

## Risk Assessment

### USE OF VEHICLES

A - Effect of hazard or likelihood of Injury	B – Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood – Very high risk of injury	3 = Major injury - death	
<b>For this Activity - effect/likelihood rated at: 2</b>	<b>For this Activity - severity rated at: 3</b>	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
Transport on site and Street Works	2 x 3 = 6	1 x 3 = 3

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	<p>Operatives (Drivers), other workers in vicinity and members of public.</p> <ul style="list-style-type: none"> <li>• Vehicles in collision with people/objects or structures causing possible injuries or death.</li> <li>• Vehicles overturning, resulting in crushing injuries or death.</li> <li>• Unattended vehicles running out of control, resulting in severe injuries or death.</li> </ul>
PPE:	No
Compliance with:	<ul style="list-style-type: none"> <li>• Street Works and Road Works code of practice</li> </ul>
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>• Site access/egress traffic routes are in place to manage site traffic in addition to provision for turning.</li> <li>• Clear traffic routes are established identifying sharp bends, blind corners, narrow gaps, overhead cables, steep gradients and excavations.</li> <li>• Vehicles are maintained in accordance with manufacturers' guidelines.</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>• Operatives have good visibility and where appropriate banksmen are used.</li> <li>• Pedestrian and vehicular traffic is kept segregated and adequate signage is displayed.</li> <li>• Where necessary one way system is used.</li> <li>• Audible warning devices are fitted to vehicles when reversing.</li> <li>• High-risk areas are identified and trained banksmen are used wearing high visibility clothing.</li> <li>• Provision for adequate lighting levels is made for poorly lit areas.</li> <li>• Temporary roads are adequately prepared for the use of site traffic.</li> </ul>



	<ul style="list-style-type: none"> <li>• Stop blocks are in place where vehicles tip materials into excavations or load spoil.</li> <li>• Loads are not exceeded and are secured at the times of moving.</li> <li>• Persons are instructed not to ride on any vehicles unless there is correct seating.</li> <li>• Vehicles are driven in accordance with site conditions.</li> <li>• Unattended vehicles are secured when not operating.</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• All operatives are fully trained and competent to operate vehicles</li> </ul>

### **WORKING WITH MAINS ELECTRICITY**

A - Effect of hazard or likelihood of Injury	B – Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood – Very high risk of injury	3 = Major injury - death	
For this Activity - effect/likelihood rated at: 2	For this Activity - severity rated at: 3	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
Electric shock due to accidental contact with live electrical circuits within mains operated security devices and control equipment	2 x 3 = 6	1 x 3 = 3

#### **ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:**

Risks identified, persons affected:	Operatives <ul style="list-style-type: none"> <li>• Electric shock due to contact with live electrical circuits/equipment.</li> </ul>
PPE:	No
Compliance with:	<ul style="list-style-type: none"> <li>• Electricity at Work Regulations</li> <li>• Guidance Notes to IEE Regulations</li> <li>• HS(G)85 – Electricity at Work – Safe Working Practices</li> </ul>
Permit to work:	<ul style="list-style-type: none"> <li>• Access to Work</li> <li>• Security equipment isolation</li> </ul>
Planning:	<ul style="list-style-type: none"> <li>• Work to be planned to ensure safe means of access and egress</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>• Ensure mains circuit is isolated before opening equipment connected to mains supply</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• All operatives to have adequate competence and experience of the installed equipment and to work in accordance with IEE regulations</li> </ul>

## VIOLENCE TO STAFF

A - Effect of hazard or likelihood of Injury	B – Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood – Very high risk of injury	3 = Major injury - death	
For this Activity - effect/likelihood rated at: 2	For this Activity - severity rated at: 2	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
Physical or mental harm	2 x 2 = 4	1 x 2 = 2

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	<p>Site operatives and staff.</p> <ul style="list-style-type: none"> <li>Violence to staff (including threats and abuse) may result in minor to severe physical injury, including contusion, lacerations, etc. There may also be psychological trauma as the consequence of actual or implied physical harm.</li> </ul>
PPE:	<ul style="list-style-type: none"> <li>Female staff to be provided with personal alarms if deemed appropriate.</li> </ul>
Compliance with:	N/A
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>Suitable assessments are conducted so that sites or areas where violence to staff is more than usually likely are identified.</li> <li>Trained security staff are employed as and when appropriate.</li> <li>Female staff accompanying customers to demo sites are required to inform a colleague of their intended destination and estimated time of return.</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>Site managers and sales staff have ready access to telephones (whether fixed or mobile) so that they may summon assistance.</li> </ul>
Training:	<ul style="list-style-type: none"> <li>All staff are trained and instructed on the behaviour to be adopted in the case of robbery accompanied by violence or the threat of violence.</li> <li>All staff are given appropriate induction and other training on appropriate issues including personal security.</li> <li>All site managers and sales staff are given training in dealing with confrontational situations.</li> </ul>



## WORKING INSIDE OCCUPIED PREMISES

A - Effect of hazard or likelihood of Injury	B - Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood - Very high risk of injury	3 = Major injury - death	
For this Activity - effect/likelihood rated at: 2	For this Activity - severity rated at: 2	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
Installation of equipment in an operational control room	2 x 2 = 4	1 x 2 = 2

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	<p>Operatives and other occupants</p> <ul style="list-style-type: none"> <li>Risk of injury to building occupants due to contact with equipment or injury to installation staff due to interference with Operations by building occupants</li> </ul>
PPE:	<ul style="list-style-type: none"> <li>Safety footwear to BS EN 345</li> <li>Safety helmet to BS 5240</li> </ul>
Compliance with:	N/A
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>PFC staff to be familiar with building fire, emergency and security arrangements and location of all existing building services.</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>Liaison with building services manager or nominated safety representative before and during all Operations</li> <li>Cease working at heights and secure all equipment during periods of heavy pedestrian traffic movements or when building occupants may have close access to working location</li> <li>Areas adjacent to pedestrian access routes, openings in floors, equipment storage areas etc. to be cordoned-off by cones and warning notices</li> </ul>
Training:	N/A



**USING HAND TOOLS**

A - Effect of hazard or likelihood of Injury		B – Severity of Injury	
1= Very low likelihood - Minimum chance of injury		1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury		2 = Serious - requires time off work	
3= High likelihood – Very high risk of injury		3 = Major injury - death	
For this Activity - effect/likelihood rated at: a) 1, b) 1		For this Activity - severity rated at: a) 1, b) 2	
Significant Hazards Identified:-		Risk Rating before action	Risk Rating after action
a) Cuts and abrasions, caused by incorrect or improper use or poorly maintained tools		1 x 1 = 1	1 x 1 = 1
b) Eye injuries may result in the event of swarf being “ejected” into them		1 x 2 = 2	1 x 1 = 1

**ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:**

Risks identified, persons affected:	Operatives and others working within the vicinity • Minor injuries to self
PPE:	• All operatives use the necessary protective equipment (including eye protection) to the relevant BS or EN standard.
Compliance with:	N/A
Permit to work:	No
Planning:	• Tools are regularly inspected and maintained, e.g. Chisel heads are regularly re-ground to remove mushrooming.
Measures to reduce risk:	• The correct tools are used for the particular job in hand. • All tools are stored so as to avoid damage to them.
Training:	• All operatives are instructed in the correct use and maintenance of tools.

**PROTECTION OF MEMBERS OF PUBLIC**

A - Effect of hazard or likelihood of Injury		B - Severity of Injury	
1= Very low likelihood - Minimum chance of injury		1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury		2 = Serious - requires time off work	
3= High likelihood - Very high risk of injury		3 = Major injury - death	
For this Activity - effect/likelihood rated at: 2		For this Activity - severity rated at: 3	
Significant Hazards Identified:-		Risk Rating before action	Risk Rating after action
Public protection.		2 x 3 = 6	1 x 3 = 3

ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	<p>Access by PUBLIC</p> <ul style="list-style-type: none"> <li>• Serious, perhaps fatal, injury may result in the event of persons falling/tripping into excavations, manholes; of falls from unauthorised access to heights; contact with falling materials; unauthorised use of site plant and equipment; contact with site traffic; collapse of poorly stored building materials; contact with live sources of energy.</li> </ul>
PPE:	No
Compliance with:	N/A
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>• Barriers are installed which are suitable for the location, to segregate site work from public access.</li> <li>• Building materials are stored within the site perimeter on ground level and not more than two pallets in height.</li> <li>• Only 110v are used for portable electric tools.</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>• Back-fill will occur as soon as possible, covering of excavations at night if possible.</li> <li>• Spoil from excavations does not impede access of pavements.</li> <li>• All obstructions are clearly signed.</li> <li>• Temporary flooring materials are used where necessary.</li> <li>• All trailing cables are fixed or covered when crossing pedestrian areas.</li> <li>• Waste materials are removed and stored in a suitable place.</li> <li>• Spillages are cleared up immediately.</li> <li>• Ladders are removed and secured in the site compound, out of hours.</li> <li>• Where appropriate mobile elevated platforms are used in place of scaffolding or towers.</li> <li>• All plant is immobilised out of working hours.</li> <li>• Keys and starting handles are removed when machinery is not in use and stored in a secure area.</li> <li>• Local exhaust ventilation is used where necessary.</li> <li>• Those directly involved with the work are excluded from the vicinity.</li> <li>• Sand piles are not permitted to have vertical sides.</li> <li>• Lighting is placed out of reach.</li> <li>• Fires are not permitted near storage areas.</li> <li>• Suppression equipment is used on percussion equipment.</li> <li>• Noise barriers are used where necessary.</li> </ul>
Training:	N/A



## USE OF PORTABLE TOOLS AND APPLIANCES

A - Effect of hazard or likelihood of Injury	B - Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood - Very high risk of injury	3 = Major injury - death	
For this Activity - effect/likelihood rated at: 2	For this Activity - severity rated at: 3	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
Electric Shock, burns, death by electrocution	2 x 3 = 6	1 x 3 = 3

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	<p>Operators of electrical tools and appliances (requiring a lead from a power source, others working within the vicinity, members of the public.</p> <ul style="list-style-type: none"> <li>• Electrocution, shock, burns caused by damaged or poorly maintained electrical equipment and leads.</li> <li>• Trailing cables causing trip hazards resulting in moderate to severe injuries.</li> </ul>
PPE:	No
Compliance with:	<ul style="list-style-type: none"> <li>• CENELEC standards.</li> </ul>
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>• Only 110v power tools are used on site and colour coding is in place.</li> <li>• Cables are suspended where possible and protected from trapping.</li> <li>• Electrical equipment complies with relevant CENELEC standards.</li> <li>• Equipment that is damaged is repaired before use and tested.</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>• All equipment is tested, inspected at regular intervals and a register is kept of all appliances and test dates.</li> <li>• Prior to use, electrical equipment including leads is checked for visible damage and removed if found to be defective.</li> <li>• Electrical equipment is not lifted by its cable, and operatives are instructed not to do.</li> <li>• Supplies to electrical appliances are checked and RCD protection is used.</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• Only trained and competent persons may use electrical appliances.</li> </ul>

## LIFTING BULKY AND AWKWARD ITEMS

A - Effect of hazard or likelihood of Injury	B - Severity of Injury	
1= Very low likelihood - Minimum chance of injury	1 = Very minor or slight	
2= Medium likelihood - Medium chance of injury	2 = Serious - requires time off work	
3= High likelihood - Very high risk of injury	3 = Major injury - death	
For this Activity - effect/likelihood rated at: a) 3, b) 3, c) 2	For this Activity - severity rated at: a) 2, b) 2, c) 2	
Significant Hazards Identified:-	Risk Rating before action	Risk Rating after action
a) Back injury: incorrect handling/excess load	$3 \times 2 = 6$	$2 \times 1 = 2$
b) Slips & trips whilst moving awkward loads	$3 \times 2 = 6$	$1 \times 2 = 2$
c) Injury due to faulty mechanical equipment	$2 \times 2 = 4$	$1 \times 2 = 2$

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	Operatives <ul style="list-style-type: none"> <li>• Injuries sustained when handling large loads incorrectly</li> <li>• Slipping over when carry loads</li> <li>• Injuries when dealing with faulty equipment</li> </ul>
PPE:	<ul style="list-style-type: none"> <li>• Safety footwear to BS EN 345</li> </ul>
Compliance with:	<ul style="list-style-type: none"> <li>• Manual Handling Operations Regulations</li> <li>• Evidence of inspection of work equipment (if used) compliance with PUWER</li> <li>• IND(G)110 - Lighten the load: Guidance for employees</li> <li>• IND(G)143 - Getting to grips with manual handling</li> </ul>
Permit to work:	No
Planning:	<ul style="list-style-type: none"> <li>• Assess the probable weight and ease (or otherwise) of lifting the object</li> <li>• Reduce carrying distance to a minimum</li> <li>• Movements may need to be co-ordinated by site supervisor</li> <li>• Care to be taken to ensure passageways, stairs and access routes are clear of obstructions and adequately lit</li> <li>• Load to be provided with suitable hand-holds or split to reduce weight</li> </ul>
Measures to reduce risk:	<ul style="list-style-type: none"> <li>• Use properly maintained and identified mechanical aids where practicable</li> <li>• Heavier loads to be lifted by more than one person if mechanical aids are unsuitable</li> <li>• Allow sufficient rest and recovery time between operations</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• Operators to receive adequate training in kinetic lifting and manual handling techniques per HSE Guidance</li> </ul>





## LONE WORKER

A – Effect of hazard or likelihood of Injury		B – Severity of Injury	
1= Very low likelihood – Minimum chance of injury		1 = Very minor or slight	
2= Medium likelihood – Medium chance of injury		2 = Serious – requires time off work	
3= High likelihood – Very high risk of injury		3 = Major injury – death	
For this Activity – effect/likelihood rated at: 2		For this Activity – severity rated at: 2	
Significant Hazards Identified:-		Risk Rating before action	Risk Rating after action
Accidents or loss of power especially in hours of darkness		2 x 2 = 4	1 x 2 = 2

### ACTIONS REQUIRED TO BE TAKEN TO REDUCE RISKS:

Risks identified, persons affected:	Any staff or field engineers working alone <ul style="list-style-type: none"> <li>• Accidents.</li> <li>• Loss of power.</li> </ul>
PPE:	<ul style="list-style-type: none"> <li>• If PPE is required for the task then the lone worker situation must not be allowed to continue – another person must be in or near to the surrounding area</li> </ul>
Compliance with:	N/A
Permit to work:	<ul style="list-style-type: none"> <li>• If a permit-to-work is required for the task then the lone worker situation must not be allowed to continue – another person must be in or near to the surrounding area controlled by the permit.</li> </ul>
Planning:	<ul style="list-style-type: none"> <li>• Review the tasks set for the lone worker and assess the hazards. Take steps to minimise the hazards and provide suitable training for the “Lone Worker” employees</li> <li>• Ensure that any work equipment is maintained and suitable for use and safe systems of work have been established.</li> <li>• Safe access and egress must be available to and from the work area.</li> <li>• For hazardous operations such as working with machinery (rotating equipment), chemicals, dust, vapours, confined spaces, working at height or with electricity then the “lone worker” situation must not be allowed to occur. A second person must always be available and working with or near to the “lone worker” at the site/factory/office etc. and communication established between them.</li> <li>• For less hazardous operations then communication must be provided for the “Lone Worker”- this includes peripatetic workers. It is essential that telephone contact is made to a colleague or supervisor or nominated person at pre-determined intervals (depends on type of job and length of task) and these communications should be recorded.</li> <li>• The employer must be aware of the likely hazards,</li> </ul>



FORWARD THINKING  
FIRE PROTECTION

<p>Measures to reduce risk:</p>	<ul style="list-style-type: none"> <li>• “Lone worker” employees must not employ potentially dangerous “short-cuts” such as standing on chairs to change a light bulb or improvise because they do not have the right equipment, or to carry out repairs to equipment unless training has been given.</li> <li>• Employees should make their supervisors aware of any ailments, which may be aggravated by continuous use of equipment.</li> <li>• All “lone worker” employees must be able to make use of the first aid box (for minor injuries), know its location and know who to contact (telephone) in case of an emergency.</li> <li>• For peripatetic workers they must inform HQ if their visit itinerary changes. In the lone worker situation on a customer’s site they must ensure that some person at the host site is aware of their presence and expected time of departure.</li> </ul>
<p>Training:</p>	<ul style="list-style-type: none"> <li>• Provide suitable training for the “Lone Worker” employees.</li> </ul>