

1. PURPOSE

The Management of Health and Safety at Work and The Railways and Other Guided Transport Systems (Safety) Regulations require that VolkerRail as an employer, make suitable and sufficient assessments of the risk to the health and safety of its employees and others that may be affected its work activities.

This procedure encompasses identification of all hazards associated with a work activity, and how those risks are assessed, ranked and prioritised. This includes the specific process for identifying hazards associated to the activities of 'Young Persons' and New, Expectant & Breastfeeding Mothers.

The risk assessment focuses on the risks posed when the existing control measures are in place and identifies the additional control measures that should be taken to lower the residual risk to ALARP.

Any controls or limitations relating to an employee's medical fitness will be managed in accordance with OHS04.

SAF30 underpins the commitments detailed within element 9.13 of VolkerRail's Integrated Management System.

2. SCOPE

The scope of this procedure applies to:

- a) The assessment of risks for all businesses/functions across the VolkerRail activities and work sites including those where non-VolkerRail employees are engaged to undertake work on the companies' behalf, and where other persons (public, neighbours etc.) may be affected in connection with the work.
- b) All young persons employed by VolkerRail irrespective of employment status (i.e. full time, part time, work experience, workplace training) and those identified as responsible for their management and supervision (deemed to be their employer – i.e. line manager, supervisor etc).
- c) Persons who are pregnant, breastfeeding or have given birth within the last 6 months and sets out the procedure for ensuring the health & safety implications can be adequately addressed for New, Expectant & Breastfeeding Mothers.

3. REFERENCES (INPUTS) / RELATED DOCUMENTS

- Control of Substances Hazardous to Health Regulations
- Employment Legislation
- Employment Rights Act
- Equality Act
- Health & Safety (Display Screen Equipment) Regulations
- Health & Safety Legislation
- Management of Health Safety at Work Regulations
- Manual Handling Operations Regulations
- Personnel Protective Equipment at Work Regulations
- Provision & Use of Work Equipment Regulations
- VolkerRail Standards / Documents
- Workplace (Health, Safety & Welfare) Regulations

4. DEFINITIONS

Term	Description
Acceptable Level	As Low As is Reasonably Practicable to reduce the level of risk (known as ALARP).
Child	A person who is not over compulsory school age.
Control Measure	Method of controlling an identified risk such as the provision of management systems, engineering controls, health controls and/or Personal Protective

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Term	Description
	Equipment (PPE). The intention being to reduce the risk of an accident to an 'acceptable level'
Given Birth	Delivered a living child or, after 24 weeks of pregnancy, a still born child.
Hazard	An unplanned event or condition that does not result in injury, illness, or damage; but had the potential to do so
Likelihood	The probability that a hazard will result in an accident or loss.
New or Expectant Mother	A worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
Precursor	A system failure, sub-system failure, component failure, human error or operational condition which could individually or in combination with other precursors (cause) result in the occurrence of a hazardous event, e.g., broken rail, signal passed at danger (SPAD) or dragging brakes are precursors to the hazardous events derailment, collision and fire respectively
Risk	The combination of the severity of a hazard with the likelihood of its occurrence.
Risk Review Groups	A group consisting of representatives from the business led by the H&S Advisors / Manager with the purpose of identifying hazards and the associated level of risk associated to the businesses activities in order to ensure Risk Assessments are suitable and sufficient.
Severity	The nature of the outcome likely to occur if a hazard results in an accident or loss.
IMS	Integrated Management System
Young Person	A person who has not yet reached the age eighteen.
PPE	Personal Protective Equipment - all equipment and products designed to be worn or held by a person at work to protect them against one or more risks to their health and safety.
VRCC	VolkerRail's Control Centre which operates on a 24/7 basis.

5. PROCESS

5.1. Overview

Control measures will be identified using the knowledge and experience of the risk assessor(s) taking into account all relevant internal and external information sources and support from other professional persons from within the business as necessary.

Specific guidance for Young Person and New, Expectant or Breastfeeding Mothers risk assessments is provided as Appendix C and D.

Control measures will be based on a clear hierarchy of risk control (see section 5.4.4). In addition, the use of this procedure may identify the need for further Specialist Risk Assessment(s) as a requirement of specific health and safety legislation. These may require specialist knowledge that is not immediately available. Examples are the Noise at Work Regulations, Display Screen Equipment Regulations, Manual Handling Operations Regulations, or specialist knowledge of plant and machinery.

Guidelines on aspects to consider when assessing the risk of Manual Handling and Working at Height is provided in Appendix E and F.

It also requires a review of the assessment where there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates. The company is required to record the significant findings of that assessment, and detail all affected parties identified by it, as being especially at risk.

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5.2. Risk Assessment Methodology

Risk assessments will be produced for each activity / task and may be supplemented by Work Package Plans / Task Briefings / Method Statements.

In these circumstances the supporting documents will reference the Risk Assessments and detail the additional specific hazards and the control measures to be adopted.

Human Factors will be considered as part of this methodology.

5.3. Task Inventory

Hazards are identified by the production of a task inventory relating to the activities being risk assessed.

The task inventory is produced in order to identify if a risk assessment is already in place for the hazardous tasks/ activity. A template is provided as SAF30F04 to assist with this process.

The evaluation of risk exercise should be completed using the Risk Rating Matrix included in 5.4.1.

Where it is identified that there is no documented risk assessment for a particular task / activity the timescales for actions will be determined in alignment with the total risk score, as follows:

Risk Score	Timescale for action
Low	7 days
Medium	7 days with immediate controls introduced
High	Suspension of activity until RA in place

Actions needed and any interim controls until the formal risk assessment can be published must be documented on the Task Inventory.

The actions will be reviewed at the bi-monthly risk review groups. All instances of overdue actions will be brought to the attention of the HSQES Director who will determine the next course of action.

5.4. Developing the Risk Assessment

5.4.1 Evaluation of Risk

Following the production of the inventory each individual hazard / risk is evaluated using the 5 x 5 (Likelihood X Severity) matrix. The evaluation of risk exercise should be documented using Form SAF/30/F/01 Risk Assessment Proforma.

Risk Rating Matrix - Calculation of Risk = Likelihood (L) x Severity (S)

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Total	
Low	1-5
Medium	6 - 10
High	≥12

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Likelihood (probability)	Severity (impact)
5. Almost Certain	5. Fatality, major damage or industry disruption
4. Probable / Very Likely	4. Major Injury, collision or obstruction to running lines
3. Possible / Likely	3. Injury requiring external medical attention, results in lost time or temporary disruption
2. Possible / Unlikely	2. Minor Injury, First Aid required, minor damage
1. Rare / Very Unlikely	1. Minor Injury, First Aid not required , no damage

5.4.2. Assessing the hazard rating

In considering every risk arising from the activities relevant to the affected parties exposed to them, the assessment of these risks requires either acceptance, assuming the level of risk is acceptable (10 or less).

Where an assessment identifies a hazard rating as high (12 or above) this is considered an unacceptable risk and the activity will not be carried out. Additional controls will be developed to reduce the hazard rating to an acceptable level (10 or less).

When all the risks classified as acceptable and are reduced to ALARP, the final findings of the assessment must be documented and all control measures, existing and additional, recorded on Form SAF30F01.

5.4.3. Additional Considerations / Assessments Required

As part of the assessment of the overall work activity consideration must be given to other occupational hazards such as manual handling, noise, hand arm vibration, whole body vibration, working at height, CoSHH and DSE.

Where separate assessments have been undertaken these will be referenced within the 'additional considerations / assessments' section with the activity risk assessment SAF30F01.

5.4.4. Control Measures

Control measures will be based on a clear hierarchy:

- a) Eliminate the hazard e.g. change the process; take advantage of technological and technical progress.
- b) Reduce – the number of people exposed to the hazard, duration of exposure
- c) Isolate – physical barriers, exclusion zones, guarding etc
- d) Control - safe systems of work, permits, warning systems
- e) PPE – use of task specific personal protective equipment
- f) Discipline – information, instruction, training and supervision

5.5. Review of Risk Assessments

The review date will be no longer than 2 years from the issue date however a review may be instigated prior to this date due to any of the following:

- Accident/Incident Investigations findings.
- Changes in Legislation, Railway Group or Client Standards
- Changes in Methods of Work or Processes.
- Introduction of new technology.
- Current performance or results of audits.
- Review of current performance

All risk assessments will be forwarded to the appropriate **H&S Manager/ Advisor** for review and authorisation prior to formal communication.

5.6. Issue and Communication

Each core risk assessment will be allocated a unique CRA reference number, issue number, issue date and review date.

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The risk assessment will be forwarded to the **IMS Coordinator** who will allocate the reference number and ensure a copy is made available under controlled conditions on the VolkerRail IMS/Workspace page. A controlled notification will be sent to all Project Managers, Delivery Managers and Supervisors or their equivalent. This distribution list will be validated by the H&S Advisors as part of the Risk Review Groups.

Project Managers or equivalent must ensure that risk assessments are available, briefed, understood and applied by their staff and any sub-contract employees who may be undertaking work on their behalf.

Site Supervisors or persons in control of the work must ensure that the risk assessments applicable to the activity's being undertaken are briefed to staff and to sub-contract employees prior to commencement of work and that the control measures are implemented.

It is acceptable that this may be the documented risk assessment or as part of the respective task brief / method statement / work package plan.

5.7. Changes to the risk assessment controls

Any changes to the documented Risk Assessment through undertaking the activity should be assessed to ensure that the required changes do not increase the risk rating of the hazards associated to the activity being undertaken.

The changes should be documented on the Task Brief or equivalent i.e. site specific instructions and authorised by the **Site Supervisor** or **On Call Manager**, who in turn should then notify VRCC of the changes.

Frequent requests for change to a Risk Assessment will be reviewed by the Risk Review Group based on the information available from VRCC and consider changes to the original risk assessment.

5.8. Risk Review Groups

5.8.1 Meeting frequency and agenda / remit

The Risk Review Group will meet bi-monthly.

The agenda will include, but not be limited to:

- a) Review of the Task Inventory
- b) Review of risk assessments approaching the end of two year review period
- c) Review of control measures as a result of:
 - Accident/Incident Investigations findings.
 - Changes in Legislation, Railway Group or Client Standards
 - Changes in Methods of Work or Processes.
 - Introduction of new technology.
 - Current performance or results of audits.
 - Review of current performance
 - Frequent requests to amend control measures / task briefs

It is a requirement that the minutes and actions of the meeting are documented.

5.8.2 Attendance

The Risk Review Groups will be chaired by the respective **H&S Manager / Advisor**, and will consist of relevant operational staff, the safety representative for the business unit together with invited specialist staff for the discipline.

5.9 Monitoring

Ongoing review of risk assessments will be achieved through the established **Risk Review Groups**.

New and revised risk assessments will be included in the HSQES inspection process by the **H&S Managers / Advisors**.

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Risk assessments will be formally reviewed and reissued after two years of issue unless there is a need to review on a reactive basis as detailed within section 5.5.

All employees are also encouraged to review risk assessments applicable to tasks they may be, or have been undertaking, in order to ensure on-going suitability of the content. Any proposed additions or amendments should be submitted to the appropriate **H&S Advisor** for review and forwarding to the **Risk Review Group**.

6. ASSOCIATED GUIDANCE & INFORMATION

- Appendix A – Human Factor Guidance
- Appendix B - Risk Review Group Set-up Process
- Appendix C – Young Persons
- Appendix D – New, Expectant or Breastfeeding Mothers
- Appendix E – Manual Handling Risk Assessment Guidance
- Appendix F – Working at Height Risk Assessment Guidance

7. DOCUMENTATION (OUTPUTS)

- SAF30F01 - Risk Assessment Template - Core
- SAF30F02 - Risk Assessment Template - New, Expectant, & Breastfeeding Mothers
- SAF30F03 - Risk Assessment Template - Young People
- SAF30F04 - Task Inventory
- Risk Review Group meeting minutes and actions.

8. ISSUE RECORD

Issue	Date	Comments
1	07/03/2012	Formerly referenced as SQE/30. It has been separated from the Quality & Environmental section and Issue 4 will be withdrawn upon this issue. Reissued incorporating the existing requirements of SQE/51 Young Person's Risk Assessment and SQE/34 Risk Assessment for new, expectant & breastfeeding mothers. It has also been revised to reflect the amendment to Management of Health and Safety at Work Regulations 1999 with regards to agency workers who are new or expectant mothers.
2	19/01/2015	Full review and key changes made to Sections 5.3, 5.5, 5.6 and 5.8. Guidance for risk assessing new, expectant or breastfeeding mothers has been transferred to Appendix D.
2.1	11/12/2017	Inclusion of CRE/CEM on Briefing note RACI.
3	21/02/2019	Amended to include appendices E and F. Minor amendment to SAF30F01.

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Following on from the update of the Working at Height procedure SAF88 and the introduction of the Portable Ladders and Step Ladders permit (SAF88F01), the risk assessment procedure has been updated to incorporate Appendix F – Working at Height Risk Assessment Guidelines.

SAF30F01 has been amended to reflect an additional check box in the 'Additional considerations / Assessments Required' section called 'Working at Height' as well as an additional signing box to accommodate the

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requirements as detailed in section 5.5 'All risk assessments will be forwarded to the appropriate **H&S Manager/Advisor** for review and authorisation prior to formal communication'.

Also updated is Appendix E – Manual Handling Risk Assessment Guidelines.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Project Management	Project Managers	Responsible	Detailed
Supervisory	Supervisors	Responsible	Detailed
	Delivery Managers	Responsible	Detailed
Human Resources	HR Managers / Advisors	Responsible	Detailed
HSQES	H&S Managers / Advisors	Responsible	Detailed
HSQES	IMS Coordinator	Responsible	Detailed

Competence	RACI	Type of briefing
CRE / CEM	Responsible	Detailed
Safety Representatives	Responsible	Detailed

11. IMS AUTHORISATION

Document owner approval:

Stuart Webster Spriggs, HSQES Director, 21/02/2019

Approval for IMS:

Paula Roberts, IMS Coordinator, 21/02/2019

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During the risk assessment process, and to ensure behavioural aspects are considered, the risk assessment must identify the reasons why an employee might choose to ignore or bypass a control or instruction i.e. SSOW, process, installation etc.

The following is an example of what VolkerRail will address during the behavioural assessment of risk:

1. Hazards

- Lack of supervision
- Direct human error i.e. violation of rules/procedures
- Limited resource(s)
- Poor work conditions
- Inadequate training
- Mistakes made whilst carrying out repairs/checks
- Ergonomics i.e. poor design of equipment/machine affecting human interaction

2. Who might be harmed

- Perception of (human) risk i.e. influence of Supervisor/Manager results in harm to particular individuals
- Why do people take risks i.e. job difficult to do safely
- General public/visitors will not know company procedures (i.e. those people who are not always in the workplace)

3. Controls

Controls will need to consider the ‘Why’ questions, as well as the Who, What, Where, When and How. They must address why the controls fail i.e. effects of human behavior

- Lack of supervision
- Maintenance not done correctly
- Hazard ignored (alarms/warnings etc) – individual has a sense that there is no immediate danger as ‘nothing happens’ so therefore, the hazard will build up
- Human machine interface i.e. machine does not failsafe – such as components that can connect to any part of the machine (for example, hoses)
- Individual(s) taking accountability (responsibilities of their job and actions they have taken)

During risk assessment, human influences must also be taken into account, as they will have an effect on human behaviours:

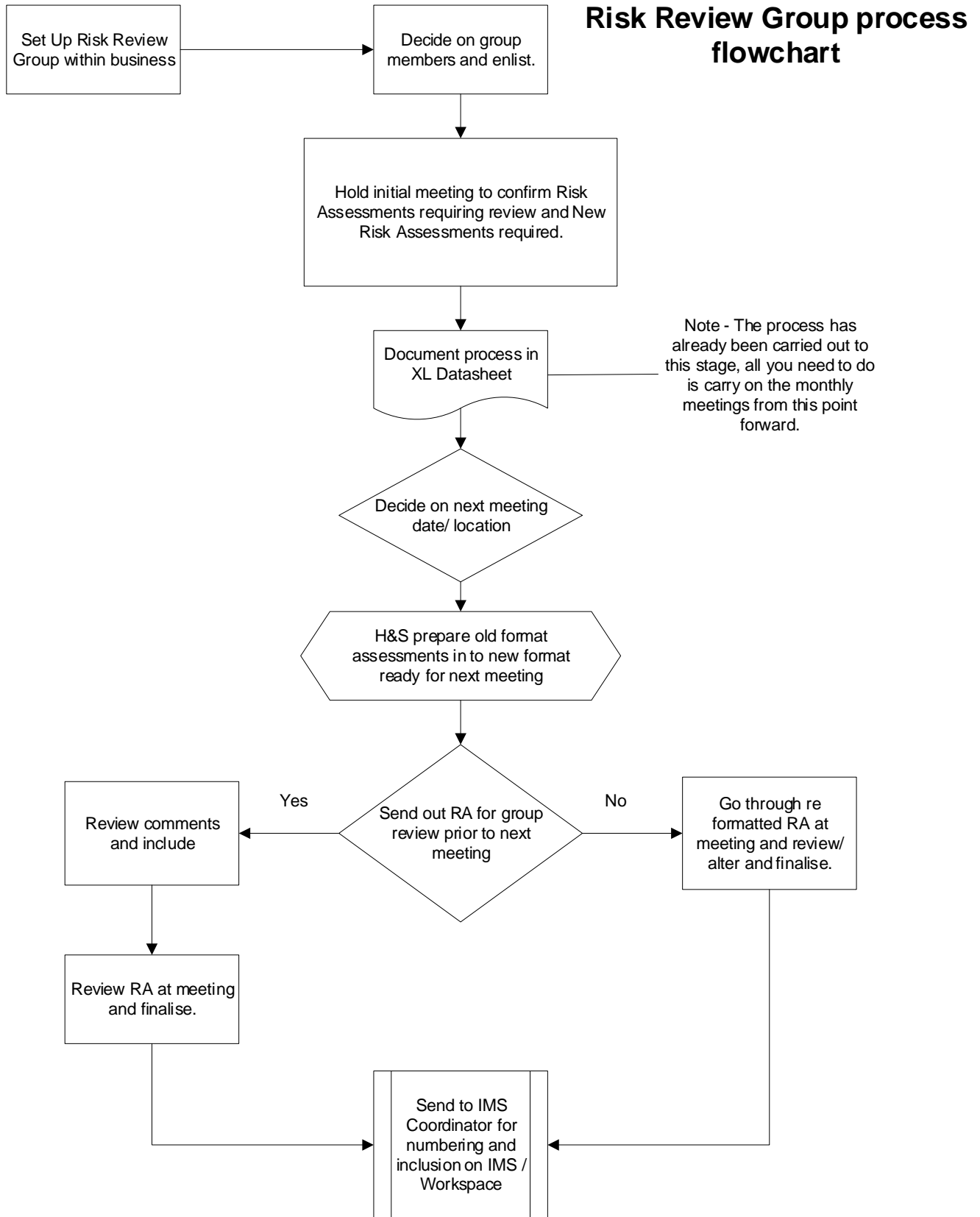
4. Internal

- Company culture towards safety
- Colleagues attitude/peer pressure
- Managers support
- Working hours
- Motivation
- Ergonomics

5. External

- Leisure time
- Family/friends
- Health
- Social level

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1. General

The Health and Safety (Young Persons) Regulations 1997 require that specific provision is made to protect “children” and “young persons” whilst at work. The arrangements apply to all young persons employed by VolkerRail irrespective of employment status (i.e. full time, part time, work experience, workplace training) and those identified as responsible for their management and supervision (deemed to be their employer – i.e. line manager, supervisor etc).

Young persons who do not have a contract of employment with any of the VolkerRail businesses (i.e. sub-contractors, suppliers etc), that are requested / required to work on VolkerRail premises or worksites must be brought to the attention of the **HR Department** and **H&S Department** before commencing any work along with their companies young person’s risk assessment. The risk assessment and associated control measures must ensure that suitable and sufficient arrangements are specified to protect the individual(s) whilst at work.

Site Managers and **Business Managers** employing young persons are responsible for compliance with these requirements in ensuring a Risk Assessment is produced. Wherever a young person is employed the relevant business **H&S Manager/ Advisor** must be notified in order that he/she may provide additional support.

Any young person from a sub-contractor / supplier etc that is not issued with a young person’s risk assessment will not be permitted to undertake any work on VolkerRail premises or worksites.

2. Supervision

Where young persons are engaged (or being given work experience) Site Managers must ensure that a Specific Manager/Supervisor is nominated to oversee/supervise the activities of each child or young person being employed.

3. Risk Assessment

A risk assessment must be undertaken using the guidance below, with regards to the perception of risk, information provided to young persons, and the information provided to the parents/ guardians of the young person.

This must be recorded using Form SAF30F03.

The contents of the documented risk assessment must be fully briefed to the young person by the relevant **H&S Advisor or Line Manager** with signatures obtained to ensure understanding of the extra control measures put in place to protect the young person during their employment with VolkerRail. During this briefing emphasis must be paid to the requirement to inform the young person on the dangers of Horse Play and to ensure that they fully understand that this will not be tolerated under any circumstances.

On no occasion must young persons be put to work unsupervised

When undertaking or reviewing a risk assessment, the following should be taken into account.

- a) The inexperience, lack of awareness/ perception of risk and immaturity of young persons;
- b) The fitting out and layout of the workplace and the workstation;
- c) The nature, degree and duration of exposure to physical, biological and chemical agents;
- d) The form, range and use of work equipment and the way in which it is handled;
- e) The organisation of process and activities;
- f) The extent of the health and safety training provided or to be provided to the young persons

4. Information for Young Persons

Young persons must be provided with relevant information, in a form they can understand, on:

- a) The risks to their health and safety identified in the assessment;
- b) The preventative and protective measures required to ensure their health and safety;
- c) The procedures that have been put into place to deal with serious and imminent danger; the persons nominated to implement evacuation procedures
- d) Risks notified to the employer by other employers whose undertaking may affect the Young Persons health and safety.

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- e) Emergency procedures and how they will be implemented
- f) The First Aid Arrangements
- g) A warning against horse play
- h) Where DSE use is required a specific assessment must be carried out

5. Information to Parents

Before engaging any “child” the relevant Manager must provide the parent, the person with parental responsibility or rights in relation to the child with relevant information in a form they can understand, on:

- a) The risks to health and safety identified in the assessment;
- b) The preventative and protective measures required to ensure health and safety; and
- c) Risks notified to the employer by other employers whose undertakings may affect the child’s health and safety

6. Additional Risk

In addition to the general duty to assess the risks to all workers, young persons must be protected from risks that arise as a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

Employers must not employ young persons at work:

- a) beyond their physical or psychological capacity;
- b) involving harmful exposure to agents that are toxic or carcinogenic, and cause damage or harm which in any other way chronically affects human health;
- c) involving harmful exposure or radiation;
- d) involving risk of accident to the young person they may not reasonably be assumed to recognise; or
- e) in which there is a risk to health from
 - Extreme cold or heat;
 - Noise; or
 - Vibration
- f) None of the above prevents employment of a person between school leaving age and 18 where:
 - The work is necessary for their training; and
 - The young person will be supervised by a competent person; and
 - The risk will be reduced to the lowest level that is reasonably practicable.

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1. Notification

All employees must provide written notification of pregnancy or the intention to breastfeed along with a medical statement (MATB1) from a General Practitioner or Registered Midwife stating any work restrictions/adjustments to the individual’s work activities, to their **Line Manager** and/or their **HR Manager** as soon as practicably possible.

The **HR Manager** must inform the relevant **H&S Manager/Advisor** immediately upon notification of a pregnant or breastfeeding worker including a copy of the medical statement, so that a specific risk assessment for the employee concerned can be carried out. They must also inform the **H&S Manager / Advisor** of the consent of the pregnancy to be known so that if required, a risk assessment can be conducted with the employee in confidence.

2. Working Hours Restrictions

Where the employee who is a new or expectant mother works at night and has a medical certificate stating that night work could affect her health or safety, and/or that of her child, the line manager in consultation with the **HR Manager** must:

- a) Offer suitable alternative daytime work, if any is available, that is both suitable and appropriate for her to do in the circumstances and on terms and conditions no less favourable than her normal terms and conditions

Or if that is not reasonable

- b) Suspend the employee from work, on full pay, for as long as is necessary to protect her health and safety and that of her child.

Where the employee is an agency worker and the mothers working condition/ hours cannot be adjusted or alternative work provided the **HR Manager** will notify the agency who must then end the supply of the employee.

3. Risk Assessment

The **H&S Manager/ Advisor** must contact the employee concerned to arrange a suitable time for their assistance to carry out a specific risk assessment taking into account:

- a) Any restriction/adjustments to be made at the request of the General Practitioner/Registered Midwife
- b) Ensuring suitable provisions are available for workers who are pregnant or breastfeeding to rest
- c) Ensuring suitable clean and private facilities are available for breastfeeding mothers
- d) Observing the employee carrying out their normal duties paying attention to the risks listed in Appendix D to this standard

Once the risk assessment has been carried out, the **H&S Manager/ Advisor** should record any risks identified on the risk assessment form SAF30F02 making recommendations to:

- a) Try to remove the hazard or prevent exposure to the risk.

Or if this is not possible

- b) Try to reduce the effect of the risk. e.g. by providing aids to help with manual handling.

If, despite taking all reasonable measures, there is still a risk which could jeopardise the health or safety of the mother or her baby, the **H&S Manager/ Advisor** must recommend:

- a) A temporary adjustment to the mother’s working conditions and/or hours of work

Or if this is not possible

- a) Suitable alternative work if any is available.

Due to the possibility of pregnancies going undetected for the first 4-6 weeks, if during the risk assessment

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APPENDIX D – NEW, EXPECTANT OR BREASTFEEDING MOTHERS SAF30

process risks are identified that could affect the health and safety of New & Expectant Mothers and/or that of her child, the HR Manager must inform all female employees of childbearing age about the potential risks and what measures are being taken to protect their health & safety.

4. Guidance on Hazards

4.2.1 Physical Risks

- Confined space
- Ionising radiation
- Manual handling of heavy loads where there is a risk of injury
- Movements and posture
- Noise
- Non-ionising electromagnetic radiation
- Shocks and vibration
- Sitting
- Standing
- Tiredness
- Underground mining work
- Work in hyperbaric atmosphere

4.2.2 Biological Agents

- Any biological agent of hazard groups 2, 3, and 4
- Biological agents known to cause abortion of the unborn child or physical and neurological damage

4.2.3 Chemical Agents

- Substances labelled:
 - R40 – limited evidence of a carcinogenic effect
 - R45 – may cause cancer
 - R46 – may cause heritable genetic damage
 - R49 – may cause cancer by inhalation
 - R61 – may cause harm to the unborn child
 - R63 – possible risk of harm to the unborn child
 - R64 – may cause harm to breastfed babies
 - R68 – possible risk of irreversible effects
- Preparations labelled on the basis of Directive 1999/45/ec
- Chemical agents and industrial processes in Annex 1 to Directive 90/394/EEC
- Mercury and mercury derivatives
- Antimitotic (cytotoxic) drug
- Chemical agents of known and dangerous percutaneous absorption. This includes some pesticides.
- Carbon Monoxide (CO)
- Lead and lead derivatives – insofar as these agents are capable of being absorbed by the human organism

4.2.4 Working Conditions

- Extremes of cold or heat
- Facilities
- Hazards as a result of inappropriate nutrition
- Mental and physical fatigue and working hours
- Occupational Stress
- Passive Smoking
- Travelling either inside or outside the workplace
- Work at Heights
- Work equipment and personnel protective equipment
- Work with display screen equipment (VDU's)
- Working alone
- Work-related violence

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5. Other aspects that may affect work

Apart from the hazards listed above there are other aspects of pregnancy that may affect work. The impact will vary during the course of the pregnancy and the **H&S Manager/ Advisor** should keep these affects under review due to expectant mother's changes to cope with balance dexterity, agility, speed of movement and reach due to increasing size throughout the pregnancy.

Aspects of pregnancy	Factors in work
'Morning' sickness	Early shift work Exposure to nauseating smells
Headaches	Noisy environment
Backache	Standing/manual handling/posture
Varicose veins	standing/sitting
Haemorrhoids	Working in hot conditions
Frequent visits to toilet	Difficulty in leaving job/site of work
Increasing size	Use of protective clothing Work in confined areas Manual handling
Tiredness	Overtime Evening work
Balance	Problems of working on slippery, wet surfaces
Comfort	Problems of working tightly fitting work uniforms

6. Recommendations

A copy of the risk assessment form SAF30F02 must be referred immediately to the new or expectant mother's line manager. On receipt the line manager must take every possible action to comply with the recommendations.

If a recommendation has been made for suitable alternative work to be offered to the new or expectant mother the line manager in consultation with the **H&S Manager/ Advisor** must ensure, the work if any is available, be both suitable and appropriate for her to do in the circumstances and on terms and conditions no less favourable than her normal terms and conditions.

If the line manager is unable to meet the recommendations provided by the **H&S Manager/ Advisor**, the employee must be suspended from work (on full paid leave) for as long as necessary to protect the health and safety of the mother and /or her child.

Where the employee is an agency worker and the mothers working condition/ hours cannot be adjusted or alternative work provided the **HR Manager** will notify the agency who must then end the supply of the employee.

7. Communication

The line manager must notify the employee in writing, of the findings of the assessment and the action to be taken using SAF30F02 and the associated employee letter.

The employee should be asked to sign a copy of the notification, to confirm receipt.

It is recommended that the Risk Assessment is fully reviewed at the first, and second, trimester (3, 6 months) to ensure physical changes are taken into account during the course of the pregnancy and additional assessments undertaken if necessary.

Where a worker continues to breastfeed after birth, the **H&S Manager** must keep the risks regularly under review to ensure exposure to risks are avoided to protect the health & safety of the mother and/or that of her child.

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APPENDIX E: MANUAL HANDLING RISK ASSESSMENT GUIDANCE

SAF30

Problems to look for when making an assessment	YES	NO
General:		
Is manual handling absolutely necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Can a lifting aid be used?	<input type="checkbox"/>	<input type="checkbox"/>
Can the load be reduced?	<input type="checkbox"/>	<input type="checkbox"/>
Has sufficient information been provided about the load?	<input type="checkbox"/>	<input type="checkbox"/>
Are those undertaking the task trained in manual handling?	<input type="checkbox"/>	<input type="checkbox"/>
Have those undertaking the task been provided with suitable PPE?	<input type="checkbox"/>	<input type="checkbox"/>
The TASKS, do they involve:		
Holding loads away from the body?	<input type="checkbox"/>	<input type="checkbox"/>
Twisting, stooping or reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>
Large vertical movement?	<input type="checkbox"/>	<input type="checkbox"/>
Long carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>
Strenuous pushing or pulling?	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient rest or recovery time?	<input type="checkbox"/>	<input type="checkbox"/>
A work rate imposed by a process?	<input type="checkbox"/>	<input type="checkbox"/>
The LOADS, are they:		
Heavy, bulky or unwieldy?	<input type="checkbox"/>	<input type="checkbox"/>
Difficult to grasp?	<input type="checkbox"/>	<input type="checkbox"/>
Unstable or likely to move unpredictably?	<input type="checkbox"/>	<input type="checkbox"/>
Harmful e.g. sharp or hot?	<input type="checkbox"/>	<input type="checkbox"/>
Awkwardly stacked/easily accessible e.g. not stacked too high/access restricted	<input type="checkbox"/>	<input type="checkbox"/>
Too large for the handler to see over	<input type="checkbox"/>	<input type="checkbox"/>
The WORKING ENVIRONMENT, are there:		
Constraints on posture?	<input type="checkbox"/>	<input type="checkbox"/>
Uneven, obstructed or slippery ground conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Variations in levels?	<input type="checkbox"/>	<input type="checkbox"/>
Hot/cold/humid conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Gusts of wind or other strong air movements?	<input type="checkbox"/>	<input type="checkbox"/>
Poor lighting conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Restrictions on movements or posture from clothes or PPE?	<input type="checkbox"/>	<input type="checkbox"/>
INDIVIDUAL CAPACITY, does the job:		
Require unusual capability, e.g. above average strength or agility?	<input type="checkbox"/>	<input type="checkbox"/>
Endanger those with a health problem or learning/physical disability?	<input type="checkbox"/>	<input type="checkbox"/>
Call for special information or training?	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING AIDS and EQUIPMENT:		
Is the device the correct type for the job?	<input type="checkbox"/>	<input type="checkbox"/>
Is it well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are the wheels on the device suited to the floor surface?	<input type="checkbox"/>	<input type="checkbox"/>
Do the wheels run freely?	<input type="checkbox"/>	<input type="checkbox"/>
Is the handle height between the waist and shoulders?	<input type="checkbox"/>	<input type="checkbox"/>
Are the handle grips in good order and comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any brakes? If so, do they work?	<input type="checkbox"/>	<input type="checkbox"/>

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Problems to look for when making an assessment	YES	NO
WORK ORGANISATION FACTORS:		
Is the work repetitive or boring?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work machine or system-paced?	<input type="checkbox"/>	<input type="checkbox"/>
Do workers feel the demands of the work are excessive?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers little control of the work and working methods?	<input type="checkbox"/>	<input type="checkbox"/>
Is there poor communication between managers and employees?	<input type="checkbox"/>	<input type="checkbox"/>

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Problems to look for when making an assessment	YES	NO
General:		
Is working at height absolutely necessary?	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes' to the above, have all alternative methods of access been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Is the chosen method of access the safest option available?	<input type="checkbox"/>	<input type="checkbox"/>
Weather:		
Have you considered the weather conditions? (e.g. wind, rain, ice, temperature (heat/cold))	<input type="checkbox"/>	<input type="checkbox"/>
Have steps been taken to monitor weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Has the correct PPE been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Worksite Location:		
Is the worksite isolated?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, are additional safety controls required?	<input type="checkbox"/>	<input type="checkbox"/>
If above water are additional safety controls required?	<input type="checkbox"/>	<input type="checkbox"/>
If there is third party/public access, are safety barriers required?	<input type="checkbox"/>	<input type="checkbox"/>
Are others working nearby, above or below?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, are additional safety controls required?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a potential for dropped objects?	<input type="checkbox"/>	<input type="checkbox"/>
Are you working on or near fragile surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, are additional safety controls required?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any hot/cold surfaces close to the work?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any sharp edges that need to be protected?	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient and appropriate anchor points?	<input type="checkbox"/>	<input type="checkbox"/>
Are all necessary isolations in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate lighting available?	<input type="checkbox"/>	<input type="checkbox"/>
Type of Work:		
Has an appropriate Task Briefing been written?	<input type="checkbox"/>	<input type="checkbox"/>
Will manual handling at height be required?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is there an increased potential for manual handling injury?	<input type="checkbox"/>	<input type="checkbox"/>
If hand tools are required are lanyards fitted (dropped object prevention)?	<input type="checkbox"/>	<input type="checkbox"/>
COSHH - are you using materials which may damage the PPE?	<input type="checkbox"/>	<input type="checkbox"/>
Are materials secured from being blown/knocked over or spilt?	<input type="checkbox"/>	<input type="checkbox"/>
Personnel:		
Have personnel been appropriately selected?	<input type="checkbox"/>	<input type="checkbox"/>
Have personnel been properly trained?	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel competent to carry out work at height?	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel medically fit and able to carry out work at height?	<input type="checkbox"/>	<input type="checkbox"/>
Do personnel know how to use and inspect the equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate and appropriate (competent) supervision for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Has a Toolbox Talk been held with all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel fully aware of their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Has the work been adequately planned so that everyone involved knows exactly what is to be done?	<input type="checkbox"/>	<input type="checkbox"/>

Problems to look for when making an assessment	YES	NO
Work at Height equipment:		
Is the means of access the best choice for the duration of work?	<input type="checkbox"/>	<input type="checkbox"/>
Is the access equipment in good condition and has it been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been inspected and certified fit for use?	<input type="checkbox"/>	<input type="checkbox"/>
Have personnel been properly trained in how to use the equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Do personnel know how to inspect the equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is the area where the access equipment is to be used free from obstructions at both ground and high level?	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor area flat, stable and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have any fragile surfaces been identified?	<input type="checkbox"/>	<input type="checkbox"/>
If using ladders, can they be secured at the top and bottom?	<input type="checkbox"/>	<input type="checkbox"/>
If using step-ladders, are they fitted with a handrail and working platform?	<input type="checkbox"/>	<input type="checkbox"/>
If using a mobile scaffold is it fitted with suitable platform, toe boards, a handrail and are the	<input type="checkbox"/>	<input type="checkbox"/>
Has the area where the work is to be done been cordoned off to keep other people away?	<input type="checkbox"/>	<input type="checkbox"/>
Has Personal Protective Equipment been provided, and is it being worn?	<input type="checkbox"/>	<input type="checkbox"/>
Rescue:		
Are arrangements in place to deal with an emergency or rescue situation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the rescue team immediately available in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Has a rescue plan been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Has the plan been adequately reviewed and approved?	<input type="checkbox"/>	<input type="checkbox"/>
Do all personnel know what to do in an emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>
Do all personnel know how to raise the alarm?	<input type="checkbox"/>	<input type="checkbox"/>
Do all personnel know the location of the nearest alarm?	<input type="checkbox"/>	<input type="checkbox"/>
Is rescue equipment immediately available for use?	<input type="checkbox"/>	<input type="checkbox"/>
Do all personnel know how to use the equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is suitably trained medical help immediately available in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Are you satisfied that all measures have been taken to prevent a fall from height?	<input type="checkbox"/>	<input type="checkbox"/>