


## Risk Assessment Form (Qualitative)

<b>Project / Location:</b>	H.H.D.A.S WATERS	<b>Contract No:</b>		<b>RA &amp; Issue No:</b>	008
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<b>Prepared by:</b>	L.R.SMITH	<b>Date:</b>	10/10/16	<b>Signature:</b>	
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<b>ACTIVITY DESCRIPTION:</b>	General Ground works Activities		
<b>Person (s) at risk:</b>	<b>Employees</b>		<b>Public</b>
	<b>Contractors</b>		<b>Visitors</b>

<b>Start Date:</b>		<b>Anticipated Duration:</b>	
<b>Review Date Of Risk Assessment:</b>			

### POTENTIAL HAZARD CHECK LIST – Prior to Risk Assessment

LEVEL OF RISK      0 = NONE                  L = LOW                  M = MEDIUM                  H = HIGH

HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL	HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL
EX	<b>Excavation</b> (Trench collapse, Atmosphere Etc.)	H	MH	<b>Manual Handling</b> (Weight, Awkward, Location Etc.)	H
WAH	<b>Working at Heights</b> (Falling, Access Etc.)	H	NV	<b>Noise / Vibration</b> (Hearing Damage, Circulation)	H
CS	<b>Confined Spaces</b> (Hazardous atmospheres)	H	AH	<b>Working adjacent to hazards</b> (Interference, Falling objects Etc.)	H
EAS	<b>Existing / Adjacent Services</b> (Electric Shock, Gas, water Etc.)	M	EH	<b>Electricity – Hazards</b> (Electric Shock Etc.)	H
C	<b>Material Hazard COSHH</b> (Fumes, Skin damage, Burns Etc.)	H	E	<b>Environment</b> (Dust, fume, biological)	H
LO	<b>Lifting Operations:</b> (Weights, Falling, High Winds Etc.)	H	HW	<b>Hot Work</b> (Fire, Sparks etc.)	H
A	<b>Asbestos, Lead or Other Contamination:</b> (Inhalation, Digestion)	H	TM	<b>Traffic</b> (Work adj to Public Highway, Site Vehicles)	H
WE	<b>Work Equipment &amp; Small Tools</b> (Overturning, Other people Etc.)	H	STF	<b>Slip, Trips &amp; Falls</b>	H
F	<b>Fire</b>	H	HK	<b>Housekeeping</b>	H
O1	<b>Other: Failure of work plan</b>	H	O2	<b>Other: Drainage</b>	H

Project / Workplace:		General Ground works Activities			Ref. No:	
HAZ Code	Significant Hazards	Risk Level (M/H)	Control Procedure / COSHH / PPE / Permit to Work / Method Statement etc.	Residual Risk Level (L/O)	Further requirements, e.g. monitoring, training, advice to others etc.	
01	Planning work activities Failure to plan work activities will cost lives or serious	H	Plan your work will prevent harm or injury occurring	L		
			Ensure you are competent and trained to start and complete the task.			
			Plan your work by completing pre-inspection for ground work activities.			
			Seek advice			
			Discuss the task details with the lift team or anyone who is connected with the task. Record your findings			
EX	Excavation Trench collapse, Atmosphere Etc. Undermining of stability of adjacent structures. Injury from falling objects Damage to underground services Flooding Over stressing ground in close proximity to trench walls	H	Complete the groundwork's pre inspection form prior to starting the works.	M-L	Competent supervisors or trained employees are to complete the pre-inspection form. This will then highlight site concerns and controls needed.  Operator to ensure Permit is complete prior to starting works. Line management to carry out regular checks Place signage to warn and inform personnel.	
			Ensure cable detection (CAT) scan is completed prior to any digging occurs.			
			Ensure a permit to work is in place.			
			Adequate material's or equipment for use as trench supports is available and free from damage.			
			All lifting tackle is in good condition.			
			Check for toxic fumes			
			Ensure there is a safe means to access and egress. And also during an emergency.			
			Provide stop blocks to prevent plant or vehicles damaging the trench walls.			
			Daily inspect the trench and report concerns.			
			Ensure protective measures are in place to prevent operatives and the public falling or accessing the trench			
LO	Lifting Operations: (Weights, Falling, High Winds Etc.) Overloading Damaged	H	Only trained and authorised persons to use equipment.		Supervisors and operatives to read lifting operations risk assessment and lifting plan prior to starting work activity.	
			Wear PPE to protect and make you visible to others.			
			Check that all necessary checks for the lifting have been completed.			
			A safe distance is maintained from other operatives and members of the public.			
			SWL has not been breached			
			No riding on the load.			
			Tag lies are in use.			
			Stop the process if defects are noticed.			

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WE	Working with Drills, Hammers, disc cutters, pneumatic tools, kangos, compressor etc.	H	See Work Equipment RA	M-L	
C	Health Hazard COSHH (Fumes, Skin damage, Burns Etc.)	H	See relevant COSHH assessments for control measures to be put in place	L	Substance data sheets can be found in IMSF or on request when being supplied with the substance.
			Ensure the correct PPE is used when handling substances.		
			Only use authorised substances		
			Ensure the substances do not harm others. Ensure Fire extinguisher is available at site.		
F	Fire	H	No smoking within the workspace or on site areas	M-L	
			Ensure fire equipment station is set up and operational for the types of work.		
			Ensure all flammables are locked away after use.		
			All fuel type equipment is kept in good condition and regularly inspected		
E	Protection to body parts	H	PPE Is a last resort therefore tries removing or reducing activity to prevent or limit harm.	M-L	
			PPE to be used as detailed in COSHH Assessment		
			Ensure PPE fits and is suitable for the work activity		
CS	Confined Spaces Lack of oxygen – suffocation Toxic atmospheres Flammable gases Falling into workspace Items falling into workplace	H	Only trained and authorised person who have been authorised may enter a confined space.	L	Ensure the entry into the space is totally prohibited Decision must be made whether to enter the space or whether an alternative method can be devised and implemented in safety Every confined space task must be assessed by a competent person
			Permit to work must be in place with method statement.		
			Read Confined space risk assessment prior to accessing the work space.		
			A rescue plan must be in place with a competent person is at site with the correct equipment and capable of using it.		
EAS	Existing / Adjacent Services (Electric Shock, Gas, water Etc.)	M	All services to be made safe. If this is not possible then services are to be marked and identified to all site persons.	L	
			Inspect each day to ensure no environmental (flooding) condition has made the services unsafe.		

Δ	Asbestos, Lead or Other	⊥	See Asbestos RA	L	Licensed approved contractor must take
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	Contamination: (Inhalation, Digestion)		If found stop work and inform your line manager. Refer to your asbestos policy procedure.IMSP044 Do not transport or move or disturb the materials		control and provide a working procedure to remove the material.
WE	Unloading of plant Collision between plant/vehicles and site personnel and public Contact with live services Noise Fuel	H	All traffic and pedestrians must be stopped at a safe distance until operation is completed Post signs to warn and inform Arrange for delivery during non peak hours Proof of training to confirm operators competence Existing services to be identified and clearly marked Make safe services prior to starting activities. To be completed by competent person See completed noise assessment. All personnel to implement assessment control measures. Ensure all fuel held at site is of a minimum quantity and held within a safe area away from public access routes Place barriers to prevent casual access into work areas Place stop barriers to prevent plant accessing foots paths All personnel to wear high vis vests, safety footwear, safety helmets when working near plant All operators to be informed of site hazards prior to starting activity COSHH Assessment to be completed prior to starting works Smoking prohibited in refuelling area Signs posted to warn and inform personnel of dangers All non personnel to be excluded from refuelling area	M-L	Line management to ensure that only trained and authorised persons use the equipment. No person under the age of 18 to use machines. Substance Datasheets are required at site prior to work starting. Banks man to co-ordinate activities
NV	Noise / Vibration (Hearing Damage, Circulation)	H	See Noise / Vibration RA	L	

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MH	Manual Handling (Weight, Awkward, Location Etc.)	H	See relevant MHRA for work Equipment All personnel must have received instruction on manual handling.	L	
H	Working at Height	H	Refer to relevant working at height risk assessment Complete the groundwork's pre inspection form prior to starting the works. No working alone at height Plan the type of access equipment required to complete the task.	M-L	Permit to work required
AH	Working adjacent to hazards (Interference, Falling objects Etc.)	H	All reasonable and practical steps must be taken to prevent unauthorised access to the site and work areas within the site. All barriers are to be in place and regularly inspected. Signage to be displayed to warn and inform personnel Traffic routes and walkways to be separated During sites left unattended suitable protection is in place to prevent access. When cutting activities are undertaken no access zone of 6m must be maintained. All excavations to be protected to prevent personnel falling in (1 <sup>st</sup> and 3 <sup>rd</sup> . parties) Ensure re-routed routes are suitable working surface Where public routes can not be made secure, then arrangements are to be made to escort pedestrians though the site. Remove and reduce trip hazards. All reasonable and practical measures are to be taken to reduce noise levels on site. Do not operate machinery at site before 8.30 am. When necessary advice should be sought from your safety department.	L	Line management or site Forman to inspect daily work areas to ensure all controls are in place to interface with pedestrians are being used.

E	Environment	M	No burning at site.	L	
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	(Dust, fume, biological)		Prevent spillage by controlling use of substances. Cover drains Dampen down dust clouds by wetting the area. Do not park on grass areas Remove all rubbish from site daily or when required. Report all waste found that can only be removed by competent trade person.			
EH	Electricity – Hazards (Electric Shock Etc.)	H	Ensure all over head cables are controlled and personnel are aware type and nature of the cable Goal posts are in place. Confirm with the electrical provider for further information Carry out CAT scan prior to digging. Mark all cables Reports damaged cables and prevent access while waiting for repair. If required implement a permit to wok No live working Only work if authorised.	M-L		
HW	Hot Work (Fire, Sparks, Burns, etc.)	H	Permit to work must be in place. All flammables to be controlled and placed in secure areas First aid equipment to be present at site. If working within a confined space adequate means of ventilation are made available to deal with smoke and fumes. Implement rest periods if working for prolonged periods. Do not leave naked flame or appliance to be left unattended. Prevent access by 3 <sup>rd</sup> party personnel. Fire equipment to be on site and ready for use PPE to be worn when handling hot materials.	M-L	Further guidance can be found in the Hot works risk assessment.	
HK	Housekeeping	M	All waste products to be stacked in a suitable fashion to prevent injury to tenant / the public		Check the site daily	

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			Items to be placed in rubble bag for ease of removal and control Segregate waste as required If moving waste ensure you protect your body be wearing PPE.		
TM	Traffic (Work adj to Public Highway, Site Vehicles)	H	All operatives involved in the operation are to be trained, competent and authorised. All operatives on site to be issued with PPE and ensure that it is being used. Hi- Vis must be in use at all times. Signage to be place in accordance with traffic legislation Works pre-inspection for groundwork's to be implementing prior to starting work activities. Use of Banks man All lifting carrying instructions are adhered to and carried out as safely as possible. The equipment to be removed from the highway as soon as it is practicable and the carriageway is free from debris and returned to normal use.		Authorised work and planning is required. Conform with County Highway department if you require further information or guidance. Confirm if street licences are required.
STF	Slip, Trips & Falls	M	Inform all other operatives of process restrict access Any hazardous area left exposed should be cordoned off Good housekeeping of the whole area Do not leave cables, equipment in access routes	L	Inspect the work area and public walkways daily and during work operations.
02	Drainage Operations Illness from contact with foul or contaminated water; Dust inhalation from bedding or back filling	H	See Relevant COSHH Assessment Implement personnel hygiene Ensure you use PPE and clothing to cover exposed skin areas. Personnel to be trained	L	