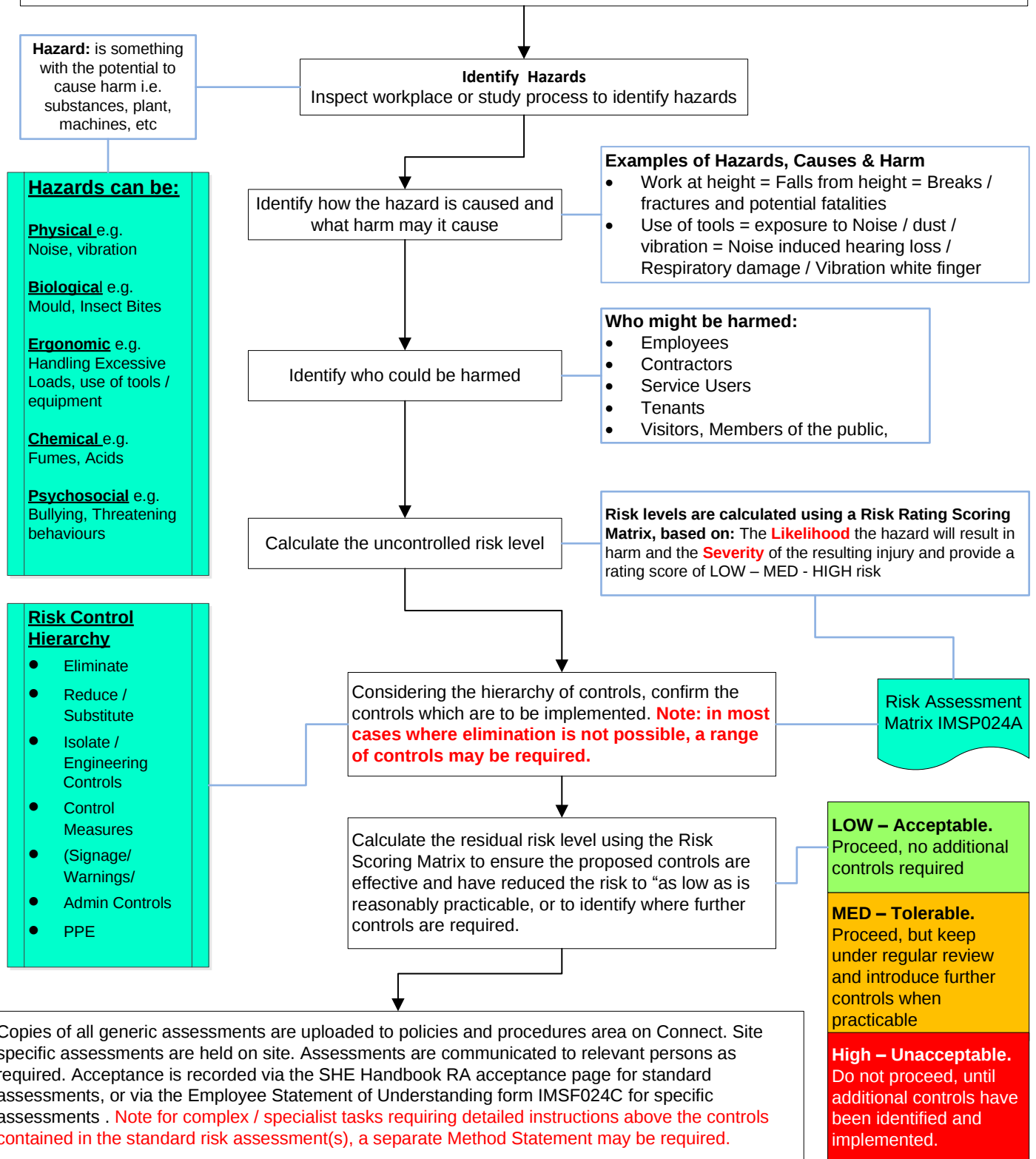


Risk Assessment: Is a careful and structured examination of a work activity so as to identify what could cause harm (the hazard) to people (employees and others) and how by the use of appropriate control measures the risk (the chance that the hazard will cause harm) arising from the hazards may be eliminated reduced, isolated or controlled, and are conducted in line with HSE Guidance.

A range of generic assessments, and safe systems of work are available via the policies & Procedures area on Mears Connect. Additionally, assessments covering a range of significant and trade risks are also available in the SHE Handbook. These are further supplemented by the Safe Start Risk Assessment, which is a "dynamic point of work" assessment conducted by individuals before commencing any task. All risk assessments are recorded using the IMSF024B00 form. The process is as follows:



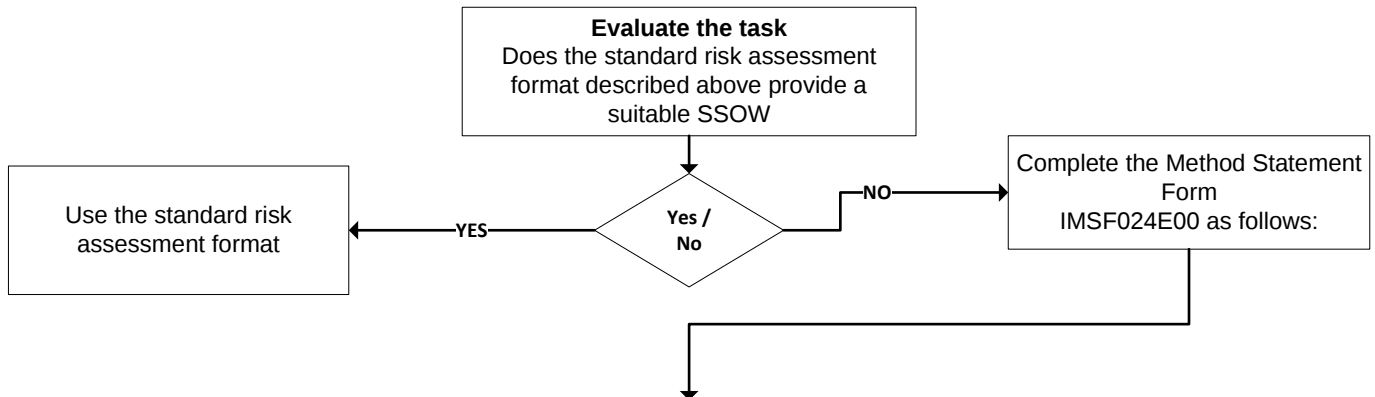
All risk assessments are subject to routine review (set by SHE Team), or earlier if the task or workplace changes significantly, or if there are any concerns that the controls are no longer effective

Method Statement on Next Page

RISK ASSESSMENT AND METHOD STATEMENT

Risk Assessment: The standard risk assessment format contains details of the task, and the minimum controls required to conduct the task safely. When used with relevant supporting documents including policies, procedures, permits, instructions and other standard assessments (referenced within the main assessment), this provides a suitable Safe System of Work (SSOW) for routine activities.

For complex or specialist tasks requiring detail over and above the standard risk assessment format, a separate specific Method Statement (MS) may be required. All method statements are recorded using the IMSF024E00 form. The process is as follows:



1. Details – Enter the title / task the MS is referring to. Enter the date / duration of the task, the location where it will take place, the contract ref (If applicable), indicate whether the client has approved the MS, print your name and sign.

2. Introduction & Scope of Works – Provide a clear description of the task, including the state and conditions that must exist before work is allowed to start. Also, clearly state what is NOT covered by this method statement where there are limitations.

3. References – List all relevant supporting documentation including risk assessments, COSHH assessments, permits to work, drawings / plans, authorisations required, etc.

4. Pre-requisites – Insert the names / contact numbers of all relevant persons, arrangements for access and any restrictions (where applicable)

5. Safe System of Work – Set out in a logical sequence which controls are to be followed for each element of the task and also make reference to any supporting policy, procedure and documentation that are linked to the controls. This will include any specific or standard risk assessments, approved procedure, permit to work etc, checks and tests. It is also important to include any critical hold points / actions either before work commences, or at any point during the work. For example: Asbestos testing and / or removal or isolation of services and tests for residual stored energy.

Also include any arrangements / requirements for clearing the site and returning it to normal use including reoccupation, for example: Asbestos air monitoring, reconnection / testing of isolated services, removal of wastes, equipment, materials etc.

6. Tools and Equipment – Provide details of any specialist equipment (above those normally carried by tradespersons). Make reference to any specific operating instructions and operator competence requirements.

7. PPE – Identify PPE requirements and state at which point in the SSOW they are to be worn.

8. Emergency Procedures – Confirm all relevant emergency arrangements including contact details and locations of nearest medical services.

9. Notes to all Employees and Contractors – Review the pre-populated content to ensure it fully covers the task. If not amend as required.

10. Authorisation – Finally the MS needs to be approved for use.

Copies of all common, Method Statements, ie those likely to repeat and / or be used at numerous sites are uploaded to policies and procedures area on Connect. Individual site specific assessments are held on site. Method Statements are communicated to relevant persons as required. Acceptance is recorded via the Employee Statement of Understanding form IMSF024F for specific assessments

All common method statements are subject to routine review (set by SHE Team), or earlier if the task or workplace changes significantly, or if there are any concerns that the controls are no longer effective