

EMCOR, EMR BUILDING, OLDBURY

HEALTH AND SAFETY RISK ASSESSMENT RECORD – NUMBER **RA020**

Site/Premises: EMR Building Oldbury
Work Activity: General manual handling

Area/Section: Offices

PERSONS AFFECTED		✓ Yes	✓ No	CLASSIFICATION		✓ Yes	✓ No
Employees		✓		Experienced		✓	
Other Workers				Inexperienced		✓	
Comments:							
HAZARD TYPE		✓ Yes	✓ No			✓ Yes	✓ No
Physical Injury		✓		Biological (e.g. Micro Organism)			✓
Health Hazard (e.g. Harmful Substance)				Natural (e.g. Weather)		✓	
Comments:							
IDENTIFIED HAZARDS – tick as appropriate							
Contact with:	a) Moving Machinery Parts			Fire/Explosion		Weather / Temperature	✓
	b) Moving /Falling Materials			Demolition/Structure Collapse		Lighting Levels	✓
	c) Moving / Overturning Vehicles			Overhead/Underground Services		Manual Handling	✓
	d) Fixed Machinery			Soft Grounds		Lone Working	
Electrical:	a) Shock			Falls from Heights		Trips/Slips/Falls	✓
	b) Burns			Pressurised Systems		Confined Spaces	
	c) Explosion			Noise/Vibration	✓	Restricted Access/Egress	✓
Radiation:	a) Ultraviolet / Ionising / Lasers			Harmful Substances	✓	Power / Hand Tools	
Construction :				Vermin/Particles		Sharp Objects	✓
	Adjacent Structures /Water Courses			Burns	✓	Posture	✓
Comments:							

Likelihood x Severity = Risk Score. Score assuming standard control measures overleaf are implemented = 4

SIGNIFICANT RISK IDENTIFIED:

Slips, trips & falls, Injury

RELEVANT STATUTORY PROVISIONS (AND GUIDANCE) (Note: Standard Control Measures must also be reviewed and made site specific)

HASAWA 1974, P.P.E. Regs 1992, P.U.W.E.R. 1998, Management of Health & Safety Work Regs 1999, Construction Design Management 2007.

PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)

Hard Hat	✓	Ear Protection		Welding Helmet	
Safety Footwear	✓	Goggles		Respirator (enter type)	
High Vis Vest	✓	Overalls		Gloves (Cut level 2)	✓
Gas Welding Goggles		Safety Spectacles	✓	Other (specify type)	

Circle Residual Risk Score after implementation of your additional Control Measures (if any)

Likelihood of Harm	Severity of Injury			Risk Score = 1 LOW	Acceptable – unlikely to cause first aid case injury, risk to health, property or environmental damage.
	LOW 1	MED 2	HIGH 3		
	Possible first aid case injury, environmental damage	Possible <3 day lost time injury, minor environmental damage	Possible >3 day serious injury, major environmental damage	Risk Score = 2 LOW	Acceptable – unlikely to cause lost time injury, risk to health, property or environmental damage. Work to be carried out by a competent person.
Unlikely 1	1	2	3	Risk Score = 3 LOW	Unlikely to cause serious injury, risk to health, property or environmental damage. Control measures and written method statement must be in place.
Possible 2	2	4	6	Risk Score = 4 MEDIUM	Possible risk of lost time injury, minor injury to health, environmental damage. Supervision, control measures and written method statement must be in place.
Likely 3	3	6	9	Risk Score = 6 HIGH	Unacceptable – revisit work procedures to reduce this risk to a score of four or below
				Risk Score = 9 HIGH	Unacceptable – refer the operation to the Manager responsible. The work must not proceed as proposed, an alternative method must be developed

Signed: _____ Position in Company: Operations Director Date: 03-04-13

Print Name: Kevin Flint

Date of Review: 02-07-13

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DETAILS OF CONTROL MEASURES No persons are to carry out manual handling procedures unless they have undertaken the Induction training for new employees and have been trained to carry out the procedures covered in this document.		Is this control measure in place ✓	Additional action required ✓
1.	Manual handling is only to be carried out if all mechanical aided lifts have been rejected for an acceptable reason.	✓	
2.	Preference to the use of trolley's bogie trucks, counterbalance truck etc is to be given and used wherever practicably possible.	✓	
3.	If manual handling is to be carried out assessment of the type of material to be carried in respect to size, dimensions and weight are to be done prior to commencement of work.	✓	
4.	Reference to the guidelines set by the HSE of a maximum of 20kg per person is to be identified and if not possible to use mechanical aid or split the weight to below 20kg then the person MUST ask for help.	✓	
5.	Discuss the lift plan between the persons carrying the load to identify the route to the put down point ensuring the route is clear of slips, trips or fall hazards.	✓	
6.	Ideally two persons of roughly the same size and weight are preferred so that the weight of the load is distributed evenly.	✓	
7.	Kinetic lifting techniques are to be used i.e. bend from the knees to keep the back straight, keep the load close in to the torso so as not to place undue stress on your back, grip firmly from the bottom of the load and keep feet shoulder width apart when lifting the load with the front foot facing in the direction of travel to avoid twisting.	✓	

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[illegible]