|  |  |  |  |
| --- | --- | --- | --- |
| Project details | | | |
| Project name: |  | Start date: | Click here to enter a date. |
| Project Leader: |  | End date: | Click here to enter a date. |
| Group/department: |  |  |  |

|  |  |  |
| --- | --- | --- |
| Desk-based projects | | |
| Is this project entirely UK office and desk based? |  |  |
| If YES, the generic risk assessment and safe system of work for office activities will apply. Project Leaders are responsible for ensuring that project staff are aware of, and comply with, the requirements of local site rules, e.g. fire safety and computer assessments. Contact Steve Marshall ([smar@bas.ac.uk](mailto:smar@bas.ac.uk)) if you have any questions.  ⇨ Please go directly to Section 6.⇨ Please go directly to Section 6. | | |

|  |  |  |
| --- | --- | --- |
| Risk assessments and safe working procedures | | |
| All other projects require more detailed consideration and preparation. Section 3 aims to build a picture of the routine hazardous work being carried out for the particular project in question. This will ensure the appropriate level of safety control is applied to the specific activities but also reduce duplication of work.  BAS has been routinely working in the Polar regions for many years and has already strong policies and safe systems of work in place and whenever possible they should be used, (those activities listed below marked with a \* are mostly not requiring further assessment). The BAS Health and Safety Adviser and BAS Operation Manager will use this project risk assessment to assess the suitability of safety controls and will add new ones if required. This should be considered as a ‘live’ document which is reviewed regularly by the Project Leader. | | |
| Hazards/ activities applicable to this project: | Field travel\* Laboratory work Ionising radiation  Hazardous chemicals Small boating\* Explosives\*  Biological/pathogen Sea ice Overseas travel (none Polar)  Electrical risk Diving\* Heavy machinery  Risk from animals Non ionising radiation Heavy lifting  Work with UAV Other | |
| Details of other: |  | |
| Main H&S risks created by this project: |  | |
| Existing Risk Assessments or safety procedures: | [Please identify and attached existing RA’s or procedures of your own which apply specifically to your project] Examples are: Chemical procedures/protocols or existing COSHH assessments. | |
| Are there further hazards to assess? | Examples are: work with hazardous work equipment such as rock drills, Chainsaws, radars, hazardous materials etc. Work at particularly hazardous locations such as below cliffs, or work at height, animals, Helicopter operations.  [Please go to Appendix 1 and record a new risk assessment as required for this project. Please contact [Steve Marshall](mailto:smar@bas.ac.uk?subject=Risk%20Assessment) if you need further advice] | |
| Staffing | | |
| Which staff will be involved in the work? |  | |
| Do they have sufficient training, knowledge & experience to do the work safely? | |  |
| Additional training or instruction required: |  | |

|  |  |
| --- | --- |
| Equipment and resources | |
| Are you supplying project specific safety equipment, e.g. eye protection, hearing defence, helmets, spill kits?  If yes please specify |  |
| Is there any additional support or safety equipment for this project from BAS? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sign-off and distribution | | | |
| The project safety plan should be reviewed at intervals during the project, or following changes to the planned activities, to ensure that it remains suitable and that all safety management issues have been identified and addressed. The length of interval will vary according to the project concerned: large or complex projects will require more frequent review. As a guide, 6-monthly review should be considered the minimum for most projects.  Please distribute the final copy of this safety plan and associated documents to the project team. | | | |
|  | Name: |  | Date: |
| Plan prepared by: |  |  | Click here to enter a date. |
| Distribution to team: 1. |  |  | Click here to enter a date. |
| 2. |  |  | Click here to enter a date. |
| 3. |  |  | Click here to enter a date. |
| 4. |  |  | Click here to enter a date. |
| 5. |  |  | Click here to enter a date. |

## Appendix 1 Risk Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of activity:** *(e.g. work activity, etc.)* |  | **Date:** | Click here to enter a date. | **Assessor/s:** |  |
| **BAS Department/ or external?** |  | **Safety Portal ID:**  *(Auto ID)* |  | **Valid to which BAS locations?** | Choose an item. |
| **In completing this risk assessment have you been able to consult with those involved?** | | |  | | |

| **1. List hazards or hazardous activities?**  *(List individually below)* | **2. What harm is likely to occur or what could go wrong?**  *(with no controls}* | **3. What are your control measures?**  *(Please use brief bullet points as description)* | **4. Overall risk with controls in place**  *(See risk evaluation guidance)* | **5. Further actions needed and by when?** | **6. Responsible person?** |
| --- | --- | --- | --- | --- | --- |
| **(Example, please delete) Rock drilling** | * Noise * Mechanical risk * Vibration * Flying fragments/ dust | * New drill supplied to best vibration and noise standards * Training and instruction to those using equipment * PPE provided, eye goggles, hearing muffs(35db) work gloves and FFP2 dust respirator | Low | Give instruction to those working with the drill prior to use | Project leader |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |

**Risk Evaluation guidance Please submit the completed document to the** [**Antarctic Funding Office**](mailto:%20afibas@bas.ac.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood verses severity** | **1. Remote possibility**  (Rarely heard of in industry) | **2. Possible**  (Is heard of in our industry) | **3. Likely**  (Occurring at least once in 10 years at BAS) | **4. Highly**  **probable**  (Occurring at least once a year at BAS) | **5. Virtually**  **Certain**  (Occurring a number of times a year at BAS) |
| **1.    Minor** - Causing minor injuries (e.g. cuts, scratches). | 1 | 2 | 3 | 4 | 5 |
| **2.    Low** – Causing injuries and medical attention, but no lost time at work | 2 | 4 | 6 | 8 | 10 |
| **3.    Medium** - Causing temporary disability and lost time at work | 3 | 6 | 9 | 12 | 15 |
| **4.    High** - Causing permanent disability | 4 | 8 | 12 | 16 | 20 |
| **5.    Major** - causing death to one or more people | 5 | 10 | 15 | 20 | 25 |

|  |  |
| --- | --- |
| **Risk** | **Action** |
| **Very Low 1>2** | No further action |
| **Low  3>4** | Further action: (if appropriate) as resources allow |
| **Medium 5>9** | Requires action: Set timetable for improvements |
| **High  10>12** | Priority action: Review controls immediately |
| **Very High  15 >25** | Unacceptable: Stop activity until risk can be reduced |