



## REDSW Risk assessment Process

### Statement

REDSW takes the health and safety of the OSM and drivers very seriously, this information is to help guide you through the reasoning timescales for all risk assessments.

1. A risk assessment is a systematic examination of a task, job or process that you carry out at work for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.
2. The document will be completed electronically, with an electronic acknowledgement and signature
3. The assessment will be conducted at a minimum period of 12 months, this will be recorded on a rolling yearly basis, the risk level for each assessment at each individual site will identify. If the risk assessment is to be conducted at a more regular interval, we will review risk based on level as follows: low risk (every 12 months unless there is a major change), Medium risk (every 6 months unless there's a major change), High risk - requires an immediate remediation plan then (re-assess 3 monthly) until there is improvement, we will consider a weekly review dependent on the outcome of the follow up review.
4. There are three levels of scoring and risk, LOW 1-5 / Medium 6-15 / High 16-25, each score is based on the severity and likelihood of an incident happening and the risk aligned to likelihood of it happening.
5. REDSW, will identify the risk level and will set in place a review based on the level of risk this will
6. The monitoring document will show both the scoring level and risk status, this is also accompanied by the risk assessment that will be conducted.
7. All OSM's and management within REDSW who will be expected to conduct the Risk assessment will be trained in the correct method and how to identify risk, this will be carried out initially by the General Manager who has gone through how to carry out a risk assessment with our Health and safety partner John Timmins of South West Safety Management.
8. We will follow the 5-step rule.  
Step 1: Identify hazards, i.e. anything that may cause harm.  
Step 2: Decide who may be harmed, and how.  
Step 3: Assess the risks and take action.  
Step 4: Make a record of the findings.  
Step 5: Review the risk assessment
9. REDSW, will identify the risk level and will set in place a review based on the level of risk identified in clause 3 above.
10. REDSW will continually monitor and remediate all risks through use of a risk register. This is part of the document inserted below.
11. Red have also added a risk assessment for social distancing

