

## RISK ASSESSMENT

<b>Title:</b>	Appointment and Use of Contractors			<b>Date of Assessment:</b>	19/04/24	<b>Risk Assessor:</b>	Ian Warne
<b>Reference Number:</b>	RA23	<b>Version Number:</b>	1	<b>People involved in making this assessment:</b>	Ian Warne and Sarah Newman		
<b>Task/Process:</b>	The risk associated with the appointment and use of contractors			<b>People at Risk:</b>	Employees, visitors, contractors		
<b>Documents Associated with this Risk Assessment:</b>							
<b>Review Date:</b>		<b>Reviewer:</b>		<b>Next Review Date:</b>	19/04/25		

<b>Hazard:</b> Injury due to the appointment of contractors	Risk of various injuries. Risk to employees, visitors and contractors.
<b>Control Measures:</b>	
1.	Assess potential contractors prior to appointment
2.	Request copies of risk assessments and method statements and public and product liability insurance documentation from contractor at point of appointment
3.	Regular monitoring of the work of the contractor
4.	Vendor Rating checks and references on potential contractors
5.	Assess previous work of potential contractor
6.	Financial health check of potential contractor
7.	Hot Work Permits and Permit to Work to be issued if required
8.	Agree a plan of works
9.	Instruction, information, training and supervision

<b>Hazard:</b> Injury due to the work of a contractor	Risk of various injuries. Risk to employees, visitors and contractors.
<b>Control Measures:</b>	
1.	Ensure all contractors are suitably competent and qualified for the work to be undertaken
2.	Ensure risk assessments and method statements and public and product liability insurance documentation have been received from the contractor prior to work commencing
3.	Hot Work Permits and Permit to Work to be issued if required
4.	Site induction to be carried out prior to work starting highlight any potential hazards
5.	Ensure the plan of works is followed
6.	Ensure all contractors sign in and out



## **RISK ASSESSMENT**

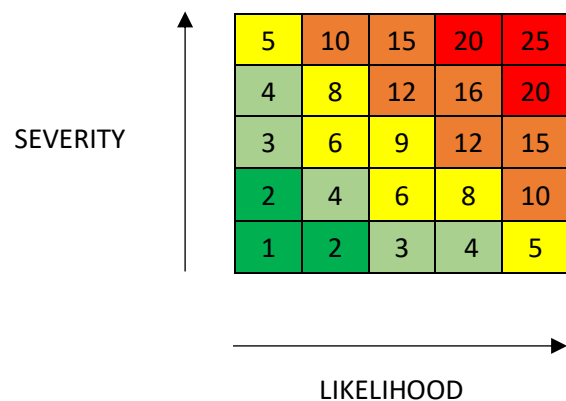
7.	Inform contractors of any site specific risks if applicable
8.	Quarantine work areas
9.	Inform all employees of any work being undertaken that could cause them a risk
10.	Regular monitoring of the work of the contractor
11.	Instruction, information, training and supervision

I ..... (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: ..... Date: .....

## RISK ASSESSMENT

### HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	<b>Unacceptable</b> Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	<b>Tolerable</b> Additional controls must be introduced as soon as possible.
5-8	<b>Tolerable</b> Additional controls may be needed
4 or below	<b>Acceptable</b>

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk