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### **GENERIC RISK ASSESSMENT INDEX:**



### Use Of Mobile Scaffold Towers

1. Falls from height
2. Materials falling
3. Towers overturning
4. Overloading
5. Arcing or contact with overhead power lines

#### Hazard Potential

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

#### Controls

1. Tower scaffold should be erected on firm level ground for light work only.
2. Tower scaffold will only be erected, altered or dismantled by trained operatives in accordance with manufacturer's specifications.
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.
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.
5. Working platforms shall be fully boarded and at least 600mm wide or at 800mm wide when materials are deposited thereon.
6. Guard rails and toe boards must be fitted where persons can fall more than 2m.
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.
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.
9. Tower scaffolds must not be misused.
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.
11. The safe working load will be displayed on the structure which will not be exceeded.
12. Notices will be displayed on incomplete structures.

#### Additional Comments

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## Operation and Hazards

### Use Of Trestles And Trestle Scaffolds

Falls from platforms  
Falls of material from platforms  
Collapse of trestle platforms

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High	☐	Medium		Low	

### Controls

Trestle scaffolds will not be overloaded and must be erected on a firm level base.

All trestles will be inspected by a competent person before use.

Trestles must be positioned so that the boards or staging is supported at recommended intervals. 'Double Boarding' will not be permitted.

No board will overhang its support by more than 4 x thickness or have less than 50mm overhang.

All platforms will be at least 450mm wide.

Where fixed trestles are used over 2m high, toe boards and guard rails will be fitted.

Folding trestles must not be used where persons can fall more than 4.5m.

All trestles over 3.6m high will be tied into buildings or otherwise shored to ensure stability.

Trestle scaffolds will not be erected on other scaffold platforms unless sufficient space is allowed for access, the trestles are fixed and braced.

Separate steps or ladders will be provided for access to all platforms.

Warning notices must be displayed and adequate protection provided (barriers etc.) where trestles are erected in areas where men are working.

### Additional Comments

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## Operation and Hazards

### Working On Scaffold

Falls from scaffold platforms  
Materials falling from scaffold platforms  
Scaffold collapses  
Plant, vehicular traffic, persons colliding with structure

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

All scaffolds and working platforms will be property constructed in accordance with British Standards, Manufacturer's instructions.

Scaffolds will only be erected, altered or dismantled by qualified trained operatives.

All scaffold components will be inspected before use.

Additional to requirement of fitting of toe boards and guard rails to platforms over 2m high, those over 1m high will be fitted with g

Protection against falling materials will be provided by use of nets, brick guards, fans and toe boards as necessary.

Notices will be displayed on incomplete structures.

Safe access and egress to working platforms will be provided generally by means of Class 1 heavy duty ladders.

Before acceptance of handing over certificates, structures will be inspected with contractors' representative.

No scaffold will be used until it has been inspected by a competent person, who will be responsible for entries in scaffold inspection

Additional Comments

## Operation and Hazards

### Excavations

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

Hazard Potential					
Major	☹	Serious		Slight	
Risk					
High	☹	Medium		Low	

### Controls

Accurate location of underground services by operatives trained in the use of locating equipment (CAT scan) and fencing of overhead services.

Planned provision and use of trench support equipment.

Adequate fencing or covering for excavations and excavations back filled as soon as practicable.

Materials to be stock piled clear of the excavation 1.5m from the edge of the excavation.

Wheel stops to be used when tipping back fill using dumpers or trucks.

Proper ladder access with the ladder tied and extending 1.05m above the top of the excavation.

Ladder access to be into the supported part of the excavation.

Safety helmets to be worn by all operatives working in the excavation or close to excavations.

Only correct and tested lifting equipment to be used.

Excavators and other plant to be operated by trained, certified and authorized operators.

Additional Comments

## Operation and Hazards

### Working In Confined Spaces

Working atmosphere toxic, explosive or deficient in Oxygen  
In rush of liquid gasses or solids  
Exposure to disease bearing organisms  
Evacuation of sick or injured workmen  
Falls down shafts or sumps

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

## Operation and Hazards

### Working Near Buried Services

Contact with underground power cables causing danger to persons  
Rupturing of gas pipes leading to leaks, fire or explosion  
Rupturing of water pipes causing flooding and damage  
Cutting of underground telecommunications and interrupting services  
Rupturing of drains, sewers, culverts etc., causing health hazards

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Prior to commencement of excavations all public and local utilities will be requested to provide information of services in the ground.

Where services are believed to be present, steps will be taken to establish exact positions and routes which will be identified and marked.

The depth at which the services are situated will be established by hand digging trial holes.

Excavators and power tools should not be used within 0.5m of a buried service unless a permit to work system is used.

Any damage to buried services must be reported to the appropriate utility immediately.

If an electricity cable is struck, everyone should be kept clear of the area until made safe.

If a gas pipe is ruptured, persons in the area should be evacuated and steps taken to prevent ignition of gas.

For further guidance on buried electricity cables refer to HS Guidance Note GS33.

Additional Comments

## Operation and Hazards

### Crane Operations

Crane overturning – ground unsuitable, overloading etc.  
Arcing or contact with overhead cables or other obstructions  
Materials falling during lifting operations  
Failure of lifting gear or equipment

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. Slingers 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. Slingers 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

### Use Of Excavators

Machine Overturning

Materials or equipment falling from machine

Members of public or workmen being endangered by machine operation

Machine arcing with or coming into contact with overhead cables or underground services

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Excavators will only be driven by trained competent operatives over the age of 18 years, who are holders of a Certificate of Competence. Excavator drivers must be in possession of machine manufacturer's manual of guidance or notes.

An excavator will not be used unless it has been thoroughly examined during preceding 12 months and certificate of test is provided.

An excavator driver will be responsible for ensuring machine is not misused, is properly maintained in accordance with manufacturer's instructions.

All excavators will be inspected weekly by a competent person (driver), who will be responsible for making entries in the inspection register.

AN EXCAVATOR MAY BE USED AS A CRANE FOR WORK IMMEDIATELY CONNECTED with an excavation provided it has a Certificate of Competence.

All chains and slings used for raising and lowering of loads, must have been tested within preceding 6 months and will only be attached to the excavator when the test certificate is available.

The driver of a slewing excavator must ensure that operations do not endanger members of the public or other workers and if there is any doubt, work must stop.

Excavators must not operate within 6m of overhead power cables when boom is fully extended, unless suitable precautions are taken.

Before excavation ground survey will be made to locate any underground services and prevent damage or injury.

### Additional Comments

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## Operation and Hazards

### Use Of Dumper Trucks

Overturning  
Collision with other plant or pedestrians  
Falling off dumper

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Drivers will be over the age of 18 years, trained, certified and authorized to use and be responsible for daily maintenance and repair.

No unauthorized persons will be permitted to use and a register will be maintained of all those so authorized.

Consideration will be given to selecting suitable plant, having regard to terrain and work operations.

Operators will be given information as to the capabilities and restrictions on use of machine which will not be exceeded.

Plant will not be overloaded.

Plant will not encroach within 1.5 metres of any excavation.

When tipping into any excavation or at a spoil heap, suitable measures will be taken to prevent 'over-running'.

Passengers will not be carried on dumper unless seat and handholds are fitted.

Noise Assessments will be conducted on all plant and where necessary information will be given and protective equipment provided.

Additional Comments

## Operation and Hazards

### Piling Operations

Contact with underground services  
Arcing or contact with overhead cables  
Overturning of piling rig  
Materials or equipment falling from piling rig  
Falls from piling rig  
Overturning of plant associated with piling

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Survey will be conducted of area to be piled to locate underground and overhead services, location of which will be marked, warning

All hazards, which could affect stability of piling rig, will be identified, e.g. Ground conditions, cellars etc. and necessary precautions

Method Statement will be prepared in writing and made available.

All operatives engaged in piling operations will be trained and before commencement of work appropriate certificates on competen

All lifting appliances and gear must have appropriate certificates of test, copies of which will be retained at site level.

All operatives will wear safety helmets and use safety harness if necessary.

Additional Comments

## Operation and Hazards

### Maintenance And Repair Of Plant

Uncontrolled movement of the plant under repairs  
Uncontrolled movement of hydraulics  
Uncontrolled release of hot or pressurized liquids  
Collapse of jacking equipment  
Tyre explosion or fuel fire  
Hair or clothing caught in moving parts

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Plant and equipment must be maintained in accordance with guidance contained in manufactures/suppliers manuals or instruction

Mobile plant or equipment to be worked on to have the wheels checked and hydraulically operated lifting arms at rest before work

Where hydraulically operated equipment has to be elevated for work to be carried out it must be supported by ridged means, prop

Where work involves engine cooling systems, hydraulic systems and compressed air, arrangements must be made to depressurise

When jacking is used to raise the equipment in order to facilitate access under the machine, the jacking must take place on firm le

No hot work to take place on wheels or fuel tanks unless the tyres are removed from the wheels and the fuel tanks drained, purge

Where work is to be carried out near moving parts, long hair and clothing must be kept clear.

All guards to power shafts, fans, fan belts and other moving parts to be replaced when work is complete.

Additional Comments

## Operation and Hazards

### Use Of Telescopic Materials Handlers (Telehandlers)

Collision with other vehicles, plant, structures or pedestrians  
Arcing or contact with overhead power cables or other overhead obstructions  
Falls of materials from the machine or machine overturning  
Overloading or over-reaching

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Operators to be 18 or over, trained, certificated and authorized to drive Telescopic Materials Handlers, responsible for daily maintenance.

Authorised operators only will be issued with keys. Key will be removed and the machine locked when left unattended.

**Under no circumstances will telescopic materials handlers be operated by unauthorised persons.**

Attention must be given to terrain, load requirements, reach etc, when selecting telescopic materials handlers for use on site.

All overhead obstructions including power cables will be identified and clearly marked and where necessary fenced or shrouded.

Operators will be provided with information in regard to the machines capabilities and will ensure limits are not exceeded.

Moving – as cherry pickers.

Additional Comments

## Operation and Hazards

### Welding

Fire and explosives  
Burns  
Eye Injuries and Arc Eye  
Electric Shock  
Exposure to Fumes and Gases  
Exposure to Heat  
Respiratory Disease  
Hearing Damage

### Hazard Potential

Major		Serious	⌋	Slight	
Risk					
High	⌋	Medium		Low	

### Controls

Welding will only be carried out by trained operatives.

All cylinders used in welding should be kept and moved in trolleys or securely fastened in vertical position.

All equipment will be used in accordance with manufacturer's instructions and must be inspected before use to ensure it is safe.

Operatives will wear protective clothing and necessary eye, hearing and respiratory protection.

Adequate ventilation will be provided to prevent heat stress.

Area of work will be screened as necessary to protect others from welding hazards.

Fire Extinguishers will always be situated near work area (See Fires).

### Additional Comments

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## Operation and Hazards

### Demolition

Premature collapse of building or part of building  
Damage to property adjacent to site of demolition  
Falls from the working place or access  
Falls of material  
Explosion, fire or electrocution  
Health hazards to operatives and others e.g. Contaminants, asbestos, lead, dust etc.

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Adjacent property, building or part of building to be demolished will be surveyed and a report, in writing, prepared as to findings.

Local Authority and HSE to be informed of proposed demolition if necessary.

A detailed Method Statement will be prepared and submitted for approval of management before work commences to cover methods of demolition.

A competent person will be appointed to supervise work.

Only competent and trained operatives will be permitted to carry out demolition work and certificates of competence will be inspected.

Test certificates in respect of lifting appliances engaged in demolition will be inspected and kept on site.

### Additional Comments

Method Statements required for all demolition work

## Operation and Hazards

### Work Involving Asbestos Products

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



## Operation and Hazards

### Working With Lead

1. Exposure to lead dust, fumes and vapour are hazardous to health

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High	☐	Medium		Low	

### Controls

The nature and degree of exposure to lead will be assessed before work commences, in writing.

All those persons engaged in working with lead should receive training and information in regard to hazards.

Lead in air levels should be monitored and exposure should be controlled by measures other than use of respiratory protective equipment.

Sufficient and adequate washing facilities must be available where workers are required to handle or use lead.

All employees significantly exposed to lead must have adequate medical surveillance kept.

Records of assessments, air monitoring and medical surveillance must be kept.

See Control of Lead Regulations 1980 and Code of Practice for further information.

Additional Comments

## Operation and Hazards

### Work Creating Excessive Noise

Damage to hearing  
Nuisance to local residents

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

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

Additional Comments



## Operation and Hazards

### Use Of Bitumen Boilers

Injury to operative  
Injury to member of public  
Boiler ignition  
Boiler fire igniting adjacent to building or materials  
Boiler or associated heating equipment explosion

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High		Medium	☐	Low	

### Controls

Bitumen boilers must only be used by trained operatives.

Operatives must wear suitable protective equipment (See COSHH assessment).

Boilers must always stand on a firm level base and never left unattended when lit. A fire extinguisher (foam or dry powder) must be available.

If boiler to be used on a roof, it must stand on flame retardant material.

LPG gas cylinders must be at least 3 meters from boiler and gas hoses properly connected and checked for leaks.

Materials and other ignition sources must not be stored in vicinity of boiler.

Blocks of bitumen must never be thrown into boiler, which should always be covered by a lid.

Where boilers are situated in areas where members of public have access they should be fenced off.

Boilers must never be lit when being towed or carried on a lorry or trailer.

Additional Comments

## Operation and Hazards

### Hot Work, Burning Or Ignition Of Litter

Building, damaged or destroyed by fire  
Plant or equipment damaged or destroyed  
Injury to persons

Hazard Potential					
Major		Serious	⌋	Slight	
Risk					
High	⌋	Medium		Low	

### Controls

Fire Safety Plan to be prepared, promulgated and implemented.

Fire Coordinator to be appointed.

Highly flammable liquids and liquid petroleum gas will be stored in open air and necessary signs posted.

Electrical and gas supplies will be installed and maintained in accordance with regulations and Codes of Practice. Certificates of test

Hot work/burning will be controlled by permits if necessary.

No open fires will be permitted on site.

Waste materials will be removed to skips and not allowed to accumulate.

Plant powered by internal combustion engines will only be permitted to be used in well ventilated areas.

Refuelling will not take place whilst engine is running. Funnels will be used when refueling from canisters.

All vehicular plant will carry fire extinguishers.

Additional Comments

## Operation and Hazards

### Roadworks

Moving vehicles in collision with operatives or members of the public  
Accidents or members of the public  
Fires and resultant burns to operatives or members of public  
Operatives exposed to hazardous substances  
Collision of vehicles and plant  
Falls over objects or into excavations  
Operatives and members of public exposed to hearing damage  
Contact with underground or overhead services

Hazard Potential					
Major	⌋	Serious		Slight	
Risk					
High	⌋	Medium		Low	

### Controls

All roadworks will be signed in accordance with Traffic Signs Manual Chapter 8.

Plant and equipment will only be used by competent trained operatives and maintained in accordance with manufacturers instructions.

All operatives will wear High Visibility reflective clothing and necessary protective equipment (see Protective Regs. 1992)

All work areas, holes and excavations will be securely barriered or fenced to prevent persons falling therein, as necessary.

A fire plan will be prepared and fire extinguishers will be fitted to all plant.

The location of all underground and overhead services will be established and necessary marking, signing and protection will be carried out.

All plant and vehicles will be fitted with automatic reversing alarms and hazard warning lights, as necessary.

Vehicles moving in restricted space will be assisted by Banksmen.

Adequate lighting will be provided after hours of darkness, which will be properly maintained.

Noise will be reduced to lowest possible level and hearing protection worn as necessary after assessment.

### Additional Comments

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## Operation and Hazards

### Use Of Static Scaffold Towers

1. Falls from height
2. Materials falling
3. Towers overturning
4. Overloading
5. Arcing or contact with overhead power lines

### Hazard Potential

Major	⌋	Serious		Slight	
Risk					
High	⌋	Medium		Low	

### Controls

Static tower scaffold should be erected on firm level ground for light work only.

Static tower scaffold will only be erected, altered or dismantled by trained operatives in accordance with manufacturer's specifications.

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.

Working platforms shall be fully boarded and at least 600mm wide or at 800mm wide when materials are deposited thereon.

Guard rails and toe boards must be fitted where persons can fall more than 2m.

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 towers.

A tower scaffold will be inspected before use by a competent person who will be responsible, if necessary, for entries in the scaffold inspection log.

For further guidance refer to HS Guidance Note GS42.

### Additional Comments

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## Operation and Hazards

### Work On Or Near Fragile Roofing Materials

Falling through roof  
Falling from edge of roofing  
Materials falling through or from roof

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

All roofs constructed of fragile materials will be thoroughly surveyed before commencement of work.

A Method Statement, in writing, will be prepared, detailing how work will proceed.

Work will be supervised by competent persons and only those who are fit enough and who have received training, will be employed.

Warning notices will be displayed at all approaches to access points of a fragile roof.

Crawling boards must be used when working on or passing across fragile materials.

Edges of roofs will be fitted with guardrails and toe boards if necessary.

Walkways near fragile materials (valleys, gutters and channels) will either be fitted with guard rails on either side or suitably covered.

Materials will not be stored on a fragile roof, unless suitable precautions are taken to prevent both men and materials falling through.

A safe means of access will be provided to the working place.

Additional Comments
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## Operation and Hazards

### Working On Sloping Roofs – Pitch More Than 10 Degrees

Falls from access  
Falls from roof edge  
Falls of material from roof edge

Hazard Potential					
Major	⌋	Serious		Slight	
Risk					
High	⌋	Medium		Low	

### Controls

Appropriate precautions will be taken to prevent falls of persons and materials from a roof which will be determined by the type of

Work on sloping roofs should only be done by persons who are physically capable.

For extensive roof work a scaffold platform or catch barrier should be erected at eaves level where persons can fall more than 2m.

Light work of short duration may be conducted using roof ladders, which must be fixed to prevent slipping.

On roofs, where there is danger of operatives slipping, roof ladders or crawling boards will be used.

Timber battens may be used on tiled or slated roofs as an alternative to roof ladders provided they are not more than 420mm apart.

Stacking of materials on scaffold platforms will be permitted provided a) platform is not overloaded, b) access is maintained, c) materials are

A safe access, which must be secure, will be provided to the roof.

A means of loading will be used, other than carrying materials up a ladder, i.e. hoist, gin wheel etc.

All scaffolds and means of access will be inspected by a competent person before use.

Additional Comments



## Operation and Hazards

### Working On Flat Roofs (Roof Pitch Less Than 10 Degrees)

Falls from access  
Falls from roof edge  
Falls of material from roof edge

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

Controls
<ol style="list-style-type: none"><li>1. Safe access to the roof will always be provided and maintained by lashed ladder or tower scaffold or some other means.</li><li>2. If there is no permanent parapet or guard rail provided, edge protection, in the form of guard rails and toe boards will be erected, which must be secure.</li><li>3. If persons are not likely to approach within 2m of the roof edge a suitable secure barrier may be set back from the roof.</li><li>4. Where work is in progress at the roof edge guard rail and toe board may be removed, subject to a safe system of work being used, to prevent falls i.e. Use of safety harness and protection is replaced as soon as work is complete.</li><li>5. All fragile materials i.e. Roof lights etc. will be covered or fenced.</li><li>6. Heavy materials and equipment, buckets of bitumen etc. will not be carried up or down a ladder but will be lifted onto roof by hoist, gin wheel or some other means.</li><li>7. Bitumen boilers should not be used on a roof unless operative is in attendance and suitable precautions are taken, i.e. A non-combustible base is used and suitable fire extinguisher is present.</li><li>8. Materials will not be thrown down from the roof.</li><li>9. Necessary precautions will be taken to prevent materials either falling from or being blown off a roof.</li><li>10. Adequate precautions, as necessary, will be taken to protect others who may be affected by roof work.</li><li>11. All persons engaged in roof work will be adequately trained and supervised.</li><li>12. A competent person will be required to inspect scaffolds and lifting appliances and complete Inspection Register F91 Pt. 1</li><li>13. See COSHH Assessments in respect of Health Hazards.</li></ol>

Additional Comments

**Operation and Hazards****Use Of Ladders**

Falls from ladders  
Ladders collapsing

**Hazard Potential**

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

**Controls**

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.
2. Ladders will carry an identification mark and be inspected before use and by a competent person every 3 months.
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.
4. Ladders will extend 1.07m above a landing and must not rest against surfaces that can move or are fragile.
5. If vertical ladder is over 9m, an intermediate landing will be provided.
6. Ladders will not be misused.
7. Only one person will be on a ladder at any time.
8. Both hands must be free for holding a ladder.
9. Heavy loads must not be carried either ascending or descending ladders.
10. Tools requiring two hands to operate must not be used from a ladder.
11. Operatives, working from a ladder, must not over-reach or 'jump' the ladder to reposition.
12. Ladders will not be erected off tower scaffolds or trestles.
13. Ladders left standing, after working hours, will be 'boarded'.

**Additional Comments**

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## Operation and Hazards

### Erection Of Structures In Steel And Concrete

Falls from ladders  
Falls of material from height  
Structural collapse  
Lifting appliances overturning  
Arcing, contact or damage to overhead and underground services

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

SURVEY OF SITE TO BE CONDUCTED to determine condition of ground and safe routes of access for vehicular traffic, location of a

METHOD STATEMENT TO BE PREPARED in logical planned sequence of action. Statement to include details of structure and person

Method Statement to be checked and approved.

Only trained operatives, who will be given instruction and information, will be permitted to work on the structure.

Erection of structure will be monitored. No deviation from the Method Statement will be permitted without prior consent of the ma

Additional Comments

## Operation and Hazards

### Working Over Water Or At Water Edge

Drowning

Environmental Hazard - Leptospirosis

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Where there is a risk of persons falling into water suitable rescue equipment, boat, life jackets, buoys etc. will be provided and persons trained in their use.

Where there is a risk of falling from an edge, bank etc., a structure, scaffold, guardrails or fencing will be erected at that edge.

Where not practicable to provide (2) above, safety harness attached to secure lines may be used.

Emergency procedures will be planned and information instruction and training given to all operatives.

Environmental Hazards – See COSSH Assessments

Additional Comments

## Operation and Hazards

### Working Where There Is A Risk Of Materials Falling

Operative sustaining injury

Members of the general public sustaining injuries

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High	☐	Medium		Low	

### Controls

Other than in offices and mess rooms, all site operatives will wear BS safety helmets and British Standard signs to that effect will be provided.

Wherever vehicles are being loaded or unloaded operatives will wear BS safety helmets.

Where there is a risk of materials falling in stores, workshops or yards, BS safety helmets will be worn.

Where members of public can be injured by falling materials, suitable and sufficient protection will be provided, i.e. netting fans, barriers etc.

Additional Comments
<div></div>

## Operation and Hazards

### Working Near Holes And Edges

Falls from height

Materials falling from height

Hazard Potential					
Major	☹	Serious		Slight	
Risk					
High	☹	Medium		Low	

### Controls

Holes and edges, wherever persons work or pass nearby and could fall more than 2m, or work over water. Liquid or dangerous materials.

Open joisting through which persons could fall more than 2 meters must be sufficiently boarded over to provide a safe working platform.

Additional Comments

## Operation and Hazards

### Use Of Mobile Elevated Work Platforms (Scissor Lift – Cherry Picker)

Collision with other vehicular traffic  
Arcing or contact with overhead cables or other overhead obstructions  
Fall of Operative from platform  
Materials falling from platform  
Entrapment of persons in moving parts of mechanism  
Overturning

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

All Operators will be over the age of 18 yrs, trained, certified and authorized to use and will be responsible for maintenance and re

Barriers or cones or fencing will be placed around machine operating area when necessary.

All overhead cables will be fenced off or shrouded.

All operatives will wear safety harness which will be slipped onto cage, as necessary.

Materials will not be allowed to accumulate on platform.

Guards and fencing on moving parts must always be in place.

Machine must only be used on suitable surfaces and operatives must be in possession of necessary information (manual) etc. to er

Noise assessments will be made before plant is used and if necessary information and protective equipment provided.

Additional Comments

## Operation and Hazards

### Use Of Forklifts

Collision with other vehicular traffic plant or pedestrians  
Arcing or contact with power cables or other overhead obstruction  
Overturning  
Falls of materials from machine  
Overloading of structures

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

All drivers will be over the age of 18 yrs, trained, certificated and authorized to drive forklifts and be responsible for daily maintenance.

Forklift trucks will only be operated by those authorized operators named in the Company Register. Under no circumstances will forklifts be used for any other purpose.

Consideration will be given to terrain, loading requirements etc, in selecting suitable plant for use.

All overhead obstructions including cables will be identified and if necessary fenced or shrouded.

Operators will be in possession of information as to capabilities and restrictions placed on use of forklift and must ensure limits are not exceeded.

Loading will only be permitted on structures or vehicles which are designed or capable of accepting loads.

Access to all loading/off loading points will be leveled, suitable and clear of obstruction.

Noise assessments will be made before plant is used and if necessary, information and protective equipment provided.

During refueling and maintenance, operatives will wear Protective Equipment as specified in the Company COSHH Assessment Matrix.

Additional Comments



## Operation and Hazards

### Portable Power Tools

Electric shock  
Hair or clothing becoming entangled in moving parts  
Eye injuries from dust, swarf or other fragments  
Wrist and hand injuries due to tool jamming or binding  
Vibration white finger (note reportable disease)  
Air lines becoming detached or bursting due to damage

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High	☐	Medium		Low	

### Controls

All power feeds, electrical, pneumatic or hydraulic, to be to European or British Standards and maintained in good condition.

Where practicable only 110v electrical tools will be used.

Loose clothing and long hair to be kept clear of moving parts of power tools.

Eye protection to be worn at all times where there is a reasonably foreseeable risk of eye injury.

Operatives to be trained in the correct use of power tools.

Tools producing high levels of vibration to have padded handle to reduce the risks of vibration white finger.

Operatives to wear gloves in cold weather to reduce 'VWF'.

Additional Comments

## Operation and Hazards

### Cartridge Operated Tools

Negligent discharge of projectile

Misfire

Eye injury from premature firing of cartridge during loading or fragmentation of brittle materials during firing

Soft material is punctured by nail/fastener when fired

Ricochet of fastener or fixing device

Recoil throwing operative off balance

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

To be used by trained operatives only

Operatives to wear head and eye protection during loading use and unloading.

Tools to be unloaded and made safe when not in use.

Ear protection to be worn at all times when in use.

Other operatives to be cleared from work area.

Tools and cartridges to be stored under lock and key in secure containers when not in use and issue carefully controlled.

Cartridge operated tools will only be used from secure and safe platforms.

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

## Operation and Hazards

### Use Of Abrasive Wheel Machines

Operatives or bystanders being injured by contact with or 'bursting' or disintegration of wheel  
Abrasive particles causing eye injuries  
Damage to hearing from exposure to noise  
Health hazards arising from exposure to dust and abrasive particles

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Abrasive wheel machines will only be used by trained competent operatives.

Abrasive wheels will be mounted only by trained, certified and authorized persons

Suitable abrasive wheels will be selected for each work process.

Machines onto which abrasive wheels are to be mounted will be properly maintained, marked with spindle speed AND NOT MISUSE

Abrasive wheel machines will not be used unless suitable guards are fitted to contain fragments of bursting wheel.

Area in which machine is to be used will be clear and free of obstructions.

All operatives and bystanders, where abrasive wheel machines are in use, will wear suitable eye protection.

Noise will be reduced to lowest possible level and where action levels are likely to be reached, assessments will be conducted, info

Where dust is likely to be a hazard to health, suitable Personal Protective Equipment (PPE) WILL BE PROVIDED AND WORN.

For further guidance, refer to HS Guidance Note PM 22.

Additional Comments

## Operation and Hazards

### Use Of Woodworking Machines

Operatives sustaining injury from use of machines or handling materials  
Persons other than operatives sustaining injury  
Personnel falling  
Hearing damage from exposure to noise  
Dust explosions and fire  
Health hazards arising from exposure to dust, materials and substances  
Eye injuries

Hazard Potential					
Major		Serious	⌵	Slight	
Risk					
High	⌵	Medium		Low	

### Controls

No person will be employed to use a woodworking machine unless he is over the age of 18 years, has been trained and instructed

Persons using woodwork machines must use and keep property adjusted all guards and other safety device, use push sticks, push

Persons using machinery must report all defects immediately to a supervisor and not use until repairs affected. All machines will be

Space around machinery must be clear and free from obstructions. Floors must be dept clean and property maintained to prevent p

Lighting and heating must be adequate.

Noise will be reduced to the lowest possible by mechanical means and assessments conducted, if levels are likely to reach action le

Extraction systems will be provided at machinery to reduce dust levels to an acceptable level to comply with COSHH Regulations and

Eye protection must be worn where there is a risk of injury.

For further guidance refer to HS Guidance Note PM 21.

Additional Comments

## Operation and Hazards

### Refurbishment

Collapse of structures  
Contact with live electric power cables  
Work in confined spaces  
Falls from height  
Contact with asbestos  
Contact with disease bearing organisms (rats urine etc)  
Other contaminants (phenol, polychlorinatedbyphenol 'PCB' etc)

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

Temporary support systems to be designed by a Structural Engineer with design details held on site (drawings and calculations).

Services (gas and electricity) to be isolated or made safe before work starts, maintain water feed to hose reels and sprinkler system

For work in confined spaces, at heights or in contact with asbestos or other contaminated substances, see relevant sections of the

Additional Comments



## Operation and Hazards

### Manual Handling

Operatives sustaining back injury  
Operatives sustaining injury to limbs

Hazard Potential					
Major	☐	Serious		Slight	
Risk					
High	☐	Medium		Low	

### Controls

Where there is a risk of injury from the manual handling of materials, equipment etc. an assessment will be made in writing, detail

Conduct individual Manual handling risk assessment where the task warrants.

Additional Comments

## Operation and Hazards

### Shot Blasting

Shot blasting material being released into atmosphere  
Manual handling both loading hopper and emptying trough of recyclable shot  
Shot blast process handling equipment and moving parts  
Movement of heavy protective cover

Hazard Potential					
Major	▮	Serious		Slight	
Risk					
High	▮	Medium		Low	

### Controls

This operation is a two-man job until automated feeding of hopper with shot.

All operatives engaged in shot blasting will wear protective equipment, i.e. protective overalls, gauntlets, 'air line' helmet with face

All cleaning must ensure safe manual handling operations when emptying equipment

Areas or buildings, where abrasive blasting operations are to take place, must be totally enclosed in sheeting to prevent escape of

The egress of shot into drains and gulley's will be prevented, so far as is practicable.

Suitable access will be provided, as necessary, to the working place.

Noise levels will be monitored and kept to a minimum.

Used abrasives and material will be cleared regularly from all working places at regular intervals.

See COSHH assessment for dust hazards.

Additional Comments





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