**RISK ASSESSMENT PROCEDURE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **1st issue** | **18/10/2021** | GEP S.A | 547 Energy |
| **Revision** | **Date** | **Prepared by** | **Approved by** |

INDEX

[1. INTRODUCTION 3](#_Toc182495559)

[1.1 Scope 3](#_Toc182495560)

[1.2 Objectives 3](#_Toc182495561)

[2. THE RISK ASSESSMENT METHODOLOGY 3](#_Toc182495562)

[2.1 Rating 4](#_Toc182495563)

[2.2 Risk Assessment Study 5](#_Toc182495564)

[3. COORDINATION OF RA 6](#_Toc182495565)

[4. COMMUNICATION 6](#_Toc182495566)

[5. REFERENCE DOCUMENTS 6](#_Toc182495567)

# 1. INTRODUCTION

Under the provisions of the framework Occupational Health and Safety management system and the good common practice, a risk assessment study shall be carried out for all construction activities on site.

Risk Assessment is a structured process to identify risks, assess risks and define safety measures or arrangements to remove/isolate or reduce risk as far as it is reasonably practicable and control residual risks.

This procedure defines the requirements for risk assessment, the rating methodology and the presentation of this exercise.

The risk identification is focused not only to the normal working conditions, but also to the abnormal working conditions, in order to identify all the potential risks for the employees and the project in general.

## 

## 1.1 Scope

This procedure applies to all work on site.

## 1.2 Objectives

The main objective of this procedure is to define actions and responsibilities within the Project organisation in order to facilitate as far as reasonably practicable the identification of risks associated with project activities and to define appropriate measures/safety measures to eliminate, minimize or control the associated risks.

# 2. THE RISK ASSESSMENT METHODOLOGY

The methodology presented herein is very simplified in order to lead to a practicable working document that everybody down to the level of the single foremen can use on site.

For each activity, a method statement has to be developed. Based on the method statement a risk assessment is performed. If results are not satisfactory then the method statement has to be revised until the risk assessment leads to acceptable level.

According to the Risk Assessment methodology each activity is broken down to tasks, it considers the hazards associated with each task and assesses the risk by assessing the likelihood of an event of a particular severity to occur and multiplies this likelihood with the corresponding severity. Always the worst case scenario is considered.

The following formula applies for the Risk quantification (as described above):

**Risk = Likelihood x Severity**

Completing a risk assessment with safety measures proposed, it is expected that the residual risk is trivial or minor. If this is the case, then risk quantification may not appear in the risk assessment table.

The tables in paragraph 2.1 give the rating of likelihood, severity and risk. Contractor may propose another risk assessment methodology or rating depending on the project. Though, the final document has to be in the same format of the one proposed herein and given in the Risk Assessment Form.

Following the risk assessment, the safe work method is defined. This either stands as a stand alone document or it can be incorporated into the method statement as part of it. This is at the Contractor’s discretion.

## 2.1 Rating

Risk methodology follows the 1-5 rating. The tables below present the scaling.

|  |  |
| --- | --- |
| Fatalities (multiple). | **Critical (5)** |
| Single fatality or disabling Injuries (i.e., amputations, loss of sight, etc.). | **Major (4)** |
| Broken bones, musculoskeletal injury, significant burns (significant absence from work).) | **Moderate (3)** |
| Basic medical treatment (not amputations or broken bones), lost time or restricted workday incident - quick return to work (absence beyond the shift it occurred). | **Minor (2)** |
| Minor injury, no worse than first aid required – First aid Incident only. | **Very Minor (1)** |

**Table 1. Impact Rating**

|  |  |
| --- | --- |
| Occurs frequently, expected (e.g., daily) | **Almost Certain**  **(5)** |
| Occurs often, common(e.g., weekly) | **Likely**  **(4)** |
| Likely, probable(e.g., annually) | **Possible**  **(3)** |
| Unlikely, un-common(e.g., once in business) | **Unlikely**  **(2)** |
| Extremely unlikely, rare(e.g., never realized in business) | **Rare**  **(1)** |

**Table 2. Probability Rating**

|  |  |
| --- | --- |
| Extreme (17-25) | Intolerable - The activity must not progress until controls are put into place to adequately control the risks |
| High (11-16) | This is an activity with inherently high risks which must be controlled. The activity may proceed if the appropriate formal measures are implemented to reduce and control the risk (e.g., method statements, permits to work, specialist training, specific engineering controls, etc.). |
| Medium (5-10) | Work may proceed when the identified controls are in place. A safe system of work, method statement, safe working instruction, or equivalent, shall support these activities |
| Low (2-4 | Work may proceed when the identified controls are in place. |
| Very Low (1) | Work may proceed when the identified controls are in place. |

**Table 3. Rating Risk Summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Severity** | | | | |
|  |  | **Very low** | **Low** | **Medium** | **High** | **Extreme** |
| Propability | **Almost Certain**  **(5)** | Medium | Medium | High | Extreme | Extreme |
| **Likely**  **(4)** | Medium | Medium | High | High | Extreme |
| **Possible**  **(3)** | Low | Medium | Medium | High | High |
| **Unlikely**  **(2)** | Low | Medium | Medium | High | High |
| **Rare**  **(1)** | Very low | Low | Medium | Medium | High |

**Table 4. Risk classification**

## 2.2 Risk Assessment Study

The Risk Assessment Study (RAS) for a project is based on:

* Works identified in the time schedule and the technical description of the Project.
* Hazards associated with the said works.
* The common practice and basic safety measures.
* Considering the common and basic safety measures for the case.
* Other safety measures suitable in general for said works and tasks.
* General safety arrangements on site.

Contractor will update the RAS during the Project, subject to the Project needs. Subcontractors should consider any update of the RAS for full application. No time or cost claims will be accepted, subject to a latest revision of the RAS.

Contractor upon mobilization should prepare (and submit) a Risk Assessment related to the works they will execute and the methodology they will follow.

The RA will be reviewed by the Owner and is:

* Accepted without comments or
* Accepted with comments or
* Not accepted.

If the RA is accepted with comments Contractor may start activities providing that RA will be re-submitted corrected before the commencement day and comments are satisfied in practice meanwhile.

If not accepted Contractor cannot start any activity on site, other than completing mobilisation until resubmission and acceptance of RA, as specified above.

# 3. COORDINATION OF RA

Upon review of WSRA, the Contractor’s Site HS Supervisor/coordinator/officer for the construction phase coordinates risks that may affect two or more entities (basically Subcontractors on site). Under this coordination role, the Site HS Supervisor/coordinator/officer may request Subcontractors to:

* Change their method statement.
* Take additional measures.
* Change time schedule or working hours and in general what is deemed to be

the most practicable solution overall for the HS in the Project.

The above are subjected to the approval of the Site Manager.

# COMMUNICATION

The Site Supervisor/coordinator/officer is responsible for the communication of the Risk Assessment Study to the management team of the Project, to employees, to Subcontractors and to the Owner.

The Contractor commit itself and make sure about the implementation of the relative protective measures and for the employees’ training, in order to reduce or eliminate the risks. The Site Supervisor/coordinator/officer is responsible for the implementation of the protective measures.

# REFERENCE DOCUMENTS

* Risk Assessment Form