

RISK ASSESSMENT

Task	Who is at risk?	Potential Hazard	Preventative Measures	Responsibilities
ARRIVAL ON SITE	STAFF CONTRACTORS	UNFAMILIARITY WITH SITE.	PERFORM INITIAL SITE SURVEY, SPEAK DIRECTLY WITH CLIENT, ASK FOR ANY EXISTING CERTIFICATES, DOCUMENTS OR KNOWN CONCERNS. IDENTIFY ANY EXISTING CONCERNS HARBOURED BY CLIENT. IDENTIFY POTENTIAL HAZARDS BEFORE COMMENCING WORK.	STAFF CONTRACTORS CLIENT
MANUAL HANDLING	STAFF CONTRACTORS	HEAVY EQUIPMENT, BULKY DELIVERIES, VEHICLE UNLOADING.	ADHERE TO MANUAL HANDLING GUIDANCE. USE AIDS SUCH AS TROLLEYS & LIFTS AS APPROPRIATE. CAPPED SAFETY BOOTS TO BE WORN TO PREVENT INJURY THROUGH DROPS. VEHICLES TO BE PARKED IN PRACTICAL LOCATIONS FOR UNLOADING SAFELY, LEGALLY AND AS CLOSE TO THE CUSTOMER SITE AS POSSIBLE.	STAFF CONTRACTORS
SAFE ISOLATION	STAFF CONTRACTORS CLIENT	HIGH VOLTAGE SHOCK OR BURNS. UNEXPECTED LOSS OF POWER TO EQUIPMENT IN USE BY OTHERS. LOSS OF POWER TO SENSITIVE CUSTOMER EQUIPMENT (I.T./MEDICAL/FRIDGE FREEZER, ETC.)	INFORM CLIENT/COLLEAGUES AND SEEK PERMISSION FROM SITE CONTACT. CHECK OPERATION OF VOLTMETER ON PROVING UNIT/KNOWN GOOD SUPPLY BEFORE CHECKING FOR ISOLATION OF CIRCUIT. CHECK ISOLATION OF CIRCUIT USING A VOLTMETER (NOT A NON-CONTACT TESTER OR MULTI-FUNCTION TESTER). ISOLATE CIRCUIT WITH LOCKING DEVICE AND RETAIN KEYS ON PERSON. AFFIX WARNING NOTICE AT POINT OF ISOLATION.	STAFF CONTRACTORS CLIENT
WORKING ON LIVE CIRCUITS (e.g. Zs, PFC, RCD TESTING)	STAFF CONTRACTORS	HIGH VOLTAGE SHOCK OR BURNS. SLIP OF TEST PROBE. INCORRECT MULTI-FUNCTION TESTER SETTING.	PERFORM LIVE TESTING ONLY AFTER ALL DEAD-TESTS HAVE PASSED AS BEING ACCEPTABLE. PERFORM NO UNNECESSARY WORK WHILE CIRCUIT IS LIVE. USE PROBE SLEEVES TO ENSURE THE MINIMUM OF EXPOSED METAL TIPS TO GS38. ONLY APPROVED, RATED, CALIBRATED, COMPANY-SUPPLIED TOOLS TO BE USED. VERIFY CORRECT SETTING ON TEST EQUIPMENT BEFORE COMMENCING.	STAFF CONTRACTORS
USE OF TOOLS & EQUIPMENT	STAFF CONTRACTORS	INJURY FROM HOT, SHARP, ROTATING OR RECIPROCATING HAND/POWER TOOLS. ELECTRICAL HAZARD THROUGH ACCIDENTAL DAMAGE OF SUPPLY CABLES. UNFAMILIARITY OF HIRED EQUIPMENT. INCORRECT USE OF TOOLS. TRAILING CABLES.	POWER TOOLS TO BE WITHIN PAT TEST DATE AND VISUALLY INSPECTED BEFORE USE. TOOLS TO BE USED AS DIRECTED AND AS PER MANUFACTURERS OR OTHER GIVEN INSTRUCTIONS. BATTERY POWERED OR HAND TOOLS TO BE USED WHERE POSSIBLE. RCD TO BE USED ON MAINS-DRIVEN POWER TOOLS. ONLY APPROVED, RATED, COMPANY-SUPPLIED TOOLS TO BE USED. TOOLS AND POWER TOOLS NOT TO BE LEFT UNATTENDED.	STAFF CONTRACTORS
WORKING AT HEIGHTS	STAFF CONTRACTORS	FALLS. DROPPING OF TOOLS, ACCESSORIES ETC.	STEPS AND LADDERS TO BE INSPECTED BEFORE USE, USED IN SECURE POSITIONS AND IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS. TOOLBELT OR HANDS-FREE CADDY TO BE USED TO RETAIN TOOLS ETC. NON-SLIP SAFETY SOLES TO BE WORN. HEAD PROTECTION TO BE WORN AT HEIGHT AND BY COLLEAGUES WORKING BELOW.	STAFF CONTRACTORS
WORKING IN LOW LIGHT	STAFF CONTRACTORS	UNABLE TO CLEARLY SEE HAZARDS & OBSTACLES. UNABLE TO IDENTIFY WIRING COLOURS.	STANDARD TORCHES AND HANDS-FREE BATTERY LIGHTING TO BE USED WHERE POSSIBLE. SPARE, CHARGED BATTERIES TO BE CARRIED AS STANDARD. POWERED LOW-HEAT FLOODLIGHT(S) TO BE CARRIED AS STANDARD.	STAFF CONTRACTORS
EYE INJURY	STAFF CONTRACTORS	UNTERMINATED CABLES PROTRUDING AT ANGLES FROM CEILING OR WALLS. DUST OR PENETRATION INJURY FROM CHISLING, DRILLING, ETC. SPITTING OF SOLDER FLUX.	WEAR EYE PROTECTION WHEN WORKING AROUND PROTRUDING CABLES OR IN ANY ACTIVITY WHERE PARTICLES OR DEBRIS MAY BECOME AIRBORNE.	STAFF CONTRACTORS
SKIN IRRITATION/RESPIRATORY IRRITATION	STAFF CONTRACTORS	REACTION TO CHEMICAL SUBSTANCES SUCH AS SEALANT, ADHESIVE, PLASTER MIX, CLEANING LIQUIDS, PAINT, ETC. FUMES FROM SUBSTANCES.	PROTECTIVE GLOVES TO BE WORN. SUITABLE TOOLS TO BE USED FOR SPREADING/APPLYING SUBSTANCES AS PER MANUFACTURERS GUIDES. MANUFACTURER INSTRUCTIONS/SAFETY GUIDES TO BE REVIEWED BEFORE USE. HANDS TO BE WASHED IMMEDIATELY AFTER USE AND BEFORE EATING/DRINKING. MASKS AND VENTILATION TO BE EMPLOYED WHEN WORKING WITH VAPOROUS SUBSTANCES.	STAFF CONTRACTORS

WORKING IN LOFT SPACES OR CONFINED SPACES	STAFF CONTRACTORS	LIMITED MANUVERABILITY. HIGH-DUST/FIBRE ENVIRONMENT. UNSTABLE FLOOR SPACES. LOW LIGHT CONDITIONS.	PROTECTIVE CLOTHING, MASK, EYEWEAR AND ANY OTHER NECESSARY PPE TO BE WORN IN AREAS OF POOR AIR QUALITY. SUITABLE LIGHTING TO BE USED (SEE WORKING IN LOW LIGHT). LOAD BEARING BEAMS OR BOARDS TO BE IDENTIFIED OR CRAWL BOARD TO BE USED. EXTRA CARE TO BE TAKEN IN THE USE OF TOOLS OR WHEN MOVING. CHECK FOR RODENTS, STINGING INSECTS OR OTHER HAZARDS BEFORE STARTING WORK.	STAFF CONTRACTORS
HIGH WATER RISK AND ZONE INSTALLATIONS	STAFF CONTRACTORS CLIENT	SHOCK OR DAMAGE THROUGH LIVE CIRCUITS BEING IN CONTACT WITH WATER.	ISOLATE EXISTING LIVE CIRCUITS IF WATER PRESENCE IS SUSPECTED. USE CORRECT IP RATED EQUIPMENT FOR REPAIRS OR NEW INSTALLATIONS IN HIGH WATER RISK AREAS. ENSURE BONDING MEETS REQUIREMENTS.	STAFF CONTRACTORS
WORKING AS PART OF A TEAM	STAFF CONTRACTORS	INJURY OR DAMAGE THROUGH MIS-COMMUNICATION. LACK OF AWARENESS OF COLLEAGUES LOCATION.	AGREE ON TIMETABLE AND SPECIFIC ORDER OF STEPS TO BE TAKEN BY INDIVIDUALS. USE 2-WAY RADIO EQUIPMENT WHEN WORKING ON SEPARATE FLOORS OR A LARGE SITE. ISOLATE AND LOCK OFF CIRCUITS BEING WORKED ON TO PREVENT ACCIDENTAL ENERGISATION. HEAD PROTECTION TO BE WORN AT HEIGHT AND BY COLLEAGUES WORKING BELOW. HIGH VISIBILITY PPE ON LARGE SITES, OUTDOOR INSTALLATIONS OR WHEN USING MOVING MACHINERY AROUND OTHERS. ABIDE BY HEALTH & SAFETY POLICIES IN FORCE IF ON A CONSTRUCTION SITE.	STAFF CONTRACTORS CLIENT SITE-MANAGER
DRILLING, CUTTING AND ASBESTOS SUBSTANCES	STAFF CONTRACTORS CLIENT	AIRBORNE PARTICLES FROM OLD INSULATION, PAINT, PLASTER OR COATINGS MAY POSE A RESPIRATORY THREAT.	PROTECTIVE CLOTHING, MASK, EYEWEAR AND ANY OTHER NECESSARY PPE TO BE WORN. VACUUM USED TO REMOVE DUST DURING DRILLING/CUTTING OPERATION. SURROUNDING AREA TO BE MASKED OR OTHERWISE PROTECTED AS PRACTICABLE. IF ASBESTOS IS SUSPECTED, FOLLOW LATEST GUIDANCE FROM HSE WEBSITE.	STAFF CONTRACTORS
DRILLING AND CUTTING THROUGH WALLS, FLOORS AND CEILINGS	STAFF CONTRACTORS	PRESENCE OF DIY OR LEGACY CONCEALED SERVICES NOT INSTALLED TO APPROVED ROUTES OR PROTECTION (AS PER CURRENT REGULATIONS).	REVIEW ANY EXISTING PAPERWORK OR CERTIFICATES BEFORE COMMENCING. REVIEW THE LOCATION OF ACCESSORIES OR SERVICES (SUCH AS GAS FIRES, BOILERS, SINKS ETC.) AND ATTEMPT TO WORK OUT THE ROUTE OF CONCEALED PIPEWORK OR ELECTRICAL SUPPLIES WHICH MAY NOT HAVE BEEN INSTALLED IN EXPECTED ROUTES. USE SKILLS AND EXPERIENCE TO TRY AND IDENTIFY ANY CONCEALED SERVICES. DRILL OR CUT WITH CAUTION ON A LOW-SPEED SETTING USING A BATTERY/HAND DRILL. USE DUST COLLECTION METHODS OR DAMPING TO REDUCE FINE AIRBORNE PARTICLES. USE DETECTORS AND INSPECTION CAMERAS AS APPROPRIATE.	STAFF CONTRACTORS CLIENT
MERCURY CONTENT OF FLUORESCENT / COMPACT FLUORESCENT LIGHTING	STAFF CONTRACTORS CLIENT	PRESENCE OF MERCURY VAPOUR/POWDER WHICH MAY BECOME AIRBORNE IF BULB BROKEN.	VENT ENCLOSED SPACES IF A BREAKAGE OCCURS. DISPOSE OF SPENT FLUORESCENTS OR BROKEN GLASS AT A LICENSED WASTE HANDLING FACILITY IN ACCORDANCE WITH WASTE DISPOSAL POLICY.	STAFF CONTRACTORS
SLIPS, TRIPS AND FALLS	STAFF CONTRACTORS CLIENT	RAISED FLOORBOARDS. TRAILING CABLES. LOOSE TOOLS, TOOLBOXES, PACKAGING, ETC.	MARK OFF, BARRIER OR GUARD OPEN FLOOR PANELS AND ADVISE OTHERS ON SITE OF RISK. USE OF EXTENSION REELS AND WANDER LEADS TO BE KEPT TO A MINIMUM AND ROUTED AWAY OR PROTECTED FROM PASSING FOOT TRAFFIC. WORK AREA TO BE KEPT AS CLEAR AND CLEAN AS PRACTICABLE. STEPS AND LADDERS TO BE USED AS REQUIRED AND AS PER 'WORKING AT HEIGHTS' (ABOVE) NON-SLIP SAFETY FOOTWEAR TO BE WORN. WARNING OF HAZARD(S) TO BE PASSED ON TO OTHER PERSONS ON SITE. MOBILE PHONE TO BE KEPT ABOUT PERSON IN CASE OF INCAPACITY.	STAFF CONTRACTORS CLIENT
REMOVAL OF RUBBISH	STAFF CONTRACTORS CLIENT	FIRE HAZARD. TRIP HAZARD. WASTE TO BE RECYCLED OR DISPOSED OF RESPONSIBLY AS PER WASTE MANAGEMENT POLICY.	REMOVAL OF WASTE MATERIAL FROM WORK AREA AS QUICKLY AS PRACTICABLE. REMOVED WASTE TO BE TRANSFERRED TO LOCAL AUTHORITY OR OTHER LICENCED WASTE HANDLING FACILITY AT EARLIEST OPPORTUNITY AND IN ACCORDANCE WITH WASTE MANAGEMENT POLICY. RECYCLING OF AS MUCH WASTE MATERIAL AS POSSIBLE.	STAFF CONTRACTORS CLIENT
ATTENDANCE BY INEXPERIENCED PERSONNEL (WORK EXPERIENCE, APPRENTICES, ETC.)	STAFF CONTRACTORS CLIENT	LACK OF AWARENESS. LACK OF EXPERIENCE.	STRICT SUPERVISION TO BE ENFORCED AT ALL TIMES. TASKS ASSIGNED ACCORDING TO SUITABILITY.	STAFF

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