

Generic Risk Assessments For working on or around Telecoms Networks



HAZARD AND RISK ASSESSMENT

Hazard and Risk Control

Hazards have been identified at different stages of Contract / Project lifecycle, e.g.

- During Tender process - At Contract Award - Prior to commencement of Contract, and shall be further assessed prior to:
- Project - Job - Task

Operational Activities

Risk shall be categorised in the ranges - LOW, MEDIUM, and HIGH.

All risks are categorised by assessing the Severity of an Accident with consideration of how likely (or probable) an Accident is to occur. Control Measures are then put in place and the risk is re-assessed, which will give a Residual Risk Rating in the ranges.

LOW, MEDIUM, HIGH

Severity of Injury	High	M	M	H
	Medium	L	M	M
	Low	L	L	M
		Low	Medium	High

Table to estimate Residual Risk

Severity of injury
High = Fatal, loss of limb, sight etc.
Medium = Broken bones, deep wounds etc.
Low = Small cuts, grazes etc.

Probability of injury
High = Very Likely to occur
Medium = May occasionally occur
Low = Unlikely to occur

Morrison Telecom Services use a Risk Rating Factor where the severity of injury / probability is given a risk factor Low - Medium - High - The chart above provides a Residual Risk Rating.

For additional information to support you in identifying potential hazards, assessing the risk, and implementing the required control measures – Refer to your team safety pack. The Senior Person on site shall determine whether the perceived risk can be controlled to a tolerable level using the Generic Risk Assessments and Site Specific Risk Assessment. If the risk is **NOT** thought to be suitably controlled, the Senior Person shall cease work and contact their Line Manager.

These Generic Risk Assessments are provided in support of the **Site Specific Risk Assessment** undertaken by all MTS Teams

Hazard No.	Hazard	Hazard No.	Hazard	Hazard No.	Hazard
1	Unsatisfactory Safety Behaviour	24	Electrical Equipment	47	Hygiene
2	Failure to Complete / Review Site Risk Assessment	25	Needles / Sharps	48	Pressurised Systems
3	Failure to use / care for PPE	26	Flammable Liquids / LPG	49	Gas Asphyxiation
4	Hand Arm Vibration (HAVS)	27	Fire	50	Potentially Explosive Atmospheres
5	Noise	28	Lone Working	51	Hot Works
6	Use of Substances	29	Customer Contact	52	Site Security
7	Dermatitis	30	Loading / Unloading Vehicles	53	Risk of Gas Explosion through Ignition
8	Weils Disease	31	Storage of Equipment	54	Dust
9	Driving	32	Asbestos / Lead Pipes	55	Carrying Fuel on Vehicles
10	Towing	33	Work Over Water	56	Mechanical Forces
11	Work Equipment	34	Work Related Stress	57	Respiratory Protective Equipment
12	Plant	35	Poor Workplace Lighting	58	Rising Water
13	Street-Works	36	Weather	59	Animals
14	Working in the Vicinity of Level Crossings	37	Working With Electricity	60	Parking Outside Customer Property
15	Underground Apparatus / Services	38	Compressed Air	61	Working within Customer Property
16	Working in the Vicinity of Overhead Cables	39	Reinstatement Working with Bitumen	62	Working within Restricted Spaces
17	Excavations	40	Reinstatement Laying Kerbs / Slabs	63	Management of Temporary Works
18	Slips, Trips and Falls	41	Reinstatement Cutting Kerbs / Slabs	64	Poling
19	Manual Handling	42	Unsatisfactory Skill Levels	65	Openreach Pole Types / Wires (Low Wires)
20	Lifting Operations	43	Putting People to Work	66	Testing Underground Chambers
21	Confined Spaces	44	Traffic Management	67	Low Risk Manholes
22	Work at Height	45	Out of Hours Working	68	High Risk Manholes
23	Using Ladders	46	Drugs and Alcohol	69	Openreach Exchanges

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Hazard No.	Hazard	Hazard No.	Hazard	Hazard No.	Hazard
70	Cable Pulling	93		116	
71	Fibre Optics	94		117	
72	Manhole Repair / Replacement	95		118	
73	CCTV Survey of Sewer Networks	96		119	
74	High Pressure Water Jetting of Telecoms Networks	97		120	
75	Laying of Cement Based / Concrete Materials	98		121	
76	Painting Markings onto Carriageways / Footways	99		122	
77	Plant and Vehicle Movement	100		123	
78		101		124	
79		102		125	
80		103		126	
81		104		127	
82		105		128	
83		106		129	
84		107		130	
85		108		131	
86		109		132	
87		110		133	
88		111		134	
89		112		135	
90		113		136	
91		114		137	
92		115		138	

Generic Risk Assessments for Work on or Around the Telecoms Networks

Date: Version 1
Reviewed by: Group Safety Manager
Assessed by: Richard McCullough
Location: Operational Sites
Assessment Number: MTS-RA-1
Task: All Work activities

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
1	All work activities	Unsatisfactory safety behaviour	Employees, other contractors and public	<ul style="list-style-type: none"> - Comply with safety training and instruction, also with site safety rules. - Be aware of how the task could affect other people in the location. - Any safety concerns, consult your line manager. - Report to your line manager anyone seen working or behaving in an unsafe manner, especially horseplay. - Inexperienced or young person's to be supervised and monitored at all times. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
2	All work activities	Failure to complete and review site risk assessment	Employees, other contractors and public	<ul style="list-style-type: none"> - Complete site-specific risk assessment. - Identify hazards. - Identify who may be harmed. - Assess the risk. - Implement control measures. - Review risk assessment when any changes occur. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
3	All work activities	Incorrect use / failure to use / care for Personal Protective Equipment	Employees and other contractors	<p>Assess risk / task. Can risk be designed out rather than use of Personal Protective Equipment (PPE)?</p> <p>Always wear the appropriate Personal Protective Equipment for each task, refer to client / MTS procedures, codes of practice, method statement, risk assessments and work instruction including the induction.</p> <ul style="list-style-type: none"> - Personal Protective Equipment must be used correctly and worn in the correct manner. - It must be stored correctly when not in use and where it will not be damaged. - Any losses or damages shall be reported to your line manager. - Personal Protective Equipment must work well together; if more than one item of Personal Protective Equipment is being worn they must be compatible. - Comply with permissible flame retardant wash cycle and washing instructions for each garment. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
4	All work activities that involve the use of vibrating tools	Hand Arm Vibration Syndrome (HAVS) White then reddening of finger tips, Pins and needles, Pain in fingertips especially when cold, Loss of sensation and ability to grip, white fingertips	Employee using vibrating tool	<ul style="list-style-type: none"> - Reduce the need for using vibrating tools and consider using alternative methods or alternative tools. - Practice job rotation to share the exposure. - Keep hands warm – wear gloves. - Keep equipment in good condition and tools sharp. - Work to the information within the team pack. - Consider replacing old equipment for modern where applicable. - Record required details on your HAVS monitoring pad and submit to your line manager. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
5	All work activities that produce unacceptable noise levels	Noise – Potential loss / diminish hearing	Employees, other contractors and public	<ul style="list-style-type: none"> - Keep noise to a minimum to protect you and your workmates and minimise disruption to members of the public. - Keep compressor / machine covers closed. - Do not keep machinery running unnecessarily. - Move the noise source away from the work area or move the work area away from the noise. - Use appropriate ear protection which is a good fit and worn correctly. - If you have difficulty in wearing ear defenders, report it to your line manager. - Acoustic enclosures to be used where appropriate. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
6	<p>All work activities that use substances</p> <p>Control of Substances Hazardous to Health (COSHH)</p>	<p>Substances – potential for substance to be inhaled, ingested, injected or otherwise absorbed by user</p>	Employees, other contractors and public	<ul style="list-style-type: none"> - Ensure the workforce understand what controls are required. - You must have means to wash your hands and paper towels to dry your hands and suitable barrier creams to use if required. - Wash any skin contamination promptly and dry hands thoroughly. - Ensure hazardous substances are put back into a secure location. - No eating, drinking or smoking when handling substances. - Don't expose operatives or members of the public to fumes, gas, dust or other hazardous substances created by your work activities. - Always wash hands after using substances and before smoking, eating or going to the toilet. - Always follow guidance on COSHH data sheets and the information supplied on any packaging / or within your Team Safety Pack for safe use and disposal. - When using hazardous substances, wear the appropriate Personal Protective Equipment. - Gloves should be replaced as required. - Store materials in line with manufacturer's instructions. - Provide and utilise showers where appropriate. - Storage facilities for chemicals, fuels and fluids to have bunding or drip trays / mats. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
7	All work activities that use substances	Dermatitis Substances that dry out and damage the skin	Employees	<ul style="list-style-type: none"> - Implement the controls detailed within your COSHH assessment. - You should have means to wash and dry your hands, and suitable creams to use if required. - Wear gloves suitable for the task you are undertaking. - Gloves must be replaced as required. - Look after your gloves and always wear them. - Wash any skin contamination promptly and dry hands thoroughly. - Always carry out appropriate hand checks 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
8	All work activities that may bring employee into contact with infected urine or contaminated water, such as sewers, ditches, ponds and slow-flowing rivers.	<p>Weils Disease</p> <p>Body infection; bacteria can get into your body through cuts / scratches and through the lining of the mouth, throat and eyes.</p> <p>Vermin: Pigeon Guano can contain Psittacosis spores</p>	Employees	<ul style="list-style-type: none"> - If possible avoid areas where vermin (rats, pigeons, mice, bats etc.) are or have been present. - Do not attempt to touch vermin. - Cover all cuts and broken skin with waterproof plasters before and during work. - Follow good hygiene practices. - Keep vaccinations up to date. - Consider specialised cleaning where appropriate. - Always wash hands prior to eating, drinking or smoking. Always wear appropriate Personal Protective Equipment and Respiratory Protective Equipment. - If Flu like symptoms appears a few of days after working in an area where vermin were seen or suspected. Seek medical advice. - Carry and refer to Weils disease hygiene card where appropriate. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
9	Driving on company business	Driving	Employees, other contractors and public	<ul style="list-style-type: none"> - Do not drive vehicles unless your driving licence has been checked, you have been given authorisation to drive and your records are retained by Morrison Plant and Fleet Services (MPFS). - Drivers must adhere to the highway-code at all times. - Vehicle Incident line must be informed of any accidents or incidents. - Driver hours must be monitored and controlled. - Vehicles to be inspected daily and weekly. - Drivers to ensure that wheel nut tension lugs are fitted to vehicle and trailers and these form part of your daily inspections. - Legislation regarding smoking, driving under the influence of drink or drugs, seatbelts and use of mobile phones in vehicles must be adhered to. - National speed limits must be adhered to. Where there is no speed limit enforced, then adopt a sensible speed. - Persons taking prescription medicines must make their Line Manager aware. - Drivers must be aware of MTS Road Risk policy. - Do not leave vehicle unlocked. To avoid theft, keep equipment and property out of sight. - If tired or fatigued pull over and rest or change drivers if possible. - Only drive vehicles for which your licence legally entitles you to drive. - Complete weekly vehicle check sheet. - Ensure you have the appropriate categories on your driving licence to undertake towing activities. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
10	All work activities involving Towing	Towing Potential to lose load, come into contact with persons / structures / other vehicles	Employees, other contractors and public	<ul style="list-style-type: none"> - When reversing, use a competent banks person (wherever possible). - Attach trailer securely to the vehicle. (Refer to manufacturer's instructions). - Tow bar to be secured to the vehicle. - Towing arrangement correctly used. Breakaway cable is attached. Lighting plug is connected. - Trailer is fitted with the correct number plate in the right position- this must be black letters on a reflective yellow background and illuminated at night. - Mini excavators must be attached using three ratchet straps. (Two in the body and one securing the bucket using designated anchor points.) Unless the trailer is fitted with automatic locking mechanism. - Position any load centrally and at the rear if possible. - Keep centre of gravity as low as possible, always lower excavator arm and secure when travelling. - Do not overload the 'A' frame of the trailer with additional equipment. - Ensure there are no protruding objects. - Must be in possession of appropriate licence and correct licence categories to tow. - Periodically check vehicle gross weight, train weight and axle weights. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
11	Use of work equipment	Work equipment Incorrect use / selection of work equipment	Employees, other contractors and public	<ul style="list-style-type: none"> - Choose the correct work equipment for the task. - You must have been trained and competent to use equipment. - Inspect the equipment prior to use and report any defects to your Line Manager. - A competent person must maintain all work equipment. - Ensure all relevant guards are in place. Never use equipment with missing guards. - Ensure the manufacturers operating instructions / safety information is available and complied with at all times. - Ensure operating / safety controls are clearly labelled, functional, and known to team members - If possible segregate people from the work area. - No piece of electrical work equipment is to be used without being tested by a competent person. - Damaged / defective tools and equipment are to be replaced and removed from site immediately and labelled 'Do not use'. - Daily and weekly PUWER Inspections must be carried out and recorded. - Ensure appropriate Personal Protective Equipment is worn. - Only battery operated or 110 volt equipment to be used. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
12	All work activities involving the use of plant	Plant Contact with persons / structures, Loss of load	Employees, other contractors and public	<ul style="list-style-type: none"> - Operators must be trained, authorised and competent. - Operators must hold the appropriate class of driving licence and / or training certificate. - Ensure that you are authorised to drive or operate equipment. Never allow unauthorised users to operate any items of plant. - Operators of any plant must carry out daily and weekly pre-user checks of their vehicles and report any defects found. - To prevent unauthorised use, plant should be immobilised and any keys removed when not in use. - Avoid reversing vehicles if at all possible. - Use a Banks Person whilst reversing any vehicles with restricted rear vision. - Exclude people from the area in which the vehicle is to be reversed into. - Ensure that reversing alarms / lights / cameras are maintained if fitted - Ensure operating instructions are available. - Extreme care must be taken when working in the vicinity of all mobile plant. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
13	Work in the public highway	Street Works Failure to adequately notify and protect the work area and activity from vehicles and pedestrians	Employees, other contractors and public	<ul style="list-style-type: none"> - At least one member of your team must be in possession of a current valid New Road Works and Street Works (NRWSA) operator's training card. - You must carry and adhere to the current Code of Practice (Red Book) and refer to it when setting up your site. - When completing an on-site specific risk assessment, additional hazards must be identified and recorded. E.g. schools, pubs, shops, hospitals etc. - Adequate pedestrian access should be maintained at all times. - Heras fencing and warning signs must be erected for deep excavations and sensitive areas. (e.g. Play Areas, Shopping Centres etc.) - Hi visibility clothing to be worn at all times. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
14	Working in the vicinity of level crossings	Level Crossings Contact with / disruption to trains and other vehicular traffic	Employees, other contractors and public	<ul style="list-style-type: none"> - Only work in accordance with the current Safety at Street Works and Road Works manual "Red-Book" is to be undertaken. - No work to commence until written permission has been received from the railway authorities. - Safe system of work must be in place prior to commencement of work. - Risk assessments must be carried out both before and during works at or near to level crossings. (In compliance with information from Railway Authorities). - Seek guidance from Rail Authority to ensure electronic pipe and cable location equipment does not interfere with railway signalling apparatus. - Urgent works at a level crossing requires two hours advance notice. Contact the Local Authority and Rail Authority to obtain the necessary permissions. It is vital that work is not commenced until assurance has been received that all the necessary safety precautions are in place. - If using cranes and working within 15 metres of rail line the Rail Authority must be contacted. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
15	Working in the vicinity of underground apparatus / services	Underground Apparatus / Services Coming into contact with underground gas, electric, water, telecoms utilities	Employees, other contractors and public	Carry out site specific risk assessment: <ul style="list-style-type: none"> - Obtain appropriate Telecoms plans for the entire area of work. Remember plans are not always accurate. - Ensure that Private Telecoms Network plans have been requested and checked. - Ensure that Oil Pipeline records have been requested and checked. - Ensure that information on high pressure gas pipelines have been requested and checked. - Check for street furniture e.g. stopcock / scars meter boxes etc. - Check for recently completed installation works that may not be on records. - ONLY a competent person is to use a calibrated CAT and Genny to identify underground services. Mark up all utilities and locate utilities. - Trial hole to establish position of underground services. - When excavating always use safe digging techniques. - Public to be excluded from areas of operation and access controlled to the work area. 	Low

				<ul style="list-style-type: none"> - Always wear appropriate Personal Protective Equipment. - Do not use mechanical excavation equipment within 0.5m of Telecoms until the route has been proven. <p>Damages:</p> <ul style="list-style-type: none"> - Report all damaged services. - Do not touch damaged electricity cables or look at end of fibre optics. - Make both the excavation and the site safe and secure. - Where gas is leaking, ensure the site is evacuated and made safe. - Additional guidelines can be located within the team pack. <p>Remember: No plans – No dig!</p>	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
16	Working in the vicinity of overhead cables	Overhead Cables Coming into contact through improper use of plant / equipment	Employees, other contractors and public	<ul style="list-style-type: none"> - Full compliance with Health and Safety Executive Guidance Note GS6. - Carry out a site specific Risk Assessment. - Where practicable request the overhead cable height. - Be aware of different exclusion zones for pylons and poles. - Keep plant and equipment outside the exclusion zone. - Use goal posts and height restrictions for grab / excavator booms. - Be aware in damp or wet conditions because it will increase risk of arcing. - Make sure jib / boom are stowed before moving. - Be aware of vehicle height restrictions. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
17	All work activities involving excavations	Excavations Persons / Equipment falling into excavation, Collapse of excavation	Employees, other contractors and public	<ul style="list-style-type: none"> - MTS Excavation Risk Assessment process to be completed. - Appropriate access / egress ladder(s) to be available if required 'do not' climb up the supports. - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Excavation must be checked prior to entry at start of shift. Keep soil heaps back at least the depth of the excavation from the edge. - Never excavate near an adjoining structure (walls, telegraph / lamp posts etc.) unless authorised to do so, additional controls will be required. - All excavations must be supported (Shoring / Battered Back) when working in unstable ground conditions Excavations and other temporary works deeper than 2.5m will require assessment by a Temporary Works Co-ordinator. - Where practical batter edge of trenches to reduce risk of collapse. - Request standard shoring designs if 	Low

				<p>you place trench support.</p> <ul style="list-style-type: none"> - Appropriate competencies required for excavation shoring. - Ensure stop blocks are fitted when dumpers are tipping into excavations and that they are guided by a banks person or signaller. - Never throw tools or materials to someone in an excavation, pass hand-to-hand or lower them on a rope if too deep to pass. - Any excavation that is suspected to contain foul air will be tested with a gas monitor. If readings are high the excavation will be treated as a confined space and a safe working method implemented. - Trench support must be monitored continuously and at the commencement of every shift by a competent person and results must be recorded. - If ground conditions require extra controls an Excavation Risk assessment must be carried out by a competent person prior to work commencing. - Whilst working in close proximity to an excavator the appropriate Personal Protective Equipment must be worn at all times. - Additional guidelines can be located 	
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				within the team safety pack.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
18	Poor housekeeping	Slips, Trips and Falls Employees and others injuring themselves through poor housekeeping	Employees, other contractors and public	<ul style="list-style-type: none"> - All spillages to be cleaned up immediately – use spill kit. - Remove any waste materials from site immediately. - Do not leave tools and equipment lying about on the floor. - Store the minimum amount of materials needed on site, deliveries to be fenced off away from site so it does not cause unnecessary obstruction. - Route any cables and hoses where they do not create a tripping hazard. - Keep vehicles tidy. Keep boots, steps and ladders free from mud etc. - Take care getting in and out of vehicles and plant. - Climb down facing the vehicle, hold on, and do not jump down. - Use designated walkways/access routes. - Housekeeping to be maintained, area(s) to be kept clear and tidy, - Additional care may be required during adverse weather conditions. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
19	Work activities involving lifting, carrying, pulling and pushing operations	Manual Handling Injury through improper handling of loads (Pushing / Pulling / Lifting / Carrying)	Employees	<ul style="list-style-type: none"> - Operatives trained in manual handling techniques. To include assessment of the lifting task, the type of load to be moved, the environment in which the operation is being undertaken and the personal capabilities of the individual carrying out the task. - Walk route to identify obstructions or other hazards. - Good housekeeping is important and must be adhered to stringently. - As best practice mechanical lifting aids should be used in preference to manual handling where practicable. - Where manual handling is unavoidable then a good posture must be taken. - Identify the weight of heavy items and adopt team handling techniques if necessary. - Selection of the correct type of glove for the lifting / moving operation is essential. - When carrying out repetitive manual handling operations for long periods of time, it may be necessary to take regular short breaks to stretch 	Low

				muscles and keep safety awareness from faltering.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
20	Work activities involving the use of mechanical lifting devices	Lifting Operations Contact with / loss of load being lifted, Overloading of cranes, Crushing and trapping	Employees, other contractors and public	<p>Lifting Operations (Cranes, Davit Sockets, Pendant Gantry Cranes, Chain hoists, Tripods and A Frames etc.)</p> <p>If Contract Lift by external contractor appropriate paperwork e.g. lifting plan, method statements and risk assessments must be examined before commencing work. Check appropriate competencies. Nominate Appointed Persons (Slinger / Banks Person / Lift Supervisor).</p> <p>If Non Contract Lift: Appointed Person must manage the lift and provide above paperwork. Guidance available (Management of Lifting Operations). Plan and risk assess all lifts.</p> <p>All Lifting Operations: Remove non relevant persons from designated lifting area and erect Warning signs.</p> <p>Lifting Accessories: All lifting equipment should be fit for purpose and marked to indicate Safe Working Load (SWL); positioned to minimise any risks; used safely; subject to on-going thorough examination and where appropriate, inspection by competent persons, records</p>	Low

				<p>must be retained.</p> <ul style="list-style-type: none"> - Competent user must check condition of equipment before each use, including test dates. - Competent user to check and record each week. - External inspections must be carried out 6 monthly for equipment used for lifting people and accessories such as chains and hooks. Annually for lifting equipment e.g. cranes, HIAB, JCB. - Excavators must not be used to carry out a vertical lifting operation unless it has a designated lifting point and is marked to indicate a safe working load and the operation is planned, permit controlled and operator is competent. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
21	Working in confined spaces / potential confined / enclosed spaces	<p>Confined Spaces</p> <p>Injury through exposure to flammable, toxic, explosive gases</p> <p>If in doubt STOP and contact your line manager immediately</p> <p>You will require a detailed Method Statement and Risk Assessment for this type of work</p>	Employees, other contractors and public	<ul style="list-style-type: none"> - Entry into a confined space should only be as a last resort. - Alternative ways of doing the job should be considered. For example: Inspection, sampling and cleaning operations can often be done from outside the space using appropriate equipment and tools. (Intrinsically safe torches, lighting, ventilation, camera's and equipment) - Ensure the task has a thorough risk assessment and operatives are competent to carry out confined space working. Follow the control measures identified including any permit requirements. - Make sure adequate emergency arrangements are in place before the work starts including safe access and egress and additional escape routes for emergency situations. - Entry into a confined space or suspected confined space shall only be by competent trained operatives who have the appropriate equipment and are complying with a safe system of work. - The atmosphere must be tested 	Low

				<p>constantly using a gas monitor, gas monitors must be calibrated, and records kept.</p> <ul style="list-style-type: none"> - If confirmed as a confined space a permit to work will be required. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
22	Any activity that involves working at height	Work at Height Falling from height	Employees other contractors and public	<p>Where possible avoid working at heights.</p> <ul style="list-style-type: none"> - E.g. pre-assemble structures on the ground or use extendible equipment where possible. <p>If unavoidable:</p> <ul style="list-style-type: none"> - Use access towers, mobile elevated working platforms by competent personnel (MEWP's), guardrails and toe boards (where appropriate). Ladders will only be used for access and for short duration, low risk work. - An excavation is classed as Working from Height. - Wear appropriate PPE and personal fall arrest and equipment will be considered but as a last resort. - Use appropriate harnesses, life lines and lanyards. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
23	Use of ladders	Ladders Falling from / dropping items from ladders	Employees, other contractors and public	<ul style="list-style-type: none"> - Assess if ladder is best option for operation. - Avoid ladder usage if possible. - Ladders will be numbered, subject to annual inspections and fit for purpose, stored correctly and visually inspected before use. - Check for splits or cracks in the stiles and rungs (including missing rungs). - Defective Ladders will be marked and removed from site. - Operatives will always maintain three points of contact, unless attached by fall arrest equipment. - Ladders will only be used for short duration work and set on a firm base and leaning at the correct angle. - Ladders must be tied near the top and extend a safe distance above the landing stage, unless a handhold is provided. - Where possible the ladder shall be tied at both the top and the bottom, or be footed. - For added safety, if possible, the base of the ladder should be staked or buried to prevent slipping. - Ensure footwear is free from 	Low

				excessive mud or grease before climbing and ensure that both hands are used on the stiles whilst facing the ladder.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
24	Use of electrical equipment	Electrical Equipment Electrical shock and burns	Employees, other contractors and public	<p>Electrical equipment “electric power tools should be regularly inspected and maintained by a competent electrician” power tools should be, inspected by the user each time they are used and portable appliance test (PAT) in accordance with company policy and a record kept and recorded on the electrical item. Electrical Tools should only be maintained by an appointed competent person, who maybe an electrician.</p> <ul style="list-style-type: none"> - Use tools on correct power supply as instructed on the maker’s label. - Only use 110 volt and battery powered equipment. Never use 240 volt equipment. - Portable electric tools should only be used for their designated purpose only. - Avoid use of extension leads where possible. - Disconnect from power source when not in use. - Wear appropriate eye protection with regard to possible impact damage if there is any risk to the eyes. 	Low

				<ul style="list-style-type: none"> - Eye protection, respiratory protection and overalls to be worn when using battery packs. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
25	Areas that may have needles / sharps present	Needles / Sharps Injury / infection from piercing skin	Employees	<p>In the event that sharps are identified within, or near to, the work-site, stop work immediately take appropriate action and make area safe. Contact line manager who will arrange disposal and take necessary action. Do not touch it unless you have to because of the situation at the time.</p> <p>If you should pierce your skin:</p> <ul style="list-style-type: none"> - Do not panic. - Gently squeeze the area around the wound to encourage bleeding. - Do not suck the wound. - Wash the site of injury thoroughly with soap and water immediately. - Obtain medical assistance as soon as possible from either the site first aider or the nearest hospital with an accident and emergency department. - If you can do so safely, take the syringe or needle with you. - If dealt with properly and promptly, the risk of a resulting health problem is minimal. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
26	Use of Flammable Liquids	<p>Flammable Liquids</p> <p>Potential for release of vapours / liquids hazardous to health and risk of ignition of liquid / vapour</p>	Employees, other contractors and public	<ul style="list-style-type: none"> - Keep the lid tightly on containers when not in use. - Do not use any equipment that generates heat or sparks (including electrical sparks) in the area in which these products are stored or used. - Only keep sufficient quantities at the place of work to carry out the immediate job in hand – otherwise, store surplus quantities in the proper store provided. - Do not smoke in the area that these products are stored or used. - Wherever possible, use in well-ventilated areas – otherwise respiratory protective equipment (e.g. filter type respirator) may have to be worn. - Always follow the manufacturer's instructions. Clear up spillages immediately and safely dispose of contaminated cleaning materials. - If a spillage is within a building, open doors and windows if appropriate. In order to help ventilation - Appropriate fire extinguishers to be available. 	Low

				- Report all spillages to the Morrison Incident Line.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
27	Carrying flammable Liquid / LPG or other fire generating substance with ability to cause fire.	Fire Flammable substance being released and catching fire	Employees, other contractors and public	<ul style="list-style-type: none"> - All flammable substances must be stored and secured in a safe manner. - Cylinders to be transported, stored and used in upright position. - If gas containers are carried in vehicle means of ventilation must be provided. - Vehicles will need appropriate extinguishers; as a minimum 2kg dry powder. - Some activities such as working with live gas require more extinguishers to be carried. - Extinguishers shall be securely mounted in an accessible and visible location. All extinguishers will have a thorough annual inspection by a competent person. - All vehicles carrying flammable liquids or LPG must display the appropriate hazardous signage. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
28	All work activities that involve lone working	Lone working Undertaking tasks / unsuitable location for one person	Employees	<ul style="list-style-type: none"> - Use a regular check in system and have a procedure of what to do when contact is not made. - Mobile phones should be taken to all remote sites and only used in authorised areas. (Signal strength will vary). - Guidance regarding personal safety is included in the team SHEQ pack. - Any incidents of violence should be reported to your line manager immediately and appropriate action taken. - Restricted operations. (E.g. confined space, working at height, controlled activities). 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
29	All work activities where customer contact is likely	Customer Contact Aggressive customers that may cause physical injury	Employees	If a customer is getting agitated and aggressive: <ul style="list-style-type: none"> - Let the customer do the talking. - Don't take their complaint personally. - Don't get drawn into an argument. - Politely withdraw. - Avoid letting the aggressor get between you and your escape route. - Contact your line manager. <p>When completing your on site assessment, record any conversations in your job pack and inform your line manager immediately.</p>	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
30	Loading and unloading vehicles	Loading and Unloading Vehicles Employees and loads falling from vehicle	Employees, other contractors and public	<ul style="list-style-type: none"> - Lifting operations not to be carried out unless at the correct standoff distance from any overhead electricity cables and poles / pylons. - Reversing vehicles shall have a banks person where required. - Cordon area off where lifting operations are to take place. - High visibility jacket and hard hats to be worn. - Provide suitable operator access and egress to the rear of lorry loaders / vehicles. - Adequate deployment of outriggers. Check ground compaction. - Operator to be CPCS / NPORS or ALLMI qualified. - Driver to position their self to avoid being injured by equipment or road traffic. - Vehicle to be loaded / unloaded with proprietary chains and lifting beams, ensuring locking collar or D-shackle is secure. - All proprietary equipment to be tested and in-date and rated appropriately for task. - All loads to be chocked / secured at 	Low

				<p>all times at ground level and secured on the vehicle.</p> <ul style="list-style-type: none"> - Demarcate the working area to keep members of public and unauthorised persons out of the work area. - Assess work area and apply additional control measures for unstable ground / sloping surfaces. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
31	Storage of equipment	Storage of Equipment Equipment becoming detached / falling / escaping your control	Employees, other contractors and public	<ul style="list-style-type: none"> - Consider correct storage of equipment / materials / waste prior to commencing work. - Ensure designated storage areas are adequately guarded with good access / egress. - Storage area must be kept clean and tidy. - Ensure materials and equipment is delivered at the right time and in manageable quantities. - Ensure all waste is stored safely and regularly removed from site to reduce risk of fire and attracting vermin. - Ensure good housekeeping. - All items being stored must be secure. - Heavy items to be stored at low level. - Equipment in use must be inside designated safe area. - Assess need to additional security such as guard or alarm. - Assess for additional security lighting. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
32	Working with asbestos / lead pipes	Asbestos / Lead Pipes / Sheets Potential to inhale dust particles / fumes	Employees, other contractors and public	Refer to MTS operating procedures for further guidance on working with asbestos. <ul style="list-style-type: none"> - Refer to asbestos site register before entering site. - In the event of employees encountering asbestos cement / lead pipes during the course of their operations, they must stop work and contact their line manager. If you have had relevant task and asbestos training you may be allowed to proceed. If not, then specialist asbestos contractors or other trained staff will undertake the work for you. - Avoid cutting the asbestos cement / lead pipes with any mechanical tools. - Keep broken sections of lead pipe damp at all times. - When working on both materials, guard the working area in order to prevent un-authorised persons entering. - Long sections of lead should not be broken but should be wrapped and disposed of correctly. 	Low

				<p>If it is necessary to drill into asbestos, the following specific procedures must be followed:</p> <ul style="list-style-type: none"> - Keep the section of asbestos / lead that has to be cut damp at all times. - Wear the correct Personal Protective Equipment / Respiratory Protective Equipment whilst handling / breaking / cutting all asbestos material. - Ensure water sprayer and an adequate supply of water is available. - Long sections of asbestos cement / lead must not be broken but should be wrapped, double bagged and labelled and disposed of correctly. - If asbestos boards / sheets need to be changed, then specific procedures should be followed. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
33	Working over water	Working over Water Potential for employee to fall in water	Employee	<ul style="list-style-type: none"> - Pump out water and remove the risk where practicable. - Always dewater. - Where water cannot be removed, ensure completion of a detailed risk assessment. - Ensure provision of adequate guardrails and toe boards. - Ensure provision of safety nets where required. - Ensure provision of safety harnesses / life lines. - Ensure provision of suitably rated life jackets. - Rescue lines to be available at suitably positioned points. - If deemed necessary ensure provision of rescue craft. - No lone working. - If aerated water seek advice from line manager. Specialist equipment to be used for non-buoyant water. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
34	All work activities Health and wellbeing	Health and Wellbeing Potential for poor work performance / sickness absence/redundancy	Employees, other contractors and public	MTS Human Resource department Informed as required. <ul style="list-style-type: none"> - MTS Employee Assistance Programme (EAP) offered if necessary. - Ensure personnel have company lines of communications available. - Ensure regular contact between line manager and Operatives to discuss workload and areas of concern. - Ensure personnel are trained to undertake required tasks. - Ensure working hours (including overtime) are not excessive. - Staff should attend training as requested. - Report all bullying and harassment. - Line managers shall be vigilant and offer additional support and monitoring to others who are / may be suffering from stress. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
35	All work activities that requires the lighting of the work area	Lighting Poor visibility increasing potential for accident / incident	Employees, other contractors and public	<ul style="list-style-type: none"> - Use of natural lighting should be used where reasonable to do so. - Adequate lighting should be provided to all areas and especially to those areas used in the hours of darkness, or where work may be carried out in poor visibility or diminished lighting conditions. - As a minimum, lighting should be provided for junctions, around plant and buildings, pedestrian routes and areas where loading / unloading is to be carried out. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
36	All work activities	Weather Hot / cold / wet, Hypothermia, Heat stress, Localised flooding, High winds	Employees and other contractors	<p>Hot</p> <p>Ensure Protection is used e.g. sun screen, neck shield, head protection, ample water supply, take rest breaks in shaded areas, and where possible – work in the shade.</p> <p>Cold</p> <p>Appropriate Personal Protective Equipment, keep warm, and avoid lone working. Consume plenty of warm fluids / food.</p> <p>Wet</p> <p>Wet weather clothing.</p> <p>Wind</p> <p>Be aware of high winds when working at height or in open / exposed areas.</p> <p>Flooding</p> <p>Assess area for access and egress in the event of rising water.</p>	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
37	All activities involving the electric operations	Working with Electricity Potential for electrocution, fire, and explosion	Employees, other contractors and public	<ul style="list-style-type: none"> - Operatives shall be trained and have been appointed at the relevant competency level by the Network Operators to carry out the task. - Operatives must adhere to MTS and the Network Operators electrical safety rules. - Operatives shall assess electrical risks and hazards and plan their actions. Any live apparatus shall be screened. - Where appropriate locks and isolation tags must be applied. <p>Low Voltage Work</p> <ul style="list-style-type: none"> - The preferred option is to work dead. Justification must be recorded before any live work is carried out. - Approved procedures must be available to undertake live work and operatives fully trained. - Faulty apparatus / cables shall not be worked on live. <p>High Voltage Work</p> <ul style="list-style-type: none"> - Operatives must be in possession of an approved Safety Document before carrying out any work. 	Low

				Switching / Linking <ul style="list-style-type: none"> - Operatives shall be authorised and trained. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
38	All activities using compressed air	Working with Compressed Air Air Pick, Compressors, Thrust Bores etc.....	Employees, other contractors and public	<ul style="list-style-type: none"> - You must be competent and authorised. - Inspect all hoses before use. - If there are any defects do not use and inform your line manager. - All repairs to be carried out by a competent person. - Ensure all plant is depressurised before replacement of hoses or equipment. - Whip checks must be fitted on all air hoses. - Appropriate Personal Protective Equipment to be worn for task: flame retardant overalls / outer garments, safety boots, safety eyewear, gloves, hard hat and ear protection. - Do not point or play around with compressed air equipment. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
39	All reinstatement activities involving the use of bitumen materials	Working with Bitumen Burns, Inhalations	Employees, other contractors and public	<ul style="list-style-type: none"> - Appropriate number of operatives trained to NRSWA standard. - Trained competent persons. - Operatives trained in use of equipment. - Ensure access is denied to unauthorised persons. - Ensure equipment is inspected visually before use. - Ensure boiler is positioned safely - Gas cylinder must be at least 3 metres away from boiler. - Do not overfill boiler or leave unattended. - Ensure lid is in place at all times to avoid possible water ingress. - Ensure adequate fire extinguishers available - Do not transport hot boiler with burner on. Appropriate Personal Protective Equipment provided and worn at all times. - Have available, and comply with the COSHH sheets for all substances used. - Suitable and sufficient first aid kit in the event of a burn. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
40	All reinstatement activities	Laying Kerbs / Slabs Manual handling, Slips, trips and falls	Employees, other contractors and public	<ul style="list-style-type: none"> - Competent Persons (Including NRSWA). - If possible use mechanical means for lifting kerbs and slabs. - Refer to manual handling training / instruction. - Loads to be assessed before lifting. - Ensure slabs are stacked safely e.g. on top of each other as opposed to being stacked vertically. - Appropriate Personal Protective Equipment to be used at all times. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
41	All reinstatement Activities involving the cutting of kerbs / slabs	Cutting of Kerbs / Slabs Abrasive wheels e.g. cut off saws, road saw etc. Manual handling, Slips, trips and falls, Dust / flying debris	Employees, other contractors and public	<ul style="list-style-type: none"> - You are competent and authorised. - If working in the highway a member of the team holds the appropriate units of NRSWA. - Abrasive wheel training must be provided for those authorised to change blades. - Regular maintenance of equipment and records available. - Visually inspect equipment before use (Do not use if damaged report it to your line manager) - Ensure the use of water based dust suppression equipment. - Engines must be stopped upon completion of task. - Care must be taken when refuelling. - Spill kits must be available. - Appropriate Personal Protective Equipment and Respiratory Protective Equipment to be used at all times. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
42	All activities Unsatisfactory skill levels	Persons not Competent in carrying out activities to satisfactory standards of safety or quality	Employees, other contractors and public	<ul style="list-style-type: none"> - Individuals carrying out any activity will be assessed by a line / site manager to ensure they are suitably qualified to carry out the activity safely and at the expected standard. - Training of individuals will be at the appropriate level for their trade and checked by line / site managers. - There will always be an individual on site who is able to carry out a risk assessment to the highest level of competency expected for the type of work being carried out. - Appraisals and development reviews will be periodically carried out on all individuals to ensure they are performing adequately at the expected level. - Individuals will have their level of competency identified and recorded so that this can be reviewed on site when appropriate. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
43	All work activities involving the putting of people to work	Putting People to Work Persons not competent	Employees and other contractors	<ul style="list-style-type: none"> - Ensure SHEQ / operational Induction is carried out before commencing work. - Ensure occupational health questionnaire completed before commencing work. - Check validity of competencies. - Check driving licences if appropriate (e.g. towing, HGV etc.). - Check for appropriate tools and equipment. - Issue team SHEQ pack and Safety Passport. - Ensure appropriate Personal / Respiratory Protective Equipment is issued. - All relevant information (e.g. work instruction, Telecoms plans, method statement, risk assessment, street-works notice, restrictions etc.) is communicated, issued and understood by the individual / team before work commencing. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
44	All work locations / sites requiring traffic management	Traffic Management Control of equipment, falling into live lanes	Employees, other contractors and public	<ul style="list-style-type: none"> - Minimum widths observed - Use correct signage. - Flashing beacons utilised where required at all times. - Safe system of work (RAMS) to be observed and fully complied with at all times. - Off peak work times utilised. - Vehicle and pedestrian segregation maintained at all times. - No loading or unloading from live (in-road) side of vehicle. - Correct Personal Protective Equipment to be worn. - Buddy system to be observed. - Safety awareness and traffic management training. - Sufficient weighting of signs and barriers. - Batteries and equipment tested prior to deployment. - Regular inspection of signage and cones. - Contact details clearly displayed for member of public (MOP) reporting of concerns. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
45	Out of hours working / night work	Working in the Dark	Employees, other contractors, Public, and vehicle drivers	<ul style="list-style-type: none"> - Head torches to be used where appropriate. - Sufficient lighting to be used to illuminate the working area (battery powered or 110v generator). - Completion of risk assessment prior to commencement of work. - In areas of increased risk; additional guarding may be required; identify this on your risk assessment and inform your line manager. - Medical assessment for night work suitability. - Correct Personal Protective Equipment to be worn at all times (MTS minimum standard). - High Visibility Clothing of the correct type for the speed of road must be worn and will comply with BS EN471. - If working in the highway there must be an appropriate number of personnel in possession of a valid NRSWA card with the relevant unit(s). - Adequate supervision. - Take regular breaks. Look out for 	Low

				<p>your work mates.</p> <ul style="list-style-type: none"> - Review the risk assessment when any changes occur. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
46	All work activities	Drugs and Alcohol Substance abuse	Employees, other contractors and public	<ul style="list-style-type: none"> - Ensure that you are aware of MTS Drugs and Alcohol policy. - Separate policy on drugs and alcohol within policy manual is issued to all employees and is signed for by employees. - Compliance with company drugs policy. - Report any instances of abuse witnessed on site. - Stop work if drugs / alcohol abuse is suspected. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
47	All work activities	Hygiene	Employees, other contractors and public	<ul style="list-style-type: none"> - Keep working area clean. - Wash hands before eating, drinking and smoking. - Tools to be kept clean. - Appropriate Personal Protective Equipment to be worn. - Removal of contaminated Personal Protective Equipment before going home. - Treat cuts immediately and cover wound. (Report to MTS Incident Line). - Avoid rubbing eyes, nose and mouth during work activities. - Use toilet facilities and wash hands. - Adequate welfare facilities available on site or in vehicle. - Avoid contact with vermin and vermin bait boxes. - Consider specialised contractors for pest control and site cleansing. - Consumption of food and drink to be in a clean environment. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
48	All work activities	<p>Pressurised Systems</p> <p>Risk of Stored Energy / Pressure from Water / Gas / Pneumatic Systems, Bursting out via Damaged or Faulty Pipe Work</p> <p>Back energising systems: Pumps, compressors, mechanical drives</p> <p>Potential for electrocution from back generation.</p> <p>Severe injury: from high pressure bursting of system components, mechanical action of system components in an uncontrolled environment.</p>	Employees and other contractors	<ul style="list-style-type: none"> - Do not attempt carry out any work on part of a pipe systems unless you are trained and authorised and understand the controls being employed towards safe operation of the system - Be aware that even after a pressurised system has been isolated extremely high pressure can remain stored within. - Plan for and carry out controlled release of pressure through authorised procedures. - Ensure when pressure is released that this action cannot cause uncontrolled release of dust/dirt or other substances. - Be aware that pressure can build up again in some systems following the initial isolation and controlled release and take measure toward ensuring this is controlled or not likely to create any unsafe consequences. - Wherever appropriate locks and isolation tags/caution men working signs should be applied. - Wear appropriate Personal 	Low

				Protective Equipment (MTS minimum standards) and additional items if there is a likelihood of airborne substance from the release of pressurised substances.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
49	All work activities. Working in potential gaseous atmospheres.	Gas asphyxiation	Employees and other contractors	<ul style="list-style-type: none"> - Atmospheric testing to be completed before entering a confined space. - Gas testers to check for methane, hydrogen sulphide and carbon monoxide. - No lone working permitted. - Ensure you have a valid 'Permit to Work' for all activities. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
50	<p>All work activities.</p> <p>Working in or adjacent to combustible gas</p>	Potentially Explosive Atmospheres	Employees, other contractors and public	<ul style="list-style-type: none"> - Ensure you have correct information from Dangerous Substances and Explosive Atmosphere Regulations (DSEAR). - Before entering sites check for presence of explosive gases (methane). - If gases present report to your Line Manager and ensure you have an Emergency Plan. - Intrinsically safe electrical equipment to be used. - Escape sets to be carried in the event of an emergency and to be used by those trained in the use. - Ventilate site under controlled conditions No lone working permitted. 	

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
51	All work activities	Hot Works Burning, ignition of flammable materials	Employees and other contractors	<ul style="list-style-type: none"> - Hot Works Permit to be supplied for all grinding, cutting and heating activities. - Area to be cordoned off and screen to prevent injury by flying particles. - All gas cylinders and equipment to be tested transported and used as per risk assessments for flammable liquids. - Dry powder fire extinguisher to be on site. - Correct Personal Protective Equipment to be worn at all times (MTS minimum standards) including: face mask, gauntlets, hearing protection. 	

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
52	All work activities	Site Security Risk of interference with plant and equipment, Entering excavations	Employees, other contractors and public	<ul style="list-style-type: none"> - Exclude all non-relevant personnel from the site. - Erect secure fencing panels with warning signs. - All plant to be made safe with keys removed whilst not in use. - Cover deep excavations where appropriate. - Make safe ladders to prevent use. - Assess for additional security lighting. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
53	All work activities Lighting and ventilating in gaseous atmosphere	Risk of Gas Explosion through Ignition	Employees, other contractors and public	<ul style="list-style-type: none"> - Check area for presence of gases with gas monitor. - Ventilate area prior to entering. - Always use intrinsically safe lighting, torches and blowers. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
54	All work activities	Dust Respiratory problems / irritation to eyes	Employees, other contractors and public	<ul style="list-style-type: none"> - Eliminate the need to produce dust. - Ensure use of water based dust suppression equipment. - Appropriate Personal Protective Equipment and Respiratory Protective Equipment to be used. - Eye protection at all times. - Adequate ventilation and extraction to be used. - Screens to be used to contain dust where appropriate. 	

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
55	All activities	Carrying Fuel on Vehicles Risk of fire within vehicle causing an accelerant to increase the risk of injury and damage to vehicle	Employees, other contractors and public	Petrol carriage to be kept to a minimum. Maximum amount carried on a vehicle is 10 litres in 2 x 5 litre cans. Maximum of 50 litres of diesel in 2 x 25 litre cans. Container labelled with: <ul style="list-style-type: none"> - Manufacturers name. - Month and date of manufacture. - Words "Petrol" or "Diesel" and "Highly Flammable". - Hazard warning sign. The container shall be: <ul style="list-style-type: none"> - In good condition. - Stored to protect from damage. - No more than 5 years old. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
56	All activities	<p>Mechanical Forces</p> <p>Uncontrolled movement of parts caused by the release of stored energy from other systems/springs/gravitational forces</p> <p>Severe injury from moving steelwork, mechanical drives or attached components</p> <p>Eye damage following flying splinters from associated broken parts, Electrocution following back energising of connected generation / motors in situ</p>	Employees, Other Contractors and public	<ul style="list-style-type: none"> - Prior to carrying out any work on mechanical systems operatives must be trained to understand the forces at work their sources and means of preventing unplanned release of energy. - Stored energy in the form of springs should be discharged where practicable, otherwise screened or guarded against accidental release during work. - Prior to dismantling any component a risk assessment must be carried out to see if this impacts on other related systems and action taken where required to ensure this is controlled and does not impact on safety, - Where mechanical components, interlocks etc. have to be secured to prevent accidents or uncontrolled events then these must be locked off and tagged / secured with caution men working notices to prevent accidental release. - Appropriate Personal Protective Equipment must be worn taking into account disturbance of lying dust, debris and potential noise from 	Low

				spring releases etc.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
57	All work activities Working in gaseous atmosphere with Respiratory Protective Equipment	Respiratory Protective Equipment Risk of asphyxiation from poisonous gases or suffocation owing to oxygen depleted environment.	Employees and other contractors	<ul style="list-style-type: none"> - All work areas and confined spaces to be checked for noxious, poisonous or oxygen depletion. - All users of Respiratory Protective Equipment must be trained and assessed in its use. - The mask must be appropriate for task. - Sanitise the mask before use. - Before use there must be a face fit test. - Users must be clean shaven with maximum of 24 hours growth. - Seal test must be carried out prior to every use. - Physical examination of all parts for damage must be completed before every use. - Mask must be compatible with all other Personal Protective Equipment being used e.g. hard hats, ear defenders, prescription glasses. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
58	Working in areas with the potential for rising water	Rising Water Risk of being cut off from access and egress routes	Employees and other contractors	<ul style="list-style-type: none"> - Suitable pumps appropriate for volume of water. - Suitable sump holes. - Continuous monitoring, visual inspection of surrounding water course, drains, ditches, rivers, canals etc. - Treat areas as Temporary Works. - Specific excavation risk assessment. - Obtain Tidal information, time of high and low tides. - Monitor weather conditions (both current and previous) as this could affect surge of water in drains and culverts. - Establish where practicable the position and condition of existing water mains, culverts etc. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
59	All work activities	Animals	Employees, Other Contractors,	<ul style="list-style-type: none"> - Confirm with tenant / client if animals are present at the premises, request that they are separated whilst work is being carried out. Approach the premises with caution, if evidence of animals such as a dog is present then arrange for the client to be phoned and informed that work is about to commence. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
60	Parking outside customer's property	Access / Egress of Vehicle Contact with vehicles	Employees, Other Contractors	<ul style="list-style-type: none"> - Park as close as possible to the property in a safe location. - Park in direction of traffic to ensure side door access / egress is from the path. - If unable to park in the direction of traffic, wear high visibility vest and check traffic on every access and egress. - Allow sufficient space to step in / out of vehicle at side and rear doors. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
61	Working within customer's property	Slips, Trips Falls caused by unknown obstructions and property layout	Employees, Other Contractors	<ul style="list-style-type: none"> - Wear suitable safety footwear. - Plan your access and egress routes carefully. - Ask the customer to remove any items nearby that could interfere with the work being carried out. - Do not carry too many items. - Ensure sufficient lighting is available where required. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
62	Working within restricted spaces	Asphyxiation Slips, Trips, Falls, Heat / Exhaustion, Lone Working	Employees, Other Contractors	<ul style="list-style-type: none"> - Dynamic risk assessment prior to entry. - Ensure suitable and clear access and egress routes at present at all times. - Remove any obstructions. - Ensure suitable lighting is present. - Ensure suitable ventilation is available. - Mobile phone is available and can be used. - Occupier is made aware of how long you will be in the space. - Be aware of sharps and odours. - Consider two (2) persons working based on risk assessment. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
63	All work activities involving Temporary Works	Management of Temporary Works Failure of Structures, Excavation Collapse	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Appointment of competent duty holders to manage the Temporary Works (TW) process - The senior manager to the contract shall ensure the appointment of suitable competent resources from either an internal and / or external source to cover the roles of: <ul style="list-style-type: none"> • Temporary Works Designer (TWD). • Temporary Works Co-ordinator (TWC). • Temporary Works Supervisor (TWS). - TWC will ensure that a schedule of planned TW is produced for planned works. - TWC will ensure a design brief is presented to the TWD and then ensure the agreed design is utilised at site level and understood by the appointed TWS. - TWS is to ensure that the TW agreed are constructed, loaded and stripped as per the design. - Use of MTS excavation permit 	Low

				controls will be used to ensure the TW process is followed for all excavations greater than 2.5m deep.	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
64	Poling	Poling – Working at Height	Employees and other contractors	<ul style="list-style-type: none"> - Ensure the Land Owner has given permission for you and your vehicle. - Always check cable for damage prior to commencing work. - Always test poles before climbing. - Use mechanical access whenever possible. - Free Climbing not permitted at any time. - Do not carry equipment up ladders. - Do not over reach <p>Ensure the ladder is at the correct angle and is tied at the fourth rung, lashed at the top.</p>	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
65	All work activities	Pole Types and Low Wires Contact with low wires and Installation of low wires	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - The minimum install requirement here is 5.9m for drop wire/CAD55M and 5.6m for aerial cable and the minimum re-tension height is 5.5m. - Bridleways, towpaths, walkways, footpaths and cycle paths - The minimum install requirement here is 3.7m for drop wire/CAD55M and aerial cable. - Entrances to fields - The minimum install requirement here is 5.9m for drop wire/CAD55M and 5.6m for aerial cable and the minimum re-tension height is 5.5m. - Alongside roads - The requirement is 3.0m minimum unless other crossing types are involved, in which case the highest of those crossing height requirements MUST be met. - The minimum requirement on the private property being served is for installation to be at safe heights and foreseeable hazards MUST be avoided. 	Low

				<ul style="list-style-type: none"> - The minimum requirement when serving a customer by crossing over a neighboring property is for installation to be at least 3 meters above ground (over neighboring property) and additionally at least 2 meters away from any building over which it passes. Also the installation MUST be at safe heights and foreseeable hazards MUST be avoided. - The final drop wire span over private drives on individual's property where only vehicular access is into garage/garaging space, where it is for cars and/or MPV's, as opposed to larger vehicles. Install drop wires and aerial cables as high as reasonably practicable on customer's property/building. <p>Check Height of Wires/Cables at lowest point over carriageway/vehicle access.</p>	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
66	All work activities	Testing of Underground Chambers Potential for the presence of gas / low oxygen	Employees and other contractors	<ul style="list-style-type: none"> - Ensure availability and use of GDU (Gas Detection Unit). - Ensure monitor is calibrated / in date. - Perform gas test just under manhole covers. - Test again once cover is removed. - If chamber has standing water - gas test at water level. <p>Test on initial entry into every box and after break times if monitor has been removed for any reason. Test again at floor level once water has been removed.</p>	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
67	All work activities	Low Risk Manholes Potential for the presence of gas / low oxygen	Employees and other contractors	<ul style="list-style-type: none"> - All personnel will be fully trained with in-date confined space training appropriate to type and level. - Must be a structure with low risk of falling. - Entrance shaft no longer than 3 metres. - Distance from ground level to structure floor less than 6 metres. - Work place must have ease of access and be less than 10 meters from entry / exit point. - Work-place no more than 2 meters from the hose end gas test with four-head GDU used as continuous monitor. - Ease of contact with the Top Person. No environmental hazard present – pre-start risk assessment. - Air blower, with second hose if necessary. A GDU must be placed at the blower to monitor traffic emissions. - First Aid Kit present. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
68	All work activities	High Risk Manholes Potential for the presence of gas / low oxygen	Employees and other contractors	<ul style="list-style-type: none"> - All personnel will be fully trained with in-date confined space training appropriate for this type and level. - Current cards will be available on site for the duration of the work and the numbers recorded on the Permit to Work. - The Top Person will be First Aid trained. - On arrival, on site set up, signing and guarding will be in accordance with NRSWA requirements. - The Site Person In Charge shall carry out a Site Specific Risk Assessment, to include the manhole Category requirements, before the work commences. - High Risk Manholes require full escape equipment and rescue team must be on site. - A gas test shall be carried out with a four-head GDU prior to entry into the manhole. A negative result must be achieved before entry is allowed. 	

				<p>The result must be recorded in the site diary.</p> <ul style="list-style-type: none"> - Dewatering shall be carried out as necessary in accordance with the Safe System of Work. - The force air blower will be set up and the blower tube lowered into the structure and left to run for minimum of 5 minutes, only after gas testing and any necessary dewatering has been completed. A GDU must be placed at the blower to monitor traffic emissions. - A Permit to Work will be required prior to entry and shall be obtained once the above has been completed. - The permit will be signed by the persons entering the manhole and by the Top Person. - Access to the manhole can only take place after all safety checks and permits have been completed. - A minimum of two people will require access into the high-risk manhole. One person at the work position and the second person to remain at the bottom of the access shaft in order to maintain contact 	
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				<p>between the Top Person and the person at the work position.</p> <ul style="list-style-type: none"> - At least one person at the work position and the person at the bottom of the access shaft will have fully charged GDUs fully calibrated and in good working order. The GDUs will be placed in the breathing zone. - The Top Person shall stay in contact with the persons in the manhole. Contact will be made at maximum intervals of ten minutes. If contact cannot be made at any one time, the Top Person will make a further two attempts to make contact. If contact is not made by the third attempt then the Top Person will follow the Emergency Procedure. - If the person in the manhole is not contacted at the interval times above, they will evacuate the manhole and check if the Top Person is ok or not. - If not, then the person shall follow the emergency procedure and will not re-enter the manhole until another trained Top Person is on site 	
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				<p>and all persons in the manhole will evacuate the manhole.</p> <ul style="list-style-type: none"> - If the Top Person needs to leave site for any reason whatsoever, they shall inform the persons in the manhole. They will all evacuate until the top person returns. - Once all work is completed, the Site Person in Charge will close the permit. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
69	All work activities within BT exchanges	Openreach Exchanges Use of ladders / soldering irons / general exchange operation	Employees and other contractors	<ul style="list-style-type: none"> - On arrival at a site unlock / lock the gates, with the security key provided. - Gain entrance to the Exchange using OBASS card supplied by BT security (no tail gating). - Sign in the exchange dairy, including the time of arrival (if the diary is not available record the information on the Risk Assessment). - Carry out the full Risk Assessment and record finding(s) as appropriate. <p>Check:</p> <ul style="list-style-type: none"> - Fire exit door. - Ladder test date. - Levels of lighting. - General environment. - General tidiness of the floor. - First Aid Kit availability. - Operatives hold correct licenses, qualifications and accreditation. - All equipment is in good working order. - Site rules and notices are observed. 	Low

				<ul style="list-style-type: none"> - Ensure soldering irons are located in the holders provided. - Never stand on a ladder whilst ladder is in motion. - Wear all appropriate PPE (MTS minimum standards). 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
70	All work activities involving the pulling off cables	Cable Pulling Pedestrians and vehicles, Existing services, Collapse of trench/excavation, Cable trapped in duct, Cable comes loose from winch, Operatives Coming into contact with the winch rope, Unstable drum / winch, Ground Conditions	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Ensure ducts are cleared of debris prior to operations. - Ensure duct guides are fitted to mouth of duct. - Ensure stocking is correctly fitted to cable end. Drilled and shackle fitted prior to using the winch. - The winch must be sited within a protected area. - Emergency stop button must be tested and in working before operations commence. - All operatives must be instructed not to touch the rope whilst it is in motion. - Operatives must wear suitable gloves on all accessions whilst handling the winch rope. - Operatives must not stand between the winch and the line of cable pull 	Low

				<p>whilst the winch is in operation.</p> <p>Drum trailer/winch to be situated on firm ground.</p> <ul style="list-style-type: none"> - Firm base to be placed down if not available at site. - Clear and maintained clear trench. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
71	All work activities	<p>Installation and termination of Fibre optic cable</p> <p>Cuts from sharp ends of cable, Eye injury from flying glass, Isopropanol Alcohol (used for cleaning)</p>	Employees and other contractors	<ul style="list-style-type: none"> - Installation engineers must be trained to install fibre optic cabling, so as to minimise risks from cuts. - Cable ends are to be taped up after being cut, and prior to installation. - OR/ A fibre optic pulling sock to be used to cover the cable end. - Engineers must be adequately trained to cut / strip fibre-optic cabling to reduce the risks of flying particles. - Engineers must be supplied with suitable PPE for the task / gloves AC PN 5936 / Eye goggles AC PN 5931, 5932. - Engineers to be provided with and use, a sharps container to place stripped cable ends. - Engineers are trained to dispose of off cuts and sharps in line with training. - Only trained fibre optic termination engineers are to use Isopropanol Alcohol. - Seek immediate medical attention 	Low

				<p>on exposure to IA.</p> <ul style="list-style-type: none"> - Only very small volumes of IA used to clean fibre optic elements. PPE Gloves to EN3444. - Place cleaning aids / cloths in a sealed jar straight after use. - In open, well-ventilated areas, where only small volumes of IA are used, no mask is required. However, if quantity used exceeds over 1–2 ml on a wiping cloth, always ensure the area is adequately ventilated. <p>Vent fans are to be used if required (HSS 56851); provide engineers with the correct masks for the task JSP Force 8 Half Face Respirator Mask, Full face respirator gives maximum protection with P3 Filter.</p>	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
72	All work activities	<p>Repair or Replacement of Manholes</p> <p>Pedestrians and vehicles, Existing services, Confined Spaces, Excavation, Manual Handling, Weather Conditions, Gases, Working with Bitumen, Resins and Cement</p>	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Appropriate PPE to be donned for all hazards / risks present. - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Manhole to have appropriate barriers and signage. - Applicable Telecoms drawings available and safe excavating techniques used. - Use of Cable Avoidance Equipment (CAT and Genny). - Manhole cover removed using correct lifting keys or mechanical lifter. - After manhole cover removal allow 20 minutes natural ventilation. - Confined Spaces NC 1 entry controls to be implemented at all times including gas detector. - If entering a manhole confined spaces appropriate to the entry risk are to be followed. Entry Permit to 	Low

				<p>be operated.</p> <ul style="list-style-type: none"> - Re-instate excavation following appropriate risk controls and in accordance with HAUC specification. - Follow all hygiene controls. - Appropriate COSHH assessments to be available and followed. 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
73	All work activities	CCTV Survey of Telecoms Networks Pedestrians and vehicles, Confined Spaces, Manual Handling, Weather Conditions	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Wear appropriate PPE. - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Manhole cover removed using correct lifting keys or mechanical lifter - After manhole cover removal allow 20 minutes natural ventilation. - Confined Spaces NC 1 entry controls to be implemented at all times including gas detector. - If entering a manhole confined spaces appropriate to the entry risk are to be followed. Entry Permit to be operated. - Follow hygiene controls. - Appropriate COSHH assessments to be available and followed. 	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
74	All work activities	<p>High Pressure Water Jetting of Telecoms Networks</p> <p>Pedestrians and vehicles, Confined Spaces, Manual Handling, Weather Conditions, Pressurised Systems, Blockage removal</p>	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Wear appropriate PPE. - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Manhole cover removed using correct lifting keys or mechanical lifter - After manhole cover removal allow 20 minutes natural ventilation. - Confined Spaces NC 1 entry controls to be implemented at all times including gas detector. - If entering a manhole confined space appropriate to the entry risk are to be followed. Entry Permit to be operated and competencies checked. - All operatives clear of manhole prior to jetting operations. - High Pressure Water Jetting Operatives trained in High Pressure Water Jetting Operations. - Visual inspection of hoses joints and 	

				<p>filters before use and on completion of works.</p> <ul style="list-style-type: none"> - Follow appropriate hygiene controls. - COSHH assessments... 	
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No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
75	All Work activities	<p>Laying of Cement Based Concrete Materials</p> <p>Working within the Highway, Concrete burns, Slips, Trips and Falls, Noise, Dust, Fumes, Plant Operation e.g.</p> <ul style="list-style-type: none"> - mixers - Moving vehicles - Substances 	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Site security. - Appropriate PPE. - Trained and competent plant and machinery operators. - Equipment maintenance. - Operate plant and equipment in accordance with manufactures' guidelines. - Correct manual handling. - COSHH Assessments - Barriers to remain around the working area until materials have set. - Compliance with NRSWA. - Turn off noisy equipment when not in use. - Refuelling of plant to be undertaken away from water courses with drip tray and with spill kit being readily accessible. 	

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
77	All work activities Plant and Vehicle Movement	Contact with moving plant and vehicles	Employees, Other Contractors, Members of the Public	<ul style="list-style-type: none"> - Hierarchy of control. - Exclusion zones. - Agreed communication between plant controller and operator. - Ensure clear line of sight at all times between plant controller and operator. - Assessment of hazards within the vicinity e.g. excavations, overhead apparatus, people etc. - Safe system of work e.g. traffic management plan. - Trained and authorised plant controller. - Reversing controls. 	Low