IOR Point of Work Risk Assessment Method

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REFRIGERATION AIR CONDITIONING HEAT PUMPS

Purpose: prompt all of those involved in installation, operation, service and maintenance activities to review current practices.

All risk assessment must be **site specific**

Where the work is of an occasional or non-routine nature assessment may be required **in addition to** the regular documented reports created by the building owner or operator.

This checklist should be completed by the person actually **carrying out the work in the location where the work will be done.**

Outcome will either be **proceed with caution or withdraw**

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- **A POWRA** does not replace the risk assessments developed for use by companies nor does it negate the need to review method statements.

- The POWRA operates on the traffic light principles using red **Stop**, amber **Think**, green **Act**, and additionally a blue **Review** section.

- It is an opportunity for individuals or a team to consider their ability to undertake the task, identify the hazards and risks local to the task, just **BEFORE** they start the work. No matter how familiar they are with the site.

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- **The first part the Red stop section.**
- Stop and consider what you are about to do.
- Do I/we understand the task itself and are we qualified for what is involved.
- Have we been authorised to work in this area – work permits issued.
- Are the correct tools & PPE available for the task.
- Can we get access to and from the job safely?
- If the answer to any of the questions is 'no' **Stop** until the issue is resolved

Checklist at Point of Carrying Out Work

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Part 1 – Stop

Before you start	Yes	No	N/A
Are you authorised and qualified to undertake the work.			
Are you at the correct plant / component?			
Have you done the job before if not do you know what you are doing?			
Do I know how to get help or where to go in an emergency?			
Do you have Risk Assessment (RA), Method Statement, Hot Work or other Permit to Work and have you signed on to them?			
If you are working to Generic RA's please list the applicable ones below or overleaf:			
Is the client aware of your work?			
Does someone know where you are working?			
Do you have the right PPE (Personal protective equipment) and / or Respiratory Protective Equipment for the job?			
Are your test meters (electrical/gas) in calibration?			
Ammonia work - is there a shower, hose or buckets of water nearby?			
Work equipment – are you trained in its use?			
If working with flammable refrigerant have you identified the extent of zoning, eliminated relevant ignition sources, ensured adequate ventilation and suitability of equipment?			
Are power tools and leads and plant tested?			
Are scaffolds and ladders inspected (access safe)?			
Is lifting equipment inspected?			
Have you inducted the contractors?			

If answer is 'No' to any of the above, take required action or report to your supervisor. If in doubt ask!

- **The second part the amber Think section**

- Think about and question what could go wrong.

- Of prime importance is an honest and rigorous hazard identification, an accurate assessment of associated risks and documenting the process.

- Record the applicable hazards and add any that are not listed. Identify significant hazards that will require additional control measures and record in section 3.

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Safety and Health Assessment

Part 2 - Think

Safety and Health Assessment *(if the hazard is present tick the box)*

Falls from height		Slips, trips or falls on the same level		Temperature (high/low)	
Fragile surfaces		Entry into a confined space		Adverse weather	
Falling or flying objects		Fumes		Risk to you from the work of others	
Chemicals or harmful substances		Noise		Risk to others from your work	
Heat, fire or explosion		Vibration		Stored energy or insecure load	
Asphyxiation or drowning		Electricity		Traffic or moving vehicles	
Contact with stationary object		Manual handling		Asbestos present	
Object overturning or collapsing		Poor lighting		Other risk identified *(state overleaf)*	

If required, you must have a rescue plan in place. Provide brief details below or overleaf.
(You must always be able to provide a way of safe escape in the event of something going wrong).

Circle any ticks for hazards that are significant and for which there are no (or inadequate) controls. If you have circled any hazards, Part 3 needs to be completed and additional controls put in place before work commences.

- **Part three the green Act section.**

- List the implemented measures to control the hazards and the remaining risk.
- The POWRA must be undertaken as a Dynamic assessment. Used to control risks throughout the job.
- Review the risks, as they alter such as, shift changes, other trades starting work, concurrent activities, inexperienced operatives or members of the public entering the area.

- Complete the task safety

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Part 3 - *Act*

Additional Safety Assessment (continue on separate sheet if required)

Hazard (circled from Part 2)	Control Measures / Precautions	Remaining Risk (High, Medium or Low)

Part 4 - *Review*

End of Job Review

Are there any lessons for next time?	Yes		No	
Has the work created any new hazards	Yes		No	

If you have answered 'Yes' to either of these questions, make a brief note below and tell your supervisor.

- **Part 4 the blue review.**
- What are the lessons learnt?
- Has the work created any new hazards?
- File the POWRA for future reference and if necessary analysis of lessons learnt.

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CPD MEMBER
The CPD Certification Service
30 Mins

Guidance Note 34

Point of Work Risk Assessment

Introduction

The laws, codes of practice and standards which affect safety requirements and risk assessment in the refrigeration, air conditioning and heat pump industry are constantly evolving. Written proof of a competent, meaningful assessment is essential to prove compliance with these requirements. The HSE states that everyone is responsible for assessment and mitigation of risk, for their personal safety, for safety of those in the immediate vicinity and for the safety of the general public or anyone who they employ to do work on their behalf. All risk assessment must be site specific in order to take into account the potential risk identified each time, at each site, for each system and for the work that it is proposed to be carried out. Where the work is of an occasional or non-routine nature assessment may be required in addition to the regular documented reports created by the building owner or operator. This guidance note is designed to prompt all of those involved in operation, service and maintenance activities to review current practices. It is not and cannot be comprehensive.

Management of Health and Safety at Work Regulations 1999

Several UK laws, including the Management of Health and Safety at Work Regulations and the Provision and Use of Work Equipment Regulations require system owners to make assessments of the risks associated with their operations, including periodic reappraisal of the risks and reassessment after any significant change of circumstances. The Dangerous Substances and Explosive Atmosphere Regulations used to be considered to be only relevant to flammable materials but under changes to the Classification, Labelling and Packaging of Chemicals Regulations in 2015 it is now necessary to follow the DSEAR risk assessment requirements for "any substance classified within a physical hazard class in the CLP Regulation". This includes hazard class H280 – Gases under pressure – which means that almost any substance used as a refrigerant in a vapour compression system requires the end user to complete a DSEAR risk assessment.

Quality Management Systems

At the same time the International Standard on Quality Management Systems, ISO 9001, has adopted a greater emphasis

Guidance Note 34

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How to use this template

A Point of Work Risk Assessment (POWRA) should be completed for any service or maintenance activity at the start of each shift or whenever circumstances change significantly. It should be completed by the people who will be doing the work and in the place where the work will be done. It will result on one of two outcomes: either proceed with caution to do the work as planned or else withdraw in order to deal with additional hazards that were unexpected and have not been included in the method statement for the work. The IOR Technical Committee is providing this Point of Work Risk Assessment checklist to assist those assessing risk at the point of work to highlight some of the considerations they need to take into account before they commence any work activity on a system – including reviewing the more detailed Risk Assessment for the activity they plan to carry out. It is restated that this is not and cannot be comprehensive and does not replace current risk assessments developed for use by companies, because all risk assessment must be site specific in order to take into account the potential risk identified each time, at each site, for each system and for the work that it is proposed is to be carried out.

For more guidance on your health and safety requirements refer to:

http://www.hse.gov.uk/pubns/hsc13.pdf

http://www.hse.gov.uk/pUbns/books/l21.htm

http://www.hse.gov.uk/fireandexplosion/dsear.htm

http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm

https://www.iso.org/publication/PUB100426.html Risk Management

https://www.iso.org/standard/62085.html Quality Management

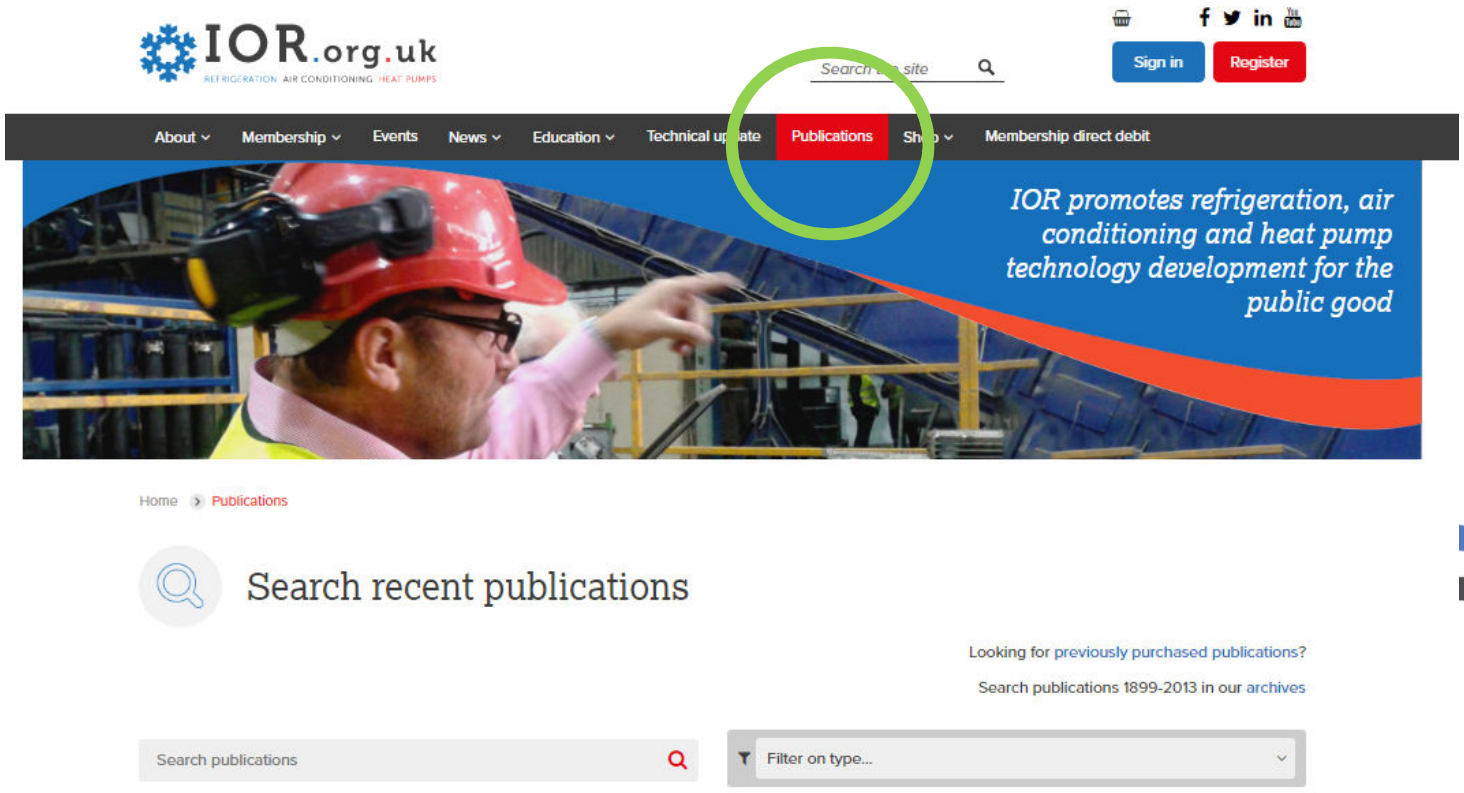
https://shop.bsigroup.com for BS EN378:2016 Refrigerating Systems and Heat Pumps. Safety and Environmental Requirements

www.ior.org.uk/buy-publications IOR Safety Codes of Practice for various refrigerant groups (free to IOR members) provides guidance on interpretation of BS EN378 and other relevant Regulations and Standards.

Conclusions
Implementing a POWRA will;

- Raise awareness of health and safety considerations for both the workers undertaking the task and those in the area.
- Identify training and equipment needs.
- Provide a dynamic and ongoing assessment in a changing work place.
- Be site specific.
- Allow for a review and record lessons learnt.

On your datastick as an excel document and free download at www.ior.org.uk



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