



PALACE GATE BUILDING SERVICES LIMITED

RISK ASSESSMENT POLICY AND PROCEDURE

DATED: 12 APRIL 2025

PURPOSE

1. THIS POLICY OUTLINES THE PROCEDURE FOR COMPLETING THE PALACE GATE BUILDING SERVICES LIMITED RISK ASSESSMENT FORM. IT ENSURES COMPLIANCE WITH HEALTH AND SAFETY REGULATIONS, PROTECTS EMPLOYEES, CUSTOMERS, CONTRACTORS, AND THE PUBLIC, AND HELPS MAINTAIN A SAFE WORKING ENVIRONMENT. THE POLICY EXPLAINS THE LEGAL REQUIREMENTS, THE IMPORTANCE OF THE FORM, AND PROVIDES CLEAR STEP-BY-STEP INSTRUCTIONS FOR ITS COMPLETION.

LEGAL REQUIREMENT

2. UNDER THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 3, EMPLOYERS WITH FIVE OR MORE EMPLOYEES MUST CARRY OUT A “SUITABLE AND SUFFICIENT” RISK ASSESSMENT FOR EVERY JOB. THIS INVOLVES IDENTIFYING HAZARDS, ASSESSING RISKS, AND IMPLEMENTING APPROPRIATE CONTROL MEASURES.
3. AS PALACE GATE BUILDING SERVICES LIMITED EMPLOYS FIVE OR MORE STAFF, WE ARE LEGALLY REQUIRED TO DOCUMENT THESE ASSESSMENTS. FAILURE TO COMPLY MAY RESULT IN FINES, PROSECUTION, INCREASED RISK OF WORKPLACE ACCIDENTS, INJURY, OR LEGAL LIABILITY. COMPLETING AND SUBMITTING A RISK ASSESSMENT FORM FOR EVERY JOB ENSURES WE MEET THESE LEGAL OBLIGATIONS AND PRIORITISE SAFETY.

IMPORTANCE OF THE RISK ASSESSMENT FORM

4. THE RISK ASSESSMENT FORM IS A VITAL TOOL THAT ALLOWS US TO SYSTEMATICALLY IDENTIFY POTENTIAL HAZARDS, EVALUATE THE LEVEL OF RISK, AND IMPLEMENT EFFECTIVE CONTROL MEASURES BEFORE ANY WORK BEGINS. IT PROTECTS EVERYONE INVOLVED — INCLUDING EMPLOYEES, CUSTOMERS, CONTRACTORS, VULNERABLE PEOPLE (SUCH AS CHILDREN, THE ELDERLY, OR DISABLED INDIVIDUALS), AND MEMBERS OF THE PUBLIC — BY REDUCING THE LIKELIHOOD OF ACCIDENTS OR HARM.
5. THE COMPLETED FORM ALSO SERVES AS AN OFFICIAL RECORD FOR AUDITING PURPOSES. ALL ASSESSMENTS ARE STORED DIGITALLY FOR A MINIMUM OF THREE YEARS (OR 40 YEARS FOR ANY COSHH-RELATED ASSESSMENTS).

STRUCTURE OF THE RISK ASSESSMENT FORM

6. THE FORM IS DIVIDED INTO THREE MAIN SECTIONS. ALL SECTIONS MUST BE COMPLETED THOROUGHLY TO ENSURE A COMPREHENSIVE ASSESSMENT AND FULL COMPLIANCE WITH LEGAL AND COMPANY STANDARDS.

SECTION 1: GENERAL DETAILS

Our registered company office address is:

THE GALLERY, KINGS WHARF, THE QUAY, EXETER, DEVON, EX2 4AN

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7. THIS SECTION RECORDS ESSENTIAL INFORMATION ABOUT THE JOB, INCLUDING:

- THE ACTIVITY OR AREA BEING ASSESSED (E.G. FLOORING INSTALLATION AT A CUSTOMER'S HOME OR COMMERCIAL PROPERTY).
- THE CUSTOMER'S NAME AND FULL JOB ADDRESS.
- WHO MIGHT BE AFFECTED (E.G. EMPLOYEES, CUSTOMERS, PUBLIC, VULNERABLE PEOPLE).
- THE ESTIMATED NUMBER OF PEOPLE POTENTIALLY AFFECTED.

8. THIS INFORMATION SETS THE CONTEXT FOR THE ASSESSMENT AND ENSURES THAT RISK CONTROLS ARE TAILORED TO THE SPECIFIC JOB AND ENVIRONMENT.

SECTION 2: RISK ASSESSMENT

9. THIS SECTION ADDRESSES 11 KEY HAZARD CATEGORIES RELEVANT TO OUR WORK:

- MANUAL HANDLING
- TRIPS/SLIPS/FALLS
- WORKING AT HEIGHT
- MACHINERY
- HAND TOOLS
- ELECTRICAL
- CHEMICAL/DUST/FUMES
- NOISE/VIBRATION
- FIRE/EXPLOSION
- HOT/COLD
- OTHER (E.G. ASBESTOS, CONFINED SPACES, LONE WORKING)

10. FOR EACH HAZARD, YOU MUST:

- INDICATE WHETHER THE HAZARD APPLIES OR MARK IT AS "NOT APPLICABLE".
- IF APPLICABLE, DESCRIBE THE SPECIFIC LOCATION AND TYPE OF HAZARD.
- ASSESS THE RISK LEVEL (TRIVIAL, TOLERABLE, MODERATE, SUBSTANTIAL, OR INTOLERABLE) BASED ON LIKELIHOOD AND SEVERITY.

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- SELECT RELEVANT CONTROL MEASURES FROM THE FREQUENT-USE LIST AND MARK THEM AS “PLANNED” OR “ACTIONED”.
- ADD ANY ADDITIONAL CONTROL MEASURES IF REQUIRED.
- SPECIFY THE TIMESCALE FOR IMPLEMENTING ACTIONS (BEFORE WORK BEGINS, DURING WORK, OR WITHIN ONE WEEK).
- RECORD THE DATE THE ACTIONS WERE COMPLETED AND THE NAME OF THE PERSON RESPONSIBLE.

11. THOROUGH COMPLETION OF THIS SECTION ENSURES ALL POTENTIAL HAZARDS ARE IDENTIFIED AND CONTROLLED, DEMONSTRATES DUE DILIGENCE, AND PROVIDES CLEAR AUDIT TRAILS.

SECTION 3: SIGN-OFF

12. THIS SECTION REQUIRES:

- THE NAME AND DATE OF THE PERSON WHO COMPLETED THE ASSESSMENT.
- SIGN-OFF BY A SENIOR RESPONSIBLE PERSON (TIM O’DONNELL OR SAVANNAH O’DONNELL) AND DATE.

13. THE SIGN-OFF CONFIRMS THAT THE ASSESSMENT HAS BEEN PROPERLY REVIEWED AND APPROVED, ENSURING ACCOUNTABILITY.

PROCEDURE FOR COMPLETING THE RISK ASSESSMENT FORM

STEP 1: ACCESS THE FORM

14. ALL RISK ASSESSMENTS MUST BE COMPLETED ON THE DESIGNATED COMPANY LAPTOP PROVIDED FOR HEALTH AND SAFETY DOCUMENTATION. THIS LAPTOP IS PRE-CONFIGURED WITH ACCESS TO THE GOOGLE FORMS TEMPLATE AND A SECURE COMPANY LOGIN. USING THE COMPANY LAPTOP ENSURES SECURE DIGITAL COMPLETION AND PREVENTS ISSUES ASSOCIATED WITH PAPER RECORDS.

- LOG INTO THE COMPANY GOOGLE ACCOUNT TO OPEN THE FORM TEMPLATE. IF YOU EXPERIENCE ANY TECHNICAL ISSUES, CONTACT TIM O’DONNELL IMMEDIATELY BEFORE STARTING WORK.

STEP 2: COMPLETE SECTION 1 – GENERAL DETAILS

- SELECT THE RELEVANT ACTIVITY/AREA.
- ENTER THE CUSTOMER’S NAME AND FULL JOB ADDRESS.
- TICK ALL GROUPS WHO MIGHT BE AFFECTED.
- ESTIMATE THE NUMBER OF PEOPLE POTENTIALLY AFFECTED.

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- COMPLETE ALL MANDATORY FIELDS (MARKED WITH *).

STEP 3: COMPLETE SECTION 2 – RISK ASSESSMENT

15. REVIEW EACH OF THE 11 HAZARD CATEGORIES CAREFULLY. FOR EVERY HAZARD:

- MARK “YES” IF IT APPLIES, OR “NOT APPLICABLE” IF IT DOES NOT.
- IF “YES”, DESCRIBE THE SPECIFIC HAZARD (E.G. “LIFTING HEAVY FLOORING PLANKS IN THE HALLWAY”).
- ASSESS THE RISK LEVEL USING THE PROVIDED DEFINITIONS.
- SELECT APPROPRIATE CONTROL MEASURES FROM THE LIST AND MARK THEM AS “PLANNED” OR “ACTIONED”.
- ADD ANY EXTRA CONTROL MEASURES IF NEEDED.
- SPECIFY THE REQUIRED TIMESCALE FOR ACTIONS.
- RECORD THE COMPLETION DATE AND THE NAME OF THE PERSON RESPONSIBLE.

16. BE THOROUGH BUT CONCISE. MARKING HAZARDS AS “NOT APPLICABLE” WHERE APPROPRIATE IS IMPORTANT FOR AUDIT CLARITY.

STEP 4: COMPLETE SECTION 3 – SIGN-OFF

- ENTER YOUR NAME AND THE DATE AS THE ASSESSOR.
- SUBMIT THE FORM TO TIM O’DONNELL OR SAVANNAH O’DONNELL FOR SENIOR REVIEW AND SIGN-OFF.

STEP 5: SUBMIT THE FORM

17. ONCE THE SENIOR SIGN-OFF IS COMPLETE:

- CLICK THE “SUBMIT FORM” BUTTON AT THE END OF THE GOOGLE FORM.

18. SUBMISSION IS MANDATORY FOR EVERY JOB. IT LOGS THE ASSESSMENT IN OUR DIGITAL SYSTEM FOR COMPLIANCE TRACKING AND FUTURE REFERENCE.

19. ASSESSMENTS ARE STORED DIGITALLY FOR THREE YEARS (OR 40 YEARS FOR COSHH-RELATED JOBS). FAILURE TO SUBMIT THE FORM MAY RESULT IN NON-COMPLIANCE WITH LEGAL REQUIREMENTS AND COMPANY POLICY.

USING THE COMPANY LAPTOP

20. THE DEDICATED COMPANY LAPTOP IS KEPT IN THE VAN AND MUST BE USED FOR ALL RISK ASSESSMENTS. IT IS PRE-CONFIGURED FOR SECURE ACCESS AND DATA PROTECTION. HANDLE

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THE LAPTOP WITH CARE AND RETURN IT TO ITS DESIGNATED LOCATION AFTER USE. ANY TECHNICAL PROBLEMS SHOULD BE REPORTED TO TIM O'DONNELL IMMEDIATELY.

TRAINING AND SUPPORT

21. ALL EMPLOYEES WILL RECEIVE TRAINING ON COMPLETING THE RISK ASSESSMENT FORM, USING THE COMPANY LAPTOP, AND UNDERSTANDING THE HAZARD CATEGORIES AND CONTROL MEASURES. REFRESHER TRAINING WILL BE PROVIDED ANNUALLY OR AS REQUIRED.
22. IF YOU ARE UNSURE ABOUT ANY ASPECT OF THE FORM OR PROCESS, SPEAK TO TIM O'DONNELL, BEFORE STARTING THE JOB.

WHY SUBMISSION IS CRITICAL

23. SUBMITTING THE COMPLETED FORM FINALISES THE RISK ASSESSMENT PROCESS AND ENSURES IT IS PROPERLY RECORDED. THIS IS ESSENTIAL FOR LEGAL COMPLIANCE, AUDITING, AND DEMONSTRATING THAT ALL HAZARDS HAVE BEEN ASSESSED AND APPROPRIATE CONTROLS ARE IN PLACE. NON-SUBMISSION MAY LEAD TO INCOMPLETE RECORDS, LEGAL RISKS, UNSAFE WORKING CONDITIONS, AND POTENTIAL DISCIPLINARY ACTION.

MONITORING AND REVIEW

24. TIM O'DONNELL (OR ANOTHER DESIGNATED SENIOR PERSON) WILL REVIEW ALL SUBMITTED RISK ASSESSMENTS TO ENSURE THEY ARE ACCURATE AND COMPLETE. THE COMPANY WILL ALSO CARRY OUT PERIODIC AUDITS OF STORED ASSESSMENTS TO VERIFY COMPLIANCE AND IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. EMPLOYEES ARE ENCOURAGED TO PROVIDE FEEDBACK ON THE FORM OR PROCESS TO HELP ENHANCE SAFETY AND EFFICIENCY.

POLICY COMPLIANCE

25. COMPLETING AND SUBMITTING A RISK ASSESSMENT FORM FOR EVERY JOB IS A MANDATORY REQUIREMENT OF EMPLOYMENT AT PALACE GATE BUILDING SERVICES LIMITED. FAILURE TO COMPLY MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, AND COULD EXPOSE BOTH THE COMPANY AND INDIVIDUAL EMPLOYEES TO LEGAL RISKS.
26. BY CONSISTENTLY FOLLOWING THIS POLICY, WE MAINTAIN A SAFE, COMPLIANT, AND PROFESSIONAL WORKING ENVIRONMENT FOR EVERYONE.

SIGNED:

TIMOTHY O'DONNELL

MANAGING DIRECTOR
PALACE GATE BUILDING SERVICES LTD

DATE: APRIL 12, 2025

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