2. SAFETY AND ACCIDENT PREVENTION MANAGEMENT / ADMINISTRATION SYSTEM (SAMAS) .....

2.4.01 RISK ASSESSMENT GUIDES AND METHOD STATEMENT .....

2.4.1.1 INTRODUCTION

1 Risk assessment is a fundamental principle in the management of health and safety. It is an important step in protecting workers and business, as well as complying with the law. It helps you focus on the risks that matter in or in connection to your work activity or construction work.

2 Section 1.1.7 of the Regulatory Document places legal duty on Contractors and the self-employed to assess the risks to the health and safety of their employees and others that arise out of or in connection with their work activities. They are also legal duty to develop written methods of work commonly referred to as method statement.

3 A risk assessment can be interpreted as a structured examination of a work activity so as to identify what could cause harm to people (employees or others) and how appropriate control measures can be put in place to eliminate or control risks.

4 For any risk assessment is to be effective, it is essential that the person who carries it out is familiar with all aspects of the task being assessed, specialist advice is sought where necessary and those to deliver the work activities are consulted in development of the risk assessment.

5 For any risk assessment to be effective, it is essential that the risks and controls are communicated to those affected.

6 The legal requirement on contractors to carry out risk assessments and written method of work support the requirements for a Contractor to provide for their employees

(a) A safe place of work

(b) Safe access and egress to and from that place of work

(c) Safe method of work

(d) Safe plant and equipment

7 Risk assessment and written method of work should identify the requirements for the contractor to provide for his employees

(a) information about how to undertake the work activity safety and without risk to their health

(b) implementation of instructions for undertaking the work activity safety and without risk to their health

(c) necessary training to employees so that they have the understanding and skills to undertake the work activity without risk to their health and safety

(d) implementation of supervision of the work activity

2.4.1.2 WHAT IS RISK ASSESSMENT

1 A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

2 A risk assessment should usually involve identifying the hazards present in any working activity and identifying the associated risks, evaluating them, identifying those affected and putting in place suitable and sufficient mitigation. The exercise should take into account any existing precautions and their effectiveness.

3 Accidents and ill health can ruin lives and affect business too if output is lost, machinery is damaged, insurance costs increase or you have to go to court. Contractors are legally required to assess the risks for or in connection to their work so that a plan to control the risks are put in place and implemented

2.4.1.3 LEGAL REQUIREMENTS FOR RISK ASSESSMENT AND WRITTEN METHOD OF WORK

1 Section 1.1.7 of the Regulatory Document requires all contractors (employers and self-employed people) to assess the risks to workers and any others who may be affected by their work activity or construction work. The risk assessment will enable them to identify the measures they need to have in place and implement in order to comply with section 1.1.7.

2 There are requirements to undertake suitable and sufficient risk assessment, to record the assessment and to monitor & review its implementation. Development of risk assessment shall involve consultation with expert knowledge as required and it findings shall be communicated to those affected.

3 Any risk assessment shall give consideration to young persons and take into account risk barriers such as safety culture, behavioral safety and language issues as applicable to the place of work.

4 There are requirements for risk assessments to be supported by effective and written method statement identifying and implementation of training needs, instruction and supervision.

5 The contractor should work with other contractors, subcontractors to identify the hazards and assess the risks related to their work, including the risks they may create for others.

2.4.1.4 RISK ASSESSMENT IN PRACTICE

1 The principle of risk assessment to eliminate and control risk to safety and health is not new. In fact, many Contractors will have been carrying out risk assessments to their day to day business as part of business planning and success. However section 1.1.7 imposes specific legal requirements on the Contractor to undertake risk assessment for health and safety.

2 If the task to be assessed is substantial, difficult or complex then, it will not be practical or effective to carry out a single risk assessment to cover the whole of the work. The job will need to be broken down into separate elements or work activities, each of which will have to be assessed separately.

3 Many Contractors, who have recognized potential problems in course of their business as they occur, will have taken the necessary action to avoid an incident (including near misses and accidents). Conducting risk assessment, proper recording and ongoing review of the risk assessments is an essential process in preventing incidents.

4 Factors that need to be considered during the risk assessment process is the complexity of the activity, the number of persons involved or affected, the plant or equipment being used, and the types and nature of the materials involved. The environment where the work will be carried out is also a factor which should be taken into account.

5 In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset – your workforce is protected.

2.4.1.5 HAZARD AND RISK

1 **A hazard** is something with the potential to cause harm and this can include articles, workplace, substances, plant or machines, tools, methods of work, the working environment and other aspects of work organization and includes the potential to harm/damage the environment and/or causing a statutory nuisance.

2 **A risk** is the likelihood of potential harm from that hazard being realized. The extent of the risk will depend on:

(a) the likelihood of that harm occurring

(b) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and

(c) the population which might be affected by the hazard, i.e. the number of people who might be exposed

(d) The frequency and time of exposure

Risk = consequence x probability and is classed as either Acceptable or Unacceptable, depending on the results of the quantifying matrix

3 **A risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be. i.e. is the likelihood of potential harm from that hazard being realized. The extent of the risk will depend on:

(e) the likelihood of that harm occurring

(f) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and

(g) the population which might be affected by the hazard, i.e. the number of people who might be exposed

(h) The frequency and time of exposure

Risk = consequence x probability and is classed as either Acceptable or Unacceptable, depending on the results of the quantifying matrix

4 It is very important to distinguish between hazard and risk; the two terms are often confused.

5 Construction works are inherently hazardous and the risk associated with it will be reduced as controls are implemented. The level of risk remaining when controls have been adopted is known as the residual risk. There should only be high residual risk where there is poor health and safety management and inadequate control measures.

6 "'**Reasonably practicable**' is a narrower term than 'physically possible' … a computation must be made by the owner in which the quantum of risk is placed on one scale and the sacrifice involved in the measures necessary for averting the risk (whether in money, time or trouble) is placed in the other, and that, if it be shown that there is a gross disproportion between them – the risk being insignificant in relation to the sacrifice – the defendants discharge the onus on them.

7 Who is responsible for managing risk?

All employers (and self-employed) are required to take reasonably practicable steps to assess the risk to both employees and others who could be affected by the undertakings of their business. Others who could be affected include:

(a) Visitors to the workplace

(b) Consumers of products or services

(c) Service providers working on the premises

(d) Work colleagues and fellow persons working in the vicinity

(e) Neighbours or residents in the surrounding area

Risk Assessment Methodology

Risk Factor		No injury, damage or environment impact	Minor injury, damage or environment impact	Major injury, damage or environment impact	Fatality/ building loss, catastrophic environment impact
		1	**2**	**3**	**4**
Almost no probability	**1**	**A**	**A**	**A**	**U**
A small probability	**2**	**A**	**A**	**U**	**U**
A high probability	**3**	**A**	**U**	**U**	**U**
Almost Certain	**4**	**A**	**U**	**U**	**U**
Consequence X Probability = Risk		**Acceptable**		**Unacceptable**	
		1 – 4		**4 - 12**	

Risk Level	Action
Acceptable	No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no Additional cost burden. Monitoring required to ensure that Controls in place are properly maintained.
Unacceptable	Work shall not be started or continued until the risk level has Been reduced to an acceptable risk level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk, this means that if it is not possible to reduce the risk even with unlimited resources, then the work shall not be started or shall remain prohibited.

2.4.1.6 RISK ASSESSMENT PROCESS

1 A risk assessment is a five-stage process:

(a) Identification of all the hazards and associated risks

(b) Work out who might be harmed and how

(c) Evaluate the risks and decide on precautions

(d) Record your findings and implement them

(e) Review your assessment and update if necessary

2.4.1.6.1 Step 1: Identify the Hazards

1 Identification is simply working out how people could be harmed. Some techniques for risk identification are: brainstorming, refer to sources of information such as relevant legislation, code of practice and guidance, supplier manuals and manufacturers' instructions, data sheets, safety alerts, lessons learnt, use information supplied by designers (pre-construction information), the residual risk supplied by designers, seeking advice from experts and competent sources and guidance from trade associations, etc.

2 Identification of hazards can also be undertaken by walking around the place of work and consult with employees or their representative about concerns in relation to the place or work or the work activity.

3 Checking the accident and ill-health records often helps to identify the less obvious hazards.

4 A valuable source for such information is obtainable from the UK governing body for Health and safety; known as the Health and Safety Executive (HSE). The HSE publishes practical guidance on where hazards occur and how to control them. Visit the HSE website (www.hse.gov.uk).

2.4.1.6.2 Step 2: Work out who might be harmed and how

1 For each hazard you need to be clear about who might be harmed; it will help identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. 'people working in the storeroom' or 'passers-by'). In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'shelf stackers may suffer back injury from repeated lifting of boxes'.

2 Remember that some workers have particular requirements, e.g. young persons or others with impaired mobility, expectant mothers etc.

3 Extra thought will be needed for some hazards to visitors, other contractors, members of the public etc if they could be hurt by your activities.

2.4.1.6.3 Step 3 Evaluate the risks and decide on precautions

1 Having spotted the hazards, you then have to decide what to do about them. The law requires you to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

2 Think about what controls you have in place and how the work is organized. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider: Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?

3 When controlling risks, apply these principles: try a less risky option (e.g. switch to using a less hazardous chemical); prevent access to the hazard (e.g. by guarding); organize work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic); issue personal

protective equipment (e.g. clothing, footwear, goggles etc); and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

2.4.1.6.4 Step 4: Record your findings and implement them

1 Putting the results of your risk assessment into practice will make a difference when looking after people and your business. Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

2 You need to be able to show that: a proper check was made; you asked who might be affected; you dealt with all the significant hazards, taking into account the number of people who could be involved; the precautions are reasonable, and the remaining risk is low; and you involved your staff or their representatives in the process.

2.4.1.6.5 Step 5: Review your risk assessment and update if necessary

1 The risk assessment should be appropriate to the nature of the work and should identify the period of time for which it is likely to remain valid. This will enable the existing control measures to be reviewed and modified, and to put in place as necessary.

2 Construction sites do not stay the same. Thus hazards would be dynamic as the environment changes and works progresses and also with the bringing in of new equipment and substances etc. It makes sense, therefore, to review what you are doing on an ongoing basis. This means that any significant change to a place of work, process, or activity requires the risk assessment to be re-evaluated or the introduction of any new process, activity or operation to be subject to a new risk assessment.

3 Look at your risk assessment again and the changes. Consult workers and lessons learnt from accidents or near misses.

4 Make sure your risk assessment stays up to date and set a review date proportionate to the complexity of the work activity or construction works. If there is any significant change to activities or a new sub/work package contractor starting work which could lead to new hazards then these shall be incorporated into the assessment. The need for review will depend upon the level of risk but in every case will be reviewed on sites at the same time as the Contract Management Plan or at permanent locations annually.

5 A risk assessment should always therefore be viewed as a 'live' document and must be reviewed following certain trigger events, or at least annually.

6 Risk Assessments should be reviewed when: -

(a) There has been an incident (accident or near miss)

(b) Any significant change to processes, equipment or substances occurs

(c) When there have been changes in the law

(d) When enforcement action has taken place

(e) When people identify an opportunity for improvement

2.4.1.7 SUITABLE AND SUFFICIENT RISK ASSESSMENT

1 An assessment required under The Management of Health and Safety at Work which:

(a) Correctly identifies a hazard

(b) Disregards negligible hazards and those associated with life in general

(c) Determines the likelihood of injury, harm or loss

- Probability of exposure
- Maximum probable loss
- Number of persons at risk and/or the financial loss to the company

(d) Identifies any specific legal duty or requirement relating to the hazard

(e) Provides sufficient information to enable appropriate control measures to be taken

(f) Enables control measures to be prioritized

2 Suitable and sufficient risk assessment means the risk assessment should do the following:

(f) Should identify the risks arising from or in connection with work

(g) The level of detail in a risk assessment should be proportionate to the level of risk the work activity entails

(h) The level of risk arising from the work activity should determine the degree of sophistication of the risk assessment; for example risks which require specialist knowledge such as a particularly complex process or technique, or large and complex projects, hazardous sites will require the most developed and sophisticated risk assessments to address the level of risks.

(i) Risk assessments must also consider all those who might be affected by the undertaking, whether they are workers or others such as members of the public.

(j) Whenever specialist advisers are used, contractors shall ensure that the advisers have sufficient understanding of the particular work activity they are advising on, this will often require effective involvement of everyone concerned contractor, subcontractor, employees and specialist.

2.4.1.8 RECORDING THE ASSESSMENT

1 Risk assessment shall be recorded in writing. This means writing down the significant hazards identifying the associated risks coming, evaluate the risks by identifying those affected, the impacts and the controls put in place.

2.4.1.8.1 Qualitative and quantitative risk assessments

1 The risk of something going wrong is considered in terms of probability (likelihood) and the consequences (seriousness).

2.4.1.8.2 Qualitative assessments

1 The probability of a hazard actually causing harm or an accident is rated as being High, Medium or Low in accordance with the following:

(a) HIGH: it will happen regularly, or it could be a usual or a common occurrence

(b) MEDIUM: it is less regular, but is still recognized as being likely to happen

(c) LOW: it has not happened for a long time, is known to be infrequent and is not likely to happen

2 The consequences of the event, should it happen, can then be categorised as follows:

(a) HIGH: the result could be a fatal accident or multiple injuries / major property damage / substantial pollution or environmental impact

(b) MEDIUM: it would probably cause serious injuries, or persons would be off of work for over three days due to their injuries / substantial property damage / there may be some pollution

(c) LOW: there would be minor injuries to persons or some slight damage to property

3 Probability and consequences can then be shown on a matrix as follows

	High			
Probability	Medium			
	Low			
		Low	Medium	High
			Consequences	

4 Probability and consequences can then be assessed and the highest outcome of the two entered in the matrix as follows

	High	High	High	High
Probability	Medium	Medium	Medium	High
	Low	Low	Medium	High
		Low	Medium	High
			Consequences	

(a) A combined risk of HIGH should be totally unacceptable and the work should not be undertaken until the risk has been reduced MEDIUM: it would probably cause serious injuries, or persons would be off of work for over three days due to their injuries / substantial property damage / there may be some pollution.

(b) When there is a combined risk of MEDIUM, action must be taken, and work stopped if necessary, to reduce the risk level.

(c) If the combined risk is LOW, start the work as long as everything reasonably practicable has been done in order to reduce the risk, and that the assessment is reviewed at regular intervals

5 Using this information, decisions can now be made on whether an activity is safe to continue, or whether control measures are necessary, either to completely change the way that the job is done or measures put in place so as to bring the risks down to an acceptable level. In the ideal situation, both probability and consequences should be LOW.

6 Probability and consequences can then be shown on a matrix as follows

2.4.1.8.3 Quantitative assessments

1 The principle is the same as for Qualitative assessments, but numerical scores rather than a grade are assigned to probability and consequences.

2 The probability or likelihood of the event is rated on a scale of 1 to 5 as follows:

(a) It is certain to happen.

(b) It is very likely to happen, and would not be at all unusual

(c) Likely to happen, and would not be totally unexpected

(d) Unlikely to happen, but not by any means impossible

(e) Very unlikely to happen

3 The consequences or the severity of the event, should it happen, are also then rated on a scale of 1 to 5 as follows:

(a) No injury. It would be a 'near miss'. Minor property damage.

(b) Minor injury. Less than three days' work time lost. Property damage more than just minor likely to happen, and would not be totally unexpected.

(c) Reportable injury to the HSE with over three days' time lost, but not a major injury. Substantial property damage or something causing environmental damage.

(d) Major injury, long term absence. Major damage, serious environmental impact.

(e) Fatal accident or multiple major injuries. Public or others could be involved as well.

(f) A matrix can then be constructed using these numbers, as follows

	5					
	4					
Probability	3					
	2					
	1					
		1	2	3	4	5
			Consequences			

4 All possible resulting numbers are calculated by multiplying all the probability figures by all the consequence figures. These are included in the matrix, as shown below. This means that once a risk assessment has been made on a particular activity, and the probability factor is multiplied by the consequence factor, the number produced indicates where the assessment places the risk associated with the activity on the matrix

	5	5	10	15	20	25
	4	4	8	12	16	20
Probability	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
			Consequences			

5 Clearly, the higher the resulting number, the less acceptable the level of risk. The matrix shows where actions need to be taken to reduce either the probability or the consequences in order to reduce the risks to an acceptable level

	5	5	10	15	20	25
	4	4	8	12	16	20
Probability	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
			Consequences			

6 Contractors themselves can use these numbers to set in-house criteria, if desired, along the following lines, and as indicated by the shaded areas in the above matrix:

(a) Risks with a rating above 16 are totally unacceptable and the work will not be undertaken until the risk has been reduced.

(b) Where the risk rating is between 10 and 15, immediate action must be taken, including a stoppage of

work if necessary, to reduce the risk level.

(c) If the rating is between 5 and 9, the risk is acceptable provided that everything reasonably practicable has been done to reduce the risk.

(d) With a rating of 4 or less then the risk is acceptable, provided that the assessment is reviewed at regular intervals and further reduced if possible.

Note: - *It is stressed that it is for individual companies or managers to decide where the boundaries between what is and what is not acceptable lie, and the numerical score at which certain actions should be taken*

If either the qualitative or quantitative methods are used in conjunction with a simple form, then the Contractors will have a straightforward basic risk assessment procedure

2.4.1.9 CONSULTATION IN DEVELOPMENT OF RISK ASSESSMENT

1 Consulting employees or their representatives about matters to do with their health and safety and in developing risk assessment is a requirement under section 1.1.7 of the Regulatory document and is a good management practice as well.

2 Any risk assessment shall involve effective consultation with the workforce who will undertake the job.

3 Thus contractors need to involve employees concern or their representative in developing risk assessment.

2.4.1.10 YOUNG PERSONS AND CHILDREN

1 Contractors are required to specifically assess and review the risks to the health and safety of children and young person's due to their lack of maturity, lack of experience and lack of knowledge of potential risks.

2 There is a requirement that young people should not carry out certain types of work, except in circumstances involving training and supervision where the young person is no longer a child.

3 A 'child' is anyone under the minimum school leaving age and a 'young person' is anyone over the minimum school leaving age but less than 18 years of age.

4 A young person under 16 years of age cannot be employed at all in a Qatar workplace; this is stated in Labor Law 14, Article 86.

5 Before a young person is employed, the Contractors must ensure that any risk assessments pertaining to the job take account of the following factors in relation to the young person:

(a) their inexperience

(b) their immaturity and lack of awareness of risks

(c) the tools and equipment that they may have to use as part of their training

(d) the layout of the workplace and the environment in which they may have to work.

(e) any hazardous substances with which they may come into contact

(f) exposure to physical, chemical or biological hazards

(g) the organization of work processes and activities

(h) the extent of health and safety training that is to be provided

5 Careful consideration must be given to the way in which information is conveyed to young person's to ensure that it is fully and readily understood.

6 Where children are employed either for work experience or work in offices then the Contractors must, before commencing the employment of the child, provide that child's parents or guardians with details of any risk assessment which has been carried out. This information must contain details of any risk and a description of any preventative or protective measures, whether the risk arises from the Contractors own activity or the activities of others at the workplace.

7 Contractors are further required to consider the special nature of young person's due to their lack of experience, knowledge of risks and the fact that they are not fully mature. To that end, young people must not be employed in any work.

(a) with which they cannot physically or psychologically cope

(b) that exposes them to a range of hazardous substances, including any carcinogen, toxic substance or radiation

(c) where they might not recognize the risk of accidents due to their inexperience or lack of training

(d) where their health would be at risk from excessive cold, heat, noise or vibration

8 The prohibition above does not apply when a young person is undergoing recognized training, or being properly supervised by a competent person, or when any risks identified in a risk assessment have been reduced to the lowest level that is reasonably practicable.

2.4.1.11 LANGUAGE ISSUES

1 Site workers who have a poor or no understanding of either written or spoken Arabic must be taken into account when compiling risk assessments. Effective communication is an essential element of controlling risk; how such communication can be established must be a priority issue where there is the potential for language difficulties on site.

2.4.1.12 SAFETY CULTURE AND OTHER BEHAVIORAL SAFETY ISSUES

1 Site workers coming from abroad have different backgrounds and different perception of risks and safety culture. The contractor needs to consider this as an important factor in developing the risk assessment and implementing it.

2 The contractor must be proactive in monitoring behavioral safety issues and address them as part of the risk assessment.

3 The contractor must implement a positive health and safety culture which means the avoidance, prevention and reduction of risks at work must be accepted as part of the organization's approach and attitude to all its activities. It should be recognized at all levels of the organization, from junior to senior management.

2.4.1.13 OTHER ISSUES

1 While it is a legal obligation for contractors to regularly review risks at the place of work, some other issues to consider would be persons with impaired mobility and new and or expectant mothers. The assessment will help to decide additional action that needs to be taken in such scenarios.

2 Any such risks identified must be included and managed as part of the general workplace risk assessment.

3 The contractor must implement a positive health and safety culture which means the avoidance, prevention and reduction of risks at work must be accepted as part of the organization's approach and attitude to all its activities. It should be recognized at all levels of the organization, from junior to senior management.

2.4.1.14 HEALTH SURVEILLANCE

1 The contractor is required have in place health surveillance programmes where the findings of a risk assessment identify health risks to employees that can be eliminated or reduced by applying health surveillance techniques.

2 Health surveillance should be introduced where the risk assessment indicates that:

(a) there is an identifiable disease or adverse health condition related to the work concerned

(b) there are valid detection techniques

(c) there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work

(d) health surveillance has the potential to increase the protection of the health of the employees concerned.

The contractor must implement a positive health and safety culture which means the avoidance, prevention and reduction of risks at work must be accepted as part of the organization's approach and attitude to all its activities. It should be recognized at all levels of the organization, from junior to senior management.

2.4.1.15 EXAMPLE OF WORK ACTIVITIES REQUIRING RISK ASSESSMENT

1 Example of work activity that need to be risk assessed are:

(a) the use of hazardous substances

(b) noise in the place of work

(c) manual handling activities

(d) the presence of asbestos

(e) work at height

(f) Work with vibrating tools and equipment

2 See appendix A for more examples of work activities and guidance for undertaking risk assessment.

2.4.1.16 SAFE METHOD OF WORK (METHOD STATEMENT)

1 A written method of work is commonly referred to as a method statement which is developed for construction activities including temporary works. The method statement describes the logical sequence of how a work activity is to be carried out safely and without risk to health. It should identify the risks and the controls to be put in place, responsibilities like induction supervision training and other elements needed to complete the work e.g. man power, plant, equipment etc.

2 It is good practice at planning stage of construction to identify a list of work activity which will need development of method statement. This is sometimes referred to a schedule of method statement which gets updated in the construction phase of the project as and when required, according to the project complexity and the level of risks it entails.

3 The Contractor shall submit a Method Statement Schedule to the Engineer for approval no later than thirty (30) days from the start of the Contract. The Method Statement Schedule shall define all Method Statements to be prepared for the Works forming part of the Contract and the target dates for their submission to the Engineer for approval.

4 The Contractor shall submit Method Statement for his work activities to the Engineer for approval thirty (30) days prior to the commencement of the work activity covered by a Method Statement.

5 The method statement should be developed prior to undertake any such work activity identified as mentioned above and should be unique to each work activity means No work covered by a Method Statement shall begin until it has been approved by the Engineer.

6 The risk assessment will provide support to the development of the method statement.

7 Any development of method statement shall involve consultation with the workforce and shall identify the requirements for:

(a) information about how to undertake the work safety and without risk to health

(b) implementation of instructions for undertaking the work safety and without risk to health

(c) identify and conduct necessary training to employees before execution of the activity; so that they have the understanding and skills to undertake the work activity without risk to their health and safety

(d) implementation of supervision of the work activity

8 The method statement should be briefed and acknowledged by the supervisor and the worker respectively before undertaking of the work activity.

9 An example template for method statement is at appendix B.

2.4.1.17 REVIEW OF THE METHOD STATEMENT

1 Any method statement needs to be reviewed after any incident in undertaking or related to the works, so that additional necessary mitigation can be embedded into the work procedure.

2.4.1.18 COMMUNICATION OF RISK ASSESSMENT AND METHOD STATEMENT

1 Any risk assessment and safe working method will be as good as the way they are communicated to those affected.

2 The contractor should make sure they are communicated to employees and their representatives so that they are aware of the health and safety risks for a work activity and the preventive and protective measures in place. Thus establishing effective means of communication should be devised by the contractor.

3 Effective communication will ensure that employees are provided with sufficient information and they understand the risks and control measures can be implemented effectively.

The method statement should be developed prior to undertake any such work activity identified as mentioned above and should be unique to each work activity

2.4.1.19 TRAINING PROGRAMMES

1 The contractor needs to have in place and implement necessary training to employees so that they have the understanding and skills to undertake the work activity without risk to their health and safety.

2 Risk assessment should identify opportunities for training of workers and ensure they are competent for the work activity.

3 Contractor should maintain training records.

2.4.1.20 APPENDIX

2.4.1.20.1 Appendix A: Example of work activities requiring risk assessment

NUMBERED ASSESSMENTS

Associated with this project (Tick boxes)

REF NO. 1	☐	SITE ESTABLISHMENT
REF NO. 2	☐	HOARDING/FENCING (TEMPORARY)
REF NO. 3	☐	DEMOLITION GENERAL
REF NO. 4	☐	DEMOLITION (ASBESTOS REMOVAL)
REF NO. 5	☐	BUILDINGS ADJACENT TO WORKS
REF NO. 6	☐	OVERHEAD SERVICES/OBSTRUCTIONS
REF NO. 7	☐	UNDERGROUND SERVICES
REF NO. 8	☐	PILING (DRIVEN/BORED/BENTONITE)
REF NO. 9	☐	EXCAVATIONS (SHALLOW/DEEP/CONTAMINATED)
REF NO. 10	☐	HAUL ROAD CROSSINGS ON CONSTRUCTION SITES
REF NO. 11	☐	BULK EARTHWORKS
REF NO. 12	☐	REDUCED LEVEL DIG AND IMPORTED FILL
REF NO. 13	☐	CONTAMINATED GROUND (WORKING WITH)
REF NO 13B	☐	POTENTIALLY CONTAMINATED GROUND/BUILDING FABRIC (ANTHRAX)
REF NO. 14	☐	ENVIRONMENTAL ISSUES
REF NO. 15	☐	WORKING ON PUBLIC ROADS
REF NO. 16	☐	WORKING OVER OR ADJACENT TO WATER
REF NO. 17	☐	WORKING OVER OR ADJACENT TO RAILWAYS
REF NO. 18	☐	CONCRETE WORKS AND REINFORCEMENT
REF NO. 19	☐	CONCRETING, CONCRETE REPAIR, CONCRETE FINISHING
REF NO. 20	☐	PRE CAST CONCRETE STAIRS, WALLS AND FLOORS
REF NO. 21	☐	SCAFFOLD (ALL TYPES)
REF NO. 22	☐	STRUCTURES (WORKING AT HEIGHTS)
REF NO. 23	☐	STEEL ERECTION (GENERAL)
REF NO. 24	☐	WELDING, BURNING, STEELWORK

REF NO. 25	☐	ROOFWORK/WORK NEAR FLOOR ETC OPENINGS
REF NO. 26	☐	INFILLING OF FLOOR OPENING(S)
REF NO. 27	☐	ROOFWORK (FLAT)
REF NO. 28	☐	ROOF STRUCTURE (PLATES/TRUSSES/TIMBER)
REF NO. 29	☐	ROOF COVERINGS (FELT/BATTEN/TILE)
REF NO. 30	☐	EXTERNAL CLADDING (INC GLAZING)
REF NO. 31	☐	WATER STORAGE DEVICES
REF NO. 32	☐	LIFTING OPERATIONS
REF NO. 33	☐	MANUAL HANDLING
REF NO. 34	☐	SITE PLANT MOVEMENT/CARE
REF NO. 35	☐	TOOLS (ELECTRIC/PNEUMATIC/CARTRIDGE)
REF NO. 36	☐	CONFINED SPACES
REF NO. 37	☐	NIGHT WORK
REF NO. 38	☐	SPECIALIST SUB-CONTRACTOR PROCESSES e.g. BITUMINOUS SURFACING, PAINTING WATERPROOFING, SILANE
REF NO. 39	☐	STORAGE OF HIGHLY FLAMMABLE MATERIALS (COVERS SOME USAGE REQUIREMENTS)
REF NO. 40	☐	INSTALLATION OF FIRE PROTECTION COATINGS (BOARD)
REF NO. 41	☐	INSTALLATION OF FIRE PROTECTION COATINGS (SPRAY)
REF NO. 42	☐	LIFT INSTALLATION
REF NO. 43	☐	ELECTRICAL/MECHANICAL SERVICES
REF NO. 44	☐	PLUMBING WORKS
REF NO. 45	☐	CARPENTRY/JOINERY
REF NO. 46	☐	PLASTERING AND EXTERNAL RENDERING
REF NO. 47	☐	CEILING FIXING
REF NO. 48	☐	FLOOR AND WALL TILING
REF NO. 49	☐	PAINTING AND PAPERING
REF NO. 50	☐	USE OF SPECIALIST EQUIPMENT (e.g. NUCLEAR DENSOMETERS, THERMIC WELDERS AND LANCES, LASERS H.P. WATER JETTING

REF NO. 51	☐	USE OF CLASS 3B LASERS (PREDOMINANTLY IN CONFINED OR RESTRICTED AREAS)
REF NO. 52	☐	ARC WELDING
REF NO. 53	☐	RADIOGRAPHY
REF NO. 54	☐	COMMISSIONING PLANT
REF NO. 55	☐	BLOCK PAVING, FLAGGING KERBS AND EDGINGS
REF NO. 56	☐	ROAD/PATH SURFACING
REF NO. 57	☐	FENCING (PERMANENT)
REF NO. 58	☐	LANDSCAPING
REF NO. 59	☐	TREE SURGERY/CHAINSAW WORK
REF NO. 60	☐	FIRE PREVENTION IN WORK AREAS
REF NO. 61	☐	FIRE IN OFFICES
REF NO. 62	☐	OFFICE ENVIRONMENT (PERMANENT/TEMPORARY)
REF NO. 63	☐	YOUNG PERSON IN CLERICAL POSITION (SITE)
REF NO. 64	☐	CABLE PULLING OPERATIONS
REF NO. 65	☐	WORKING IN CHEMICAL/RADIOACTIVE DRAINS
REF NO. 66	☐	BRICK/BLOCKWORK OPERATIONS
REF NO. 67	☐	CLEANING/BUILDER'S CLEAN
REF NO. 68	☐	LADDERS
REF NO. 69	☐	LEAD BURNING/PLUMBING WORK
REF NO. 70	☐	MOBILE ELEVATED WORKING PLATFORMS (MEWP's)
REF NO. 71	☐	UNLOADING OF VEHICLES
REF NO. 72	☐	USE OF STEP LADDERS
REF NO. 73	☐	TRAFFIC MANAGEMENT
REF NO. 74	☐	BLANK GENERIC ASSESSMENT FORM

RISK ASSESSMENT GUIDE	**REF NO. 1**

Assessment for: **SITE ESTABLISHMENT**
Significant risks: Falls of persons, falling objects, Moving plant/equipment, Trapping of personnel/limbs, Overhead obstruction.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Layout drawings prior to delivery of cabins. Location of services (gas, water, electric, sewer and telephone).
Instruction	General safety instruction before activity commences e.g. Toolbox talks on general risks etc.
Training	General health and safety. Certificated crane/HIAB operator. Banks man training where appropriate.
Supervision	Competent person familiar with activity. Check no power lines/overhead services in vicinity of lift.
Access	Safe access for vehicles – suitable base. Safe access/egress to roof of temporary accommodation to fix or unfix lifting slings. Proper access to cabin doorways to be provided. Secure doors at first/second floor levels not provided with staircases.
Environment	Establish ground loading and set up before delivery. Check location of necessary services.
Equipment	Crane/HIAB and lifting slings – check Safe Working Load (SWL) and radii. Check statutory documents before lift. Adequate ladder for access to roof level.
Emergencies	Standard **COMPANY** procedures to be in place ie. Mobile/phones/radios, first aid etc.
Communications	Activity to be under the control of one competent person familiar with task/activity/types of hazards.
COSHH	Check that ground is not highly contaminated. If so conduct COSHH assessment.
PPE	Hard hats, safety footwear, gloves and outdoor clothing. Harness at roof level if appropriate.
Other	Keep third parties/general public well away from lifting operation area. Obtain certificate for electrical integrity for inclusion in **COMPANY** register. Fire precautions.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 2
Assessment for:	**SITE FENCING/HOARDING**
Significant risks:	Manual handling, striking underground services, crushing/trapping by plant & equipment

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Emergency telephone numbers. Permits to dig contact all service companies and private service owners for service plans and tracings. Site boundary lines structuring and height of fence/hoarding details. Operatives to work to Safety method statements. Operatives to sign Safety method statements. Operatives to be advised on hitting buried services. Do Not assume depth. Use of detection equipment. Operatives to temporarily fence when working adjacent to public.
Supervision	To be fully conversant with services in work area. Must be qualified to working in public highways/footpaths. If using crane/HIAB banks man to be present.
Access	Traffic management for works in public highways/footpaths. Compliance with relevant guidance when working adjacent to overhead lines. Ground conditions. Exclusion zone prior to concrete curing.
Environment	Working adjacent to buildings. Overhead services. Traffic. Consider effects of tree/shrub removal. Consider washing out facilities for concrete delivery vehicles. Consider emergency action plan when near water courses.
Equipment	As applicable. Detection equipment. Temporary support for fence posts/gates/hoardings as applicable whilst concrete cures.
Emergencies	Liaise with emergency services and service providers. First aid kit, fire protection, evacuation, accident reporting and investigation. Major incident response plan. Emergency procedure to be detailed in contract safety plan. Ensure openings/gates in hoardings/fencing are suitable for emergency services.
Communications	Warning signs. Hazard tape. Phone/radio.
COSHH	As applicable for products used. Possible ground contamination.
PPE	High visibility clothing, hardhats, protective footwear, ear protection, gloves, goggles.
Other	Detailed review of service drawings. Consider colour scheme for hoardings. Viewing panels for security in hoardings.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 3

Assessment for: **DEMOLITION GENERAL**

Significant risks: Falls from height, entrapment, health hazards. Injury from falling/flying objects to operatives and general public, sudden collapse of buildings/structures, fragile roofs, fires, flooding, explosion, electrocution, contamination. Inadequate access/egress.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Surveys, Safety Method Statements, structural assessments, scoping exercise for hazards, equipment's and structures etc. Previous drawings and plans. Site history, past use, desk top study. Consultation at all levels.
Instruction	Description of work to be carried out and methods to be used i.e. piecemeal or controlled collapse. Specific responsibilities for plant and tools to be used. Restrict others from area. Operatives to sign Safety Method Statement.
Training	Induction: Lifting and manual handling; hazardous materials and hazardous areas; oxygen and fuel cutting equipment; abrasive wheels; confined spaces when applicable.
Supervision	Work to be placed under competent person qualified and experienced in demolition operations of work. Monitor certification of drivers. Monitor works.
Access	Essential to restrict access of personnel at place of work being carried out. Effect on adjacent areas. Prohibition of unauthorised persons. Traffic marking of danger zones.
Environment	State of existing property. Adequate welfare facilities. Overhead and general services. Security of site during operations. General public, traffic, contaminated material, dust, noise etc. No rubbish burning. Effect on residents, monitoring requirements.
Equipment	Provision of all relevant certification. Type to be approved as suitable to carry out operations. Warning notices. Monitoring equipment. Consider transport safety. Use of harnesses and equipment checks.
Emergencies	Standard first aid, fire protection, evacuations, accident and investigation reporting. Emergency procedures to be detailed in the contract safety plan.
Communications	Other workers in the vicinity should be made aware of restricted access. Use of lookouts, warning signs, letter drops to public, advice to other sub-contractors.
COSHH	Handling of explosives, adhesives used for temporary support fixings, dust, biological hazards and various chemical hazards must be identified and actioned.
PPE	Hard hats, boots, protective clothing, goggles, ear protection, face masks, harnesses.
Other	Discuss storage/operations/use of explosives with Qatar Police as appropriate. Carry out administration and monitoring on daily basis. Structural assessments must be carried out by a suitably competent person. Disposal of smoke sensor heads must be in accordance with manufacturer's recommendations due to heads containing radioactive isotopes. Because hot/cold water systems may be contaminated, i.e. legionella, personnel involved in the dismantling/demolition of such systems should wear suitable respiratory protective equipment. Contact/discuss with your Safety SHE Dept prior to commencing work.

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RISK ASSESSMENT GUIDE	REF NO. 4

Assessment for: **DEMOLITION (ASBESTOS REMOVAL)**

Significant risks: Asbestosis lung disease, mesothelioma, respiratory infections to operatives and public. Increased risk for smokers.
Dust inhalation, ingestion and absorption.
Contaminated clothing.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Analysis of type of asbestos and evaluate the required measures. Safety Method Statements. Provide specification for work. Survey the area.
Instruction Training	Consult the Safety and Environmental Department, strict control of personnel to trained persons. Medical surveillance. Operatives to sign Safety Method Statement. Normally a specialist operation. Personnel to be fully trained in the handling and removal of asbestos. Check all details.
Supervision	Specialist training is required for all persons supervising the plant, equipment and labour associated with asbestos.
Access	Clean, tidy. Consider airlocks into work area decontamination unit. Designated and controlled access are to be used. Exclusion zones.
Environment	Zoning of areas to be established provision of ventilation etc. Consider sealed working area to control dust, damping down and effects of weather, i.e. wind and rain. Monitor atmosphere against the allowed levels of exposure. Clearance tests if applicable. Disposal as special waste.
Equipment	Consider suitable decontamination plant and materials to seal area, and dispose of asbestos. Good separate welfare facilities. Air monitoring equipment.
Emergencies	Clearance tests, first aid (seek medical advice). Fire protection, evacuation, accident reporting and investigation. Major incident response plan. Emergency procedures to be detailed in the contract safety plan.
Communications	Standard warning signs and labelling of material for disposal. Advise all persons who may be affected by work. Warning systems in event of emergencies.
PPE	Suitable respirators, disposable overalls, gloves, goggles, masks.
Other	This is a highly specialised activity; seek advice from Safety and Environmental Department.

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RISK ASSESSMENT GUIDE	**REF NO. 5**
Assessment for:	**BUILDINGS ADJACENT TO WORKS**
Significant risks:	Collapse/settlement. Associated services. Effect upon occupiers from vibration and general inconvenience etc. Undermining

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Details of existing construction and condition of the adjacent structure should be used to produce a method statement. A detailed sequence, after consultation with a qualified engineer, should be arrived at where applicable. Design checks on excavations. Consider dewatering risks.
Instruction	Site induction, briefing in position of existing services, methods to be employed and special measures to limit noise, dust etc. Operatives to sign Safety Method Statement.
Training	Ensure all plant and equipment operators are certificated.
Supervision	Supervisors to mark all services and monitor building, and wherever possible verify details of foundations etc. Permits to dig to be issued and possible additional supervision of operations.
Access	Safe access and egress to be provided for operators and occupiers. Consideration to be given to restricted access zone.
Environment	Noise, dust and vibration to be kept to a level that does not interfere with client installation or operations and monitored if applicable.
Equipment	As required by specific operation, possible monitoring equipment required for noise, dust, movement and vibration.
Emergencies	Standard site first aid, reporting procedures. Emergency procedures for occupiers to be considered. Major incident response plan.
Communications	Warning signs and hazard markers.
COSHH	Depends on exact activity undertaken.
PPE	Standard for activities being undertaken.
Other	Agreed dilapidation survey of structure prior to work commencing (if possible). Temporary works coordinator involvement.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 6**
Assessment for:	**OVERHEAD SERVICE/OBSTRUCTIONS**
Significant risks:	Electrocution, structural damage to services, injury from structural collapse or plant capsize. Disruption to client/public services. Explosion

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Contact service provider and clients for plans, details and exclusion zones. Seek possibility of isolation of overhead electrics.
Instruction	All employees advised of location of all overhead services (with sketches and clearances) and nature of services (electricity, gas, steam, air etc.). Working Safety Method Statements are to consider installation dangers. Operatives to sign Safety Method Statements.
Training	All personnel in the work area are to be inducted and given Safety Awareness Talks on handling long object and plant movements in vicinity of overhead services.
Supervision	Regular inspection of barriers and notices. To be fully conversant with services in the work area.
Access	Consider exclusion zones, designated accesses and ground conditions.
Environment	Consider the effects of weather and ground conditions. In particular wind and rain e.g. heightened risks of arcing.
Equipment	Provide crash deck where possible. Barriers to be of suitable construction and design. Warning signs, hazard tapes and markers. Use of non-conductive material. Height restrictions in plant.
Emergencies	Liaise with Civil Defence (Fire Department) Standard site first aid, fire protection, evacuation, accident reporting and investigation. Emergency procedures to be detailed in contract safety plan.
Communications	Emergency contacts to be posted as applicable. Warning signs and hazard markers.
COSHH	As appropriate to the operations.
PPE	Hard hats and as appropriate to operations.
Other	Note that the highest risks often exist at the time of erection and removal of barriers and height restrictions.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 7**
Assessment for:	**UNDERGROUND SERVICES**
Significant risks:	Electrocution, explosion, asphyxiation, serious injuries, working in vicinity of underground services with mechanical equipment, disruption to public/client services.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Emergency telephone numbers. Permits to work. Contact service provider and private service owners for service plans, tracings, as available. Marking and hand excavation as appropriate.
Instruction	Working to Safety Method Statements. Operatives to sign Safety Method Statements. Operators to be advised on hitting buried services, (tracing services). Do not assume depth.
Training	Use of detection equipment, confined spaces.
Supervision	To be fully conversant with services in the work area.
Access	Consider exclusion zones. Review on hourly/daily basis to suit service in work area.
Environment	Working adjacent to buildings. Overhead services. Traffic. Consider the effects of water/flooding/weather on services and possible emissions/discharges from services.
Equipment	As applicable. Detection equipment. Possible shoring, Protection and Support systems.
Emergencies	Liaise with Civil Defence (Fire Department). Standard site first aid, fire protection, evacuation, accident reporting and investigation. Major Incident Response Plan. Emergency procedure to be detailed in contract safety plan.
Communications	Warning signs, hazard tape and markers.
COSHH	As applicable for possible emissions/discharges, ground contamination.
PPE	High visibility clothing, hard hats, protective footwear, ear muffs, goggles, gloves etc.
Other	Detailed review of available plans for identification of buried services. Note also the following that may be in the area, Cable television, hydraulic, process fluids, pneumatics, Railway signalling, petroleum fuel oils, private communications, civil aviation, military authorities, also gas transmission pipe lines (refer to owners requirements). Plastic pipes – not detectable.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 8**
Assessment for:	**PILING (DRIVEN/BORED/BENTONITE)**
Significant risks:	Crushing/laceration and entrapment injuries, drowning, damage to plant and structures, plant and equipment instability, reversing and slewing machinery, noise and dust. Lifting reinforcing cages, piling gates, top men. Contact with contaminated ground.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Obtaining information relating to services, ground conditions, adjacent structures/foundations. Produce Safety Method Statement.
Instruction	Employees are to be briefed on the Safety Method Statement and correct use of equipment. Operatives to sign Safety Method Statement. Visitors are to be escorted.
Training	Personnel are to receive Safety Awareness Talks as appropriate. Operators, banks men and piling hands are to be suitably trained and certificated where appropriate.
Supervision	Supervisors to ensure that plant and equipment is operated and banked ONLY by persons who have been trained, certificated and authorised to do so. Ensure that weekly registers and maintenance requirements are performed.
Access	Keep work area clear and tidy. Consider exclusion zones. Stabilise or harden and maintain the piling mat/work area as appropriate for the work proposed.
Environment	Consider weather, adequate lighting, ground conditions, ground water, nearness of buildings, traffic, noise, fumes, dust and vibration. Consider disposal of arisings – in particular those contaminated.
Equipment	To be suitable for operations being carried out and test certificated (including sub- contractor's). Regular inspection, maintenance, cleaning and reporting on condition. Check condition of plant and equipment upon arrival on site. Weighted or anchored covers to Bentonite filled holes and bored holes.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Major incident response plan.
Communications	Warning signs, hazard lights and markers, audible warning units. Consider the use of radio/transmitters.
COSHH	As applicable to materials used.
PPE	As appropriate together with high visibility clothing, ear defenders and head protection, boots in particular for driven piling.
Other	Refer to generic risk assessment lifting equipment and contaminated land. Avoid inhalation of Bentonite powder. Seek specialist advice as necessary.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 9**
Assessment for:	**EXCAVATIONS** **(SHALLOW/DEEP/CONTAMINATED/BORROW PITS)**
Significant risks:	Water ingress/flooding. Collapse of adjacent structures. Injury from falling equipment and materials. Entrapment, Contact with overhead/underground service, personal injury to oneself or others. Failure to check and ensure safe use of equipment. Overturning of vehicles/plant etc. Collapse of excavation sides.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Check for services in area , evaluate ground conditions and investigate possible flooding. Obtain adequate propping material before commencement. Major excavations must be the subject of design check. Check for buildings, scaffolds and other operations around trench. Operatives to enter and leave excavation by safe access only. Monitor for possible gas. Prevent access to public (remember blind persons require firm barriers). Adequate lighting and signs. Check for contaminated ground. Prevent unauthorised access to excavation. Method statement for installation and removal of support system, also services support systems. Operatives to sign Safety Method Statement. Permit to dig system to be adopted in identified areas of service location i.e. urban areas, factory premises etc. Operatives to be trained in the use of support systems and gas monitors. Machine drivers to be conversant with support systems, also banks man and possible confined space training. Advice on any identified risk and control measures.
Supervision	Competent person must be in attendance at all times. Daily/shift checks on trench/support system. Weekly inspection and register kept up to date. Watch for deterioration of ground in wet conditions. Materials and plant not stored too close to edges of excavations. Edge protection.
Access	Safe access and egress in and around excavation to be provided. Use ladders, ramps, cut in steps. Well lit at night. Handrails to top of batters. Stop blocks for vehicles.
Environment	Excavations area to be kept clear of unnecessary material or plant. Keep any water levels to acceptable levels (ensure adequate sumps). Rain could affect ground conditions. Monitor for gases and contaminated ground. Consider disposal of pumped water.
Equipment	Plant and equipment to be suitable for operation especially support system. Adequate supply of support materials. Pumping equipment to be available if water present.
Emergencies	Standard first aiders. Rescue procedure in place. Possible major incident response plan to be put in action. Emergency procedures to be established in contract safety plan.
Communications	Surrounding area for excavation to be adequately signed. Quick safe warning system considered.
COSHH	Monitor for gas, contaminated ground and general assessments of all materials to be used. Identify any control methods such as the provision of mechanical ventilation.
PPE	Hard hats, suitable footwear, possible disposable overalls, gloves and high visibility vests.
Other	Machine operatives to have good vision of work in progress if possible. Cross reference to confined space generic risk assessment for further information.

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RISK ASSESSMENT GUIDE	**REF NO. 10**
Assessment for:	**HAUL ROAD CROSSINGS ON CONSTRUCTION SITES**
Significant risks:	Impact injury due to collision of plant and machinery with private vehicles or pedestrians.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Temporary Traffic Orders for speed restriction on approach to crossing points. Method statements for installation of such schemes will also be required on major schemes, to include all identified requirements of a safe system of work. Appropriate experienced personnel only to be used for actual installation/removal of traffic management works. Specific training for all drivers using crossing points and those who will operate the crossing.
Supervision	An experienced member of staff to be nominated as the Traffic Safety Manager with special responsibility for plant crossings.
Access	Crossing to be kept clean and free of debris. Lights and warning signs on both haul road and main road to be cleaned regularly.
Environment	Consideration must be given to poor visibility during adverse weather conditions. Lights and signs soon become observed by dirt. Similarly during extremely dry weather dust will be a problem.
Equipment	All traffic management equipment to conform confirm to current standards and to be regularly maintained/washed.
Emergencies	Emergency call out/liaison list to be established. Standard site first aid, fire protection, evacuation, accident reporting and investigation. Emergency procedures to be detailed in contract safety plan.
Communications	Radios for traffic management team. Mobile phone/radios for traffic safety coordinator. Information signs. Close liaison with police.
COSHH	If using portable generators, noise and handling of fuel.
PPE	High visibility clothing, hard hats etc.
Other	Provision of shelter and adequate welfare facilities especially for plant crossing operatives well away from temporary offices.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 11**
Assessment for:	**EARTHWORKS**
Significant risks:	Injuries from plant movements, unstable excavations/embankments, tipping vehicles, overhead/underground services, contaminated ground, dust.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Safety Method Statements. Detailed review of available plans for identification of buried services. Detailed review of ground conditions/boreholes before commencement. Desk study, advice from Engineering Department. Operatives to be instructed on safe system of work appropriate to the type of operation. Operatives to sign safety method statements. Induction and Safety Awareness Talks to include the care to be taken on earthworks operations. Supervisors responsible for daily/weekly inspections are to be suitably trained. Operators to be suitably trained and certified for the equipment used and Banks man duties as required.
Supervision	Work is to be controlled by an appropriately competent experienced earthworks supervisor. Inspections before work shift commences. Site register to be completed weekly. Temporary Works coordinator to be appointed.
Access	Designated routes, access points and exclusion zones. Consideration is to be given to separation from, and control of, public and non-earthworks traffic within the working area. Safe haul route.
Environment	Evaluate ground conditions to establish nature, groundwater, nearness of buildings or traffic. Weather and flooding should be considered when planning operations. Consider the stability of stockpiles and batters; and the control of noise, dust and fume. Consider any details of contamination.
Equipment	Plant inspection and periodic testing, buried service detectors, guard rails, barriers, warning signs, adequate lighting. Air monitoring equipment where appropriate. Wheel wash facilities. Reversing alarms.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Major incident response plan.
Communications	Warning signs, hazard tape, markers, hazards lights and audible warning units. Consider use of radio/transmitters. Use traffic signs.
COSHH	Not applicable, except on contaminated ground where a COSHH evaluation of ground contaminants will be required to determine protection required.
PPE	Hard hats, protective footwear, protective clothing in adverse weather conditions, high visibility clothing etc.
Other	Consider use of speed limits and mobile welfare facilities.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 12**
Assessment for:	**REDUCED LEVEL DIG AND IMPORTED FILL**
Significant risks:	Contact with plant, reversing vehicles, overhead and underground services, dust, noise, contaminated land.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Equipment to be certificated, inspected and records kept. Underground services drawings. Safety signs, warning notices.
Instruction Training	Competent, certificated and authorised plant operators. Banks men required for reversing vehicles/plant movement. All operatives to sign method statement as understood.
Supervision	Supervisors to ensure plant and equipment only operated by certificated, authorised persons.
Access	Segregate plant from pedestrians.
Environment	Dust suppression methods. Ground conditions. Daily log of dust emissions. Protection of features/foundations/safe batters/support/proper compaction.
Equipment	Good working order, regularly maintained. Overhead power lines to be suitably protected by high/low level barriers. Segregate from pedestrians.
Emergencies	All plant to be fitted with fire extinguishers.
Communications	Warning signs, barriers and audible warning units.
COSHH	Dependent upon soil analysis/as applicable during breakdown/regular maintenance to plant and equipment.
PPE	Banks men to wear high visibility clothing, safety footwear/safety helmets to be worn at all times. Hearing protection to be worn as applicable.
Other	Stop blocks required for reversing plant where applicable. Ref contaminated land risk assessment No 9 if appropriate.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 13

Assessment for: **CONTAMINATED GROUND**

Significant risks: Contact with toxic, irritant corrosive harmful and radioactive materials. Injury through skin absorption, skin puncture, ingestion, inhalation or radiation. Toxic/explosive fumes or materials.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction Training	Seek all information available and where this is inadequate obtain the appropriate chemical analysis before commencement/recommencement of the work. Produce detailed hazard risk assessments and Safety Method Statements. Operatives to sign Safety Method Statement. Personnel are to be made aware of the type of contamination and possible dangers. Operatives are to be given safety awareness talks. Operatives to be made aware of procedure if coming into contact with unexpected material/smells. Demonstrations and briefings are to be given to personnel on the method of handling contaminated material, the effects and remedies, the correct use of protective clothing and personal hygiene. This should be updated as necessary.
Supervision	A competent person is to obtain the appropriate information on the contaminated material and ensure that operatives are given and adhere to the training information above. Designate a waste controller as appropriate. Regularly monitor the material exposed and ensure adequate testing.
Access	Exclusion zones and designated safe access as necessary related to the type and level of contaminant exposed.
Environment	Evaluate the effects of weather, heat, dust, vibration, corrosion, polluted atmosphere/water, ground conditions (stability).
Equipment	To be individually assessed to suit the operation. Consider gas monitors, breathing apparatus, chemical indicator tubes, wheel washers, decontamination units.
Emergencies	Together with standard procedure for first aid, fire protection, evacuation and reporting; specific procedures are to be considered to suit the operation and contaminants present. Procedures for environmental emergencies i.e. spill, groundwater contamination etc.
Communications	Warning signs, hazard markings and exclusion zones as appropriate.
COSHH	As appropriate. Specialist advice to be sought where necessary.
PPE	Consider suitable, masks, goggles, gloves, boots, barrier creams, and suits etc. Also consider whether these should be disposable/regularly renewed.
Other	Good welfare, washing and hosing down facilities. Seek advice from Safety & Environmental Department where necessary.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 13 B**
Assessment for: **POTENTIALLY CONTAMINATED GROUND/BUILDING FABRIC** **Significant risks:** Infection through skin absorption, skin puncture, ingestion or inhalation	
CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Seek all information available about the site including site investigation reports, trial pit records, maps and plans. Produce Safety Method Statements. Operatives to sign Safety Method Statements. Personnel are to be made aware of the type of contamination and possible dangers. Operatives are to be given safety awareness talk. Operatives to be made aware of procedure if coming into contact with unexpected material. Demonstrations and briefings are to be given to personnel on the method of handling contaminated material, the effects and remedies, the correct use of protective clothing and personal hygiene. This should be updated as necessary. Give operatives information on the level of residual risk.
Supervision	A designated, competent person is to obtain the appropriate information on the potentially contaminated material and ensure that operatives are given and adhere to the training information above. Designate a waste controller as appropriate. Regularly monitor the material exposed and ensure adequate identification/testing. Effective procedures for health surveillance to enable early diagnosis of infection.
Access	Exclusion zones and designated safe access as necessary related to the type and level of contaminant exposed.
Environment	Evaluate the effect of weather, wind strength and direction, heat, dust, polluted water. Measures to prevent exposure of the general public to wind borne contamination.
Equipment	To be individually assessed to suit the operation. Consider breathing apparatus, wheel washers, and decontamination units.
Emergencies	Together with standard procedure for first aid, fire protection, evacuation and reporting, specific procedures are to be considered to suit the operation and contaminants present. Procedures for environmental emergencies, ie spills, groundwater contamination, etc. Prior contact shall be established with a local general practitioner.
Communications	Warning signs, hazard markings and exclusion zones as appropriate.
COSHH	As appropriate. Specialist advice to be sought where necessary.
PPE	Check for and protect skin cuts or scratches before using PPE. Consider suitable masks, goggles, gloves, boots, barrier creams and suits, etc. Also consider whether these should be disposable/regularly renewed Facilities for decontamination or disposal of clothing.
Other	Adopt procedures for decontamination by heat treatment or chemical disinfecting of any animal remains encountered during the work. Consider immunisation Good welfare, washing and hosing down facilities. Seek advice from Safety & Environmental Department where necessary.

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RISK ASSESSMENT GUIDE	**REF NO. 14**

Assessment for: *ENVIRONMENTAL ISSUES*

Significant risks: Demonstrations/sabotage, pollution, damage/destruction of flora, fauna, ancient monuments or protected areas etc.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Obtain details of all information and restrictions relevant to the operational area from the Enforcing Authority, the client/employer.
Instruction	Induct personnel appropriately in relation to the information obtained above and any effects on methods of working.
Training	Safety awareness talks “environmental awareness” are to be given where applicable. Consideration should be given as to whether further specialist training is necessary for certain operations or localities
Supervision	The site manager where appropriate will make personnel aware of information/restrictions and institute suitable controls.
Access	Consideration to be given to restricted zones, security measures and damage caused by equipment/plant movements.
Environment	Consideration to be given to the effects of weather, noise, dust contamination and construction methods upon the local environment/population/watercourses.
Equipment	Fencing, covers, bunds (soil), noise and atmosphere monitors and security equipment as applicable.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Establish environmental emergency response if applicable.
Communications	Warning signs, contact Health and Safety Department, emergency telephone list.
COSHH	As appropriate.
PPE	As appropriate.
Other	Record photographs, incident/insurance reports. Diesel/oil/flocculants/silt laden water are potentially major environmental problems. Please refer to Safety Department for further guidance.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 15**

Assessment for: **WORKING ON PUBLIC QATAR ROADS**
Significant risks: Injury from passing/reversing vehicles, debris, services, Subsidence. Dangers to public from construction operations.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Safety Method Statements Permits to work on highways. Notify and liaise with the appropriate authorities. Traffic management assessment, requirements for emergency routes for vehicle access i.e. ambulance, Civil Defence (Fire Department), Police etc. Wearing of high visibility clothing. Form of traffic control. Access and egress routes. Crossing points, pedestrian routes, specific risks involved requirements of speed limits. Inductions on traffic management and working on public highways.
Supervision	To be suitably qualified. Monitor work to Safety Method Statements. Action any non-conformities.
Access	Maintain public and property access where possible or make alternative arrangements. Establish suitably signed works access. Adequate signing of access and egress points.
Environment	Evaluate: noise, dust, fumes, identification of sensitive locations such as schools, hospitals, surgeries, shops, public services when planning works. Consider the hazards to blind persons.
Equipment	Plant/equipment flashing lights (if appropriate).
Emergencies	Standard first aid, fire protection, evacuation, accident reporting and investigation. Liaise with all emergency services, and highways departments – dates, times' etc., work being carried out. Major incident response plan. Emergency procedures to be detailed in contract safety plan.
Communications	Warning and information signs. Hazard markers. Traffic control requirements. Liaise with local residents.
COSHH	As required – may include use of various materials such as black top or assessment for dust and fumes generated by traffic.
PPE	High visibility clothing. Hard hats, protective footwear, ear muffs, goggles, gloves, wet weather clothing.
Other	Monitor approved Traffic Diversions Plans on a regular basis and review if needed.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration Qatar Work Zone Traffic Management Guide, all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 16**
Assessment for:	**WORKING OVER OR ADJACENT TO WATER SOURCES**
Significant risks:	Drowning. Shock. (Fatigue with clothing on in water). Possible Weils disease.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Operatives advised on risk of falling/slipping into water while working in and around docks, swimming pools, tanks and water retaining structures/pits.
Instruction	Operatives advised of risk of falling/slipping into water. Safety Awareness Talks. Safe methods of working. Access and egress routes. Rescue procedures. Tide tables, weather.
Training	Inductions, Safety Awareness Talks, use of life jacket, harness, lifebuoys, throwing lines, warning systems. Communications. Rescue procedures. First aiders. Rescue boats. Hygiene – Weils disease.
Supervision	Competent supervisor to monitor and check safety and rescue equipment and working method.
Access	Scaffold if possible over water. Handrails beside water, or fencing. Safe access and egress route to and from work areas.
Environment	Good lighting. Weather, tides and ground conditions.
Equipment	Safety boat. Life jackets, lifebuoys, safety nets, throw lines, radios, harnesses, scaffolds, pontoons, rescue lines, audible alarms etc.
Emergencies	Trained first aiders. Rescue procedures in place. Audible alarms. Standard site first aid/reporting procedures.
Communications	Good communications, i.e. radios, telephones or hand signals. Post list of emergency contact numbers. Warning signs.
COSHH	Considerations to be given if water is contaminated - weils disease.
PPE	Life jackets, safety harnesses. Loose, warm, high visibility clothing. Suitable warm footwear. Hard hats, etc.
Other	Good welfare facilities. Adjacent water traffic movement to be considered.

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RISK ASSESSMENT GUIDE		**REF NO. 17**
Assessment for:	**WORKING OVER OR ADJACENT TO RAILWAYS**	RISK CATEGORY BEFORE CONTROLS H M L ☐ ☐ ☐ Tick as appropriate
Significant risks:	Electrocution/Collision of plant and operatives with trains. Possible collapse or subsidence of railway equipment. Derailment.	

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Obtain from the relevant railway authority all information relative to the operation, such as “structural gauge” and fencing. All safety method statements to be agreed with railway before commencement of work. Possessions, if required, to be agreed with railway authority.
Supervision	Ensure all rail procedures and Safety Method Statements are adhered to.
Access	Use only identified walking routes and work areas as agreed in Safety Method Statements. Possessions to be agreed with railways. Establish exclusion zones as necessary.
Environment	Consider the effect of dust, weather and construction operations upon the railway. Good lighting required.
Equipment	Check requirement for structural barriers. Consider the limitation of construction plant adjacent to railway operations. Comply with railway authority requirements for non-conductive equipment such as wheelbarrows, ladders, approved CAT scanner, etc.
Emergencies	Standard site first aid (with particular reference to electric shock), fire protection, evacuation, accident reporting and investigation. Major incident response plan.
Communications	Site wardens and lookouts to be used as required. Warning signs and hazard markers as required by railway authority. Consider use of approved radio/transmitters. Rail emergency telephone number to be prominently posted.
COSHH	As applicable to the operations.
PPE	Approved high visibility vests. Hard hats (white), suitable footwear (No Rigger Boots) Harnesses if working at height.
Other	Only personnel with good hearing and eyesight are to work on or adjacent to railways

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RISK ASSESSMENT GUIDE	REF NO. 18
Assessment for:	**REINFORCEMENT**
Significant risks:	Collapse of reinforcement. Poor housekeeping, falls when accessing structures. Access across reinforcement

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Relevant drawings and reinforcement/structural engineers recommendations N.B. temporary requirements relating to stability especially in wind.
Instruction/Training	Ensure all personnel are subject of induction and are briefed in method statement/risk assessment content.
Supervision	Competent supervision to be in attendance for duration of operation. Ensure method statement content is applied at workface.
Access	Ensure board walkways 600mm wide are provided across slab reinforcing. Ensure guarded and boarded platforms are provided for fixing reinforcement at height: prohibit the use of ladders. Provide scaffold stair towers. Prohibit the climbing of reinforcement. Expedite the installation of permanent staircases. Provide protection to exposed starter bars.
Environment	Caution required on damp plywood decks or following application of release agents. Limit and control mechanical and manual handling of shutters in high wind.
Equipment	Cut off wheel operations to be certificated.
Emergencies	See site general emergency procedure.
Communications	Works to be closely coordinated with erection of false work and form work. Formal paperwork system to be applied for control of loading and striking formwork.
COSHH	Low risk for handling steel, tying wire and spacers. Assessment as appropriate for any other substances.
PPE	Safety helmet, boots, eye protection and rigger gloves. Full body harness only when attachment location identified and agreed in method statement. Eye protection recommended when using tying wire.
Other	Agree methods of attachment of slings when mechanically lifting fabricated cages. See Risk Assessment No19 for concrete works.

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RISK ASSESSMENT GUIDE	**REF NO. 19**
Assessment for:	**CONCRETING, CONCRETE REPAIR, CONCRETE FINISHING.**
Significant risks:	Plant and equipment, noise/vibration, concrete burns, dermatitis, working at heights, protruding reinforcement, manual handling, failure of materials/equipment.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Method statements. Safety signs. Warning notices. Operatives to sign method statements. Operator certificated and competent to use items of plant/equipment. Manual handling/vibration training.
Supervision	Constantly monitoring concreting operations, particularly situations where point loading/collapse could occur. Rotate workers on vibratory tools where feasible.
Access	Consideration of mechanical access equipment. Provision of safe means of access/egress suitably secured. Segregate pedestrians from plant and equipment. Edge/hole protection.
Environment	Consider noise produced from plant and equipment particularly for out-of-hours working on curing concrete. Dust suppression methods. Adequate lighting. Dust from mixing dry concrete – locate mixers externally. Protect vertical ends of protecting starter bars.
Equipment	Good working, least vibration order, regularly maintained and records kept. Operators to be certificated / competent.
Emergencies	Suitable First Aid facilities to be available, particularly eye-bath stations to be situated nearby. Operatives aware of emergency procedure and location of assembly points. Establish systems of work/emergency contact numbers for out of hours working.
Communications	Provision of suitable safety signs warning and barriers.
COSHH	Assessments/information and instructions to be given to operatives on materials. Personal hygiene essential when dealing with concrete/content.
PPE	Suitable protective footwear, including wellington boots where necessary. Hand, head and eye protection. Hearing protection where necessary.
Other	Safe system of work for dismantling/stripping formwork to prevent falls onto persons to be included in method statement.

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RISK ASSESSMENT GUIDE	**REF NO. 20**
Assessment for:	**PRE-CAST CONCRETE, STAIRS, WALLS AND FLOORS**
Significant risks:	Falls from height, crushing, collapse, handling, access, lifting appliances, heavy plant.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Operatives to be given appropriate information to ensure full knowledge of possible hazards associated with the fixing of pre-cast concrete units. Details of designed safe Method Statements to include specific risks. Where applicable, operatives to be inducted on the construction methods. Operatives to be trained by competent person in use of plant and equipment.
Supervision	The installation and fixing of pre-cast units to be controlled by experienced supervisor.
Access	Designated safe access/egress to be provided to all work areas. Control of access of pedestrians and plant to be in place to prevent unauthorised work under pre-cast flooring/wall installation.
Environment	Monitor for noise. Consider the effect of wind loadings on hoisted sections, and ground conditions to be checked for cranage equipment.
Equipment	All cranage/lifting gear/mobile and static scaffolds to be properly maintained and inspected.
Emergencies	Emergency procedures to be drawn up for the recovery of persons working at height, to include contact numbers and location of first-aider. Standard first aid equipment and accident reporting.
Communications	Radios to be used if possible. Systems to be in place for tandem lifting on heavy/large pre-cast sections. Signs and hazard markers.
COSHH	N/A
PPE	Hard hats, boots, high-visibility vests and harnesses.
Other	Transportation of long/wide loads to be planned with Police if applicable. Unique Method/Risk Assessments to be drawn up for individual erection processes with sub-contractor.

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RISK ASSESSMENT GUIDE	**REF NO. 21**
Assessment for:	**SCAFFOLD (ALL TYPES)**
Significant risks:	Injury from falling equipment and materials. Danger of collapse in exposed places, falling from height.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Usage of scaffolding and adequate materials/fittings. Equipment to be used. Safety Method Statements. Evaluate ground and loading conditions. Assess the need for any design requirements. Operatives to be provided safe access and egress. Prevent unauthorised access. Prevent access to any incomplete areas. Tie-ins. Drawings of system being erected. Number/width of platforms. Provision of handover certificates on completion. Inductions. Safety Awareness Talks – Working at Heights. Interpretation of scaffold design drawings. No scaffold to be erected modified or dismantled, except under the supervision of a competent person.
Supervision	**All** scaffold erection must be under the supervision of a competent person. Thoroughly examine before first use, after substantial alteration after bad weather, or every 7 days. Receive scaffold handover certificate as appropriate. Keep platforms and area base clear.
Access	Keep access area to scaffold clean and tidy. Notice warning of dangers. Identify incomplete scaffold. Adequate widths of access platforms. Further consideration required if access by hoist, etc.
Environment	Evaluate ground conditions. Proximity to water/buildings or traffic. Overhead services. Consider the general public. Consider weather conditions such as wind loadings on sheeted scaffolds.
Equipment	To suit requirements.
Emergencies	Standard first aid. Accident reporting and investigation. Contract safety plan emergency procedures.
Communications	Inform others working in area of proposed scaffolding to be erected. Supply information to other employees who may be using the scaffold. Warning signs and hazard tape and markers (lighting/traffic protection in urban areas).
COSHH	N/A
PPE	Hard hats, protective footwear, harnesses, gloves.
Other	Review scheme if modification takes place. Ensure that a scaffold handover certificate is issued where appropriate. Secure scaffold against unauthorised access. Carry out manual handling assessment of the work.

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RISK ASSESSMENT GUIDE	**REF NO. 22**
Assessment for:	**STRUCTURES (WORKING AT HEIGHTS)**
Significant risks:	Injuries from falls, falling materials and equipment, reinforcement instability, structural failure, harmful substances, pressure bursts, power tools, entrapment, plant instability, splinters, dust, fragments, excessive noise, vibration, fumes, confined spaces.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Operatives are to be given the appropriate information to ensure that they are conversant with the hazards of operations and equipment associated with false work, reinforcement, concrete placement, scabbling / grit-blasting, working at heights, roof work as applicable to the type of structure. Details of design risk assessment to be incorporated into Safety Method Statement. Hierarchy of secure platform/workplace – safety nets – safety harnesses to be determining fall protection measures. Where applicable, operatives are to be inducted on the construction methods, and given potential hazard details. Operatives to sign Safety Method Statements. Operators to be trained by competent person in use of plant and equipment.
Supervision	Work is to be controlled by a competent experienced supervisor and temporary works coordinator as required. Appropriate registers to be completed.
Access	Designated safe access is to be provided to all areas of work.
Environment	Monitor for noise, vibration, dust atmosphere. Evaluate access, wind loading, weather, ground conditions, watercourses, nearness of buildings, traffic or services, stacking of materials at ground level and above.
Equipment	Access equipment/platforms, guard rails, adequate lighting, false work / scaffold design and inspection, lifting equipment.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Major incident response plan. Emergency procedures to be detailed in contract safety plan for recovery of persons injured at heights.
Communications	Emergency contact names, organisations, telephone numbers. Warning signs.
COSHH	All materials to be assessed for COSHH.
PPE	Hard hats, protective footwear, protective clothing, goggles, high-visibility clothing, masks, harnesses, etc., as appropriate.
Other	Management individual to be appointed to have responsibility for co-ordination of design and procurement of false work and access scaffold, etc.

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RISK ASSESSMENT GUIDE		REF NO. 23
Assessment for:	**STEEL ERECTION (GENERAL)**	
Significant risks:	Lifting, Work at Heights. Injuries from falls/falling objects	

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Detailed Safety Method Statements particularly in respect of lay down facilities sequence, access, temporary stability and safety are required. Location of anchor points.
Instruction	Site Induction, safety awareness, unique Safety Method Statement briefing. Operatives to sign Safety Method Statements.
Training	Competent steel erectors only should be used – familiar, as a minimum, with rigging, erection methods, lifting equipment, tools and plant, erection of accesses (mobile and static). Individual training for unique types of plant such as mobile lift platforms. Certification of Banks men.
Supervision	Competent supervisors with knowledge of lifting duties, planning, safety equipment as well as general operative training above. Operative training certification verified and registered.
Access	Generally via fixed scaffold system, cradles, mobile platforms or harnesses etc. Fixed access to be properly erected and inspected. Mobile plant to be certificated. Consider exclusion zones.
Environment	Ground conditions to be checked for cranage/mobile access equipment. Services to be marked etc. Monitor weather conditions.
Equipment	All cranage/lifting gear/mobile and static platforms, to be properly maintained and inspected.
Emergencies	Emergency procedures to be drawn up for recovery of persons injured at height including contact numbers and location of first aider. Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Radios to be used if possible. Signs and hazard markers.
COSHH	N/A
PPE	High visibility vests, harnesses, helmets and boots.
Other	Unique assessments should be drawn up for individual erection processes with sub-contractor.

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RISK ASSESSMENT GUIDE	**REF NO. 24**
Assessment for:	**WELDING, BURNING, STEEL WORK**
Significant risks:	Fires, explosion, respiratory disease/eye damage. Various occupational health risks.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Use Hot Work Permit System. Welding procedures, details of gases to be used and storage details is included.
Instruction	Site induction, explanation of unique Safety Method Statement.
Training	Welding and burning should only be performed by suitably trained/certificated individuals who can show proof of such training appropriate to the operation.
Supervision	Generally by a suitably experienced supervisor who does not have to be a certificated welder but must be experienced in welding safety, working at heights etc.
Access	As general steel erection, however, due allowance must be made for safe positioning of equipment, screens, hoses and welding leads.
Environment	Storage of bottles must be controlled with oxygen at least 3 meters from LPG/ACETYLENE, in open air, upright, out of sunlight. Firefighting equipment must be present. Flash guards whilst welding.
Equipment	To be regularly maintained with daily checks on hoses, regulators, leads, flashback arrestors leak tests, etc. Only proprietary fittings to be used. Secure bottle storage as above. Handling to be via trolleys etc.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Additional firefighting facilities locally.
Communications	N/A
COSHH	Materials to be welded / cut should be identified and full COSHH assessment performed. Give particular attention to coatings on materials to be welded / cut. Iron oxide (vapour), carbon monoxide and nitrous fumes may be created, natural ventilation generally OK, but induced ventilation may be required in confined spaces.
PPE	Specialist welding visors, goggles, helmets, masks, gauntlets and overalls to protect bare skin.
Other	Assess the need for fire watchmen, screen the public from welding. Unburnt gas builds up in voids behind work piece from preheating operations.

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RISK ASSESSMENT GUIDE	**REF NO. 25**
Assessment for:	**ROOF WORK/WORK NEAR FLOOR ETC OPENINGS**
Significant risks:	Falls from height. Falls of materials/tools etc.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Loading sequence/Lifting arrangements. Operatives advised of contents of risk assessment/Safety Method Statements. Operatives to sign Safety Method Statements.
Instruction/Training	Instruction on fall arrest equipment, edge protection, wearing of harness, fragile materials, equipment/material control.
Supervision	Competent supervisor to be present for all associated works. Supervision to implement Safety Method Statement requirements.
Access	Guard rails/toe boards/material guards provided and used. Adequate ladder access etc.
Environment	Weather implications i.e. winds, sand factors etc.
Equipment	Adequate access. Where used safety netting properly secured. Anchorage points for clip-on facilities for full arrest equipment.
Emergencies	First aid, evacuation, recovery arrangements for possible injured person and fire control.
Communications	Warning notices and where appropriate segregation at ground level to protect pedestrians.
COSHH	As appropriate to roof work type e.g. Hot Bitumen etc.
PPE	Inertia reels for fall arrest. Full body harnesses, safety helmet, boots, warm clothing etc.
Other	Material movement onto roof and loading sequence be controlled. Consider point loading.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 26**
Assessment for:	**INFILLING OF FLOOR OPENING(S)**
Significant risks:	Falls of person, falls of materials, collapse of support work (temporary or permanent). Health risk from contact with materials. Muscular skeletal injuries.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	All persons involved in the work will receive information regarding the hazards associated with the operation and the precautions to be taken.
Instruction/Training	The supplier of bolts and fixings should be requested to instruct installers on the correct procedures to be used for the fixings specified.
Supervision	All work involving the support at floor infill's shall be under the control of a competent person experienced in the methods used.
Access	Proper access must be provided for installation of support system. Barriers must be provided to the edges of the opening prior to the infilling operations. Where appropriate fall protection to be provided.
Environment	All support work whether temporary or permanent must be subject to a methodical system of checking to include, connections, fixings, access etc and compliance with design drawings and specification prior to loading. Permit system to be introduced prior to loading system with concrete.
Equipment	All equipment must be checked for good condition and suitability prior to being used.
Emergencies	Arrangement to be put in place for recovering persons injured etc whilst carrying out work on high level areas.
Communications	All relevant information including Safety Method Statements and Risk Assessments, Manufacturer's Instructions and design drawings should be communicated to all persons involved.
COSHH	Assessments should be made for materials classified under COSHH which should be communicated to all persons.
PPE	May include, eye protection, clothing, footwear, safety helmet and hearing protection.
Other	Safety Method Statements must be produced for all elements of the works including preparation of existing structure, installation and inspection of support system and access systems. Installation of Formwork and pre-loading checks.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 27**
Assessment for:	**ROOF WORK (FLAT)**
Significant risks:	Falls from height, falls of materials, fragile materials, unsecured materials**,** manual handling.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Sequence of work. Location of materials, raising of materials to roof level. Means of providing fall protection. To elevations leading edge and openings. Handling of large sheets.
Instruction/Training	Operatives and supervisors must be trained and competent. Must be inducted and briefed in method statement content.
Supervision	Competent supervisor to be in attendance for duration of operation. Ensure method statement is formally discussed with all roofing operatives. Supervision to review roof operations daily.
Access	Provide ladder or access tower or identify other means of access.
Environment	Confirm maximum safe working wind speed for type of roofing. Be aware of increased risk in dusty conditions.
Equipment	NB the options for protection are (in order of preference):- 1 –safety nets; 2 –Lead guard type leading edge protection trolley systems; 3 –Safety harnesses/running lines/ fall arrestors. Adequate access. Where used safety netting properly secured by certificated erectors. Anchorage points / clip-on facilities for full arrest equipment. Anemometer.
Emergencies	Agree emergency procedure for recovery and treatment of person injured at a height. Ensure adequate firefighting and first aid provision available.
Communications	Warning notices and where appropriate segregation or protection at ground level to protect pedestrians.
COSHH	Assessments as appropriate for materials to be used.
PPE	Full body harnesses, safety helmets, boots, warm clothing. Gloves, eye protection
Other	Confirm controls for hot works and storage of flammables at height.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 28**
Assessment for:	**ROOF STRUCTURE** (including wall plates/trusses/timber)
Significant risks:	Falls, falling objects, manual handling, fire.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Agree safety method statement. Store materials in a safe manner. Provide suitable working platform. Precautions to be taken to prevent operatives falling whilst installing trusses e.g. safety nets or boarding. Visually check electrical tools and leads. Obtain COSHH assessments. Ensure circular saws are in good working order with guard and dust extraction bag in place.
Instruction	Carry out manual handling assessment, use lifting appliances to lift trusses into position. Complete crane checklist. Inspect lifting gear before use. Keep work area free from tripping hazards. Store waste material in the proper bins.
Training	Operatives to receive risk, manual handling and COSHH assessment. Carry out induction, all relevant assessments to be given as Tool Box Talks. If using Mobile Elevated Work Platforms adequate training must be given. Slingers to be properly trained.
Supervision	Competent person to inspect working platforms and work areas before work starts. Inspection of working platforms to be entered in Site Register. Crane controller to complete crane checklist.
Access	Provide suitable ladders, properly secured. Keep access free of materials and electrical leads.
Environment	Weather implications i.e. winds and dusty conditions.
Equipment	All electrical equipment to be inspected on a regular basis by a competent electrician, these should be tagged with details of last inspection. Carry out manufacturers instructions for maintaining Mobile Elevated Work Platforms. Safety nets to be properly secured. Crane and lifting gear certificates to be kept in site register.
Emergencies	Provide first aider. Provide fire extinguishers. Operatives to be informed of all emergency procedures at induction.
Communications	PPE, “Danger Men Working Overhead”, Scaff tag or similar to be displayed.
COSHH	Assessment for all materials to be obtained.
PPE	Hard hats, safety footwear, gloves, eye protection, dust mask and ear protection. If using mobile elevated work platforms fall body harnesses must be worn.
Other	Do not overload scaffold platforms, provide suitable roof truss rack.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 29**
Assessment for:	**ROOF COVERINGS** (felt/batten/slate/tile/cladding)
Significant risks:	Falls, falling objects, manual handling

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Agree Safety Method Statement. Store materials in a safe manner. Provide suitable working platform. Precautions to be taken to prevent operatives falling i.e. safety nets. Visually check electrical tools and leads. Abrasive wheels to be kept in good order and guards in place. Obtain COSHH assessments. Carry out manual handling assessment, use lifting appliances to lift materials into position. Complete crane checklist. Inspect lifting gear before use. Keep work area free from tripping hazards. Store waste material in the proper bins. Operatives to receive risk, manual handling and COSHH assessment. Carry out induction, all relevant assessments to be given as tool box talks, abrasive wheel operator to be trained in its use and how to change the abrasive wheels safely.
Supervision	Competent person to inspect working platforms and areas before work starts. Inspection of working platforms to be entered in Site Register. Crane controller to complete crane checklist.
Access	Provide suitable pitched roof/ridge ladders, properly secured. Keep access areas free of materials and electrical leads. Access on tile batten to be agreed with roofers. Prohibit walking on tiled areas.
Environment	Weather implications i.e. winds and dust etc.
Equipment	All electrical equipment to be inspected on a regular basis by a competent electrician, these should be tagged with details of last inspection. Safety nets to be properly secured. Crane and lifting gear certificates to be kept in site register.
Emergencies	Provide First Aider. Operatives to be informed of all emergency procedures at induction.
Communications	PPE, “Danger Men Working Overhead”, Inspection report or similar to be displayed.
COSHH	Assessment for all materials to be obtained. Dust generation from cutting tiles with powered abrasive cutters.
PPE	Hard hats, safety footwear, gloves, eye protection, dust mask and ear protection.
Other	Do not overload scaffold platforms, only load out on loading bay. Consider material movement onto roof and load points.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 30
Assessment for:	**EXTERNAL CLADDING**
Significant risks:	Falls of persons, handling panels at high levels, falling materials, broken glass or unprotected edges of panels.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction Training	Instruction for supervisors and operatives in the safe storage and working procedures. Induction training should cover site rules and action to be taken in the event of an emergency. Operatives should be certificated for the erection of mobile scaffolds Where appropriate training must be provided in the operation of Mobile Elevated Work Platforms (MEWP's). Operatives must be trained in working at heights. Operatives to be instructed to work to Safety Method Statements, operatives to sign Safety Method Statements.
Supervision	Works are to be controlled by an appropriately competent and experienced supervisor. Supervisors to ensure that equipment and plant is operated and erected ONLY by persons who have been trained, certificated and authorised to do so. Supervisors to ensure that Safety Method Statements are being worked to and those materials are being properly handled and stored.
Access	Safe means of access/egress must be provided and maintained. If working at height, an assessment should be carried out and suitable control measures employed. Ladders should be tied or footed; mobile scaffolds and access platforms must be properly erected with guardrails fitted and inspection details recorded. Where MEWP's are used, operatives must wear and use safety harnesses when working at height, operatives must not leave the confines of the MEWP whilst at height. Exclusion zone must be established at work location.
Environment	Works must be restricted in windy conditions. Consideration must be given to working in the vicinity of overhead services.
Equipment	Equipment must be kept in good working order and be regularly maintained with records being kept. Any mobile towers, scaffolding etc. should be checked at least every seven days with a record of inspection being kept. MEWP's must not be used as a lifting device to transport men or materials e.g. used as a hoist.
Emergencies	At least one person in any glazing team should have been trained in first aid. Each glazing team should have appropriate first aid equipment available to them.
Communications	Warning signs, notices and barriers used as appropriate.
COSHH	Assessments must be produced for hazardous materials e.g. sealants and training provided.
PPE	Safety harnesses, goggles, gloves, safety footwear, helmets must be worn.
Other	Consideration must be given to adequate segregation of the works with other contractor's employees and members of the public. See also Risk Assessment no. 32 - use of lifting appliances/gear to lift/move/store stillages and panels where appropriate.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 31**

Assessment for: **WATER STORAGE DEVICES**

Significant risks: Falls from heights, falling materials, eye injuries during drilling operations. Inhalation, skin absorption or ingestion of harmful substances.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Instruction for supervisors and operatives in the safe storage and working procedures. Induction training should cover site rules and action to be taken in the event of an emergency. Operatives should be certificated for the erection of mobile scaffolds. Where appropriate training must be provided in the operation of Mobile Elevated Work Platforms (MEWP). Operatives must be trained in working at heights. Operatives to be instructed to work to Safety Method Statements, operatives to sign Safety Method Statements.
Supervision	Works are to be controlled by an appropriately competent and experienced supervisor. Supervisors to ensure that equipment and plant is operated and erected only by persons who have been trained, certificated and authorised to do so. Supervisors to ensure that Safety Method Statements are being worked to and that material are being properly handled and stored.
Access	Safe means of access/egress must be provided and maintained. If working at height, an assessment should be carried out and suitable control measures employed. Ladders should be tied or footed, mobile scaffolds and access platforms must be properly erected with guardrails, mid rails, and toe boards fitted. Where MEWP's are used, operatives must wear and use safety harnesses when working at height, operatives must not leave the confines of the MEWP whilst at height. Exclusion zone must be established at work location.
Environment	Works must be restricted in windy conditions. Consideration must be given to working in the vicinity of overhead services.
Equipment	Equipment must be kept in good working order and be regularly maintained with records being kept. Any mobile towers, scaffolding etc. should be checked at least every seven days with a record of inspection being kept. MEWP's must not be used as a lifting device to transport men or materials e.g. used as a hoist.
Emergencies	Provide First Aider. Operatives to be informed of all emergency procedures and first aid provision at induction.
Communications	Warning signs, notices and barriers used as appropriate i.e. "Danger Men Working Overhead".
COSHH	Assessments must be produced for hazardous materials e.g. sealants and training provided.
PPE	Safety harnesses, goggles, gloves, safety footwear, helmets must be worn.
Other	Consideration must be given to adequate segregation of the works with other contractor's employees and members of the public.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 32**
Assessment for:	**LIFTING OPERATIONS**
Significant risks:	Injury from falling equipment and materials. Entrapment, personal injury to oneself or others. Failure to check and ensure safe use of equipment. Overturning of crane/excavators used as cranes.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Operatives to be advised of risks from lifting by manual or mechanical means. Proximity of any overhead services. Safety Method Statement required. Advice to be given on any specific control measures including safe systems of work and Safety Method Statements. Colour coding of lifting equipment. Operatives to sign Safety Method Statements. Moving unusual objects. Using correct equipment. Check all crane and lifting test certificates are in date. Check equipment supplied. Visual inspection of equipment prior to any lifting operations. Identify if a dedicated method statement is needed, i.e. over 10 ton. Induction – mechanical and manual lifting, banks man training certificated. The use of competent/certificated drivers. Specifics of individual tasks.
Supervision	Appoint a lifting supervisor. Nominate crane coordinator to assess local conditions and lift requirements. Determine weight, centre of gravity, sharp edges, condition of load. Visual inspection of equipment being used. Reporting. Monitor driver's performance.
Access	Plan route and assess any hazards. Keep work area clear. Ground conditions. Exclusion zones where appropriate. Level area for lifting.
Environment	Check ground conditions. Closeness of buildings, excavations and services. Monitor lighting and weather (including response actions during high wind conditions).
Equipment	Check valves fitted to excavator. To be suitable for operations being carried out and test certificated. Setting up of equipment to be adequate and verified by crane coordinator. Assess the need for a planned preventative maintenance scheme.
Emergencies	Standard first aid, evacuations, accident reporting and investigation. Major incident response plan. Emergency procedures in contract safety plan.
Communications	Other workers to be informed of lifting operations being carried out. Warning signs. Hazard markers etc. Radio/transmitters. Ability to hear audible warnings during lifting operations. One banks man only directing crane driver.
COSHH	As required.
PPE	Hard hats, high visibility clothing, gloves and footwear etc. Identification of banks man.
Other	Excavators used for lifting must be rated or exempt with current documentation. Provision of equipment such as tag lines. Further considerations for lifting operations in tunneling or for man-riding will be needed.

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RISK ASSESSMENT GUIDE	REF NO. 33
Assessment for:	**MANUAL HANDLING**
Significant risks:	Various back injuries (i.e. strains, slipped discs etc.) possible injury through dropping, torn ligaments, tendons, hernias, general cuts and abrasions.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction Training	Operatives informed of possible back injury and strains and sprains due to lifting tasks on site and in office. Issue "Manual Handling" information to personnel. Clear labelling of weights if possible. Assess all the details and working practices of the work to be done. Complete specific assessment form as appropriate. Avoid manual handling if possible. Use mechanical means if appropriate. Seek help from others if no mechanical aid available. Follow the control methods detailed in an assessment. Operatives trained in correct method of lifting and handling. Not to exceed personal capability.
Supervision	Constantly monitor storing and stacking to keep manual handling as minimal as possible. Ensure specific instructions are followed, supervisors to be aware of manual handling requirements.
Access	Good flat, clear, stable ground and scaffolds are free of obstacles and debris.
Environment	Areas to be kept clean and tidy. Free of trip hazards. Well lit. Special attention to areas of restricted space.
Equipment	Various lifting aids available to assist manual handling. Ensure lifting aids are subject to any applicable inspection testing etc.
Emergencies	Standard site first aid, fire protection, spillage control, accident reporting and investigation.
Communications	Good communications between operatives in dual handling.
COSHH	Possible hazards from material being handled in case of spillage.
PPE	Gloves, foot protection, hard hats, possible eye protection, masks as appropriate.
Other	Size of packaging to be reviewed to give consideration to manual handling. Operatives should be screened to assess the suitability of the person to the task.

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RISK ASSESSMENT GUIDE	**REF NO. 34**
Assessment for:	**SITE PLANT MOVEMENT/CARE**
Significant risks:	Crushing/laceration and entrapment injuries, damage to structures and plant, plant instability, structural failure, reversing vehicles, slewing machinery. Loss of loads.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Operatives and visitors to be aware of dangers of equipment and related locations. Produce Safety Method Statements where appropriate. Ensure that plant manuals are kept with equipment where appropriate. Any traffic/pedestrian routing to be detailed in safety plan and clearly marked. Visitors to be inducted/escorted, operatives to receive appropriate safety awareness talks. Use of banks man in movement areas if applicable. Operators and banks men to be competent suitably trained and certificated.
Supervision	Supervisors to ensure that plant and equipment is operated and banked ONLY by persons who have been trained, certificated and authorised to do so. Ensure that weekly registers and maintenance requirements are performed. Regular inspection of any traffic management systems to ensure safe access etc.
Access	Safe access to be assessed and provided before movement of plant. Assess requirements for level ground. Consider pedestrian segregation and high visibility clothing.
Environment	Consider weather, ground conditions, adequate lighting, dust, nearness of excavations/buildings, traffic, noise and fumes. Suitably plan any cleaning, wheel washing, sheeting areas, loading. Damp down in dry weather. Bund diesel tanks.
Equipment	Regular inspection, reporting of condition, maintenance procedures and manuals, periodic tests, cleaning. Instructions to be in English. Hazard lights and audible warning units where applicable. Adequate marking.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Use warning signs, hazard markers and audible warning units where appropriate. Personnel in the vicinity should be made aware of plant movements. Consider use of radio/transmitters. Use of dedicated banks man using the appropriate signals.
COSHH	As applicable to maintenance activities. Specific hazardous loads to be loaded and carried may need assessing.
PPE	As appropriate to maintenance operations, together with high visibility clothing.
Other	Check condition of plant upon arrival on site.

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RISK ASSESSMENT GUIDE	**REF NO. 35**
Assessment for:	**TOOLS (ELECTRICAL/PNEUMATIC/CARTRIDGE)**
Significant risks:	Personal injuries due to misuse and failure such as electrocution and laceration; excess noise, dust and vibration.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Assess tool requirements, location of use and obtain data sheets as appropriate. Any relevant marking requirements e.g. ear protection (symbol visible on the tools). Regular tool box talks with individual reference to unusual tools. Certificate and Authorisation of Plant Operators. Cartridge tool operators are to be certificated by the manufacturer/supplier.
Supervision	Supervisors are to monitor condition, inspection records, certification and use.
Access	Consider exclusion zones and controlled issue of tools. Adequate working space is to be provided for the safe use of tools.
Environment	Evaluate weather, water, earthing requirements, vibration, noise, dust, fumes, dry storage area, security etc. Safe storage for cartridges/gas cylinders.
Equipment	Delivery test certificates where appropriate. Maintenance, cleaning, periodic testing and regular inspection. Ensure electrical equipment is 110v and properly earthed.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Give particular consideration to electrocution in conductive environments.
Communications	Tool box talks, warning signs.
COSHH	As applicable. Consideration to be given to dust, swarf, oils, greases, cleansing fluids, epoxy etc. Consider the presence of asbestos.
PPE	Goggles, ear muffs, gloves, masks, etc. Consider ventilation/breathing apparatus.
Other	Two of the most important considerations with tools are PPE and adequate training.

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RISK ASSESSMENT GUIDE	**REF NO. 36**
Assessment for:	**CONFINED SPACES**
Significant risks:	Asphyxiation from lack of oxygen or poisoning of noxious fumes/gases, explosive gases, entrapment, flowing solid material overcome by high heat conditions, drowning if present, fall injuries. All possibly exacerbated by the introduction of mechanical or electrical equipment into confined areas.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Seek all available information on the ground/location to be entered and establish safe systems of work. Undertake all appropriate tests to identify the nature of the environment to be entered e.g. sludge's, rust (lack of oxygen). Procedures to be developed to take account of complexity of confined spaces e.g. tunnels, underground shelters, caverns, vessels etc. and the number of persons within confined spaces. All employees who have involvement with any confined spaces work (including the writing of Safety Method Statements) to be given specific instruction concerning particular spaces to be entered and relevant information. This includes supervision, employees entering confined spaces persons employed as top men and rescue personnel. All personnel to sign Safety Method Statements/Permits to enter and/or work. All employees entering confined spaces are to receive training for entry procedures, atmospheric testing equipment, emergency evacuation, lifesaving equipment and procedures. The practical use of equipment will also be covered. Emergency rescue team to be formed and trained where appropriate.
Supervision	Designate the "category" if space to be entered. A trained competent person is to be appointed to carry out tests before entry and be in continuous attendance during work within confined space. Entry controlled by permit system. Safe and unrestricted access to/from confined spaces to be monitored and ensured by this person at all times. Supervisor to be aware if the requirements of confined space work.
Access	Unrestricted access and egress essential. Use tally boards where appropriate to monitor entry and exit. Forces ventilation and requirements must be assessed but they are to be mandatory in any area where any possibility of oxygen deprivation or noxious gases identified or known to exist, unless a system utilising working BA has been established. Traffic management scheme to be drawn up and implemented for protection of access/egress points in roadway.
Environment	Evaluate for ventilation requirements, consider need for non-spark (intrinsically safe) lighting and equipment. The effects of flooding or weather, hot or cold temperatures, contaminated ground to be established. Identify toxic or flammable atmospheres to ensure that continuous gas monitors are compatible. Consider the effects of noise, dust and fumes. Provide emergency lighting.
Equipment	Saver rescue and working breathing apparatus, ventilation units, gas detectors, man hoist and harness, chemical indicator tubes to identify fumes/gases or substances. Also consider the intrinsic safeness of all electrical systems. Ventilation systems to have visual or audible warning in event of failure.
Emergencies	Consider pre-determined system of shouts/whistles/horns etc, between all members of the team. Clear access to be maintained to the working area for emergency services. Standard site first aid, fire protection, recovery, evacuation, accident reporting and investigation. Major incident response plan.
Communications	Emergency boards, drawings, telephone numbers etc. to be displayed at point of entry. Consider internal telephone/radio/transmitters/bell/rope signals.
COSHH	Consider the hazards of all material such as epoxies, resins, adhesives, fuels, cleansing fluids, solvents, dust, concrete, paints etc, when used in confined spaces.

PPE	Hard hats, protective footwear, protective clothing, goggles, masks, hearing protection, harnesses etc. as appropriate and breathing equipment. Gas monitors.
Other	Consideration should be given to confined space procedures when personnel enter restricted spaces within form work or reinforcement cages. Contact with Safety and environmental Department.

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RISK ASSESSMENT GUIDE	**REF NO. 37**
Assessment for:	**NIGHT WORK**
Significant risks:	Injury from falling/tripping/fatigue in particular, plus generally increased risks due to limited visibility.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Generally a method statement either unique to a single night's work or to an activity over a number of nights, should be prepared incorporating the requirements of the preceding shift and personal response alarms. All involved should be given a briefing on the work involved including which accesses are to be used and which areas are suitable for working. Give specific induction and safety awareness talks on night work. Refer to specific risk assessments and Safety Method Statements.
Supervision	Plan safe and adequate lighting both in place of work and access there to (i.e. working and background lighting).
Access	Ensure all access ways are completely lit, are of good standard and free of materials. Establish exclusion zones and designated working areas. Give particular attention to edge protection and barriers.
Environment	Good lighting. Special attention to all edges, trip hazards, noise and vibration. Consider weather i.e. low temperatures and slippery surfaces. Avoid lighting that may have stroboscopic effect particularly if using moving equipment. If practical check lighting levels. Prevent nuisance/risk to public from lighting/dust/noisy operations.
Equipment	All equipment required for night work, especially lights, should be checked during prior daylight shift. Special attention to lighting cables.
Emergencies	Checks to be made on availability of night cover from local hospitals etc. Standard site first aid and reporting procedures to apply, list of emergency/night call out numbers. Where applicable emergency lighting shall be provided on emergency access routes.
Communications	Greater use of radios to minimise unnecessary movements at night. A tally system may be required on certain operations.
COSHH	As required by activity.
PPE	As well as normal helmets and boots, high visibility clothing should be utilised. Attention to warm clothing, as required, should also be made.
Other	Shifting of labour resources to be arranged to prevent prolonged day and night shift working. Consider increased supervision in working areas and control of unauthorised access. Consider use of light sensitive cells for lighting systems.

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RISK ASSESSMENT GUIDE	**REF NO. 38**
Assessment for:	**SPECIALIST SUB-CONTRACTOR PROCESSES eg. BITUMINOUS SURFACING, PAINTING, WATERPROOFING, SILANE ETC.**
Significant risks:	Depends on process, however tend to be more COSHH/pollutant orientated. Burns, skin complaints and asphyxiation etc.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Ensure that a Safety Method Statement risk assessment and COSHH assessment have been supplied by the sub-contractor. Ensure that the sub-contractor is appropriately experienced. Special care in confined spaces and using highly flammable materials.
Instruction	Require the sub-contractor to brief a member of your supervisory staff on ALL safety requirements/hazards etc. Ensure that any employees who may come into contact with the specialist work have been briefed, tool box talks inductions etc.
Training	Sub-contract personnel to be trained and certified as appropriate.
Supervision	Ensure that the sub-contractor adequately supervises his works and works to the Safety Method Statement. Hot work permit to be issued where appropriate.
Access	As required to ensure safe access and egress.
Environment	Monitor environment and set up exclusion zones etc. as appropriate.
Equipment	As required for activity. Consider standoff distances, atmospheric monitoring and ventilation.
Emergencies	Ascertain from the sub-contractor if specialist measures are necessary. Check fire precautions etc. Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	As appropriate, warning signs.
COSHH	Obtain COSHH information assessment from sub-contractor. Ensure compliance. Check disposal of waste etc.
PPE	To be established with sub-contractor/Safety Environmental Department as appropriate.
Other	Seek advice from Safety and Environmental Department as necessary.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 39**
Assessment for:	**STORAGE AND LIMITED USE OF HIGHLY FLAMMABLE MATERIALS ETC**
Significant risks:	Explosion, fire, vapours, manual handling injuries.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Assess type and quality of gases/liquid/materials to be used, quantities to be minimised, storage/fire precaution recommendations from suppliers to be obtained as required. Personnel to be briefed on supplier's information safety precautions. Safety awareness talks. Ensure that all employees who come into contact have cause to use materials and are trained on safe usage, storage disposal and fire procedures.
Supervision	Implement checks on storage and usage. On larger sites with greater usage have formal issue/collection system. Establish demarcated remote storage location.
Access	Control access to secure storage area.
Environment	Individual outdoor stores to be constructed to recommended type, including all relevant signing and fire points precautions. Ensure no sources of ignition including electrical.
Equipment	Gas cylinders etc. to be obtained from company suppliers only. Any damage being reported and bottles/containers exchanged immediately. Dry powder extinguishers.
Emergencies	Fire – summon Civil Defence (Fire Department) and inform them accordingly of type and quantities of bottles and containers. Ensure that dry powder extinguishers are available but do not endanger life, clear area. Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Clear signage, including type of materials stored and "no smoking" signs.
COSHH	Perform COSHH assessments on individual materials particularly for inhalation of fumes.
PPE	Depends on materials being stored. In the case of adhesives/resins, particular care to be taken when handling.
Other	Flammable paints/resins may not be suitable for external storage. Consider ventilated/controlled temperature stores. Consider storing and removing waste.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 40

Assessment for: INSTALLATION OF FIRE PROTECTION COATINGS (BOARD)

Significant risks: Manual handling, falls, trailing leads, electricity, circular saws, noise, housekeeping, storage of materials.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction Training	Provide suitable working platform. Visually check electrical tools and leads. Carry out Manual Handling assessment. Obtain COSHH assessment. Ensure circular saw is in good working order with guard and dust extract bag in place, if using bench saw provide push stick and emergency stop button. Store materials in a safe manner. Keep work area free from tripping hazards. Store waste material in the proper bins. Ensure adequate task lighting. Operatives to receive Risk, COSHH and Manual Handling assessment. Carry out Induction, all relevant assessments to be given as Tool Box Talks. Operatives to be trained in the safe use of circular saw. If using Mobile Elevated Work Platforms or Mobile Towers operatives to be suitably trained.
Supervision	Competent person to inspect working platforms and work areas before work starts. Inspection of working platforms to be entered in Site Register.
Access	Provide suitable ladders, properly secured. Keep access areas free of materials and electrical leads.
Environment	Dust levels to be kept suppressed.
Equipment	All electrical equipment to be inspected on a regular basis by a competent electrician, these should be tagged with details of last inspection. Carry out manufacturer's instructions for maintaining Mobile Elevated Work Platforms.
Emergencies	Provide First Aider. Operatives to be informed of all emergency procedures at induction.
Communications	PPE notices to be displayed and if working at height 'Danger Men Working Overhead'.
COSHH	Assessment for the fire protection coating board and adhesives.
PPE	Hard hats, safety footwear, eye protection, dust mask and ear protection. If using Mobile Elevated Work Platforms fall body harnesses must be worn.
Other	If there is a lot of cutting of boards to be carried out it may be worth considering job rotation to prevent one person being exposed to the noise and dust problem.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 41**

Assessment for: INSTALLATION OF FIRE PROTECTION COATINGS (SPRAY) APPLIED

Significant risks: Materials, inhalation, skin contact, falls.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Agree method statement. Store materials in a safe manner. Provide suitable working platform. Visually check electrical tools and leads. Obtain COSHH assessments. Provide and maintain suitable extract equipment. Enclose work area. Keep work area free from tripping hazards. Store waste material in the proper bins. Ensure adequate task lighting. Operatives to receive Risk and COSHH assessment. Carry out Induction, all relevant assessments to be given as Tool Box Talks. If using Mobile Elevated Work Platforms of Mobile Towers operatives to be suitably trained.
Supervision	Competent person to inspect working platforms and work areas before work starts. Inspection of working platforms to be entered in Site Register.
Access	Provide suitable ladders, properly secured. Keep access areas free of materials and electrical leads.
Environment	Provide suitable extract equipment to maintain a clean and healthy environment for all workers. Segregate/enclose work area.
Equipment	All electrical equipment to be inspected on a regular basis by a competent electrician, these should be tagged with details of last inspection. Carry out manufacturer's instructions for maintaining Mobile Elevated Work Platforms. Screening of scaffolding to prevent overspray will require checks carried out on number of ties.
Emergencies	Provide First Aider. Operatives to be informed of all emergency procedures at Induction.
Communications	PPE notices to be displayed and if working at height 'Danger Men Working Overhead'. 'No Unauthorised Persons Beyond this Point' notices to be displayed outside the enclosure.
COSHH	Assessment for all materials to be obtained.
PPE	Hard hats, safety footwear, overalls, gloves, eye protection, dust or fume mask (in poorly ventilated area a Fresh Air Feed mask) and ear protection. If using Mobile Elevated Work Platforms fall body harnesses must be worn.
Other	If operatives are exposed to Man Made Mineral Fibres (MMMF) over a prolonged period there is a danger of serious damage to their health.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 42**
Assessment for: **LIFT INSTALLATION** **Significant risks:** Falls from height, manual handling, confined spaces, electrocution.	
CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Obtain layout of plant rooms/switchgear/isolation points prior to starting work. Working Safety Method Statements are to consider installation dangers. Operatives to sign Safety Method Statements. Tool Box Training to be given on relevant topics.
Supervision	Work to be carried out under the supervision of a competent experienced person.
Access	Access to lift shafts and plant rooms to be strictly controlled. Where scaffolds are used for access these must comply with the relevant requirements.
Equipment	Work equipment e.g. power tools etc. to be tested in accordance with manufacturers requirements.
Emergencies	Method Statement to include procedures for rescue of persons from the shaft in emergency situations.
Communications	Permit to Enter Shafts and Plant room to be in place and displayed. Warning signs and barriers to be in place.
COSHH	As applicable to materials used e.g. Hydraulic Oils.
PPE	As site rules and appropriate to hazard i.e. gloves when lifting machine parts etc.
Other	Refer to Generic Risk Assessment No. 14, 20, 22, and 23.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 43**
Assessment for:	**ELECTRICAL/MECHANICAL SERVICES**
Significant risks:	Electrocution/fire, fume inhalation, entanglement, vibration, explosion, fall from height, manual handling, paint use/radiation

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Risk Assessments and Safety Method Statements, PPE, Permits to Work (Hot Work), Flash Screens, Fire Precautions, Permits to Work (Electrical Systems), Tower Scaffolds, Display Notices, Locking off Procedures. Documentation for lifting appliances/gear Inductions, Safety Awareness Talks, Permit to Work Procedures, Scaffold Erection (Towers), Abrasive Wheels.
Supervision	Permit to Work issue. Competent persons appointment. Electrical Duty Holder. Operation of visible inspection system displayed. Work Place Inspections.
Access	Position of temp. Cables, step ladders inspected and of sufficient length (split head trestles not used as steps). Ladders inspected and secure gangways clear.
Environment	Welding fume control, noise control assessments, non-destructive testing, dust control (drilling), housekeeping (Inc. flammable debris), waste disposal (conduit off cuts), oil drips (threading machines).
Equipment	Guarding of threading machines/welding machines to external air, fire extinguisher adjacent to machines, flash back arrestors, bottle stands/gas storage, equipment inspection procedures.
Emergencies	Evacuation procedures/fire procedures/emergency lighting, access routes, alarm systems, first aid, gas check.
Communications	Posters, Notices, Tool Box Talks.
COSHH	COSHH assessment for and including welding fume, cutting oils, paints, fluxes, dusts (grinding) oxygen, acetylene propane etc.
PPE	Head protection, foot protection, overalls, including visors, eye protection, noise protection, gloves, RPE etc.
Other	Ducting installation (Geanie hoists). Special precautions for special welding operation.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 44**
Assessment for:	**PLUMBING WORKS**
Significant risks:	Potential for inhalation, ingestion or absorption of toxic substances (e.g. lead, solvents etc.). Fire whilst undertaking hot work, entanglement with pipe threading machine, vibration from percussion tools. Confined working.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	COSHH assessment details made available. Detailed method statement for pressure testing and non-destructive testing.
Instruction/Training	COSHH, manual handling, fire prevention training required.
Supervision	Effective supervision for hot work and working with lead. Health surveillance required for significant exposure.
Access	Safe access required to all work locations.
Environment	Disposal of waste in accordance with waste procedure.
Equipment	Maintain in good condition.
Emergencies	Site arrangements and local segregation.
Communications	Tool Box Talks.
COSHH	Assessment required for flux, lead, solvents, epoxy resins, maintain.
PPE	Safety helmets, safety footwear, gloves, overalls, RPE where identified in COSHH assessment.
Other	No smoking or eating whilst exposed to lead fume. Specific welfare for specific lead work.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 45**
Assessment for:	**CARPENTRY/JOINERY**
Significant risks:	Dust (hard and soft wood), fall from height, contact with cutting machinery, glues, manual handling, treated timber, slips and trips.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Risk assessments, safety method statements, information posters, safety reminders.
Instruction/Training	Inductions, safety awareness talks, cartridge gun training, tower scaffold training, manual handling, wood working machine training.
Supervision	Working at height supervision, scaffold inspections, work place inspections, small tool inspections, tools in good order.
Access	Ladders secured and in good order, gangways clear, staircases as alternative to ladders.
Environment	Housekeeping, dust controlled at source, flammable material, solvent glues.
Equipment	Electrical equipment in good order, hand tools in good condition, vibration (hammer drill) checked.
Emergencies	Induction site plans and notices displayed. Access routes clear. Sufficient staircases.
Communications	Induction/safety awareness, site notice boards, duty holders indicated, supervision training, risk assessments and safety method statements explained.
COSHH	COSHH assessments, materials use training, data sheets, Sypol system.
PPE	Head protection, foot protection, respiratory protection (dust mask), noise protection, gloves, eye protection and overalls.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 46
Assessment for:	**PLASTERING AND EXTERNAL RENDERING**
Significant risks:	Falls from height, falling objects/material, manual handling, skin contact with wet mortar, dust from mixing unit.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	General safety information on safe access e.g. ladders etc. Manual handling of equipment/materials
Supervision	Scaffold use above 2 meters to be under control of competent person.
Access	Suitable access to be provided to all work locations e.g. hop-ups to full scaffolds etc. segregate lower work areas whilst working in elevated situations.
Environment	Consider weather conditions.
Equipment	Suitable access equipment to work location. Maintain equipment in good condition.
Emergencies	General site arrangements for first aid and evacuation.
Communications	General information and tool box talks.
COSHH	As appropriate to substances in use e.g. mortar.
PPE	Safety helmets, safety footwear, warm clothing, gloves etc. Face mask when mixing.
Other	Maintain good standards of personal hygiene.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 47**
Assessment for:	**CEILING FIXING**
Significant risks:	Entanglement, fall from height, manual handling, electrocution, hand injuries from sharp components, eye injuries during drilling operations.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Risk assessments and safety method statements, PPE, permits to work, tower scaffolds. Inductions, safety awareness talks, permit to work procedures, scaffold erection (towers), abrasive wheels.
Supervision	Permit to work issue. Competent persons appointment. Electrical duty holder. Operation of a visible inspection system. Work place inspections.
Access	Position of temp, cables, and step ladders inspected and of sufficient length (split head trestles not used as steps). Ladders inspected and secure gangways clear. Erection of suitable scaffold. Use of MEWP's.
Environment	Noise control assessments, dust control (insulation), housekeeping (inc flammable debris) and waste disposal.
Equipment	Equipment inspection procedures. Scaffold inspection system visible to operatives.
Emergencies	Evacuation procedures/fire procedures/emergency lighting, access routes, alarm systems, first aid.
Communications	Posters, notices, tool box talks, wage packet inserts, videos, supervision.
COSHH	COSHH assessment for and including dusts (grinding) insulation.
PPE	Head protection, foot protection, overalls, eye protection, noise protection, gloves, RPE etc.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 48**
Assessment for:	**FLOOR AND WALL TILING**
Significant risks:	Inhalation, skin absorption or ingestion of harmful substances. Falls from heights, fire or explosions.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Operatives should be made aware of what materials are being used, The associated hazards and the required control measures to be applied. Induction training should cover site rules and action to be taken in the event of an emergency. Where appropriate operatives should be certificated for the erection of mobile tower scaffolds. Training should be provided in the safe use of respiratory equipment.
Supervision	Supervisors to ensure that equipment and plant is operated and erected ONLY by persons who have been trained, certificated and authorised to do so. Ensure that COSHH assessments have been produced and training provided. Ensure that suitable access is being provided and used and that all highly flammable materials are being stored in a safe manner.
Access	Safe means of access/egress must be provided and maintained. If working at height, an assessment should be carried out and suitable control measures employed. Mobile scaffold and access platforms must be properly erected with guardrails fitted where required and inspection details displayed.
Environment	Adequate ventilation must be provided. Consideration should be given to the safe storage of flammable materials. Controlled waste must be properly disposed of.
Equipment	Equipment must be kept in good working order and be regularly maintained, with records being kept. The ventilation system provided should be checked regularly. Any mobile towers, scaffolding should be checked at least every seven days with a record of inspection being kept.
Emergencies	If overcome by adhesive vapours, remove to fresh air, keep warm and fetch first aider, contact emergency services if necessary. Suitable fire procedures should be in place and fire extinguishers should be available. Standard site first aid, fire protection, evacuation, accident reporting and investigation procedures should be applied.
Communications	Warning signs and notices and barriers as appropriate.
COSHH	Alternatives to harmful adhesives should be considered. Adequate ventilation should be provided, backed by respiratory protective equipment where necessary. Barrier cream or suitable gloves can be used to protect hands, overalls to protect remainder of body. Adequate hygiene facilities should be provided. Operatives should not eat, drink or smoke at the work location or when their hands are contaminated.
PPE	Appropriate respiratory equipment if required. Goggles/glasses, gloves, safety footwear, overalls, helmets must be worn.
Other	Consideration should be given to work in confined spaces e.g. small rooms

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 49**
Assessment for:	**PAINTING & PAPERING**
Significant risks:	Inhalation, skin absorption or ingestion of harmful substances. Falls from heights, falling materials, slips on spillages, fire or explosions.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Operatives should be made aware of what materials are being used, the associated hazards and the required control measures to be applied. Induction training should cover site rules and action to be taken in the event of an emergency. Operatives should be certificated for the erection of mobile scaffolds. Where appropriate training must be provided in the operation of MEWP's. Training should be provided in the safe use of respiratory equipment. Safety method statement to be signed by all operatives.
Supervision	Supervisors to ensure that equipment and plant is operated and erected ONLY by persons who have been trained, certificated and authorised to do so. Ensure that COSHH assessments have been produced and training provided. Ensure that suitable access is being provided and used and that all highly flammable materials are being stored in a safe manner.
Access	Safe means of access/egress must be provided and maintained. If working at height an assessment should be carried out and suitable control measures employed. Ladders should be tied or footed. Mobile scaffolds and access platforms must be properly erected with guardrails fitted where required and inspection records displayed.
Environment	Consideration should be given to the safe storage of flammable materials. Adequate ventilation must be provided. Controlled waste must be properly disposed of.
Equipment	Equipment must be kept in good working order and be regularly maintained, with records being kept. The ventilation system if provided should be checked regularly. Any mobile towers, scaffolding etc. should be checked at least every seven days with a record of inspection being kept.
Emergencies	If overcome by paint vapours, remove to fresh air, keep warm and fetch first aider, contact emergency services if necessary. Suitable fire procedures should be available. Standard site first aid, fire protection, evacuation, accident reporting and investigation procedures should be applied.
Communications	Warning signs and notices and barriers as appropriate.
COSHH	Alternatives to harmful paints, varnishes or adhesives should be considered. Adequate ventilation should be provided, backed by respiratory protective equipment where necessary. Barrier cream or suitable gloves can be used to protect hands, overalls to protect remainder of body. Adequate hygiene facilities should be provided. Operatives should not eat, drink or smoke at the work location or when their hands are contaminated with paint.
PPE	Appropriate respiratory equipment if required. Goggles/glasses, gloves, safety footwear, overalls, helmets must be worn.
Other	Consideration should be given to work in confined spaces.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 50**
Assessment for:	**USE OF SPECIALIST EQUIPMENT (NUCLEAR DENSOMETERS, THERMIC WELDERS AND LANCES, LASERS) H.P. WATER JETTING**
Significant risks:	Varies according to equipment i.e. radiation injuries, eye damage, general injuries to public and personnel.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Normally a specialist operation requiring Safety Method Statements. List of specialist equipment likely to be required to be drawn up and discussed with safety adviser. Establish and issue Safety Method Statements. Information from suppliers of equipment. Sub-contractor or manufacturer's recommendations/training to be sought and personnel instructed as appropriate. Certificated operators. Information obtained will establish the extent of instruction required. As required for the particular type of specialist operation.
Supervision	Designated responsible person to be nominated to ensure that equipment is correctly used and method statement adhered to.
Access	Exclusion zones where appropriate.
Environment	To be monitored/controlled as required by manufacturers/codes of practice etc.
Equipment	To be obtained and used as manufacturers/specialist recommendations. Appropriate storage required.
Emergencies	Specialist first aid information to be obtained. Specialist emergency procedures to be set up as appropriate (nuclear densometer). Standard site safety reporting procedures apply.
Communications	Warning signs, hazard markers.
COSHH	As applicable to particular process.
PPE	As required by particular process.
Other	A specific assessment should always be performed for an item of specialist equipment.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 51**
Assessment for:	**USE OF CLASS 3B LASERS (PREDOMINANTLY IN CONFINED OR RESTRICTED AREAS)**
Significant risks:	Exposure to non ionising radiation (laser light) being caused by striking persons directly or indirectly (reflection) physical risks include eye damage, production of toxic gases, electrical hazards.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	All personnel exposed to hazard/risk from the use of class 3B lasers shall receive information, instruction and training regarding the hazards and risks. Information should be sought from the supplier. All the above measures also include the provision, fitting and wearing of PPE.
Supervision	The requirements for medical supervision should be assessed, in particular in the event of injury due to ocular exposure. Overall supervision shall be controlled by a competent person who has received adequate training.
Access	Class 3B lasers are potentially hazardous if a direct beam or specular reflection is viewed by the unprotected eye and therefore access must be strictly controlled to those people who have received the adequate information, instruction and training.
Environment	The entrance to areas should be posted with a standard laser warning sign. The laser beam should be terminated where possible at the end of its path by suitable diffusion material. Reflections must be avoided. Location and direction of beam must be clearly marked.
Equipment	The equipment must be suitable for use and any maintenance requirements detailed.
Emergencies	Emergency procedures must be linked in with the specific site procedures in particular when considering the hazards that exist including fire, electrocution etc.
Communications	All relevant information should be communicated to all personnel involved.
COSHH	An assessment must be made if there are any identified hazardous environments in particular contamination from chlorine, hydrogen sulphide and bromine.
PPE	The need to use PPE against the hazardous effects of laser operation should be kept to a minimum by admin controls, engineering design and beam enclosure. However where the risk exists the PPE may include eye protection, clothing, respiratory etc.
Other	A safe system of work should be devised (with all the other controls listed above) that reduces the risk by means of cutting down the operational times.

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RISK ASSESSMENT GUIDE	**REF NO. 52**

Assessment for: **ARC WELDING**

Significant risks: Fire/flammable atmospheres, electric shock, noise, substances/chemicals/fumes/dusts, burns, radiation, heat, falls, trips and slips, flying particles, vibration, oxygen depletion, asphyxiation, manual handling.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Permits to work. (Confined space/hot work) Method statements.
Instruction/Training	Operatives trained in fire prevention methods/precautions.
Supervision	Regular inspection of barriers, fireproof screens and notices.
Access	Safe access egress to be provided and maintained. Consideration to be given to restricted access zone.
Environment	Good lighting. Dust and noise suppression methods.
Equipment	Flameproof welding screens. Fire protective equipment sited adjacent to welding set. Earthling of work piece.
Emergencies	Standard first aid, fire protection. Operatives inducted in emergency procedures and assembly points.
Communications	Warning signs and barriers. Permits to work.
COSHH	Local exhaust ventilation and others as required for location/materials used for welding.
PPE	Welding gloves, flameproof overalls, boots, spats, eye protection, and respiratory protection. Local exhaust ventilation.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 53

Assessment for: **RADIOGRAPHY**

Significant risks: Radioactive substances, burns, inhalation radiation, contamination damaged/lost sources.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Risk assessment/method statements. Permit to work. Approved sub-contractors. All operatives to sign method statement/local rules. All operatives to receive induction training.
Supervision	Regular inspection of working barriers, signs and notices.
Access	Safe means of access/egress to provide and maintain to work area.
Environment	Safety zones/storage of sources. Audible warning systems available.
Equipment	Good working order regularly maintained. Records kept.
Emergencies	Operatives aware of emergency procedures and assembly points. Details of radiation protection adviser.
Communications	Barricade areas, warning notices posted, audible warnings of exposure of isotope.
COSHH	Assessment, information and instruction to all personnel
PPE	Film badges, safety helmet/footwear worn at all times. Eye/hearing protection as/when required. Hand/body protection as required.
Other	Ensure supervision for out of hours working. Work to be carried out, outside normal working hours. Account will be taken of project standard requirements.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 54

Assessment for: **COMMISSIONING PLANT**

Significant risks: Electrocution, steam/hot liquid scalds, toxic/flammable gas or liquid release, bursting of vessels/pipes/joints under pressure, falls from height, trapping or being struck by plant in motion.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Induction training should cover site rules and action to be taken in the event of an emergency. All operatives must be briefed on the hazards, precautions and emergency procedures before testing and commissioning starts. Operatives should be trained in the operation of the permit to work procedure and the actions required by the system.
Supervision	A formal testing/commissioning procedure must be prepared before testing/commissioning commences and operatives signed to confirm understanding. Leak testing will precede pressure testing; pressure testing should be carried out at the lowest pressure acceptable to the specifier / specification and should be avoided unless there are sound technical reasons for carrying out such tests. Hydraulic testing should be the preferred method where practicable. Supervisor must ensure that only authorised, experienced and competent persons will carry out testing and commissioning operations. Supervisor must ensure that the permit to work system is being properly operated and that all appropriate elements of the plant have been isolated locked off and specified safety devices have been provided.
Access	Safe means of access/egress must be provided and maintained. If working at height, an assessment should be carried out and suitable control measures employed. Ladders should be tied or footed, mobile scaffolds and access platforms must be properly erected with guardrails fitted and inspection records displayed.
Environment	Access to commissioning and test areas must be restricted. Consideration must be given to the surrounding environment e.g. plant, operations etc. when planning and carrying out the works. Prior to the commencement of electrical testing and commissioning works a check should be made to verify that all switch rooms/control rooms have been cleared of loose materials and that all temporary installations have been removed. Equipment covers and doors are to be closed and guards refitted to machinery. Any circuits to be worked on will be treated as live until verified as dead.
Equipment	Equipment must be kept in good working order and be regularly maintained with a record of maintenance being kept. Only suitable and appropriate equipment must be used for testing and commissioning works.
Emergencies	Suitable fire procedures should be in place and fire extinguishers available. Standard site first aid, fire protection, evacuation, accident reporting and investigation procedures should be applied.
Communications	Warning signs, hazard markings and exclusion zones as appropriate.
COSHH	Assessments produced for material used in testing and commissioning operations, including possible emissions/discharges from plant in operation.
PPE	Hard hats, protective footwear, gloves, goggles, overalls and any specialist equipment required e.g. insulation mats etc.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 55

Assessment for: **BLOCK PAVING, FLAGGING KERBS AND EDGINGS**

Significant risks: Manual handling, materials/substances, plant and equipment, power tools, cutting, noise, dust, underground services, public protection (to and from).

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Necessary permits when adjacent to underground services. Safety signs, warning notices. Operatives to sign method statement as understood. Certification for abrasive wheel changing.
Supervision	Competent supervision, monitoring work activity.
Access	Safe means of access/egress provided and maintained.
Environment	Dust/noise suppression/reduction methods e.g. enclosure for omitting operations. Traffic protection – coning/signing/safety zones.
Equipment	Good working order regularly maintained. Records maintained. Segregate plant from pedestrians. Manholes cover handling equipment. Wet cutting of materials.
Emergencies	Operatives aware of emergency procedures and assembly point.
Communications	Provision of suitable safety signs, warning notices and barriers.
COSHH	Assessments, information and instructions given to operators. Personal hygiene essential.
PPE	Safety helmets, footwear to be worn at all times. Eye/hearing protection to be worn as necessary. Yellow waistcoats adjacent to traffic.
Other	N/A

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 56

Assessment for: **ROAD/PATH SURFACING**

Significant risks: Manual handling, materials and substances, reversing vehicles, plant and equipment, underground services, noise, heat and fumes. Fire/explosion.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Method statements, safety signs, warning notices. All operatives to sign method statement applicable to their work activity.
Supervision	Supervisors to ensure plant and equipment only operated by certificated authorised persons. Traffic management.
Access	Safe means of access/egress in/around plant and equipment segregate plant from pedestrians/traffic.
Environment	Noise and dust suppression. Traffic protection – coning/signing/safety zones.
Equipment	Good working order regularly maintained. Records kept. Overhead power lines suitably protected. Reversing alarms fitted to equipment.
Emergencies	Operatives aware of emergency procedure and assembly points. First aid treatment for burns.
Communications	Warning signs, audible warnings, suitable barriers.
COSHH	Assessment, information and instructions.
PPE	Safety helmets/footwear to be worn at all times. High visibility clothing to be worn at all times. Eye/hearing protection to be worn when necessary. Hand/body protection as required.
Other	Traffic management schemes. Interface/overlap with Client personnel/members of public.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 57

Assessment for: **FENCING (PERMANENT)**

Significant risks: Manual handling, materials and substances, noise, underground/overhead services, plant and equipment.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Method statement/utilities drawings/permit to dig.
Instruction/Training	All operatives inducted in site requirements/manual handling/buried services. All operatives to sign method statement applicable to their work activity.
Supervision	Competent supervision. Supervisor to ensure on trained, certificated authorised persons use/operate plant and equipment.
Access	Safe means of access/egress to provide and maintain to work area. Segregate plant/equipment from pedestrians.
Environment	Noise and dust suppression methods. Soil analysis.
Equipment	Good working order, regularly maintained and records kept. Overhead power lines suitably protected.
Emergencies	Operatives aware of emergency procedure and assembly points.
Communications	Warning signs and notices, suitable barriers and audible warnings on plant and equipment. As appropriate to work/location.
COSHH	Assessment, information and instruction given to all operatives e.g. preservatives/paints.
PPE	Safety helmets/footwear to be worn at all times. High visibility clothing when adjacent to traffic routes. Eye hearing protection as necessary.
Other	Interface/overlap with Client personnel/members of public.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 58

Assessment for: **LANDSCAPING**

Significant risks: Manual handling, materials and substances, plant and equipment, overspray of substances, noise.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information	Method statements, safety signs, warning notices, buried services, overhead services.
Instruction/Training	Operatives trained in use of pesticides. All operatives to attend induction training. All operatives to sign method statement applicable to their work activity.
Supervision	Competent supervision. Supervisors to ensure only trained certificated and authorised persons use pesticides, plant and equipment.
Access	Safe means of access/egress to provide and maintain segregation of plant from pedestrians.
Environment	Noise and dust suppression methods. Safe storage of pesticides/disposal of containers.
Equipment	Good working order regularly maintained. Records kept. Check gradability of plant on slopes.
Emergencies	Operatives aware of emergency, procedure and assembly points.
Communications	Warning signs, warning notices, suitable barriers and audible warnings.
COSHH	Assessment, information and instruction given to all operatives.
PPE	Safety helmets/footwear to be worn at all times. High visibility clothing to be worn when adjacent to traffic routes. Eye/hearing protection when necessary. Respiratory protection as required.
Other	Interface/overlap with Client personnel/members of public.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 59**
Assessment for:	**TREE SURGERY AND CROSS CUTTING OF TIMBER WITH A CHAINSAW**
Significant risks:	Falling from heights, falling objects, uncontrolled fall of trees/limbs, personal injury from cutting equipment, injury to members of the public/passing vehicles.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Safety method statement to be signed by operatives. All operatives felling trees to have received training from recognised body in 'Tree Surgery'. Those engaged in 'cross cutting' of timber with a chainsaw are to have received, as a minimum, training in use of chainsaw 'cross cutting'.
Supervision	Whilst cutting operations in progress a minimum of one person trained as above to supervise. No burning of debris on site.
Access	If possible low level branches to be cut from footed ladders or mobile scaffolds, high level tree cutting to be done using approved harness and lines. Ensure that operative attaches away from cutting point and above.
Environment	Consider noise, refueling away from drains/watercourses. Ensure saw dust/chips not causing airborne hazard.
Equipment	All chainsaws to have chain break. Chains to be sharp. Test certificates for harnesses and ropes.
Emergencies	Rescue from height of injured person. Ensure communications are available on site. First aider to be on site. Fire extinguisher for refuelling operations
Communications	Radio/mobile phones to communicate in the case of emergency.
COSHH	COSHH assessment's required for petrol, chain oil and two stroke oil. Check type of wood being cut, sawdust of some trees could be a hazard.
PPE	Forestry type safety helmet, visor and ear protection, chainsaw protective trousers, jacket and gloves. Respirator protection as appropriate to type of wood being cut forestry type safety boots. High visibility tabard when working in traffic management. NOTE: harnesses for tree surgery are different from general purpose harnesses.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 60

Assessment for: **FIRE PREVENTION WORKING AREAS**

Significant risks: Burning, explosion, asphyxiation, electrocution and structural collapse.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction Training	Obtain material manufacturer's data where applicable. Provide site fire plan. Liaise with the Civil Defence (Fire Department) as appropriate to the construction undertaken. If applicable fire points to be identified and put on plan and post at relevant positions. Induct employees on methods and procedures where fire risk is apparent. Safety awareness talks. Where applicable employees are to be trained in evacuation and the proper use of the correct types of fire extinguishers.
Supervision	Site management to ensure that sufficient suitable fire extinguishers are correctly positioned, maintained and inspected and additionally ensure that accesses are kept clear and materials suitably stored. Use of fire watchmen during and after hot work operations. Issue/monitor hot work permit.
Access	Suitable accesses/escape routes are to be kept clear of obstructions.
Environment	Consideration is to be given to the safe storage of flammable materials and fuels. Ensure cleanliness, tidiness, control of burning, regular disposal of waste. Consider damping down where there may be a risk of self ignition. Establish no smoking zones/site where risk is apparent.
Equipment	Site electrical equipment is to be tested and certified at 3 monthly intervals. Monitor plant for leakage/fuel spillage.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation. Major incident response plan.
Communications	Warning signs and audible alarms where appropriate.
COSHH	N/A
PPE	Use as appropriate to operation i.e. welding, burning.
Other	Hot work permits will be required in high risk areas.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 61**
Assessment for: **FIRE PREVENTION IN OFFICE** **Significant risks:** Burning, explosion, asphyxiation, electrocution.	
CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Carry out a risk assessment on the premises and produce a fire plan. Induct employees on escape procedures and the hazards of construction, convection, radiation and direct burning. Instruction manuals are to be provided for equipment. Safety awareness talks. Staff must be trained in evacuation and the proper use of the correct types of fire extinguishers.
Supervision	Appoint fire warden as appropriate. The office manager is to ensure that sufficient and suitable fire extinguishers are correctly positioned, maintained and inspected together with carrying out 6 monthly fire drills where applicable.
Access	Emergency routes and exits are to be clearly identified and kept clear of obstructions, establish suitable assembly points. Emergency exits are to remain unlocked on the inside at all times.
Environment	Consideration to be given to the effects of weather and in particular dust, externally, rain leakage, wind and flooding. Consideration is to be given to the safe storage and flammability of solvents, fluids and canisters.
Equipment	Electrical equipment is to be electrically tested and certificated at intervals no greater than 12 months, temporary office accommodation every 3 months. Alarms, extinguishers, hose reels, sprinklers, smoke detectors to be tested in accordance with procedures. Emergency lighting is installed/tested where appropriate.
Emergencies	Standard site first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Warning advisory signs and alarms.
COSHH	N/A
PPE	Generally not applicable.
Other	Ensure tidiness, control of smoking, regular disposal of waste. Give attention to the effects of dust on office equipment. Ensure availability of water and clear access for emergency services.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 62
Assessment for:	**OFFICE ENVIRONMENT (PERMANENT AND TEMPORARY INSTALLATIONS)**
Significant risks:	Fire, visual fatigue, manual handling injuries, poor internal environmental i.e. ventilation, temperature etc. Poor design and layout.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information Instruction/Training	Obtain details of hazards from manufacturers for any special equipment/materials. Assessment on VDU operators and provision of appropriate information. Manual handling review. Regular fire practices, instruction on safe use of specialist equipment/materials. Also instruction on use of fire extinguishers. Safety awareness talks. As appropriate to equipment used and task being undertaken.
Supervision	Appoint a fire warden. Ensure regular checks on firefighting equipment etc. as well as all electrical installations/equipment. Keep register.
Access	To be maintained as required by fire precautions also in generally good condition. Prevent trip/fall hazards from trailing leads.
Environment	To be kept clean and clear of debris. Noise to be monitored if immediately adjacent to the works. Consider limitations on smokers. Establish adequate ventilation and temperature controls. Lighting requirements ergonomic layout of work stations. Security/location (access for visitors). No smoking policy.
Equipment	To be kept clean, regularly maintained and tested.
Emergencies	Standard first aid, fire protection, evacuation, accident reporting and investigation.
Communications	Warning advisory signs, hazard markers and use of notice boards as appropriate.
COSHH	As appropriate to solvents, fluids and adhesives etc.
PPE	Not applicable
Other	Ensure general welfare conditions such as toilet facilities and heating are to requirements. Give consideration to disabled facilities. Regular inspection.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 63**
Assessment for:	**YOUNG PERSON IN CLERICAL POSITIONS (SITE)**
Significant risks:	Fire, visual fatigue, manual handling injuries, slips trips and falls, overturning filing cabinets, electricity, office machinery.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	Induction carried out. Site specific induction required. Training required in specific items of office equipment involved in tasks. Manufacturers/suppliers equipment information to be available.
Supervision	Close supervision required.
Access	Safe means of access/egress to be provided and maintained. Trailing cables to be protected / routed to eliminate possible slips/trips/falls.
Environment	Adequate ventilation, temperature. Lighting and cleanliness provided and maintained.
Equipment	Young persons to be trained in use of all types of office equipment involved in tasks. Do not overload electrical sockets. Cabinets to be secured to prevent overturning.
Emergencies	Emergency routes not to be obstructed. Fire test/drills to be observed and acted upon where necessary. All accidents however minor to be reported.
Communications	Use of notice boards as appropriate. Direct contact with line managers.
COSHH	Should not be applicable except in use of solvent based correction fluid.
PPE	Not applicable in present environment – if on site must be closely supervised and wear appropriate PPE i.e. safety helmet, safety footwear.
Other	Manual handling assessment to be carried out for replacing paper rolls on large printer. When assessment formulated young person to receive copy and be advised of contents/trained. Work area to be checked by young person at end of each shift to ensure no cigarettes/combustible materials smoldering.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 64**
Assessment for:	**CABLE PULLING OPERATIONS**
Significant risks:	Electrocution, falls of persons, falls of materials, fire, manual handling

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information	Risk assessments and safety method statements. Permits to work (electrical systems). Operatives to work to safety method statements. Operatives to sign safety method statements. Documentation for lifting equipment/gear. PPE. Layout drawings. Design checks.
Instruction/Training	Inductions. Safety Awareness Talks. Permit to work procedures. Mobile tower erection. PPE.
Supervision	Permit to work issue. Competent persons appointment. Electrical Duty Holder. Operation of scaff tag system. Workplace inspections. Work under competent person. Careful planning of cable route.
Access	Provision of adequate access equipment. Inspection training in erection. Use of competent persons to erect.
Environment	Waste disposal of offcuts. Overhead services. Adjacent existing services. Integrity of existing tray supports to be investigated. Suitable anchor points for attaching harnesses. **NB Not from tray supports unless properly tested for adequacy.** Suitable access for vehicles. Level ground for jack supports.
Equipment	Certification for winches/tirfors. Check SWL. Barriers of suitable construction and design. Adequate number of rollers available. Rollers of correct size and type. Appropriate size cable stacking to be provided. Appropriate support of cable drum.
Emergencies	Evacuation procedure/fire procedure/emergency lighting. Access routes, alarm systems, first aid.
Communications	Tool box talks, supervision, warning signs, liaison with other contractors/client personnel.
COSHH	Assessments as appropriate to operation.
PPE	Head protection, safety footwear, (high visibility clothing, hearing protection, eye protection as identified in risk assessment).
Other	Segregation of third parties from operations.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 65**
Assessment for:	**WORKING IN CHEMICAL/RADIOACTIVE DRAINS**
Significant risks:	Contact with unsealed sources of chemicals and radiation, injury through skin puncture, ingestion, absorption, toxic/explosive fumes, entrapment and fall injuries, spread of contamination, improper disposal

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction/Training	Obtain information from the Client and establish a safe system of work within the requirements of a permit to work system. Produce a detailed hazard risk assessment. Operatives to sign safety method statement. Personnel to be made aware of the types of chemicals/radiation and the possible dangers. If classified personnel are to work in radioactive drains their current dosage rates must be assessed and taken into account before entry into the drain is permitted. Operatives to be made aware of procedures for contact with chemicals or radioactive substances. Operatives taking samples or wipe testing ductwork must be made aware of the procedures laid down in the safety method statement and suitable demonstrations and briefings on the methods of handling contaminated materials must take place and must include the correct use of PPE and personal hygiene.
Supervision	A competent person is to obtain appropriate information e.g. previous/current used materials/concentrations on the contaminated substances and supply reports and results of analysis.
Access	Exclusion zones to be set up with permit to work system. Designated safe access as necessary to the type and level of contamination discovered.
Environment	Consider the risk of local flooding to drains especially if ductwork has been stopped with drainage bungs. Special waste to be considered.
Emergencies	Together with standard procedures for first aid, evacuation, fire and explosion. Specific procedures to suit any contaminants present.
Communications	Warning signs, Bio-hazard, chemical hazard markings and exclusion zones as are appropriate.
COSHH	Specialist advice to be sought from a Radiological Protection Adviser.
PPE	Visor, gauntlets, waders/wellingtons, chemical suit as levels demand.
Other	Full BA or airflow system. Rescue winch, safety harness, special waste bags for disposal of contaminated equipment, Geiger counter, sample tubes, air monitor, compressor for airflow system, wash down matting, communication system e.g. radio.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 66

Assessment for: **BRICK/BLOCKWORK OPERATIONS**

Significant risks: Falling from height/through work-face, slips, trips and falls, manual handling, contact with hazardous substances, noise/vibration, confined spaces, contact with machinery/transport, dermatitis, falling from ladders, cut/abrasions, eye injury, falling through floor voids.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information / Instruction / Training	Specific risk assessment and safety method statement explained to operatives, copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors. Safety induction carried out and signatures obtained. Manual handling training including repetitive injury identification. COSHH training identified.
Supervision	Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement ensure statutory registers and plant certification is up to date.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement, ensure routes are free of debris and safe.
Environment	Area free of contaminates including dust, slippery conditions and lighting sufficient. Confined spaces (permits completed). Plant/transport/operative separation. All required edge protection around working platforms in place/precautions in place to eliminate falling through work-face and/or internal fall protection platforms or rails etc. provided. Hop-up systems at suitable width. Brick-guards in place prior to loading out platforms. Other persons not to work below brick/block work operations.
Equipment	Tools, mixers, scaffolding, clippers, fork-lift trucks, low vibration tools obtained. All lifting equipment in good order and certificated /inspected.
Emergencies	All emergency notices displayed, all personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Tool box talks on regular basis, safety reminders, no access notices and incomplete notices displayed.
COSHH	COSHH information obtained for all products including MMMF, assessments carried out alternative materials/systems of work identified.
PPE	Safety helmets, gloves, safety footwear, eye protection, noise protection(noise assessments done), cover-alls.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 67
Assessment for:	**CLEANING STRUCTURE INTERNALLY PRIOR TO HANDOVER**
Significant risks:	Falls from heights, slips, trips and falls, cuts/abrasions, contact with hazardous substances(including biological agents), noise/vibration, contact with machinery, contact with electricity, manual handling.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information / Instruction / Training	Specific risk assessment and safety method statement explained to operatives copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors. Safety induction carried out and signatures obtained. Manual handling training including repetitive strain injury identification. COSHH training identified. Training and instruction provided in correct use of plant and equipment.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement ensure statutory registers and plant certification is up to date.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement, ensure routes are free of debris and are maintained in a safe condition. Work to be planned so that only one trade working in an area at a time. Proper and suitable access equipment to be provided.
Environment	Sufficient lighting to be provided, area to be kept clear of obstructions and all trailing cables managed and minimised. Warning notices to be placed on wet floors, electric shock possible by the overzealous use of water in the vicinity of electrical sockets (isolation of electrical supply maybe required).
Equipment	All sharp tools to be carried in holder/sheath, plant/equipment inspected and maintained in good order, low vibration tools used where possible.
Emergencies	All emergency notices displayed, all personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Tool box talks on regular basis, safety reminders, no access notices and incomplete notices displayed.
COSHH	All substances potentially hazardous to health will have COSHH assessments carried out on them and the circumstances of their use, alternative materials/systems of work identified. If biological hazards are encountered COSHH assessment to be carried out.
PPE	Safety helmets, gloves, safety footwear, eye protection, noise protection(noise assessments done), cover-alls. Do not use plastic over-shoes when working from steps or ladders.
Other	Limitation of access permits for clean areas.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 68**
Assessment for:	**USE OF LADDERS TO CARRY OUT GENERAL TASKS AT HEIGHT**
Significant risks:	Falls from heights, contact with overhead power lines

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information /	Staircases to be used as an alternative to ladders. Ladders are only to be used as a result of a specific risk assessment that shows no alternative can be identified. Safety method statement to be explained to operatives copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors.
Instruction / Training	Safety induction carried out and signatures obtained. Manual handling training, instruction and training in the safe erection, use and lowering of ladders required.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement/risk assessment, ensure routes are free of debris and are maintained in a safe condition, avoid others working below/near the ladder. NB: remember three points of contact rule when working from a ladder. Do not carry equipment/materials whilst climbing ladders. Climb holding onto the rungs when climbing vertical ladders and it is safer using this method on inclined ladders.
Environment	Sufficient lighting to be provided, area to be kept clear of obstructions, ensure equipment is only used in the correct environment (firm level ground), if un-insulated over-head power lines are present all operatives to be informed of potential contact hazard - do not use metal ladders.
Equipment	Regular inspection of equipment to ensure safe use, all ladders to be tied off or footed when 3m or more high. Always foot the ladder whilst securing. Never climb to very top rung/tread of ladder/step, all damaged equipment to be removed from service immediately, where reasonably practicable use a safe means of access.
Emergencies	All emergency notices displayed, all personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Tool box talks on regular basis, safety reminders.
COSHH	Not Applicable
PPE	Safety helmets, gloves, safety footwear.
Other	Ladders should only be used for short term work, and priority must be given to other forms of access particularly if plant or equipment is to be used at height. Operate Permit system.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 69**
Assessment for:	**LEAD BURNING/PLUMBING WORK - Lead burning(welding) of lead sheet or pipe**
Significant risks:	Inhalation, ingestion or absorption of the toxic substance. Manual handling heavy lead, fire, lead spatter from molten lead.

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information / Instruction / Training	Specific risk assessment and safety method statement explained to operatives copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors. Safety induction carried out and signatures obtained. Manual handling training required, operatives should be informed of associated hazards and relevant control measures before work begins, operatives should have received extensive trade &safety training in this work, operatives should be trained in fire prevention and use of fire extinguishers. Managers/supervisors should be adequately trained to monitor work.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement. Ensure that safety equipment provided is used correctly and control measures followed. Ensure "Hot Work" permit system used.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement, ensure routes are free of debris and are maintained in a safe condition. Work to be planned so that only one trade working in an area at a time. Proper and suitable access equipment to be provided.
Environment	Eating, drinking and smoking prohibited in all areas likely to be contaminated by lead. Adequate washing & changing facilities provided/used by operatives to ensure good personal hygiene, workers must wash hands/arms thoroughly & scrub under nails to remove traces of lead.
Equipment	All equipment must be inspected and maintained in a good condition. Firefighting equipment must be inspected and be of a suitable type.
Emergencies	All emergency notices displayed, all personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Tool box talks on regular basis, safety reminders.
COSHH	The degree of exposure to lead should be assessed by a competent person to determine if exposure is significant or not, where exposure significant local exhaust ventilation should be used to reduce exposure levels to an insignificant level. Medical surveillance should be carried out if exposure is significant
PPE	Appropriate personal protective equipment (PPE) should be issued to and worn by operatives, this will include safety helmets, safety footwear, gloves, eye protection, respiratory protection and cover-alls. No contaminated clothing or PPE should be taken into canteens/welfare facilities.
Other	

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	REF NO. 70

Assessment for: **MOBILE ELEVATED WORKING PLATFORMS**

Significant risks: Falls of persons, falls of materials, striking against fixed structures, collision with other plant, overturning platform.

CONTROL ITEM	DETAILS OF CONTROL MEASURES
Information / Instruction / Training	Specific risk assessment and safety method statement explained to operatives copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors. Safety induction carried out and signatures obtained. Only trained and certificated operatives to operate plant.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement. Ensure that safety equipment provided is used correctly and control measures followed.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement, ensure routes are free of debris and are maintained in a safe condition. Work to be planned so that only one trade working in an area at a time, control traffic and pedestrians, segregate the work area, beware of use of trailing leads for power tools (entanglement or tripping).
Environment	Ensure ground conditions are suitable
Equipment	Inspected and maintained in a good condition. The manufacturer's maintenance schedule should be followed, proof of maintenance, inspection and testing must be obtained. Ensure MEWP's SWL (Safe Working Load) is adequate for the work. Stabilisers used where necessary, MEWP's should not be moved at height unless designed for it.
Emergencies	All personnel induction will include emergency alarms, escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out. Emergency plan and safety method statement shall include need to get persons from the platform whilst still elevated. (Control key available at ground level where needed to operate controls from that position)
Communications	Tool box talks on regular basis, safety reminders.
COSHH	Not Applicable
PPE	Appropriate personal protective equipment (PPE) should be issued to and worn by operatives, this will include safety helmets, safety footwear, gloves, eye protection, respiratory protection and cover-alls depending on work carried out from platform. Safety harnesses must be worn and secured to a suitable anchorage point whilst operatives are in the platform.
Other	Collision with any structure or other plant should be reported immediately and the damaged assessed. NB: frequent accidents occur when operatives trap their hands between the upper guard rail of the MEWP and fixed structures. Regularly remind operators of this hazard.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 71**
Assessment for: **UNLOADING OF VEHICLES** **Significant risks:** Being struck by a maneuvering vehicle, falling objects, falls of persons off the load platform.	

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information / Instruction / Training	Specific risk assessment and safety method statement explained to operatives copies issued as requested and signatures obtained. Daily briefings of operatives by supervisors. Safety induction carried out and signatures obtained. Only trained and certificated operatives to act as banks man. Only trained and certificated operatives to use plant for unloading (cranes, hiab, fork-lift, excavators). Instruction on loads to be obtained, instruction on safe methods required eg. Sequences of unloading and release of restraints.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement. Ensure that safety equipment provided is used correctly and control measures followed.
Access	Ensure safe access and egress is provided and of sufficient width. Identify all aspects of access on safety method statement/risk assessment, ensure routes are free of debris and are maintained in a safe condition. Work to be planned so that access by traffic and pedestrians is controlled, segregate the work area.
Environment	Ensure ground conditions are suitable, ensure offloading area is as level as possible, if unloading area is sloping, extra care must be taken with whole sequence of events. Ensure good standard of lighting for the work area. Minimise number of people in offloading area.
Equipment	All equipment must be inspected and maintained in a good condition. Ensure SWL (Safe Working Load) of lifting equipment and gear is adequate for the work, obtain load weights and centre of gravity before moving anything. Stabilisers to be used where necessary.
Emergencies	All personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Tool box talks on regular basis, safety reminders. Delivery driver to be fully consulted and briefed prior to unloading.
COSHH	COSHH assessment should be carried out prior to handling potentially hazardous materials; this should take cognisance of possible spilled materials.
PPE	Appropriate personal protective equipment (PPE) should be issued to and worn by operatives, this will include safety helmets, safety footwear, gloves, cover-alls and high visibility clothing. Eye protection, respiratory protection may be required depending on materials being handled,
Other	Wherever possible, minimise human involvement by using mechanical handling methods, where manual handling is required ensure that enough trained handlers are available. Follow safe system for release of all load restraints and sequence of unloading, inspect load for shift prior to release as load may have worked loose during transit.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 72**
Assessment for: **USE OF STEP LADDERS** **Significant risks:** Falls from heights, contact with overhead power lines, falling tools & materials	

CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction / Training	Safety induction carried out and signatures obtained. Specific risk assessment and safety method statement explained to operatives and signatures obtained. Manual handling training, instruction and training in the safe erection, use and lowering of step ladders required. Stress over-stretching as main cause of falls and never to climb to very top tread / step - the knees of the person using the step ladder should be kept below the top of the steps. Daily briefings of operatives by supervisors.
Supervision	Adequate levels of competent supervision to be maintained. Supervision to update general risk assessment as project progresses. Ensure workplace is inspected prior to operative placement. Check training/instruction given to all operatives.
Access	Ensure clear, well-lit access/egress. Identify all aspects of access on safety method statement/risk assessment
Environment	Sufficient lighting to be provided, area to be kept clear of obstructions. Step-ladders should only be used on firm, level ground. If un-insulated over-head power lines are present all operatives to be informed of potential contact hazard - do not use metal ladders. Avoid others working near / below the step ladder.
Equipment	Where risk assessment dictates a safer means of access should be used, i.e. mobile access scaffold or mobile elevated work platform (scissor lift / cherry picker) etc. Regular inspection of equipment to ensure the treads /steps, bolts, screws and fixings are sound and secure. Retaining cords or hinges should be equal length and in good condition, all damaged equipment to be removed from service immediately. The step-ladder must be stable when open and standing on a level base. The legs of the step-ladder should be positioned as far apart as the retaining cord or hinges allow, with all four legs firmly on the ground. They should be set at right-angles to the work, whenever possible.
Emergencies	All emergency notices displayed, all personnel induction will include emergency alarms escape routes/directional notices. Emergency procedures displayed, first aid identified and drills carried out.
Communications	Safety awareness talks on regular basis, safety reminders.
COSHH	
PPE	Safety helmets, gloves, safety footwear, overalls. The use of plastic over-shoes should be avoided on step-ladders.
Other	**Step-ladders should only be used for short-term work or where space restricts the use of safer working places particularly if plant or equipment is to be used at height.**

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 73**
Assessment for: **TRAFFIC MANAGEMENT** **Significant risks:** Impact injury to workforce/accidents to public and vehicles	
CONTROL ITEM	**DETAILS OF CONTROL MEASURES**
Information Instruction Training	A full traffic management scheme detailed out which caters for: flow of public vehicles; access and egress of work vehicles; safety zones; pedestrian routes; provision for Emergency Services. Method statements for installation of such schemes will also be required on major schemes. To include all identified requirements of safe system of work and method statements. Layout drawings, appropriate experienced personnel only to be used for actual installation/removal of traffic management works.
Supervision	An experienced member of staff to be nominated as the Traffic Safety Co-ordinator to check all traffic management works and monitor systems.
Access	By designated signed access and egress points only. Prevent unauthorised access.
Environment	Adverse weather to be taken into consideration. Glare, live traffic, lighting, snowing, any obscured traffic signs must be cleaned as soon as reasonably practicable or work stopped if practicable
Equipment	Suitably marked vehicles with flashing lights if required. Assess the need for a planned preventative maintenance scheme.
Emergencies	Emergency lane if required. Emergency call out/liaison list to be established. Vehicle recovery to be in attendance if specified. Standard site first aid, fire protection, evacuation, accident reporting and investigation. Emergency procedures to be detailed in contract safety plan.
Communications	Radios for traffic management team. Mobile phones/radios for traffic safety co-ordinator. Information signs. Close liaison with police.
COSHH	No Applicable
PPE	High visibility clothing, hard hats, etc.
Other	Ensure adequate provision of spare signs, cones and markers to cover loss and waste.

The above controls have been selected to protect the health and safety of operatives and others who may be affected by the work. This assessment must take into consideration all relevant Company Safety Documents and must be used when compiling a site specific method/task statement/procedure.

RISK ASSESSMENT GUIDE	**REF NO. 74**
Assessment for: **Significant risks:**	

CONTROL ITEM	
Information Instruction Training	
Supervision	
Access	
Environment	
Equipment	
Emergencies	
Communications	
COSHH	
PPE	
Other	

2.4.1.20.2 Appendix B: Example of a risk assessment for erecting roof trusses

Contract number / name.....

Risk assessment number.....

Risk assessment compiled by.....

Signature.....

Position in company.....

Date risk assessment compiled.....

Date risk assessment due a review .....

Process	Hazard	Risk and identity of persons who might be harmed	Level of uncontrolled risk	Controls introduced to reduce risk	Assessed level of remaining risk	Action placed on, and by when
Working at height (general)	Workers falling from height	Serious injury, death (anyone working at height)	High	Work at height only carried out by workers who are competent to do so A safe working platform with edge protection and a safe means of access and egress provided	Low	Site manager Before work at height starts
	Workers being struck by falling objects	Injury, possibly serious, or death from being struck by a falling object (anyone on site who might be passing below)	High	Working platform to be fully boarded and adequately sheeted or netted. Entrances to buildings protected by nets or fans. Exclusion zones to be created and monitored where necessary Debris guards properly fitted to all elevations of working platform All waste materials transferred to ground level via a waste chute	Low	
	Presence of live overhead electrical cables	Electrocution - serious burns and death (anyone working at height)	High	If possible, arrange for supply to be turned off for duration of job. As a minimum, arrange for electricity supply company to sheath the cables Toolbox talk on electrical safety given to all who will be required to work at height, including scaffold contractors If cables remain live, monitoring that safety distances are being maintained	Low	

Process	Hazard	Risk and identity of persons who might be harmed	Level of uncontrolled risk	Controls introduced to reduce risk	Assessed level of remaining risk	Action placed on, and by when
Working at height (general) (continued)	Debris left on scaffold platforms	Slips and trips at height (anyone working at height)	Medium	All contractors instructed to clear up their waste materials within a reasonable time of it being created and before it becomes a hazard Waste skips provided to enable the disposal and segregation of waste	Low	Site manager Before work at height starts
	Adverse weather conditions	Slips and trips at height and during access/egress (anyone working at height)	Medium	Work suspended during adverse weather conditions. Site manager to monitor	Low Low	
Erection of roof trusses	Off-loading trusses from delivery lorry	Manual handling injuries (delivery driver/carpenters)	Medium	Trusses off-loaded and transported	Low	Site manager Before handling of roof trusses starts
	Raising trusses to roof height	Manual handling injuries (carpenters)	Medium	Roof truss assembly to be prefabricated at ground level and crane to be hired to lift it into place	Low	
	Falling through trusses whilst fixing	Cuts, broken bones, serious injury, death (carpenters)	High	Close-boarded scaffold platform, complete with guard-rails erected at eaves height. Consider installing safety nets across span of building if suitable fixing points and sufficient clear height below net are available. Otherwise install soft landing system below	Low	
	Presence of live overhead electrical cables	Electrocution - serious burns and death (anyone working at height and crane driver)	High	Electricity supply company contacted to establish minimum safe working distance for crane Lifting operation to be under the control of a competent person. Safe working distance between electrical cables and crane to be maintained at all times	Low	

Process	Hazard	Risk and identity of persons who might be harmed	Level of uncontrolled risk	Controls introduced to reduce risk	Assessed level of remaining risk	Action placed on, and by when
Erection of roof trusses (continued)	Lifting operations	Unstable and unsafe lifting operation resulting in equipment failure and/or dropped load (anyone in the vicinity)	Medium	Contract lift organised using the equipment and staff of a reputable crane-hire company Persons not involved in lifting operation excluded from the area	Low	Site manager Before handling of roof trusses starts
	Other plant activity	Workers being run over or suffering crush injuries (any site worker on foot)	Medium	All plant operated by trained, competent operators	Low	
		Injury to pedestrians caused by insecure load falling from machine (any site worker on foot)	Medium	Physical segregation of plant and pedestrians as far as is possible Toolbox talk on safe plant operations given to everyone on site		
	Use of hand tools and power tools	Person injury resulting from the use of defective hand tools (carpenter)	Low	All tools fit for purpose and maintained in good condition	Low	
		Electric shock resulting from the use of defective power tools (carpenter)	Medium	Battery tools used where practical. Otherwise only 110 volt tools used. Checks made that all power tools have a current PAT test sticker		

2.4.1.20.3 Appendix C: Example of a risk assessment for loading out and fixing tiles

Contract number / Name..... Risk assessment number.....

Risk assessment compiled by..... Signature..... Position in company.....

Date risk assessment compiled..... Date risk assessment due a review .....

Process	Hazard	Risk and identity of persons who might be harmed	Level of uncontrolled risk	Controls introduced to reduce risk	Assessed level of remaining risk	Action placed on, and by when
Working at height generally	See risk assessment for handling and erecting roof trusses					
Loading out and fixing tiles	Manual handling injury from carrying tiles	Abrasions to the skin of the hands potentially leading to dermatitis (tiling contractors)	Medium	Rigger gloves to be provided and worn at all times that tiles are being manually handled	Low	Site manager Before manual handling of tiles commences
		Strains and other manual handling injuries (tiling contractors)	Medium	Palletised tiles to be moved to vicinity of where they will be used by telehandlers Powered inclined hoist to be used to transfer tiles to roof level. Hoist to be loaded, off-loaded and operated by a competent person Toolbox talk on manual handling to be given to tiling contractors	Low	

Process	Hazard	Risk and identity of persons who might be harmed	Level of uncontrolled risk	Controls introduced to reduce risk	Assessed level of remaining risk	Action placed on, and by when
Loading out and fixing tiles (continued)	The presence of live overhead electrical cables	Serious burns and death (tiling contractors)	High	Investigate feasibility of electrical supply being turned off. As a minimum, arrange for electricity company to sheath cables Toolbox talks on electrical hazards to be given to tiling contractors Inclined hoist to be positioned to maintain a safe working distance from cables Tiling contractors to observe minimum safety distance. Site manager to periodically monitor	Low	Site manager Before manual handling of tiles commences
	Scaffold collapse	Serious injuries or death (anyone working at height or at ground level in vicinity of scaffold)	Medium	Necessary load rating of scaffold agreed at contract stage. Loading bays to be included Scaffold erected and inspected as necessary by a competent scaffold contractor Tiling contractor informed of loading [imitations around eaves-level working platform. Periodic monitoring by site manager	Low	
	Use of hand tools	Person injury resulting from the use of defective hand tools (carpenter)	Low	All tools fit for purpose and maintained in good condition	Low	Site manager Before handling of roof trusses starts
		Slips and trips resulting from tools being left lying around (carpenter)	Medium	All tools returned to tool box or tool-belt when not in use		

2.4.1.20.4 Appendix D: Suggested Structure for Written Method of Work (Section 1.1.7 of the Regulatory Document)

The structure for a complete written method of work is composed of:
(a) Site Checklist template,
(b) The Method Statement and
(c) The Inspection and Tests plan.

A suggested template for the Site Checklist and the Method Statement are given below. A template for the Inspection and Test plan can be found in Section 2.

(A) SITE CHECKLIST TEMPLATE

Occupational Health and Safety Checklist / Questionnaire Template

Affairs :		**Department :**		
Project Manager :		**Project Name :**		
Project Starting Date:		**Project Completed Date:**		
Consultant :		**Project No. :**		
Contractor :		**Inspection Date :**		**Report No.:**

Completion & Stamped By Consultant then Reviewed & Approved By Project Manager (Mob: ---------)

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
1	**MANAGEMENT**	**Ref. to: (QCS: 1.10.1.2/3 + 1.10.2.1/2/3 + 11.1.1 + 11.2.1 + 11.2.3 + 11.2.4). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 35).**				
	• OH&S plan submitted for approval Within 30 days of the award of the contract?					
	• OH&S organization chart available					
	• OH&S Policy displayed					
	• Regular meetings record					
	• Responsibilities defined					
	• Near Miss & Hazard reporting and follow up					
	• Provision for visitors					
	• Monitoring effectiveness implementation of OH&S program					
	• Generic Risk Assessment & Management					
	• Monitoring & Control Sub-contractor to comply with all existing rules & regulations?					
	• In general, contractor following the government rules & regulation.					

2	**SAFETY STAFF**	**Ref. to: (QCS: 1.10.1.3 + 11.1.1.8 + 11.2.1.5).**				
	• OH&S Safety Staff CV submitted for approval within 30 days of the award of the contract?					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• OH&S Officer available during all working hours					
	• OH&S Officer is exclusive for site & for H&S jobs					

3	**TRAINING**	**Ref. to: (QCS: 1.10.2.5 + 11.1.1 + 11.2.2 + 11.2.3.6). (Labor Law: Article 99).**				
	• Orientation / Site Induction					
	• Tool Box Talk (TBT) – Daily Task Briefing - daily documented					
	• Task specific (Equipment Operators, Scaffolders, Riggers, Fire Watchers, Emergency Drill … etc.)					
	• Competent Supervisor activities (Electrical, Lifting, Scaffolding, Excavation, Working at height, Confined space … etc.)					
	• Approved Training Matrix					

4	**WORK ENVIRONMENT**	**Ref. to: (QCS: 1.10.9 + 1.10.10 + 11.1.2 + 11.2.2 + 11.2.3.15). (Worker Rights Booklet 2009 – Page 41 & 45). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 9 & 10).**				
	• Ventilation					
	• Removal of fumes and dust					
	• Dust controls preventive measures					
	• Noise levels (instrument available?)					
	• Vibration					
	• Lighting:					
	➢ General purpose for evening work					
	➢ For a particular task around construction site					
	➢ Absence of glare					
	➢ Work area					
	➢ Corridors					
	➢ Exterior					
	• Ergonomics - layout of work area					
	• The disposal of surplus water and the accompanying growth of trees and the proliferation of insects and rodents					
	• Does the site pose danger to the surrounding environment?					
	• Site office furniture?					

5	**WELFARE FACILITIES**	**Ref. to: (QCS: 1.10.1.11/12/13 + 1.10.9.1/4 + 1.10.10.6.3 + 11.1.2 + 11.1.1.8 – Appendix1) (Labor Law: Article 103,106 & 107).**				
	• Sufficient & Suitable Clean toilets & Sanitary with exhaust fan and lighting at accessible places in good and orderly condition?					
	• Adequate Potable water provided at accessible places with Sufficient cups or water supply in the form of chiller					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Sufficient and suitable Eating and resting areas at accessible places and with appropriate temperature and means of food storage facilities					
	• Messing / Canteen facilities be equipped with an adequate number of tables and seating with backs. Also to be include a means of boiling water and arrangements to ensure that meals can be prepared and eaten					
	• Sufficient and suitable Washing facilities at accessible places and be equipped with clean hot / cold running water, soap and towels. It must be lit, ventilated, Regularly cleaned and orderly condition					
	• Work clothes lockers and hanging areas at accessible places (if required) and be equipped with facilities to dry clothing and seating					
	• Prevent the breeding of mosquitoes on the site					
	• Shall provide an on-site hall to facilitate religious practices					
6	**FIRST AID & MEDICAL**	**Ref. to: (QCS: 1.10.1.4 + 1.10.6 + 11.1.2.4 + 11.1.6 + 11.2.2 + 11.2.3). (Labor Law: Article 100,104,105 & 115).**				
	• Paramedics available & names displayed (according to number of workers) • Average Manpower = ---------- Labor					Less than 100) First Aider (100) above Nurse (500) Above Doctor &Nurse
	• Accident reporting, records available &follow up					
	• Periodic medical examinations for workers and follow up					
	• Medical record book existing					
	• Paramedics Telephone numbers displayed					
	• Adequate first aid kits supplies & expiration dates (as per Hamad Medical Corporation Requirement)					First aid box for each 25 labor
	• Adequate first aid equipment					(500) Above Clinic
	• Availability of stretcher / ambulance / Standby Vehicle					
	• Clean room with potable water supply					
	• Doctor, Site Nurse & Site Clinic must be approved from Supreme Council of Health					
7	**EMERGENCY EQUIPMENT**	**Ref. to: (QCS: 1.10.3.1 + 1.10.7.2). (Labor law: Article 100). (CDD / Fire Safety Handbook / Fire Safety Provisions For Construction Worksites / 2 – Page 16).**				
	• Procedures					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Assembly / Muster point					
	• Conducted Emergency Drill Training every 6 month					
	• Availability of Fire / Smoke / Gas detection mobile devices					
	• Emergency contact telephone numbers / Communications					
	• Breathing apparatus and / or respirators (if applicable)					
	• Torches					
	• Loud Hailer					
	• Emergency lighting					
	• Adequate and safe Emergency Exit / Doors are provided					
	• Escape routes, access ways to assembly points, extinguishers, hydrants and other firefighting equipment's and first aid kits kept clear of obstruction at all times					

8	**HOUSEKEEPING & TIDINESS**	**Ref. to: (Labor Ministry Decision No. 20 of 2005). (CDD / Fire Safety Handbook / Fire Safety Provisions For Construction Worksites / 2 – Page 17).**				
	• Segregation of waste and scrap					
	• Sufficient bins					
	• Waste and scrap regularly collected & removed from site					
	• No build up of flammable materials					
	• Removal of combustibles					

9	**STORAGE - RACKS, BINS, SHELVES**	**Ref. to: (QCS: 11.1.2.7). (Worker Rights Booklet 2009 – Page 45). (CDD / Fire Safety Handbook / Fire Safety Provisions For Construction Worksites / 2 – Page 10). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 12).**				
	• Aisles and walkways kept clear					
	• Neat and orderly					
	• Not too high					
	• Heavy items kept low					
	• MSDS available?					
	• Are chemicals, paints, flammable liquids and gas cylinders stored only in designated areas?					
	• Sufficient firefighting equipment					

10	**SITE SECURITY & ACCESS**	**Ref. to: (QCS: 1.10.9.2 + 11.1.1.12).**				
	• Need for security personnel within the site					
	• Adequate transportation between working site & accommodations					
	• Security check correctly performed					
	• Guardhouse continuously manned					
	• Round check register updated					
	• Perimeter fence intact					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Inspection of materials gate passes					
	• Need for the existence of surveillance cameras inside the site					

11	PERSONAL PROTECTIVE EQUIPMENT	Ref. to: (QCS: 1.10.9.2 + 11.1.2 + 11.2.3). (Labor Law: Article 101).				
	• Coveralls					
	• Eye protection					
	• Head protection					
	• Hand protection					
	• Foot protection					
	• Hearing Protection					
	• Safety reflecting vests					
	• Dust mask					
	• Any other PPE					

12	SAFE WORK PRACTICES	Ref. to: (Worker Rights Booklet 2009 – Page 45).				
	• Avoid manual handling (Use mechanical handling equipment)					
	• Not working alone					
	• Cap (cover) for rebar / reinforcement steel					

13	EXCAVATIONS	Ref. to: (QCS: 1.10.5.5 + 11.1.5.4 + 11.2.2 + 11.2.3). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 19).				
	• Underground of existing utilities layout					
	• Signs posted					
	• Adequate hard barrier installed					
	• Adequate warning light					
	• Bracing & Shoring provided					
	• 2m spoil clearance from the excavated pit					
	• Sloping maintained (if applicable)					
	• Correctly made access into excavation					
	• Appropriate access provided (temporary bridges & footpaths)					

14	MECHANICAL	Ref. to: (QCS: 1.10.5.3 + 11.1.1.4). (Worker Rights Booklet 2009 – Page 46). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 10).				
	• Adequate guarding on machines					
	• Inspected regularly with color code sticker & maintenance records					
	• Grounding installed to equipment/machine					
	• Unused machines electrically isolated					
	• Emergency isolation switches					
	• Safety devices					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
15	**ELECTRICAL**	**Ref. to: (QCS: 1.10.5.14 + 11.1.5.3 + 11.2.2). (Worker Rights Booklet 2009 – Page 46). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 10).**				
	• Insulation, cables, industrial plugs in good condition					
	• Cables suspended using S hooks and lead stands					
	• Inspected regularly with color code sticker					
	• ELCB provided to site power boards					
	• Qualified electrician hired to install (Name & Qualification)					
	• Protection of fittings against external damage					
	• Trailing leads used?					

16	**SCAFFOLDS & LADDER**	**Ref. to: (QCS: 1.10.5.10 + 11.1.3 + 11.2.3.12). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 19).**				
	• Certified scaffold supervisor and scaffolders					
	• Scaffolds correctly erected					
	• Scaffolds properly secured					
	• Toe boards, guardrails (top & mid rail), handrails & access checked					
	• Fully boarded platforms					
	• Scaffolds correctly tagged					
	• Materials in good condition					
	• Is it comply with the latest update of PWA 3rd party list?					

17	**WORKING AT HEIGHT**	**Ref. to: (QCS: 1.10.5.13 + 11.1.3 + 11.2.3). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 11, 12 & 19).**				
	• Personnel working above 1.2 m using fall protection devices					
	• Fall protection devices condition / Certificate					
	• Adequate safe access in place to working height elevations					
	• Personnel properly trained in the selection and use of fall protection devices					
	• All loose material & tools at heights secured or removed					
	• Is it comply with the latest update of PWA 3rd party list?					

18	**PLANT & EQUIPMENT**	**Ref. to: (QCS: 1.10.5.3 + 11.1.4 + 11.2.2 + 11.2.3.5/10).**				
	• Competent operators available					
	• Available Qatar license for drivers / operators					
	• Available 3rd party certificate and updated					
	• Banks man available with each heavy equipment					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Used as per its design (for intended purpose)					
	• Plant and equipment in a good condition?					
	• Reverse alarm installed					
	• Flashing light installed					
	• Oil / fuel leak causing environmentally pollution					
	• Heating equipment					
	• Ovens and furnaces in good condition?					
	• Is it comply with the latest update of PWA 3rd party list?					

19	LIFTING OPERATIONS	Ref. to: (QCS: 1.10.5.8/9 + 11.1.4 + 11.2.3.10). (Worker Rights Booklet 2009 – Page 45). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 19).				
	• Competent operators and certificate of training for banks men and riggers					
	• Load capacity displayed					
	• Certification updated					
	• Condition of access and ground					
	• Lifting locations barrier off					
	• Outriggers/supports fully extended					
	• Hoist limiting device and SWL indicator working					
	• Is it comply with the latest update of PWA 3rd party list?					

20	LIFTING GEAR	Ref. to: (QCS: 1.10.5.8/9 + 11.1.4 + 11.2.3.10). (Worker Rights Booklet 2009 – Page 45). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 19).				
	• Ropes, Chains, Shackles etc. in good condition					
	• Identity number and SWL displayed					
	• Color-code system in place					
	• Available 3rd party certificate for every lifting gear					
	• Damaged lifting devices removed from the workplace					
	• Is it comply with the latest update of PWA 3rd party list?					

21	COMPRESSED GAS CYLINDERS	Ref. to: (QCS: 1.10.5.12 + 11.1.2.14).				
	• Stored upright, valves protected					
	• Regulators Gauges working; hoses inspected					
	• Flashback arrestor fitted					
	• Cylinders are securely tied or with trolley					
	• Type of gas clearly marked on cylinders					
	• Segregation of incompatible gases					
	• Transported on appropriate trolley					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Correct signage					

22	SAFETY OF THE PUBLIC (For Road Works)	Ref. to: (QCS: 1.10.5.4 + 1.10.8 + 11.1.1.10).				
	• Approval from Traffic Dep. & Environmental ministry					
	• Warning signs					
	• Warning yellow lights					
	• Adequate Hard Barricades (to comply with Traffic law no. 19)					
	• Railing					
	• Pedestrians pathway (not less than 1.5 mt) signs & not interacted with work zoon					
	• Adequate safe access to all properties					
	• Night watchman available					
	• To provide road hump to reduce & control speed with approval from Traffic Department.					

23	SAFETY SIGNAGE & NOTICE BOARD	Ref. to: (QCS: 1.10.1.6 + 1.10.5.6 + 11.1.8.2). (Labor Ministry Decision No. 20 of 2005).				
	• Clearly displayed					
	• Shall be in Arabic, English & other languages					
	• Clean and legible					
	• Enough traffic diversion signboard?					
	• Adequate warning signs and guides are provided					
	• Shall be fully illustrated and provide details of key safety procedures to be followed					

24	WORK PERMITS	Ref. to: (QCS: 1.10.5.1/4/11 + 11.2.2 + 11.2.3).				
	• Confined Space					
	• Hot Work					
	• Excavation					
	• Scaffolding					
	• Electrical Work					
	• Lifting					
	• Work permit correctly issued and signed					
	• Ashghal' s work permit enforced					

25	FIRE PROTECTION / PREVENTION	Ref. to: (QCS: 1.10.7 + 11.1.7 + 11.2.2 + 11.2.3.13). (Fire Safety Handbook / Fire Safety Provisions For Construction Worksites / 2 – Page 8).				
	• Welding and grinding at working area properly secured					
	• Firefighting equipment not obstructed					
	• Firefighting equipment tested and maintenance by 3rd party.					
	• Monthly firefighting equipment visual inspected & recorded					

Item	Description	Satisfactory				Comments / Hold Points
		Yes	No	Submission Date (If No)	N/A	
	• Availability of Fire / Smoke / Detection system					
	• Alarm and Emergency Evacuation system					
	• Are Alarms audible in all areas					
	• Minimum quantities of flammable material shall kept on site with full precautions required					
	• Access for Fire Brigade cleared					

26	HAZARDOUS SUBSTANCES	Ref. to: (QCS: 11.1.2.3 + 11.2.2 + 11.2.3). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 15, 16, 17 & 18).				
	• Toxic/ hazardous substance correctly tagged/ labeled and secured					
	• Adequate & proper storage provided					
	• Appropriate spill containment provided					
	• Disposal Spill kit (location, appropriate, easy access)					
	• Material Safety Data Sheet (MSDS) present & required training conducted to concerned employees					
	• Foam fire extinguisher near by					
	• Correct signage					
	• Register of chemicals (Log book)					

27	CONFINED SPACES	Ref. to: (QCS: 1.10.5.7 + 1.10.9.3 + 11.1.5.5). (CDD / Fire Safety Handbook / Building Worksite Safety / 3 – Page 13 & 14).				
	• Gas detectors/monitors with rechargeable batteries and battery charger (2 No.)					
	• Full body safety harnesses with lifelines and shackles (6 No.)					
	• Lifting frame with fall arrest device (1 No.)					
	• Constant flow escape breathing apparatus complete with storage cases (2 No.)					
	• Automatic positive pressure self-contained breathing apparatus with storage case (1 No.)					
	• To train employee for confined space activity & supervision monitoring					
	• All equipment maintained & calibrated up to date with 3rd party certificate (record is available)					

28	OTHER RELATED SAFETY ITEMS					
	•					
	•					
	•					
	•					
	•					
	•					
	•					

Key Performance Indicator (KPI's)

Indicator No.	Description	No. Per Last Month	Accumulating up to Date
1.	No. of Medical Treatment Cases		
2.	No. of First Aid Cases		
3.	No. of Near-Miss		
4.	No. of Fatal Cases		
5.	No. of RTA (Road Traffic Accidents)		
6.	No. of Manpower (Average)		
7.	No. of Direct Man-hours		
8.	No. of Hours Lost		
9.	No. of Man-hours from Last Lost Time Accident		
10.	No. of Lost Time Accidents		
11.	No. of Safety Meeting		
12.	No. of Emergency Drill		
13.	No. of Audit		
14.	Kilometres Driven		

Accumulative Accident Rate = $\frac{\text{(Clasue1+4+5+10)} \times 100{,}000}{\text{Caluse6 (No. of Manpower Average)}}$

Monthly Accident Rate = $\frac{\text{(Clasue1+4+5+10)} \times 100{,}000}{\text{Caluse6 (No. of Manpower Average)}}$

Accumulative Frequency Accident = $\frac{\text{(Clasue1+4+5+10)} \times 1000{,}000}{\text{Caluse7 (No. of Direct Man-hours)}}$

Monthly Frequency Accident = $\frac{\text{(Clasue1+4+5+10)} \times 1000{,}000}{\text{Caluse7 (No. of Direct Man-hours)}}$

- **Consultant Name:**

Filled By: Mob. No.:

Signature:

Date:

Stamp:

- **References:**

- QCS (Qatar Construction Specification – Latest Edition).
- Labor Law No. 14 of the year 2004.
- Qatar Traffic Law No. 19 of the Year 2007.
- Environmental Protection Law No. 30 of the Year 2002.
- CDD (Civil Defense Department) – Fire Safety Handbook.
- Law No. 13 of 1997 - Civil Defense
- Law No. 9 of the Year 2012 - Amending some provisions of Law No. 13 of 1997 Concerning the Civil Defense
- Worker Rights Booklet 2009 (National Human Rights Committee).

Site Approval Log (Supplementary Element Specific Log)

SITE APPROVAL LOG (TITLE / NAME) To be signed before work activity is undertaken	**REF:**	**Issue:**
Work Activity:		

PROJECT NAME:

Corridor No:	**Corridor Name:**
LOCATION FROM:	**COMMENTS:**

Checks		**Approvals: signature/date**		
		Contractor	**Engineer**	**Other**
1	*e.g: Check licenses are received from MOPW, Check TM arrangements, Check utilities (locate & confirm), Check corridor specific Environmental issues, etc*			
2				
3				
4				
5				

Note:
Contractor to ensure that checklist is signed off by all relevant parties before work activity can begin

Confirmation that work completed in accordance with contract, safety and quality requirements:	
Construction Manager:	date:
HSEQ Manager:	date:

(B) METHOD STATEMENT TEMPLATE

Project Name:	
Method Statement Number:	
Work Activity:	

Prepared By:	Date:
Reviewed By:	Date:
Approved By:	Date:

Item		Person Responsible
1	**PURPOSE, SCOPE AND LOCATION MAP** BRIEF DESCRIPTION OF THE CONTENT OF THIS MS, THE PURPOSE AND DETAIL ON THE SCOPE OF WORKS. AND INCLUDE LOCATION MAP AND REFERENCES	INCLUDE PERSONS WITH RESPONSIBILITY FOR TASK
2	**MANDATORY INDUCTION, TRAINING, SUPERVISION AND INSTRUCTION REQUIREMENTS** LIST ALL MANDATORY REQUIREMENTS FOR THE WORK ACTIVITY IN TERMS OF • INDUCTION • TRAINING • INSTRUCTION • SUPERVISION	WHO IS RESPONSIBLE FOR MAKING SURE WORKERS ARE INDUCTED, TRAINED FOR THE WORK ACTIVITY, WORKS ARE INSTRUCTED AND SUPERVISED E.G. SITE ENGINEER/ SUPERVISOR
3	**PRELIMINARIES** • LICENSES • TRAFFIC MANAGEMENT • DETECTION AND ISOLATION OF UTILITIES • DISCONNECTION/ RECONNECTION OF SERVICES	WHO IS RESPONSIBLE TO MAKE SURE THAT RELEVANT LICENSES, TMS ETC ARE IN PLACE AND COORDINATING AND MANAGING UTILITY WORKS
4	**SEQUENCE OF WORKS** • WRITE OUT THE JOB PROCEDURE STEP BY STEP • USE ACTIVE, NOT PASSIVE VOICE • SEQUENCE IDEAS LOGICALLY • KEEP SENTENCES SHORT AND CLEAR  INCLUDE: PRECAUTIONS TO BE TAKEN HAZARDS HOLD POINTS PERMIT REQUIREMENTS, COORDINATION, APPROVAL AUTHORITIES ETC	INCLUDE PERSONS WITH RESPONSIBILITY FOR AUTHORISING A CONTINUATION OF WORKS AT EACH HOLD POINT

5	**IDENTIFIED HAZARDS/RISKS AND CONTROLS IN PLACE** • LIST ALL IDENTIFIED HAZARDS AND RISK IMPACTING ON THE WORK ACTIVITY AND THE CONTROLS IN PLACE • INCLUDE REFERENCE TO RISK ASSESSMENT	INCLUDE WHO IS RESPONSIBLE TO COMMUNICATE RISKS AND CONTROLS IN PLACE FOR THE WORK ACTIVITY
6	**ENVIRONMENTAL CONSIDERATIONS AND IMAPCT CONTROL MEASURES** • LIST ENVIRONMENTAL IMPACTS, MITIGATION AND PRECAUTIONS • IDENTIFY PUBLIC NUISANCE AND SOURCES OF NUISANCE FOR NEIGHBOURING PEOPLE/PROPERTIES	ALSO INCLUDE WHO IS RESPONSIBLE FOR NEIGHBOURHOOD LIAISON
7	**MANDATORY PPE FOR THE WORK ACTIVITY** • LIST ALL IDENTIFIED MANDATORY PPE FOR THE WORK ACTIVITY	E.G SUPERVISOR
8	**EMERGENCY PROCEDURES:** • IDENTIFY EMERGENCY TYPES AND ARRANGEMENTS INCLUDING SITE EVACUATION • WHO IS RESPONSIBLE FOR CALLING THE EMERGENCY SERVICES • CONTACT DETAILS FOR OUT-OF-HOURS EMERGENCIES	INCLUDE WHO WILL BE RESPONSIBLE FOR COMMUNICATIONS REGARDING EMERGENCIES
9	**QUALITY CONTROLS** • REFERENCE TO INSPECTION AND TEST PLAN NUMBERS	E.G. QUALITY MANAGER, SITE ENGINEER, QUALITY INSPECTOR
10	**INTERFACES** • IDENTIFY ALL INTERFACES AND LIAISON REQUIREMENTS IMPACTING ON THE WORK ACTIVITY	WHO RESPONSIBLE TO COORDINATE INTERFACES IMACTING ON AND IMPACTED BY THE WORK ACTIVITY
11	**SAFETY OF THE PUBLIC AND OCCUPIERS** • DESCRIBE HOW THE HEALTH AND SAFETY OF THE PUBLIC AND OTHERS AS RELEVANT WILL BE PROTECTED.	WHO WILL ENSURE THAT THE HEALTH AND SAFETY OF THE PUBLIC
12	**RESOURCE PLANNING** • PERSONNEL • PLANT AND EQUIPMENT • MATERIALS	E.G. SITE ENGINEER, SUPERVISOR
13	**REFERENCES** • WORK PROGRAMME • DRAWINGS • RISK ASSESSMENTS • COORDINATION PROCEDURE • WORK CHECKLIST • INSPECTION AND TEST PLAN ETC	

(C) INSPECTION AND TEST PLAN

Refer to Section 2 for template Inspection and Test Plan

END OF PART