

**RANDSTAD CONSTRUCTION, PROPERTY AND  
ENGINEERING (CPE)**

**GENERIC RISK ASSESSMENTS**

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Operation and Hazards	
<b>Use Of Mobile Scaffold Towers</b>	
<ol style="list-style-type: none"> <li>1. Falls from height</li> <li>2. Materials falling</li> <li>3. Towers overturning</li> <li>4. Overloading</li> <li>5. Arcing or contact with overhead power lines</li> </ol>	

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls	
<ol style="list-style-type: none"> <li>1. Tower scaffold should be erected on firm level ground for light work only.</li> <li>2. Tower scaffold will only be erected, altered or dismantled by trained operatives in accordance with manufacturer's specifications.</li> <li>3. The wheels of mobile towers should not be less than 125mm in diameter, be marked with safe working load, locked into the base of standards and be fitted with brakes.</li> <li>4. To ensure stability the height of base ratio of a mobile scaffold tower must not exceed manufacturers' instruction or 3.5:1 outside a building. Stabilisers may be used to increase height to base ratio.</li> <li>5. Working platforms shall be fully boarded and at least 600mm wide or at 800mm wide when materials are deposited thereon.</li> <li>6. Guard rails and toe boards must be fitted where persons can fall more than 2m.</li> <li>7. A safe means of access shall always be provided either by way of internal inclined stairway or a ladder lashed vertically to one of the shortest sides. Access should never be permitted from a ladder leaning against a tower.</li> <li>8. A tower scaffold will be inspected before use by a competent person who will be responsible, if necessary, for entries in the scaffold inspection register.</li> <li>9. Tower scaffolds must not be misused.</li> <li>10. When mobile scaffold towers are being moved they will be pushed from the base. No persons will be permitted to ride on the platform whilst being moved.</li> <li>11. The safe working load will be displayed on the structure which will not be exceeded.</li> <li>12. Notices will be displayed on incomplete structures.</li> </ol>	

Additional Comments	

Operation and Hazards
<p><b>Working On Scaffold</b></p> <ol style="list-style-type: none"> <li>1. Falls from scaffold platforms</li> <li>2. Materials falling from scaffold platforms</li> <li>3. Scaffold collapses</li> <li>4. Plant, vehicular traffic, persons colliding with structure</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. All scaffolds and working platforms will be property constructed in accordance with British Standards, Manufacturer's instructions.</li> <li>2. Scaffolds will only be erected, altered or dismantled by qualified trained operatives.</li> <li>3. All scaffold components will be inspected before use.</li> <li>4. Additional to requirement of fitting of toe boards and guard rails to platforms over 2m high, those over 1m high will be fitted with guard rails.</li> <li>5. Protection against falling materials will be provided by use of nets, brick guards, fans and toe boards as necessary.</li> <li>6. Notices will be displayed on incomplete structures.</li> <li>7. Safe access and egress to working platforms will be provided generally by means of Class 1 heavy duty ladders.</li> <li>8. Before acceptance of handing over certificates, structures will be inspected with contractors' representative.</li> <li>9. No scaffold will be used until it has been inspected by a competent person, who will be responsible for entries in scaffold inspection register F91 Pt1a.</li> </ol>

Additional Comments

**Operation and Hazards****Excavations**

1. Cutting into underground electricity cables and contact with overhead power lines.
2. Collapse of unsupported excavations.
3. Falling into unfenced excavations
4. Materials or plant falling into excavations
5. Breaking into gas or water mains.
6. Struck by excavator

**Hazard Potential**

Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

**Controls**

1. Accurate location of underground services by operatives trained in the use of locating equipment (CAT scan) and fencing of overhead power lines.
2. Planned provision and use of trench support equipment.
3. Adequate fencing or covering for excavations and excavations back filled as soon as practicable.
4. Materials to be stock piled clear of the excavation 1.5m from the edge of the excavation.
5. Wheel stops to be used when tipping back fill using dumpers or trucks.
6. Proper ladder access with the ladder tied and extending 1.05m above the top of the excavation.
7. Ladder access to be into the supported part of the excavation.
8. Safety helmets to be worn by all operatives working in the excavation or close to excavations.
9. Only correct and tested lifting equipment to be used.
10. Excavators and other plant to be operated by trained, certified and authorized operators.

**Additional Comments**

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Operation and Hazards
<p><b>Working In Confined Spaces</b></p> <ol style="list-style-type: none"> <li>1. Working atmosphere toxic, explosive or deficient in Oxygen</li> <li>2. In rush of liquid gasses or solids</li> <li>3. Exposure to disease bearing organisms</li> <li>4. Evacuation of sick or injured workmen</li> <li>5. Falls down shafts or sumps</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. Atmosphere to be tested before entry.</li> <li>2. Atmosphere to be constantly monitored during work.</li> <li>3. Workers to be trained in the use of monitoring equipment and evacuation procedures.</li> <li>4. Rescue equipment to be provided and all workers to wear safety harnesses, helmets and protective clothing.</li> <li>5. All access points for effluent or process materials to be locked off or sealed.</li> <li>6. Where atmosphere tests are negative the space will be purged and retested.</li> <li>7. Where the atmosphere cannot be adequately ventilated, then breathing apparatus will be worn, if work must be carried out **</li> <li>8. **Where workmen are to operate, using breathing apparatus, special training must be given.</li> <li>9. Only the minimum number of workers required to carry out the work safely to enter.</li> <li>10. Workers to be logged in and out (tag system)</li> <li>11. Where permits to work are required, no work will be carried out until the authorized person has checked the permit requirements and signed the permit.</li> <li>12. Work will not exceed the time limits or safety parameters of the permit, without the authority of the authorized person.</li> <li>13. Workers to be warned of health risks specific to their task and be provided with written information on these risks, to present to their Doctor in the event of illness.</li> </ol>

Additional Comments

<b>Operation and Hazards</b>	
<p><b>Working Near Buried Services</b></p> <ol style="list-style-type: none"> <li>1. Contact with underground power cables causing danger to persons</li> <li>2. Rupturing of gas pipes leading to leaks, fire or explosion</li> <li>3. Rupturing of water pipes causing flooding and damage</li> <li>4. Cutting of underground telecommunications and interrupting services</li> <li>5. Rupturing of drains, sewers, culverts etc., causing health hazards</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. Prior to commencement of excavations all public and local utilities will be requested to provide information of services in the ground in proposed work area.</li> <li>2. Where services are believed to be present, steps will be taken to establish exact positions and routes which will be identified and marked.</li> <li>3. The depth at which the services are situated will be established by hand digging trial holes.</li> <li>4. Excavators and power tools should not be used within 0.5m of a buried service unless a permit to work system is used.</li> <li>5. Any damage to buried services must be reported to the appropriate utility immediately.</li> <li>6. If an electricity cable is struck, everyone should be kept clear of the area until made safe.</li> <li>7. If a gas pipe is ruptured, persons in the area should be evacuated and steps taken to prevent ignition of gas.</li> <li>8. For further guidance on buried electricity cables refer to HS Guidance Note GS33.</li> </ol>	

<b>Additional Comments</b>

Operation and Hazards					
<b>Crane Operations</b>					
<ol style="list-style-type: none"> <li>1. Crane overturning – ground unsuitable, overloading etc.</li> <li>2. Arcing or contact with overhead cables or other obstructions</li> <li>3. Materials falling during lifting operations</li> <li>4. Failure of lifting gear or equipment</li> </ol>					

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls					
<ol style="list-style-type: none"> <li>1. Craning operations will be supervised by a competent person other than crane driver.</li> <li>2. Appropriate test certificates in respect of appliance and lifting gear will be examined and copies retained on site.</li> <li>3. Driver of crane will hold a certificate of competence to drive (copy to be on site) and responsible for daily maintenance and completion of records.</li> <li>4. Surface from which mobile crane is to operate will be prepared and checked to ensure stability.</li> <li>5. Tower cranes will only be erected by competent persons.</li> <li>6. Operatives engaged in slinging and banking will be trained and holders of certificates of training, copies of which will be retained at site level.</li> <li>7. Slings and bankers will be responsible for examining all lifting gear before use, ensuring stability and security of loads.</li> <li>8. Regular checks will be made to ensure stability of crane.</li> <li>9. Under no circumstances will appliance safe working load be exceeded. Slings will be required to know weight of materials to be raised before commencement of lift.</li> <li>10. If driver of crane cannot see load during whole of lifting operation, additional slinger/bankers will be used.</li> <li>11. All overhead electric cables will be identified. Cranes will not operate within 6 metres plus extended jib length, unless permit to work be issued.</li> <li>12. 600mm clearance must be maintained between any slewing or travelling crane body and any obstruction or area must be enclosed.</li> <li>13. Site Management is responsible for the safe operation of cranes NOT the crane driver.</li> </ol>					

Additional Comments					



Operation and Hazards
<p><b>Maintenance And Repair Of Plant</b></p> <ol style="list-style-type: none"> <li>1. Uncontrolled movement of the plant under repairs</li> <li>2. Uncontrolled movement of hydraulics</li> <li>3. Uncontrolled release of hot or pressurized liquids</li> <li>4. Collapse of jacking equipment</li> <li>5. Tyre explosion or fuel fire</li> <li>6. Hair or clothing caught in moving parts</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls					
<ol style="list-style-type: none"> <li>1. Plant and equipment must be maintained in accordance with guidance contained in manufactures/suppliers manuals or instruction leaflets.</li> <li>2. Mobile plant or equipment to be worked on to have the wheels checked and hydraulically operated lifting arms at rest before work or braking systems hydraulics on wheels commences.</li> <li>3. Where hydraulically operated equipment has to be elevated for work to be carried out it must be supported by ridged means, props or ram sleeves.</li> <li>4. Where work involves engine cooling systems, hydraulic systems and compressed air, arrangements must be made to depressurise them under controlled conditions.</li> <li>5. When jacking is used to raise the equipment in order to facilitate access under the machine, the jacking must take place on firm level ground and packing placed under strong points, to prevent the collapse of the machine in the event of a jack failure.</li> <li>6. No hot work to take place on wheels or fuel tanks unless the tyres are removed from the wheels and the fuel tanks drained, purged and filled with water.</li> <li>7. Where work is to be carried out near moving parts, long hair and clothing must be kept clear.</li> <li>8. All guards to power shafts, fans, fan belts and other moving parts to be replaced when work is complete.</li> </ol>					

Additional Comments					

Operation and Hazards	
<b>Welding</b>	
<ol style="list-style-type: none"> <li>1. Fire and explosives</li> <li>2. Burns</li> <li>3. Eye Injuries and Arc Eye</li> <li>4. Electric Shock</li> <li>5. Exposure to Fumes and Gases</li> <li>6. Exposure to Heat</li> <li>7. Respiratory Disease</li> <li>8. Hearing Damage</li> </ol>	

Hazard Potential					
Major		Serious	✓	Slight	
Risk					
High	✓	Medium		Low	

Controls	
<ol style="list-style-type: none"> <li>1. Welding will only be carried out by trained operatives.</li> <li>2. All cylinders used in welding should be kept and moved in trolleys or securely fastened in vertical position.</li> <li>3. All equipment will be used in accordance with manufacturer's instructions and must be inspected before use to ensure it is safe.</li> <li>4. Operatives will wear protective clothing and necessary eye, hearing and respiratory protection.</li> <li>5. Adequate ventilation will be provided to prevent heat stress.</li> <li>6. Area of work will be screened as necessary to protect others from welding hazards.</li> <li>7. Fire Extinguishers will always be situated near work area (See Fires).</li> </ol>	

Additional Comments	

<b>Operation and Hazards</b>	
<b>Demolition</b>	
<ol style="list-style-type: none"> <li>1. Premature collapse of building or part of building</li> <li>2. Damage to property adjacent to site of demolition</li> <li>3. Falls from the working place or access</li> <li>4. Falls of material</li> <li>5. Explosion, fire or electrocution</li> <li>6. Health hazards to operatives and others e.g. Contaminants, asbestos, lead, dust etc.</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. Adjacent property, building or part of building to be demolished will be surveyed and a report, in writing, prepared as to findings.</li> <li>2. Local Authority and HSE to be informed of proposed demolition if necessary.</li> <li>3. A detailed Method Statement will be prepared and submitted for approval of management before work commences to cover method of demolition, access, protection of workforce and members of public, arrangements for making safe gas, electric supplies, methods for dealing with flammable or other hazardous materials, dust suppression, transport and disposal of waste, Health and Welfare arrangements (see HS Guidance Note GS29, 1-4) and COSHH Assessment file)</li> <li>4. A competent person will be appointed to supervise work.</li> <li>5. Only competent and trained operatives will be permitted to carry out demolition work and certificates of competence will be inspected and kept on site.</li> <li>6. Test certificates in respect of lifting appliances engaged in demolition will be inspected and kept on site.</li> </ol>	

<b>Additional Comments</b>
Method Statements required for all demolition work

Operation and Hazards
<b>Work Involving Asbestos Products</b>
1. Health hazards associated with asbestos – asbestosis, lung cancer, mesothelioma, laryngeal cancer

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. Suspect materials will be assumed to be crocidolite or ammosite unless samples have been analysed and shown to be the contrary.</li> <li>2. Licensed persons or contractors will be engaged for removal and stripping of asbestos, where cutting, abrading and breaking of materials is involved, except where work is less than one hour duration in any 7 days, or the total time spent by all persons will not exceed 2 hours.</li> <li>3. The enforcing authority (HSE) shall be notified 28 days before commencement of work unless licensed contractor is in possession of a waiver.</li> <li>4. A written assessment of work will be made to enable control measures to be taken.</li> <li>5. Adequate information, instruction and training shall be given to employees involved in asbestos work (See Code of Practice).</li> <li>6. Employees liable to be significantly exposed to asbestos, above action levels, must be medically examined by HSE approved Medical Practitioner before commencement of work and at 2 yearly intervals thereafter. Health records must be retained and information given to employee of results. Records of all employees involved in asbestos work will be kept.</li> <li>7. Prevention of exposure or the reduction of exposure will be implemented by technical measure, reduction of dust, minimizing breakage and fragmentation, by dust suppression/wetting and by clean 'housekeeping'. Where considered practical, special products ensuring 1) much enhanced penetration (other than water) will be used or 2) those penetrating and solidifying within the asbestos will be used.</li> <li>8. Personal Protection Equipment (PPE) suitable for the work supplied, fitted and maintained. Control measure of PPE and clothing, after use, will be enforced along with maintenance of engineering controls etc.</li> <li>9. Maintenance procedures with respect to cleaning, washing and changing facilities will be enforced to prevent transfer of dust.</li> <li>10. Escape of dust and decontamination of plant will be ensured. Premises will be left clean and washed/wiped down.</li> <li>11. The area of work will be designated and well signposted.</li> <li>12. Air monitoring, if considered necessary, will be arranged to check on effectiveness of controls, exposure of employees and when work is complete (See Code of Practice)</li> <li>13. Adequate washing facilities, and if considered necessary, showers with dirty and clean changing areas, will be provided.</li> <li>14. Regulations concerning asbestos waste disposal, transportation and labeling will be applied. Double plastic sacks, suitably labeled will be available for small waste, then tied and sealed. Large pieces will not be cut but wrapped in plastic sheeting or placed in a totally sealed container or skip.</li> <li>15. Exposure limits measured in litres per millilitre of air over a period of time will be applied.</li> </ol>

Additional Comments

<b>Operation and Hazards</b>
<p><b>Work Creating Excessive Noise</b></p> <ol style="list-style-type: none"> <li>1. Damage to hearing</li> <li>2. Nuisance to local residents</li> </ol>

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>
<ol style="list-style-type: none"> <li>1. Noise will be reduced to lowest level possible and where persons are exposed to noise at or above first action level or peak action level. Assessments will be made by a competent person and action taken in accordance with Noise at Work Regulations 1989 to protect both operatives and members of public.</li> </ol>

<b>Additional Comments</b>

<b>Operation and Hazards</b>
<p><b>Hot Work, Burning Or Ignition Of Litter</b></p> <ol style="list-style-type: none"> <li>1. Building, damaged or destroyed by fire</li> <li>2. Plant or equipment damaged or destroyed</li> <li>3. Injury to persons</li> </ol>

<b>Hazard Potential</b>					
Major		Serious	✓	Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>
<ol style="list-style-type: none"> <li>1. Fire Safety Plan to be prepared, promulgated and implemented.</li> <li>2. Fire Coordinator to be appointed.</li> <li>3. Highly flammable liquids and liquid petroleum gas will be stored in open air and necessary signs posted.</li> <li>4. Electrical and gas supplies will be installed and maintained in accordance with regulations and Codes of Practice. Certificates of test will be retained for inspection.</li> <li>5. Hot work/burning will be controlled by permits if necessary.</li> <li>6. No open fires will be permitted on site.</li> <li>7. Waste materials will be removed to skips and not allowed to accumulate.</li> <li>8. Plant powered by internal combustion engines will only be permitted to be used in well ventilated areas.</li> <li>9. Refuelling will not take place whilst engine is running. Funnels will be used when refueling from canisters.</li> <li>10. All vehicular plant will carry fire extinguishers.</li> </ol>

<b>Additional Comments</b>

<b>Operation and Hazards</b>	
<b>Roadworks</b>	
<ol style="list-style-type: none"> <li>1. Moving vehicles in collision with operatives or members of the public</li> <li>2. Accidents or members of the public</li> <li>3. Fires and resultant burns to operatives or members of public</li> <li>4. Operatives exposed to hazardous substances</li> <li>5. Collision of vehicles and plant</li> <li>6. Falls over objects or into excavations</li> <li>7. Operatives and members of public exposed to hearing damage</li> <li>8. Contact with underground or overhead services</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. All roadworks will be signed in accordance with Traffic Signs Manual Chapter 8.</li> <li>2. Plant and equipment will only be used by competent trained operatives and maintained in accordance with manufacturers instructions.</li> <li>3. All operatives will wear High Visibility reflective clothing and necessary protective equipment (see Protective Regs. 1992)</li> <li>4. All work areas, holes and excavations will be securely barriered or fenced to prevent persons falling therein, as necessary.</li> <li>5. A fire plan will be prepared and fire extinguishers will be fitted to all plant.</li> <li>6. The location of all underground and overhead services will be established and necessary marking, signing and protection will be carried out.</li> <li>7. All plant and vehicles will be fitted with automatic reversing alarms and hazard warning lights, as necessary.</li> <li>8. Vehicles moving in restricted space will be assisted by Banksmen.</li> <li>9. Adequate lighting will be provided after hours of darkness, which will be properly maintained.</li> <li>10. Noise will be reduced to lowest possible level and hearing protection worn as necessary after assessment.</li> </ol>	

<b>Additional Comments</b>

Operation and Hazards	
<p><b>Use Of Static Scaffold Towers</b></p> <ol style="list-style-type: none"> <li>1. Falls from height</li> <li>2. Materials falling</li> <li>3. Towers overturning</li> <li>4. Overloading</li> <li>5. Arcing or contact with overhead power lines</li> </ol>	

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls	
<ol style="list-style-type: none"> <li>1. Static tower scaffold should be erected on firm level ground for light work only.</li> <li>2. Static tower scaffold will only be erected, altered or dismantled by trained operatives in accordance with manufacturer's specifications and BS5973.</li> <li>3. To ensure stability the height of base ratio of a static tower must not exceed manufacturers' instructions or 4: 1 inside and 3.5: 1 outside a building. Stabilisers may be used to increase height to base ratio.</li> <li>4. Working platforms shall be fully boarded and at least 600mm wide or at 800mm wide when materials are deposited thereon.</li> <li>5. Guard rails and toe boards must be fitted where persons can fall more than 2m.</li> <li>6. A safe means of access shall always be provided either by way of internal inclined stairway or a ladder lashed vertically to one of the shortest sides. Access should never be permitted from a ladder leaning against a tower.</li> <li>7. A tower scaffold will be inspected before use by a competent person who will be responsible, if necessary, for entries in the scaffold inspection register.</li> <li>8. For further guidance refer to HS Guidance Note GS42.</li> </ol>	

Additional Comments	



Operation and Hazards
<p><b>Work On Or Near Fragile Roofing Materials</b></p> <ol style="list-style-type: none"> <li>1. Falling through roof</li> <li>2. Falling from edge of roofing</li> <li>3. Materials falling through or from roof</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. All roofs constructed of fragile materials will be thoroughly surveyed before commencement of work.</li> <li>2. A Method Statement, in writing, will be prepared, detailing how work will proceed.</li> <li>3. Work will be supervised by competent persons and only those who are fit enough and who have received training, will be employed.</li> <li>4. Warning notices will be displayed at all approaches to access points of a fragile roof.</li> <li>5. Crawling boards must be used when working on or passing across fragile materials.</li> <li>6. Edges of roofs will be fitted with guardrails and toe boards if necessary.</li> <li>7. Walkways near fragile materials (valleys, gutters and channels) will either be fitted with guard rails on either side or suitably covered to prevent persons falling through the roof.</li> <li>8. Materials will not be stored on a fragile roof, unless suitable precautions are taken to prevent both men and materials falling through and authority is given. A suitable means for loading will be employed.</li> <li>9. A safe means of access will be provided to the working place.</li> </ol>

Additional Comments

Operation and Hazards
<p><b>Use Of Ladders</b></p> <ol style="list-style-type: none"> <li>1. Falls from ladders</li> <li>2. Ladders collapsing</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. Class 1 industrial heavy duty or Class 2 light trade ladders only will be permitted to be used and must be free from defect.</li> <li>2. Ladders will carry an identification mark and be inspected before use and by a competent person every 3 months.</li> <li>3. Ladders will be set on a firm level base, at an angle of 75 degrees at the top where practicable, by lashing on both stiles, or if not possible 'footed' or lashed at the bottom and prevented from sagging and swaying.</li> <li>4. Ladders will extend 1.07m above a landing and must not rest against surfaces that can move or are fragile.</li> <li>5. If vertical ladder is over 9m, an intermediate landing will be provided.</li> <li>6. Ladders will not be misused.</li> <li>7. Only one person will be on a ladder at any time.</li> <li>8. Both hands must be free for holding a ladder.</li> <li>9. Heavy loads must not be carried either ascending or descending ladders.</li> <li>10. Tools requiring two hands to operate must not be used from a ladder.</li> <li>11. Operatives, working from a ladder, must not over-reach or 'jump' the ladder to reposition.</li> <li>12. Ladders will not be erected off tower scaffolds or trestles.</li> <li>13. Ladders left standing, after working hours, will be 'boarded'.</li> </ol>

Additional Comments
Ladders should only be used as a last resort

<b>Operation and Hazards</b>	
<b>Working Over Water Or At Water Edge</b>	
<ol style="list-style-type: none"> <li>1. Drowning</li> <li>2. Environmental Hazard - Leptospirosis</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. Where there is a risk of persons falling into water suitable rescue equipment, boat, life jackets, buoys etc. will be provided and persons trained to use the equipment.</li> <li>2. Where there is a risk of falling from an edge, bank etc., a structure, scaffold, guardrails or fencing will be erected at that edge.</li> <li>3. Where not practicable to provide (2) above, safety harness attached to secure lines may be used.</li> <li>4. Emergency procedures will be planned and information instruction and training given to all operatives.</li> <li>5. Environmental Hazards – See COSSH Assessments</li> </ol>	

<b>Additional Comments</b>

<b>Operation and Hazards</b>					
<b>Working Where There Is A Risk Of Materials Falling</b>					
<ol style="list-style-type: none"> <li>1. Operative sustaining injury</li> <li>2. Members of the general public sustaining injuries</li> </ol>					

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>					
<ol style="list-style-type: none"> <li>1. Other than in offices and mess rooms, all site operatives will wear BS safety helmets and British Standard signs to that effect will be displayed.</li> <li>2. Wherever vehicles are being loaded or unloaded operatives will wear BS safety helmets.</li> <li>3. Where there is a risk of materials falling in stores, workshops or yards, BS safety helmets will be worn.</li> <li>4. Where members of public can be injured by falling materials, suitable and sufficient protection will be provided, i.e. netting fans, brick guards etc.</li> </ol>					

<b>Additional Comments</b>					

Operation and Hazards	
<b>Working Near Holes And Edges</b>	
<ol style="list-style-type: none"> <li>1. Falls from height</li> <li>2. Materials falling from height</li> </ol>	

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls	
<ol style="list-style-type: none"> <li>1. Holes and edges, wherever persons work or pass nearby and could fall more than 2m, or work over water. Liquid or dangerous material must be protected; either by guardrails and toe boards or by suitable covers or barriers secured against removal or clearly marked 'Hole Below, Do Not Remove'.</li> <li>2. Open joisting through which persons could fall more than 2 meters must be sufficiently boarded over to provide a safe working place or access.</li> </ol>	

Additional Comments	

<b>Operation and Hazards</b>					
<b>Use Of Mobile Elevated Work Platforms (Scissor Lift – Cherry Picker)</b>					
<ol style="list-style-type: none"> <li>1. Collision with other vehicular traffic</li> <li>2. Arcing or contact with overhead cables or other overhead obstructions</li> <li>3. Fall of Operative from platform</li> <li>4. Materials falling from platform</li> <li>5. Entrapment of persons in moving parts of mechanism</li> <li>6. Overturning</li> </ol>					

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>					
<ol style="list-style-type: none"> <li>1. All Operators will be over the age of 18 yrs, trained, certified and authorized to use and will be responsible for maintenance and reporting of defects.</li> <li>2. Barriers or cones or fencing will be placed around machine operating area when necessary.</li> <li>3. All overhead cables will be fenced off or shrouded.</li> <li>4. All operatives will wear safety harness which will be slipped onto cage, as necessary.</li> <li>5. Materials will not be allowed to accumulate on platform.</li> <li>6. Guards and fencing on moving parts must always be in place.</li> <li>7. Machine must only be used on suitable surfaces and operatives must be in possession of necessary information (manual) etc. to enable safe operation of machines.</li> <li>8. Noise assessments will be made before plant is used and if necessary information and protective equipment provided.</li> </ol>					

<b>Additional Comments</b>					

<b>Operation and Hazards</b>	
<b>Portable Power Tools</b>	
<ol style="list-style-type: none"> <li>1. Electric shock</li> <li>2. Hair or clothing becoming entangled in moving parts</li> <li>3. Eye injuries from dust, swarf or other fragments</li> <li>4. Wrist and hand injuries due to tool jamming or binding</li> <li>5. Vibration white finger (note reportable disease)</li> <li>6. Air lines becoming detached or bursting due to damage</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. All power feeds, electrical, pneumatic or hydraulic, to be to European or British Standards and maintained in good condition.</li> <li>2. Where practicable only 110v electrical tools will be used.</li> <li>3. Loose clothing and long hair to be kept clear of moving parts of power tools.</li> <li>4. Eye protection to be worn at all times where there is a reasonably foreseeable risk of eye injury.</li> <li>5. Operatives to be trained in the correct use of power tools.</li> <li>6. Tools producing high levels of vibration to have padded handle to reduce the risks of vibration white finger.</li> <li>7. Operatives to wear gloves in cold weather to reduce 'VWF'.</li> </ol>	

<b>Additional Comments</b>

**Operation and Hazards**

**Cartridge Operated Tools**

1. Negligent discharge of projectile
2. Misfire
3. Eye injury from premature firing of cartridge during loading or fragmentation of brittle materials during firing
4. Soft material is punctured by nail/fastener when fired
5. Ricochet of fastener or fixing device
6. Recoil throwing operative off balance

**Hazard Potential**

Major	✓	Serious		Slight	
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**Risk**

High	✓	Medium		Low	
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**Controls**

1. To be used by trained operatives only
2. Operatives to wear head and eye protection during loading use and unloading.
3. Tools to be unloaded and made safe when not in use.
4. Ear protection to be worn at all times when in use.
5. Other operatives to be cleared from work area.
6. Tools and cartridges to be stored under lock and key in secure containers when not in use and issue carefully controlled.
7. Cartridge operated tools will only be used from secure and safe platforms.
8. Cartridge operated tools will not be used where there is a risk of fire or explosion, unless permit to work is issued.

**Additional Comments**

Tools are only to be used by trained and certified operatives



<b>Operation and Hazards</b>	
<b>Use Of Abrasive Wheel Machines</b>	
<ol style="list-style-type: none"> <li>1. Operatives or bystanders being injured by contact with or 'bursting' or disintegration of wheel</li> <li>2. Abrasive particles causing eye injuries</li> <li>3. Damage to hearing from exposure to noise</li> <li>4. Health hazards arising from exposure to dust and abrasive particles</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. Abrasive wheel machines will only be used by trained competent operatives.</li> <li>2. Abrasive wheels will be mounted only by trained, certified and authorized persons</li> <li>3. Suitable abrasive wheels will be selected for each work process.</li> <li>4. Machines onto which abrasive wheels are to be mounted will be properly maintained, marked with spindle speed AND NOT MISUSED.</li> <li>5. Abrasive wheel machines will not be used unless suitable guards are fitted to contain fragments of bursting wheel.</li> <li>6. Area in which machine is to be used will be clear and free of obstructions.</li> <li>7. All operatives and bystanders, where abrasive wheel machines are in use, will wear suitable eye protection.</li> <li>8. Noise will be reduced to lowest possible level and where action levels are likely to be reached, assessments will be conducted, information given to all persons likely to be affected, ear protection provided, which must be worn when required.</li> <li>9. Where dust is likely to be a hazard to health, suitable Personal Protective Equipment (PPE) WILL BE PROVIDED AND WORN.</li> <li>10. For further guidance, refer to HS Guidance Note PM 22.</li> </ol>	

<b>Additional Comments</b>

<b>Operation and Hazards</b>	
<b>Refurbishment</b>	
<ol style="list-style-type: none"> <li>1. Collapse of structures</li> <li>2. Contact with live electric power cables</li> <li>3. Work in confined spaces</li> <li>4. Falls from height</li> <li>5. Contact with asbestos</li> <li>6. Contact with disease bearing organisms (rats urine etc)</li> <li>7. Other contaminants (phenol, polychlorinatedbyphenol 'PCB' etc)</li> </ol>	

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>	
<ol style="list-style-type: none"> <li>1. Temporary support systems to be designed by a Structural Engineer with design details held on site (drawings and calculations).</li> <li>2. Services (gas and electricity) to be isolated or made safe before work starts, maintain water feed to hose reels and sprinkler systems for as long as possible.</li> <li>3. For work in confined spaces, at heights or in contact with asbestos or other contaminated substances, see relevant sections of the risk assessment folder.</li> </ol>	

<b>Additional Comments</b>

Operation and Hazards
<b>MANUAL HANDLING</b>
<p>This process relates to the activities carried on for manual movement of a range of materials for storage and/or use.</p> <p>The techniques for these activities are well established for this purpose and only using qualified personnel to control these activities ensure the safest working environment.</p> <p>There are H &amp; S risk effects associated with these activities from back or limb injuries or strains</p> <p>The following controls will minimize or eliminate these identified risks in conjunction with correct and safe working protocols.</p>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls	
1.	ENSURE ONLY QUALIFIED / TRAINED PERSONNEL CARRY OUT PROCESS (i.e. have been given manual handling training)
2.	ENSURE THAT ANY SUITABLE EQUIPMENT THAT CAN BE USED INSTEAD OF MANUALLY CARRYING OUT THE ACTIVITIY IS UTILISED
3.	ENSURE SUITABLE PROTECTIVE GLOVES ARE USED TO MINIMISE RISK OF INJURY TO HANDS
4.	ENSURE SUITABLE WORKING OVERALLS ARE USED WHEN NECESSARYTO PROTECT AGAINST DIRT CONTAMINATION
5.	OPERATORS MUST REVIEW COMPANY H & S POLICY FOR SPECIFIC ISSUES
6.	CONDUCT INDIVIDUAL MANUAL HANDLING RISK ASSESSMENT WHERE THE TASK WARRANTS

Additional Comments

<b>Operation and Hazards</b>
<b>ELECTRICALLY POWERED EQUIPMENT (I.E. COMPUTERS ETC...)</b>
<ol style="list-style-type: none"> <li>1. Electric shock</li> <li>2. Repetitive Strain Injury</li> <li>3. Incorrect ergonomic set-up</li> <li>4. Static shock</li> </ol>

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>
<ol style="list-style-type: none"> <li>1. All power feeds, electrical, to be to European or British Standards and maintained in good condition, PAT tested annually.</li> <li>2. Ensure all operators have undergone VDU risk assessment to establish correct positioning of equipment and its use and are trained for correct use.</li> <li>3. Ensure risk assessment takes account of repetitive activities carried out to prevent RSI</li> <li>4. Check risk of static shock and earth equipment or operator as necessary</li> </ol>

<b>Additional Comments</b>

<b>Operation and Hazards</b>
<b>OFFICE SAFETY</b>
<ol style="list-style-type: none"> <li>1. Possible trips or slips on floor – upturned mats, wet floor etc...</li> <li>2. Employee injury from items falling from shelves</li> <li>3. Employee injury from lifting heavy items</li> <li>4. Employee injury from sharp edges</li> </ol>

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>
<ol style="list-style-type: none"> <li>1. Check regularly condition of mats etc... and replace if worn</li> <li>2. Check regularly for wet floors from rain, spills etc... and dry as necessary</li> <li>3. Only store light items on higher shelves</li> <li>4. All employees required to manually handle items must be trained in manual handling techniques</li> <li>5. Ensure no "sharps" are uncovered and advise customers to take care when handling "sharp" items</li> <li>6. Check shelf and desk edges on going to minimise cuts/scratches from sharp edges.</li> </ol>

<b>Additional Comments</b>

<b>Operation and Hazards</b>
<p><b>STORAGE SAFETY</b></p> <ol style="list-style-type: none"> <li>1. Possible trips or slips on stairs – things left on stairs, loose surfaces etc...</li> <li>2. Employee injury from items stored on floor</li> <li>3. Employee injury from lifting heavy items</li> <li>4. Fire hazard from flammable materials</li> </ol>

<b>Hazard Potential</b>					
Major	✓	Serious		Slight	
<b>Risk</b>					
High	✓	Medium		Low	

<b>Controls</b>
<ol style="list-style-type: none"> <li>1. Check regularly condition of stairs etc... remove obstacles and replace surface if worn</li> <li>2. Ensure all emergency exit signs are in place for egress from offices &amp; storage area</li> <li>3. Check regularly for wet floors from spills etc... and dry as necessary</li> <li>4. Only store light items on higher shelves</li> <li>5. Clear access ways to be maintained in mezzanine area which is to be kept free of risks</li> <li>6. Support employees by helping to carry heavy items downstairs</li> <li>7. All employees required to manually handle items must be trained in manual handling techniques</li> <li>8. Ensure no "sharps" are uncovered and advise employees to take care when handling "sharp" items</li> <li>9. Minimise storage of flammable materials</li> <li>10. Maintain Fire Extinguisher in close proximity of 9. Above</li> </ol>

<b>Additional Comments</b>

Operation and Hazards
<p><b>FIRST AID SUPPORT – OFFICES &amp; SITE</b></p> <ol style="list-style-type: none"> <li>1. Injury risk in workshops re cuts, bumps, etc...</li> <li>2. Injury risk in offices from possible trips, paper cuts etc...</li> <li>3. Injury risk on site re cuts, bumps, etc...</li> </ol>

Hazard Potential					
Major	✓	Serious		Slight	
Risk					
High	✓	Medium		Low	

Controls
<ol style="list-style-type: none"> <li>1. Ensure there are adequate trained first aiders available to support both office and workshop requirements based on number of employees working in areas in question.</li> <li>2. Ensure their qualifications remain in date by a flag-up system for refresher training</li> <li>3. Ensure signs are strategically placed in all working areas identifying who the current first aiders are and how they can be contacted</li> <li>4. First Aiders must make themselves familiar with the possible injuries and risks within the working environment and have first aid kits available with adequate amounts of FA materials. This must be maintained with replacements when used and should include eye wash stations.</li> <li>5. First aiders must also make themselves familiar with local FA support and contacts (i.e. hospitals / A&amp;E depts... etc...</li> <li>6. Additional site requirements will involve liaison with the main contractor to establish their support and ensure that GEC employees are supported and what those mechanisms are, where they are located etc... This information must be included in GEC site inductions.</li> </ol>

Additional Comments