



As part of the Joseph Parr Group all company locations have a Stop on Sight ‘SOS’ policy.

This means if at any point an unsafe action is undertaken by any colleague, supplier or customer it should be stopped with immediate effect to prevent the risk of injury to any person. It is your duty to report any unsafe working practices immediately to your manager and failure to do so may result in disciplinary action.

These are the five steps to risk assessment:



1. Identify, what could cause harm?

*An object, person, action or a situation which has the ability to harm is called a **hazard**.*

2. Who could it cause harm to or what could it cause damage to?

*The person involved could be **harmed**. Other workers and members of the public are also at risk. Goods and services could be delayed or damaged.*

3. What can you, at the time, to stop an accident?

Before you involve yourself make sure that you are safe to proceed.

If there is something you can do to **stop or prevent** unsafe work you should do it if it is safe to do so.

4. Record and Implement.

Report any issues to your manager and to help record the hazard and potential harm it could cause and what you have done already to make it safe. Give suggestions to your manager - what your team and your employer should do in the future to keep the workplace safe.

5. Review when it is appropriate.

Risk assessments are typically reviewed by managers once or twice a year – or if there is a problem. We will ask you if you have anything you would like to change or add.

We would like to take this opportunity to remind our colleagues of their responsibilities and to follow all safety instructions and training provided both by the company and by external training providers.

Thank you for your help and participation in the ‘Stop on Sight’ procedures and encourage you to ask your Manager if you have any questions or if you have any concerns about health and safety in the workplace or customer sites.