



Update Assessments

Tap the **Update Assessment** icon on the “Home” page of the MUSRA app.

If your Jobs have a hazard with a Name of Excavation then you will see this screen allowing you to update the RA or add Excavation Measures.

Update risk assessment

Update excavation

Update Risk Assessment

Search

Today

123456
10 High Street, Enfield, EN1 3RE

If not you will just see Update risk assessment.

Both items are displayed in Job

number order.

To Update an existing RA, tap the **Job Number** you wish to open.

The RA will open to the initial screen you completed when starting the new RA.

If this is correct, the click the **Next** button at the bottom of the screen.

First Name *

Tony

Last Name *

Wilson

Contract *

UKPN

Operating Depot

Harold Wood

Job Number *

123456

Job Address *

10 High Street, Enfield, EN1 3RE

Brief Description of Works *

Excavation

Persons Affected by Activities *

☒ Site Personnel / Visitors ☒ Contractors

☐ Vulnerable ☒ Public

☒ Motorist ☐ Cyclist

☐ Animals ☐ Other

NEXT



Update Assessments

Tapping **Next** will take you to the minimum standards screen. Tap the **Yes** button to continue.

Minimum Standards

MORRISON UTILITY SERVICES ZERO HARM SAFETY RULES

The following Zero Harm Safety Rules, MUST be applied to all MUS Sites:

HOUSEKEEPING

All sites / Depots / Offices to be maintained in a clean and tidy manner

A TIDY SITE IS A SAFE SITE

EQUIPMENT PROVISION, USE AND

Appropriate Personal / Respiratory Protective Equipment to be Available for use where required

ALL PERSONNEL MUST WEAR THE APPROPRIATE / PPE / RPE AT ALL TIMES

Nothing that we do is so important that we cannot take the time to do it safely.

I confirm that the above Minimum standards are in place as applicable for my work activity

NO YES

This will take you through to the hazards screen.

Hazards (123456)

Mechanical / Electrical / Pressure

Pressurised Systems

Cable / Duct / Pipe Laying

Lone Working

Meeting Room

Traffic Hazard

Excavation

CANCEL + DONE

You can update the hazards at any time by tapping on them and resetting the risk levels as shown in the New Risk Assessment guide.

Note the Excavation hazard in this example.

This is required if you wish to add measures to the record.

Excavation

Once you have finished updating the hazards, click the **Done** button.

You will now see the Visitors Book. Select the names of those on site and click **Yes**.

You will be asked if you wish to add anyone else to the site.

Confirm!

Do you want to add a new Site Personnel / Site Visitors

NO YES

Visitor List

Select existing site personnel / visitors

Tony Wilson

I confirm that all site personnel / visitors have been informed of the Hazards, Control measures and Residual Risk associated with these works

NO YES

Click Yes to add people and **No** to continue.



Update Excavations



If you have added an Excavation hazard, your Update icon will change to display the digger bucket.



Update excavation

To add further Excavation assessments, click the **Update excavation** button.

Update Excavation

123456
10 High Street, Enfield, EN1 3RE

Tap the Job Number required.

You **MUST** enter

the **Location** of the excavation and then select the risk levels associated to the excavation categories listed.

Continue with excavation in a methodical way based on knowledge, skills, training & experience

Click **Save** once done.

Stop work and implement appropriate control measures to prevent collapse

Select Control Measure to Continue *

☐ Trench support

☐ Batter back

☐ Abandon and Reinstate

CANCEL DONE

Low risk “Continue” message.

Med / High risk “Stop” message stating measures to be taken. Click **Done** for either option.

Excavation (123456)

Excavation Location *

O/S 10 High Street, Enfield

Ground Type *

SOFT SEMI FIRM FIRM

Potential for instability *

HIGH LOW

Traffic Loading *

HEAVY MEDIUM LIGHT

Potential for Undermining *

YES NO

Safe Access / Egress *

NO YES

Continual Dewatering required *

SAVE & ADD NEW SAVE

Excavation (123456)

Potential for instability *

HIGH LOW

Traffic Loading *

HEAVY MEDIUM LIGHT

Potential for Undermining *

YES NO

Safe Access / Egress *

NO YES

Continual Dewatering required *

YES NO

Surrounding Structure(Walls, Poles, Lamp columns etc) *

< 500M > 500M > 1M

SAVE & ADD NEW SAVE

Update Work Location



Cancel **Work Location**

Could your work location impact the safety of site personnel (Working in proximity to School / dual Carriageway/Industrial/railway and pedestrian crossings etc)?

Cancel Measures

Site set up as per NREWA (and boon) Liaison with relevant authorities (RAI / Local) For high-risk areas - i.e. schools etc - HERAS fencing to be used Ensure the correct level of competency.

Additional Control Measures

Severity of Injury *

Low	Medium	High
-----	--------	------

Small cuts, Grazes etc

Probability of Injury *

Low	Medium	High
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May Occasionally occur

Once the work has started, the Work Location risk assessment will need to be updated.

Check the levels of the Additional Control Measures and click the Done button.

You will be required to take four site photographs (there is an additional one if you require it).

Tap the photo icon and take the photo. You will see a thumbnail image once the photo has been saved.

You will be returned to the Hazards list , where you will see the updates items marked in green with a thumbs up symbol.

Tap the Done button to continue.

Hazards

Select and enter the appropriate hazard details


- ☒ Gases and vapors
- ☐ Work Location
- ☐ Weather
- ☒ Corrosivity
- ☒ Reactivity with water
- ☐ Performance and vehicle
- ☐ Plant, Tools and Equipment
- ☐ Reactions
- ☐ Underground Apparatus
- ☐ Cable / Duct / Pipe Laying

CANCEL + DONE

CANCEL + DONE

Visitor Book

Visitor Type *
☒ TEAM MEMBER ☐ SITE VISITOR

Signature *


☒ I agree with all the entries ☐ SIGN KEY

Complete the Visitor book information and Submit the form.

[View Assessment](#)

Select the Job Number you wish to view from the View Assessment menu. The report is then rendered into a risk assessment sheet.

Brief Description Of Work: Excavation			Persons likely to be affected by your activities:			
			Contractors	Visitors	Adjacent	Animals
			Visible <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Cyclist <input checked="" type="checkbox"/>	Others <input type="checkbox"/>
Hazard	Hazard Present		Detail Site Observation / Site Specific Control Measures / General Controls			Residual Risk Rating
	Yes	N/A				Low Medium High
Reinstatement			Appropriate number of operatives trained to MSHA standard to be on site. Equipment used by trained competent persons and inspected visually before use. Ensure site access is denied to unauthorized persons.			Low Medium High
Overhead Lines / Electrical / Pressurised Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	On other job			<input checked="" type="checkbox"/>
Pressurised Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Cable / Duct / Pipe Laying	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cables and ducts must be transported, offloaded, managed and installed by competent personnel in accordance with the manufacturer / client guidelines.			<input checked="" type="checkbox"/>
Lone Working	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Working in Trench	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Traffic Hazard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SLG placed according to give clearance.			<input checked="" type="checkbox"/>
Excavation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Management			<input checked="" type="checkbox"/>

The report is then generated. Risk Assessment first. Scroll up to see the Visitor Book next. Scroll up to see the Excavation section next.

Daily Review

Select the Job Number you wish to view from the Daily Review menu as shown before.

You will then see the list of the risks recorded for that particular Job Number.

The review lists the hazards, so you can update any of them if required or accept the current risk levels.

Hazard Details (1/2/2016)

- Reinstatement
- Mechanical / Electrical / Pressurized Systems
- Cable / Duct / Pipe Laying
- Traffic Hazard
- Excavation

I confirm that all existing control measures are current and there are no additional hazards associated with my work activity

NO **YES**


Click Yes to accept the current risks or click No to go to the Update Risk assessment screens as shown overleaf.

Confirmation

Job Number: 123456

Address: 10 High Street, Enfield, EN1 3RE

Carry out work in a methodical way, based on knowledge, skills, training & experience



Risk Assessment has been updated successfully

REVIEW ANOTHER ASSESSMENT

GO TO HOME PAGE

Once you tap yes you will be taken to this Confirmation screen.

From here you can check another Assessment or return to eh Home Page.

Risk Assessment App

Version 0.3.5 for Android

Updating and Viewing Risk Assessments



The Risk Assessment App has been designed to record all of the recordable risks upon arrival at a site.

It will take you through the recording of the risks and the has the ability to update risk and provides views of the risks and even a daily risk log.

The app will be installed by the IT department and will display the icon shown above on your phone once the installation is complete.

**THIS GUIDE EXPLAINS THE UPDATING
AND VIEWING OF RISK
ASSESSMENTS.**