

RISK CONTROL & RISK MANAGEMENT

Section 1: Purpose

The purpose of this procedure is to ensure that all significant Health, Safety, Environmental and Business risk associated with the operations of USSL are identified and that all foreseeable risk is reduced so far as is reasonably practicable. These risks will be prioritised to enable risk control systems to be put in place to mitigate their likelihood and impact.

Section 2: Scope

This procedure applies to all USSL operations.

Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The (Construction) Design and Management Regulations
- INDG163 Five Steps to a Risk Assessment
- USSL Operating and Company Procedures
- Clients Procedures where relevant

Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards).

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented.

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks.

Section 5: Responsibilities

The manager shall ensure all operations likely to expose employees (or others who may be effected by the work) to risk, a suitable and sufficient risk assessment is conducted. Operatives on all works will be instructed in the correct method of assessing and controlling risks and the use of the relevant forms.

Section 6: Assessment of Risk

The senior management will ensure that all risks associated with the company's activities (Routine, None routine, processes, facilities, substances and equipment) are identified and suitably documented within the company's management system or for Business Risks on the company's business risk register.

The senior management will be responsible for ensuring formal assessment of risk is carried out (Health Risks, Safety Risks, Environmental and Business Risks). Such Assessments will be undertaken by an appropriate member of the management team who has the required insight into the activities to be assessed and or the necessary competency and qualifications relating to the activity.

The risk assessment process will clearly identify and record all significant hazards, assess who / what is at risk. The degree of risk will define the control measures, which will be applied to eliminate or minimise the risk.

The process will involve consultation and participation of all stakeholders within the business. The senior management team will ensure all identified control measures are implemented and maintained in addition to this the senior management team will ensure information in relation to Hazards is made available to staff via communications and training. Compliance will be monitored via the company's audit and inspection process.

Section 7: Health, Safety & Environmental Risks

A process for Generic and Site Specific assessment of risk has been adopted for use within the company. Such Generic Health and Safety and substance risk assessments will be documented and an index will be produced for ease of access for the workforce. This list along with the generic assessments themselves will be issued and briefed to all operatives and supervisors in one of two ways:

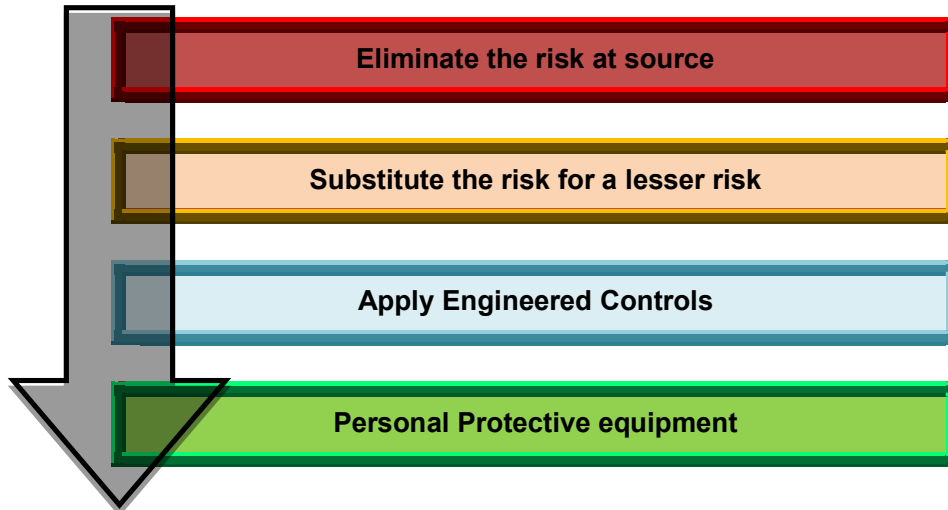
- Via a hard copy folder issued to each individual operative
- Via a Hand Held electronic reference notebook issued to each operative
- The assessments will also be available via the Company's IT System.

Assessment will be carried out using the principles of prevention as follows:

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks at source
- 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
- Adapting to technical progress
- Replacing the dangerous by the non-dangerous or the less dangerous
- 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
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

"An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more"

Before undertaking a formal risk assessment, the manager must consider the hierarchy of risk control as follows:



Before any operation is undertaken the Manager must ensure that the resultant method is the best overall option by following the five steps to risk assessment.

STEP 1 - Look for the hazards:

Walk around the site/workplace and look at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards, which could result in serious harm or affect several people. Use site documentation to assist with exercise such as data sheets, manufacturer's instructions and clients risk assessments and planned works. Use the following examples:

- | | | |
|-----------------------------|------------------------------|-------------------------|
| ○ Slipping/tripping hazards | ○ Dust | ○ Individuals Behaviour |
| ○ Moving parts of Equipment | ○ Fumes | ○ Capabilities |
| ○ Working at height | ○ Manual Handling | ○ Excavations |
| ○ Ejection of material | ○ Fire | ○ Design Hazards |
| ○ Pressure systems | ○ Noise | ○ External Hazards |
| ○ Vehicles | ○ Poor lighting | |
| | ○ Low temperatures or (high) | |
| ○ Electricity | ○ Lack of Training | |

STEP 2 - Decide who might be harmed, and How? Don't forget

- Young Workers, trainees, new and expectant mothers, who may be at particular risk.
- Cleaners, visitors, contractors, maintenance workers, who may not be in the workplace all the time.
- 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 and decide whether existing precautions are adequate or more should be done:

Consider how likely it is that each hazard could cause harm; this will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low.

In taking action ask yourself:

- Can I get rid of the hazard altogether.
- If not, how can I control the risks so that harm is unlikely?

In controlling risks apply the principles below:

- Try a less risky option.
- Prevent access to the hazard (e.g. by guarding).
- Organise work to reduce exposure to hazard.
- Issue PPE as a last resort when all other action has been taken.
- Provide suitable welfare facilities.
- Provide adequate information, instruction and training.

STEP 4 - Record your finding:

All significant findings of the assessment must be recorded and all employees must be informed about the findings and the necessary controls.

Risk assessments must be suitable and sufficient; you need to be able to show that:

- A proper check was made.
- Established who might be affected.
- Demonstrate we have dealt with all the obvious significant hazards, taking into account the number of people who could be involved.
- Implemented the precautions ensure they are reasonable, and the remaining risk low.
- All risks will be assessed using the company's risk rating matrix and be deemed as either Low, Medium or High risk.

STEP 5 - Review and revision:

- When making changes in the workplace, e.g. when bring in new Machines/Substances/Procedures/Processes
- Following an accident
- Following changes in legislation
- If a risk is not adequately controlled

Prior to commencement of any site works a Site Specific Risk Assessment (HS – FORM – 03) will be produced to identify any additional hazards, unless the client has other requirements and/or documentation which may have been identified associated with the operations or the environment in which the operation will be carried out. The responsible person on site will be responsible for conducting and documenting the SSRA.

Prior to the start of each job or each day's work. The responsible person on site will be responsible for ensuring that any additional hazards are documented and suitable and effective controls are in place.

In order to ensure the respective control measures are in place and maintained the line manager will review the risk assessment process during any site visit, audit or inspection. Any discrepancies noted will be brought to the attention of the person responsible for the site and corrective action will be implemented. Such issues will be recorded.

Risk Assessment for Premises

The senior management team will ensure all premises and associated land used for the company's activities will be subject to an annual assessment of the premises. Where the premises include areas of significant risks for example stores areas, processing areas, fabrication areas etc, these will be assessed and documented in detail using the same format. Where the risk assessment identifies that improvements are required, this will be noted on the form and a separate action plan produced to manage the improvement process. This action plan, along with the premises risk assessment will be stored in the site compliance log book and regularly updated until all actions are complete. Once all outstanding actions are complete, this will be noted on the risk assessment.

In addition to the general premise risk assessment three specific assessments will also be undertaken.

- Noise
- Asbestos
- Fire

The senior management team is responsible for ensuring regular planned audits of all company facilities are conducted to ensure that all assessment documents are current and valid and the controls are being adequately deployed.

Premise Risk assessments will be reviewed on an annual basis or in the event of an incident or significant change to either the premise or activities conducted from the premise.

An assessment of risk will be undertaken in the event of significant changes to the business / organisation or the management systems. Such assessments will take place prior to the introduction of such changes.

Project risk assessment

Where the company's activities are governed by the requirements of CDM. The risk assessment approach will be documented within the Health and Safety Plan. The documented risk assessments will then be stored within the Health and Safety File of the project which will be subject to regular Audit/ review by the senior team for the duration of the project.

The overall assessment of each Health and Safety risk will be measured on a simple Risk Rating Matrix as shown in section 9 and documented on the following:

- Generic Risk Assessment Template
- On Site Risk Assessment record
- Substance Risk – COSHH Assessment Template

Those Risks falling above the Tolerability line will require urgent action to mitigate the Risk. After joint review with relevant USSL Senior Management team items will be placed onto the relevant risk register (HSEQ – Other Business Risks) These registers are held in spreadsheet format on USSLIT system in the secured area.

Section 8: Business Risk

The company acknowledges Businesses face many risks; therefore Business Risk Management will be a central part of the Company's business management process. This process will help the company to identify and address the risks facing the business and in doing so increase the likelihood of successfully achieving the company's business objectives.

The risk management process involves:

- Methodically identifying the risks surrounding the company's business activities
- Assessing the likelihood of an event occurring
- Understanding how to respond to these events
- Putting systems in place to deal with the consequences
- Monitoring the effectiveness of risk management approaches and controls

As a result, the process of risk management will:

- Improve decision-making, planning and prioritisation
- Help allocate capital and resources more efficiently
- Allow us to anticipate what may go wrong, minimising the amount of fire-fighting you have to do or, in a worst-case scenario, preventing a disaster or serious financial loss
- Significantly improves the probability that the company will deliver the business plan on time and to budget

The risk management process will evolve due to consistent review and identification and treatment of the risks. Its objective is to add maximum sustainable value to all the activities of the organization. Risk management split into externally driven and internally driven factors the company ensures the importance of these factors is understood.

In order to formalise the management of Business Risk, a Risk Register will be set up for each key area and the attendant risks. The Register will:

- Identify and describe each risk
- Identify the Risk Owner
- Quantify the Severity (low /medium/high)
- Quantify the Likelihood (low /medium/high)
- Overall Risk = Severity x Likelihood
- Note any proposed mitigation plan, plan owner and time scale for actions

The overall assessment of each Business risk will be measured on USSL Risk Register Spreadsheet RSKREG01 within the USSL IMS System

Those Risks falling above the Tolerability line will require urgent action to mitigate the Risk. After joint review with relevant USSL Senior Management team items will be placed onto the relevant risk register (HSEQ – Other Business Risks) These registers are held in spreadsheet format on the USSL IT system in the secured area.

Section 9: Document History

October 2016 Initial Draft

February 2019 new branding

