

Risk Assessment Procedure

1. Purpose

The purpose of this procedure is to ensure that all work activities undertaken by Rosbo LTD are assessed for risks to health, safety and welfare, and that suitable and sufficient control measures are implemented to reduce those risks to an acceptable level.

Risk assessment is a fundamental part of preventing accidents, injuries and work-related ill health.

2. Scope

This procedure applies to:

- Roofing works
 - Skylight installation
 - Carpentry works
 - Property maintenance
 - All employees
 - Subcontractors
 - Visitors
 - Members of the public who may be affected by our work
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3. Responsibilities

Director

The Director is responsible for:

- Ensuring risk assessments are carried out
- Ensuring control measures are implemented
- Providing adequate resources
- Reviewing risk assessments annually
- Ensuring legal compliance

Site Supervisors

Responsible for:

- Conducting site-specific risk assessments

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- Ensuring operatives understand control measures
- Monitoring compliance on site
- Updating assessments if conditions change

Employees & Subcontractors

Responsible for:

- Following control measures
- Reporting hazards immediately
- Not deviating from agreed safe systems of work
- Participating in risk assessment briefings

4. Risk Assessment Process

Rosbo LTD follows a structured five-step risk assessment process:

Step 1 – Identify Hazards

Hazards are identified by:

- Site inspections
- Reviewing project scope
- Considering previous incidents
- Consulting employees
- Reviewing manufacturer guidance

Common hazards in roofing and construction include:

- Working at height
- Fragile roof surfaces
- Falling objects
- Manual handling injuries
- Use of power tools
- Electrical hazards
- Adverse weather conditions
- Slips, trips and falls
- Exposure to hazardous materials
- Interaction with members of the public

Step 2 – Identify Who May Be Harmed

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This includes:

- Employees
- Subcontractors
- Clients
- Visitors
- Members of the public
- Neighbouring properties

Special consideration is given to:

- Young persons
- Pregnant workers
- Individuals with health conditions
- Vulnerable members of the public

Step 3 – Evaluate the Risk

Risks are assessed by considering:

- Likelihood of harm
- Severity of harm

A simple risk matrix may be used:

- Low Risk
- Medium Risk
- High Risk

High-risk activities must not proceed without adequate control measures.

Step 4 – Implement Control Measures

Rosbo LTD follows the hierarchy of control:

1. Elimination – Remove the hazard
2. Substitution – Replace with safer alternative
3. Engineering controls – Guardrails, scaffolding, barriers
4. Administrative controls – Procedures, training, supervision
5. PPE – Hard hats, harnesses, gloves, eye protection

Examples of control measures for roofing works:

- Scaffolding or edge protection



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- Guard rails and toe boards
- Fall arrest systems
- Roof ladders
- Secure material storage
- Exclusion zones below working areas
- Weather condition monitoring
- Safe access and egress planning

Step 5 – Record & Communicate Findings

All significant findings are:

- Documented in writing
- Included within RAMS (Risk Assessment & Method Statement)
- Communicated to all operatives
- Signed off by workers before commencement

Risk assessments are stored securely and retained for record purposes.

5. Site-Specific Risk Assessments

A generic company risk assessment is supported by site-specific assessments for each project.

Site-specific factors include:

- Roof pitch
- Access restrictions
- Weather exposure
- Nearby power lines
- Public footpaths
- Structural integrity

Work must not commence until site-specific risks have been assessed.

6. Dynamic Risk Assessment

Where conditions change (e.g. sudden weather changes, structural concerns), operatives must conduct a dynamic risk assessment.

This means:

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- Stop work
- Reassess conditions
- Implement additional controls
- Notify supervision

Safety must not be compromised due to time pressures.

7. High-Risk Activities

The following activities require enhanced controls:

Working at Height

- Scaffolding where required
- Harness systems
- Ladder restrictions
- Fragile roof identification

Manual Handling

- Team lifts
- Mechanical lifting aids
- Proper lifting techniques

Electrical Work

- Isolation of power supply
- Competent persons only

Hazardous Materials

- Asbestos survey confirmation
 - COSHH assessments
 - Proper disposal procedures
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8. Young Persons & Vulnerable Workers

Where young persons are employed:

- Additional supervision provided
- Exposure to high-risk tasks restricted
- Risk assessments reviewed specifically

9. Review & Monitoring

Risk assessments will be reviewed:

- Annually
- Following accidents or near misses
- When work methods change
- When legislation changes
- When new equipment is introduced

Supervisors monitor compliance during site inspections.

10. Accident & Near Miss Reporting

Where incidents occur:

- Immediate action is taken
- The accident is recorded
- Root cause analysis conducted
- Risk assessments updated accordingly

Lessons learned are shared to prevent recurrence.

11. Training & Competence

Risk assessments must be carried out by competent persons.

Rosbo LTD ensures:

- Supervisors understand risk assessment principles
 - Workers are briefed before starting work
 - Training is provided where necessary
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12. Documentation & Record Retention

Risk assessment documents include:

- Hazard identification

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- Risk evaluation
- Control measures
- Review dates
- Signatures

Documents are retained in accordance with company record retention procedures.

13. Continuous Improvement

Rosbo LTD is committed to continual improvement in health and safety performance.

We will:

- Monitor accident trends
 - Review control effectiveness
 - Improve planning processes
 - Encourage workforce feedback
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14. Policy Commitment

Rosbo LTD recognises that effective risk assessment is essential to maintaining a safe working environment.

No task is so urgent or important that it cannot be carried out safely.

Work will be stopped immediately if it cannot be conducted safely.