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| **Project / Contract** |  |
| **Contractor** |  |
| **Site Address** |  |
| **Project Start Date** |  |
| **Expected Duration** |  |
| **Projected Completed Date** |  |

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|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  |  |
| **Authorised by** |  |  |  |  |
| **Authorised by (for Client)** |  |  |  |  |

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| **Emergency Contact Details** | | | |
| **Contact** |  |  |  |
| **Tel** |  |  |  |
| **Mobile** |  |  |  |

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| **Assessor's Name** | **Assessor's Signature** | **Persons Affected By This Risk Assessment** |
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| **Hazard / Consequences** | **Control Procedures** | **Likelihood**  **(a)** | **Severity**  **(b)** | **Risk Rating**  **(a x b)** |
| --- | --- | --- | --- | --- |
| **Slips, trips and falls.**  **Injuries** | Erect signs and barriers, as required.  All staff will wear suitable non-slip footwear at all times.  Staff will ensure that good standards of housekeeping are maintained at all times, cables and other equipment will be managed so as not to cause a trip hazard.  Ensure that all access and egress routes are kept clean and tidy and that all fire escape routes are free from obstruction.  Post signage on all slippery areas. | **0** | **0** | **0** |
| **Manual handling**  **injuries** | Dual lifting to be used on awkward lifts, especially when moving furniture.  Staff will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.  All members of staff have received instruction and training in-house for manual handling.  Ensure local members of staff are aware of activities in advance to prevent accidents. | **0** | **0** | **0** |
| **Working on external sites: Injury to other workers, tenants and members of the public during operations** | It is vitally important that potentially hazardous areas are signposted and barriered off to avoid possible injury to workers and members of the public**.**  Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors.  Staff will cordon off work area and ensure tenants do not enter area of danger.  Tools and equipment will not be left unattended.  The site will be made safe at the end of each shift.  Staff will follow the method statement devised for this task | **0** | **0** | **0** |
| **Power tools and Machinery**  **Injuries**  **Electrocution**  **Entanglement with moving parts** | All power tools and machinery must comply with current Provision and Use of Work Equipment Regulations.  All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use.  Eye protection must be worn at all times when there is a risk of flying parts, dust or fragments.  All power tools and machinery must be regularly inspected and maintained in good condition.  Portable Appliance Testing to be carried out at the correct frequency and test records carried on the vehicle  Staff must check for damaged equipment before use - plugs, cable and fittings etc. All damage should be reported to your supervisor immediately.  Defective equipment is to be isolated from use and reported to the manager  Repairs of equipment to be carried out by a competent person | **0** | **0** | **0** |
| **Working with Hot Water**  **Burns/Scalds** | Hot water used in the cleaning machinery at the correct temperature  Staff trained in the safe use of the machinery that uses hot water | **0** | **0** | **0** |
| **Hand tools**  **Injuries** | Ensure the correct tool is used for the task e.g. do not use screwdrivers as chisels.  All hand tools should be in good condition and must be inspected prior to use.  Trained first aider in each working group  First aid kit in the company vehicle | **0** | **0** | **0** |
| **Lone working** | Identify the potential risk of injury to lone workers and then provide the necessary supervisory measures appropriate for the particular job.  Periodic telephone contact with lone workers necessary.  Periodic site visits to lone workers.  Operatives to carry a mobile phone for emergency use. | **0** | **0** | **0** |
| **Waste created by the task** | Speak to clients/tenants to ask them to remove any valuables or ornaments from the work area.  All rubbish and waste will be segregated into the appropriate waste streams and placed in the relevant skips or bins provided. | **0** | **0** | **0** |
| **Fire in the premises**  **Burns**  **Inhalation of smoke and fumes** | Fire safety arrangements for the premises to be discussed with staff on the first day of working  Fire escape routes to be walked by staff to ensure they are aware of how to escape form the building in an emergency  Fire escape routes to be kept clear at all times  Operatives provided with annual fire safety training. | **0** | **0** | **0** |
| **Exposure to hazardous substances – cleaning products**  **Dermatitis**  **Inhalation of fumes** | COSHH register for cleaning products in place  MSDS and COSHH safety assessments completed for all hazardous products  Staff training completed for use with hazardous products | **0** | **0** | **0** |
| **Noise**  **Temporary and Or Permanent Hearing Loss.**  **Mental and Or Physical Stress.** | Cleaning equipment can be noisy if used for a long period of time – consideration give to providing hearing protection – all new machines should provide the decibel limits  All new equipment purchased to have the lowest decibel level available | **0** | **0** | **0** |
| **Hand Arm Vibration Syndrome (HAVS)** | Vibration from machines should be reduced by adopting work rotation – health concerns associated with vibration should be report to the manager | **0** | **0** | **0** |
| **Poor Management or Supervision** | Suite Supervisor will be competent person.  Machinery operators will be trained in the use of equipment  Young workers or Trainees to be Supervised at all times | **0** | **0** | **0** |
| **Contact with vehicles during working hours** | All operatives to wear florescent hi visibility clothing in the form of “Hi-Visibility” tabards or over vests at all time when working near traffic or unloading vehicles on the roadway  Work area will be cordoned off, display suitable hazard signs and warning notices during loading/unloading activities.  No material to be left outside designated loading areas, to prevent possible trip hazards to the public. | **0** | **0** | **0** |
| **Working at Height** | Training provided for all operatives that work at height  Ladder register in place and safety checks completed before each use  Defective ladders removed from use and reported to the manager | **0** | **0** | **0** |
| **Vulnerable People**  **Children**  **Animals** | Information requested from the Client when setting up the project to establish if there any additional concerns for the building | **0** | **0** | **0** |
| **Exposure to germs and infections**  **Infestations of insects/rodents** | Staff aware of good hygiene arrangements and the routines to follow if contaminants are possible  Staff are aware to report concerns to the manager if there is an additional risk of infection  Tools and equipment to decontaminated before removing from site and onto the transport vehicle  Cleaning cloths to be bagged at the end of the project and before being transferred to the laundry | **0** | **0** | **0** |

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| **PPE Required** |
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| Hand Protection / Safety Gloves | Overalls / Protective Clothing | Boots / Protective Footwear | Safety Glasses | Face Shield / Mask | Respirator | Hearing Protection | Hi-Vis | Hard Hat | Harness |
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| **Persons at Risk** |
| Staff | Client Staff | Other Contractors | Public | Others |
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|  | **Likelihood** |  | **Severity** |  | **Risk Ranking = L x S** |
| **1** | Highly Unlikely | **1** | Trivial |  | No Action Required (1) |
| **2** | Unlikely | **2** | Minor Injury |  | Low Priority (2 to 6) |
| **3** | Possible | **3** | Over 3-day Injury |  | Medium Priority (7 to 9) |
| **4** | Probable | **4** | Major Injury |  | High Priority (10 to 14) |
| **5** | Certain | **5** | Incapacity or Death |  | Urgent action (>= 15) |

**Sign off Sheet**

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.

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| **Print Name** | **Signed** | **Date** |
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