

Risk Assessment Policy

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1. Introduction

AADO Services Ltd is committed to ensuring the health, safety, and welfare of its employees, contractors, clients, and any other individuals affected by its activities. This risk assessment policy outlines the procedures for identifying, assessing, and managing risks associated with property maintenance operations. All personnel must adhere to this policy to maintain a safe working environment.

2. Objectives

- Identify hazards in the workplace.
- Assess risks associated with property maintenance tasks.
- Implement control measures to mitigate identified risks.
- Ensure compliance with relevant health and safety legislation.
- Review and update risk assessments periodically.

3. Scope of the Policy

This policy applies to all property maintenance operations conducted by AADO Services Ltd,

including, but not limited to, interior and exterior maintenance, plumbing, electrical works, refurbishment, and repairs. It covers both office-based activities and on-site activities at various properties.

4. Risk Assessment Process

Step 1: Hazard Identification

The first step is to identify potential hazards in the workplace and during maintenance tasks.

Common hazards include:

- Manual handling injuries
- Electrical hazards
- Asbestos exposure
- Fire risks
- Slips, trips, and falls
- Hazardous materials
- Working at height

Step 2: Risk Evaluation

Once hazards are identified, assess the level of risk they pose. The evaluation will be based on:

- The likelihood of the hazard causing harm.
- The severity of the potential harm.
- The exposure to the hazard (how often employees or contractors are exposed).

Step 3: Control Measures

For each identified risk, appropriate control measures will be implemented. Control measures may include:

- Providing personal protective equipment (PPE) such as helmets, gloves, and eye protection.
- Implementing safe work practices and procedures.
- Providing training to employees on safe working methods.
- Conducting regular safety inspections on-site.
- Using proper tools and equipment to reduce the risk of injury.

Step 4: Review and Update

Risk assessments will be reviewed regularly, especially when:

- New tasks or activities are introduced.
- There are changes in the workplace or work processes.
- Accidents or near-misses occur.

5. Responsibilities

- Management: Responsible for ensuring that risk assessments are carried out, reviewed, and updated regularly. They will also ensure that appropriate control measures are implemented and resources are allocated to maintain a safe work environment.
- Employees/Contractors: Responsible for following the risk assessment procedures, using the provided PPE, and reporting any hazards or risks they encounter.

6. Risk Assessment Records

All risk assessments will be documented and stored securely. Employees and contractors will be provided access to these records, and they are encouraged to familiarize themselves with the risks and control measures relevant to their work.

7. Training

AADO Services Ltd will ensure that all employees and contractors receive proper training on risk assessment procedures, hazard identification, and safe working practices. Training will be provided during onboarding and as part of ongoing professional development.

8. Conclusion

This Risk Assessment Policy is crucial to maintaining a safe and compliant work environment. All personnel must understand and follow the procedures outlined in this document to help mitigate risks and ensure the safety of all parties involved in property maintenance activities.