Health & Safety

Service Engineers
Risk Assessment
Manual

Site Details -	**Various Sites** **Various Site Addresses**
Project No. –	**As per individual job number**

JGR BUILDING SERVICES LTD.

Risk Assessment – Site Details

Customer	Various Sites	**Principal Contractor**	N/A
Site Address	Various Site Addresses	**Project No.**	N/A
		Reference No.	As per individual job number
Company Address	JGR House, Exchange Road, Lincoln, LN6 3JX Tel – 01522 698883		

Work on which the following tasks have been identified and assessed	Carry out the inspection, service, maintenance and/or repair of a variety of refrigeration and air conditioning equipment and associated services by Service Engineers, at various locations. Risk Assessments are to be read in conjunction with the following documents – ▪ Service Engineers Method Statement dated 5th November 2019 ▪ Task Procedures Manual
Assessor	Trevor Foster
Date of Assessment	05 – November – 2019
Date of Review Required	05 – November – 2020
Review Required -	Risk Assessment will be reviewed if – ▪ Works continue beyond - Date of Review Required ▪ Any requirements to add additional works NOT covered by this Method Statement & Risk Assessment. ▪ Any requirement to amend / alter a working method detailed in this Method Statement ▪ Any other site issues not cover by site health and safety documentation

Risk Assessment – Contents

Risk Assessment - Scoring Matrix

Likelihood		Severity		Residual Risk Rating	
4	Likely / Frequent – Almost certain to happen	**4**	Fatal / Catastrophic	9 - 16	**High Risk**
3	Probable – Likely to happen	**3**	Major Injury	5 – 8	**Medium Risk**
2	Possible - Could occur / may happen	**2**	Reportable injury / disease - Over 7 days lost	1 – 4	**Low Risk**
1	Remote – Unlikely to happen	**1**	Minor Injury - Treat with first aid		

Residual Risk Rating Evaluation	
High Risk	High risk activities should ***not*** commence / cease immediately – Further effective control measures to mitigate risks ***must*** be introduced to reduce the Residual Risk Rating to an acceptable level
Medium Risk	Medium risks should only be tolerated for short, defined / limited time period – Further control measures to mitigate / reduce the Residual Risk Rating ***must*** be planned and introduced, within a defined / limited time period
Low Risk	Low risks are acceptable - Where reasonable to do so, efforts should be made to reduce risks further and monitor control measures regularly to determine situation changes, which may affect the risk or after significant changes

Note

The Residual Risk Rating is calculated by multiplying the ***likelihood of harm*** against the ***severity of harm*** e.g. taking a likelihood of harm of 2 (which is classified as possible) and multiplying this against a Severity of 2, (which is classified as Reportable Injury – Over 7 days lost) would give you and overall Risk Rating of 4, which would result in an overall evaluation as a low risk.

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Working on Clients Site / Premises Clients site / premises employees coming contact with operatives & work equipment causing – Injury to operatives / customers Damage to equipment / store premises Using electrical tools and equipment in domestic premises	Employees Young Persons Site Personnel General Public **How** Uncontrolled site works could result in injuries to persons on site or damage to site equipment Operatives using other tools and equipment such as stepladders etc. that are in a poor condition leading to falls and physical injuries Staff using electrical power tools may be subject to electric shock causing burns or death if the client's electrical installation is in a poor condition Failure to consider the risks from hot works, such as soldering etc., may lead to fires Failure to carry out electrical work safely may lead to electric shock	✓ ✓ ✓ ✓	3	3	9	Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to working on client's sites / premises Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties All operatives to attend all site inductions, safety briefs and toolbox talks and obey site rules at all times. JGR site management / supervisor to ensure all site operatives are aware of and obey site rules All necessary fire precautions to be observed, with hot works permit to be completed Prior to working in client's sites / premises, a survey will be carried out to ensure the area is suitable and ensure a suitable Asbestos Survey covers all working areas and confirms no Asbestos Containing Materials are present Immediate work area is kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the working area to warn of works and prevent unauthorised access to work area Operatives to ensure that there is sufficient lighting provided in work area for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient All operatives will ensure they obey all traffic routes, speed limits and ensure they park company vehicles in designated parking areas only and pay any parking charges required Operatives will plan and co-ordinate the storage of tools and equipment with client / site management / main contractor to ensure all tools and materials are stored in a suitable safe location for the duration of the works Storage of equipment and materials prohibited along fire escape routes / near fire exits and on stairwells and pedestrian routes and will not block emergency access and egress routes All tools and equipment used will be suitable for the task required and meets all relevant legislation and industry standards Company operatives must ***NOT*** use the clients or other contractor's tools and equipment - Operatives must ensure that they only use tools and equipment, such as ladders, scaffolds etc, that are under their direct control All electrical power tools to be 110v or battery powered and double insulated - Operatives will ***ONLY*** use 240v power tools and equipment with site permission, a residual current circuit breaker (RCCB) will always be plugged into the client's electrical socket before plugging in 240v power tools. When not in use, all tools and equipment to be suitably stored away / secured to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Operatives to inspect the workplace on completion of work each day to ensure ▪ That no signs of ignition are present ▪ Ensure all tools, equipment and waste have been removed from site and there is the site is left clean, tidy with no damage	1	3	3

PPE Requirements		✓		✓		✓				✓					Other -	Hi-Vis Vest

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Working in Ceiling Grid / Void Spaces Lack of adequate lighting may lead to slips or falls leading to physical injuries Fire and injuries from uncontrolled Hot Works Failure to wear personal protective equipment (PPE) may lead to skin or eye irritation etc. Falls unprotected areas of ceiling grid / void spaces Falls while accessing and working in ceiling grid / void spaces Unauthorised persons accessing ceiling grid / void spaces Falls through fragile / unstable roofs Falls of tools and equipment causing injuries	Employees Young Persons Site Personnel General Public **How** Carrying out hot work in ceiling grid / void spaces Work in areas with fibreglass insulation Failure to plan the work properly may lead to falls with fatal results Failure to use a safe method of access can lead to falls with fatal results Failure to ensure the stability of the roof structure and its capability to support workers can lead to falls through fragile roofing materials Failure to secure tools can lead to objects falling and causing injuries	✓ ✓ ✓ ✓	3	4	12	Prior to working in ceiling grid / void spaces, a survey will be carried out to ensure the area is suitable and - ▪ Ensure a suitable Asbestos Survey covers the working area ceiling grid / void spaces and confirms no Asbestos Containing Materials are present ▪ Confirm whether works can be completed by methods other than accessing the ceiling grid / void space ▪ Confirm area below the ceiling grid / void space has a stable firm base / floor, free from obstructions and steep gradient slopes ▪ Confirm how safe access can be gained to work in the ceiling grid / void space Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to working in ceiling grid / void spaces Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties Immediate area below the ceiling grid / void space to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area below the ceiling grid / void space to warn of overhead works and prevent unauthorised access to work area Ensure a suitable safe means of access to the ceiling grid / void space for all operatives, tools and equipment to be used, such as Mobile Elevated Work Platform, Mobile Tower Scaffold or Podium Steps and following controls in the relevant Risk Assessment Where fibreglass insulation or other loose materials exist in ceiling grid / void space, operatives to wear disposable coveralls, eye protection and a dust mask, with all operatives to wash hands, forearms and face on completion of work Operatives to ensure that all Hot Works carried out in the ceiling grid / void space are controlled by a Hot Works Permit and ensure that they inspect the work area for signs of combustion before leaving the roof space, ***if no system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work Operatives to ensure that there is sufficient lighting provided in ceiling grid / void space for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient. When not working in ceiling grid / void space, always remove access equipment to a safe location to prevent unauthorised access ceiling grid / void space Limit the amount of time in the ceiling grid / void space and ensure ample supply of fresh drinking water is available to prevent dehydration	1	4	4

PPE Requirements																Other -	
		✓		✓		✓				✓				✓		

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Working on Flat Roofs Falls from unprotected areas of roof space Falls during access & egress to the roof space Unauthorised persons accessing roof space Falls through fragile / unstable roofs Falls of tools and equipment causing injuries Extreme / Adverse weather while working on exposed roofs Lack of adequate supervision controls may lead to work being carried out in a dangerous manner	Employees Young Persons Site Personnel General Public **How** Failure to plan the work properly may lead to falls with fatal results Failure to use a safe method of access can lead to falls with fatal results Failure to ensure the stability of the roof structure and its capability to support workers can lead to falls through fragile roofing materials Failure to secure tools can lead to objects falling and causing injuries Lack of adequate supervision may lead to work being carried out in a dangerous manner	✓ ✓ ✓ ✓	3	4	12	**All work on flat roofs must be planned and a suitable Method Statement prepared** Prior to working in flat roofs, a survey will be carried out to ensure the area is suitable and - ▪ Ensure a suitable Asbestos Survey covers the flat roof area and confirms no Asbestos Containing Materials are present ▪ Confirm whether works can be completed by methods other than accessing the flat roof area ▪ Ensure safe access and egress routes on to the flat roof area for all operatives, tools and equipment being used during the works ▪ Ensure suitable edge protection installed around the perimeter of the flat roof area ▪ Confirm Safe Working Load ***(SWL)*** of the roof and location of any fragile roof sections, to ensure roof space can accommodate all operatives, tools and equipment to be installed / worked on Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to working on flat roofs - Roof works should be controlled by a Permit-to-Work system to control both the access and egress of operatives and also control the types of works being carried out Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties Suitable edge protection / guardrails / kick boards or other suitable barriers protective measures ***MUST*** be in place to prevent operatives from falling off the edge of platforms, roofs, or through fragile roofs, holes or openings in the flat roof. Where edge protection is unavailable / unpractical, a suitable restraint harnesses system and the provision suitable anchor points to be used as a last resort To prevent tools falling from flat roof areas, all tools and equipment should be kept to an absolute minimum and where required secured using safety lines / stored away from the edge of the roof space Immediate area around the working area on the flat roof to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the work area on the flat roof and the area below the flat roof to warn of overhead works and prevent unauthorised access to work area Any safe means of access and egress to the work space must have a suitable system to prevent un-authorised access to the roof space such as members of the public, other contractors or site employees Operatives will monitor the weather conditions continually while working on the roof space, all works will be stopped and all operatives will leave the roof space during adverse weather conditions such as lightening, snow / ice or heavy rain Site operatives must ensure they protect themselves from the effects of the sun during periods of heavy sunshine, by ensuring they limit the amount of time on roof to prevent exposure, use suitable sun tan lotions to protect exposed areas of skin and ensure ample supply of fresh drinking water is available to prevent dehydration Sufficient lighting to be provided on flat roof for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient	1	4	4

PPE Requirements		✓		✓		✓									Other -	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Roof Man Anchor Systems – Use of Roof Man Anchor Systems to protect operatives while working on roof spaces without suitable edge protection Falls from unprotected areas of flat roof space Falls during access & egress to the roof space Unauthorised persons accessing roof space Falls through fragile / unstable roofs Falls of tools and equipment causing injuries Extreme / Adverse weather while working on exposed roofs Lack of adequate supervision controls may lead to work being carried out in a dangerous manner	Employees Young Persons Site Personnel General Public **How** Failure to plan the work properly may lead to falls with fatal results Failure to use a safe method of access can lead to falls with fatal results Failure to ensure the stability of the roof structure and its capability to support workers can lead to falls through fragile roofing materials Failure to secure tools can lead to objects falling and causing injuries Lack of adequate supervision may lead to work being carried out in a dangerous manner	✓ ✓ ✓ ✓	3	4	12	Prior to using roof man anchor systems, a survey will be carried out to ensure the area is suitable and ensure - ▪ Operatives using Roof Man Anchor Systems must ensure they follow all other risk assessments and controls for all other works being carried out, such as Working on Flat Roofs. Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to any works being carried out on flat roofs - Roof works should be controlled by a Permit-to-Work system to control both the access and egress of operatives and also control the types of works being carried out Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties All work on flat roofs must be planned and a suitable method of work statement prepared All roof man anchor systems are hired from a reputable Hire Company and will meet all required legislation, with maintenance and inspection certificates provided at the time of hire. Operatives to be trained and competent using roof man anchor systems and all associated equipment such as arrestor blocks, G-Stop & G-Saver devices and full body harnesses and follow all manufacturers operating instructions at all times Operatives to ensure the roof man anchor systems are inspected on delivery and carry out both visual and functional checks to ensure all controls and functions work correctly prior to use Immediate area around where roof man anchor systems are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where roof man anchor systems are being used to warn of overhead works and prevent unauthorised access to work area Sweep any loose materials from the surface of the roof covering where the Mobile Man Anchor will be placed. (Do not use on icy, greasy or any slippery surfaces that may impair the Mobile Man Anchor's performance.) Only one person to be connected to a roof man anchor system at any one time, unless otherwise stated on manufacturer's instructions Any faulty or damaged equipment should be reported immediately and taken out of service until suitable repaired by a competent person or replaced Refer to JGR Risk Assessment Working on Flat Roofs for further guidance when working on flat roofs	1	4	4

PPE Requirements																Other -	Hi-viz Vest
		✓		✓		✓											

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Out of Hours Working / Working Alone Working at remote locations Lone working involving manual handling Lone working in public areas Working away from normal workplace Lone workers who handle cash Lone workers with medical conditions Lone working out of normal working hours in an office Lone workers who handle cash	Employees Young Persons Site Personnel General Public **How** Difficulties in dealing with emergency situations, e.g. accident requiring medical attention Work involving manual handling may be beyond individual capabilities & cause personal injuries Lone working in public areas may give rise to violence to staff Lone working in isolation may give rise to stress Poor security measures when handling cash may lead to attempted robbery / violence Some medical conditions may increase the risks of the job	✓ ✓ ✓ ✓	3	4	12	Out of hours working / lone working should be minimised or avoided where feasible Periods of out of hours working / lone working generally confined to when others are in the vicinity All out of hours working / lone working operatives should have ▪ The means of summoning assistance in an emergency, such as mobile phones ▪ A list of emergency contacts to call, including company management and emergency services Out of hours working / lone working operatives will carry out a full assessment of the works to be carried out and site restrictions and, if required, either – ▪ Summon assistance from any other JGR engineer ▪ Request additional tools / equipment ▪ Delay works until works can be competed safely Lone worker will be instructed not to attempt to move loads that are beyond personal capabilities and request suitable mechanical lifting / moving equipment and additional assistance Lone workers to be trained in manual handling techniques and awareness of when mechanical lifting equipment and additional manpower is required Where works include working with live electrical work, lifting / moving heavy object or work at height may be involved lone working will be avoided Travelling / mobile workers will be supervised, with all company vehicles fitted with vehicle tracking equipment to enable management to ensure that their whereabouts is known at all times During office hours, lone working operatives will regularly keep in contact the service co-ordinator / office Only experienced and trained operatives with no adverse medical history will be considered for out of hours working / lone working tasks – Operatives to complete a health questionnaire before commencing out of hours working / lone working Levels of training and experience for out of hours working / lone working operatives will include full understanding of the work, hazards, emergency procedures and the limits of the work, which have been authorised, and the limits on their own initiative Out of hours working / lone working operatives not to accept / handle cash for works being carried out, out of normal working hours Out of hours working / lone working operatives to have a first aid kit with them and instructions on basic first aid practices	1	4	4
PPE Requirements		✓		✓		✓									**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Work at Height using Mobile Elevated Work Platforms (MEWP's) Persons and / or objects falling from height when working at height from MEWP's Toppling of MEWP's while relocation Contact with overhead electrical services Persons or vehicles colliding with MEWP's Adverse weather & environmental conditions affecting the operation and stability of MEWP's	Employees Young Persons Site Personnel General Public **How** Persons could fall from height causing impact injuries or fatality Tools / materials could fall from MEWP's causing impact injuries to operatives at ground level or damage to tools, equipment or surrounding property MEWP's could collapse or sections could fall causing injury to nearby persons Persons or vehicles colliding with MEWP's causing injury to themselves or cause persons to fall from MEWP	✓ ✓ ✓ ✓	3	4	12	A competent (IPAF qualified) person will ensure the correct MEWP is selected for the job, taking into account ground conditions, the task including the range / sensitivity of movement, the anticipated load (e.g. people and tools), and ensure there are audible warning systems provided to indicate the platform is moving and in use. All MEWP's will be hired from a reputable Hire Company and meet all required legislation, with maintenance and inspection certificates provided at the time of hire. The competent (IPAF qualified) person will ensure the MEWP is good condition before each use and only operated by a competent (IPAF qualified) person and in according to manufacturer's / hirers instructions. Prior to using or relocating MEWP's, a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ When at full extension the MEWP cannot come into contact with any overhead obstructions such as, electrical cables or lighting systems etc. Minimal amounts of tools and equipment to be stored on platform at any one time, with all tools and equipment staying within the confines of the MEWP handrails. Ensure the safe working load (**SWL**) marked on equipment is never exceeded Operators using MEWP's must stay within the confines of the MEWP's at all times and should not climb on the outside at any time and ***NEVER*** use the handrails of the MEWP, as a step to gain further height Operatives should ***NEVER*** use the upper handrail of the MEWP to store support materials. Operatives should ***NEVER*** carry out lone working from MEWP's Equipment and materials should ***NEVER*** be hoisted up the side of a MEWP Ladders or other objects are ***PROHIBITED*** from being used to extend the height of a MEWP MEWP's should be securely stored when not in use to prevent unauthorised use Immediate area around the MEWP's to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where the MEWP is being used to warn of overhead works and prevent unauthorised access to work area Where require, suitable safety harnesses will be worn by all operators as detailed in IPAF Guidance H1/08/12 MEWP's to be positioned away from vehicle traffic routes when in use, with traffic movements controlled if MEWP operates in traffic route Arrangements in place to carry out rescue in the event of operator suffering injuries or collapse. Operatives to monitor site weather conditions on a daily basis and ensure ***NO*** external works are carried out from the MEWP in adverse weather conditions, such as high winds (***above 17mph***), heavy rain and snow and where the wind speed is ***above 25mph***, ensure the MEWP relocated to a suitable location indoors. Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	4	4
PPE Requirements		✓		✓		✓									**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Work at Height using Mobile Tower Scaffolds Collapse of Mobile Tower Scaffold during assembly & dismantling Persons and / or objects falling from height when working at height from Mobile Tower Scaffold Toppling of Mobile Tower Scaffolds while relocation Contact with overhead electrical services Persons or vehicles colliding with Mobile Tower Scaffold Adverse weather conditions affecting the stability of Mobile Tower Scaffold	Employees Young Persons Site Personnel General Public **How** Mobile Tower Scaffold could collapse or sections could fall causing injury to nearby persons Persons could fall from height causing impact injuries / Fatality Tools & equipment could fall from the Mobile Tower Scaffold causing possible crush / strike injuries or damage to tools, equipment or surrounding property Persons or vehicles colliding with Mobile Tower Scaffold causing injury to themselves or cause persons to fall from Mobile Tower Scaffold	✓ ✓ ✓ ✓	3	4	12	All Mobile Tower Scaffolds will be hired from a reputable Hire Company and meet all required legislation, with maintenance and inspection certificates provided at the time of hire Mobile Tower Scaffolds must only be constructed in accordance with manufacturer's instructions, by competent (PASMA qualified) personnel All Mobile Tower Scaffolds should be inspected, and documented, by a competent person (PASMA qualified), as often as is necessary to ensure safety and in line with PASMA guidance Those using the tower must stay within the confines of the tower at all times and should ***NEVER*** climb on the outside of the tower at any time Prior to erecting, using or relocating Mobile Tower Scaffolds, a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ When at full extension the ladders cannot come into contact with any overhead obstructions such as, electrical cables or lighting systems etc. No parts of the tower should be removed or adjusted while works are being carried out from the Mobile Tower Scaffold. All guard rails, kickboards and edge protection to be used at all times along with stabilisers & wheels braked or locked when in use Minimal amounts of tools and equipment to be stored on platform at any one time and ensure the safe working load (**SWL**) marked on equipment is never exceeded Operatives should ***NEVER*** to carry out lone working when erecting or working from Mobile Tower Scaffolds Equipment should ***NEVER*** be hoisted up the side of a Mobile Tower Scaffolds Ladders or other objects are ***PROHIBITED*** from being used to extend the height of the tower Mobile Tower Scaffold to be securely stored when not in use to avoid unauthorised use Immediate area around the Mobile Tower Scaffold to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where the Mobile Tower Scaffold is being used to warn of overhead works and prevent unauthorised access to work area Mobile Tower Scaffold to be moved from ground level **only**, with all persons, tools and equipment removed from structure prior to moving Operatives to monitor site weather conditions on a daily basis and ensure ***NO*** external works are carried out from the Mobile Tower Scaffold in adverse weather conditions, such as high winds (***above 17mph***), heavy rain and snow and where the wind speed is ***above 25mph***, ensure the Mobile Tower Scaffold is either dismantled or relocated to a suitable location indoors Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	4	4

PPE Requirements																Other -	
		✓		✓		✓										

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Work at Height using Podium Steps Collapse of Podium Steps during assembly & dismantling Persons and / or objects falling from height when working at height from Podium Steps Contact with overhead electrical services Persons or vehicles colliding with Podium Steps Adverse weather conditions affecting the stability of Podium Steps	Employees Young Persons Site Personnel General Public **How** Persons could fall from height causing impact injuries ***and / or*** Objects such as falling sections of Mobile Tower Scaffold could fall from height causing possible crush / strike injuries or damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	4	12	Podium Steps are to suitable for the tasks being carried out and checked to ensure correct size, type and condition before each use. All Podium Steps to be hired from a reputable Hire Company will meet all required legislation, with maintenance and inspection certificates provided at the time of hire. Podium Steps must only be constructed in accordance with manufacturer's instructions, by competent personnel Prior to erecting, using or relocating Podium Steps, a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ When at full extension the ladders cannot come into contact with any overhead obstructions such as, electrical cables or lighting systems etc. Immediate area around where ladders / stepladders are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where ladders / stepladders are being used to warn of overhead works and prevent unauthorised access to work area Operatives must never over reach or exert sideways pressure when working from the Podium Steps – Operatives must get down and reposition Podium Steps to a better position. Operatives must ***NEVER*** use the middle hand rail to gain extra height while working from Podium Steps Ladders or other objects are ***PROHIBITED*** from being used to extend the height of the Podium Steps Operatives must never over reach or exert sideways pressure when working from the Podium Steps. Operatives must get down and reposition Podium Steps to a better position Immediate area around the Podium Steps to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where the Podium Steps are being used to warn of overhead works and prevent unauthorised access to work area When not in use, Podium Steps, should be suitably stored away / secured to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Operatives to monitor site weather conditions on a daily basis while using Podium Steps outside. Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	4	4

PPE Requirements		✓		✓		✓									Other -	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Work at Height using Ladders & Step Ladders Collapse of Ladders and Step-ladders during assembly & dismantling Persons and / or objects falling from height when working at height from Ladders and Step-ladders Contact with overhead electrical services Persons or vehicles colliding with Ladders and Step-ladders Adverse weather conditions affecting the stability of Ladders and Step-ladders	Employees Young Persons Site Personnel General Public **How** Persons could fall from height causing impact injuries ***and / or*** Objects such as falling sections of Mobile Tower Scaffold could fall from height causing possible crush / strike injuries or damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	4	12	Ladders to be used for inspection work / short duration work and only where work cannot be avoided or carried out using alternative equipment such as a Mobile Tower Scaffold, Mobile Elevated Work Platforms or Podium Steps Ladders / Stepladders are to suitable for the tasks being carried out and checked to ensure correct size, type and condition before each use, with consideration to be given to the use of podium type stepladders All JGR equipment to be included in the 'in house' maintenance and inspection programme and comply with & meet all required legislation & British Standards (minimum standard - BS EN 131) Ladders to be hired from a reputable Hire Company and meet all required legislation & British Standards (minimum standard - BS EN 131), with maintenance & inspection certificates provided at the time of hire Prior to erecting, using or relocating ladders and step-ladders, a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ When at full extension the ladders cannot come into contact with any overhead obstructions such as, electrical cables or lighting systems etc. Immediate area around where ladders / stepladders are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where ladders / stepladders are being used to warn of overhead works and prevent unauthorised access to work area Ladders will be erected so as not to exceed 1:4 ratio i.e. one foot out for every 4 feet the ladder reaches up. Operatives must never over reach or exert sideways pressure when working from the ladder/ Stepladders – Operatives must get down and reposition ladder / stepladders to a better position. Operatives must ***never*** climb higher than the fourth rung from the top of the ladder / stepladders unless there is a suitable guarded platform incorporated in the ladder. Works from ladders & step-ladder restricted to that which can be carried out with ***three points*** of contact at all time (both feet and one hand) - Where ***three points*** of contact cannot be maintained, ladder operatives will wear / use a Ladderbelt connected to the combination ladder in accordance with the Ladderbelt Instruction Manual Ladders / Stepladders should be secured against slipping, should be footed at bottom by second person When using an extension ladder, the ladder should be secured against slipping - Either be securing / tying off **OR** footed at bottom by second person **and** have a strong upper resting point, i.e. do not rest a ladder against weak upper surfaces such as plastic gutters When not in use, combination / A Frame ladders, should be suitably stored away / secured to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Operatives to monitor site weather conditions on a daily basis while using ladders and step-ladders outside. Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	4	4
PPE Requirements		✓		✓		✓									**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Lifting Equipment / Material Hoists Unintentional release of load during lifting and lowering of load Unplanned movement of load during lifting and lowering Toppling of Material Hoist during relocation Contact with overhead electrical services Persons or vehicles colliding with Material Hoist Adverse weather conditions affecting the stability of Material Hoist	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to falling objects from Material Hoists causing possible crush / strike or impact injuries ***and / or*** Falling objects from Material Hoist could cause possible damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	4	12	Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to using lifting equipment / material hoists Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties All lifting equipment / material hoists used are to be suitable for the lifting tasks being carried out considering the weight, size, shape and centre of gravity of the load All Material Hoists are hired from a reputable Hire Company and will meet all required legislation, with maintenance and inspection certificates and statutory examinations certificated provided at the time of hire Prior to using lifting equipment / material hoists, a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ When at full extension the lifting equipment / material hoists cannot come into contact with any overhead obstructions such as, electrical cables or lighting systems etc. Operatives to be trained and competent using lifting equipment / material hoists and follow manufacturers operating instructions at all times Operatives to ensure the lifting equipment / material hoists are inspected on delivery and carry out both visual and functional checks to ensure all controls and functions work correctly prior to use The weight of all items to be identified prior to being lifted to ensure lifting equipment is suitable The **SWL** (Safe Working Load) of all lifting equipment will be clearly displayed and is ***NEVER*** exceeded Immediate area around where portable electrical tools and equipment are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where lifting equipment / material hoists are being used to warn of grinding works and prevent unauthorised access to work area and ensure no persons are permitted to stand beneath a suspended load The hoist should be controlled from one position only, and an effective means of communication is required, such as radios, if the operator's view is obstructed Lifting equipment / material hoists must ***NEVER*** be relocated with the load raised. The load must lowered and removed from equipment prior to moving Loose materials / items will not be carried unless the lift platform is enclosed or materials are secured to prevent falling No person is to ride or be raised on the platform of a materials hoist. When not in use always ensure all lifting equipment / material hoists are suitably store away / secured to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Any faulty or damaged equipment should be reported immediately and taken out of service until suitable repaired by a competent person or replaced	1	4	4

PPE Requirements		✓		✓		✓									Other -	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Hand Tools Incorrect use of hand tools Use of badly maintained hand tools Use of damaged hand tools Flying debris coming in contact with persons or site property	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to coming in contact with hand tools causing possible crush / strike or impact injuries ***and / or*** Flying debris from using hand tools could cause possible strike or impact injuries ***and / or*** Flying debris from using hand tools could cause possible damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	3	9	Hand tools are to suitable for the tasks being carried out and checked to ensure they are fit for the purpose, the environment in which they are to be used Operatives to be trained and competent using hand tools and carryout pre-user checks carried out prior to use All JGR equipment to be included in the 'in house' maintenance and inspection programme and comply with & meet all required legislation & British Standards All hand tools hired from a reputable Hire Company will meet all required legislation, with maintenance and inspection certificates provided at the time of hire, with pre-user checks carried out prior to use Where required, site permit-to-work system will be implemented to control the risks of sparks causing damage or fire on site, ***if no system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work to control the fire risk on site Immediate area around where hand tools are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where hand tools are being used to warn of grinding works and prevent unauthorised access to work area All tools to be in good condition with guards / devices fitted where require to protect the user from coming in contact with moving parts and flying debris while using hand tools Operative must ensure they use insulated tools where there is a possibility of live electrical work. Open-bladed knife use to be restricted where practicable and safer more suitable options to be used such as cable stripers and scissors Operatives must ensure they wear suitable personal protective equipment detailed in this assessment and ensure they have no loose items of clothing that may get entangled in the moving parts of hand tools Where required to manage dust control, operatives should ▪ Use natural / additional ventilation units to ventilate the working area or ensure any additional ventilation equipment is hired from a reputable hire company to provide adequate ventilation ▪ Or ensure only tools and equipment with powered extraction, connected to a suitable ventilation unit (e.g. vacuum extractor with class M or class H filter to remove the harmful dust particles) ▪ Ensure suitable Local Exhaust Ventilation (LEV) to be used in work area ▪ All persons in the immediate area likely to be affected by any airborne dust contamination or flying debris particles or noise are to be informed - Where able, clear immediate area of all persons likely to be affected by the works Operatives to ensure that there is sufficient lighting provided in work area for the duration of the works When not in use always ensure hand tools are suitably store away / secure to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	3	3

PPE Requirements		✓		✓		✓		✓		✓					Other -	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Portable Electrical Equipment Use of incorrect Portable Electrical Equipment Electrocution from badly maintained Portable Electrical Equipment Use of damaged Portable Electrical Equipment Flying debris coming in contact with persons or site property Contact / entanglement with moving machinery parts	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to coming in contact while using Portable Electrical Equipment causing possible crush / strike or impact injuries or electrocution ***and / or*** Flying debris from using portable electrical tools and equipment could cause possible strike or impact injuries ***and / or*** Flying debris from using portable electrical tools and equipment could cause possible damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	3	9	Portable electrical tools and equipment to suitable for the tasks being carried out and checked to ensure they are fit for the purpose, the environment in which they are to be used Operatives to be trained and competent using portable electrical tools and equipment and carryout pre-user checks carried out prior to use All JGR equipment to be included in the 'in house' maintenance and inspection programme and comply with and meet all required legislation & British Standards All portable electrical tools and equipment hired from a reputable Hire Company will meet all required legislation, with maintenance and inspection certificates provided at the time of hire, with pre-user checks carried out prior to use Where required, site permit-to-work system will be implemented to control the risks of sparks causing damage or fire on site, ***if no system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work to control the fire risk on site Immediate area around where portable electrical tools and equipment are being used to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where portable electrical tools and equipment are being used to warn of grinding works and prevent unauthorised access to work area All tools to be in good condition with guards / devices fitted, where require, to protect the user from coming in contact with moving parts and flying debris while using portable electrical tools and equipment Operative must ensure they use insulated tools where there is a possibility of live electrical work Operatives must ensure they wear suitable personal protective equipment detailed in this assessment and ensure they have no loose items of clothing that may get entangled in the moving parts of portable electrical tools and equipment Where required to manage dust control, operatives should ▪ Use natural / additional ventilation units to ventilate the working area or ensure any additional ventilation equipment is hired from a reputable hire company to provide adequate ventilation ▪ Or ensure only tools and equipment with powered extraction, connected to a suitable ventilation unit (e.g. vacuum extractor with class M or class H filter to remove the harmful dust particles) ▪ Ensure suitable Local Exhaust Ventilation (LEV) to be used in work area ▪ All persons in the immediate area likely to be affected by any airborne dust contamination or flying debris particles or noise are to be informed - Where able, clear immediate area of all persons likely to be affected by the works Operatives to ensure that there is sufficient lighting provided in work area for the duration of the works Only 110v equipment or less will be permitted on site; higher voltages must be authorised by management prior to use with leads and extension cables be routed at high level so as to minimise the likelihood of damage and trip hazards. Battery powered tools ***NEVER*** to be left charging on-site over night All portable electrical appliances are inspected and tested by a competent person at regular intervals When not in use always ensure portable electrical tools and equipment are suitably store away / secure to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	3	3
PPE Requirements		✓		✓		✓		✓		✓					**Other -**			

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Disc Cutter / Angle Grinders Bursting wheel or disc Contact / entanglement with moving machinery parts Flying debris / airborne dust / noise Untrained operatives causing personal injury or injury to others	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to coming in contact with moving parts of Disc Cutters / Angle Grinders causing possible crush / strike or impact injuries ***and / or*** Flying debris from Disc Cutters / Angle Grinders could cause possible strike or impact injuries ***and / or*** Flying debris from Disc Cutters / Angle Grinders could cause possible damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	3	9	Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to using disc cutters and angle grinders on site Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties Disc Cutters / Angle Grinders are to suitable for the tasks being carried out and checked to ensure they are fit for the purpose, the environment in which they are to be used Operatives to be trained and competent using disc cutters and angle grinders and follow manufacturers operating instructions at all times. Ensure the disc cutters and angle grinders are inspected on delivery and carry out both visual and functional checks to ensure all controls and functions work correctly prior to use All JGR equipment to be included in the 'in house' maintenance and inspection programme and comply with & meet all required legislation & British Standards. Disc Cutters / Angle Grinders hired from a reputable Hire Company will meet all required legislation, with maintenance and inspection certificates provided at the time of hire Site permit-to-work system will be implemented to control the risks of sparks causing damage or fire on site, ***if no system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work to control the fire risk on site Immediate area around where disc cutters / angle grinders are being used to be kept free from debris, tools, equipment and trailing cables, with suitable signage / safety barriers erected around the area where disc cutters / angle grinders are being used to warn of grinding works and prevent unauthorised access to work area All guards must be provided and installed to protect the operator from coming in contact with moving parts and flying debris while using disc cutters / angle grinders Operatives must ensure they wear suitable personal protective equipment detailed in this assessment and ensure they have no loose items of clothing that may get entangled in the moving parts of the disc cutters / angle grinders Where required to manage dust control, operatives should ▪ Use natural / additional ventilation units to ventilate the working area or ensure any additional ventilation equipment is hired from a reputable hire company to provide adequate ventilation ▪ Or ensure only tools and equipment with powered extraction, connected to a suitable ventilation unit (e.g. vacuum extractor with class M or class H filter to remove the harmful dust particles) ▪ Ensure suitable Local Exhaust Ventilation (LEV) to be used in work area ▪ All persons in the immediate area likely to be affected by any airborne dust contamination or flying debris particles or noise are to be informed - Where able, clear immediate area of all persons likely to be affected by the works All grinders / cutters to operate at either 110v or battery powered to reduce the dangers from electric shock - Operatives to monitor site weather conditions on a daily basis while using disc cutters / angle grinders outside The maximum speed must be marked on the disc cutter / angle grinder and not exceeded. Only the correct type of discs to suit the spindle speed and the task to be used and mounted by trained operatives, new discs inspected for damage before fitting Grinding discs not to be used for cutting procedures and vice versa. If the disc has been dropped, damaged or is wet then discard it immediately since a damaged disc has a high possibility of shattering Operatives to ensure that there is sufficient lighting provided in work area for the duration of the works When not in use always unplug disc cutters / angle grinders from power source and suitably store away / secure to prevent unauthorised access and use and/or damage to the equipment or disc, theft or cause a trip hazard Any faulty or damaged equipment should be reported immediately & taken out of service until suitable repaired by a competent person or replaced	1	3	3
PPE Requirements		✓		✓		✓		✓				✓		✓	**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Use of Oxy-acetylene Equipment – Brazing of copper pipework during the installation, service and maintenance of refrigeration, air conditioning systems. Brazing works being carried out by unqualified operatives Brazing works being carried out using incorrect or defective oxy-acetylene equipment Uncontrolled brazing works (Brazing works without Hot Works Permits)	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to coming in contact with hot parts of Oxy-acetylene equipment and pipework causing possible burns ***and / or*** Uncontrolled heat and flames from carrying out brazing works could cause possible fire damage to site property and equipment	✓ ✓ ✓ ✓	3	4	12	Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to carrying out brazing / hot works Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties All JGR oxy-acetylene equipment to be included in the 'in house' maintenance and inspection programme and comply with, and meet all required legislation and British Standards All brazing works to be carried out by a competent operative who holds a suitable qualification such as NVQ 2 in Small Commercial Refrigeration & Air Conditioning Systems or the BRA level 3 Brazing Certificate / CITB Brazing Certificate Flashback arrestors will be fitted and in good working order to all gas regulator sets Pre-user checks carried out on all equipment, including Cylinders, Regulators, Gauges, Hose assemblies, non-return valves and Flash Back Arrestors prior to use, to ensure there are no leaks and all items are fully intact and good working order Permit-to-work system ***MUST*** be implemented to control the fire risk on site, ***if no system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work to control the fire risk on site, including a check of the area 30 minutes after end of work, prior to leaving site Immediate area around where brazing works are being carried out to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where brazing works are being carried out to warn of works and prevent unauthorised access to work area Operatives must ensure they wear the personal protective equipment detailed in this assessment including suitable long sleeved clothing to ensure they are adequately protected A 2kg Dry Powder fire extinguisher to be held adjacent to the hot works for duration of the works, with all adjacent flammable materials removed or adequately shielded by the Fire Blanket Oxygen and Acetylene cylinders will be secured upright on a suitable brazing trolley at all times to prevent uncontrolled movement of the cylinders Minimum numbers of oxygen and acetylene cylinders kept on site. All other spare cylinders will be suitably kept off site, stored on engineer's vehicle and removed from site on a daily basis or stored in a secure cage / container until required. Where required to ensure suitable ventilation during brazing operations, operatives should ▪ Use natural / additional ventilation units to ventilate the working area or ensure any additional ventilation equipment is hired from a reputable hire company to provide adequate ventilation ▪ Ensure suitable Local Exhaust Ventilation (LEV) to be used in work area ▪ All persons in the immediate area likely to be affected by brazing operations are to be informed - Where able, clear immediate area of all persons likely to be affected by the works Suitable CoSHH assessments will be carried out on all brazing products used When not in use oxy-acetylene equipment to be store away/secured to prevent unauthorised access and use and/or damage to the equipment, theft or cause a trip hazard with cylinder valves closed and the torch, hose and regulator vented	1	4	4
PPE Requirements		✓				✓				✓Brazing Glasses					**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Electrical Work up to 415 volts Electrocution of operatives Electrical burns to operatives Fire / Explosion Arching / overheating of electrical components	Employees Young Persons Site Personnel General Public **How** Electrocution of operatives from working on live systems could cause severe injury / fatality Electrical burns to operatives from coming in contact with live electric cables / components Incorrect / poorly fitted electrical components could cause arching / overheating and possible fire / explosion	✓ ✓ ✓ ✓	3	4	12	***Whenever possible, live work will be avoided - If live working is required a SITE SPECIFIC Risk Assessment & Safe System of Work must be completed by competent persons prior to commencement of works*** Live Working will ***ONLY*** be carried out if – ▪ It is unreasonable in all circumstances for the conductor to be dead ▪ It is reasonable in all circumstances for the person to be at work on or near that conductor while it is live ▪ Suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury When live working, all operatives will ensure they use GS38 equipment, insulated tools, rubber mats / gloves Operatives will ***NOT*** be permitted to work alone on live systems Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to working on electrical systems Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties A permit to work system or other suitable means, such as a Tag Out system, of control to be used ***PRIOR*** to working on electrical systems. ***If no site system in place*** JGR permit-to-work system ***MUST*** be implemented prior to commencement of work to control the electrical risks on site. All circuits to be worked on will be treated as **live** until verified dead. There are ***NO*** exceptions to this requirement; regardless of employee's experience - ***ASSUMPTIONS KILL*** All operatives working on and testing electrical systems will be suitably qualified, competent engineers, using suitable calibrated test equipment Immediate area around where electrical works are being carried out to be kept free from debris, tools, equipment and trailing cables Suitable signage / safety barriers to be erected around the area where electrical works are being carried out to warn of works and prevent unauthorised access to work area Operatives to ensure that there is sufficient lighting provided in work area for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient Electricity supply authority seals will not be broken, and final connections will not be made without written authority All electrical works will be carried out in accordance with all relevant legislation such as BS: 7671 Requirements for Electrical Installation (IEE Wiring Regulations 17th Edition) and with the Electricity at Work Regulations 1989, HS (G) 85 Electricity at Work (Safe Working Practices) Refer to JGR Task Procedures Electrical section for further guidance	1	4	4
PPE Requirements		✓				✓				✓					**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Pressure Testing Pressure testing of refrigeration and/or air conditioning systems and associated pipework Use of incorrect / damaged gauges, tools or equipment Injury from ejected materials and fittings	Employees Young Persons Site Personnel General Public **How** Persons could sustain injuries due to explosion from uncontrolled / over pressurising system ***and / or*** Flying debris from uncontrolled / over pressurising could cause possible strike or impact injuries ***and / or*** Flying debris from uncontrolled / over pressurising could cause possible damage to tools, equipment or surrounding property	✓ ✓ ✓ ✓	3	3	9	Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to carrying out pressure testing on site Plan and co-ordinate pressure testing with client / site management / main contractor and other contractors to co-ordinate works and avoid risks to third parties Immediate area where pressure test is being carried out to be kept free from debris, tools, equipment and trailing cables Access to all adjacent areas where pressure test is being carried out, including where pressure test equipment and cylinder are stored, to be restricted - Suitable signage / safety barriers to be erected around the area where pressure test is being carried out to warn of works and prevent unauthorised access to work area Cylinders used to carry out pressure test to be secured to a suitable trolley or suitable structure to prevent toppling, with minimum amount of cylinders held on site at any one time Only authorised operatives who are trained, experienced and competent will carry out pressure testing A suitable leak test will be completed and passed prior to conducting the pressure test Pressure test will be planned at the lowest pressure acceptable to industry specification, and should be avoided unless there are sound technical reasons for carrying out the tests Operative to carry out both visual and functional checks to on all pressure test equipment, such as gauges, hoses and cylinders and ensure equipment is in good condition with all controls and functions work correctly. All pressure test gauges will have an in-date calibration certificate Ensure a suitable safe means of access equipment is available to all areas of pipework and systems, when completing pressure testing – Access equipment to a stored in a safe location to prevent unauthorised access when not being used Operatives to ensure that there is sufficient lighting throughout area where pressure testing is being carried out, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient Suitable Fire Fighting equipment and first-aid equipment to be held adjacent to the works for duration of the pressure test Sensitive / vulnerable items such as meters, pressure relief valves to be removed or safely isolated prior to completing pressure testing Competent manager or supervisor will carry out an inspection of the system before starting to test, to ensure that isolations, blanks and other specified safety devices are in place before any pressure testing begins All operatives will be briefed on the hazards, precautions and emergency procedures, before testing starts. If a permit system is used, they will also be trained in the permit procedure and actions required by the system Operatives must ensure they wear the personal protective equipment detailed in this assessment Refer to JGR Task Procedures for further guidance when carrying out leak testing and pressure testing	1	3	3
PPE Requirements		✓				✓				✓					**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Storage of materials on site Incorrect storage of materials could result in - Blockage of fire exits and emergency escape routes Slips trips or falls of those people working around materials on site Damage to materials stored on site Damage to site property Contamination of site property / land	Employees Young Persons Site Personnel General Public **How** Persons could slip, trip or fall over materials on site causing injuries ***and / or*** Damage to materials or site property from uncontrolled contact with materials on site ***and / or*** Environmental contamination due accidental / unplanned release of substances	✓ ✓ ✓ ✓	3	3	9	Client / site management / main contractor to be informed of the type of tools and equipment to be held on site, with permission obtained from client / site management / main contractor prior to storing any items of equipment on site, with equipment and materials only stored in areas agreed by site management Minimum quantities of tools and materials to be held on site at any one time Good storage / housekeeping standards to be maintained at all times and will be monitored by the site project management and site supervisors on a regular basis for the duration of the project Housekeeping to be inspected and discussed regularly, with regular clear outs of waste, excess tools, equipment and materials carried out throughout the duration of the project Storage of equipment and materials prohibited along fire escape routes / near fire exits and on stairwells and pedestrian routes and will not block emergency access and egress routes Where practicable the storage of materials and equipment will be kept off the floor to prevent trip hazards. Where this is not possible ***ALL*** materials' will be segregated with suitable signage / safety barriers erected to prevent unauthorised access to storage area and avoid slips, trips and falls or damage to tools and equipment Products should only be stored in manufacturers / suppliers' containers with lid / cap tightly closed when not in use All drums and containers will be clearly marked to indicate contents All CoSHH materials will be stored, used and disposed of in-line with the CoSHH assessment, with secure storage provided for all hazardous substances to prevent access / contact by unauthorised persons Minimum amount of compressed gas cylinders will be stored on site at any one time, cylinders will be stored and secured upright on a suitable trolley for use on site - Where additional compressed gas cylinders are required on site, these will be stored upright in a suitable lockable storage cage Where required / provided site storage racking will only be used if it is fit for purpose and the safe working load (***SWL***) indicated and not exceeded - Access to any high / upper storage shelves must be gained by using suitable steps or safe access provided Trays or bunds will be provided where necessary beneath containers to prevent ground contamination Operatives to ensure that there is sufficient lighting throughout area where tools and materials are stored, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient The stacking of materials stored on site will be limited to ensure there is no possibility of materials toppling over	1	3	3
PPE Requirements		✓		✓		✓									**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Storage of Flammable Substances and Compressed Gas Cylinders Impact from external Fire / Heat source could cause a catastrophic failure of the cylinder due to overheating Manual Handling injury or damage to property if cylinders handled incorrectly Injury to Fire and Rescue Services due to lack of knowledge of what gas cylinders are held on site Incorrect storage of cylinders could result in blockage of fire exits and emergency escape routes Incorrect storage of materials could result in slips trips or falls of those people working around materials on site Incorrect storage of materials could result in damage to site property or materials	Employees Young Persons Site Personnel General Public **How** Persons could receive serious / fatal injuries from cylinder failure ***and/or*** Serious damage to materials or site property from cylinder failure ***and/or*** Persons could slip, trip or fall over cylinders on site causing injuries ***and/or*** Damage to materials or site property from uncontrolled contact with materials on site Environmental contamination due accidental / unplanned release of substances / gases	✓ ✓ ✓ ✓	3	4	12	Minimum quantities of flammable items and compressed gas cylinders to be brought on site at any one time and stored on engineer's vehicles when not in use and ***removed*** from site on a daily basis Where flammable items and compressed gas cylinders are required to be stored on site, client / site management / main contractor to be informed of the type of flammable items and compressed gas cylinders to be stored on site, with permission obtained from client / site management / main contractor prior to being storing on site Client / site management / main contractor to confirm exact location where flammable items and compressed gas cylinders are to be stored on site and any additional control measures required to ensure site safety compliance, such as requirement for additional fire extinguisher / fire management controls Flammable items and compressed gas cylinders will ***only*** be stored on site in areas agreed by site management Where required flammable items and compressed gas cylinders will be segregated with suitable signage / barriers erected to prevent unauthorised access to storage area, with only flammable items and compressed gas cylinders being used to remain in work areas. Flammable items and compressed gas cylinders will only be stored in manufacturers/suppliers' containers with lid / cap tightly closed when not in use All cylinders, drums and containers will be clearly marked to indicate contents All CoSHH materials will be stored, used and disposed of in-line with the CoSHH assessment, with secure storage provided for all hazardous substances to prevent access / contact by unauthorised persons Where additional compressed gas cylinders are stored on site, these will be stored upright in a suitable external lockable storage cage Areas where flammable items and compressed gas cylinders will be stored to be kept clear of combustible Where highly flammable substances vapour is foreseeable, no means of ignition will be present. No smoking / No naked flames signs to be displayed Adequate ventilation will be provided in areas where flammable items and compressed gas cylinders are to stored and used Flammable items and compressed gas cylinders will not be used for any unauthorised purposes, such as starting fires JGR site management / supervisors to carry out regular inspections of the storage of flammable items and compressed gas cylinders throughout the duration of the project to ensure storage standards are adequate and are maintained to the specified standards, throughout the duration of site works	1	4	4
PPE Requirements		✓		✓		✓									**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Slips, Trips and Falls while operating in internal and external areas	Employees Young Persons Site Personnel General Public **How** Could suffer injury, such as sprains and fractures due to – General moving around internal and external areas Worn or damaged floor coverings or walkways or in poor condition Trailing cables Poorly lit areas Working outside during wet, frosty or icy conditions Spillages, slippery or sloping surfaces Uneven surfaces or changes in floor level Obstructions such as boxes, bags, files etc. Poor layout and storage arrangements	✓ ✓ ✓ ✓	4	3	12	Minimum quantities of tools and materials to be held on site at any one time Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks of slips, trips and falls Prior to carrying out any works on site a survey will be carried out to ensure the area is suitable and ensure - ▪ There is a stable firm base / ground, free from obstructions, pot holes or steep gradient slopes ▪ All floor surfaces are in good condition - Any damage such as defects to floors to be promptly reported to client / site management / main contractor to be repaired, by a competent person Operatives to ensure that there is sufficient lighting provided for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient. Storage of equipment and materials prohibited along fire escape routes / near fire exits and on stairwells and pedestrian routes and will not block emergency access and egress routes Where practicable the storage of materials and equipment will be kept off the floor to prevent trip hazards. Where this is not possible ***ALL*** materials' will be segregated with suitable signage / safety barriers erected to prevent unauthorised access to storage area Employees to ensure all cables are kept to absolute minimum and routed safely, avoiding trailing cables across the floors and walkways – Where able cables to be routed at high level or inside suitable cable protection. Good storage / housekeeping standards to be maintained at all times and will be monitored by the site project management and site supervisors on a regular basis for the duration of the project Housekeeping to be inspected and discussed regularly, with regular clear outs of waste, excess tools, equipment and materials carried out throughout the duration of the project All employee to aware of maintaining good housekeeping and actions required to deal with any - ▪ Slip or trip hazards discovered ▪ Uncontrolled trailing cables ▪ Defects to floor coverings, faulty lighting etc. All floors are kept dry and working areas tidy. All spillages to be cleaned up / dried immediately If storing or using liquids on site, suitable absorbent materials to be made available for liquid spills Suitable non-slip safety footwear supplied and worn, while operating on sites	1	3	3
PPE Requirements		✓													**Other -**	

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Working in Chiller and Freezer Coldrooms Unauthorised / uncontrolled access to Coldroom Extreme low temperatures Lack of adequate access and egress to coldroom in emergency Lack of adequate lighting inside Coldroom Slips, Trips & Falls on icy / frozen floors Extreme cold Accidental lock-in in the cold store Extreme cold Working in a sub-zero environment Falling stock located inside coldroom	Employees Young Persons Site Personnel General Public **How** Operatives and others may suffer serious injury (e.g. frostbite) or death from prolonged exposure to cold temperatures or accidentally locked in the coldroom Extreme cold may also lead to gradual loss of awareness of risk. Frozen / icy floors could cause injuries to operatives working in Coldrooms Lack of adequate access and egress in the Coldroom could result in severe injury / fatality in the event of a site emergency	✓ ✓ ✓	3	4	12	Prior to working in chiller and freezer coldrooms a survey will be carried out to ensure the area is suitable and - ▪ Ensure a suitable Asbestos Survey covers the coldrooms and confirms no Asbestos Containing Materials are present ▪ Confirm whether works can be completed by methods other than accessing the coldroom ▪ Confirm how safe access and egress can be gained to work in the coldroom ▪ Carry out emergency door release button test – Button test ***ONLY*** to be carried out when a second person in attendance outside the coldroom Client / site management / main contractor to be informed of the type of works to be carried out, with permission obtained from client / site management / main contractor prior to working in the coldroom Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid risks to third parties Coldroom and immediate area around the coldroom to be kept free from debris, tools, equipment and trailing cables Where required, suitable signage / safety barriers to be erected around the area of the coldroom to warn of works and prevent unauthorised access to work area Operatives to confirm whether the coldroom to be worked on has emergency lighting (mains powered and battery back-up) and suitable mantrap alarms / door release (mains powered and battery back-up) to ensure they can summon assistance if trapped inside Where Coldrooms do not have emergency lighting and suitable mantrap alarms, coldroom works should be controlled by a Permit-to-Work system to control both the access and egress of operatives and no lone working carried out Any safe means of access and egress to the Coldroom must have a suitable system to prevent un-authorised access to the coldroom such as members of the public, other contractors or site employees Only experienced and trained operatives with no adverse medical history will be considered for working in coldrooms Coldroom doors to be pinned open for the duration of the works inside the coldroom Operatives to ensure that there is sufficient lighting provided in coldrooms for the duration of the works, where required additional temporary lighting to be provided if no permanent lighting exists or where existing lighting is not sufficient. Operatives must ensure that they spend ***NO LONGER*** than ***15-20*** minutes inside working coldroom before returning to a heated area on site to recover from the effects of the cold - If there is no access to suitably heated site facilities JGR operatives should use their own vehicle cab to warm themselves before attempting to return inside the Coldroom. Operatives must ensure that they wear suitable warm clothing / personal protective clothing to minimise the effect of cold while working in Coldrooms. Padded clothing and thermal gloves to be available if required Where required operative to request store staff to remove stock from coldroom to enable safe access and create a safe working area	1	4	4

PPE Requirements																	Other -	
		✓				✓				✓							

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Noise at Work Using noisy equipment and/or machinery or carrying out noisy processes Working in areas where noisy equipment and/or machinery are being used or noisy processes are being carried out	Employees Young Persons Site Personnel General Public **How** Operatives and others may – Suffer short / temporary effects including headaches, stress and temporary reduction in hearing ability Suffer permanent noise induced hearing loss / damage Suffer injures from - Being distracted due to high noise levels Not hearing warning signals / emergency alarms Not hearing moving vehicles Not hear / understand instructions Neighbour complaints	✓ ✓ ✓ ✓	3	4	12	Client / site management / main contractor to be informed of any noisy tools and equipment being used on site or noisy processes being carried out, with permission obtained from client / site management / main contractor prior to using noisy tools and equipment or carry out noisy processes on client's sites / premises Plan and co-ordinate work with client / site management / main contractor and other contractors to co-ordinate work and avoid / reduce noise risks to third parties All operatives to attend all site inductions, safety briefs and toolbox talks and be aware of all areas where noisy plant, tools and equipment are located or noisy processes being carried out on site by others Where noise data is unavailable the 2 metre rule to be used to give an initial indication, i.e. is it necessary to raise ones voice to be heard by a colleague standing at 2 metres distance? If yes, the noise level may be greater than 80 dB(A) Where practicable remove the source of the noise altogether, however where that is not possible or impractical operatives should – ▪ Where reasonably practicable control / reduce the noise at source using acoustic enclosures ▪ Consider using different / quieter tools, equipment or processes ▪ Reorganise working patterns to reduce effect to others ▪ Take measures to protect operatives working in the area, using suitable hearing protection and warn others in the vicinity Operatives must ensure they wear suitable hearing protective equipment approved to relevant British Standards (EN 352-1 – Ear Muffs with headband, EN 352-2 – Ear Plugs and EN 352-3 – Helmet Mounted Ear Muffs), when working in areas where warning signs warning of high noise levels are displayed or where noisy machinery being used on site or noisy processes being carried out. Hearing protection equipment to have a protection value (SNR) suitability to the expected noise level using the table below, to enable adequate protection. **A-weighted noise level** — **Select protector with an SNR** 85-90 dB(a) — 20 or less 90 - 95 dB(a) — 20 - 30 95 – 100 dB(a) — 25-35 100 – 105 dB(a) — 30 or more **NOTE** - The HSE state protection, which reduces the level at the ear to below 70dB should be avoided, since this over-protection may cause difficulties with communication and hearing warning signals. Operatives to be given training on - ▪ The hazards of noise ▪ The risk control measures implemented ▪ The wearing of hearing protection ▪ Procedures for cleaning, maintenance & replacement of hearing protection equipment Where practicable low-noise tooling and equipment to be used All tools and equipment, whether company owned or hired from a plant hire company, to be well maintained in good order to reduce noise output A suitable assessment of environmental noise to be undertaken, where there are concerns about the impact on the immediate neighbourhood, prior to commencement of works Suitable signage / safety barriers to be erected around the area where noisy tools and equipment or noisy processes are being carried out to warn of noisy works and prevent unauthorised access to work area Management / supervisors to carry out regular inspections to ensure risk control measures are being adopted, including the wearing of hearing protection	1	4	4
PPE Requirements								✓							**Other -**	

Task Description -	Removal, Installation & Movement of Refrigeration Plant

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Movement of heavy items during the installation process could result in WRULD's / injury from handling items	Employees Young Persons Site Personnel General Public	✓ ✓ ✓ X				**Task** Holding loads away from trunk [ ] Twisting [✓] Stooping [✓] Reaching/lifting above head [ ] Long carrying distance [ ] Strenuous Pushing/pulling [ ] Handling while seated [ ] Repetitive movement [ ] Insufficient recovery time [ ] ▪ Suitable lifting equipment available to enable refrigeration units to be raised in to position. ▪ Properly secured access equipment is available such as steps, ladders or Mobile Scaffold Towers and always used to acces the location where refrigeration units are to be installed ▪ Ensure there is suitable access to all area of system to be worked on ▪ Provision of suitable tools and equipment for working on refrigeration systems ▪ Provision of mobile brazing equipment			
	How					**Individual** Requires unusual strength [ ] Possible hazard to those with health problems [✓] Possible hazard to those who pregnant [✓] Requires further information/ training [✓] ▪ Staff with health problems should be restricted from undertaken this task if it requires them to handle, large or heavy objects. ▪ Restrict pregnant women from undertaken this task if it requires them to handle, large or heavy objects. ▪ Adequate information, instruction and training given in manual handling techniques ▪ Staff trained in kinetic/ manual handling techniques including use of lifting equipment and adjusting its height for safe lifting off of components within recommended safe weight limit			
	Operatives could sustain minor injuries such as cut, abrasions or minor strains from manually handling items in to position Operatives could sustain serious injuries such as crushing / trapping injuries or major strains from manually handling heavy items in to position					**Load** Heavier than 25kg [✓] Bulky [✓] Difficult to grasp [✓] Intrinsically harmful [ ] Unstable/unpredictable movement [ ] ▪ Provision of suitable lifting equipment i.e. pallet truck / genie lift to move, raise and support and locate units in to position **Environment** Limitations on movement [✓] Lack of work space [ ] Uneven, slippery or unstable floor [ ] Hot/cold/humid conditions [ ] Poor lighting conditions? [ ] ▪ Suitable lighting provided, ensuring no dark areas, or to limit vision. ▪ Flooring is in a sound and serviceable condition ▪ Work area is clearly marked and free from parts, equipment and trailing cables on the floor. ▪ Provision of suitable warm working environment			
PPE Requirements		✓				✓				✓					**Other -**	

Task Description -	Removal, Installation & Movement of Air Conditioning Systems

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Movement of heavy items during the installation process could result in WRULD's / injury from handling items	Employees Young Persons Site Personnel General Public	✓ ✓ ✓ X				**Task** Holding loads away from trunk ( ) Twisting (✓) Stooping (✓) Reaching/lifting above head (✓) Long carrying distance ( ) Strenuous Pushing/pulling ( ) Handling while seated ( ) Repetitive movement ( ) Insufficient recovery time ( ) ▪ Suitable lifting equipment available to enable air conditioning units to be raised in to position. ▪ Properly secured access equipment is available such as steps, ladders or Mobile Scaffold Towers and always used to access the location where air conditioning units are to be installed ▪ Ensure there is suitable access to all area of system to be worked on ▪ Provision of suitable tools and equipment for working on air conditioning systems ▪ Provision of mobile brazing equipment			
	How					**Individual** Requires unusual strength ( ) Possible hazard to those with health problems (✓) Possible hazard to those who pregnant (✓) Requires further information/ training (✓) ▪ Staff with health problems should be restricted from undertaken this task if it requires them to handle large or heavy objects. ▪ Restrict pregnant women from undertaken this task if it requires them to handle, large or heavy objects. ▪ Adequate information, instruction and training given in manual handling techniques ▪ Staff trained in kinetic/ manual handling techniques including use of lifting equipment and adjusting its height for safe lifting off of components within recommended safe weight limit			
	Operatives could sustain minor injuries such as cut, abrasions or minor strains from manually handling items in to position Operatives could sustain serious injuries such as crushing / trapping injuries or major strains from manually handling heavy items in to position					**Load** Heavier than 25kg (✓) Bulky (✓) Difficult to grasp (✓) Intrinsically harmful ( ) Unstable/unpredictable movement ( ) ▪ Provision of suitable lifting equipment i.e. pallet truck and genie lift to transport, raise, support and locate units in to position **Environment** Limitations on movement (✓) Lack of work space ( ) Uneven, slippery or unstable floor ( ) Hot/cold/humid conditions ( ) Poor lighting conditions? ( ) ▪ Suitable lighting provided, ensuring no dark areas, or to limit vision. ▪ Flooring is in a sound and serviceable condition ▪ Work area is clearly marked and free from parts, equipment and trailing cables on the floor. ▪ Provision of suitable warm working environment			
PPE Requirements		✓				✓				✓					**Other -**	

Task Description -	Loading & Unloading of Vehicles

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Movement of heavy items during unloading / loading of vehicles could result in WRULD's / injury from handling items	Employees	✓				**Task** Holding loads away from trunk [ ] Twisting [✓] Stooping [✓] Reaching/lifting above head [ ] Long carrying distance [ ] Strenuous Pushing/pulling [ ] Handling while seated [ ] Repetitive movement [ ] Insufficient recovery time [ ] ▪ Designated and marked loading and unloading area. ▪ Ensure clear communication and directions are given when team handling			
	Young Persons	✓							
	Site Personnel	✓							
	General Public	X							
	How					**Individual** Requires unusual strength [ ] Possible hazard to those with health problems [✓] Possible hazard to those who pregnant [✓] Requires further information/ training [✓] ▪ Staff with health problems should be restricted from undertaken this task if it requires them to handle, hazardous substances, large or heavy objects. ▪ This task may present a hazard for those who are pregnant, therefore pregnant women should be restricted from undertaking this task if it requires them to handle, hazardous substances, large or heavy objects. ▪ Adequate information, instruction and training given in manual handling techniques			
	Operatives could sustain minor injuries such as cut, abrasions or minor strains from manually handling items in to position Operatives could sustain serious injuries such as crushing / trapping injuries or major strains from manually handling heavy items in to position					**Load** Heavier than 25kg [✓] Bulky [✓] Difficult to grasp [✓] Intrinsically harmful [ ] Unstable/unpredictable movement [ ] ▪ Provision of a suitable lifting equipment such as a pallet truck / genie lift to assist with the movement of heavy / bulky items **Environment** Limitations on movement [✓] Lack of work space [ ] Uneven, slippery or unstable floor [ ] Hot/cold/humid conditions [ ] Poor lighting conditions? [ ] ▪ Walkways, loading/unloading and goods in areas are clearly marked and free from protruding equipment and trailing cables o ▪ Suitable lighting provided, ensuring no dark areas, or to limit vision. ▪ Flooring is in a sound and serviceable condition.			

PPE Requirements		✓				✓				✓					Other -	

Task Description -	Movement of Refrigerant and Compressed Gas Cylinders

Hazard	Persons at Risk		Risk L	Risk S	Risk RR	Control Measures	Residual Risk L	Residual Risk S	Residual Risk RR
Movement / transportation of cylinders could result in WRULD's / injury from handling items	Employees	✓				**Task** Holding loads away from trunk [ ] Twisting [✓] Stooping [✓] Reaching/lifting above head [ ] Long carrying distance [ ] Strenuous Pushing/pulling [ ] Handling while seated [ ] Repetitive movement [ ] Insufficient recovery time [ ] ▪ Suitable locations made available for the storage of cylinders in both the office and vans ▪ Oxy-acetylene cylinders should be attached to a suitable Oxy-acetylene trolley			
	Young Persons	✓							
	Site Personnel	✓							
	General Public	X							
	How					**Individual** Requires unusual strength [ ] Possible hazard to those with health problems [✓] Possible hazard to those who pregnant [✓] Requires further information/ training [✓] ▪ Staff with health problems should be restricted from undertaken this task if it requires them to handle, hazardous substances, large or heavy objects. ▪ This task may present a hazard for those who are pregnant, therefore pregnant women should be restricted from undertaking this task if it requires them to handle, hazardous substances, large or heavy objects. ▪ Adequate information, instruction and training given in manual handling techniques			
	Operatives could sustain minor injuries such as cut, abrasions or minor strains from manually handling items in to position Operatives could sustain serious injuries such as crushing / trapping injuries or major strains from manually handling heavy items in to position					**Load** Heavier than 25kg [✓] Bulky [✓] Difficult to grasp [✓] Intrinsically harmful [ ] Unstable/unpredictable movement [ ] ▪ Where practicable, reduce the need for large cylinders and utilise the smallest size cylinder possible ▪ Provision of suitable trolley for use when transporting oxy-acetylene cylinders for use as braising equipment			
						Environment Limitations on movement [✓] Lack of work space [ ] Uneven, slippery or unstable floor [ ] Hot/cold/humid conditions [ ] Poor lighting conditions? [ ] ▪ Suitable lighting provided, ensuring no dark areas, or to limit vision. ▪ Flooring is in a sound and serviceable condition. ▪ Work area is clearly marked and free from parts, equipment and trailing cables on the floor.			

PPE Requirements		✓				✓				✓					Other -	