



## Risk Assessment Policy

### Policy Statement

Johnston Vulcanising and Services Ltd. is committed to ensuring the health and safety of all employees, contractors, and visitors by conducting regular risk assessments to identify and mitigate workplace hazards. This policy complies with UK law, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

### Scope

This policy applies to all employees and contractors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

### Responsibilities

- **Senior Management:** Ensure overall compliance with risk assessment regulations, provide necessary resources for conducting assessments, and promote a culture of safety.
- **Health and Safety Officer:** Oversee the implementation and monitoring of risk assessment procedures, conduct risk assessments, and provide training and guidance.
- **Managers and Supervisors:** Ensure staff follow risk assessment procedures, conduct regular inspections, and report any concerns or incidents.
- **All Employees and Contractors:** Participate in risk assessments, follow safety measures identified, report any issues, and participate in relevant training and awareness programs.

### Procedures

1. **Identifying Hazards**
  - Regularly inspect the workplace to identify potential hazards that could cause harm to employees, contractors, or visitors.
  - Consider hazards related to the work environment, equipment, substances, and work processes.
  - Engage employees in identifying potential hazards through observations and feedback.
2. **Assessing Risks**
  - Evaluate the likelihood and severity of harm from identified hazards.
  - Consider who might be harmed and how, including employees, contractors, visitors, and others who may be affected by the activities.
  - Use a risk matrix to categorize the level of risk (e.g., low, medium, high).
3. **Implementing Control Measures**
  - Identify and implement appropriate control measures to eliminate or reduce risks to an acceptable level.



- Follow the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and personal protective equipment (PPE).
  - Ensure that control measures are practical, effective, and maintained.
- 4. Documentation**
- Document all risk assessments, including identified hazards, risk levels, and implemented control measures.
  - Ensure risk assessment records are kept up-to-date and accessible to relevant personnel.
  - Use a standardized risk assessment form to ensure consistency and completeness.
- 5. Reviewing and Updating**
- Regularly review and update risk assessments, especially when there are changes in the workplace, processes, or equipment.
  - Conduct reviews at least annually or more frequently if required.
  - Update risk assessments following any incidents, near misses, or significant changes to ensure they remain relevant and effective.
- 6. Training and Awareness**
- Provide training to all employees and contractors on the importance of risk assessments and their role in the process.
  - Include risk assessment training as part of the induction process for new employees.
  - Conduct regular refresher training and update employees on any changes to risk assessment procedures or regulations.
- 7. Communication**
- Ensure that the results of risk assessments and the implemented control measures are communicated to all affected employees and contractors.
  - Use meetings, notices, and training sessions to share information and ensure understanding.
- 8. Monitoring and Compliance**
- Monitor the effectiveness of implemented control measures through regular inspections and audits.
  - Ensure compliance with risk assessment procedures and take corrective actions as necessary.
- 9. Incident Reporting and Investigation**
- Report all incidents, near misses, and identified hazards to supervisors immediately.
  - Investigate incidents to determine the cause and implement corrective actions.
  - Use the findings from investigations to update risk assessments and prevent recurrence.

## **Commitment**

Johnston Vulcanising and Services Ltd. is dedicated to ensuring the health and safety of our employees, contractors, and visitors by promoting a proactive approach to identifying and mitigating workplace hazards. We expect all personnel to adhere to this policy and report any concerns promptly.

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## Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at [Aaron@jvsuk.co.uk](mailto:Aaron@jvsuk.co.uk) or call 07495 376466.