

HS013 - Risk Assessment Record

Site:		TanRo, Beauchamp Business Park. Kibworth, Leics, LE08 0RX				Assessment Number		RA 154				
Task / Activity		Partitioning, Plaster boarding and Tape and jointing.										
Date Conducted		24-11-2023		Date Reviewed								
Assessment Team		DD/JW				Checked and Approved by:		DD				
1 Hazard	2 Hazard Effect	3 At Risk	4 Severity	5 Probability	6 Risk Rating	7 Required Control Measures (minimum requirements)	8 Severity	9 Probability	10 Risk Rating	11 Acceptable?	12 Additional Controls to Reduce Risk Further	13 Completed
Falls From Height using hop-ups	Falls leading to death, broken bones, fractures etc.	E	4	3	1 2	<ul style="list-style-type: none"> ALWAYS look to work from the ground where reasonably practical to do so. Ensure hop-ups are inspected by competent person. Ensure employees are trained and competent in use of equipment. Ensure employees are wearing suitable safety boots. Ensure hop-ups are clean and free from plaster/paint/grease etc. Ensure equipment is not used in roads or pathways without suitable protective barriers. Use 600x600 hop ups for stability Ensure you only work from completed load bearing floors. Never work next to openings in floors. Report any faults immediately. 	4	2	8	M	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding safe work at height. 	

At Risk	Severity		Probability		Risk Rating		
E - Employees	1	No Injury	1	Very Unlikely	1 – 5	LOW	A - Acceptable
C - Contractors	2	Minor Injury	2	Unlikely	6 - 14	MEDIUM	M - More Analysis Required
V - Visitors	3	+3 Day Absence	3	Likely	15 - 25	HIGH	U – Unacceptable Risk
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Use of Tower Scaffolds	Falls leading to death, broken bones, fractures etc.	E	5	4	20	<ul style="list-style-type: none"> Ensure that the tower is of suitable size and construction for the task. Ensure the tower is erected and inspected by a PASMA trained worker. Only use on flat, level ground. Check overhead hazards before starting work. Ensure all components are used including outriggers and kickboards. Ensure towers are only erected on flat stable ground. Ensure internal access is used – do not climb up the outside of tower. Never use close to overhead power cables. Ensure the tower is tagged and inspected before use. Ensure other workers are restricted from entering the area – set up barriers. Ensure PPE is worn including safety helmets. NEVER move a tower with a person on the structure. Always use wheel locks. Ensure outriggers are always used. Ensure all components are used. Read manufacturer's instructions before use. Barrier off in busy areas. 	5	1	5	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding safe work at height. 	
Use of Stepladders	Falls leading to death, broken bones, fractures etc.	E	5	4	20	<ul style="list-style-type: none"> ALWAYS look to work from the ground where reasonably practical to do so. STEPLADDERS ONLY USED WHERE THERE IS NO SAFER ALTERNATIVE AND A PERMIT MUST BE OBTAINED FROM TANRO SITE MANAGER. Ensure steps are industrial class and of adequate strength and height Only use on flat, level ground. Ensure steps are inspected by competent person before use and DO NOT use defective steps. Ensure employees are trained and competent in use of equipment. Ensure employees are wearing suitable safety boots. Ensure steps are clean and free from plaster/paint/grease etc. Ensure equipment is not used in roads or pathways without suitable protective barriers. Ensure 3 points of contact at all times. DO NOT use the top 3 steps Only carry out very light work for short periods. DO NOT lean out of the side of the steps. 					<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding safe work at height. 	

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Use of Podium Steps	Falls leading to death, broken bones, fractures etc.	E	5	3	1 5	<ul style="list-style-type: none"> • ALWAYS look to work from the ground where reasonably practical to do so. • Ensure podiums are of adequate strength and height. • Only use on flat, level ground. • Ensure podiums are inspected by competent person before use and DO NOT use defective podiums. • Ensure employees are trained and competent in use of equipment. • Ensure employees are wearing suitable safety boots. • Ensure podiums are clean and free from plaster/paint/grease etc. • Ensure equipment is not used in roads or pathways without suitable protective barriers. • Ensure gate is always closed when on the platform. • Ensure brakes/outriggers are always used. • DO NOT climb on rails to gain extra height. • DO NOT lean out of the side of the podiums. 					•	
Use of Mobile Elevating Work Platforms (MEWP's)	Death, broken bones, fractures etc.	E	5	4	2 0	<ul style="list-style-type: none"> • Ensure MEWP is fit for purpose and suitable for the application and environment. • Only use on flat stable ground. • Ensure MEWP's are only used by IPAF Qualified workers. • Ensure MEWP's are subject to daily pre-use checks. • Ensure outriggers are used. • Ensure that the area below is cordoned off with plastic barriers or cones / visible tape. • Do not use in areas where the MEWP may be struck by a vehicle or plant. • DO NOT use in windy conditions – check wind speed if in doubt. • DO NOT use near power lines or in proximity to overhead hazards. • DO NOT use steps or hop ups to gain extra height on the platform. • Ensure the MEWP is serviced and maintained. • Ensure the MEWP is subject to 6 monthly Thorough Examinations. • DO NOT use the MEWP for lifting heavy objects such as large quantities of plasterboard. • Only use in accordance with training. • Ensure a rescue plan is documented. • Ensure harnesses are used and workers trained in the use and inspection of harnesses. • Ensure that while diesel MEWP is in operation within the building, level access doors will be kept open for ventilation purposes and closed at end of shift. 	5	1	5	A	<ul style="list-style-type: none"> • Reinforce with regular toolbox talks regarding safe work at height. 	


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Falling Objects	Head injuries, cuts etc.	A	3	3	9	<ul style="list-style-type: none"> Ensure that no objects are stored on access equipment platforms. Wear tool belt as opposed to carrying tools. Make other employees/contractors aware of your work. Ensure that access equipment is not left unattended. Ensure that all plasterboards are securely fixed to ceilings and walls before being left unattended. Ensure that public or adjacent workers are not permitted in the work area 	3	1	3	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding falling objects and materials. 	
Contact with electricity from tools and cable strike	Electric Shock, burns	E	5	3	15	<ul style="list-style-type: none"> Ensure that all electrical tools and equipment are visually inspected prior to use and any defects reported prior to use. Ensure only battery rechargeable or 110v equipment used on site. Ensure all portable appliances are PAT tested at 3 monthly intervals. Ensure employees are trained and competent. Ensure that service plans are obtained where available and that walls / ceilings etc. are CAT scanned for cables and wires prior to any fixing work. DO NOT drill if power cables are suspected. Isolate power sources where possible to reduce risk further. Clearly, mark cable runs etc. on the wall. 	5	1	5	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talk regarding contact with live services Periodic site inspections to ensure all the appropriate steps have been followed 	
Vibration from hand operated power tools	Hand arm vibration syndrome, vibration white finger	E	4	2	8	<ul style="list-style-type: none"> Ensure that vibration damped equipment is specified wherever possible. Ensure that jobs using vibrating tools are rotated amongst the team. Ensure that tools and equipment are well maintained and any defects reported immediately. Ensure operatives are wearing gloves in cold weather. Issue HAVS questionnaire to employees. 	4	1	4	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding hand arm vibration. Carry out trigger time survey. Ensure that vibration data is explained to employees as part of the toolbox talk 	
Noise	Hearing loss, tinnitus etc.	A	3	3	9	<ul style="list-style-type: none"> Ensure that noise damped tools are specified wherever possible. Ensure that ear defenders are formally issued and employees instructed to use them when using power tools. Ensure that adjacent workers are instructed of times when noisy activities will be undertaken to ensure they are not in the working area. Ensure that tools and equipment are well maintained and any defects reported immediately. 	3	1	3	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks. 	

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Hazardous Substances	Skin, eye, lung irritation etc.	A	3	2	6	<ul style="list-style-type: none"> Ensure employees are taken through COSHH assessments and understand how to use substances. Ensure suitable approved gloves, eye protection and FFP3/P3 respirators are available, with face fit testing. Ensure that only the minimum amount of substances are used and stored on site / in vehicles. Ensure that substances are kept in original containers. Ensure glues etc. are used in guns to limit potential for skin exposure. Ensure operators know the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes. Work area suitable to prevent excessive dust build-up, well ventilated. Minimal quantities used, due to small area to be plastered. Water supply, toilets, available nearby to wash dust off skin. Operators keep work area clean. Gloves and barrier creams available. 	3	1	3	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks. 	
Exposure to dust from cutting plaster boards	Industrial Asthma, respiratory disease.	E	3	3	9	<ul style="list-style-type: none"> Ensure that suitable face fitted P3 or FFP3 approved respirators are worn when generating dust. Ensure dust is vacuumed as opposed to swept with M or H Class vacuums. Ensure plasterboard is hand cut as opposed to sawn. Cutting station used for cutting metal partition components;  <ul style="list-style-type: none"> Ensure that all plasterboard is scored and cut by hand outside wherever possible. Ensure power cutting tools are used with on-tool extraction. 	3	1	3	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding dust exposure Ensure workers that require a face-mask are face-fit tested Health surveillance for those exposed to dust. See Silica COSHH Assessment. Issue the health questionnaire regarding lung function to your employees and review the feedback 	


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Manual Handling Plaster Board	Back injuries, strains etc.	E	3	3	9	<ul style="list-style-type: none"> Plasterboard will be loaded out to each floor by site team, to designated areas. Starke Arvid lift truck and trolley to be used to distribute plasterboard throughout the project (See method statement). Ensure employees are trained in manual handling techniques. Ensure that the site is assessed prior to arrival to identify a suitable parking area as close to the site as possible to reduce carrying distance. Ensure work area is cleared prior to work commencing to reduce risk of slips / trips etc. Ensure only one board carried at a time by two persons where the trolleys cannot be used. Use palletised plasterboard delivered direct to site. This can be offloaded with a Forklift truck Use grab handles for moving plasterboard from the trolley to fitting area. 	3	2	6	M	<ul style="list-style-type: none"> Refresh manual handling training at 3-5 year intervals for all employees Refer to specific manual handling assessments for moving plasterboard and rockwool insulation 	
Slips and trips	Cuts, bruises, broken bones etc.	E	3	3	9	<ul style="list-style-type: none"> Walk around work areas prior to unloading vehicle to identify suitable storage locations etc. Identify points of access and egress prior to works commencing. Ensure any water spillages are kept to a minimum and cleared up as soon as practical – highlight slippery floors with signs Plan the works to limit the need to trail cables / block walkways etc. Ensure that no tools or equipment is left in walkways etc. Ensure that workers are equipped with suitable safety boots. Ensure that work areas remain tidy and any waste etc. is removed to suitable skip as soon as practical 	3	1	3	A	<ul style="list-style-type: none"> Reinforce with regular toolbox talks. 	


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Handling MMMF Rockwool Insulation	Industrial Asthma, respiratory disease.	E	4	3	12	<ul style="list-style-type: none"> Refer to COSHH Assessment for MMMF Rockwool Refer to Manual Handling Assessment MHA 001 MMMF Rockwool If not conducted in a well ventilated area an FFP3/P3 disposable mask is recommended 	4	2	8	M	<ul style="list-style-type: none"> Reinforce with regular toolbox talks regarding dust exposure Ensure workers that require a face-mask are face-fit tested Health surveillance for those exposed to dust. Issue the health questionnaire regarding lung function to your employees and review the feedback 	
Use of power tools, i.e. circular saw	Entanglement, electric shock, amputation etc.	E	4	2	8	<ul style="list-style-type: none"> Ensure that tools supplied are suitable and adequate for the job. Cutting station used for cutting metal partition components;  <ul style="list-style-type: none"> Ensure employees are trained and competent in the use of the equipment. Ensure all equipment is visually checked prior to use and defects reported before use. Ensure only battery rechargeable or 110v equipment used. Ensure electrical equipment is PAT tested. Ensure all guards and safety devices are in place before use. Ensure no loose clothing / jewellery / long hair is worn. Ensure disc is in good condition and not damaged. Ensure employees wear suitable safety boots, hardhat, impact eye protection, ear defenders and an approved mask/respirator – see dust. Ensure equipment is used with on-tool extraction system. 	4	1	4	A	<ul style="list-style-type: none"> Reinforce with toolbox talk regarding use of power tools 	

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Use of Spit Nail Guns	Puncture wounds, eye injuries etc.	E	5	3	15	<ul style="list-style-type: none"> Ensure that nail guns supplied are suitable and adequate for the job. Ensure employees are trained and competent in the use of nail guns. Ensure all equipment is visually checked prior to use and defects reported before use. Ensure cartridges are taken off site for suitable disposal. Ensure all guards and safety devices are in place before use. Display warning signs when equipment is being used.  <ul style="list-style-type: none"> Ensure no loose clothing / jewellery / long hair is worn. Ensure only approved nails and fixings are used. Ensure employees wear suitable impact eye protection. Ensure job rotation is employed to reduce HAVS exposure. Ensure nail guns are serviced and well maintained. 	5	1	5	A	<ul style="list-style-type: none"> Reinforce with toolbox talks. 	
Sanding Taped Plasterboard Joints	Lung disease, dust exposure, hand arm vibration.	E	4	3	12	<ul style="list-style-type: none"> Ensure that sanders are fit for purpose. Sanders only to be used in conjunction with on-tool extraction system (M or H Class vacuum). Ensure that workers are wearing face fit tested P3 or FFP3 respirators or air fed masks. Exclude none essential personnel. Ensure job rotation is employed to reduce HAVS exposure. Ensure suitable sanding discs are used and changed regularly to reduce dust exposure. Use door guards where possible to prevent the spread of dust throughout the project. 	4	1	4	A	<ul style="list-style-type: none"> Reinforce with toolbox talks. 	

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Cutting Plywood Sheets	Cuts, amputations, dust exposure etc.	E	4	3	12	<ul style="list-style-type: none"> • Ensure suitable jigsaw is used (Battery rechargeable). • Ensure workers are trained and competent. • Ensure wood is cut on suitable workbench/trestles. • Ensure saws are used with on-tool extraction systems. • Ensure dust residues are vacuumed with an M-Class vacuum. • Ensure P3/FFP3 respirator is worn. • Ensure ear defenders and safety goggles are worn. • Ensure blades are sharp and are changed regularly. 	4	1	4	A	<ul style="list-style-type: none"> • Reinforce with toolbox talks. 	
Authorised by The Responsible Manager		Signed:					Dated:					

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