**Surveying for the installation of architectural film and related surfaces refurbishment work.**

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| Risk Assessment | Page |
| Lone working | 8 |
| Pedestrians (and the public) | 13 |
| Vehicles (use of) | 16 |
| Work at height (ladders, steps & podiums) | 19 |

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| Lone Working |
| Description of activity  Working alone – unsupervised at remote location to head office. |

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| Hazards & consequences |
| Lone working – various hazards according the area of job being undertaken and in being alone in a premise doing work.  Personal safety – risk of violence & lack of assistance if first aid is required. |

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| Tools & equipment used |
| Usual work tools & equipment used by the operative surveying. |

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| Persons likely to be exposed to the risk |
| Lone operative. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
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| Acceptable | | No |  | | | | |

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| Control measures |
| Operation of this work activity to an extent relies on the common sense and goodwill of operatives carrying it out and it is only by a competent person (instructed and trained) that accidents can be avoided.  Operatives are experienced and trained in the tasks/activities required to be done and for the setting out of protective measures.  The Manager/Supervisor will monitor to ensure that operatives on remote duties can be accounted for, as required. Means of communication such as mobile phone and/or keeping in touch by land line. Operatives are instructed and trained in the various means of keeping in contact; use of mobiles, land lines, site communication systems.  Manager/Supervisor is to determine time periods for calling on a regular basis; minimum - at start of day, arrival, at times throughout the day, leaving site and arriving home. Operatives going to a premise must ensure that the Manager/Supervisor knows to which premise they have gone and their estimated time of return (& when moving from premise to premise).  Where an operative is more than 30 minutes overdue the Manager/Supervisor will ensure that a search is carried out to determine the condition of the operative.    Awareness by Manager/Supervisor of the location and time, and the activities being undertaken.  All operatives must register/sign on duty with head office for each work period/day. |

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| Comments |
| To be read in conjunction with the lone working procedure. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 X | 5 |
|  | |  | | | | |
| Residual risk rating | | 8 | Low |  |  | |
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| Acceptable | | Yes |  | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Pedestrians (and the public) |
| Description of activity  The general protection of pedestrians in our work areas. Surveying works may be done in the public domain and in/on occupied premises where there may be not only operatives but also others present.  The purpose of this assessment is to avoid contact with persons not involved in the works. To avoid and minimise interface with others when crossing through occupied areas. |

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| Hazards & consequences |
| Various injuries resulting from slips, trips & falls caused by substances/materials commonly found on sites/premises, such as oil, water, dust, polythene sheeting and others.  Equipment or tools falling from height onto people below can result in a range of injuries.  Moving vehicles - contact with people can cause minor to serious injuries by being knocked over, run over or run into.  Interference (accidental or deliberate) with the works (distraction & damage) can result in minor to serious injuries for all individuals.   The above are non-specific hazards and injuries but could be serious in nature and could be reportable if a member of the public needs treatment away from the scene of an accident. |

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| Tools & equipment used |
| General access equipment: ladders & step ladders (see work at height procedure and risk assessments). Vehicles - own and visitors. Also see Vehicles (use of) risk assessment. |

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| Persons likely to be exposed to the risk |
| All operatives. There may be some hazard to passers-by e.g. pedestrians, general public, from ejected or falling tools. this assessment and its implementation is intended to ensure that these classes of persons are reasonably protected. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 X | 5 |
|  | |  | | | | | |
| Initial risk rating | | 12 | Medium | |  | | |
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| Acceptable | | No |  | | | | |

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| Control measures |
| In recognition of our responsibilities to the general public and others, we are committed to ensuring that none of our operations present hazard or risk to them.  Where on site, work that may present any risk to the general public or others, the controls and precautions to overcome that risk will be identified and controls implemented to overcome them. These may also be agreed at pre-contract meetings or site meetings.  The manager will establish the exact conditions prevailing on site and take the most appropriate measures to ensure our activities are brought to the attention of all persons who may be affected by them. There will be areas where materials are in transit where it would be unreasonable to erect barriers and/or signs. This would also apply to certain areas where vehicles are parked for the short periods of time when loading is taking place. The competent person in charge at the site or premises will assess the exact situation on site. Our work areas are clearly demarcated with safety warning signs and barriers erected. All signs will conform to the Signs and Signals Regulations and be to the BS standard. The type and disposition of barriers and signs will be ascertained from prevailing conditions on site. Where necessary signs will be placed at every approach to works and physical barriers erected as opposed to posts and hazard tape unless this would be unreasonable. Signs will be placed so that they will be easily identified and read by pedestrians. In vehicular areas the disposition of signs will likewise be placed. Equipment will be managed so that they do not represent a hazard for pedestrians.  Typical precautions may include;  Protection from falls of equipment. Maintenance in a safe condition for use of public footpaths/highways, stairs, corridors and vestibules e.g. regularly swept clean. Maintenance of access for emergencies.  Where in control of a site after hours or at weekend unauthorised persons will be excluded and the site secured after work. The company will not rely on other persons to carry out this function. Pedestrians may have to be controlled (by issuing polite verbal commands) whilst gaining access to sites. The manager on the site or premises is responsible for the safe set up and management of hazards and work. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 X | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 6 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Vehicles (use of) |
| Description of activity  Normal movement of vehicles on the highway including parking. Areas of operation may include domestic & commercial building sites. |

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| Hazards & consequences |
| Accidental contact with vehicle can cause minor to serious injuries by being knocked over, run over or run into and whiplash. Can also cause non-specific damage to vehicles & property (including buildings & fittings, materials, goods and products). Accidents between vehicles and people often results in serious injuries and not unusually – death.  Uneven ground/pot holes (many access & site roads can be uneven) – can cause damage to vehicles and materials/goods carried to move/slide/topple, causing further injury & damage.  Handling fuels and other substances (engine oil) can cause dermatitis and other health complaints.  Driver fatigue – a tired driver may cause an accident that could result in serious injury and/or damage. |

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| Tools & equipment used |
| Vehicles including cars & vans. |

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| Persons likely to be exposed to the risk |
| All drivers and others, including visitors on site.  Passers-by and casual observers.  On the highway - all users. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
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| Acceptable | | No |  | | | | |

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| Note: We are not able to reduce the severity estimate for any probability. |

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| Control measures |
| All vehicles are maintained to Road Traffic Act standard and maintained roadworthy e.g. MOT and regularly inspected and maintained as required. Drivers of company vehicles are trained and authorised to drive on the highway and off road. Drivers must carry out a daily pre-use/start check.  Drivers must report all defects. Drivers must take regular breaks to prevent becoming fatigued whilst driving. Supervisors must plan delivery routes to take into account drivers taking regular rest breaks during the day. Company drivers are authorised to drive only the class of vehicle for if they hold a valid licence. Drivers must obey the traffic rules and site rules of the area of operation and any premises upon which work is taking place and the requirements of the Highway Code or equivalent.  Bad traffic  Drivers must drive within the traffic conditions at the time and avoid confrontations with other road users. Must follow the recommendations of the Highway Code.   Bad weather  Drivers must drive within the capacity of the vehicle and their own capability given the prevailing weather (this includes conditions of; ice, fog, torrential rain and smoke).  Emergency  In the event of a tyre 'blow out' or windscreen shatter, the driver must ensure the safety of persons carried by the vehicle (including themselves) are not put at risk at any time. Where necessary warning triangles, cones will be placed to give warning. Drivers must carry means of communication to call assistance e.g. mobile phone. Drivers must use the services of the appropriate rescue and or emergency services.  Mobile phones  Drivers are not to use hand held mobile phones when moving on the highway. They are instructed to pull over, park and stop to make and receive calls. Preferably phones should be switched off during periods of driving. Passengers may make and receive calls on the driver's behalf, providing there is no distraction to the driver whilst driving. Properly installed hands-free equipment can be used provided that no hazard is caused.  Training and competence  Company drivers are authorised to drive only the class of vehicle for which they hold a valid licence. Drivers of vehicles are trained and authorised (competent person) to drive on the highway and off road. Drivers must not drive or operate any vehicle for which they do not hold a valid license. Drivers under training can only drive the class of vehicle for which they are being trained and must be properly accompanied by a properly qualified person, with the required “L” plate signs affixed. Drivers are periodically checked for valid Ministry of Transport, Road Traffic Acts licences for the class of vehicle they are authorised by the company to drive. Drivers are required to inform us immediately should they become unlicensed for any reason e.g. disqualification. When on public roads all company drivers are expected to observe the recommendations of the Highway Code (or equivalent) and to obey the law. The company liaises with the insurance company over the extent of cover. Drivers using their own vehicle on company business must ensure that they are insured for business use.  A regular check of licences and insurance cover will be made. |

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| Note: The conditions and environments encountered are so variable that the approach is to rely on the experience, knowledge and training of the ‘competent person’ in charge of the vehicle e.g. driver who will have the relevant experience, knowledge and training required to ensure safety. |

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| Additional information |
| The company will not be responsible for penalties awarded by the courts to any driver convicted of a breach of the Road Traffic Acts. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
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| Acceptable | | Yes |  | | | |
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| Note: We are not able to reduce the severity estimate for any probability. | | | | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Working at height (ladders, steps & podiums) |
| Description of activity  Surveying for installation of architectural film and related surfaces refurbishment work above floor or ground level.  Activity at height would require access for light works. |

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| Hazards & consequences |
| Falls from height - serious injury or even death can be sustained from falls from low height or even at the same level. Equipment or tools falling from height – result in a range of injuries to operatives or others.  Manual handling of equipment - musculoskeletal injury – sprains, strains or physical stress to any part of the body, particularly back and arms. |

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| Tools & equipment used |
| Stepladder, ladders, podium steps and trestles. Safety helmet, safety footwear - as assessed (e.g. helmets inside rooms with high ceilings may be unreasonable). Barriers, hazard tapes and signage to provide means of warning of works in progress. |

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| Persons likely to be exposed to the risk |
| Our operatives & anyone below the work area. Visitors and others on site not engaged in work at height or not required to gain access at height will not be affected except inasmuch as they may be at risk from falling materials. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Note: There will always be a high risk of serious injury and death even from falls at the same height. We can only hope to reduce the likelihood. |

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| Control measures |
| Operatives are instructed and trained in the use of all safety equipment. Operatives are not expected or required to put themselves at risk by attempting to reach or work at height without the proper training, equipment, supervision or instruction or following the correct rules and procedures. All access equipment must be of sound construction and without patent defect. All access equipment is subject to statutory inspection on a regular basis (fit for use). Operatives are instructed to carry out a pre-use inspection of all access equipment, each and every time of use. Operatives are instructed to abide by the working methods & risk assessment for the activity requiring the temporary access. For activities at height they must also be aware that sensible clothing must be worn i.e. not loose, where it may snag and cause restricted movement or a fall. The supervisor must first consider other methods of achieving the work objective without the need to do work at height, as far as reasonably practicable. The use of ladders should be able to be justified taking into consideration all of the attendant hazards and risks.  The guidance published and updated by the Health and Safety Executive on the use of ladders will be adhered to with particular reference to the following;  Ladders must extend 1.2m above the stepping off point and have adjacent handholds. Ladders should be erected on a firm and level base at an angle of 70 degrees (ratio 4 up to 1 out). Wooden ladders must not be painted (preservation with clear varnish is acceptable). Ladders must be adequately secured, footed to a height of 5m and secured at the top if longer and guyed or anchored at the bottom. Vertical ladders should be adequately secured and packed to give adequate foothold. Articles or materials shall not be thrown or dropped from height where this is likely to cause injury. Lowering by sash line is the preferred method. Wherever an anchor point is available a safety harness and lifeline must be used.  Note: This assessment has considered the effect of works at height in relation to others and the preventive and precautionary measures in this assessment should afford reasonable protection to these classes of persons. Visitors and others will have been made aware at site safety induction. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Note: Not able to reduce the severity estimate for any probability. | | | | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |