



Palace Gate Building Services Limited

Risk Assessment Policy and Procedure

Purpose

1. This policy outlines the procedure for completing the Palace Gate Building Services Limited Risk Assessment Form to ensure compliance with health and safety regulations, protect employees, customers, contractors, and the public, and maintain a safe working environment. It explains the legal requirements, the importance of the form, and step-by-step instructions for completion.

Legal Requirement

2. Under The Management of Health and Safety at Work Regulations 1999, Regulation 3, employers with five or more employees are required to conduct a "suitable and sufficient" risk assessment for every job to identify hazards, assess risks, and implement control measures. As Palace Gate Building Services Limited employs five or more staff, we are legally obligated to document these assessments. Failure to comply can result in penalties, including fines or prosecution, and may increase the risk of workplace accidents, potentially leading to injury or legal liability. Completing and submitting the risk assessment form for each job ensures we meet these legal standards and prioritize safety.

Importance of the Risk Assessment Form

3. The risk assessment form is a critical tool to systematically identify potential hazards, evaluate risks, and implement control measures before work begins. It protects everyone involved—employees, customers, contractors, vulnerable people (e.g. children, elderly, disabled), and the public—by reducing the likelihood of accidents or harm. The form also serves as a record for auditing

purposes, stored digitally for three years (or 40 years for COSHH-related jobs), ensuring traceability and compliance.

Structure of the Risk Assessment Form

4. The form is divided into three key sections, each serving a specific purpose. Completing all sections thoroughly is essential to ensure a comprehensive assessment and compliance with legal and company standards.

Section 1: General Details

5. This section captures essential job information, including:
 - i. The activity/area being assessed (e.g. flooring job at a customer's home, commercial property, or site).
 - ii. Customer's name and job address.
 - iii. Who might be affected (e.g. employees, customers, public, vulnerable people).
 - iv. The number of people potentially affected.
6. **Why it's important:** This section sets the context for the assessment, ensuring the scope of the job and affected parties are clearly defined, which is critical for tailoring risk controls to the specific environment and people involved.

Section 2: Risk Assessment

7. This section covers 11 areas of potential hazards relevant to our work, including:
 - i. **Manual Handling** (e.g. lifting heavy flooring planks).
 - ii. **Trips/Slips/Falls** (e.g. trailing cables).
 - iii. **Working at Height** (e.g. using ladders).
 - iv. **Machinery** (e.g. power tools).
 - v. **Hand Tools** (e.g. hammers, knives).
 - vi. **Electrical** (e.g. live wires).
 - vii. **Chemical/Dust/Fumes** (e.g. adhesives, dust from cutting).
 - viii. **Noise/Vibration** (e.g. power tool noise).

- ix. **Fire/Explosion** (e.g. flammable materials).
- x. **Hot/Cold** (e.g. extreme weather).
- xi. **Other** (e.g. asbestos, confined spaces, lone working).
For each hazard, employees must:

8. **It is very important to indicate if the hazard applies or mark it as "Not Applicable" for auditing purposes.**
9. Describe the location and type of hazard if applicable.
10. Assess the risk level (Trivial, Tolerable, Moderate, Substantial, or Intolerable) based on likelihood and severity.
11. Confirm control measures from a frequent-use list (e.g. use gloves, secure cables) and note their status (Planned or Actioned).
12. Describe additional control measures if needed.
13. Specify the timescale for actions (before work begins, during work, or within one week).
14. Record the date completed and who completed the actions.
Why it's important: This section ensures all potential hazards are systematically evaluated and controlled. Thorough completion prevents oversight, reduces risks, and demonstrates due diligence. Marking "Not Applicable" where relevant is crucial for audit clarity.
15. **Section 3: Sign-Off**
16. This section requires:
 - i. The assessor's name and date.
 - ii. Sign-off by a senior person in charge (e.g. Tim O'Donnell or Savannah O'Donnell) and date.

Final submission of the form.

17. **Why it's important:** The sign-off confirms the assessment has been reviewed and approved by a responsible person, ensuring accountability. Submission is mandatory to log the assessment in our digital records, enabling compliance tracking and future reference.
18. **Procedure for Completing the Risk Assessment Form**
19. To ensure consistency and compliance, employees must follow these steps:

1. Access the Form:

2. The form will be completed using a designated company laptop provided specifically for health and safety documentation. The laptop ensures secure, digital access to the form via Google Forms and prevents loss of paper records.

3. Log in to the company's Google account on the laptop to access the form template.

4. Complete Section 1 (General Details):

5. Select the activity/area (e.g. customer's home, commercial property).
6. Enter the customer's name and full job address.
7. Tick all applicable groups who might be affected (e.g. employees, public).
8. Estimate the number of people potentially affected as accurately as possible.
9. Ensure all required fields (marked with *) are filled to avoid submission errors.

10. Complete Section 2 (Risk Assessment):

11. Review each of the 11 hazard categories carefully.

12. For each hazard:

13. Mark "Yes" if it applies or "Not Applicable" if it doesn't. If "Not Applicable," skip to the next hazard to save time and maintain audit clarity.
14. If "Yes," describe the specific hazard (e.g. "lifting heavy doors in the living room").
15. Assess the risk level using the provided definitions (e.g. Moderate Risk for a potential sprain from lifting).
16. Select control measures from the frequent-use list, marking them as "Planned" or "Actioned" (e.g. "use a trolley for heavy loads").
17. Add any additional measures not listed if needed (e.g. "request extra staff for lifting").
18. Specify the timescale for actions and note the completion date and responsible person (e.g. Timothy O'Donnell).

19. Be thorough but concise, ensuring all relevant hazards are addressed.

20. Complete Section 3 (Sign-Off):

21. Enter your name as the assessor and the date.

22. Submit the form to Tim O'Donnell or Savannah O'Donnell for senior sign-off.

23. The senior person will review the assessment, sign off, and ensure it's complete.

24. Submit the Form:

25. Click the "Submit Form" button at the end of the Google Form.

20. Submission is mandatory for every job, as it logs the assessment in our digital system, ensuring compliance and record-keeping. Failure to submit could result in non-compliance with legal requirements and company policy.

21. Once submitted, the form is stored digitally for three years (or 40 years for COSHH-related jobs) and can be accessed for audits or investigations.

Using the Company Laptop

22. A dedicated company laptop will be available in the van (as arranged) for completing risk assessments.

23. The laptop is pre-configured with access to the Google Forms template and a secure login to protect data.

24. Employees must use the laptop to ensure digital submission and avoid issues with lost or illegible paper forms.

25. If technical issues arise, contact Tim O'Donnell immediately to resolve them before starting work.

26. The laptop must be handled carefully and returned to its designated location after use.

Training and Support

27. All employees will receive training on how to complete the risk assessment form, use the company laptop, and understand hazard categories and control measures.

28. Refresher training will be provided annually or as needed to maintain competence.

29. If you're unsure about any part of the form, consult Tim O'Donnell, Stefan White, or Savannah O'Donnell before proceeding with the job.

Why Submission is Critical

30. Submitting the form finalizes the risk assessment process and ensures it's recorded in our digital system, which is essential for legal compliance and auditing.
31. It confirms that all hazards have been assessed, and controls are in place, protecting everyone involved and reducing the risk of accidents.
32. Non-submission could lead to incomplete records, potential legal violations, and unsafe working conditions, which may result in disciplinary action.

Monitoring and Review

33. Tim O'Donnell or a designated senior person will review all submitted risk assessments to ensure accuracy and completeness.
34. The company will conduct periodic audits of stored assessments to verify compliance and identify areas for improvement.
35. Employees are encouraged to provide feedback on the form or process to enhance safety and efficiency.

Policy Compliance

36. Completing and submitting a risk assessment form for every job is a mandatory condition of employment at Palace Gate Building Services Limited.
37. Failure to comply with this policy may result in disciplinary action, up to and including termination, and could expose the company and employees to legal risks.
38. By following this policy, we collectively ensure a safe, compliant, and professional work environment.

Signed:

Tim O'Donnell

Director, Palace Gate Building Services Limited

Date: April 12, 2025