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Occupational Health and Safety Manual Work Activity Risk Assessment

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Issue record

Issue	Date	Comments
02	May 2004	
03	June 2005	Full revision, re-title and reissue
04	August 2006	Changes to Appendix D as a result of the Control of Noise at Work Regulations 2005 and correction of typographical errors.

Implementation

This component of the Occupational Health & Safety Manual shall be implemented within all functions of Network Rail with effect from 5 August 2006.

Compliance

This component of the Occupational Health & Safety Manual (OHSM) is mandatory and must be complied with by all functions within Network Rail from 5 August 2006.

When this procedure is implemented, it is permissible for all projects, which have formally completed GRIP Level 4, to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Level 4 was reached and not to comply with requirements contained herein unless the designated Procedure Owner has stipulated otherwise in the accompanying Briefing Note.

Where the Procedure Owner has specified that all projects will comply with the requirements, specific authority not to comply can be sought in the usual manner using the appropriate non-compliance authority processes described in Network Rail Standard, [NR/SP/STP/045](#) Managing the Process for Non-compliance Authority (formerly RT/LS/P/045).

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document will be available to Network Rail employees on request to the Document Controller and to other organisations from IHS Technical Indexes (01344 404409)

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1 Purpose

This document details the principal process by which Network Rail:-

- assesses risks associated with the work activities carried out by Network Rail employees;
- documents and makes available the findings of those assessments;
- delivers compliance with the Management of Health and Safety at Work Regulations 1999; and
- ensures Network Rail Company Guidance Note – Managing Safety Risk (NR/GN/RSC/00401) is applied in a consistent manner to Work Activity Risk Assessments.

2 Scope

The procedure applies to all business functions within Network Rail in relation to the evaluation and control of work activity risks to Network Rail employees. This procedure impacts upon Network Rail employees and persons whom may be affected by these activities.

3 Reference documentation

RT/LS/P/034	Management and Use of Health and Safety Systems Manual
NR/GN/RSC/00401	Network Rail Company Guidance Note – Managing Safety Risk
	Health and Safety at Work etc Act 1974
HSG 65	Successful Health and Safety Management
L21	Management of Health and Safety at Work Regulations 1999 (and associated approved code of practice)
	Network Rail Railway Safety Case
	Network Rail Worksafe Procedure

4 Definitions

Additional Control Measures	Control measures, over and above Existing Control Measures, that have been introduced in order to reduce risks from an identified hazard to ALARP.
Consequences	The estimated outcome of exposure to a hazard.
COSHH	Control of Substances Hazardous to Health Regulations.
Unacceptable Risk	See Risk Calculation Matrix in appendix B.
Existing Control Measures	Control measures that are already applied in an attempt to reduce the risk.
Function	One of the parts of Network Rail's functional organisation which comprises of:- - Contracts & Procurement - Corporate Planning & Regulatory Affairs - Engineering - Finance - Government and Corporate Affairs - Human Resources - Information Management - Maintenance - Major Projects & Investments - National Delivery Services - Operations & Customer Services - Railway Estates - Safety and Compliance

Functional Head	The senior line management position within a Function.
Hazard	Any article, substance, tools or equipment, methods of work or environmental condition with the potential to cause harm.
IOSH	Institute of Occupational Safety and Health.
Likelihood	The probability that an identified consequence will occur.
Line Manager(s)	Posts within Network Rail that are directly responsible for the management of other staff. Note: such posts may not necessarily have 'Manager' in their job title.
Low Risk	See Risk Calculation Matrix in appendix B.
NEBOSH	National Examination Board of Occupational Safety and Health.
Nominated Risk Assessor(s)	Person(s) within a Function who have been specifically identified as having the competence and authority to prepare new risk assessments and carry out planned and unplanned reviews of existing risk assessments.
Nominated Reviewer(s)	Person(s) within a Function who have been specifically identified as having the competence and authority to review and approve new or revised risk assessments.
Risk	Combination of the likelihood of occurrence of harm and the severity of that harm.
Safe System of Work	Detailed description of work to include control measures identified within work activity risk assessment or specialist risk assessment.
Severity	A measure of the amount of harm.
Specialist Risk Assessment	A risk assessment made to satisfy the requirements of hazard

specific health and safety legislation.

So far as is reasonably practicable (SFARP)

The level of risk at which the benefits of implementing further control measures is grossly outweighed by the costs of those further control measures.

Sponsor

The individual within a Function responsible for proposing the use of newly approved or modified plant, equipment, substances or working practice.

Tolerable Region

See Risk Calculation Matrix in appendix B

Work Activity

A work operation of sufficient risk that a meaningful risk assessment can take place.

Work Activity Risk Assessment Database

A database of generic work activity risk assessments for all significant activities carried out by Network Rail personnel during the course of their duties.

5 Overview

The Management of Health and Safety at Work Regulations require that Network Rail as an employer, make suitable and sufficient assessments of the risk to the health and safety of its employees and others that may be affected its work activities.

This procedure encompasses identification of all hazards associated with a work activity. The risk assessment focuses on the risks posed when the existing control measures are in place and identifies the additional control measures that should be taken to lower the residual risk to ALARP.

Control measures will be identified using the knowledge and experience of the risk assessor(s) taking into account all relevant internal and external information sources.

Control measures will be based on a clear hierarchy of risk control (see section .5).

In addition, the use of this procedure may identify the need for further Specialist Risk Assessment(s) as a requirement of specific health and safety legislation. These may require specialist knowledge that is not immediately available. Examples are the Noise at Work Regulations, Display Screen Equipment Regulations, Manual Handling Operations Regulations, or specialist knowledge of plant and machinery.

The control measures identified by Specialist Risk Assessments will be included within the Work Activity Risk Assessment where practical to do so.

6 Functional Process

Each Function shall put in place processes to ensure that:

- all work activities carried out, or planned to be carried out, within the Function are identified and assessed in line with this procedure;
- sufficient competent individuals are identified to undertake and review Work Activity Risk Assessments within the Function (for the purposes of this procedure, such individuals will be referred to as Nominated Risk Assessors and Nominated Reviewers);
- risk assessments for generic work activities within the Function are included in the Work Activity Risk Assessment Database; and
- control measures identified by risk assessments are included in documented safe systems of work within their Functions.

Responsibility: Functional Heads

7 Competence

The competence required by persons leading or reviewing a Work Activity Risk Assessment shall be as a minimum:

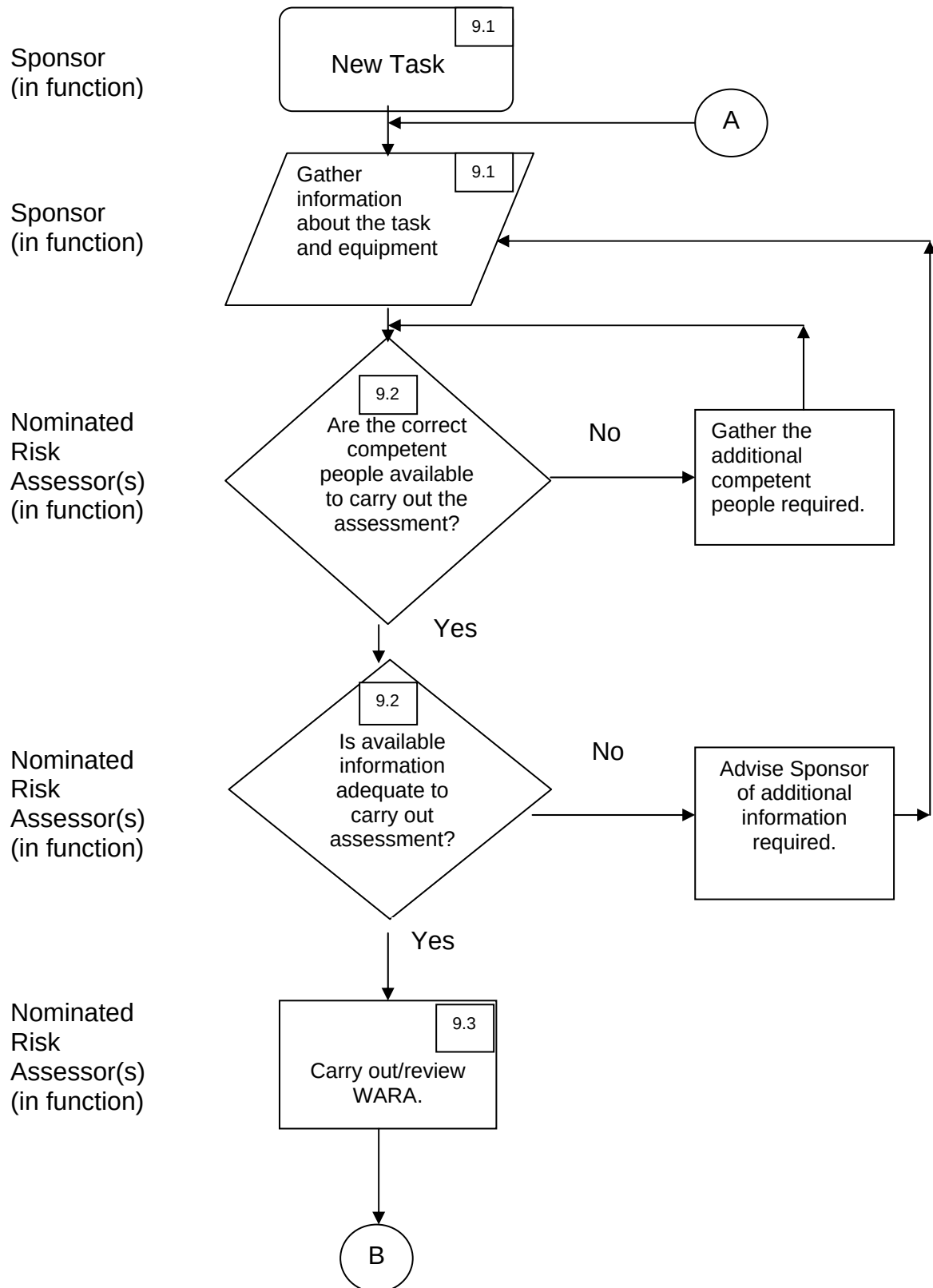
- a recognised health and safety qualification e.g. IOSH or NEBOSH accredited course, and relevant experience of the activity being assessed; or
- successful completion of a Network Rail course on risk assessment, and having relevant experience of the activity being assessed.

The risk assessment may also be undertaken as a group activity with the elements of the required competence provided by members of the group.

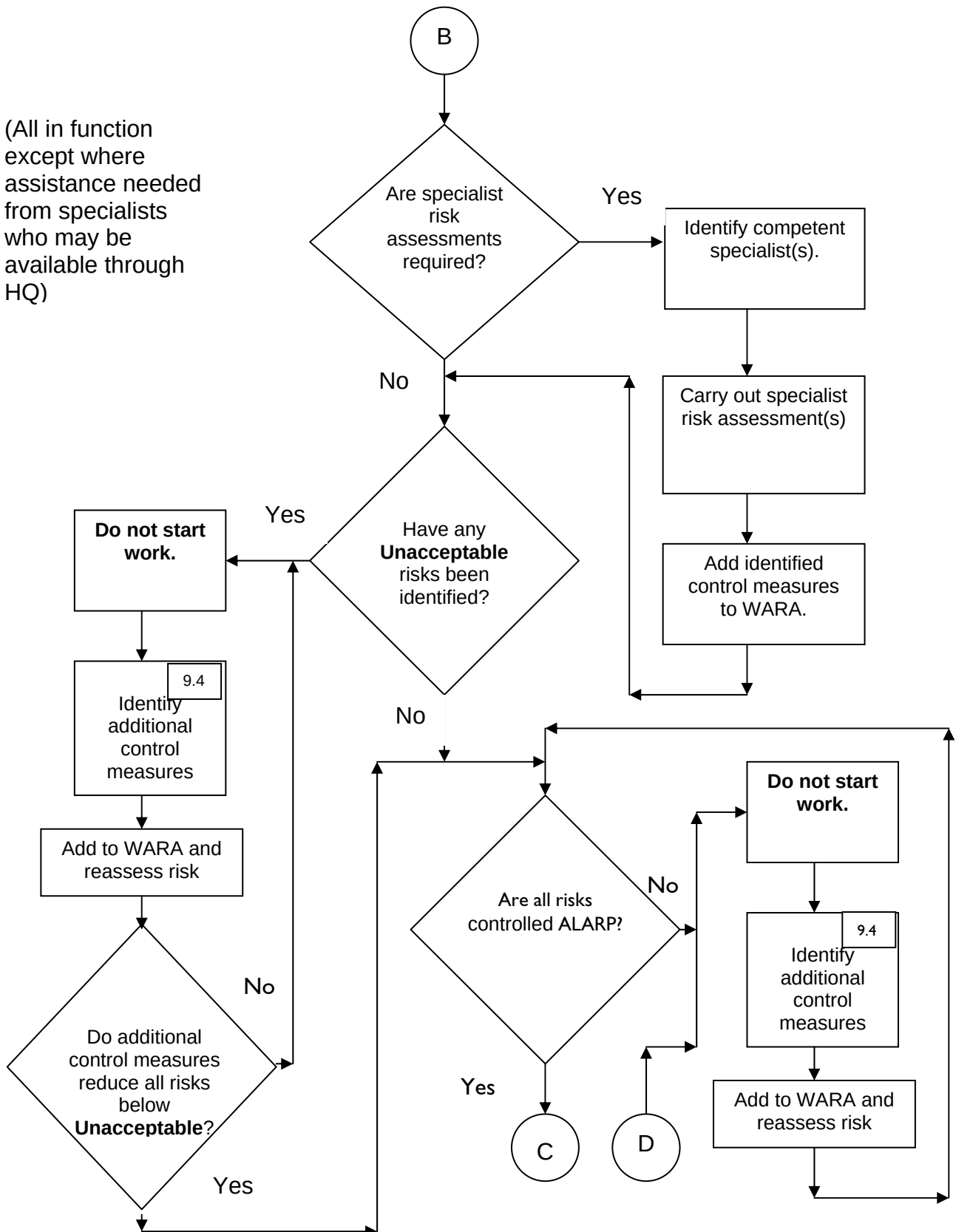
Where person(s) have the appropriate qualifications but not sufficient experience of the activity, advice may be sought from a knowledgeable supervisor or manager.

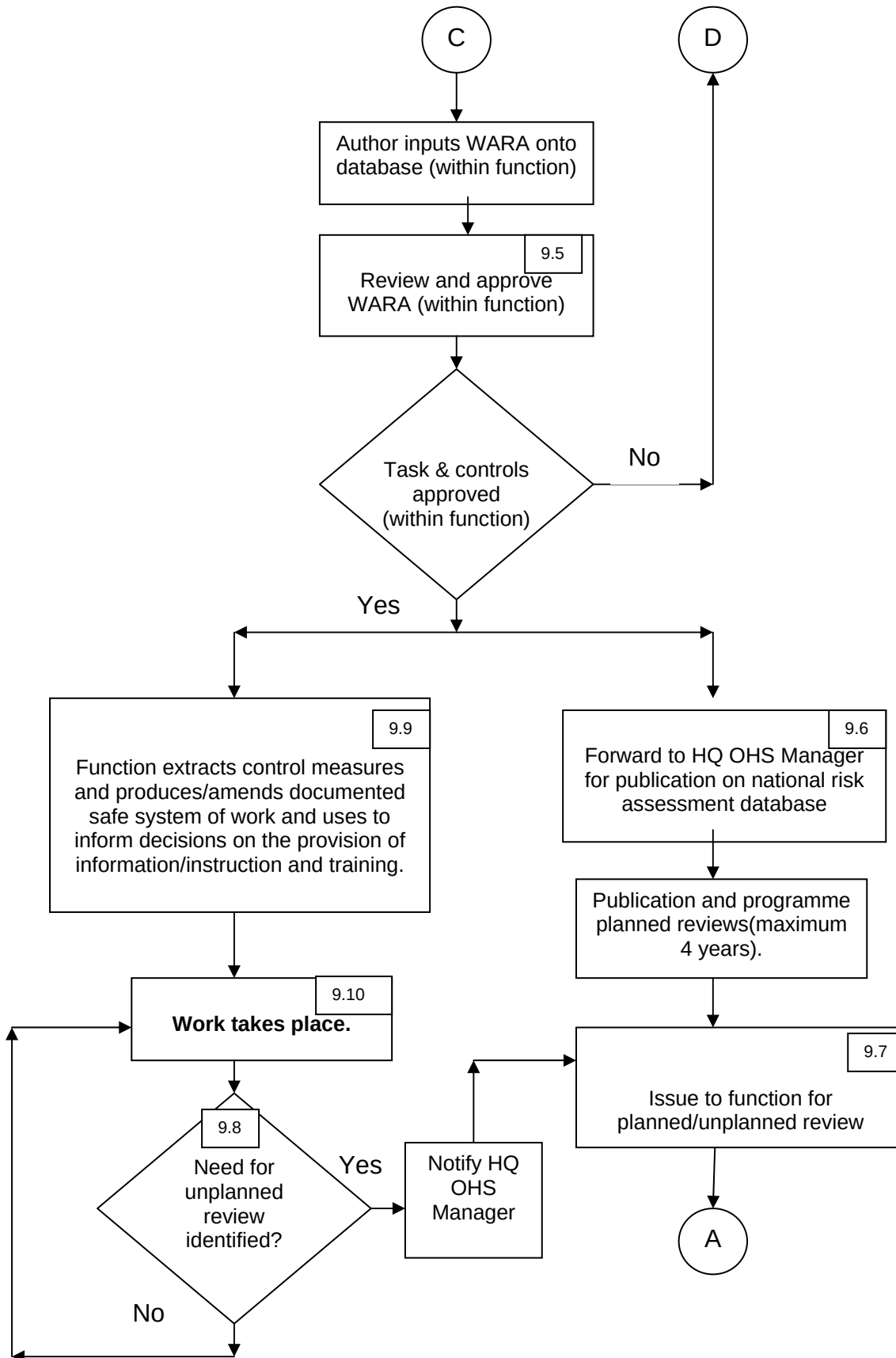
Responsibility: Functional Heads

8 Flow Chart



(All in function except where assistance needed from specialists who may be available through HQ)





9 Procedure

9.1 New Risk Assessments

The Sponsor of any newly approved or modified plant, equipment, substances or working practices brought into the workplace shall ensure a work activity risk assessment takes place in line with the relevant Functional Process prior to its use.

A new work activity risk assessment will take into consideration the reference information outlined within Appendix C. The Sponsor will be responsible for providing all relevant information about the task and the equipment involved to enable the risk assessment to take place.

Responsibility: Sponsor

9.2 Preparation for Risk Assessment

Before carrying out a new Work Activity Risk Assessment, or reviewing an existing one, the Nominated Risk Assessor will ensure that he/she has the necessary knowledge/experience of the activity to carry out the required risk assessment and the necessary information.

If he/she does not have the necessary knowledge/experience then he/she shall seek assistance from within their Function and assemble a team who have the necessary knowledge/experience to carry out the assessment.

If he/she does not have the necessary information then he/she shall seek assistance from the Sponsor and require him/her to provide the required additional information before the assessment takes place.

Responsibility: Nominated Risk Assessor

9.3 Work Activity Risk Assessment

Hazards will be identified using the knowledge and experience of the Nominated Risk Assessor(s) combined with the knowledge and experience of any other team members involved. This process should include input from persons who usually carry out the work activity and use of the reference information detailed in Appendix C.

The assessment will identify those employees, and non-employees (i.e. members of the public, contractors and visitors) exposed to the identified hazards.