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| **From:** |  | | | **Email:** |  | | | | | | **Tel Number:** | | | |  |
| **Contact:** | | |  | | | | **Email:** | | |  | | | | | |
| **Client Name:** | | |  | | | | | | | | | | | | |
| **Location:** | | |  | | | | | | | | | | | | |
| **Service:** | | |  | | | | | | | | | | | | |
| **Service Date(s) / Time(s):** | | | | | | | | | | | | | | | |
| **From** | | | | | **Until** | | | | **Work Hours** | | | | **Extra Details** | | |
|  | | | | |  | | | |  | | | |  | | |
| **Supervisor:** | |  | | | **Email:** |  | | | | | | **Mobile:** | |  | |
| **Operatives:** | |  | | |  | | |  | | | | |  | | |
|  | | |  | | |  | | | | |  | | |
| **Areas of Work:** | | | | | | | | | | | | | | | |
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| **Method:** | | | | | | | | | | | | | | | |
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| **Risk Assessment & Method Statement** |  |  |

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| **Project / Site:** | **Method Statement Title** | | **Issue No. / Date** | | |
|  |  | | No 1 - 07/02/17 | | |
| **Task Description:**  To supply all necessary labour, insurances, cleaning materials and equipment to carry out the following services; | | | |  | | --- | | **Risk Rating Table**  High 50 – 100 Medium 20 - 49 Low 1 - 19 |   **Worst Case Outcome**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 10 | 8 | 5 | 3 | 1 | | Fatality | Severe Injury | Lost time injury | Minor injury | No injury |   **Likelihood given precautions in place**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 10 | 8 | 5 | 2 | 1 | | Certain / imminent | Very likely | Likely | Unlikely | Remote |   **Operative’s requiring Permits and Access for works:** | | |
| **Supervisor**:  () | | |
| **Operatives**: | | |
| Risk Assessment: Axiom Maintain Ltd have identified the following risks associated with the tasks involved in this project phase:   | **Risk no.** | **Hazards Identified** | **Worst Case Outcome** | **Person(s) at risk** | **Likelihood** | **Score & Rating** | **Mitigating control** | | --- | --- | --- | --- | --- | --- | --- | | 001 | **Slips and trips**  Staff and visitors may be injured if they trip over equipment, objects or slip on floor maintenance products or water needed in the cleaning process. | Severe Injury  (8) | Employees  Visitors  Contractors  Member of the Public | Unlikely  (2) | **16**  **Low** | * General good housekeeping. * All areas well lit. * Trailing leads or cables are to be covered to remove trip hazard. * Operatives to keep work areas clear, e.g. no machinery or materials left in walkways, * Safety Signs & Physical Barriers to be placed in the work area | | 002 | **Manual handling & Lifting Heavy items**  Fitter/contractors may be seriously injured if struck by falling heavy objects during, for example, the movement of heavy plant or large items. Operatives could suffer back injury if they lift inappropriately | Minor injury  (3) | Employees  Contractors | Remote  (1) | **3**  **Low** | * Manual handling aids –trolley, mobile cages etc. when available. * In accordance with formal Manual Handling Training supplied by Axiom Maintain, all Operatives will follow safe manual handling techniques. This Training is reviewed Bi Annually. * All operatives must use best practice lifting techniques and must team up with a 2nd operative to lift heavy items. | | 003 | **Stress**  All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | Lost time injury  (5) | Employees  Contractors | Remote  (1) | **5**  **Low** | * Operatives understand what their duties and responsibilities are. * Operatives can talk to supervisors, manager or directors if they are feeling unwell or ill at ease about things at work. * ‘Zero tolerance No bullying’ policy. | | 004 | **Electrical**  Staff could receive electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | Fatality  (10) | Employees  Visitors  Contractors | Remote  (1) | **10**  **Low** | * Operatives trained to spot and report (to Site Management and line management) any defective plugs, discoloured sockets or damaged cable/equipment. * Defective equipment taken out of use safely and promptly replaced. * Operatives told not to bring in their own electrical appliances to site. * PAT carried out on all electrical equipment. | | 005 | **Fire**  If trapped, staff could suffer fatal injuries from smoke inhalation/burns. | Fatality  (10) | Employees  Visitors  Contractors | Remote  (1) | **10**  **Low** | * All Axiom personnel will be firstly inducted in the health & safety requirements of the client which will include Fire Safety & evacuation procedures. * All electrical equipment to be turned off when not in use. * All Fire exits to be kept clear from obstruction. * All Fire extinguishers to be kept serviced and clearly marked. * A strict no smoking police is in place thought out the building and any out buildings. * Good housekeeping protocols in place | | 006 | **COSHH**  Staff could suffer injury from chemicals  supplied for the task if they are used  incorrectly | Severe  Injury  (8) | Employees  Contractors | Unlikely  (1) | **8**  **Low** | * Operatives have been trained in the safe use of the chemicals & products used to perform the activity and have task specific training and a full understanding of the COSHH Essential® details made available to them by the company | | 007 | **Machinery**  Operatives and others may suffer serious injury from unguarded moving parts of the machinery. | Fatality  (10) | Employees  Contractors | Remote  (1) | **10**  **Low** | * All dangerous parts of machinery guarded to manufacturers’ standards. * Machinery guards inspected every month and maintained in good condition. * All new machinery checked before first use to ensure they have the CE standard mark, a ‘Declaration of Conformity’ and there are no obvious accessible dangerous moving parts, or positioning of the machine does not cause additional hazards. * All equipment to be switched off whilst not in use. * All operatives to have knowledge of H&S aspects with tools being used. * Machinery to be inspected by operative before use. * All power tools have been PAT tested. | | 008 | **Noise**  Operatives may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment (e.g. orbital polishers). For prolonged periods of time. | Lost time injury  (5) | Employees  Contractors | Remote  (1) | **5**  **Low** | * All machinery operates below first noise control level (80db) * Maintenance of machinery, to ensure they run as quietly as is possible. | | 009 | Risks of cuts from safety scrapers | Lost time injury  (5) | Employees  Contractors | Remote  (1) | **5**  **Low** | * Operatives to use gloves when handling sharp objects, e.g. scraper blades etc. | | 010 | Risk of damage to reception furniture and equipment. | Severe Injury | Employees  Visitors | Remote  (1) | **8**  **Low** | * All free standing furniture and fittings surrounding the work area to be removed from the local work area and safely stored. Replaced to its original position on completion. | | 011 | Risk of water ingress into the lift car shafts | Damage | Property | Unlikely  (2) |  | * Minimal water to be used. Wet vacuums in position and working to collect any excess water. Floor cloths over lift runners. Lift door to be locked in the open position for the duration of the service. | | 012 | Risk of Unauthorized Persons entering the Working Area | Lost time injury  (5) | Employees  Visitors  Contractors | Unlikely  (2) | **10**  **Low** | * Barriers to be erected to prevent unauthorised access to current work area. | | 013 | Other accidents to employees E.g. Cuts, grazes, bruises | Lost time injury  (5) | Employees  Visitors  Contractors  Member of the Public | Unlikely  (2) | **10**  **Low** | * Axiom personnel to wear PPE approved foot wear when on site. | | 014 | Ill health and general first aid incidents and emergencies | Lost time injury  (5) | Employees  Visitors  Contractors  Member of the Public | Unlikely  (2) | **10**  **Low** | * All accidents will be reported to and logged by the Lead First Aider who will complete the Approved Accident Report Form. |   **Safe Method of Working:**  Works to be completed carefully and methodically to avoid accidents. Wear appropriate PPE – boots at ALL times and gloves if necessary.  Precautionary measures in place to avoid water ingress – Wet vacuums and close control measures in accordance with training supplied.  Polythene/material sheet protection will be placed on floors and surrounding low level walls prior to the commencement of all works.  All unnecessary products and machinery to be safely stored away to avoid trip hazards.  At the end of each shift the site will be left clean and tidy and ready for normal business hours. | | | | | |
| Action required (note any temporary action / control measures required) (Please use Risk No.) | | | | Action Review Date | Action Completed  (Name and Title) Date |
|  | | | |  |  |
| |  |  |  | | --- | --- | --- | | Safety checklist: | | | | a) Safety clothing / footwear:  | B) PPE:  | c) Safety Equipment:  | | d) Permits for Work:  | e) Communications:  | f) Support:  |   Safety checklist: | | | | | |
| **PREPARED BY: Axiom Maintain Limited**    **Signature:**  **Name: Andrew Sargent**  **Job title: Director** | | **APPROVAL AUTHORITY** (where applicable)**:**  **Signature:**  **Name**  **Job title:** | | | |