

Soltec UK Ltd Health and Safety Procedure

Title: Risk Assessment			
Document Number:	Soltec – SP10	Revision 1	Date of Issue: 15/03/2007

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head Office.

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1.1 Policy

Soltec UK Ltd understands the general duty under the Health & Safety at Work etc Act 1974 (HASAWA), to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and other persons who may be affected by their acts or omissions.

The Management of Health & Safety at Work Regulations 1999 requires employers to carry out general risk assessments in order to ensure that the general duties of employers (within the HASAWA 1974) are complied with. This duty is far reaching and could cover virtually everything Soltec UK Ltd does or uses in the course of its operations.

There are also a number of other relevant statutory provisions, which explicitly require the undertaking of specific types of risk assessments in order to help control risks to safety and health from specific activities. The process of risk assessment should therefore be considered as the most important aspect of a safety management programme and is the means for determining whether the level of safety provided is in fact sufficient for the company to discharge its duties under the Act and other relevant statutory provisions.

Soltec UK Ltd is committed to carrying out all required risk assessments covering all of its operations and workplaces in order to identify hazards and to ensure that measures are taken to prevent harm, so far as is reasonably practicable.

1.2 Introduction

Risk assessments are continuously carried out by each of us all throughout our lives, in every day situations, in the workplace and in the home. The process of risk assessment is fundamental to us all surviving in whatever state we wish to live.

For example smokers are very aware of the inherent risks from smoking but choose to continue, we all know that drinking to excess is damaging to our health yet we sometimes choose to deliberately drink too much. Some of us like to pursue dangerous sports knowing that we might be hurt in the process.

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In our personal lives the issues revolve around the way that we perceive the risk and the fact that we may decide if we take that risk.

In the workplace, the situation is somewhat different. The Health & Safety at Work Act 1974 places a duty on employers to ensure that employees are not put at risk. This implies then, that the company must identify and evaluate the risks associated with work activities and it must decide if employees are permitted to take those risks.

This procedure covers risk assessments for all types of work activity. It will be supported by a series of Appendices (Assessment recording forms) and Guidance Documents (Practical assistance on specific risk assessment technique and operating guidelines).

Appendices A – E are the assessment forms that will be used for a range of risk assessment types which are either required explicitly by a named statutory provision (Appendices A, B & C) or are required as general assessments under the Management of Health & Safety at Work Regulations 1999 (Appendices D & E). Appendix F is a completed generic risk assessment which addresses many of the known personal safety issues associated with Soltec UK Ltd operations. It is supported by a comprehensive safety guidance document which may be applied to each workplace. HVCA software installed onto the Head office system could be used for assessments and guidance associated with Soltec UK Ltd activities. Other types of assessment may be added to this procedure, as they become known, if they do not easily fall within the scope of one of the above assessment types.

The general principles of risk assessment will apply to all types of activity and therefore the following procedural requirements are to be followed for each type of assessment identified within the attached appendices.

2. Procedure

2.1 Responsibilities

2.1.1 The Health & Safety Manager is responsible for the ongoing review and development of this procedure.

2.1.2 Managing Director will:

- Ensure that a suitable number of competent persons are appointed to carry out the required risk assessments. (See definitions section for “competence”).
- Ensure that a programme of risk assessment, based on the documented requirements, is developed and implemented.
- Identify sufficient numbers of persons who will be trained to carry out assessments and will ensure that they are trained to a standard, which is sufficient for the task. (Basic principles training may be provided in house or by external training providers).
- Act as champion for the assessment programmes working with line managers to develop a programme of risk assessment, establishing records of progress, developing strategies for follow up and review of assessments (with local management and partnership committees etc).

2.1.3 Health and Safety Manager will:

- Ensure, with assistance from the Managing Director, that the required risk assessments are carried out.
- Provide support and assistance as required throughout the assessment process including review of completed assessments and participation in follow-up meetings etc.

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- Ensure that the findings of risk assessments are communicated to staff and all required control measures are introduced throughout their respective areas of responsibility.
- Ensure that risk assessment records are maintained.
- Undertake basic risk assessment principles training sufficient to enable them to provide support and assistance as required.
- Develop a training programme suitable for the task of appointing competent persons to carry out risk assessments and will deliver such training as required to support the implementation of the risk assessment programme.

Note: Persons who have had no previous risk assessment training must be trained to a sufficient standard in risk assessment principles and techniques. All risk assessors, including those who have had previous training in risk assessment principles, would require training in Soltec UK Ltd systems and procedures.

- Provide support and advice to assessors as will be required to maintain high standards and consistency.

2.2 Risk Assessment requirements

2.2.1 A COSHH (Hazardous Substance) assessment (Appendix A) is to be carried out for each Soltec UK Ltd premises or other areas used as a place of work, where hazardous substances may be used. The assessment will be used to identify the types of hazardous substance in use and the control measures required to prevent ill health caused by exposure to the substance.

2.2.2 A Fire risk assessment (Appendix B) is to be carried out for each Soltec UK Ltd office. The assessment will be used to identify the risk of fire starting and to help identify whether sufficient controls are in place in case a of a fire starting.

2.2.3 A Manual Handling risk assessment (Appendix C) is to be carried out for each office or other areas used as a place of work. The assessment will be used to identify all significant hazards associated with manual handling type activities and to develop control measures to avoid injury.

2.2.4 A General workplace assessment (Appendix D), Is to be carried out for each Soltec UK Ltd office or other area frequently used as a place of work and in the control of Soltec. This assessment is also to be used for site assessments.

2.2.5 General risk assessments (Appendix E) will be carried out to support those tasks that fall outside the specific assessment types discussed. The form may be used to assess a “One off” or infrequent task (e.g. Maintenance type activities) or tasks that are specific to operations. This type of assessment would also be used to assess the risks to new or expectant mothers and young persons employed by Soltec UK Ltd as required by the Management of Health & Safety at Work Regulations 1999.

2.2.6 A Generic personal safety risk assessment will be carried out by an appointed risk assessment working group. The group will carry out extensive research and will seek to identify a range of personal safety issues for all staff and, through supporting guidance documents, will identify a range of appropriate control measures that may be applied within each situation. The generic assessment may be modified to suit needs and circumstances but must follow the general principles of the assessment and supporting guidance.

2.3 Risk Management requirements

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2.3.1 When risk assessments are completed, Health and Safety Manager will ensure that follow-up meetings take place. The meeting should involve the risk assessor, Health and Safety Manager and others who may wish to be involved.

2.3.2 Follow-up meetings should address the findings of the assessments and should be used to agree the control measures required to prevent harm. Each assessment is to be signed off by the Health and Safety manager as having been through this review process.

2.3.3 The selection of appropriate control measures must be based upon the standard of safety required for the degree of risk perceived. Risks are to be controlled to a level of safety, which is considered “reasonably practicable” (See section 3 for definitions).

2.3.4 Local action plans are to be developed and agreed based on the findings of the assessment and of the follow-up meetings. The Health and Safety manager will ensure that a process exists for the routine follow-up of each action plan.

2.3.5 The Health & Safety Manager and Managing Director will monitor the quality of individual assessments and action plans via a random sampling process.

2.3.6 A personal safety guidance document will be developed from the generic personal safety risk assessment. Health and Safety Manager must ensure that the requirements of the guidance document are implemented.

2.4 Communication of findings

2.4.1 Health and Safety Manager will ensure that the findings of all risk assessments are communicated to appropriate staff. To include the nature of the identified hazards, the likely risks posed and the required control measures to prevent harm.

2.4.2 Employees must ensure that, where risks are not seen to be adequately controlled, they are brought to the attention of Health and Safety Manager, who will ensure that either a risk assessment is carried out or the existing one is reviewed.

2.4.3 The progress and findings of the various risk assessment initiatives shall be a fixed agenda item for each health and safety committee meeting.

2.5 Risk Assessment review

2.5.1 Health and Safety Manager must ensure that completed risk assessments are reviewed:

- Following an accident or incident relating to an assessed activity.
- Where a workplace inspection or a staff complaint indicates that it is no longer valid.
- When information has been received regarding changes to legislation, which may affect the assessment.
- At intervals determined during the initial assessment or previous review, and at least every 2 years.

2.6 Assessment records and numbering convention

2.6.1 All assessments are to be created electronically as a word document or using a specialised Software provided (HVCA Risk Assessment manual).

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2.6.2 Health and Safety Manager must ensure that local signed assessments are held as a hard copy within local office and that they are accessible to Soltec UK Ltd staff and external agencies.

2.6.3 All risk assessment records must be maintained for as long as the assessment remains valid and in all case for at least three years.

3. Definitions

3.1 Hazard - The property of a substance, article or situation with the potential to cause harm or property damage. (What might go wrong?)

3.2 Harm - Meaning physical injury or ill health.

3.3 Risk - The chance that the identified hazard will actually cause harm or property damage.

3.4 Risk assessment - The process of identifying hazards (what might go wrong), reviewing existing arrangements for controlling the hazards and deciding if enough is being done to prevent harm, so far as is reasonably practicable.

3.5 Reasonably Practicable - The standard of safety to be achieved, which takes into account the degree of risk and the cost of controlling the risk. High risks will be required to be better controlled, low risks will probably not require further control measures.

3.6 Competent person - A person who has sufficient knowledge, skills, training, experience and ability to perform a given task, taking into account their own limitations.

Appendix A – Hazardous Substance (COSHH) Risk Assessment Form

<u>Faculty/Department</u>	<u>Assessors Name(s)</u>	<u>Job Title/Position</u>	
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Briefly describe the task/process. (description, use, users)

Substances (used or produced as by-products or wastes)	Quantity	Hazard Class	WEL	Exposure Route(s)	Frequency and Duration of Exposure	Known Health Effects:
Results of Relevant Health Surveillance				Results of Exposure Monitoring		

Control Measures				
<input type="checkbox"/> Elimination	<input type="checkbox"/> Substitution	<input type="checkbox"/> Reduction	<input type="checkbox"/> Isolation	<input type="checkbox"/> Eng. Control
<i>Details</i>	<i>Details</i>	<i>Details</i>	<i>Details (glovebox)</i>	<i>Details(LEV, fumehood)</i>
Further Details (if required)				
Personal Protective Equipment				
<input type="checkbox"/> Gloves	<input type="checkbox"/> Eye protection	<input type="checkbox"/> Coverall/lab coat	<input type="checkbox"/> Foot protection	<input type="checkbox"/> Respiratory protection
<i>Details</i>	<i>Details</i>	<i>Details</i>	<i>Details</i>	<i>Details:</i>
<input type="checkbox"/> Health Surveillance required			<input type="checkbox"/> Exposure monitoring required	

Emergency Arrangements

First Aid:	
Eyes	
Skin	
Ingestion	
Inhalation	
Fire: Extinguisher Type	
<input type="checkbox"/> Water	<input type="checkbox"/> Foam
<input type="checkbox"/> Powder	<input type="checkbox"/> CO ₂
Spillage/release:	

Waste Disposal procedure

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Persons likely to be exposed

<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Contractor
<input type="checkbox"/> Public	<input type="checkbox"/> Other (specify)		

Additional risks: for example circumstances where work will involve exposure to more than one substance hazardous to health, consider the risk presented by exposure to such substances in combination. Also, non-routine maintenance may present additional risk of exposure.

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Authorised by (sign):		Review date due:	
Date:			

Notes:

Hierarchy of control

<i>Change the task or process so that the hazardous substance is not required or generated.</i>
<i>Replace the substances with a safer alternative.</i>
<i>Totally isolate or enclose the process.</i>
<i>Partially enclose the process and use local exhaust ventilation.</i>
<i>Ensure good general ventilation.</i>
<i>Use a system of work that minimises the chance and degree of exposure.</i>
<i>Provide personal protective equipment (PPE).</i>
<i>Train and inform staff in the safe system of work and risks.</i>
<i>Additional supervision.</i>
<i>Examination, testing and maintenance of engineering controls and/or PPE.</i>
<i>Monitoring of exposure.</i>
<i>Health Surveillance.</i>
<i>Other (specify).</i>

Appendix B – Fire Risk Assessment Form

Building: Site:

General Description of site/area (Attach a plan if available)

.....

.....

Occupancy Times

Total number of people likely to be present at any one time:

Risk Assessment carried out by:

Name: Signature:

Job Title: Date:

Review of Risk Assessment:

Date	By Whom	Remarks	Signature

STEP 1: IDENTIFY FIRE HAZARDS & THEIR LOCATIONS (Ignition Sources, Fuel Sources)

A: IGNITION SOURCES	✓ If present	If present enter brief details (e.g. location, nature etc)
1. Smokers materials <i>Soltec UK Ltd has a no-smoking policy but where local arrangements are in place, provide fire-proof waste bins at entrances, monitor & control unauthorised incidences.</i>		
2. Naked flames <i>Ensure contractors & maintenance staff have fire safety information. Replace naked flame and radiant heaters with fixed convectors or a central heating system. Ensure any contractors have considered fire risk in their method statement, hot work permits may be required. Curriculum use of naked flames to be considered</i>		
3. Electrical equipment <i>Do not overload adapters, provide additional sockets if necessary. Keep electrical testing up to date &</i>		

<p><i>only allow competent person to carry out repairs or wire plugs, ensuring correct fuse rating. Make sure that staff know how to isolate the main electrical supply</i></p>		
<p>4.Hot processes/ hot equipment <i>Ensure that procedures to reduce risk are established & followed. Use of fire resistant materials should be considered & fire fighting equipment provided, housekeeping maintained</i></p>		
<p>5.Cooking <i>Consider use of heat detection rather than fire detection in these areas. Restrict access, ensure staff aware of additional risks, provide fire blanket and consider use of self closers/fire doors</i></p>		
<p>6.Lighting <i>Replace tungsten filament bulbs with fluorescent fittings in areas where combustible materials may be ignited, or move fittings or combustibles Maintain all electrical circuits</i></p>		
<p>7.Friction <i>Maintain & lubricate equipment. Do not allow build up of dust or combustible materials</i></p>		
<p>8.Spark generation <i>Ensure that procedures to reduce risk are established & followed. Use of fire resistant materials should be considered & fire fighting equipment provided</i></p>		
<p>9.Arson <i>Remove waste frequently & secure bins away from buildings, store flammable liquids correctly, follow security and lock up procedures</i></p>		
<p>10. Heating equipment <i>Keep ducts, chimneys & flues clean & in good repair, position heaters away from sources of fuel, do not use LPG heaters for supplementary heating</i></p>		
<p>Others – Specify</p>		

B: FUEL SOURCES <i>Identify combustible materials, make sure that they are not stored on escape routes or near to sources of ignition</i>	✓ If Present	If present enter brief details (e.g. location, nature etc)
1. Paper/card <i>Location and quantity of display materials on escape routes must be kept under control.</i>		
2. Plastics <i>Consider curriculum related materials, storage, use and display</i>		
3. Wood <i>Consider curriculum related materials, storage, use and display</i>		
4. Flammable liquid <i>Store highly flammable materials in fire resisting stores away from sources of ignition</i>		
5. Flammable gases		
6. Waste residues, including dust from LEV systems <i>Remove waste frequently & secure bins away from buildings</i>		
7. Foam-filled furniture <i>Replace with fire resistant products where possible. Items such as PE mats are high risk & must be located away from escape routes in an enclosed area</i>		
8. Curtains, bedding etc <i>These must be flame retardant</i>		
9. Others - specify		

STEP2: IDENTIFY PEOPLE AT RISK

It must be assumed that everyone in the premises is at some risk if there is a fire.

However, this step involves identifying those people who are at *particular* risk.

CATEGORY OF PERSON	MAXIMUM NO.	LOCATION	REMARKS
1.Visitors, members of public, contractors <i>Unfamiliar with building, out of 'normal' hours, type of activity</i>			
2.Students, residents, service users <i>Age range, ability, supervision, group size</i>			
3.People with impaired mobility <i>May require assistance to escape, consider Personal Emergency Evacuation Plans (PEEPs)</i>			
4.People with sensory impairment <i>May not be able to receive warning</i>			
5.People with learning difficulties <i>May not understand warning or be able to escape unaided</i>			
6.People on upper floors or in basement <i>Vulnerable to fires on other floors, further to travel, ensure adequate means of notification/early warning of fire, protection and signage of routes</i>			
7.People asleep in premises <i>This must be specifically addressed in the evacuation plan for the premises</i>			
8.Others – specify			

C: Means of Escape

In the left-hand column below there are some statements about means of escape. You should consider each of them in turn and relate them to your workplace. If you think that existing arrangements are satisfactory in terms of statement tick the satisfactory box and proceed. If any element is not satisfactory, or if you are unsure, enter brief details of the action you propose

Statement	✓	Proposed Remedial Action & person responsible (use separate sheet if necessary)	Date Completed
i. Emergency routes and exits should lead as directly as possible to a place of safety clear of the building			
ii. The escape routes must be adequately protected by fire-resisting construction where necessary			
iii. All exits and exit routes must be kept clear at all times			
iv. The number, distribution and size of exits should be adequate fore the risk in the workplace and the number of people likely to be present.			
v. Doors on escape routes should normally open in the direction of travel. Swing and revolving doors are not recommended for emergency exits			
vi. Fastenings on doors on escape routes must allow doors to be easily and immediately be opened in an emergency			
vii. Exits and exit routes not in normal everyday use should be indicated by signs where necessary			
viii. Exit routes must be adequately illuminated at all times. Emergency lighting should be provided where necessary.			

D: Other measures

Enter brief details about your existing arrangements in the box provided.

You must then decide whether these arrangements are adequate in the light of your findings in Steps 1 and 2.

If remedial action is necessary details this in the space provided and then enter the date when action has been completed.

Management of Fire Risk	Existing Details	Satisfactory		Remedial Action Proposed	Date Completed
		✓	x		
i. Means for detecting and giving warning of fire					
ii. Means for fighting fire					
iii. Maintenance and testing procedures for fire safety equipment					
iv. Fire safety training for employees					
v. Recording of testing and training					

**The remedial action columns of Step 3 A –D now represent your action plan
Necessary improvements identified in your risk assessment must now be implemented
You should record when the items have been addressed and review this periodically**

Appendix C – Manual Handling Risk Assessment Form

MANUAL HANDLING CHECKLIST				
Task/Contract				
Activities covered by this assessment:				
		✓ if yes	✗ if no	
1.	Significant Risk of Injury?			(If No, assessment is complete)
2.	Can risk be avoided?			(If Yes, document arrangements)
3.	Can risk be reduced?			(If Yes, document arrangements)
4.	Does staff require training?			(If Yes, document arrangements)
5.	Further Action:			
<u>Information to enable you to Answer Questions 1-4</u>				
		✓ if yes	✗ if no	
Load				
	Heavy			
	Bulky/Unwieldy			
	Unstable			
	Difficult to hold			
	Harmful (sharp, hot, etc)			
Tasks				
	Strenuous			
	Load high/low, stooping/reaching			
	Repetitive			
	Long carrying distances			
	High work rate			
Environment				
	Poor floors			
	Variation in levels			
	Hot/Cold/Humid			
	Poor lighting			
Individuals				
	Task requires unusual capability			
	Require special training			
Mechanical Aids				
	Lifts and Hoists			
	Access Equipment			
	Other			
If Yes Specify				
Signed:			Date:	

	RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	General Manual Handling of Materials/Equipment Back strain injury, foot injury (heavy items).	
CONTROL ITEM	DETAILS OF CONTROL MEASURES	
Documents Procedures etc.	General Company Policy on Manual Handling.	
Information	Operatives advised of risk of back strain and foot injuries arising from a wide variety of tasks to be carried out on site.	
Instruction	Operatives required to avoid manual handling, which they believe may cause them injury - beyond their capacity. To make use of lifting aids, hoists etc. wherever practicable. To seek assistance from colleagues (teamwork) for heavy/awkward tasks.	
Training	As part of induction and regular refresher briefings – operatives advised and reminded of good lifting techniques, to use the legs not the back, etc. To use mechanical aids wherever practicable. Operatives may only use mechanical devices such as goods hoists after receiving formal training in their correct use, including weekly inspections.	
Supervision	Constantly remind operatives of the need to use aids and lift correctly, without bending the back. Review job tasks, storage arrangements, access, equipment, environment (see below) etc., to minimise unnecessary materials and equipment movement.	
Access	Poor access arrangements may impose additional constraints on good manual handling - to be reviewed by managers/supervisors for each Contract.	
Environment	Good lighting, firm footing and other items such as handrails are required to minimise risk of injury.	
Equipment	Provision of mechanical aids suitable for the job and site. Hoists to be inspected weekly, examined every 6 months (entry on Statutory Register).	
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.	
Communications	Not applicable.	
COSHH	Not applicable.	
PPE	Back support belts may be used, but should not be taken to warrant increasing the weight an operative may safely lift considering his personal capacity.	
Other Procedures	Buyers and Contracts Managers to review the materials ordered, and where practicable purchase in suitable sizes for handling (i.e. 25kg bags of a material rather than 50kg bags). Site design to establish storage areas close to work, to minimise handling distances.	

Appendix D – General Workplace Risk Assessment Form

HEALTH, SAFETY & ENVIRONMENTAL WORKPLACE INSPECTION FORM				
Premise: Date of Inspection: Date of last Inspection:			Pass P Fail F N/A	
SUBJECT	Y E S ✓ N O x	T R A I N I N G	COMMENTS (USE ATTACHED SHEET AS NECESSARY)	Auditor Close out (Initial)
1) Traffic and pedestrian walkways segregated				
2) Housekeeping in order				
3) Are all safety induction's up to date				
4) Is the Notice board tidy and up to date				
5) C.O.S.H.H. data and assessments available				
6) Is the Visitors/Personnel book completed and up to date				
7) Fire log book completed				
8) Are all team briefs available and up to date				
9) Is the company environmental policy displayed				
10) Are environmental risk assessments available				
11) Risk assessments available for all activities				
12) Method statements available for all activities				
13) First aiders available and First aid facilities in order				
14) Are all Extinguishers available/ checked within last 12 months signed				
15) Has a fire drill been conducted within the last 6 months				
16) Trailing cables or potential trip hazards protected				
17) Access and Egress clear and in order				
18) Health and Safety law poster displayed and completed				
19) Insurance certificate displayed				
20) Company Health and Safety policy displayed				
21) Is all lighting working and in order				
22) Are all Welfare facilities adequate and clean, tidy and in order				
23) Have Display screen assessments been conducted within last 6 mths				
24) Are all of the offices suitably, ventilated and lit				
25) Equipment inspected and PAT completed				
26) Are lifting accessories tested & visually in order (Certificates avail)				
27) Are all containers displaying the correct Hazard signage				
28) Are all Materials being recycled where possible				
29) Are all stored Materials tidy within yard				
30) Are spill kits available by all drains				
31) Are all drains marked				
32) All external cables protected/fixe and marked				
33) Are plant workshop areas clean and tidy				
34) Are all safety signs displayed				
35) Are gates and fences in order				
36) Are all products labelled and stored correctly				
37) Is compressed gas stored correctly				
38) Highly flammable liquids stored correctly				
39) Manual Handling assessments completed				
40) Manual handling training provided				
Inspectors Name (Print)..... (Sign).....				

**HEALTH, SAFETY & ENVIRONMENTAL
WORKPLACE INSPECTION FORM**

Premises:

Date of Inspection:

Pass = P Fail = F N/A

**I
T
E
M

No**

ADDITIONAL COMMENTS & ACTIONS:

Inspectors Name

(Print).....

(Sign).....

Appendix E – General Risk Assessment Form

WHAT ARE THE HAZARDS WHICH MAY BE CAUSED	Who/what may Be harmed? (give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc. and estimate numbers; include significant property damage)	What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc).	How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)	What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled)	By when? (What is the target date for completion?)
Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights). • • • • •					
Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness). • • • •					
Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds). • •					

<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking).</p> <ul style="list-style-type: none"> • • • • • 					
<p>Injury from assaults? (ie working alone, special needs supervision).</p> <ul style="list-style-type: none"> • • • • • 					
<p>Other consequences or hazards not otherwise listed? (ie Use this space for continuation if necessary)</p> <ul style="list-style-type: none"> • • • • 					
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> • • 					

<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none">•••••••					
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <ul style="list-style-type: none">••••••					
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/ Noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none">•••					

Activities/Hazards	Who/what may be harmed?	What is done now?	How bad is the risk?	What needs to be done?	By when?

Appendix F – Generic Personal Safety Risk Assessment and Method Statement

HEALTH AND SAFETY METHOD STATEMENT

Project / Department:		
Task or Work	Install Air Conditioning	
Operation:		
This Safe Working Procedure has been prepared for the following work. No work other than that detailed must be carried out without reviewing this method statement.		
Location of work:		
Description of Work:	Installing Air Conditioning	
Works to be carried out Soltec UK Ltd	Nominated Supervisor: Garry Rouse	
Sequence of Tasks required to complete the operation	<i>Safe Working Methods and Precautions to be adopted</i>	
1) Working from tower remove ceiling in work areas.	See risk assessment summary part 2 and PPE checklist	
2) Fix condenser and cassette support to structural slab	See risk assessment summary part 2 and PPE checklist	
3) Fix Cassette in ceiling to supports. Lift condenser onto wall mounts and fix to supports.	See risk assessment summary part 2 and PPE checklist	
4) Fix cable and pipe trays	See risk assessment summary part 2 and PPE checklist	
5) Run cables and pipes from condenser to cassette	See risk assessment summary part 2 and PPE checklist	
6) Run power cables to fuse box	See risk assessment summary part 2 and PPE checklist	
7) Run condensate pipes from cassette to outlet	See risk assessment summary part 2 and PPE checklist	
8) Pressure test system	See risk assessment summary part 2 and PPE checklist	
9) Vacuum system	See risk assessment summary part 2 and PPE checklist	
10) Test run system	See risk assessment summary part 2 and PPE checklist	
Prepared by Anna Nesterova	Signature:	Date:

PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST

Task/Contract:				
			✓ if yes	✗ if no
Head Protection				
	Hard Hat Site		✗	
	Other	✓		
	If Other- Specify risk	Low		
	Hard Hats issued to staff	✓		Bumper caps issued
Eye Protection				
	Nature of risk	Low		
	Eye protection issued to staff	✓		
	Type	Goggles		
Foot Protection				
	Nature of risk	Low		
	Foot Protection issued to staff	✓		
	Type	Boots – Steel cap		
Hand and Arm Protection				
	Nature of risk	Low		
	Gloves/Gauntlets issued to staff	✓		
	Type	Leather / cotton gloves		
Body Protection				
	Nature of risk	Low		
	Protective Clothing issued to staff	✓		
	Type	Overalls, high visibility jackets		
Lung Protection (COSHH Regs)				
	Nature of risk (Ref. to assessment)	Low		
	RPE (Dust/Fume/etc..masks) issued to staff	✓		
	Type	Disposable respirators		
Hearing Protection (Noise at Work Regs)				
	Nature of risk	Low		
	Hearing Defenders issued to staff	✓		
	Type	Ear Muffs		
For each above:				
	Training in correct use	✓		} if No for any item
	Checking before Use	✓		} listed above as issued
	Instructions issued as to when to use	✓		} to site operatives -
	Maintenance (if not disposable)	✓		} action required.
Signed:		Date		
DON'T FORGET TO MONITOR AND REASSESS				

WORK EQUIPMENT CHECKLIST

Task/Contract	✓ if yes	✗ if no	
Hand Tools	✓		
Staff instructed to check before use	✓		
Special Risks identified and assessed	✓		
Precautions for Special Risks			
Power Tools	✓		
Staff trained in use	✓		
Staff instructed to check before use	✓		
All tools 110V or battery powered	✓		
Electrical check programmed	✓		
Tool maintenance programme	✓		
Special Risks identified and assessed	✓		
Records Kept	✓		
Precautions for Special Risks			
Mobile Plant		✗	
Staff trained in use, certificated			
Staff instructed to check before use			
Planned maintenance programme			
Special Risks identified and assessed			
Records Kept			
Precautions for Special Risks			
Lifts and Hoists	✓		
Staff trained in use	✓		
Staff instructed to check before use	✓		
Planned maintenance programme	✓		
Inspection programme	✓		
Special Risks identified and assessed	✓		
Records Kept	✓		
Precautions for Special Risks			
Other Equipment		✗	
Special Risks identified and assessed			
Precautions for Special Risks			
Signed:		Date:	
DON'T FORGET TO MONITOR AND REASSESS			

MANUAL HANDLING CHECKLIST

Task/Contract				
Activities covered by this assessment: Lifting cassette and condenser from transport to required site location. Positioning cassette into ceiling and condenser onto wall.				
		✓ if yes	✗ if no	
1.	Significant Risk of Injury?	✓		Back strains, cuts, falls
2.	Can risk be avoided?		✗	(If Yes, document arrangements)
3.	Can risk be reduced?	✓		See summary 2 & PPE check list
4.	Does staff require training?	✓		Manual handling in house refresher every 6 mnth
5.	Further Action:			
Information to enable you to Answer Questions 1-4				
		✓ if yes	✗ if no	
Load				
	Heavy	✓		
	Bulky/Unwieldy		✗	
	Unstable		✗	
	Difficult to hold		✗	
	Harmful (sharp, hot, etc)		✗	
Tasks				
	Strenuous	✓		
	Load high/low, stooping/reaching	✓		
	Repetitive		✗	
	Long carrying distances	✓		
	High work rate		✗	
Environment				
	Poor floors		✗	
	Variation in levels	✓		
	Hot/Cold/Humid		✗	
	Poor lighting		✗	
Individuals				
	Task requires unusual capability		✗	
	Require special training		✗	
Mechanical Aids				
	Lifts and Hoists	✓		
	Access Equipment	✓		
	Other		✗	
If Yes Specify				
Signed:			Date:	
DON'T FORGET TO MONITOR AND REASSESS				

RISK ASSESSMENT SUMMARY PART 1					
Site / work location					
Work activity / Contract type:		Installing Air Conditioning			
Persons Exposed		Comments (include reference to disabled, trainees, etc.)			
Employees	✓	Trained engineers			
Other workers	✓	Other contractors, Site management			
Public	✗	Site is closed to public during the installation of A/C			
Hazards Identified		✓ if present/requiring control ✗ if absent/not significant			
Physical Injury Hazards		Physical Agents		Manual Handling	
Mobile Plant	✗	Ionising Radiation	✗	Manual Handling Injury	✓
Moving parts of machine	✗	Lasers	✗		
Moving Materials	✓	Ultraviolet Light	✗	Miscellaneous	
Falls from heights	✓	Cold Objects	✗	Weather	✗
Access Equipment	✓	Hot Objects	✗	Lone Working	✗
Slips, Trips, Falls	✓	Temperature	✗	Confined Spaces	✗
Excavations	✗	Noise/Vibration	✗	Restricted Access	✗
Pressurised Systems	✓	Hazardous Substances			
Electrical	✓	Hazardous Substances	✓	Other	✗
Hot Work/Fire	✓	Micro-organisms	✗	Other	✗
Explosion	✗	Vermin/Weil's Disease	✗	Other	✗
If Other (specify)					
Specific Site Conditions		Describe site elements which create specific risks (i.e. weather conditions for roof work, etc.) which require precautions to be taken during works:			
Out of hours working					
Risk Evaluation (see checklist above)					
Score 1 2 3 Unlikely / Possible / Likely Minor / Moderate / Serious	Likelihood of Harm - L Score 1 - 3	Severity - S Score 1 - 3	Risk Number - LxS (Scores multiplied)		
Physical Injury	2	2	4		
Physical Agents	1	1	2		
Hazardous Substances	0	0	0		
Manual Handling	2	2	4		
Miscellaneous	0	0	0		
State Key Risks (Use risk evaluation score to priorities)					
Electricity to be isolated before working or risk of electrical accident – electric shock possible. Back strain – Cassette weighs up to 100kg and condenser up to 200kg and both are manhandled – risk of injury.					
Control Measures - See Risk Assessment Summary Form 2 attached					
Signed..... Date					

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Dismantling Ductwork RA02 Back strain, duct contaminants, power tools, falls.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Method Statement for dismantling sequences with weight guidance for each section. General guidance for operatives on safe working on site. Specific Method Statement required for contaminated ducts and asbestos ductwork.
Information	Operatives advised of risk of back strain. Reminded of COSHH rules for using protection against dust in typical air conditioning ducts etc. For toxic contaminants (fume cupboard extracts, dust control plant in factories) informed as to risk of exposure to dust arising from work.
Instruction	Site safety arrangements, including emergency procedures, to be included in briefing to operatives. Operatives required to use lifting aids whenever possible, and team work on the same basis. If contaminants present, advised of control measures to be employed.
Training	Induction for all operatives. Manual handling - briefing on safe techniques. Use of lifting equipment - hoist, Genie lift, etc. requires training for competency and awareness of potential faults. Contaminants - advised of COSHH or asbestos control measures.
Supervision	Check required at commencement that arrangements are in force. Periodic checks during work.
Access	Access to each work area to be safe. Access to be suitable for movement of ductwork sections, equipment and operatives.
Environment	No special requirements for uncontaminated ductwork. Area to be closed for access during removal of contaminated ductwork. May require area to be sealed off.
Equipment	All lifting equipment to be checked by competent person.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. For contaminated ductwork, procedure for spillage's etc. to be included in Method Statement.
Communications	Client to be requested to provide information on previous use of air handling system. If contaminants suspected, client to provide analysis, or access and authorisation for samples to be taken and analysed.
COSHH	For contaminated ductwork, the Method Statement to include the precautions associated with the toxic materials identified. If materials are unknown, the Method Statement to detail precautionary arrangements to minimise breathing in dust and contaminating skin during removal and disposal.
PPE	Safety footwear. Skin and respiratory protection may be required.
Other Procedures	Use of access equipment (mobile towers, etc.) if applicable. Manual handling of materials, equipment to work area. Method Statement required for contaminated ductwork.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Installing ductwork RA03 Back strain, sealants (lungs, eye, skin), power tools, and falls.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Method Statement on erection sequences for hangers, sections etc. General guidance for operatives on safe working on site.
Information	Operatives advised of risk of back strain. Reminded of COSHH rules for using sealants.
Instruction	Site safety arrangements, including emergency procedures, to be included in briefing to operatives. Operatives required to use lifting aids whenever possible, and team work on the same basis.
Training	Induction for all operatives. Manual handling - briefing on safe techniques. Use of lifting equipment - hoist, Genie lift, etc. requires training for competency and awareness of potential faults. Sealants - COSHH procedures.
Supervision	Check required at commencement that arrangements are in force. Periodic checks during work.
Access	Access to each work area should be safe. Access to be suitable for movement of ductwork sections, equipment and operatives.
Environment	No special requirements.
Equipment	All lifting equipment supplied to site to be checked by competent person. Guidance on safety with power tools required.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	No special requirements unless work taking place <u>inside</u> ducts, in which case operative should be in two-way communication with colleague outside.
COSHH	COSHH assessments should be available and checked for materials including sealants to be used. For work <u>inside</u> ducts, particular care required (confined space).
PPE	Safety head protection. Safety footwear. Safety gloves and goggles if appropriate.
Other Procedures	Use of access equipment (mobile towers, etc.) if applicable. Power tools procedure. Manual handling of materials, equipment to work area.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Pipe Soldering RA07 Fumes, fire and burns.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Hot work permit to control fire risk. Company procedure and/or HVCA Welding Guide. General guidance for operatives on safe working on site.
Information	Operatives advised of risk of fume exposure, burns, causing fire.
Instruction	Site safety arrangements, including emergency fire procedures, to be included in briefing to operatives. Forced ventilation to be used if in poorly naturally ventilated area.
Training	Induction for all operatives. Operatives engaged in work to be competent or under supervision of competent person. Emphasis on need to avoid overheating, and cleaning area of dust (sub-floors) before work commences.
Supervision	Check required at commencement that arrangements are in force.
Access	Access to each work area should be safe.
Environment	Area should be generally well ventilated. Soldering not to be undertaken close to flammable materials without taking special precautions. The sub-floor, which may contain dust which can ignite/explode, should be inspected and cleaned if necessary.
Equipment	Equipment should be checked prior to use. Fire fighting equipment.
Emergencies	Fire protection arrangements should be advised to operative. Work should cease minimum of 30 minutes before leaving site, and checked prior to leaving. Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Client may require participation in Hot Work Permit.
COSHH	COSHH assessments should be available and checked for soldering fume protection.
Personal Protective Equipment	Safety footwear and head protection may be required. Respirator required if absence of adequate ventilation.
Other Procedures	Manual handling of materials, equipment to work area.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	General Plumbing RA08 Falls from height, fumes and burns (hot work), back strain, eye injuries, minor physical injuries (tools), joint sealants (skin, eyes).
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy - operatives to be experienced or work under supervision of experienced, competent person.
Information	Operatives advised of risks of injury from falls from height, carrying materials, arising from tool use and of burns and fumes from hot work.
Instruction	Operatives instructed in system of work required protecting against risks described.
Training	Induction on safe site working. Training on good working practices with tools.
Supervision	Routine checks required to ensure good working practices maintained.
Access	Access may be awkward in places, and requires some pre-planning to ensure appropriate access equipment available.
Environment	Reasonable lighting for general access and specific tasks.
Equipment	Equipment (employers responsibility) to be checked prior to use. Tools (responsibility of individual operatives) to be checked by supervisor at intervals.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. For hot work, extinguishers should be to hand
Communications	For maintenance work - liaison with client over availability of services and facilities
COSHH	Joint sealants and similar materials require COSHH assessment. Hot work may generate fumes requiring assessment.
PPE	Provision to be in accordance with site specific assessment, e.g. hard hats, protective gloves, overalls, etc.
Other Procedures	For hot work, work should cease 30 minutes before leaving site and then inspected (fire protection). Gas work should be restricted to CORGI approved operatives.

	RISK ASSESSMENT SUMMARY PART 2
Site / work location Assessment for: Significant risks:	Pressure Testing RA09 Failure of system under pressure may cause explosion, rupture or sufficient movement to cause personal injury. Note: Bursting of any vessel due to pressure or vacuum is a Statutory Dangerous Occurrence under RIDDOR and may require reporting to HSE.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	General Company Procedure for Pressure Testing. HVCA Guide for Site Pressure Testing (TR6) used as basis for work.
Information	Operatives advised of risk of system failure during test capable of causing injuries. High risk is associated with pneumatic testing significantly above atmospheric.
Instruction	Operatives need to respect distance requirements and use eye protection.
Training	Induction for all operatives. Advised of system for pressure testing, need to leave certain areas during high-pressure test, correct use of eye protection. If Permit to Work used, training required on its use.
Supervision	Check required at commencement precautions in place - may require a Permit to Work to control arrangements on site.
Access	Access restricted to areas subject to pressure test.
Environment	Not applicable.
Equipment	If pressure generated by a higher than required pressurised medium - pressure release valve discharging safely, reducing valves, stop valves and gauges required. Pressure test gauges to be calibrated recently in the required range. All vulnerable items, such as meters and pressure switches, removed before test. Reliance not placed on closed valves - blanked off. System inspected in detail for soundness before test, tests on brittle elements to be avoided.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Test should be to lowest acceptable pressure - risks increase with pressure. This should be discussed with the specifier. During high pressure testing, areas should be clear of other personnel including other Contractors' operatives.
COSHH	Not applicable except that any corrosive or other dangerous substances should be effectively isolated.
PPE	Eye protection for those working close to pipework under test.
Other Procedures	The sequence of a test should be documented, with leak testing always preceding pressure testing. Each part of the test, from filling a Mains Supply Pipe to release of pressure should be controlled as a risk element of the formal test itself.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Pipe Work Installation RA11 Falls from height, back strain, eye injuries, minor physical injuries (tools), noise (confined, reverberant spaces), joint sealants (skin, eyes).
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy - operatives to be experienced or work under supervision of experienced, competent person.
Information	Operatives advised of risks of injury from falls from height, carrying long lengths of pipe (particularly large diameter), arising from tool use and of noise in confined areas.
Instruction	Operatives instructed in system of work required to protect against risks described - correct use of equipment and eye protection. Use of hearing defenders in noisy/reverberant areas.
Training	Induction on safe site working. Training on good working practices with tools. Precautions against eye hazards and noise. Importance of using correct drills for anchors (to achieve required pullout strengths).
Supervision	Occasional checks that equipment being used correctly, and that suitable PPE being used.
Access	Access may be awkward in places, and requires some pre-planning to ensure appropriate access equipment available.
Environment	Reasonable lighting.
Equipment	Tools responsibility of individual operatives, to be checked by supervisor at intervals.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	No special requirements.
COSHH	Joint sealants and similar materials require COSHH assessment. Primary requirements to protect skin and eyes.
PPE	Eye protection for drilling, especially when above head. In reverberant areas (plant rooms etc.) may require hearing defenders (standard issue muffs) during drilling.
Other Procedures	For long lengths of pipe, two operatives required to carry 4" or over, to protect against back strain injuries.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Fan Coil Installation RA15 Falls from height, back strain, electrical hazards, eye injuries, minor physical injuries (tools), noise (confined, reverberant spaces), joint sealants (skin, eyes).
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy - operatives to be experienced or work under supervision of experienced, competent person.
Information	Operatives advised of risks of injury from falls from height, handling heavy plant, arising from tool use and of noise in confined areas.
Instruction	Operatives instructed in system of work required to protect against risks described - correct use of equipment. Use of hearing defenders in noisy/reverberant areas, gloves to protect hands etc.
Training	Induction on safe site working. Training on good working practices with tools. Precautions against falls, back strain, electrical hazards, noise etc. Importance of using correct drills for anchors (to achieve required pullout strengths).
Supervision	Occasional checks that equipment being used correctly, and that suitable PPE being used.
Access	Access may be awkward in places, and requires some pre-planning to ensure appropriate access equipment available. Use of mobile towers preferable to working from ladders.
Environment	Reasonable lighting.
Equipment	Tools responsibility of individual operatives.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	No special requirements.
COSHH	May involve use of joint sealants etc., requiring COSHH Assessments.
PPE	Eye protection for drilling, especially when above head. In reverberant areas (plant rooms etc.) may require hearing defenders (standard issue muffs) during drilling.
Other Procedures	Ensure anchorage points sound and have required pullout strength. Ensure isolation of associated services before commencing to install and connect up. Visually inspect for quality of installation before connection and test.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Roof Work RA19 Falls from height of persons, materials/tools
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy - operatives to be experienced or work under supervision of experienced, competent person.
Information	Operatives advised of risks of falling during work on roofs, reminded that falls from height are a common cause of fatal accidents.
Instruction	Operatives instructed in system of work required to avoid falls, where appropriate this to include the inspection of edge protection, the wearing of harnesses and other precautions.
Training	Induction to include care to be taken by when working at heights. Supervisor responsible for inspection of edge protection to be specifically trained on requirements under the Regulations. All operatives to be aware of requirements to protect themselves from falls, and to prevent the fall of materials/tools.
Supervision	Roof work is intrinsically dangerous, and requires close supervision by experienced and competent supervisors.
Access	<ol style="list-style-type: none"> 1. Flat Roofs: edges and openings to be protected - rigid guard rail set back from edge, rails and toe-boards around openings unless covered/secured, or concrete upstand serves as toe-board. 2. Sloping Roofs (greater than 10° Pitch): not in adverse weather, roof ladders and crawling boards, anchorage on opposite slope (not ridge capping), barriers at lower edge capable of holding slipping operative for works lasting more than 15 minutes. 3. Fragile Roofs: evaluate access <u>before work</u> to identify safe routes, areas that require crawling boards, railing off, etc.
Environment	Weather - prohibition on work in high winds, ice, snow, etc.
Equipment	See Access. In addition, where safety nets are used, they should be erected close to the working level.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Workers at ground or on lower levels should be made aware of roof work, to ensure that head protection is worn.
COSHH	Not applicable.
PPE	Harnesses with inertia reels or other fall arrestors should be considered. If required, they should be fixed to suitable anchorage points. If a harness, belt, reel, arrestor has been subject to a shock load, i.e. in a fall, it should be replaced immediately.
Other Procedures	Access arrangements to reach the roof, for personnel and materials (scaffolding, ladders, and hoists), require consideration.

	RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Installing/Replacing Luminaries RA20 Falls from height, electrical risks, manual handling	
CONTROL ITEM	DETAILS OF CONTROL MEASURES	
Documents Procedures etc.	Current IEE Regulations (BS 7671). Company policy on competent persons requires qualified electrician to carry out or supervise.	
Information	Operatives advised of risks of injury from falls from access equipment, requirement to electrically isolate before work commences, minimising manual handling of access equipment and luminaires.	
Instruction	Operatives instructed in system of work required to protect against risks described - importance of electrical isolation and correct use of mobile towers etc.	
Training	Induction to include Company policy on low voltage work. Trained in methods for electrical isolation and locking off. Use of assessment for Mobile Towers.	
Supervision	Qualified electrician, having attended 16th Edition conversion course. Check that isolation procedure satisfactory.	
Access	Access to working at height, may require mobile tower or use of client's access (cradles etc.) requiring training or client to operate.	
Environment	May need to restrict access to persons beneath the work area.	
Equipment	Standard equipment to be used.	
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.	
Communications	Client advised of isolation and locking off. Workers at ground or on lower levels should be made aware of high level work.	
COSHH	Not applicable.	
PPE	Harnesses with inertia reels or other fall arrestors should be considered if access not as safe as would be provided by a suitably guarded and railed scaffold.	
Other Procedures	Mobile powered lifts require specific training, supervision etc. and an evaluation of the work area to ensure that they may be moved safely. Access equipment and materials may represent a manual handling problem, and mechanical aids and teamwork should be used to establish site. Old fluorescent tubes to be disposed of safely.	
Competent Persons	Insofar as electrical work is assigned to a qualified, experienced electrician or is under the site control of such a person, he is primarily responsible for ensuring that good practice is followed in order to avoid electric shock, burns or fire.	

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Cable Pulling RA21 Physical Injury, Falls from Height.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Work to be preceded by documented route survey.
Information	Operatives advised of risk injury from energy potential of cables under stress, and from access.
Instruction	Operatives instructed in system of work required to protect against risks described - essential to follow specification and correct use of equipment.
Training	Induction training on safe site working, training in use of hoists, blocks and tackle, dynamometers and other equipment. Operatives to be trained on signals to be used during work to commence and stop pulling. Training required for drum handling.
Supervision	Most jobs will require the constant involvement of an experienced and competent supervisor.
Access	Survey should identify areas with specific access problems. Care should be taken when relying upon trays and other installed equipment to assist in taking weight/aiding balance.
Environment	Reasonable lighting. May need to seal off area due to risks to others.
Equipment	Over-stressing insulation may cause electrical accident during testing/commissioning or later. Lifting and pulling equipment should be inspected before use and used by/under supervision of trained persons.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Communication during pulling required ensuring that over-stressing does not occur.
COSHH	Applicable to cable jointing only - review appropriate assessments.
PPE	Stout industrial gloves recommended. Safety footwear and helmets required in most situations.
Other Procedures	The route survey and specification should be checked to ensure that recommended maximum bending radii are not exceeded. Temperature ranges should be checked for maximum/minimum. Cable should be pulled smoothly at constant speed (minimum 5m/min). Cable drums to be chocked at floor level. If stacked, battens to be used between adjacent flanges.

	RISK ASSESSMENT SUMMARY PART 2
Site / work location Assessment for: Significant risks:	Installation of Tray Work/Electrical Trunking RA22 Falls from height, eye injuries, minor physical injuries (tools), noise (confined, reverberant spaces).
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy – operatives to be experienced or work under supervision of experienced, competent person.
Information	Operatives advised of risks of injury from falls from height, arising from tool use and of noise in confined areas.
Instruction	Operatives instructed in system of work required to protect against risks described - correct use of equipment and eye protection. Use of hearing defenders in noisy/reverberant areas.
Training	Induction on safe site working. Training on good working practices with tools. Precautions against eye hazards and noise. Importance of using correct drills for anchors (to achieve required pullout strengths).
Supervision	Occasional checks that equipment being used correctly, and that suitable PPE being used.
Access	Access may be awkward in places, and requires some pre-planning to ensure appropriate access equipment available.
Environment	Reasonable lighting.
Equipment	Tools responsibility of individual operatives.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	No special requirements.
COSHH	Not applicable, unless drilling for fixings generates unusual amounts of dust - in which case Nuisance Dust assessment required.
PPE	Eye protection for drilling, especially when above head. In reverberant areas (plant rooms etc.) may require hearing defenders (standard issue muffs) during drilling.
Other Procedures	

	RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Low Voltage Electrical Work (up to 415 volts) RA23 Electric Shock, Burns, Fire Other risks associated with location	
CONTROL ITEM	DETAILS OF CONTROL MEASURES	
Documents Procedures etc.	Company Policy – Guide to work on low voltage systems. HSE Guides HS(R)18, HS(R)25, PML28.	
Information Instruction	Operatives advised of risks of electric shock, burns, and fire. Operatives instructed in system of work required to protect against risk for themselves and others.	
Training	Induction to include basic guidance on Company procedures for electrical work. Qualifications for competent persons (electricians) to be checked and recorded.	
Supervision	Work on or near live conductors to be carried out by competent electrician or under direct supervision of competent electrician. Wherever possible, work to be carried out on dead equipment, supervisor to authorise where this is not practicable.	
Access	For observation of live electrical equipment, the minimum safe distance is 1m.	
Environment	Reasonable lighting. Prohibition on unauthorised persons.	
Equipment	Test equipment shall be proprietary: hand-held spring-shrouded probes for circuits fused at maximum 125A; no hand-held probes where there is a risk of hand contact with bare, live conductors - fixed probes installed on dead circuit required. (See HSE Guidance Note GS 38). Live work - rubber mat (BS 921), temporary insulation material, insulated tools, danger notices to indicate live part of system.	
Emergencies	Electric shock intervention and resuscitation placard information to be imparted to operatives. Portable CO ₂ or dry powder extinguisher to hand. Standard evacuation, accident reporting and investigation.	
Communications	Isolation of equipment may require communication with third parties, to ensure system remains locked off. If live work unavoidable, two person teams should be in good communication.	
COSHH	Not applicable.	
PPE	Not applicable for dead work. For live work, rubber gloves to BS EN 60903 (both persons).	
Other Procedures	All work is to be effected in accordance with IEE Regulations and guidance. No seals placed by Electricity Companies shall be broken, or final connections made to cutouts or meters. A work schedule shall be used where the work is of a complex nature (metering circuits, switchgear, parallel circuits, etc.). Isolation procedures shall include for backfeeds, and always require two separate independent actions to restore power. If essential to work adjacent to bare live parts, or on systems above 125v live, operative to be accompanied.	
Competent Persons	Electrical work assigned to qualified, experienced electrician or is under the site control of such a person, he is primarily responsible for ensuring that good practice is followed.	

	RISK ASSESSMENT SUMMARY PART 2
Site / work location Assessment for: Significant risks:	Electrical Testing and Commissioning (Setting to Work) RA24 Electric Shock, Burns, Fire.
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Policy - all work to be carried out in accordance with relevant electrical engineering and other standards. Tests to be controlled by Permit to Work.
Information	Operatives advised of risks of electric shock, burns and fire associated with parts of system being energised, risk of machinery moving, etc..
Instruction	Operatives instructed in system of work required to protect against risks described.
Training	Work to be carried out by qualified competent persons.
Supervision	Work to be carried out under the supervision of an experienced competent person to manage the Permit to Work.
Access	Access restricted to authorised persons in each area energised, during test.
Environment	No special requirements, except to ensure each area to be energised is free from water ingress etc. or any other factor which could create a hazard during the test.
Equipment	Proprietary test equipment only to be used. All test leads to be checked for defect free insulation and fused.
Emergencies	Electric shock intervention and resuscitation placard information to be imparted to operatives. Portable CO ₂ or dry powder extinguisher to hand. Standard evacuation, accident reporting and investigation.
Communications	Essential those all in building are aware that system is to be energised.
COSHH	Not applicable.
PPE	For live work, rubber gloves to BS EN 60903 (both persons).
Other Procedures	Prior to commencement, checks required: secure connections; tools and loose materials removed; temporary screens, connections removed; temporary earths removed; insulation and earth continuity tests satisfactory; notices removed; appropriate fuses and links in place; equipment covers and doors closed wherever possible. All machinery liable to commence movement on energising to be identified, and suitable precautions (guarding/distance) taken. Checks to be documented in Permit to Work.
Competent Persons	Insofar as electrical work is assigned to a qualified, experienced electrician or is under the site control of such a person, he is primarily responsible for ensuring that good practice is followed in order to avoid electric shock, burns or fire.

	RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Erecting/Using/Dismantling Mobile Towers RA26 Falls from height, contact with live services, back strain.	
CONTROL ITEM	DETAILS OF CONTROL MEASURES	
Documents Procedures etc.	Construction (Health Safety and Welfare) Regulations 1996 (Schedules 1,2&7) apply. Company Policy – only trained persons, with knowledge and experience, are authorised to erect mobile scaffolds. HSE Guidance Note GS 42. Manufacturer's/Supplier's Manual to be available on site for guidance. Working platform to be secure and closely boarded (min. 38mm). Note: Maximum height 9.6m (or 12m if securely tied in to a structure). For Mobiles over 2m in height: Thoroughly inspected by a competent person before use and thereafter every seven days, or after any event likely to affect its strength or stability. Every seven days a report is required- (see Cons(HSW)Regs-Reg29 & schedule 7).*	
Information	Operatives advised of risks of falls – largest single cause of serious accidents in construction industry.	
Instruction	Company procedures for access equipment to be followed, together with guidance in manufacturer's manual.	
Training	To be authorised person to erect scaffold, must attend a formal mobile scaffold training course.	
Supervision	Ensure only authorised persons and those under their direct supervision erect mobile.	
Access	Work area to be checked for uneven ground, services, beams etc. which could cause accident during erection and movement of mobile tower. (Note: Towers to be cleared of operatives and materials before moving).	
Environment	Ground to be level and firm. Reasonable lighting required, absence of obstacles to free movement wherever possible.	
Equipment	Tower components to be inspected by competent person at commencement of erection, to ensure in a satisfactory state and all items required, including outriggers, guard rails and toeboards present.	
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.	
Communications	No special requirements.	
COSHH	Not applicable.	
PPE	Safety footwear and head protection required.	
Other Procedures	Manual handling of materials, equipment to work area.	

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Use of Hand Tools RA29 Eye Injury, Other minor physical injury
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Operatives are responsible for ensuring that their own tools are in good condition, and are the correct tools for the job.
Information	Operatives advised of risk of eye injuries, and other minor injuries, which can arise from poor maintenance or incorrect use of hand tools and extension leads..
Instruction	Operatives required to inspect their tools before each task and ensure that they are in good condition.
Training	Aspects of tool use and maintenance standards are incorporated into induction and general training. Specific training for special tasks requiring a higher level of competency.
Supervision	Remind operatives occasionally of the need to check their own tools. Intervene if operative is identified using a poorly maintained or inappropriate hand tool.
Access	Not applicable.
Environment	Not applicable.
Equipment	<p>Hammers: Head secure to shaft; shaft smooth (no splits) Head in good condition - no chips, not round edged Handle not bound with any material</p> <p>Chisels: Used with eye protection Kept in good condition – sharp, without mushroom heads, heads free from oil and grease</p> <p>Screwdrivers Not carried in pockets, correct size and shape used for work, work piece <u>not</u> held in free hand</p> <p>Electric Drills 110V type or used with RCD, checked regularly for electrical safety, Correct drill bit for material in use, kept sharp. Check before drilling to ensure avoiding services.</p>
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Not applicable.
COSHH	Not applicable.
PPE	Eye protection required when using cold chisels, electric drills etc.
Other Procedures	When using tools on or adjacent to electrical equipment, ensure equipment is isolated and locked off.
Maintenance	Some tools, such as chisels, require periodic maintenance to use them safely.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	General Manual Handling of Materials/Equipment RA30 Back strain injury, foot injury (heavy items).
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	General Company Policy on Manual Handling.
Information	Operatives advised of risk of back strain and foot injuries arising from a wide variety of tasks to be carried out on site.
Instruction	Operatives required to avoid manual handling, which they believe may cause them injury - beyond their capacity. To make use of lifting aids, hoists etc. wherever practicable. To seek assistance from colleagues (teamwork) for heavy/awkward tasks.
Training	As part of induction and regular refresher briefings – operatives advised and reminded of good lifting techniques, to use the legs not the back, etc. To use mechanical aids wherever practicable. Operatives may only use mechanical devices such as goods hoists after receiving formal training in their correct use, including weekly inspections.
Supervision	Constantly remind operatives of the need to use aids and lift correctly, without bending the back. Review job tasks, storage arrangements, access, equipment, environment (see below) etc., to minimise unnecessary materials and equipment movement.
Access	Poor access arrangements may impose additional constraints on good manual handling - to be reviewed by managers/supervisors for each Contract.
Environment	Good lighting, firm footing and other items such as handrails are required to minimise risk of injury.
Equipment	Provision of mechanical aids suitable for the job and site. Hoists to be inspected weekly, examined every 6 months (entry on Statutory Register).
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Not applicable.
COSHH	Not applicable.
PPE	Back support belts may be used, but should not be taken to warrant increasing the weight an operative may safely lift considering his personal capacity.
Other Procedures	Buyers and Contracts Managers to review the materials ordered, and where practicable purchase in suitable sizes for handling (i.e. 25kg bags of a material rather than 50kg bags). Site design to establish storage areas close to work, to minimise handling distances.

RISK ASSESSMENT SUMMARY PART 2	
Site / work location Assessment for: Significant risks:	Work in Roof Spaces (Lofts or on Open Joists) RA31 Falls from Heights; Manual Handling; Restricted Access
CONTROL ITEM	DETAILS OF CONTROL MEASURES
Documents Procedures etc.	Company Safety Policy Company in-house Staff Safety Manual
Information	Operatives advised of frequency of fatal accidents from falls from height, need for care in following procedures. Reminded of risk of back strain injuries, requiring care in working in roof spaces.
Instruction	Operatives instructed in system of work, communication with colleagues, care in ensuring adequate lighting.
Training	Induction on safe site working. Kinetic handling training. Ensure understanding of risks and procedures.
Supervision	Check by responsible person that work area is suitable.
Access	Access by secured ladder or other secure means. Adequate boarding (secured where possible to ensure safe footing at all points where work necessary)
Environment	Check for “suspicious” material, as loft spaces are notorious for containing asbestos. Be aware of lighting and ventilation requirements.
Equipment	Adequate lighting and ventilation to be provided throughout duration of work
Emergencies	Standard procedures for raising alarm and summoning assistance
Communications	No person to enter roof space unless person in charge is aware of their entry
COSHH	Any appropriate assessment to be to hand, e.g. solvents, insulation materials, esp. MMMF
PPE	Appropriate PPE to be available and worn, e.g. Lamp caps, breathing masks and gloves
Other Procedures	Very restricted spaces may need to be regarded as confined spaces with a Permit to Work system in operation