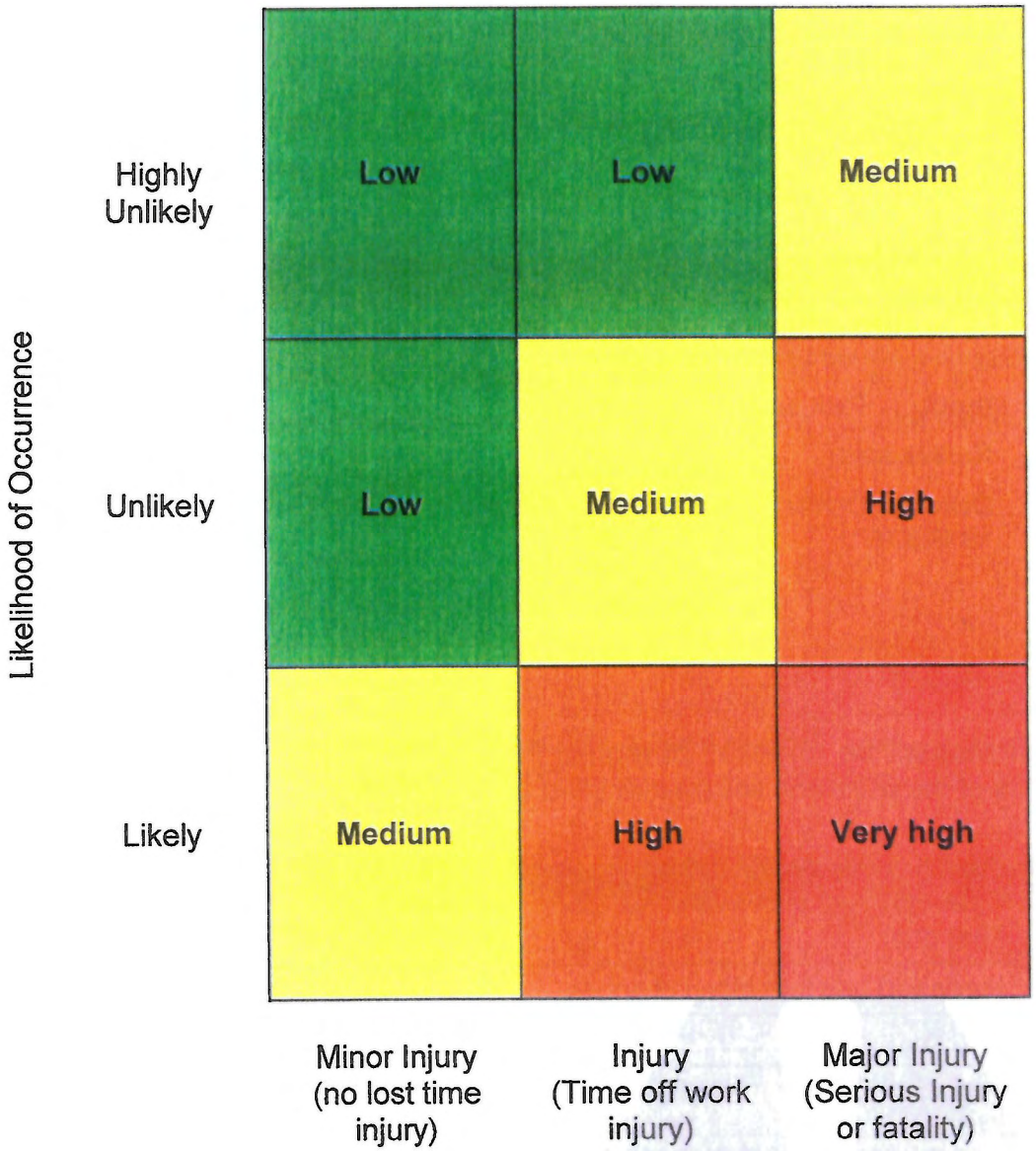
5.7 Review the current controls in place	Responsible	Consult

5.7.1	Review the current control measures in place and their effectiveness in controlling / reducing the risks from the hazards.	Manager responsible for work activity	Competent Person Accountable Manager
Input:	Current control measures		
References:	Competent Person's skill and experience		
Output:	Effectiveness of control measures		

.8	Calculate the risk	Responsible	Consult
5.8.1	Review the hazards and the current control measures in place and indicate the likelihood and severity of injury that could occur **with** the current control measures in place.	Competent Person	
5.8.2	Risk is essentially a combination of two factors: - • The likelihood of harm actually occurring to the people affected • The severity of injuries that could be received		
5.8.3	**Risk factor rating** = Using the matrix in Appendix 1, identify the Potential Severity of Injury and then the Likelihood of the Occurrence where they meet on the matrix is the risk rating.		
5.8.4	**Level of risk present** • **LOW** – The control measures needed, will be minimal, as there is little or no risk of harm or injury to persons from the hazards. • **MEDIUM** – More controls may be required to reduce the risk to ALARP as there is still possible risk of harm or injury to persons from the hazards. • **HIGH** – Stringent controls are required to control risks. Significant effort, time, etc may have to be used as there is positive risk of harm or injury to persons from the hazards. • **VERY HIGH** – Special precautions and stringent controls are to be taken to reduce the risks when carrying out the work.		
Input:	Hazards and number of people at risk identified		
References:	Risk matrix		
Output:	The level of risk quantified		

5.9	Are the controls sufficient?	Responsible	Consult
5.9.1	Is the level of risk with the current control measures in place, ALARP? If NO proceed to 5.10	Manager	Competent Person

Appendix 1 - Risk Matrix



Appendix 2 - Hierarchy of Controls

When considering the control measures to be used for a hazard identified consideration should be given to the hierarchy of controls to be used.

The preferred order of controls is as defined in Schedule 1 of the Management of Health and Safety at Work Regulations, below:

Management of Health and Safety at Work Regulations, 1999

Schedule 1: General principles of prevention
Regulation 4
Schedule

(This Schedule specifies the general principles of prevention set out in Article 6(2) of Council Directive 89/391/EEC)34

avoiding risks(b) evaluating the risks which cannot be avoided

(c) combating the risks at source

(d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health

(e) adapting to technical progress

(f) replacing the dangerous by the non-dangerous or the less dangerous

(g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment

(h) giving collective protective measures priority over individual protective measures; and

(i) giving appropriate instructions to employees.

Training, awareness & competence Plan

Lanes Group plc Rail Division

Contents

1. Purpose and scope
2. Definition and abbreviations
3. Reference and forms
4. Process overview
5. Procedure
6. Document history

1. Purpose and scope

The purpose of this procedure is to define the training needs and competency skills required for our people, to ensure they are competent on the basis of appropriate education, training skills and experience to carry out specific work for the company.

The training, awareness and competency requirements of Safety Critical Personnel are described in our Control of Safety Critical Work procedure.

2. Definitions and abbreviations

2.1 Definitions

Training needs analysis

Where you identify the current level of competencies for an individual and then identify areas where they need training or mentoring to develop / improve competencies in specific areas.

2.2 Abbreviations

TNA

Training needs analysis.

3. References and forms

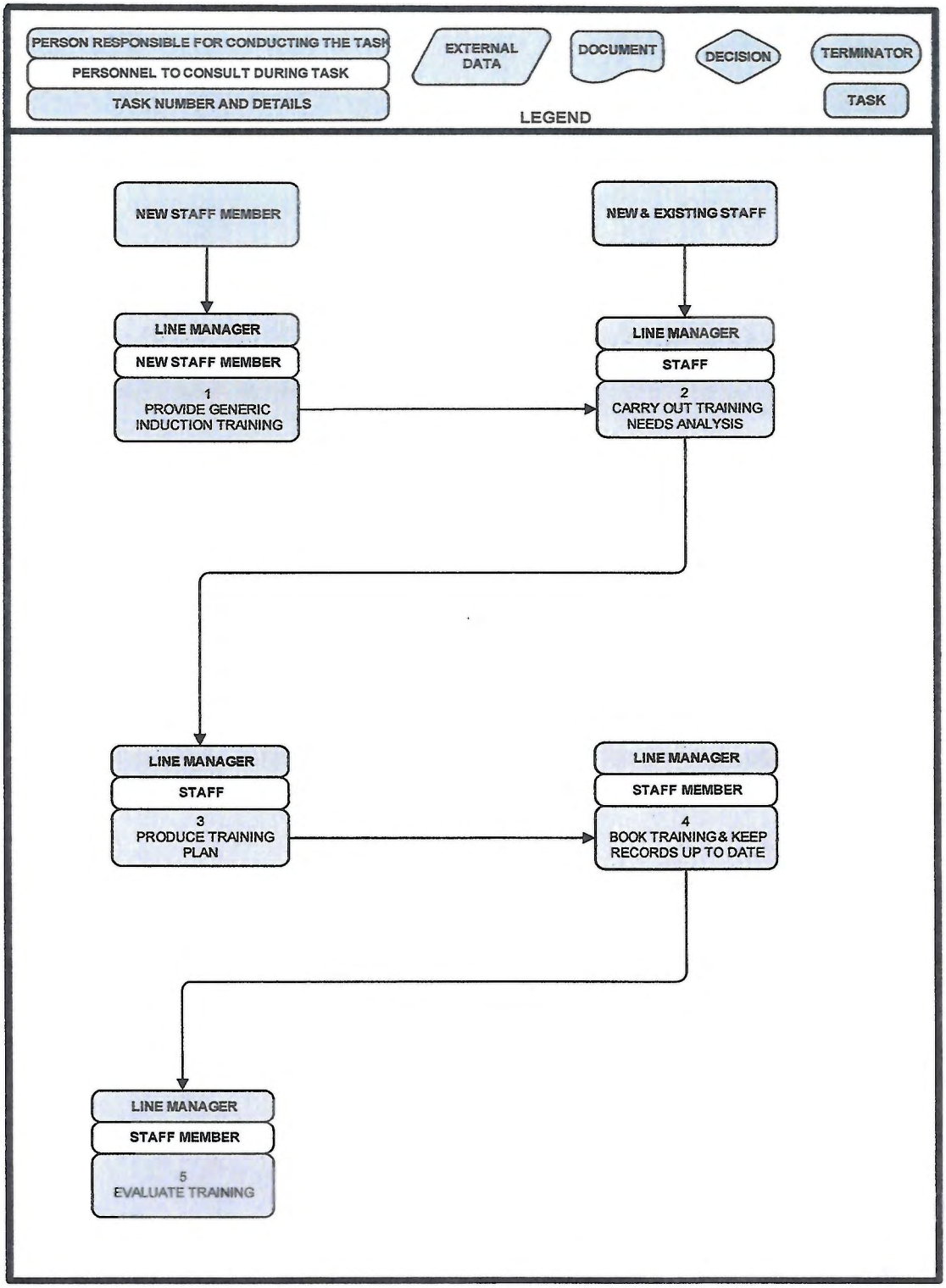
3.1 Forms

N/A

3.2 References

Client needs

4 Process overview flowchart



5. Procedure

5.1 New staff member – provide induction traning	Responsible	Consult
	Line Manager	New staff member

New employees / agency / associates / sub-contract staff will be asked to provide copies of their training and qualification certificates, these will be scanned in and placed on the server to demonstrate proof of training / competency levels.

Agency and sub-contract staff will be made aware of our health & safety, environmental and quality policies and procedures appropriate to them.

Our staff will receive induction training to ensure they are aware of the company's quality system, company safety policy and the hazards associated with the works.

Where applicable new staff recruited will be issued with suitable PPE after the induction training has been completed.

Input

New employees / agency staff / associates / sub-contractor activities

References

Induction information pack & PPE issue form

Output

New recruits previous training and qualification records. New recruits aware of the hazards, safety policy and quality policy.

5.2 Carry out traning needs analysis	Responsible	Consult
	Line Manager	Staff

New employees will have a basic TNA carried out to establish what additional training they require for the role they are carrying out. This analysis will form the foundation of their training needs and will be built upon as they have their appraisals.

Our people will have an appraisal at least annually or sooner where necessary for their current level of competence and experience to assess the needs of the business against each employee's demonstrable competency level.