



Oxford Well Engineering Ltd.

Let Us Solve It Together!

Oxford Well Engineering Limited

<https://www.oxfordwellengineering.com>

Phone: 44+(0)7733994426

Email: naim@oxfordwellengineering.com

Risk Assessment & Control Policy Statement

It is Oxford Well Engineering Limited's policy to establish a safe and hazard free workplace for its employees, consumers, volunteers and visitors by ensuring that the appropriate procedures are in place for dealing with all identified hazards in an efficient and timely manner.

OWE's risk management approach is a logical, step-by-step process of identifying hazards, assessing the risk associated with those hazards, eliminating or controlling those risks and monitoring and reviewing risk assessments and control measures. The objective of this process is to improve workplace health and safety by addressing problems before injuries and incidents occur.

Risk management is required at all stages of a work process including:

- Prior to establishing and using a workplace.
- When planning and designing work processes.
- Before selecting, purchasing, installing and using equipment.
- Before changes are made to the workplace or systems of work.
- Whenever there is new information about work processes.

Step 1 – Identify hazards

Identifying hazards is the first step in the risk management process. A hazard is anything (including work practices and procedures) with the potential to cause harm to life, health or property and is the primary cause of health and safety problems in a workplace. Hazards can be identified in a number of ways including:

- Undertaking workplace inspections (see attachment A : workplace inspection procedure & checklist)
- Reviewing injury and incident data including near misses
- Investigating complaints and incidents
- Conducting safety audits
- Monitoring the work environment
- Observing work practices
- Consulting with staff (and in some cases clients and visitors)
- Responding to information contained on Hazard Report Forms
- Equipment manuals
- Material Safety Data Sheets

When a hazard is found, in the first instance a quick fix should be applied, where it is appropriate to do so. Examples of this would include removing boxes stored in front of an emergency exit or changing a work practice for one that is safer. A quick fix is a control measure that sorts the problem out there and then and may be a short or long term solution.

Once a hazard has been identified it must be reported to Managing Director, even when a quick fix has been applied. By reporting hazards, everyone can play a major role in making OWE's premises safer places in which to work.

Step 2 – Assess risks

A risk assessment is about working out how serious the problem is. To do this the manager and staff need to do the following activities:

Evaluate the likelihood of an injury or illness occurring and the likely severity of that injury or illness, using a risk assessment matrix to assign a risk rating.

1. Identify the factors that may be contributing to the risk.
2. Where available, review health and safety information that is relevant to the particular hazard
3. Document outcomes relating to risk assessments undertaken.

Step 3 – Eliminate/control risks

Once risks have been assessed action must be taken by line managers (in consultation with staff, and in some cases, clients) to eliminate or control risks. Whilst the most effective action is to eliminate risks, this is not always possible, so control measures must be implemented according to the hierarchy of control as per below:

The Hierarchy of Control approach will assist in determining the most appropriate course of action to control the risk identified. The Hierarchy of Control ranks risk control strategies from the most effective to the least effective.

The following is the Hierarchy of Control in descending order:

1. Eliminate the risk (most effective):

Examples of elimination strategies are:

1. Redesigning the workplace:
2. Changing work practices so that unnecessary high risk tasks are no longer carried out.
3. Changing work practices so that unnecessary high risk tasks are no longer carried out.

2. Minimize the risk

- **Substitution:** This is achieved by replacing hazardous substances or procedures with those that are safer. Examples of substitution strategies are:
 - I. Replacing tiles in the bathroom with non-slip tiles.
 - II. Replacing hazardous cleaning products with non-hazardous environmentally friendly products.
- **Modification:** This is achieved by modifying the workplace or work practices. Examples of modification strategies are:
 - I. Improving drainage in bathrooms.
 - II. Rearranging the layout of a bedroom to allow free access with a hoist.

- **Isolation:** Examples of isolation strategies are:
 - I. Guarding exposed moving parts on machinery.
 - II. Moving a photocopier away from a desk area.
 - III. Locking medication in a cupboard in a respite house to prevent unauthorized access.

 - **Engineering Controls:** This is achieved by using mechanical solutions to control the risk.

 - **Administrative Controls:** Examples of administrative controls are: Training, increasing supervision of staff, Implementing safe work practices and standard operating procedures.
3. **Personal Protective Equipment (PPE) (least effective):** Personal protective equipment is the least satisfactory solution to work place risks as it does not address the hazard but merely provides a shield to protect the employee. It should only be used when it is not reasonably practicable to address the risk any other way or to supplement other risk strategies.

Personal protective equipment and clothing must be:

- Carefully selected and appropriate for the task.
- Correctly fitted and comfortable to wear.
- Selected to take into account individual differences within employees.
- Always worn where indicated/instructed.

Examples of personal protective equipment are: Gloves, safety glasses, protective footwear, ear plugs.

4. Monitor and review risk assessments and control measures

Once risk assessments are in place, the legislation requires that the assessments be monitored and reviewed in order to maintain the currency of that assessment. Changes to work practices, work environment or equipment may change the level of risk. The control measures used must also be monitored and reviewed to ensure that they are effective and do not create additional risks.



(01-Mar-2018)

(Naim Saddiq CEng)
(Managing Director)

Oxford Well Engineering Limited

naim@oxfordwellengineering.com

www.OxfordWellEngineering.com

Phone: Mobile 44+(0)7733 994 426

Chiswick Land Line 44+(0)208 899 7460