

HSE DOCUMENTATION REVIEW FINDINGS AND RECOMMENDATIONS REPORT

Sector	International
Client	An international contracting company
Service	Review and assess all Method Statements and associated Risk Assessments HSE Findings and Recommendations Report A timebound Action and Implementation Plan
Project Days	12

CLIENT PROBLEM ?

A lost time incident had occurred on site which was attributed to the currently utilised method statements and risks assessments not being as robust as needed and/or fit for purpose as was required.

Reputational damage is impossible to insure but can break a company. By preventing accidents or incidents and ill health at work you will keep a good name among your clients, potential clients and the wider community.

A disastrous public relations incident will take time to recover from and sales will be hugely adversely affected. Sometimes, this damage is irreparable and a company can be forced to close.

It is therefore essential that a company creates robust health and safety risk management processes and procedures that seamlessly integrate safety into all operations and activities.

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Our Solution

The scope of the work was to identify areas of improvement and recommend actions that would help to improve the way the clients risk assessments were conducted and recorded and the writing of method statements specific to the site and project.

- Time was allocated to speak with the Risk Assessment originator or the owner of the Method Statement
- Assess the format of the Risk Assessment Template
- Review and assess each individual Risk Assessment/Method Statement
- Assess if the Risk Assessments were suitable and sufficient for the work activities
- Assess if the Risk Assessment Method Statements were specific to the worksite or generic in nature
- Check if the assessment of risks or identified hazards take into account the effectiveness of existing control measures
- Check if the control measures documented in the risk assessment were the most practical in accordance with the hierarchy of control

Summary of Outputs

A Findings and Recommendations for improvement report which included a time bound Action and Implementation plan. Although there is no standard or legal format for the Method Statement and Risk Assessments the aim of the review was to find and highlight areas of improvement that can make these administrative controls more effective.

The report consisted of a detailed documentation review of each individual Risk Assessment and Method Statement, plus a collective overview of findings for Method Statements, and a collective overview of finding for Risk Assessments.

The recommendations included;

- New suggested document formats
- A sample Risk Evaluation Matrix
- Two new suggested Risk Assessment Templates
- A sample Safe Work Method Statement Template for high risk construction work

The time bound Action and Implementation Plan prioritised the recommendations documented earlier in the report in order of importance, detailed who was responsible for each action, the priority of the action alongside the justification for that priority and the amount of time estimated to complete the task