

RISK ASSESSMENT & METHOD STATEMENT GUIDE

Northumbria University requires your Risk Assessments & Method Statements and those of your subcontractors (*if applicable*), to be specific for the works carried out and **NOT** generic. This document provides additional guidance on typical items (*though not exhaustive*) that are expected to be contained in the Risk Assessment & Method Statement to assist the satisfactory appraisal of your activity/works/task.

Risk Assessment (as applicable)
Identify the specific task with a description?
Identify all the significant health, safety and environmental (HS&E) hazards/aspects relevant to the tasks?
Define adequate Covid-19 controls and precautions?
Identify all persons, and how they might be harmed including public, pedestrians, other trades??
Define clear control measures for each risk using 'hierarchy of control': Elimination, Substitution, Isolation, Engineering Control, PPE/RPE. (Collective over Individual) identified?
Identify the existing site hazard control measures that apply to the task?
Assess and evaluate the significant HS&E risks e.g a risk rating?
Identify any further actions necessary to reduce risks to ALARP (As Low As Reasonably Practicable)?
Reference any additional specific assessments required e.g. COSHH, Noise, Vibration, Dust, Manual Handling?
If the risk assessment relates to sub/contractor tasks, has it been appraised by the sub/contractor?
Identify each environment, and how it might be affected?
Identifies specific detail to control of exposure levels, (vibration magnitude, trigger times, noise level, COSHH (Workplace.Exposure.Limits)?
Identify the requirement for additional controls in accordance with manufacturers information/guidance?
Identify requirement to conduct task specific/ at point of works assessment?
All personnel involved in, or likely to be affected by the work have been consulted regarding their opinions.
Method Statement (as applicable)
Is a method statement necessary for the tasks?
Adequately address the relevant risk assessment control measures identified, including Covid-19 arrangements?
Identify, title, date, issue/revision number?
Identify, what is to be done, location where the works will be carried out?
Identify the time allowed for planning, the start date, and the estimated completion date?
Identify the responsible supervisor and required competencies for controlling the works onsite?
Identify the supervisor's responsibilities and contact details?
Identify the competent labour resources required, their training, numbers and trades?
Identify any personal pre-existing restrictions e.g. young person, ill-health, disabilities?
Identify and provide details the plant and equipment sizing, resources required, and include manufacturers instructions / safety information and defines the recording/maintenance regime, (LOLER/PUWER)? (Thorough examination, calibration and test certification to be provided / checked)
Identify requirement for additional safe system of works, i.e. Permits.
Include any additional checklists, prior to commencement of works.
Identify the significant materials (including hazardous substances) required, including sizes, quantity, and weights/measures, delivery methods, inspection, storage, issue of, protection e.g. LPS fire sheet, and disposal?
Identify any security and/or segregation and of signage requirements/arrangements?
Identify the requirement for specialist training, e.g PASMA, Confine Spaces?
Clearly identify the logical sequence of the task from delivery to disposal of waste? (a defined clear sequence of the works, method of how the works will be completed)
Clearly list all mandatory and task specific PPE / RPE requirements to the relevant standards and record of training for the use of, e.g Face Fit Testing?
Include any additional specific risk assessments required e.g. COSHH, task specific/at point of works?
Include / refer to any relevant drawings / sketches required?
Describe any individual welfare requirements?
Detail of how operatives will be briefed on site safety arrangements and by whom?
Identify any additional amendment/requirement for temporary works, site, traffic, pedestrian, fire and service routes.
Identify an auditing and monitoring for compliance schedule for the works, the frequency, enforcement and by whom? (contractors safety audit).
Where necessary, are specific emergency arrangements/procedures formulated to the task, (rescue plan, special first aid / fire requirements, environmental emergency actions, means of communication (radio), details of what to do and by whom)?
Make it clear when the next review is required and recommunication to those persons applicable, e.g. after and incident/ periodically as refresher (no more than 6 months) , change in scope of works?
If the method statement relates to sub/contractor tasks, has it been appraised by the sub/contractor?
Identify the requirement to any OHS legislation and relevant standards codes applicable to the works?