

# **Guidance on Risk Assessment (RA), Method Statements & Safe System of Work (SSOW)**

**(SUPPORTING DOCUMENT TO INS/QS/009/01 ISSUE 4)**

## **Guidance for Risk Assessment**

As a minimum, follow the Health and Safety Executive for guidance - 5 Steps to Risk Assessment (available on the HSE website). If you require further clarification, contact the INS Assurance Section.

### **Basic Steps**

- Step 1 - Look for the hazards
- Step 2 - Decide who might be harmed?
- Step 3 - Evaluate the risks?
- Step 4 - Record your findings
- Step 5 - Review your assessment and revise it if necessary

## **Guidance for Method Statements (and/or Safe Systems of Work (SSOW))**

The following is a sample of the content of a Method Statement document (this is by no means a definitive list as contents will vary depending on the project or task and risks involved)

1. Introduction
2. Organisational structure
3. Working method
4. Risk Assessments and COSHH
5. Safety Equipment and responsibility
6. Tools, Plant & Equipment
7. Access and Egress
8. Emergency Arrangements
9. High risk hazards
10. Welfare, First Aid and Medical facility arrangements
11. Statutory documentation - Inspections and Certification
12. Environmental Impacts and controls
13. Additional requirements
14. Comments
15. Employee Declaration