

Wilkins Safety Group

Weekly Update Newsletter



Welcome to this issue - Friday 5th August 2011 - of our Update Newsletter

Please feel free to forward this newsletter to colleagues and friends.

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Business Continuity Risk Planning.



Business Continuity - Planning Risk Mitigation

We give regular reminders about undertaking risk assessments and the legal requirements to do so, this week we thought we would also highlight the business aspects of ensuring you have the correct 'Continuity Risk Mitigation Plan' in place.

As many of you know; most insurance companies and their brokers periodically carry out company assessment audits, this is done to enable the insurance company to correctly give the correct insurance coverage and also to minimise their risk factor; especially with new clients.

Many insurance companies will reduce premiums if the client has correct procedures in place, a little like 'no-claims' bonus for car insurance.

If you can prove to them that you have thought about 'Risk Mitigation Planning' and that you have reduced the risk factors to as low as 'reasonably practicable'; they will sometimes reduce your annual premium.

So with that in mind, have a read of the following, then consider what your organisation has in place.

If you require further assistance, we can arrange for one of our staff to help. Drop an email to info@wilkinssafety.co.uk



Assess the risks:

Just as assessing the risk of potential hazards that could cause harm to people, you need to assess the risks in terms of impact and likelihood of a hazard affecting your business. By assessing your risks you will be able to prioritise your risk reduction activities.

There are a number of hazards that could affect your business including: fire, explosion, flood, extreme weather, theft, IT failure, utility failure, transport accident, loss of premises, staffing issues etc.

Ask yourself the following questions:

Fire

- Have you completed a fire risk assessment?
- Are there fire doors (closed)?
- Are flammable materials in a secure store?
- Is fire fighting equipment available?
- Are employees trained to use fire fighting equipment?
- Is equipment such as welding/cutting equipment used in safe areas by trained personnel?
- Is gas stored in a secure area outside?
- Are electrical circuits checked and safe?
- Is electrical equipment tested regularly and checked by users prior to use?
- Ensure electric supplies are not overloaded?

Explosion

- Is gas equipment installed by CORGI qualified engineer and tested annually?
- Are chemicals stored and used according to manufacturers' instructions?
- Are employees aware of procedures for bomb threats?
- Does your emergency action cover bomb threats as well as fire and flood?

Flood

- Is your business located close to water?
- What is the risk of flooding?
- If flooding potential is high what is done to mitigate?
- Is your electric mains board above flood level?
- Are there separate electric supplies (above/below flood level)?
- Is critical electrical equipment above flood level? E.g. computer server, computers and telephone lines.
- Are toilets and drains working?
- In flooded areas is there likely to be contamination of oil, fuel, chemical etc.?



Theft

- Is business secure outside of normal working hours?
- Is there a risk of robbery/theft of valuable goods?
- Are staff at risk of possible harm from intruders?
- Has electric wiring been damaged?
- Is there a risk from broken glass or equipment?
- Are valuables stored securely?

IT failure

Do you backup all data regularly in the event of your system going down?

Could you continue in business without your IT system?

Do you have backup equipment available at different premises?

Do you store the following outside of your main premises?

- Customer and supplier contact details
- Service/maintenance contacts and contract numbers
- Insurance details
- Information regarding work in progress
- Costing

Utility failure

Could you continue if there was a serious breakdown of gas, electricity or telephone supply?

How would such a breakdown affect your business?

Do you rely on telephone sales?

Do you rely on electricity to operate cash registers?

Transport accident

If an employee is involved in a road traffic accident and the vehicle is out of action for repair could you continue your business?

Do you have backup vehicles available?

Loss of premises

Would you be able to operate if your premises were damaged by one of the above?

What resources would you need to obtain to operate?

Do you have a plan for using other premises?

Could you effectively re-locate at short notice?

What would the effect be on your services?

Consider the effects of the first 24 hours, 24-48 hours, up to one week, up to 2 weeks, longer.

Staffing issues

Would you be able to maintain your staffing levels during an emergency?

Are employees trained to cope with any of the above?

Could you afford to pay staff to be at home while the premises are rebuilt?

Would you need all your staff to help with the rebuilding of the business?

How likely is it that any of the above could affect your business?

Consider the hazard impact:

What physical disruption may cause?

What would the financial implications be?

What people would be affected? (staff, clients, partners, directors, public)

E.g. FIRE - Loss of access and utilities, fire damage, cost of damage and or fines for pollution, impact on staff, customers and suppliers.

Do you have mitigation in place?

What do you currently do that prevents or reduces the likelihood and/or impact of the hazard on your business?

E.g. FIRE – Fire extinguishers, no hot works in building, insurance to cover damage to equipment and premises.

Is mitigation possible?

What additional actions do you need to consider preventing or reducing the likelihood or the impact of the hazard on your business?

E.g. FIRE – trained fire marshals, checking of fire extinguishers, regular fire drill practice.

Prepare a hazard analysis table as this will form a part of your Business Continuity Plan:

Hazard	Impact	Mitigation in place	Mitigation possible	Risk level (high, medium or low likelihood and impact)
Fire				
Explosion				
Flood				
Theft				
IT failure				
Utility Failure				
Transport				
Premises				
Staff				

Critical function:

In your plan you will need to consider what the critical functions/activities are for your business - without which it would cease to operate.
e.g. staff wages, call centre, IT department, sales, goods in, manufacture, distribution.

Effect on services:

Consider the importance of the function on the survival of your business (percentage of income or work load, how critical the function is to other functions and how quickly each function must be re-established.

For each of the time spans, consider what the effect of the loss of the critical function will be. For example disruption to sales due to loss of utilities including phones and electricity:

First 24 hours:

Lack of communication

24 - 48 hours:

Lack of sales

Company reputation damaged

Up to one week:

Financial implications of loss of orders

Up to 2 weeks and above:

Loss of customers to competitors

Temporary or permanent reduction in staff numbers.

Resources required for recovery:

List what resources are required for each time span e.g. computers (hardware and software); vehicles; service/maintenance contacts and contract numbers; insurance details; costing; work in progress.

Number of staff:

All staff will probably be needed immediately after the emergency, to be able to inform them of what has happened and what is required of them.

For each time span detail how many and what staff are required.

Relocation:

Could staff continue working elsewhere e.g. temporary premises; working from home; in a branch office; mutual aid with another organisation?

Data required:

List what data is essential to the delivery of your services/critical functions e.g. customer contact details; supplier contacts; service/maintenance contacts and contract numbers; insurance details; costing; work in progress.

The above will assist you to prioritise what function or service you need to reinstate first during an emergency.



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Latest HSE news taken from our website today

Here is one of the latest HSE news items that can be found on our website www.wilkinssafety.co.uk. Have you looked today to see the latest news?

Dad-to-be's death exposes safety flaws

A Sheffield crane driver died from massive crush injuries just weeks before he was due to become a father, a court was told today.

Alan Winters, 28, was killed when he and colleagues attempted to unload a four-ton crate from a shipping container at the Davy Markham Ltd factory in Darnall, Sheffield, on 15 July 2008.



The scene after Alan Winters was cut free and taken to hospital.

Sheffield Crown Court was told Mr Winters was one of a group of workers who had already tried several ways to move the crate from the container. In a final attempt, Mr Winters climbed on the back of a forklift truck to unhook a chain from a corner of the container but the forklift reversed too far and tilted up over the lip of the container, trapping him against the roof.

Mr Winters' partner, Laurie Swift, was nearly eight months' pregnant at the time and gave birth to their son, Alan Junior, only six weeks later. She and Alan had recently moved into a new home in Sheffield's Littledale estate with Laurie's daughter Leah, then seven.

The incident prompted a full investigation by the Health and Safety Executive (HSE) and led to the prosecution of DavyMarkham Ltd for a major breach of safety legislation. The company has a 180-year history in South Yorkshire and is a major engineering business.

The court heard the firm was expecting the arrival of the container with two crates inside and had been anticipating difficulties unloading. Even so, an initial attempt was made to lift a five-tonne crate with a forklift truck that had a four-tonne capacity.

When that was abandoned, the site manager went away to carry out a risk assessment and find a safe way of getting the container from the lorry to the ground. In the interim, workers made more unsafe and unsuccessful efforts to unload the first crate before managing to drag it by the forklift out of the container.

A similar attempt to drag the second one from further inside was stopped as the wooden crate could be heard cracking. Finally, Mr Winters stood on the back of the forklift but the attempt ended in tragedy.

Alan Winters, killed just weeks before he was to become a dad



HSE Inspector Carol Downes said:

"This was a terrible tragedy. Mr Winters' death had the most devastating impact on his partner, Laurie, and his parents, Kim and Alan. His son will also never meet his dad.

"It was also utterly preventable if proper assessment and planning had been carried out before unloading was attempted. None of the managers or supervisors thought to stop the work until a risk assessment was done or safe procedure found.

"The loading or unloading of lorries or containers needs careful planning and effective control. It must be considered a critical part of transport management. This case has shown that failure to be in control of these activities can lead to fatal results."

Davy Markham Ltd of Prince of Wales Road, Sheffield, had pleaded guilty at an earlier hearing to an offence under the Health & Safety at Work etc. Act 1974. They and was fined a total of £33,333 with £49,247 in costs.

Handling activity has always been a high-risk activity with 34,000 reported injuries in 2009/10 and 21 fatalities associated with it since 2001/2. Information on moving goods safely is available on the HSE website at www.hse.gov.uk

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If you would like to discuss any of the issues highlighted in this newsletter, then drop an email to Jon on jon@wilkinssafety.co.uk or call the office 01458 253682



Your Business is Safer
Your Business is Safer in Our Hands