

Before commencing any task, ensure that you are familiar with the relevant Safe System of Work (SSoW) and or procedures that apply to the task.



A site-specific risk assessment must be completed for each job before work commences and communicated to all members of the working party and a written record retained where necessary.

Remember to undertake the following:

- Identify the hazards at your work site.
- Decide who may be harmed by the hazards and how.
- Decide the level of risk.
- Decide on the appropriate measures to control or remove the risk and document them.
- Update the Risk Assessment if there are significant changes to the hazards and / or risk.
- Include the Job Pack Number when generating Risk Assessments using the RA app to allow your supervisor to review the Risk Assessment remotely.

Examples of things you **MUST** consider:

- Protection of the works.
- Ground conditions / excavation safety.
- You, work colleagues, members of the public, children, elderly the disabled and visitors.
- Environmental issues.
- Weather conditions.
- Other people working in the area.
- Overhead lines, underground services (including oil pipelines, private networks etc).
- Stored materials or chemicals.
- Close proximity to water.
- Abnormal traffic conditions.
- Close proximity to a level crossing, tramway or railway.
- Pets or farm animals.
- Working at height or confined spaces.
- Proximity to scaffolding and surrounding structures.
- Location of the works e.g. sub-stations, schools, residential areas etc.
- Use of plant and equipment.
- High volume pedestrian areas e.g. pubs, clubs, shopping centres, hospitals, care homes, schools and colleges.

If you are unable to identify and / or control significant risk then contact your Line Manager for assistance.

Some larger or more complex jobs will require a more detailed assessment