



## Risk Assessment Policy

### 1. Introduction

Bardic Construction is committed to ensuring the health, safety, and welfare of all employees, subcontractors, clients, and members of the public who may be affected by our work activities. This Risk Assessment Procedures Policy outlines our approach to identifying, assessing, and mitigating workplace hazards.

### 2. Objectives

The objectives of this policy are to:

- Identify workplace hazards systematically.
- Assess the level of risk associated with each hazard.
- Implement effective control measures to eliminate or reduce risks.
- Regularly review and update risk assessments to ensure continued effectiveness.
- Ensure all employees and subcontractors understand and adhere to risk assessment procedures.

### 3. Responsibilities

- **Directors & Senior Management:** Responsible for implementing this policy and ensuring compliance.
- **Site Managers & Supervisors:** Conduct and review risk assessments, ensuring control measures are in place.
- **Employees & Subcontractors:** Follow identified risk control measures and report any new hazards.
- **Health & Safety Representatives:** Provide guidance, training, and monitoring of risk assessments.

### 4. Risk Assessment Process

Bardic Construction follows a structured five-step risk assessment process:

1. **Identify Hazards** – Conduct site inspections, review work activities, and consult with workers to identify potential hazards.
2. **Assess Risks** – Evaluate the likelihood and severity of harm that each hazard may cause.
3. **Implement Control Measures** – Apply the hierarchy of control (eliminate, substitute, engineer controls, administrative controls, PPE).
4. **Record Findings** – Document all risk assessments, including hazards, risk ratings, and control measures.

5. **Review & Update** – Regularly review assessments to ensure ongoing effectiveness, especially after incidents or significant changes in work processes.

## **5. Specific Risk Assessments**

Risk assessments will be conducted for the following areas, including but not limited to:

- General site activities
- Working at height
- Manual handling
- Use of machinery and tools
- Hazardous substances
- Traffic and vehicle movements
- Fire and emergency procedures

## **6. Training & Communication**

- All employees and subcontractors will receive training on risk assessment procedures and their responsibilities.
- Toolbox talks and site inductions will include risk assessment awareness.
- Risk assessments will be communicated to relevant personnel before work commences.

## **7. Monitoring & Compliance**

- Routine site inspections and audits will be carried out to ensure compliance with risk control measures.
- Non-compliance will be addressed through corrective actions and additional training if necessary.
- Records of all risk assessments will be maintained and made available upon request.

## **8. Policy Review**

This policy will be reviewed annually or sooner if significant changes occur in legislation, work processes, or incident trends. Updates will be communicated to all relevant personnel.

## **Approval & Implementation**

This policy is approved by the Directors of Bardic Construction and shall be implemented across all company operations.

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**Signed: R. OLIVER**

[Director's Name]

**Position:** Director

**Date:** 18.11.2024