Unit IG2: Risk assessment

Declaration: By submitting this assessment (Parts 1 – 4) for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Important note: You must refer to the document 'Unit IG2: risk assessment – Guidance and information for learners and Learning Partners' while completing all parts of this assessment. Your Learning Partner should provide you with a copy, but it can also be downloaded from the relevant resources section for this qualification on the NEBOSH website.

Part 1: Background

You should aim to complete this section in 150 to 200 words.

Topic	Comments
Name of organisation*	International General Garage Ltd (known as IGG Ltd)
Site location*	AmadeUpCountry
Number of workers	24
General description of the organisation	IGG Ltd is a medium sized garage with offices, vehicle repair shop (including stores area) and paint spray booth. It is family owned and does not have any other branches. The business does a lot of repairs and maintenance on vans/lorries and body repairs for insurance companies on cars that have been involved in accidents. Servicing is also carried out for members of the public. Typical activities undertaken include moving spare parts from the stores to the workshop, engine repairs, activities relating to servicing, body repair, draining fuel/oil, spray booth activities (including the use of paints that are solvent based). The garage operates from 8am to 6pm on weekdays and is closed at the weekends. Workers are only required to work 7 hours per day so there are staggered start and finish times in place.
Description of the area to be included in the risk assessment	The risk assessment will cover the garage (that includes the storage area) and spray booth activities; the office area has a separate risk assessment.

Topic	Comments
Any other relevant information	The Finance Director (who reports directly to the Managing Director) has direct responsibility for health and safety.

* If you're worried about confidentiality, you can invent a false name and location for your organisation but, all other information provided must be factual.

You should aim to complete this section in 100 - 200 words.

Note: this section can be completed after you have competed your risk assessment.

Outline how the risk assessment was carried out this should include: • sources of information consulted; • who you spoke to; and • how you identified: - the hazards; - what is already being done; and - any additional controls/actions that may be required.	I started by looking to see if the ILO had any Codes of Practice relating to garage work (which there wasn't). The British HSE's website had lots of resources, for example, 'Health and safety in motor vehicle repair and associated industries' (HSG261) http://www.hse.gov.uk/pubns/priced/hsg261.pdf was a good source of information. After looking at sources of information, I then went around the workshop and talked to the people who were 'doing the job'. This helped me to identify the hazards that were present along with any control measures in place. It also allowed me to assess whether the current controls were adequate. The workers that I spoke to gave me information that wasn't obvious from just a visual inspection. For example, a lot of the workers didn't know that there were dust masks available or the reasons why these should be worn. I also checked the accident book to see what types of incidents had occurred over the last 12 months and whether any of these incidents were recurring. I also checked the reasons for sick absence, again, to see if there were any recurring themes for ill-health. Following the inspection, I referred back to the notes that I made during the inspection and the sources of information that I had already reviewed to help me to decide on any additional control measures or actions that were needed.

Part 2: Risk Assessment

Organisation name: International General Garage Ltd
Date of assessment: 14 July 2020
Scope of risk assessment: Workshop, stores and spray booth

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
Hazardous substances Dust - high concentrations of process dust in the air.	All workers, customers and others visiting the organisation. High concentrations of process dust are always present from the routine and frequent activities being carried out. Since there is no dust extraction (only dilution ventilation is currently being used), people are breathing in hazardous dust particles. This can cause anything from short-term (acute ie, occupational asthma) to long-term (chronic ie, occupational cancers) respiratory health conditions. People can also get the dust on their skin (which can cause dermatitis), in their eyes (causing eye irritation and damage) or even accidentally swallow it	Dust masks available but it is not mandatory that these are worn.	1. Enclosed area to be set up for sanding/grinding operations including that will include a suitable local exhaust ventilation system 2. Purchase of 'on tool' dust extraction systems 3. Use of face masks in conjunction with extraction systems (3a. enforcement of use, 3b. purchase of) 4. Consider RPE if the above do not fully control the hazard 5. Maintenance programme for all ventilation systems. 6. Improved housekeeping – purchase at least two suitable vacuum cleaners to keep dust in the general workplace and office areas to a minimum. Safe system of work (SSoW) to be introduced for:	6 months 1 month 1 month To be assessed on completion of the enclosure 6 months 1 month	workshop manager (actions 1, 3a, 4, 5, 6, 8, 9, 10, 12, 13 and 14) finance director (actions 2, 4, 6, 11, 13, 14 and 15) stores manager (actions 3b, 12 and 13)

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
	(hand-to mouth transfer from contaminated hands).		7. Current systems/processes	1 month	
			8. Updated on completion of enclosure Note: the workshop manager must consult with the workforce when producing the safe system of work.	On completion of the enclosure	
			Training programme to be set up for all workers undertaking these activities: 9. On best practices for keeping dust levels to a minimum	2 months	
			10. On the safe system of work.	Once SSoW has been signed off	
			11. General hygiene education for those workers undertaking these activities eg, dust ingestion or inhaled from hand to mouth contact.	1 month	
			Improved welfare arrangements and PPE (Actions 13 – 15). 12. Provide separate overalls for those doing sanding/grinding operations and gloves (if appropriate).	1 month	
			13. Construction of segregated enclosed area of the changing room for removal of dust covered overalls.	6 months	
			14. Improve washing facilities in the changing area (consider installing showers).	1 month	

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
			15. Look into the possibility of setting up a health surveillance programme for all affected workers.	6 months	
Work equipment Falling vehicles and/or components.	Mechanics could be injured (or there is a possibility of death) should one of the lifts/jacks fail causing a vehicle or component to fall onto them. Workers undertaking maintenance of the equipment if the equipment malfunctions during maintenance. This could cause a range of injuries from bruising to fractures or, worst-case scenario, death.	Some sporadic maintenance of lifting equipment.	1. Implement a planned inspection programme for all lifting equipment. 2. Inspection and examination of all current lifting equipment. 3. Check that insurance is in place to cover lifting equipment. 4. Checks need to be made that all lifting equipment is marked with safe working load (SWL) information. Where SWL is not marked on the equipment, or has been rubbed off over time, this information must be (re)-marked on the equipment.	1 month 1 month 1 month 1 month	finance director and workshop manager workshop manager finance director workshop manager

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
Electricity Possible malfunction of: • Portable electrical equipment • IT related equipment in the Workshop and Stores Areas • General electric installation for whole site.	Any worker using faulty equipment or electrical installation on site eg, plugging in equipment in faulty socket. The harm most likely to be caused is from electric shock burns heart fibrillation, death.	The electrical installation for the garage has recently been checked by a competent electrician. Next check has been diarised for three years (unless there are significant changes in the meantime). The mains switchboard has a built in residual current device. A maintenance programme is in place and annual checks are carried out on all 240V equipment by a certified electrician. All workers have received training to spot defects and are aware of the process should defective equipment by found. Some low voltage tools have been purchased and are used where possible eg, low voltage hand lamps for inspecting vehicles. Trained first aiders are available who can deal with minor electric shock victims. All workers aware of emergency arrangements for electricity related incidents.	Well controlled risk – no further action required at the moment.	N/A	N/A

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
Hazardous substances Use of motor oil and fuel.	Mechanics who are handling these substances daily. These substances are known to be sensitisers/ carcinogens so, over time, could cause occupational dermatitis and/or skin cancers.	Overalls are supplied to all mechanics. Overalls are cleaned on a regular basis by an outside contractor. Spill kit available and all workers trained in its use Specialist contractor used for disposal of waste oil/fuel and used spill kit.	See actions 11, 14 and 15 against dust (welfare arrangements). 1. Source nitrile or vinyl gloves for mechanics use. 2. Set up monitoring system to ensure gloves are being worn at all relevant times. 3. Set up system for disposal of used gloves. 4. Check whether the same specialist contractor who removes the waste oil will collect/remove used gloves from site. 5. Training for mechanics on good hygiene practices when handling these substances.	1 month 2 months 1 month 2 months 3 months	stores manager (actions 1 and 2) workshop manager (actions 3 and 5) finance director (action 4)

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
Safe movement of people and vehicles. Moving vehicles from the parking bays to the workshop areas (includes losing control of vehicles).	All workers on site (especially mechanics) and customers. Injuries from collisions can be severe and could include fatalities.	Separate parking bays are provided for customers. Pedestrian walkways are clearly marked (these included barriers between the walkway and road). Site speed limit set at 5mph. The workshop and parking areas are well lit. All mechanics and those moving vehicles have a full driving licence. Sufficient salt held in stock to cover all site areas that may become frozen during the winter months.	Revise system for moving vehicles around the workshop and between the workshop and spray booth eg, one person pushes and another is seated at the steering wheel to ensure that vehicle control is not lost.	1 month	workshop manager
Noise Excessive noise from workshop activities.	Mainly the mechanics and others who work for long periods in the workshop area. Prolonged uncontrolled exposure to noise at 80+dB can, over time, cause NIHL. The workshop is noisy at certain times (you have to raise your voice/shout when holding a conversation) eg, car engines and machinery running at the same time.	A noise assessment was last carried out when the workshop was first set up (eight plus years ago). A recent review (May 19) of the personal protection equipment (PPE) in use has been carried out. As part of this old/broken PPE (especially hearing protectors) was replaced. Suitable hearing protection has been issued to all relevant workers. All relevant workers have been trained in the correct use of the PPE.	1. Install screens/barriers around some of the noisier areas using sound absorbing materials. 2. Look into the possibility of setting up a health surveillance programme for relevant workers 3. Purchase a simple noise meter 4. Arrange noise meter training for the workshop manager 5. Carry out a simple noise survey	6 months 6 months 1 month 2 months 3 months	finance director (Actions 1 – 3 and 7) workshop manager (Actions 1 and 4 - 7)

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
		There is a planned/preventative maintenance programme in place for all equipment. All workers are trained on induction on the effects that noise can have on individuals. The effects of noise is also covered in toolbox talks at least annually.	6. Use the British HSE's noise calculators to find out exposure levels http://www.hse.gov.uk/noise/calculator.htm 7. Implement additional control measures (if required) following noise survey.	3 months To be confirmed following noise survey	
Slips and trips. Spillages of oil and motor fuel, obstructed walkways, trailing cables etc.	All workers, customers and other visitors to site. Cuts, bruises, muscle strains/sprains, broken bones from tripping over cables or tools/equipment left in walkways, or on wet surfaces (including oil/fuel spills) etc.	Designated walkways (indicated by yellow paint lines). Designated storage areas: yellow chevrons are used to indicate areas that must be kept clear at all times. Good housekeeping (mechanics know to store unused equipment etc in the designated areas). Spill kit in place and all workers have been trained in its use.	Arrange for floors to be degreased at least weekly. System for random housekeeping checks to be bought in. Check whether additional electrical sockets could be installed to reduce trailing cables.	1 month 1 month 1 month	workshop manager for all actions.
Working at height Working in and around the inspection pit – workers/others falling into the pit or items being dropped into the pit	Workers using the inspection pit; unauthorised workers/visitors in the area. Likely injuries include bruising, sprains/strains, fractures or more serious injuries eg, head, internal injuries, worst case death. These types of injuries are likely to be life changing and	When the inspection pit is in use, the area is restricted (by use of barriers) for those working near to but not in the area. The first time that workers use the area, they are instructed on safe work practices eg, not to jump across the pit but to walk around it, by the workshop manager.	Purchase a mobile 'bridge' to allow mechanics to be able to safely access both sides of the inspection pit when working at ground level. Add the bridge into the maintenance schedule – needs to be inspected at least every six months. Produce safe system of work for using and maintaining the bridge and arrange for all	2 months 2 months 2 months (following	workshop and stores managers

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
	involve the injured person being in constant considerable pain. The injured person may no longer be able to work and/or may need constant care.	Fixed stairs to allow safe access and egress to the inspection pit. Inspection pit is covered when not in use. Lone working is not allowed in the inspection pits (there are always at least two people working in the area). The workshop manager regularly monitors the use of access equipment and work in the inspection pit.	relevant workers to be trained on the safe system of work.	purchase of the bridge)	
Working at height Working on the top of commercial vehicles	Anyone working in the workshop. Likely injuries include bruising, sprains/strains, fractures, or more serious injuries eg, head, internal injuries, depending on severity of the fall (the height fell from).	Access equipment for use when working on top of commercial vehicles is available, is regularly maintained and all necessary workers have been trained in its use. The workshop manager regularly monitors the use of access equipment.	Change to safe system of work to include an assessment of risk to take place before work begins. Assessment of risk to be added to the worksheet tick list.	1 week 1 week	workshop manager
Hazardous substances Inhaling paint mist containing isocyanates	Mainly the workers in the spray booth area but other workers could also be affected if they enter the booth when spraying operations are taking place. Workers exposed to this type of paint mist could	All spraying is carried out in the enclose spray booth. Competent workers used for spraying activities. Workers in the area use air-fed masks (masks aren't removed until after the 'clearance time').	The clearance time from the spray booth is not readable on the main entrance/exit so needs to be repainted. Procedures for checking the booth automatic over-pressure shut down every three months.	1 week 1 month 1 month	workshop manager workshop manager finance director

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
	develop occupational asthma.	Air in-let compressor located away from possible sources of contaminants. Separate well-ventilated area for cleaning spray guns. Insurance company inspections for: • The spray booth (every 14 months); and • Compressor - breathing air quality (every 3 months) All spray booth equipment is regularly checked and maintained by competent workers (workshop manager checks and maintains records). Entry and exit procedures in place for the spray booth and are followed by all relevant workers.	Consider setting up a surveillance programme for relevant workers (check the legal requirements)		
Vibration Sanding and grinding activities	Workers in the workshop area. Excessive use or using faulty hand-held tools such as disc cutters, sanders and grinders could lead to hand-arm-vibration (HAV) conditions such as vibration white finger.	Maintenance programme in place for all hand-held equipment, including vibrating equipment. All workers are trained in the use of vibration hand-held tools. There is an 'unwritten rule' that only tools that have been designed to reduce the risk of HAVs should be purchased.	Monitoring system to be set up to ensure that vibration tools are not used for an excessive time. Look at rotas to ensure workers are moved between activities. Look into setting up a health surveillance programme for all affected workers.	1 month 1 week 6 months 6 monthly / ongoing	workshop manager workshop manager finance director workshop manager

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
			Toolbox talks to be held at twice a year on the effects of vibration from hand-held tools. Formalise the purchase policy to ensure that only suitable equipment is purchased to reduce the risk of HAVs. Evaluation of the level of our workers' exposure to vibration should be carried out to ensure that the daily exposure and action values are not being exceeded.	6 months 1 month	finance director finance director and workshop manager
Health, welfare and work environment (extremes of temperature), confined spaces, hazardous substances Working on air conditioning systems	Mechanics working on vehicle air condition systems. Ill-health conditions likely to be suffered are: Frostbite – caused by skin or eye contact with refrigerant liquid or gas Asphyxiation – if gas escapes in sufficient quantities into a confined working space Exposure to harmful gases – from thermal decomposition of the refrigerant if the gas is exposed to high temperatures.	Use of competent workers. Safe system of work in operation that all workers are trained in and work to; this includes identification of refrigerant before work commences. Suitable PPE issued to all workers involved. Suitable arrangements in place to dispose of waste refrigerant.	Issue each worker with the British HSE's 'Safe working with vehicle air-conditioning systems' guidance leaflet (INDG349) http://www.hse.gov.uk/pubns/indg349.pdf so that they are aware of what could go wrong and how to stop if from going wrong.	1 week	workshop manager

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within …)	Responsible person's job title
Fire Fires starting from workshop activities such as welding and other 'hot work', smoking, arson, faulty electrical equipment, handling fuels and other flammable substances etc.	All workers and other visitors to the site could either suffer burns and/or smoke inhalation injuries. The worst case scenario is death should anyone be trapped in the building and can't be rescued.	There is a detailed fire risk assessment in place that covers all of these issues. Preventative control measures are in place along with control measures to mitigate fire damage should a fire break out. These are regularly tested and maintained. Emergency procedures are tested regularly (last fire drill carried out two weeks ago).	No further action required.	N/A	N/A

Part 3: Prioritise 3 actions and justify the selection

Suggested word counts
Moral, general legal and financial arguments for all actions: 300 to 350 words
For EACH action:
Specific legal arguments: 100 to 150 words
Likelihood AND severity: 75 to 150 words
How effective the action is likely to be in controlling the risk: 100 to 150 words

Moral, general legal and financial arguments for ALL actions

Moral, general legal and financial arguments	IGG Ltd has a moral duty to protect all workers. Our workers come to work to earn a wage, not to be put at risk of falling ill, now or in the future, because of the work activities that they carry out now. Some of the ill-health conditions that could be contracted or injuries that could occur, will have a major impact on the lives of the workers and their family/friends. Long term injuries/ill-health and also likely to have a major impact on our workers' mental health. The mental health of other workers could also be affected if they are witness to any serious injuries to other workers. IGG has legal requirements to protect its workers under the ILO's Safety and Health Convention (C155). Financial impacts could be broken down into three categories. Costs associated with: • injured workers (sick pay, replacement worker wages, medical costs, lost working time etc); • replacement equipment and/or infrastructure costs for example if control is lost over a vehicle being moved around the work shop and this subsequently crashes through one of the garage walls; and • costs associated with enforcement actions. Possible enforcement actions that IGG could receive include being served with prohibition (stopping all work on a particular activity) or improvement (meaning that things must be put right within a certain period of time) notices relating to these activities by the regulator. This would obviously have a massive financial impact on the organisation if these activities could not continue. The organisation could also find that civil claims from workers made ill by these work activities could be made. Some of these claims may be made some years after the worker has left IGG Ltd's employment. The likely amount of compensation payable for civil claims can be substantial; in addition to this, legal fees (lawyers,

	courts etc) would also be likely to be very high. I would also point out that many of these costs would not recoverably from the insurance company. If something goes catastrophically wrong, IGG's reputation could take a serious hit which could result in loss of contracts (especially the insurance work).

Justification for action 1

Action	Purchase a mobile 'bridge' to allow mechanics to be able to safely access both sides of the inspection pit when working at ground level (hazard category 'work at height').
Specific legal arguments	The International Labour Organization (ILO) sets out a Recommendation on Occupational Safety and Health (R164) that supplements Convention C155. Part IV of the Recommendation specifically states that the undertaking (organisation) must: • provide and maintain workplaces, machinery and equipment, and use work methods, which are as safe and without risk to health as is reasonably practicable. In addition to this, AmadeUpCountry also has its own labour laws where the principles from the ILO Convention and Recommendation have been adopted as legislation. At the moment IGG Ltd is in contravention of the ILO Convention and Recommendations as well as the country specific legislation.
Consideration of likelihood AND severity	The **likelihood** of injuries occurring from working in and around the inspection pit is very likely. This is due to the inspection pit being in daily use and most mechanics will work in this area at least two to three times per week for an average of two hours per job. When considering the **severity**, I set 4 categories: • minimal: no injury or damage occurred • minor: injury requiring first-aid and/or slight damage caused to plant/equipment/buildings • major: injury requiring hospital treatment/stay and/or significant damage caused to plant/equipment/buildings • catastrophic: death and/or irreparable damage to plant/equipment/buildings. The **severity** rating for this hazard being realised has been set at 'major'. It is very probable that injuries will require hospital treatment eg, broken limbs or possibly head injuries. Damage to equipment is also likely to be significant if it is dropped into the pit while workers are trying to jump across.
How effective the action is likely to be in controlling the risk. Explanation to include: • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk.	The bridge will improve working practices in the area of the inspection pit as it will stop workers from jumping from one side of the pit to the other. I have given a timescale of two months as this is a specialised piece of equipment that nobody in the business has used before. The business will need to source a supplier and then arrange a delivery date. It is hoped that this project will be completed well within the two-month timeline. This action will fully control the risk as long as the bridge is used, maintained and inspected as set out in the safe system of work that will be produced following the purchase.

Justification for action 2

Action	Enclosed area to be set up for sanding/grinding operations including that will include a suitable local exhaust ventilation system (hazard category 'hazards substances').
Specific legal arguments	The ILO's Convention C155 and Recommendation (R164) requires employers to make sure that processes are reasonably safe. The ILO code of practice (CoP) 'Safety in the use of chemicals at work' gives specific advice on the appropriate measures that employers must make to protect workers against the risks identified by an assessment of risk. The ILO's Code of Practice 'Recording and notification of occupational accidents and diseases' requires employers to report cases of occupational asthma to our country's health and safety regulator.
Consideration of likelihood AND severity	The **likelihood** that workers will become ill through inhaling dusts from sanding/grinding activities is very high. The worker is close to the source and, at the moment, facemasks are not worn regularly by all relevant workers. Please see 'Justification 1' for the severity categories. It will stop the dust from spreading across all work areas. Most of the workforce and the general public using the garage are currently exposed to dust as these operations are not carried out in an enclosed area. Inhalation of dust could cause occupational asthma; breathing in dust over a prolonged period could also cause occupational cancers. The **severity** is likely to be between 'major' and 'catastrophic' for workers carrying out the activity or those working nearby. For members of the public it is likely to be 'minimal' as they will rarely visit the garage and will not be directly in the area where work is carried out.
How effective the action is likely to be in controlling the risk. This should include: • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk.	The dust enclosure will have a major impact on reducing the amount of dust in general work areas as the enclosure will stop the spread. I have given a timescale of six months for this to be completed as plans will need to be drawn up and the budget for the project will also need to be agreed with the managing director. I would hope that this will be the maximum amount of time that this project will need to be completed. Once installed the dust enclosure alone will not fully control the risk but will significantly reduce it. If it is used in conjunction with the other suggested control measures eg, 'on tool extraction' it should fully control the risk.

Justification for action 3

Action	Purchase of 'on tool' dust extraction systems (hazard category 'hazardous substances').
Specific legal arguments	The ILO's Convention C155 and Recommendation (R164) requires employers to make sure that processes are reasonably safe. The ILO code of practice (CoP) 'Safety in the use of chemicals at work' gives specific advice on the appropriate measures that employers must make to protect workers against the risks identified by an assessment of risk. The ILO's Code of Practice 'Recording and notification of occupational accidents and diseases' requires employers to report cases of occupational asthma to our country's health and safety regulator.
Consideration of likelihood AND severity	The **likelihood** that workers will become ill through inhaling dusts from sanding/grinding activities is very high. The worker is close to the source and, at the moment, facemasks are not worn regularly by all relevant workers. Please see 'Justification 1' for the severity categories. It will stop the dust from spreading across all work areas. Most of the workforce and the general public using the garage are currently exposed to dust as these operations are not carried out in an enclosed area. Inhalation of dust could cause occupational asthma; breathing in dust over a prolonged period could also cause occupational cancers. The **severity** is likely to be between 'major' and 'catastrophic' for workers carrying out the activity or those working nearby. For members of the public it is likely to be 'minimal' as they will rarely visit the garage and will not be directly in the area where work is carried out.
How effective the action is likely to be in controlling the risk. This should include: • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk.	This action will have a major impact on the majority of the workforce; the extraction tool will remove the dust at source meaning that the amount of dust present in the air won't be as concentrated as it is at present. I have given a timescale of 'within one month' for the on-tool extraction systems due to the immediate impact this will have on reducing the amount of dust in the area. The budget for the purchase of the systems needs to be agreed with the managing director. This action alone won't fully control the hazard. It needs to be used in conjunction with the other controls that have been identified in the risk assessment.

Part 4: Review, communicate and check

Suggested word counts for each section:

- Planned review date or period and reasoning for this: **50 - 100 words**
- How the risk assessment findings will be communicated and who needs to know the information: **100 - 150 words**
- Follow up on the risk assessment: **100 - 150 words.**

Planned review date/period with **reasoning**	Company policy is to review risk assessments at least every 12 months. I therefore set the review date to be no later than 13 July 2021. However, I will also make sure that this will be reviewed before this date is there is: • any new equipment or working procedures brought in; • a change in relevant legislation or other standards (eg ACoPs) that affects NGG Ltd; • a significant change to the number of workers or to the shift patterns (staggered start times) that are worked.
How the risk assessment findings will be communicated **AND** who you need to tell	I will arrange a meeting with the finance director to go through and assign the actions in the risk assessment. I will then provide a summary of the findings and actions for the workshop and stores managers (these will be emailed initially with follow-up meetings if required). The findings of the risk assessment will be included in the next available toolbox talk where I will also advise the workers on the actions that are to be taken. A summary of the risk assessment and actions to be taken will also be posted on the company intranet that all workers have access to.
How you will follow up on the risk assessment to check that the actions have been carried out	I will set diary reminders for roughly 10 days before the action is due to be completed. I will speak to the responsible person for each of the actions to find out the progress against each action. Should the action not be on target for completion, I will find out the reasons why, eg, is it down to finance or other resource issues such as worker time to complete actions. If any actions look like they are not going to be completed on time I will speak to the finance director to see if additional resource is available for the action. Actions that are very overdue (ie, completion is more than six months late) will be referred to the managing director via the finance director.