



EMCOR, EMR BUILDING, OLDBURY

HEALTH AND SAFETY RISK ASSESSMENT RECORD – NUMBER **RA003**

Site/Premises: EMR Building Oldbury
Work Activity: Installation of Conduit / Baskets

Area/Section: Offices

PERSONS AFFECTED	✓ Yes	✓ No	CLASSIFICATION	✓ Yes	✓ No
Employees	✓		Experienced	✓	
Other Workers	✓		Inexperienced	✓	
Public		✓	Disabled		✓

Comments: ONLY TRAINED OPERATIVES TO USE EQUIPMENT

HAZARD TYPE	✓ Yes	✓ No		✓ Yes	✓ No
Physical Injury	✓		Biological (e.g. Micro Organism)		✓
Health Hazard (e.g. Harmful Substance)	✓		Natural (e.g. Weather)		✓

Comments: CORRECT PROCEDURES TO BE USED

IDENTIFIED HAZARDS – tick as appropriate					
Contact with:	a) Moving Machinery Parts		Fire		Weather
	b) Moving Materials		Explosion		Temperature
	c) Moving Vehicles		Burns		Manual Handling
	d) Fixed Machinery		Falls from Heights	✓	Lone Working
Electrical:	a) Shock		Pressurised Systems		Hand Tools
	b) Burns		Vibration		Confined Spaces
	c) Explosion		Noise		Restricted Access/Egress
Radiation:	a) Ultraviolet		Harmful Substances	✓	Power Tools
	b) Ionising		Vermmin		Sharp Objects
	c) Lasers		Particles	✓	Posture

Comments:

Likelihood x Severity = Risk Score. Score assuming standard control measures overleaf are implemented = 2

SIGNIFICANT RISK IDENTIFIED:

Work at height, Cuts, Eye Injuries, Manual Handling

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, C.O.S.H.H. 2002 Dangerous Substances and Explosive Atmospheres Regs 2002, 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 (enter type)	
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	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.
	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 = 3 LOW	Unlikely to cause serious injury, risk to health, property or environmental damage. Control measures and written method statement must be in place.
Unlikely 1	1	2	3	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.
Possible 2	2	4	6	Risk Score = 6 HIGH	Unacceptable – revisit work procedures to reduce this risk to a score of four or below
Likely 3	3	6	9	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 work on installing conduits and trays unless they have attended a Tool Box talk detailing the Risks associated with this operation		Is this control measure in place ✓	Additional action required ✓
1.	Check for sharp edges, wear protective gloves to protect hands and give a better grip.	✓	
2.	Adequate number of operatives made available to ensure cable basket / conduit is manageable for manual handling.	✓	
3.	Insure conduit vice is on level ground.	✓	
4.	Do not over extend yourself when installing the conduit / basket	✓	
5.	Remember the pneumonic fluency to assist in safe manual handling: feet planted firmly on the ground with the back straight and chin tucked in. Good communication with other team members, even posture not leaning to one side, natural spine shape – straight back, control of grip with palms, elbows close to body.	✓	
6.	Walk the route to ensure it is clear and there are no obstructions.	✓	
7.	Be aware of anybody working in the area when moving around with the cable basket / conduit	✓	
8.	First Aid cover is available at all times.	✓	
9.	Ensure that the scaffold is safe to work from and all edges have a primary and secondary guardrail in place	✓	
10.	Check that the emergency route is clear and easily accessible to operatives carrying out task.	✓	
11.	Full supervision to be given whilst work is in progress.	✓	



AGILE BUILDING SERVICES LIMITED – PROJECT SPECIFIC RISK ASSESSMENTS