



RISK ASSESSMENT & METHOD STATEMENT

**Excavation & Backfilling
Formwork
Groundworks
Pile Cropping & Beam Formation
Steel Fixing**

TOWER WHARF, NORTHFLEET, DA11 9BD

Assessment composed by					
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Amendments Table

Issue No.	Date	Amended by	Comments
001	18/11/2024	Tamsin	None

1. INTRODUCTION

To ensure Employers fulfil their duty of care risk assessments and method statements must be provided for all activities, these assessments must ensure all foreseeable risks are covered and sufficiently managed.

Employers must provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

The risks relate to those that can affect Employees and also to any other person who might be affected by them (for example this can be casual Staff, Contractors, Visitors, Client staff and the General Public).

There is a requirement from Section 2(1) from the Health and Safety at Work etc. Act 1974:

"It shall be the duty of every employer to ensure, so far as reasonably practicable, the Health, Safety and Welfare at work of all their employees".

Section 2(2) relates to other "reasonably practicable" requirements, of which this Method Statements Document addresses, such as...

- Providing and maintaining safe equipment and systems of work.
- Providing safe systems for the use, handling, storage and transport of articles and substances.
- Providing information, instruction, training and supervision.
- Providing safe places of work and means of access and egress.
- Providing facilities and welfare arrangements.

Many other Regulations contain a requirement to provide "information, instruction and training".

2. PROJECT DETAILS

Project information			
Project Name	Tower Wharf	Project No.	K5/TW002
Start Date	25.01.2023	Completion Date	N/A
Project Address	Seacon Terminals, Lower Rainham Rd, Northfleet, Kent DA11 9BD		
Project Personnel			
	Project Manager	Site manager	Site Supervisor
Name	Peter Travers	Ashley Davison	Todd Kirkaldie
Contact No	07368 333468	07887 768599	07903 098658
Email	p.travers@theclairgroup.com	a.davison@theclairgroup.com	Procurment@theclairgroup.com
Description of project/Works			
New warehouse Shed slab and groundworks consisting of Piling and associated pile cropping works, reduce level dig and formation build up, drainage works and concrete works.			

3. SITE MANAGEMENT & PROVISION

First Aid

A first aid box and eye wash provisions must always be available on site. A trained First Aider will be supplied by the Principal Contractor whose certificate will be available for inspection. All personnel shall be informed of who the first aider is and the location of the first aid box during the site pre-start induction/briefing.

In the event of a person injuring themselves Peter travers or Ashley Davison must be notified immediately. Details of any injury shall be entered into the site accident book. These records must be kept confidential.

Where necessary we will request our Health and Safety consultants will investigate.

Fire Prevention & Control

Every effort will be made to ensure the safety of site operatives, visitors and the general public at all times. This can be achieved primarily by ensuring that an outbreak of fire does not occur. However, if a fire should occur it must be detected rapidly, contained effectively (by structural means such as compartmentalisation, fire doors, fire proof building materials etc.) and the building evacuated quickly and safely. Persons must only attempt to extinguish a fire with the equipment provided if it is relatively small in size and they are competent to do so, or the fire blocks their means of escape. In cases of the former attempts to extinguish the fire should only be made once the alarm has been raised.

Emergency Plans

Operatives should be aware of site procedures relating to emergency situations. These procedures may require awareness of the site layout and must be provided prior to work commencing.

This awareness relates to a prior knowledge of the site-specific emergency procedures and arrangements that, in the event of a relevant accident/incident (e.g. Fire, Gas leak, Bomb threat, etc.), can save lives.

The Company acknowledge that Emergency Planning in advance can aid Employee safety by providing courses of action to follow in the event of an incident.

Operatives should ensure they have a good understanding of...

- Escape routes
- Emergency exit locations
- Where all emergency equipment is located (Fire extinguishers, First-Aid kit, stretcher)
- Where the Emergency Assembly Point (EAP) is located
- Means of raising the alarm
- The sound of the alarm
- Who to contact in the event of an emergency?
- Where the telephones are located and how to call the Emergency Services (A telephone may be dedicated for emergency calls only)
- If mobile telephones will be useable onsite in relation to site rules and if they will receive good signal
- Storage areas of hazardous materials

In the event of an emergency operatives should...

- Leave via the closest safe designated emergency route (Walk don't run)
- Assemble at the designated assembly point
- Use emergency equipment only if necessary and trained to do so
- Cooperate with emergency services as required
- Seek first aid if required
- Preserve any evidence that may be used in an emergency investigation

Accident & Incident Management

What are accidents & Incidents

Accidents & Incidents are unplanned and undesired events which can result in injury to persons or damage to equipment or premises. Accidents generally result due to unsafe acts or unsafe conditions.

An accident is defined as "an event that results in injury or ill health" they are categorised by Disablement/Fatality, Major Injury, Minor Injury

Incidents are broken down into three defined terms

Near miss - an event not causing harm but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences).

Undesired circumstance - A set of conditions or circumstances that have the potential to cause injury or ill health.

Dangerous occurrence - One of several specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

What to do in the event of an accident and/or incident

In the event of an accident operatives should...

- Assess the area for potential hazards (fire, explosion, flood etc)
- Ensure the area is safe and that you will not put yourself in danger (Make safe potential hazards as required such as electrical circuits)
- Prevent other operatives from becoming exposed to the hazard
- Contact the emergency services if require
- Provide first aid if trained to do so
- Assist first aiders if possible
- Contact your supervisor/manager
- Preserve the scene at best as possible

All accidents and details of injuries must be recorded in the Site Accident Book. (Full and descriptive details must be recorded)

Why investigate Accident & incidents

In the event of an accident/incident it will be the responsibility of the Director with Responsibility for Health and Safety to investigate the causes so as to incorporate into future procedures to prevent recurrence. The Director may choose to designate someone to undertake the investigation on their behalf. It is essential that the immediate, underlying and root causes(s) are ascertained in order for the investigation to be effective. Only once this information is understood can effective control measures be put in place to prevent reoccurrence.

Investigations will help to...

- Identify why your existing control measures failed and what improvements or additional measures are needed
- Plan to prevent the incident from happening again
- Point to areas where your risk assessment needs reviewing
- Improve risk control in your workplace in the future

Investigations should consider...

- Who/where/when
- Witnesses
- Equipment & Substances involved
- Emergency procedures
- Legal requirements, Guidance, Industry standards
- Have the necessary authorities been informed (HSE, Environment agency, Local Authority, Police)
- Adequacy of Method Statements and Risk Assessments
- Recruitment, selection, competence assessment of Operatives, Supervisors, Managers
- Identification of training needs
- Adequacy of audits and inspections
- Recording of information
- Preventative actions required

General Rules for Operatives

All Employees and Contractors working on behalf of the organisation must abide by the conditions set out in this Document as well as other documents issued such as...

- Health and Safety Policy
- Company procedures

- Inductions and other training

All Employees and Contractors working on behalf of the organisation must...

- Be professional and courteous at all times when representing the Company
- Abide by all Specific Client Rules when working on site (as appropriate)
- Attend Site Induction as required
- Wear provided Personal Protective Equipment (PPE) as required
- Only smoke in permitted areas
- Maintain due care and attention whilst operating company vehicles
- Abide by road traffic laws whilst operating company vehicles on public highways
- Familiarise themselves with any existing traffic arrangements
- Maintain an appropriate level of personal hygiene is undertaken whilst on site
- Wash their hands prior to leaving site, before consuming food/drink, smoking or using welfare facilities
- Ensure they are able to be contacted at all times whilst on site (Where telephone signals are not reliable other forms of communication should be used such as two-way radios)
- Client communication systems and the location of the nearest public telephone should also be identified. Client Rules regarding the use of mobile phones should be adhered to at all times
- Be aware of the hazards associated with working in adverse weather conditions (This relates to conditions that are cold, wet, icy, windy, dark, etc. Work should only be undertaken in such circumstance if deemed safe to do so.

Site Security & Safety

- The dangers of unauthorised entry must be considered particularly when the site is not open
- Effective measures must be implemented to prevent public interaction with the area of work
 - Erect perimeter fencing, hoarding, barriers
 - Warning Signage must be displayed (Ensure they can be clearly seen by the public)
- All activities will be completed during daylight hours. If required task lighting will be provided.
- Ensure that good housekeeping practices are followed in and outside of the site area
- Ensure works areas are sufficiently cleaned and cleared on completion of tasks
- Ensure up to date drawings, diagrams and instructions are being used at all times
- Ensure up to date Method Statements and risk Assessments are being used at all times
- If you feel the provided risk assessment is insufficient do not attempt to start the operation and report to your supervisor immediately
- Ensure that only trained and competent Operatives undertake site operations
- If you feel you are not confident or lack the relevant training, you must report to your supervisor
- Ensure that only operatives who have been fully inducted undertake site operations
- If deemed necessary, provide feedback to your supervisor / manager on the task's completion identifying any areas for improvement
- If deemed necessary Toolbox Talks may be delivered to enhance safety, these will be delivered by Ashley Davison.

The following Records will be maintained by the Site Manager / Supervisor and kept in the Contract Health and Safety / Site File...

- Accident and dangerous occurrence reports / Accident Book
- Risk Assessments & Method Statements
- Vibration records as required
- Record of Toolbox talks
- Statutory equipment maintenance and test records
- Signing in/Visitors Book
- Waste Transfer records

Permits to work

Permits to work may be issued if deemed necessary. Permits to work will include...

- A written procedure setting out how the system/job is to operate and clearly defining who may authorise jobs and who is responsible for specifying and implementing the necessary precautions
- Permit-to-work form, a method of informing the persons carrying out the work of the exact identity, location, nature and extent of the job, the hazards involved and the precautions to be taken, and
- A system for ensuring the safe hand-back of the work area after the job is completed and, in the case of confined space entry, after the space is vacated.

The following Permits to work will be used as required by site operations...

 HOT WORKS	 COLD WORKS	 USE OF CHEMICALS	 WORK AT HEIGHT
 CONFINED SPACE ENTRY	 EXCAVATION/ BREAK GROUND	 ROOF ACCESS	 ELECTRICAL CIRCUIT
	✓		
 TOWER SCAFFOLD	 LADDER	 STEPLADDER	 PODIUM/ HOP UP
Other (Please Specify)			

Access & Egress

- Assess work(s) areas to ensure they are safe to access and egress
- The assessment should be recorded as and when required
- Ensure that access and emergency routes are clear and free from obstructions
- Ensure that access routes are afforded adequate protection

Personal protective Equipment (PPE)

- Ensure that you are aware of the PPE requirements for the task in hand
- Ensure you understand how the PPE is used correctly, if not you must inform your supervisor

- Damaged/defective or excessively worn PPE must be removed from use and reported to their supervisor immediately

The following personal protective equipment (PPE) will be used at all times whilst on site, task specific PPE is detailed within each individual task risk assessment.

 HI-VIS VEST	 HARD HAT	 SAFETY BOOTS	 SAFETY GLOVES
BS-EN 471	BS-EN 397	BS-EN 345	BS-EN 388
 SAFETY GLASSES	 FACE SHIELD	 FACE MASK	 RESPIRATOR
BS-EN 166		FFP3	
 HEARING PROTECTION	 OVERALLS	 HARNESS	Other (Please Specify)
BS-EN 352			

Hazardous Substances

To complete this operation, it may be required to use Substances which could pose a hazard.

Substance	Quantity	Form
Excavation & Backfilling		

Diesel	N/A	SOLID	LIQUID	GAS	PLASMA
Oil	N/A	SOLID	LIQUID	GAS	PLASMA
Grease	N/A	SOLID	LIQUID	GAS	PLASMA
Formwork					
Concrete	N/A	SOLID	LIQUID	GAS	PLASMA
Silica Dust	N/A	SOLID	LIQUID	GAS	PLASMA
Plywood Dust	N/A	SOLID	LIQUID	GAS	PLASMA
Groundworks					
Diesel	N/A	SOLID	LIQUID	GAS	PLASMA
Oil	N/A	SOLID	LIQUID	GAS	PLASMA
Grease	N/A	SOLID	LIQUID	GAS	PLASMA
Silica Dust	N/A	SOLID	LIQUID	GAS	PLASMA
Pile Cropping & Beam Fixing					
Concrete	N/A	SOLID	LIQUID	GAS	PLASMA
Diesel	N/A	SOLID	LIQUID	GAS	PLASMA
Striking Oil	N/A	SOLID	LIQUID	GAS	PLASMA
Steel Fixing					
Petrol	N/A	SOLID	LIQUID	GAS	PLASMA

Tools & Equipment

- Ensure that only the correct Tools and Equipment are used for the task
- Ensure all work Equipment is visually checked before commencement of any task
- Damaged/defective Equipment and/or materials must be removed from use and reported to their supervisor immediately
- Ensure that work equipment has valid statutory inspections/testing completed as required
- Ensure that any equipment required to be kept on site is stored safely and securely
- Tools have been selected to reduce exposure to noise and vibration. Assessments of tools will be conducted, and operatives informed of the maximum exposure levels and relevant PPE requirements.

The following Tools/equipment will be used as required by site operations...

Hand Tools	110V/240V Power Tools	Battery Power Tools	Petrol/Diesel power tools
Excavation & Backfilling			
Drop Chain	Skill saw Poker units Concrete striker roller	CAT Scanner Radio	Excavator Dumper/ Roller Generators Petrol Saw Vibrating plate
Formwork			
Tape measure Handsaw	Skill Saw	Cordless drill/driver Radio	Generator
Groundworks			
	Cement mixer Diamond core drill Circular saw		Excavator Forward tipping dumper Hydraulic breaker
Pile Cropping & Beam Fixing			
D Shackle Drop Chain 4 Leg Chain	Pile Cropper	Radio Paslode Nailer Laser Level	Forward tipping dumper 8t Excavator
Steel Fixing			
Tie Wire Nips Bolt Cropper	Angle Grinder	Radio	Generator
All tools to comply with the 'Provision of Use of Working Equipment Regulations			

Lifting Equipment

Lifting equipment may be required to complete the operation(s). If lifting equipment is required a detailed lift plan will be provided.

Any lifting equipment used will be...

- Suitable and sufficient for the task
- Tested & inspected in accordance with Lifting operations and Lifting Equipment Regulations (LOLER) requirements
- Operated by competent and trained personnel only
- Operated in accordance with the lifting plan
- Used as designed as set out in the manufacturer's instructions
- Removed from service if deemed defective/damaged
- Stored in a safe manner when not in use

When completing lifts, you should consider...

- The ground conditions
- The weather conditions
- The presence of overhead obstructions
- The presence of underground services
- The presence of proximity hazards
- The durations of the operation
- Other site personnel

The following powered Lifting equipment will be used as required by site operations...

 TOWER CRANE	 MOBILE CRANE	 TELEHANDLER	 HAIB
 ARTICULATING BOOM LIFT	 TELESCOPIC BOOM LIFT	 SCISSOR LIFT	 PERSONNEL LIFT
Other (Please Specify)			

Working at Height

We may be required to work at height to complete the operation(s). If work at height access equipment is required it must be...

- Suitable for the work type and task duration
- Used by Competent person(s) only

- Inspected by a competent person prior to each use
- Maintained and used in accordance with the manufacturer's instructions

Ladders, Step ladders and Podiums

- Ladders/step ladders must only be used for short duration (up to 30 Mins) and light works
- When using ladders and/or stepladders three points of contact must be obtained at all times
- Tower Scaffolding/podium scaffolding must only be assembled by a competent person
- Tower scaffolds and podiums must be inspected by a competent person and display an in date green safe to use tag

Tube and clamp scaffold (Tube and Coupler scaffold)

- Scaffolding must only be erected by competent scaffolders
- Scaffolding must be inspected by a competent person not exceeding every 7 days
- You must only use scaffold displaying an in date green safe to use tag

The following Access equipment will be used as required by site operations...

 PICO LIFT	 TOWER SCAFFOLD	 PODIUM	 HOP UP
	✓	✓	
 EXTENDABLE LADDER	 LADDER	 TELESCOPIC LADDER	 STEPLADDER
	✓		
Other (Please Specify)			

Deliveries & Storage

The delivery and storage of materials requires careful planning to ensure the General Public are offered adequate protection. This is especially important when sites are located close to public spaces, buildings, etc. such as schools. Discussions may need to take place between relevant parties to establish the most suitable time for deliveries to be completed, it may be decided that deliveries are undertaken outside of normal site working hours.

- Ensure that areas for material storage are suitable and sufficient
- Ensure that areas for equipment storage are secure and cannot be accessed by the General Public
- Ensure that all equipment and materials are returned to a safe storage area when not in use
- Ensure that site Operatives are aware of any scheduled deliveries

- Ensure local residents are informed of deliveries if deemed necessary
- Ensure that deliveries are scheduled to coincide with their associated task(s)
- Ensure that clear signage is displayed to instruct delivery drivers on what is required upon their arrival
- Arrange for materials to be transported to the working area to reduce the need for Manual Handling
- Delivery drivers may require guidance on how to navigate the site safely Site operatives may require marshalling to prevent Collision. This must be done by a competent traffic marshal
- Stored materials and equipment must be monitored to ensure it remains in safe condition and has not impeded on walkways, roads or emergency routes.

Site Waste

- Ensure that site waste is disposed of responsibly and records are maintained
- Ensure site waste has suitable and sufficient means of temporary storage

Breaking Ground

No breaking of the ground is permitted until...

- A permit is in place and signed
- Drawings have been seen
- Area has been CAT Scanned (by K5 Construction operatives)
- Area has been marked
- And area has been re scanned
- If unmarked services are located, work in their vicinity will cease immediately and their existence reported to site management.

4. Work Methodology (Safe System of Works)

Method statements (Safe System of Work) provide a description of how the work will be carried in a safe manner. They provide information and instruction to employees on how the work should be carried out and the required precautions. Method statements must consider identified risks within the Risk assessment.

Excavation & Backfilling

- K5 Construction site management to make sure permit to dig is available prior to work commencing.
- All operatives taking part to the work to be briefed on the requirements of the job and the information provided within the following document.
- Area of work to be considered as an exclusion zone to other trades and operatives not involved in the task.
- NO work to commence prior unless area of work has been CAT scanned and clearly marked.
- K5 Construction Site Management to ensure that planned excavations will not undermine any existing structure.
- Appointed banksman to assist excavator operator when digging.
- Hand dig if close to services (Within 300mm).
- Step or batter sides of the excavation if deeper than 1 m.
- Use toothless bucket for digging.
- Heap soil within 1m of the edge of the excavation to be avoided.
- Dumper to be parked where excavator operator can easily load, however at a greater distance of 1m.
- All plant drivers to wear seatbelts at all times when driving and not driving the plant within 1m from the excavation.
- Dumper driver to step off machine when being loaded.
- Soil to be moved into designated spoil heap if not used for backfill. Materials to be stored separately in different piles. All areas to be kept tidy at all times.
- Backfill to be done using correct material as designated by Site Manager or Site Engineer.
- Backfill to be done in layers not exceeding 300mm.
- Compact each layer either by tracking in with machine/ ride on roller/ vibrating plate compactor as advised by the site manager.

Note: All excavation to be made safe with self-standing edge protection during breaks and at the end of the day prior to leave site. K5 Construction Site Management to check areas of work to make sure edge protection is correctly implemented at the end of the work.

Formwork

- Formwork to be set up as per construction drawings by Site Engineer.
- Shuttering carpenters will be allocated a work area from which timber shutters will be assembled. This will be kept tidy at all times. Keep materials safely stacked. Avoid trailing cables.
- The ground along the top of the pile will first be levelled and compacted approximately 50mm-100mm below the bottom of the pile cap level. A concrete blinding will be cast 50mm-100mm thick along the line of the pile cap. Once the blinding has cured formwork can be installed.
- The ground along the top of the pile will first be levelled and compacted approximately 50mm-100mm below the bottom of the pile cap level. A concrete blinding will be cast 50mm-100mm thick along the line of the pile cap. Once the blinding has cured formwork can be installed.
- The formwork will be erected in the position as per the setting out information provided by the site engineer.
- Pegs to be hammered into the ground if pouring straight onto subsoil. If pouring on concrete blinding, timbers will be fixed straight onto the concrete.
- The formwork will be erected in the position as per the setting out information provided by the site engineer.
- Pegs to be hammered into the ground if pouring straight onto subsoil. If pouring on concrete blinding, timbers will be fixed straight onto the concrete.
- Formwork will be carefully removed using hand tools once concrete has cured. Formwork to be checked for damage and to ensure it is still in good condition for reuse at the next location.
- When moving shutters appropriate lifting equipment tested and certified to be used. A competent operative to escort and assist with the movement and slinging of all shutters.
- Affected areas to be considered as an exclusion zones to other operatives working on site. Where required walkways to be temporary shut as long as the site logistic can accommodate closure for pedestrian. Work to be planned by management in advised to coordinate possible changes.

Groundworks

Enabling Works

- Clearing waste material to stockpile using excavators and forward tipping dumpers.
- Reducing ground level by 0.5 m.
- Excavator will stockpile materials; dumpers are required to stay at ground level.
- Locate and expose LV: use a toothless bucket on excavator, Cat and GenYyarea to locate LV prior to excavation, use insulated tools and hand dig withing 500mm of LV.
- Breakout existing redundant drainage using 360 excavator, use dumpers to take away excavated material.

Breakout of existing Footings/ Concrete slab

- Excavate around existing footings and slab as per drawings (up to 900mm)
- Breakout existing footings using breaker unit for excavator then cart away to heap, operative to use designated access and follow the procedure for working in excavation
- Protect the open excavations using physical barriers
- Backfill to be done in layers not exceeding 300mm using correct materials which are to be confirmed by site manager

Crushing / Screening

- Delivery of 30t screener / crusher will be delivered site.
- This will need to be off loaded and tracked onto site.
- Water suppression will be installed to minimise dust.
- The screener and crusher will be manned by hire company (RPE, Eye protection, boots and hi vis will be required)
- Maintenance will be carried out by the hire company and a SSoW will be reviewed by Windmill prior to works.

Drainage

- To be built up: I have added the works involved and materials we will be using to install the drainage to give you better idea of the scope involved for you to build up our methodology and risk assessment.
- **Storm Water:** rebuilding existing manholes and forming new ones in its place as a 1200mm diameter concrete manhole. Installation of 450mm and 600mm manholes up to 2mtrs deep.
- Gullies and Aco drainage to be installed, main run to be 225mm twin wall pipe, tap onto existing Storm water run.
- **Foul Water:** all manholes no bigger then 450mm PPIC and 150mm pipe runs, all plastic.
- Connecting onto existing manhole, depth of run max 2.5 mtrs and connection. Raising all manhole lids an ironwork.

Pile Capping & Beam Fixing

The pile cropping process is required to remove all concrete to the specified level, while leaving reinforcing bars protruding to the designed length to allow adequate lap and/or anchorage into subsequent construction. Removal of the concrete to the correct level must not introduce damage to the pile concrete below the cut off level, as this will affect the load carrying capacity of the pile. The process must remove all damaged or poorly compacted concrete and laitance.

The resulting surface must be reasonably level to allow fixing of reinforcing bar in the pile caps and leave an exposed aggregate finish to give a suitable construction joint.

Area of work to be considered an exclusion zone to other trades or operatives not required to complete the task.

Operative on the ground to retain a safe distance from operating excavator and only approach work areas when instructed by machine operator.

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1. Strip off Pile Mat

- Strip off the pile matt made of crush material that was built and used to take to weight of the pile rig.
- Bucket of machine not to bash into the piles
- An operative is to be placed near pile cap (away from machine operation) to keep watch and scrape material away from pile to avoid damage to pile by machine.

2. Pile cropping

- Once piles have been exposed to correct level the piles are cut using a steel cutter and then cropped used a pile cropper.
- Operatives shall not be in the vicinity whilst cropping piles
- If requires to be near operation...
 - Water suppression will be used when cutting concrete
 - FFP3 mask to be worn when cutting
 - Hearing protection to be worn

3. Pour Blinding

Once cut and cropped concrete a blinding will be poured around the piles to be used as a suitable base for the shuttering.

Mushroom caps to be used on the exposed rebar to avoid any accidents.

4. Place Cordek

- Once blinding has gone off, cordek to be laid on the ground where the concrete beams will sit.

5. Steel fixer prefabricating cages

- While all works above are going on the steel fixers will prefab the steel beam cages ready to be lifted into place by excavator and ties to the pile steels as per specification.
- Excavator and lifting accessories to have an in date thorough examination
- 4 leg chains to be used secured to the cage by a competent slinger

6. Drop steel cages in

- Prefab cages now placed and tied together to form the steel beams of the foundation and to be ready for concrete.

7. Erect Beamform

- Build up the sides of the foundation using beam form, tie into steel to hold concrete in and back fill outside of beam form to provide support to the beam form walls.
- Rebar Checks – all ties and correct and splicing correct.

8. Pour Concrete

- Pour concrete using 360 and poker the concrete to get all the air pockets out.
- Concrete to be fully set before removing

POURING OF SLAB FLOOR

- Site management will ensure that the correct specification and quantity of concrete is ordered for the pour.
- Area to be cleared from waste and materials prior to work commencing.
- Formwork and reinforcement will be checked by the supervisor / site engineer to make sure it has been installed as per the design.
- Any boxing that is to be cast into the concrete element will be installed as per the design.
- Work area to be considered an exclusion zone to other trades and operatives not involved in the task. The concrete operatives will supervise the concrete pour.
- Pouring will typically be carried out using the one of the following methods:
- Direct pour from the wagon
- Pour from the excavator bucket
- Concrete pumping
- In all circumstances, heavy plant and vehicles should not drive within 1m of the edge of the excavation.
- Concrete will be slump tested and if required, test cubes will be taken if required.
- During pouring, concrete operatives to wear concrete boots, rubber gloves and safety glasses. Long sleeves and trousers must be worn. This is to ensure wet concrete does not come into contact with the skin. Wet concrete should be washed off the skin with water immediately to prevent burns.
- A vibrating poker will be used to compact the concrete. Care should be taken not to over-vibrate the concrete as this will cause the aggregate to sink to the bottom of the form.
- After the concrete has been poured to the correct level, the concrete operatives will check level and finish the concrete using hand tools.

- After pouring, the area will be fenced off (if required) to ensure no people or plant fall into the wet concrete. The following day the fencing can be removed as the concrete would have had sufficient time for initial curing.

Steel Fixing

- When setting out for the task reinforcement, information to be found in the construction drawings.
- Operatives to be allocated a designated area of work reinforcement will be stores and assembled.
- Area of work to be kept tidy at all time to reduced possible slip, trips and fall. All storage of materials to be kept in designated area.
- Trailing cables to be avoided within the working area.
- Steel to be installed in the formwork that has previously been installed by the carpenter.
- Before the installation of any steel, the formwork and blinding concrete will be in place.
- No work to commence until area is cleared from waste.
- Reinforcement to be assembled as per provided drawings.
- Steel to be tied using tie wire nips.
- Gloves to be used to protect hands from cuts and scratches.
- Plastic and concrete spacer blocks to be used to ensure that there is the correct concrete cover to the reinforcement.
- Mechanical lifting to be employed where larger heavy sections need to be lifted into place; this would typically be lifted by an excavator with chains or slings.
- Where starter bars have been left sticking out, use plastic protection caps (yellow mushrooms or sleeves) on the ends.



- Steel will normally come cut and bent as per the bar bending schedule; if steel is to be cut on site it will either be using bolt croppers or angle grinder. Cutting with angle grinder will require a hot works permit from Hibau Site Management.
- K5 Construction operatives to comply with Hot Work permit requirements, K5 Construction Site Management to check for compliance.
- Before the concrete is poured, the reinforcement must be checked by the site engineer / supervisor.

5. RISK ASSESSMENT CREATION

5.1 Principles of Prevention

To prevent injury or ill health the principles of prevention should be applied wherever possible.

1. Avoiding risks
2. Evaluating the risks which cannot be avoided
3. Combat risks at source
4. Adapt the work to the individual
5. Adapt to technical progress
6. Replacing the dangerous with the non-dangerous or the less dangerous
7. Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment
8. Give collective protective measures priority over individual protective measures
9. Give appropriate Information, instruction and training and supervision to employees.

5.2 Five Steps to Risk Assessment"

The Health and Safety Executive (HSE) has developed "Five Steps to Risk Assessment" methodology to be used to produce the Risk Assessments.

1. Identify the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings
5. Review and update the assessment

5.3 Use of the Risk Assessments & Method Statements

Risk Assessments should be used to ensure that all those affected by the operations of the Company are informed of the nature and seriousness of the risks presented. Employees (and Contractors, where required) should be issued with the Risk Assessments so that they can read, understand and make additional suggestions.

Employees should sign as read and understood the Declarations Register at the end of this document.

Method Statements should be used to ensure that all those affected by the operations of the Company are informed of the safe manner in which the operations should be completed and the nature/seriousness of the associated risks. Employees (and Contractors, where required) should be issued with the Method Statement so that they can read, understand, and make additional suggestions.

Employees should sign as read and understood the Declarations Register at the end of this document.

5.4 Developing Specific Risk Assessments & Method Statements

In order to assess specific risks to Employees and others in a given set of circumstances, this Risk Assessment should be used as a guide. Any additional Hazards, Consequences or Control Measures should be clearly identified and cross-referenced to this Risk Assessment. All Employees should be informed of any differences between this Risk Assessment and any specific circumstances where hazards are more numerous or where risks are greater.

6. RISK ANALYSIS

Most of the Hazards that will be encountered by Company Employees, etc. *have already been assessed* within the Company Risk Assessments. Necessary Control Measures are indicated in this document to allow for the level of Risk presented to be reduced.

Specific Hazards may need to be identified and assessed when the Company Risk Assessments do not fully identify specific criteria relating to a particular task or operation.

Specific Risk Assessments should be identified and developed in conjunction with the Company Risk Assessments.

These risks should be assessed using the below table providing an initial risk rating prior to any control measures being implemented and then reassessed once adequate control are imposed.

6.1 Assessment Tools

Likelihood X Severity = Risk						
	Likelihood	Extremely unlikely	Unlikely	Possible	Likely	Almost Certain
Severity		1	2	3	4	5
Catastrophic	5	5	10	15	20	25
Major	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Minor	2	2	4	6	8	10
Negligible	1	1	2	3	4	5
Likelihood						
Almost Certain	5	Continual or repeating experience.				
Likely	4	Common occurrence.				
Possible	3	Possible or known to occur.				
Unlikely	2	Not likely to occur under normal circumstances.				
Extremely unlikely	1	Not expected to occur but still possible.				
Severity						
Catastrophic	5	Fatality, fatal disease or multiple major injuries.				
Major	4	Serious injuries or life-threatening occupational disease (includes amputations, major fractures, multiple injuries, occupational cancer, acute poisoning).				
Moderate	3	Injury requiring medical treatment or ill-health leading to disability (includes lacerations, burns, sprains, minor fractures, dermatitis, deafness, upper limb disorders				
Minor	2	Injury or ill-health requiring first aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort).				
Negligible	1	Not likely to cause injury or ill-health.				
Risk Acceptability / Risk Level		Recommended Actions				
Acceptable	1 - 3	• No additional risk control measures may be needed. • Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.				
Tolerable	4 - 12	• A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as reasonably practicable within a defined period. • Interim controls, may be implemented while long term measures are being established.				
Not acceptable	15-25	• Must be reduced to at least Medium Risk before work commences. • The hazard should be eliminated before work commences. • Management input is required before work commences.				

6.2 Hazard Identification table

Work Environment	YES	NO	Details/Comments
Adjacent to water		✓	
Adjacent Public highway(s)	✓		Site protected by hoarding
Adjacent to Railway line(s)		✓	
Residential area	✓		Residential areas protected by hoarding
Proximity to Schools / play areas		✓	
Proximity to airport		✓	
Restricted access (Height/Width)		✓	
Restricted Space		✓	
Restricted parking		✓	
Steep / uneven ground		✓	
Other buildings / structures		✓	
Contaminated land		✓	
Overhead services		✓	
Underground Services	✓		All been surveyed and will be marked on site
Underground shafts		✓	
Livestock in the area		✓	
Hazardous Substances	YES	NO	Details/Comments
Asbestos containing materials (ACM)		✓	
Chemicals		✓	
Gas / Fumes		✓	
Oil storage		✓	
Lead		✓	
Vermin / Animal Feces		✓	
Radiation emitting devices		✓	
Compressed / Flammable Gas		✓	
Operational Hazards	YES	NO	Details/Comments
Exposure to Vibration		✓	
Exposure to high noise levels	✓		Appropriate ear protection to be used
Exposure to Dust / Fumes		✓	
Manual Handling Operations		✓	
High Risk Activities	YES	NO	Details/Comments
Work in or near confined spaces		✓	
Work in or near Excavations		✓	
Work in or near heights		✓	
Work in, near or over water		✓	
Demolition Works		✓	
Temporary Works / Falsework	✓		
Electrical Works / Testing		✓	
Lifting Operations	✓		
Highways Work		✓	
Vehicles Operating		✓	
Misc.	YES	NO	Details/Comments
Working in Isolation / Lone working		✓	
Adverse weather conditions		✓	
Members of the public in the area	✓		
Security issues		✓	

EXPOSURE TO BIOLOGICAL HAZARDS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations can involve working near... Watercourses Sewers Drainage systems This may lead to contact with... Stagnant water Wastewater Rivers, lakes & ponds Drainage ditches & channels There may also be exposure to guano/faeces from birds & animals. This can lead to exposure to Biological Hazards such as... Viruses Bacteria Parasites Fungi Other micro-organisms There may also be contact with contaminated blood contained in discarded syringes. There could also be exposure to hazardous plants on site such as... - Giant Hogweed (Cow Parsley) - Japanese Knotweed	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure to contaminated water can result in a number of conditions which may include... - Tetanus (Lock Jaw) - Toxicara canus - Leptospirosis - Thread worm - Legionnaires disease from exposure to Legionella bacteria. Exposure to contaminated blood can result in a number of conditions which may include... - Hepatitis (A, B, C) Exposure to Hazardous plants can result in a number of conditions which may include... - Skin inflammations - Skin irritation (Redness, itching & blisters) - Contact with Japanese Knotweed may result in advertent spread of the invasive plant	2	5	10	Controls include... - Health & Safety Policy - Method Statements - Health & Safety Handbook - Site Inspection Checklist - Forms, Registers, Checklists, Assessment - Safety Awareness training - Site Induction training - Site inspection & clearance - Cuts/broken skin are covered and protected using bandage/plasters - Good personal hygiene standards - Contaminated clothing is bagged, labelled and laundered separately - Ensure adequate welfare facilities are provided. - Report oncoming signs and symptoms of ill health immediately. - Enforce strict PPE compliance. - Report presence of syringes/needles to Management. - Report incidents of "Notifiable Diseases"	1	4	4		
Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓	✓	✓		✓				

CONTACT WITH SHARP OBJECTS OR SURFACES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may result in exposure to Sharp hazards such as... - Edges on machinery and equipment. - Abraded surfaces (after use of grinders). - Discarded needles and syringes. - Broken glass, barbed wire, etc. - Edges on building structures.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Cuts - Lacerations - Puncture wounds This can be presented to: - Fingers - Hands - Arms - Toes - Feet Other body parts	3	4	12	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Pre-start site inspection - The presence of discarded needles are reported. - Glass is not taken on to the working area. - Abraded surfaces are smoothed or covered to reduce the risk of lacerating skin. Employees must wear appropriate Personal Protective Equipment (PPE) (i.e. those items identified in Risk Assessments and Method Statements) - communicate this requirement to Employees via Toolbox Talks, Safety Briefings, etc.	1	4	4

Personal Protective Equipment (PPE) Required this operation	
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CREATION OF A FLAMMABLE ATMOSPHERE

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working with or near... - Petrol - Diesel - Propane Bottles - Other Flammable Substances This may lead to... - Fire - Explosion	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Fatality - Internal & external thermal burns - Internal injuries due to smoke inhalation - Fire damage to offices/equipment - Noxious emissions to atmosphere	3	5	15	Control Measures... - Health & Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Safe Storage of Flammable Substances - Minimise Storage of Flammable Substances - No Smoking policy - Flammable Substances must only be used in well ventilated areas - Ignition sources must be controlled in work areas. - Non-essential Flammable Substances must be stored away from immediate working area. Strictly enforce "No Smoking" policy.	1	5	5

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A

ELECTRICAL HAZARD

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working with or near Electrical installations such as... - Overhead electrical power lines - Loose wiring on plugs - Over-flexed/stretched electrical cables - Overloaded electrical sockets - Incompatibility of electric tools/equipment and power supply	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Electrocution - Electric shock - Serious electrical burns - Minor electrical burns - Failure of equipment/supply	4	5	20	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Contractor Competency Assessment. - Electricians are trained to BS7671 (IEE Wiring Regulations (17th Edition) - Portable electrical equipment is maintained in good condition - Use of 110 Volt portable electrical equipment wherever possible - On-site supply is protected by Circuit Breakers - Regular visual inspections of electrical equipment - All electrical equipment is Portable Appliance Tested (PAT) - Damaged electrical equipment is withdrawn from use - Implement inspection log for electrical equipment - Circuit Breakers must be tested before commencement of on-site work - Implement documented procedure for the safe use of electrical equipment	1	5	5

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A

ERECTING STEELWORK

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations can involve erecting steel frame systems... Poor erection practices could lead to... - Failure of installed components - Collapse of steel frame structure - Collapse causing damage to nearby property/plant - Tools or equipment falling from scaffolding or structure	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Severe crush injuries - Fatality - Loss of limbs - Head impact injuries	4	5	20	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Contractor Competency Assessment. - Weekly inspections of lifting equipment and LOLER thorough examination. Crane supervisor to monitor the lifting operation. Steel erection team to monitor the load whilst securing the bolts. - Steel erection and jacking sequence to be followed closely. - Steel Fabrication drawings to be followed closely when installing steelwork. - All steel work installation QA's must be completed and signed-off prior to commencing jacking works. - Proprietary tool tethers are to be used on all cordless/hand tools. - Appointed scaffolding contractor is to be in attendance whilst erecting steel columns.	1	5	5		
Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓	✓							

ERGONOMIC HAZARDS	
1. Repetitive motions	2. Awkward postures
3. Forceful exertions	4. Carpal tunnel syndrome
5. Musculoskeletal disorders	6. Low back pain
7. Neck pain	8. Shoulder pain
9. Hand/wrist pain	10. Eye strain
11. Hearing loss	12. Skin irritation
13. Fatigue	14. Stress
15. Anxiety	16. Depression
17. Sleep disorders	18. Substance use
19. Mental health issues	20. Physical health issues
21. Chronic pain	22. Autoimmune disorders
23. Diabetes	24. Heart disease
25. High blood pressure	26. Asthma
27. Allergies	28. Chronic obstructive pulmonary disease
29. Cancer	30. Neurodegenerative diseases
31. Infectious diseases	32. Mental health disorders
33. Substance use disorders	34. Personality disorders
35. Eating disorders	36. Self-harm
37. Suicide	38. Suicide risk
39. Suicide prevention	40. Suicide intervention
41. Suicide support	42. Suicide awareness
43. Suicide education	44. Suicide research
45. Suicide prevention programs	46. Suicide intervention programs
47. Suicide support programs	48. Suicide awareness programs
49. Suicide education programs	50. Suicide research programs
51. Suicide prevention research	52. Suicide intervention research
53. Suicide support research	54. Suicide awareness research
55. Suicide education research	56. Suicide research programs
57. Suicide prevention programs	58. Suicide intervention programs
59. Suicide support programs	60. Suicide awareness programs
61. Suicide education programs	62. Suicide research programs
63. Suicide prevention research	64. Suicide intervention research
65. Suicide support research	66. Suicide awareness research
67. Suicide education research	68. Suicide research programs
69. Suicide prevention programs	70. Suicide intervention programs
71. Suicide support programs	72. Suicide awareness programs
73. Suicide education programs	74. Suicide research programs
75. Suicide prevention research	76. Suicide intervention research
77. Suicide support research	78. Suicide awareness research
79. Suicide education research	80. Suicide research programs
81. Suicide prevention programs	82. Suicide intervention programs
83. Suicide support programs	84. Suicide awareness programs
85. Suicide education programs	86. Suicide research programs
87. Suicide prevention research	88. Suicide intervention research
89. Suicide support research	90. Suicide awareness research
91. Suicide education research	92. Suicide research programs
93. Suicide prevention programs	94. Suicide intervention programs
95. Suicide support programs	96. Suicide awareness programs
97. Suicide education programs	98. Suicide research programs
99. Suicide prevention research	100. Suicide intervention research
101. Suicide support research	102. Suicide awareness research
103. Suicide education research	104. Suicide research programs
105. Suicide prevention programs	106. Suicide intervention programs
107. Suicide support programs	108. Suicide awareness programs
109. Suicide education programs	110. Suicide research programs
111. Suicide prevention research	112. Suicide intervention research
113. Suicide support research	114. Suicide awareness research
115. Suicide education research	116. Suicide research programs
117. Suicide prevention programs	118. Suicide intervention programs
119. Suicide support programs	120. Suicide awareness programs
121. Suicide education programs	122. Suicide research programs
123. Suicide prevention research	124. Suicide intervention research
125. Suicide support research	126. Suicide awareness research
127. Suicide education research	128. Suicide research programs
129. Suicide prevention programs	130. Suicide intervention programs
131. Suicide support programs	132. Suicide awareness programs
133. Suicide education programs	134. Suicide research programs
135. Suicide prevention research	136. Suicide intervention research
137. Suicide support research	138. Suicide awareness research
139. Suicide education research	140. Suicide research programs
141. Suicide prevention programs	142. Suicide intervention programs
143. Suicide support programs	144. Suicide awareness programs
145. Suicide education programs	146. Suicide research programs
147. Suicide prevention research	148. Suicide intervention research
149. Suicide support research	150. Suicide awareness research
151. Suicide education research	152. Suicide research programs
153. Suicide prevention programs	154. Suicide intervention programs
155. Suicide support programs	156. Suicide awareness programs
157. Suicide education programs	158. Suicide research programs
159. Suicide prevention research	160. Suicide intervention research
161. Suicide support research	162. Suicide awareness research
163. Suicide education research	164. Suicide research programs
165. Suicide prevention programs	166. Suicide intervention programs
167. Suicide support programs	168. Suicide awareness programs
169. Suicide education programs	170. Suicide research programs
171. Suicide prevention research	172. Suicide intervention research
173. Suicide support research	174. Suicide awareness research
175. Suicide education research	176. Suicide research programs
177. Suicide prevention programs	178. Suicide intervention programs
179. Suicide support programs	180. Suicide awareness programs
181. Suicide education programs	182. Suicide research programs
183. Suicide prevention research	184. Suicide intervention research
185. Suicide support research	186. Suicide awareness research
187. Suicide education research	188. Suicide research programs
189. Suicide prevention programs	190. Suicide intervention programs
191. Suicide support programs	192. Suicide awareness programs
193. Suicide education programs	194. Suicide research programs
195. Suicide prevention research	196. Suicide intervention research
197. Suicide support research	198. Suicide awareness research
199. Suicide education research	200. Suicide research programs
201. Suicide prevention programs	202. Suicide intervention programs
203. Suicide support programs	204. Suicide awareness programs
205. Suicide education programs	206. Suicide research programs
207. Suicide prevention research	208. Suicide intervention research
209. Suicide support research	210. Suicide awareness research
211. Suicide education research	212. Suicide research programs
213. Suicide prevention programs	214. Suicide intervention programs
215. Suicide support programs	216. Suicide awareness programs
217. Suicide education programs	218. Suicide research programs
219. Suicide prevention research	220. Suicide intervention research
221. Suicide support research	222. Suicide awareness research
223. Suicide education research	224. Suicide research programs
225. Suicide prevention programs	226. Suicide intervention programs
227. Suicide support programs	228. Suicide awareness programs
229. Suicide education programs	230. Suicide research programs
231. Suicide prevention research	232. Suicide intervention research
233. Suicide support research	234. Suicide awareness research
235. Suicide education research	236. Suicide research programs
237. Suicide prevention programs	238. Suicide intervention programs
239. Suicide support programs	240. Suicide awareness programs
241. Suicide education programs	242. Suicide research programs
243. Suicide prevention research	244. Suicide intervention research
245. Suicide support research	246. Suicide awareness research
247. Suicide education research	248. Suicide research programs
249. Suicide prevention programs	250. Suicide intervention programs
251. Suicide support programs	252. Suicide awareness programs
253. Suicide education programs	254. Suicide research programs

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations could result in exposure to ergonomic hazards such as... • Stretching • Bending • Reaching • Kneeling • Repeated use of equipment	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Musculoskeletal Disorder (MSD) • Selection of wrong Substance/item • The delay or prevention of escape in an emergency	4	4	16	Control Measures... • Health and Safety Policy • Method Statements • Health and Safety Handbook • Site Inspection Checklist • Safety Awareness training • Site Induction training • Compliance with Site Rules • Substances are labelled in accordance with the manufacturers' recommendations • Plant and equipment is correctly labelled 1. Review operations to reduce risk of injury from poor ergonomically designed tasks. 2. Discipline cases where repeated poor use of equipment is observed. 3. Arrange for the identification of on site Fire Arrangements such as Emergency Escape Routes, Emergency Assembly Points, etc.	1	3	3

Personal Protective Equipment (PPE) Required this operation	
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EXPOSURE TO ASBESTOS CONTAINING MATERIALS (ACMS)

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working near ACMS... • Pipe lagging • Roof tiles • Ceiling panels • Wall panelling • Soffits • Cladding • Any other ACMS This may lead to exposure to... • Crocidolite Fibres (Blue) • Chrysotile Fibres (White) • Amosite Fibres (Brown)	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Asbestosis • Asbestos related Lung Cancer • Mesothelioma • Pleural Plaques • COPD • Contamination of surrounding area(S)	4	5	20	Control Measures... • Health and Safety Policy • Method Statements • Health and Safety Handbook • Site Induction training • Asbestos Surveys • Suspected ACMS must be reported to management 1. Asbestos Containing Materials on site must be identified by Client before work commences. 2. All Operatives must undergo Asbestos Awareness Training. 3. Pre-start inspection of working area must be performed to identify possible Asbestos Containing Materials (ACMs). 4. Implement a documented procedure (Method Statement/SSOW) for pre-start inspection of working areas to identify ACM evident on site. 5. Communicate the hazards associated with ACM to ALL Employees and Contractors who could be exposed. 6. Employees and Contractors must not work in suspected/contaminated area(s) until. 7. Asbestos which has been made safe (e.g. encapsulated) must not be disturbed.	1	5	5

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓				✓		✓	

EXPOSURE TO HEAT SOURCES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations may result in exposure to hot equipment such as... • Drills • Angle Grinders • Chipping/Breaking Hammers • Generator motors, exhaust manifolds, etc. • Kettles and water heaters • Dust Extractors • Electro-mechanical pump units • Other hot plant/equipment	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Major burns • Minor burns • Internal burns	3	4	12	Control Measures... • Health and Safety Policy • Method Statements • Health and Safety Handbook • Site Inspection Checklist • Safety Awareness training • Site Induction training • Site Safety procedures 1. Monitor compliance with PPE wearing requirements 2. Store hot equipment away from working areas after use 3. Display signs warning of hot surfaces, wherever possible	1	4	4		
Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓	✓							

EXPOSURE TO PRESSURISED SYSTEMS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working with high pressure systems such as... - High pressure water jetting equipment (1500 - 2000 psi) - Other equipment operating at pressure	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Impacts injuries - Puncture/injection injuries - Extensive damage to plant & equipment Failure of pressurised equipment may occur due to... - Poor maintenance - Incorrect use - Lack of (or inappropriate) maintenance - Over pressurisation - Impact damage	3	5	15	Control Measures... - Health and Safety Policy. - Method Statements. - Health and Safety Handbook. - Site Inspection Checklist. - Equipment is regularly inspected and tested. - All pressure equipment is maintained in good condition. - All pressure equipment is adequately guarded. - Equipment is depressurised before repair/maintenance work is performed. - establish appropriate maintenance and servicing periods for pressurised equipment - arrange appropriate maintenance/servicing by a competent Contractor. - Implement a documented in-house inspection procedure of pressurised equipment - Faulty/damaged pressurised equipment must be withdrawn from service immediately	1	5	5

Personal Protective Equipment (PPE) Required this operation

 HI-VIS VEST	 HARD HAT	 SAFETY BOOTS	 SAFETY GLOVES	 SAFETY GLASSES	 FACE SHIELD	 FACE MASK	 RESPIRATOR	 HEARING PROTECTION	 OVERALLS	 HARNESS
✓	✓	✓	✓	✓	✓				✓	

FALLING OBJECTS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations could result in falling items such as... - Spares, tools, machinery, and equipment. - Items stored on Scaffolds, Walkways, Working platforms - Dropped tools/equipment from persons working at heights. - Ejected items from operations such as mortar, dust particles, etc. - Rubble/debris. - Other items.	Those at risk include... - Employees - Contractors - General Public (Visitors) Exposure can result in a number of conditions which may include... - Fatal crush injuries - Serious head and upper body injuries - Serious lower body, leg and foot injuries - Damage to vehicles - Damage to tools and equipment - Damage to vehicle components	3	4	12	Control Measures... - Health and Safety Policy. - Method Statements. - Health and Safety Handbook. - Site Inspection Checklist. - Safety Awareness training. - Site Induction training. - Site Safety procedures. - Regular housekeeping and storage practices. - Tools, materials and equipment are safely stored when not in use. - Tools, materials and equipment must NOT be stored on top of access platforms or scaffolds. - Support parts of working equipment which could fall. - Communicate awareness of hazards to employees from site inspections and Risk Assessments. - Report incidences of poor storage procedures to Management.			

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓							

EXPOSURE TO HAZARDOUS SUBSTANCES (COSHH)

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working with or near Substances Hazardous to Health such as... - Health Hazard - Explosive - Corrosive - Gas under Pressure - Serious Health Hazard - Acute toxicity - Hazardous to the Environment - Oxidising Gases, liquids & Solids - Flammable Gases, Liquids & solids These substances may include... - Sand - Cement - Mortars - Additives and colourings - Brick and masonry dusts - Anti-bacterial treatments - Brick cleaning solutions - Fuels (e.g. Petrol) - Other Hazardous Substances	Those at risk... - Employees - Contractors - Client - Visitors - General Public Hazardous Substances can enter the body through the following routes... - Inhalation - Ingestion - Injection - absorption Exposure can result in a number of conditions which may include... - Respiratory diseases (e.g. Occupational Asthma). - Internal injury or damage causing internal chemical burns and poisoning. - Skin injury or damage causing chemical burns, irritation, corrosion, numbness, defatting or diseases (e.g. Dermatitis). - Eye injury or damage causing irritation, temporary or permanent loss of sight. Specific details of effects of exposure are contained in the Materials Safety Data Sheets (MSDS).	3	5	15	Control Measures... - COSHH Assessments. - Materials Safety Data Sheets (MSDS) - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Follow safe use and handling information on COSHH assessments - Strictly enforce PPE wearing compliance - Investigate the possible use of less Hazardous Substances	1	5	5

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓	✓	✓	✓				

HAZARDS LEADING TO EYE INJURIES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may present hazards that may cause injury to the eyes from things such as... - Brick dusts and general dusts from site - Hazardous Substances (such as Sand, Cement, Mortars, etc.) - Particles ejected from raking out operations - Protruding objects	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Permanent loss of sight - Temporary loss of sight - Severe irritation/injury to eyes - Impact injuries to eyes and surrounding area	4	4	16	Control Measures... - Health and Safety Policy. - Method Statements. - Health and Safety Handbook. - Site Inspection Checklist. - Safety Awareness training. - Site Induction training. - Site Safety procedures. - All machinery and equipment are adequately guarded. - Working areas are sheeted. - Eye protection must be worn as required/advised and always in identified areas - communicate this requirement to Employees via Toolbox Talks, Safety Briefs, etc. - Discipline individuals for PPE non-compliance (i.e. failing to wear eye protection). - Eye protection must be maintained in good condition - provide suitable storage facilities within vehicles.	1	2	2

Personal Protective Equipment (PPE) Required this operation

 HI-VIS VEST	 HARD HAT	 SAFETY BOOTS	 SAFETY GLOVES	 SAFETY GLASSES	 FACE SHIELD	 FACE MASK	 RESPIRATOR	 HEARING PROTECTION	 OVERALLS	 HARNES
✓	✓	✓	✓	✓	✓					

IMPROPER TRAINING OR SELECTION

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
During operations operatives may be... - Unfamiliar with task requirements and the associated risks - Untrained in the relevant tasks - Young and/or inexperienced - Unaware of specific Client site hazards A lack of training may be relevant for... - Directors - Field Service Managers and Supervisors - Operatives - Contractors Required training can include, but may not be limited to... - Company Induction - Company tasks and operations - Client Site Induction - Site Managers Safety Training Scheme (SMSTS) - Construction Skills Certification Scheme (CSCS) - Specific Work Equipment - Specific Lifting Equipment - Ladders & other Access Equipment - Vehicle Signallers - First Aid and Appointed Persons	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Fatality - Serious injuries - Damage to plant and equipment - Damage to materials and products - Damage to vehicles and structures Caused by... - Lapsed training - Inappropriate training - Poor supervision/mentoring - Poor selection procedures and task matching - Poor communication of training standards and achievements	4	4	16	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Training programmes are recorded and validated - Communicate results of Risk Assessments to parents of apprentices, if apprentice/Young Person is under 18 years old. - Give special attention to the extent of Health and Safety Training provided for new and young Employees. - Implement a programme of suitable instruction and training for Operatives (e.g. Safe/Correct use of Vibrating Tools and Equipment, etc.). - Arrange for 'regular' Tool Box Talks to be undertaken on site. These should be in the form of a brief discussion on a chosen subject for the session (e.g. correct use of PPE, signing in procedures, etc.). - ALL instruction, training, etc. arranged/delivered by the Company MUST be documented and signed/dated after completion by the relevant persons.	1	2	2

Personal Protective Equipment (PPE) Required this operation	

[illegible]

INADEQUATE LIGHTING	
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Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can occur in poorly lit areas on site such as ... - Under sheeted areas. - In external areas. - In out buildings. - At night/late afternoon/early morning. - In poor weather conditions. - In areas where there is appreciable accumulations of dust in the working areas.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Can result in a number of conditions which may include... - Physical injury - Damage to equipment, materials, etc - Adverse effect on the environment.	4	4	16	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Portable lighting/lamps - Dust extraction units 1. Implement a documented procedure for fault reporting - faulty/damaged lighting must be immediately reported and appropriate action taken. Conditions affecting the safety and health of Employees must be reported to the Director with Responsibility for Health and Safety - communicate this requirement to Employees via Toolbox Talks, Safety Briefings, etc.	1	4	4

Personal Protective Equipment (PPE) Required this operation	
1	Hand Protection
2	Eye Protection
3	Head Protection
4	Foot Protection
5	Respiratory Protection
6	Other PPE



N/A

INADEQUATE MEANS OF ACCESS AND EGRESS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations will require good means of access and egress this can be hampered in ways such as... - Fire Exits obstructed by parked cars, plant, machinery, equipment, stored items - Fire Exits not identified/signed - Emergency escape routes not identified/signed - Fire Action Notices (FANs) not posted - Fire extinguisher notices obscured/obstructed - Emergency Assembly Point(s) not signed/identified - Site Emergency Exits and Routes blocked/locked - Site Entrance/Exit Routes not clearly identified - Site Emergency Procedures not established - Traffic Management System not properly instigated	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Prevention or delay in escape in an emergency - Prevention or delay in obtaining treatment for injured person(s)	3	5	15	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Consideration must be given to Public interaction including... - Secure fencing - Controlled access points, etc - Suitable signage - Consideration must be given to fire procedures including... - Emergency escape routes - Emergency lighting - Fire Fighting Equipment - Warning systems/devices - Emergency Assembly Point (EAP). - Fire Marshals. - Trained operators of Fire Fighting Equipment (FFE), etc. - Improper fire arrangements must be reported, and appropriate action taken - Consideration must be given to traffic arrangements including... - Pedestrian walkways - One-way systems - Turning points - Parking	1	2	2

[illegible][illegible]

INADEQUATE WELFARE FACILITIES	
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Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may result in variances in welfare facilities such as... - No welfare facilities provided - Limited welfare facilities available - Lack of regular cleaning of welfare facilities - Lack of regular restocking of welfare facilities - Lack of regular maintenance of welfare facilities If there are no, or limited, facilities available then Employees and Contractors may resort to eating and drinking in... - Work areas - Company vehicles - Other unhygienic areas	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Contamination of hands and fingers with Hazardous Substances. - A failure to clean hands etc. may result in inadvertent skin exposure (leading to consequences detailed in relevant Materials Safety Data Sheets (MSDS)). - Transfer of contamination to the body by ingestion (through smoking or eating). - Failure to dry wet clothing. - Inability to gain access to drinking water (which may lead to dehydration). - Discomfort/distraction from the task resulting in the accentuation of other risks.	3	3	9	Control Measures... - Health and Safety Policy. - Method Statements. - Health and Safety Handbook. - Site Inspection Checklist. - Safety Awareness training. - Site Induction training. - Site Safety procedures. - Suitable facilities are arranged before start of contracts. Arrange for the provision of suitable welfare facilities when not provided by the Client. Welfare arrangements MUST be appropriately addressed with appropriate consideration given to... - Sanitary conveniences - Washing facilities - Drinking water, etc. - Welfare facilities must be located close to the working area to encourage Employee use. - Maintain welfare facilities in a good, clean condition.	1	1	1

[illegible][illegible]

LIFTING OPERATIONS & LIFTING EQUIPMENT

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may require the use of lifting equipment such as... • Hoists • MEWPs • Scissor Lifts • Block, tackle and pulley systems • Other Lifting Equipment Operatives must only use the equipment designed for each specific method of lifting identified in the lift plan.	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Fatality • Severe injuries • Damage to equipment • Damage to vehicles • Damage to premises • Damage to products and materials Caused by... • Failure of Lifting Equipment • Failure of Lifting Accessories • Poor maintenance • Overloading of Safe Working Loads (SWLs) • Poor loading of system (attachment, etc) • Use of inappropriate Lifting Equipment • Poor planning of Lifting Operations • Poor coordination of Lifting Operations	3	4	12	Control Measures... Approved lift plan must be followed slingers and all operatives to be fully briefed on the lift plan/methodology. Where the lifting operation is to deviate from the approved methodology, the project manager and/or the Appointed Person is to be informed immediately prior to deviating. All new proposals must be approved by the Appointed Person/Crane Supervisor. All lifting equipment is to be fully certified and a thorough examination of the equipment carried out within the last 6 months. Slingers are to ensure that all equipment is being used in accordance with the lift plan and manufacturers guidance. Slingers must ensure that the WLL is never exceeded. Operatives must ensure that whilst carrying out lifting operations, they are fully attentive to the task at hand. Hands must be kept clear of the load when landing or lifting the load. All operatives, slingers and supervisors are to be briefed on these RAMS and the associated lift plans prior to any works commencing. All lifting equipment must be stored in a secure dry place	1	3	3

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓	✓							

LOADING AND UNLOADING OF VEHICLES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operation may require the unloading and loading of items into and from vehicles such as... - Work Equipment - Sand, Cement and other Substances - Mobile scaffolding and access equipment - Electro-mechanical pump unit, etc. - Other plant and equipment Hazards can exist due to... - Limited physical space for loading/unloading operations. - Poorly planned site. - Overlap with Client operations. - Overcrowding with vehicles and materials. - Subsequent movement of poorly stored items inside vehicles.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Manual Handling injuries (from poor lifting techniques) - Physical injuries from dropped items - Serious (or fatal) injuries from the impact of unsecured internally stored items during heavy braking or vehicle collision - Damage to vehicles, materials, and equipment Loading and unloading operations may be: - Poorly planned - Poorly supervised - Poorly executed	3	4	12	Control Measures... - Vehicle Safety Policy - Manual Handling Assessments - Health and Safety Policy - Method Statements. - Health and Safety Handbook. - Site Induction training. - Team lifting techniques. - All loads are correctly secured to ensure stability. - Areas are isolated during procedures by use of warning signs, etc. Personal Protective Equipment (PPE)... - Safety Helmet - Safety Footwear - High Visibility Clothing - Gloves (appropriate to task) - Obtain area plans of potential Client sites, wherever possible, to assist in planning for loading and unloading operations. - Use designated site areas for loading and unloading operations. - Do NOT exceed maximum safe weight limit vehicles. - Do not obstruct Emergency Escape Routes and Exits. - Loading and unloading operations must not interfere with other on-site users/activities.	1	2	2

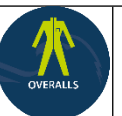
Personal Protective Equipment (PPE) Required this operation

										
✓		✓	✓							

LONE WORKING

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operation may require lone working activities which could present hazards such as... • Risk of violence from the public • Risks to women, young workers or vulnerable adults • Poor supervision • Poor time management • Lack of rest breaks • Excessive working periods • Actions to take in the event of an accident or emergency.	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Physical injury (from an accident or violent encounter) • Theft of materials and equipment • Poor communication • Failure to raise an alarm • Prevention or delay in obtaining medical assistance for persons in an emergency	3	4	12	Control Measures... • Health and Safety Policy. • Method Statements • Health and Safety Handbook • Forms, Registers, Checklists, Assessment Templates • Safety Awareness training • Site Induction training • Site Safety procedures • Site signing-in procedures are complied with • Lone working is avoided whenever possible 1. Communication systems must be established and operational. 2. Reduce instances of lone working as much as possible. 3. Implement Lone Working procedures.	1	4	4

Personal Protective Equipment (PPE) Required this operation



N/A

N/A

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N/A

N/A

N/A

MANUAL HANDLING OPERATIONS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations can require Manual Handling activities such as... - Lifting - Carrying - Pushing - Pulling - Manual Handling operations may be associated with... - Aggregates (Sand, Cement etc) - Access equipment. - Hand tools - Power Tools - Plant	Those at risk... - Employees - Contractors Exposure can result in a number of conditions which may include... - Slipped discs - Hernias - Strains and Sprains - Crush injuries - Cuts & bruises - Other Musculoskeletal Disorders (MSD).	4	4	16	Control Measures... - Manual Handling Assessments - Health and Safety Policy - Method Statements - Health and Safety Handbook. - Site Inspection Checklist - Safety Awareness training - Site Induction training - Site Rules - Use of Team Lifting techniques - Materials are arranged to be delivered as close as possible to point of use - Use of mechanical lifting aids where possible - Pulley systems are regularly used to transport equipment to areas where working at height is required - Identify Manual Handling tasks. - Undertake Manual Handling Assessments. - Arrange Manual Handling Training	1	2	2		
Personal Protective Equipment (PPE) Required this operation										
										
		✓	✓							

OVERCROWDING IN THE WORKPLACE

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working within or near areas that may become overcrowded due to... - Equipment & tools - Plant & machinery - Employees & Contractors - Access equipment (e.g. Mobile scaffolding, MEWPs, etc.) - Site vehicles - Building materials - General rubble and spoil - Other materials	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Increased slip/trip injuries. - Increased risk of collision/impact injuries. - Damage to plant/equipment. - Damage to vehicles.	3	4	12	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training. - Site Rules - Good housekeeping & storage practices. Personal Protective Equipment (PPE)... - Safety Helmet - Safety Footwear - Overalls - High Visibility Clothing - Gloves (appropriate to task) - Implement a documented procedure for coordinating operations on site to ensure Employees are not working in areas which unnecessarily affect their safety due to the location of other site users - Implement a daily housekeeping inspection regime. Employees must ensure that good housekeeping standards are maintained throughout the working day - communicate this requirement via Toolbox Talks, Safety Briefings, etc	1	3	3

Activity	Frequency	Duration	PPE Required
Personal Protective Equipment (PPE) Required this operation			

[illegible]

OVERHEAD OBSTRUCTIONS	
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Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations could result in contact with overhead objects when... - Working under stored items. - Operating lifting machinery/vehicles - under overhead power cables. - Working in partially constructed buildings. - Working close to overhangs. - In areas with operating overhead mobile plant/lifting equipment (e.g. Mobile Elevating Work Platform (WEWP), etc.). - In and around erected steelwork. - On scaffold structures. - Under railway arches and building features, etc. - Other areas with low headroom	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Head injuries - Eye injuries - Upper body injuries - Damage to Work Equipment (WE) - Damage to stored products and materials	3	4	12	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Site Safety procedures - Use of daily pre-start inspections - Site Rules Personal Protective Equipment (PPE)... - Safety Helmet - Employees and Contractors must be made aware of site-specific hazards before job commencement. - Head protection must be worn as required. Investigate the requirement for wearing compatible chin straps for use in connection with Safety Helmets (to BS EN 397). - Communicate awareness of hazards to persons Working on site from site inspections and Risk Assessments. - Implement procedures for updating information on site hazards as site develops. - Protect low-headroom areas where practicable.	1	3	3

[illegible]

N/A

POOR SHIFT PATTERNS OR EXCESSIVE HOURS OF WORK	
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Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may result in long or unsociable hours of work which could result in hazards such as... • Short/infrequent breaks. • Monotonous work over long periods • Working in hot and noisy areas for long periods • Working extended days/weekends	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Fatigue • Loss of concentration • Increased risk of human error • Increased accident risk • Poor quality of workmanship	2	4	8	Control Measures... • Health and Safety Policy. • Method Statements. • Health and Safety Handbook. • Site Inspection Checklist. • Safety Awareness training. • Site Induction training. • Site Safety procedures. • Work patterns are established to reduce any problems associated with hours of work. 1. Continue to regularly review/monitor current working practices.	1	2	2

Personal Protective Equipment (PPE) Required this operation	
1	Hand Protection
2	Eye Protection
3	Head Protection
4	Foot Protection
5	Respiratory Protection
6	Other PPE



N/A

PRESENCE OF COMBUSTIBLE MATERIALS	
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[illegible]

PRESENCE OF MANOEUVRING VEHICLES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may result in works in or near manoeuvring vehicles in areas such as... - Vehicles operating in working areas - Vehicles operating close to welfare facilities - Vehicles operating in and around storage areas - Vehicles passing close to site entrance Vehicles may belong to... - Company - Employees - Contractors - Client - Delivery/Removal Contractors Hazards can exist due to... - Limited physical space for manoeuvring operations. - Poorly planned site. - Poor provision of direction and information signs. - Overlap with Client operations. - Overcrowding with vehicles and materials.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Contact/collision leading to severe (and possibly fatal) injuries - Damage to vehicles - Damage to equipment and materials - Damage to Client property	4	5	20	Control Measures... - Vehicle Safety Policy - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Signaller to direct traffic during vehicular movements Personal Protective Equipment (PPE)... - Safety Helmet - Safety Footwear - High Visibility Clothing - Implement procedure for controlling traffic movement in and around site (Traffic Management Plan). This may require detailed liaison with the Client or controller of the site/premises. - Parked vehicle must NOT obstruct pedestrian walkways. - Strictly enforce the use of High Visibility Clothing (to EN471) at all times.	1	5	5

Personal Protective Equipment (PPE) Required this operation	
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[illegible]

PRESENCE OF VULNERABLE PEOPLE

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Vulnerable persons may be present on site. Persons may be classed as being "vulnerable" due to... - Physical attributes - Psychological attributes - Hearing impairments - Eyesight impairments - Language barriers Employees may have medical conditions such as... - Dyslexia - Diabetes Mellitus - Colour-blindness and eyesight conditions - Epilepsy/Seizure - Asthma - Psychiatric illness - Coronary, vascular or cardiac problems. - Other medical conditions Employees may be receiving prescription treatment by a General Medical Practitioner or Hospital.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Physical injury. - Damage to premises, plant, machinery, equipment, materials - Adverse environmental impact - Harm to people and plant/equipment and environment There could be... - Management failure to take into consideration medical conditions when planning tasks. - Employee failure to divulge information relating to medication and suitability for tasks (this could lead to a range of outcomes relating to the specific conditions).	4	4	8	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Persons operating on site should be asked, in confidence, of any conditions that can have a bearing on ability and safety. - Devise strategies for dealing with specific conditions; look at task matching, supervision and other controls. - Encourage Employees and Contractors to report any medical issues they may have to management. - Give special attention to the extent of Health and Safety Training provided for identified vulnerable people on site. - Arrange to record and validate training programmes. - Consider providing additional means of giving warning of danger should the need be identified (e.g. Flashing Beacons may help to warn a person with a hearing impairment).	1	2	2

Personal Protective Equipment (PPE) Required this operation									
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[illegible]

PUBLIC INTERATION

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may require interaction with the public this can pose issues such as... - Unauthorized access to working areas - Direct access to Employees - Unauthorized access to Company vehicles - Be affected by company operations such as Noise, Vibration, light pollution - Their inability to recognise potential hazards created by operations	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Coming into contact with vehicles and Work Equipment - Being involved in Road Traffic Incident (RTI) - Having access to confidential and private documents/records - Having access to stock/valuables and money - Violence to Employees and/or Contractors - Being exposed to risks created in the workplace	3	5	12	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Arrange with Client to ensure that sites are secured when required. - All vehicles must be secured/isolated when unattended/not in use. - All Client site signing-in procedures must be adhered to at all times. - All vehicles must be parked in designated areas when made available.	1	3	3

Personal Protective Equipment (PPE) Required this operation									
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[illegible]

SLIPS & TRIPS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations may result in exposure to slip and trip hazards such as... - Spilled liquids/powders such as surface treatments, mortars, sand, cement, etc. on floors/ground - Spilled food/liquids in welfare facilities - Wet/muddy surfaces on site - Icy surfaces on site - Trailing electric cables (e.g. from lighting rig and generator or other on-site activities) - Items stored on floors - Low level pipework and equipment - Items in disused building or on Client sites - Site materials/equipmen t. - Uneven ground - Changes in floor levels	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Upper body injuries (e.g. Head, shoulders, etc.) - Abdominal injuries (e.g. Hips) - Lower body injuries (e.g. Knees, legs, ankles) - Hand and arm injuries - Damage to materials and equipment - Adverse environmental impact	4	4	16	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Site Safety procedures - Regular housekeeping and storage practices Personal Protective Equipment (PPE)... - Safety Footwear - Overalls - Gloves (appropriate to task) - Trailing cables should be protected to prevent trips - communicate this requirement to Employees via Toolbox Talks, Safety Briefings, etc. - Spilled liquids must be cleaned up immediately - communicate this requirement to Employees via Toolbox Talks, Safety Briefings, etc. - Implement documented procedure to ensure Employees deal with accidental spillages in a safe manner.	1	3	3		
Personal Protective Equipment (PPE) Required this operation										
										
		✓								

SOURCES OF STRESS								
Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Working in an increasingly pressurised environment can lead to stress. Well-designed, organised and managed work helps to maintain and promote individual health and well-being. Pressures exist in the workplace that can positively affect performance. However, conditions can exist where prolonged exposure to high levels of pressure can result in negative performance (human error) and can ultimately lead to work-related stress. These conditions can include, but may not be limited to... - Working long and unsociable hours - Inflexible work schedules - Poor working relationships - Unreasonable completion targets - Poor physical working condition	Those at risk... - Employees - Contractors - Client - Visitors - General Public Work-related stress can arise where work demands of various types and combinations exceed a person's capacity and capability to cope. Work-related stress can become apparent due to prolonged levels of pressure associated with... - Insufficient attention to job design - Poor work organisation - Poor management techniques Work-related stress is known to be linked with... - High levels of sickness absence - High levels of staff turnover - Other indicators of underperformance - including human error (including increased accident rates) Work-related stress is a significant cause of illness and disease and, if not controlled, can lead to mental and physical ill health including but not limited to... - Heart Disease - Ulcers - Depression - Nervous breakdown - Mood swings - Interrupted sleep - Dependency on tobacco and alcohol - Dependency on substances and drugs of abuse	4	4	16	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Continue to maintain awareness of signs and symptoms of stress. - Encourage good two-way communication especially at times of change. - Encourage management to have an open and understanding attitude. - Consider review of work patterns. - Consider use of "task matching" techniques.	1	4	4

HI-VIS VEST	HARD HAT	SAFETY BOOTS	SAFETY GLOVES	SAFETY GLASSES	FACE SHIELD	FACE MASK	RESPIRATOR	HEARING PROTECTION	OVERALLS	HARNES

N/A

N/A

STORAGE OF MATERIALS AND/OR EQUIPMENT

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may require materials and equipment to be stored such as... - Tools and machinery - Spare parts/equipment - Bags of Sand, Cement, etc - Tubs/drums of surface cleaning Substances - Mobile scaffolding units/access equipment - Containers of pre-mix mortars. - Other stored items	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Severe (and possibly fatal) crush/impact/collision injuries. - Damage to equipment and machinery. - Damage to stored products. - Contamination of site land drains.	3	4	12	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Site Safety procedures - Good housekeeping and storage procedures Personal Protective Equipment (PPE)... - Safety Helmet - Gloves (appropriate to task) - Safety Footwear - Overalls - Do NOT store items above head height. - Do NOT obstruct escape routes, Emergency Exits and Fire Exits with stored items.	1	3	3

Personal Protective Equipment (PPE) Required this operation	
1	Hand Protection
2	Eye Protection
3	Head Protection
4	Foot Protection
5	Respiratory Protection
6	Other PPE



SUBSTANCE MISUSE	
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100	100

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Employees and Contractors working on behalf of the Company may not be fit to undertake the work required of them due to Substance Misuse. Substance misuse can involve the... - Misuse of illegal drugs - Misuse of alcohol - Misuse of prescribed medicines - Misuse of other Substances (such as glues, solvents, etc.)	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Fatigue - Irritability - Aggressiveness - Violence - Clumsiness - Poor decision making - Lack of strength - Lack of awareness Being unfit for work through substance misuse can seriously adversely affect the Health and Safety of the individual, his/her co-workers and any others who are affected by his/her acts or omissions.	2	4	8	Control Measures... - Vehicle Safety Policy - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Liaison with Client (as required) - Toolbox Talks - Good two-way communication encouraged between Employees and Management. - Develop Substance Misuse procedures, taking into consideration: - Communication and agreement with Employees and Employee Representatives. - Clarification of confidentiality to encourage Employees to disclose drug and/or alcohol problems. - Drug and Alcohol Awareness Training. - Referral procedures (counselling and treatment). - Drug and Alcohol testing procedures. - Disciplinary procedures.			

Personal Protective Equipment (PPE) Required this operation

[illegible]

USE OF POWERED TOOLS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operation may result in exposure to vibration by using tools such as... - Angle Grinders - Hammer Drills - Breakers - Chipping/Breaking tools - Diggers - Dumpers - Rollers - Wacker's - Other vibrating tools, etc	Those at risk... - Employees - Contractors Exposure can result in a number of conditions which may include... - Hand Arm Vibration Syndrome (HAVS) - Vibration White Finger (VWF)	4	4	16	Control Measures... - Vibration Policy - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Equipment Purchasing Strategy - Equipment Maintenance Regimes - Site Safety procedures - Work patterns and work rotations - Use of vibrating tools must be avoided wherever possible - Personal exposure to vibration must be reduced as far as reasonably practicable. - Information on vibration levels must be obtained from the tool/equipment markings. - Arrange Health Surveillance for Employees who are regularly exposed to vibration - Monitor the use of vibration emitting tools and equipment to ensure Employees are not exposed to 'Exposure Limit Values' (ELVs) of 5 m/s² or more. - Maintain tools in accordance with manufacturers guidance, replace old and poorly designed tools.	1	3	3		
Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓		✓						

USE OF VEHICLES

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operation will require the use of vehicles this can pose hazards due to... - Improper driving of vehicles. - Distractions (e.g. use of Mobile Phones, Satellite Navigation Systems, etc.). - Fatigue. - Improper vehicle maintenance. - Overloading. - Poor securing of loads (internal and external). - Lack of appropriate signage (e.g. Carriage of Dangerous Goods; No Smoking, etc.).	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Road Traffic Incidents (RTI) - Fatality. - Severe injuries - Damage to vehicles - Damage to vehicle contents	4	4	16	Control Measures... - Vehicle Safety Policy - Health and Safety Policy - Health and Safety Handbook - Signaller to direct traffic during vehicular movements - Vehicles are regularly serviced/maintained - Vehicles undergo MOT inspections - Pre-project planning ensures - Appropriate breaks are scheduled within journeys - Overnight accommodation is arranged. - Appropriate Employees are requested to produce a valid driving license for inspection prior to accepting a Company vehicle - Company vehicles have appropriate insurance (business use) Develop vehicle Safety procedures, taking into consideration... - Permitted rest periods. - Road Traffic Accident arrangements. - Inspection and Maintenance arrangements. - Disclosure of information (e.g. driving licences, insurances, endorsements) - Acceptable driving standards. - Use of alcohol and drugs (including prescribed medicines). etc.	1	3	3

Personal Protective Equipment (PPE) Required this operation

[illegible]

USE OF VIBRATING EQUIPMENT

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operation may result in exposure to vibration by using tools such as... - Angle Grinders - Hammer Drills - Breakers - Chipping/Breaking tools - Diggers - Dumpers - Rollers - Wacker's - Other vibrating tools, etc	Those at risk... - Employees - Contractors Exposure can result in a number of conditions which may include... - Hand Arm Vibration Syndrome (HAVS) - Vibration White Finger (VWF)	4	4	16	Control Measures... - Vibration Policy - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Equipment Purchasing Strategy - Equipment Maintenance Regimes - Site Safety procedures - Work patterns and work rotations 7. Use of vibrating tools must be avoided wherever possible 8. Personal exposure to vibration must be reduced as far as reasonably practicable. 9. Information on vibration levels must be obtained from the tool/equipment markings. 10. Arrange Health Surveillance for Employees who are regularly exposed to vibration 11. Monitor the use of vibration emitting tools and equipment to ensure Employees are not exposed to 'Exposure Limit Values' (ELVs) of 5 m/s ² or more. 12. Maintain tools in accordance with manufacturers guidance, replace old and poorly designed tools.	1	3	3

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓								

WORK IN HIGH NOISE LEVELS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR				
		L	S	R		L	S	R		
Operations can result in exposure to excessive noise such as... - Running vehicle engines - Running portable generators - Angle grinders - Drills - Chipping/Breaking Hammers - Electro-mechanical Mortar pump Noise levels can be exacerbated by multiple Contractors working on site.	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Prolonged exposure can result in noise induced hearing loss. - Noise pollution to neighbouring environment.	4	4	16	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Site Inspection Checklist - Safety Awareness training - Site Induction training - Work patterns are established to reduce exposure - Use of hearing protection in identified areas/as necessary - LAV 80db(a) Hearing protection to be supplied - UAV 85db(a) Hearing protection must be worn - ELV 87db(a) process must be stopped and a new process established Personal Protective Equipment (PPE)... - Hearing Protection 1. Ear defenders must be worn as required/advised (training) 2. Reduce number of noisy items working at the same time, if necessary	1	5	5		
Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓						✓		

WORKING AT HEIGHTS

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations may require working at height practices such as... - Working at a place at height - Accessing a place at height - Near or over exposed excavations - Floor and window openings - Fragile surfaces (Roofs, Floors, etc.). - Fixed ladders and access equipment (of indeterminate suitability). - Unguarded edges (e.g. Roof parapets, Mezzanine floors, etc.). - Open access hatches or unsupported floors. Access equipment can include... - Sectional Ladders - Ladders and Step Ladders - Podium Steps/Platforms - Mobile Elevating Working Platforms (MEWPs), Cherry Pickers, etc. - Independent Scaffolding - Tower/Mobile Scaffolding) Hazards can be exacerbated by the site conditions such as... - Working near to water - Working above plant, Equipment or people - Working near to traffic systems - Uneven surfaces - Poor access	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Fatality - Serious fall/impact injuries - Serious contact injuries if fall occurs onto someone working below - Fall of materials and equipment from height leading to damage. - Fall onto materials and equipment below leading to damage.	5	5	25	Control Measures... - Ladders are angled correctly and lashed as appropriate. - Ladders are regularly inspected, and records kept. - Ladders are used for short periods of time and access only. - Areas are edge protected to prevent falls. - Scaffolding is erected by competent scaffold erectors. - Scaffolding is inspected and approved before use and carries a green "Safe To Use" Scaff tag card. - Working from MEWP – IPAF qualified operatives only with IPAF groundsman. - All equipment/materials are to be safely stored at working at height. - You must be able to hear the Emergency Evacuation alarm whilst working at height - Operatives must not over-reach whilst carrying out works. Where operatives cannot reach the desired location, a harness and lanyard must be worn to reach, but always within the safety of the scaffolding. - Only competent/qualified operatives are to use harness and lanyard fall arrest systems. Operatives must not venture outside of the scaffold. - Only the scaffolding contractor is to remove ties. Our operatives must NOT adapt, change or dismantle ANY scaffolding component. Work at height MUST be appropriately addressed with appropriate consideration given to... - Weather conditions. - Competency of those required to undertake the work - Place of work (e.g. provision of features to prevent falls, location of existing site features, etc.).	1	4	4

						4. Falling objects (e.g. isolation of working areas). 5. Fall Arrest Equipment (safety harnesses, energy absorbing lanyards, etc.) must be worn/used when appropriate (e.g. working from MEWPs). 6. Arrange training/instruction in the correct use of Fall Arrest Equipment. 7. Arrange training/instruction for those persons required to operate MEWPs. 8. Scaffolding must be erected correctly and carry a Green "Safe to Use" Scaff-tag card. 9. Scaffolding bearing Red Scaff-tag must NOT be used under any circumstances. 10. Only trained, qualified, approved, experienced and competent Scaffolders must carry out modifications to Fixed Scaffolding. 11. Scaffolding must be inspected at least every seven (7) days and always after severe weather conditions, alterations, damage, etc. 12. Records of scaffold inspections must be made recorded and made available for inspection when required. 13. Faulty/missing handrails/edge protection must be reported immediately a Field Service Manager or to a Supervisor. 14. Unguarded floor openings must be reported immediately to a Field Service Manager or to a Supervisor.			
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Personal Protective Equipment (PPE) Required this operation										
										
✓	✓	✓								

WORKING IN ADVERSE WEATHER

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working outside which could result in exposure to Adverse weather conditions such as... • Cold • Wet. • Hot. • Humid • Icy • Windy	Those at risk... • Employees • Contractors • Client • Visitors • General Public Exposure can result in a number of conditions which may include... • Increased risk of physical injury • Accidental damage to equipment/premises due to user discomfort/distraction from task • Slips and falls • Heat exhaustion • Blistering of skin and, if prolonged, skin cancer	5	2	10	Control Measures... • Health and Safety Policy • Method Statements • Health and Safety Handbook • Site Inspection Checklist • Safety Awareness training • Site Induction training • Site Rules • Suitable outdoor clothing • Sensible work patterns are undertaken to limit exposure in severe weather conditions. 1. Enforce the use of outdoor clothing when required Skin protection treatments (e.g. sun creams with a high Sun Protection Factor (SPF)) must be provided and their use encouraged.	1	5	5

Personal Protective Equipment (PPE) Required this operation

										
✓	✓	✓								

WORKING IN CONFINED SPACES

Hazard(S)	Who could be Harmed and how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can involve working within or near confined or restricted areas such as... - Enclosed rooms/service chambers/below ground - level/basements. - Other enclosed rooms or spaces. Generally, these spaces are not specifically "confined spaces" as defined by the Regulations but there may exist similar hazards in areas where there is limited space available for movement. Confined or restricted spaces may also present risks due to presence of... - Organic Gases (e.g. Methane) - Inorganic Gases (e.g. Hydrogen Sulphide)	Those at risk... - Employees - Contractors - Client - Visitors - General Public Exposure can result in a number of conditions which may include... - Asphyxiation leading to fatality - Engulfment - Loss of Consciousness - Heat Exhaustion - Drowning from water ingress - Drowning from free flowing solid or liquid - Working in confined spaces can also result in delayed escape or hamper rescue attempts in an emergency	3	5	15	Control Measures... - Health and Safety Policy - Method Statements - Health and Safety Handbook - Safety Awareness training - Site Induction training - Site Safety procedures - Identification of on-site "Confined Spaces" before work commences - Avoidance of confined space working where possible - Operations are generally undertaken in open, external areas - Develop documented procedures for working in restricted spaces - Implement an Emergency Rescue Plan - Emergency Rescue Plan must be regularly tested and fully operational - Stand-by person must be on duty at all times and fully aware duties.	1	5	5

Personal Protective Equipment (PPE) Required this operation	
1	Hand Protection
2	Eye Protection
3	Head Protection
4	Foot Protection
5	Respiratory Protection
6	Other PPE



✓	✓	✓								
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Other:	Possible requires airline fed respirator
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Other:	Possible requires airline fed respirator
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WORKING NEAR WATER

Hazard(S)	Who could be Harmed & how?	Original RR			Control measures	New RR		
		L	S	R		L	S	R
Operations can occur near water hazards such as... • Culverts • Sewers • Canals • Rivers • Other water features.	Those at risk... • Employees • Contractors • Client • Visitors • General Public This could result in a number of conditions which may include... • Fall of site personnel into water hazards leading to drowning • Entry of site vehicles leading to drowning and loss of equipment • Direct/indirect pollution of watercourses from spillages and debris from site	3	5	15	Control Measures... • Method Statements • Health and Safety Handbook • Site Induction training • Site Rules • Training of all site personnel regarding water hazards • Emergency Plans in place before task commencement • Lifejackets/buoyancy aids and rope available in case of emergency Appropriately consideration must be given to... 1. Identification/isolation of water hazards (e.g. secure fencing, warning signs, etc.). 2. Monitoring of personnel (e.g. site personnel should be kept in visual contact when working close to water hazards). 3. Planning traffic routes away from water 4. Appropriately trained rescue personnel 5. Buoyancy aids/rescue equipment. 6. Emergency rescue procedures. 7. Environmental incident reporting procedures. 8. Arrange to carry out regular testing of the emergency rescue procedures 9. Conditions affecting the H&S must be reported to the Director with requirement to Employees via Toolbox Talks, Safety Briefings, etc.	1	5	5

Personal Protective Equipment (PPE) Required this operation	
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✓	✓	✓								
Other:	Life Jacket									

6.3 Manual Handling Assessment

INSTRUCTIONS				
Prior to undertaking any manual handling exercises the below statements should be considered				
Can the manual handling operation be designed out?				
Can it be automated or mechanised?				
If the manual handling operations is unavoidable assess the task against each of the criteria below				
If the risk is high, then a safe system of work must be documented and implemented				
TASK	Y/N	Risk Rating		
		L	M	H
Does moving the load require an awkward posture?	N			
Is there any need to stoop, twist, or reach?	Y			
Does the load require outstretched arms to handle?	Y			
Will the load need to be carried?	Y			
Will the handling operation need to be performed frequently?	Y			
Will the load need to be handled without adequate rest pauses?	Y			
Does the load require more than one person to handle it?	Y			
INDIVIDUAL				
Does the operation require unusual physical capacity?	N			
Does the operation require specialised knowledge?	Y			
Does the individual need training in lifting in this situation?	Y			
LOAD				
Is the load 25 kg or over?	Y			
Is the load bulky or unwieldy? (1 or more dimensions > 75 cm)	Y			
Is the load uneven or with the centre of gravity off centre?	N			
Is the load unstable?	N			
Is the load difficult to grip or handle?	Y			
Does the load require personal protective equipment?	Y			
Does the load obstruct the handler's vision?	N			
Is the load itself a safety hazard, e.g. hot, or with sharp edges?	Y			
ENVIRONMENT				
Are there any space constraints for the handling operation?	N			
Are the floors uneven and/or slippery?	Y			
Will the load need to be handled across several levels?	Y			
Is the physical environment poor (hot/cold/windy)?	Y			
Is the lighting adequate?	Y			
OVERALL ASSESSMENT				
Input the number of corresponding assessments within each column as detailed above. This will provide an overview of the risk associated with the activities.		6	17	0
If the overall assessment is Red or Amber additional planning should be considered prior to any manual handling taking place.				
PROPOSED ACTION (Before anyone is placed at risk)				
Operatives to be briefed on Manual Handling / Lifting technique and regular toolbox talks to be given. Use site mechanical means where possible / team lift / take regular breaks				

7. Appendices

7.1 Explanatory Notes

Definitions	
Hazard	The potential to cause harm
Risk	The likelihood of harm being realised
Risk Assessment	A process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard and determining the appropriate measures for risk control.
Probability	The likelihood, or frequency, of occurrence.
Severity	The nature of the consequences.
Risk Matrix	A matrix to classify risk categories for subsequent control with severity and likelihood levels as the two factors determining risk.
Quantitative	A system whereby a numerical system can be applied to the level of risk identified.
Qualitative	A system whereby a descriptive system can be applied to the level of risk identified.

7.2 Declarations

I have read and understood the above Risk Assessments and method Statement and agree to abide by the actions suggested and the control measures contained therein.		
I understand that I must not endanger myself or others during Company operations and that I will ask management for guidance if I am unsure as to any aspects of work that may not be safe.		
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