

Ref #	Task	Hazard	Risk	L	C	R	Control Measure	L	C	R
SRA1	Working in public areas where public access and egress around workspace	Contact with step ladder or work platform	Physical Injury	3	3	9	Work areas to be isolated using barrier cones / tape system warning members of the public.	2	3	6
SRA2		Falling objects i.e. equipment or materials etc.	Physical Injury	3	3	9	Work areas to be isolated using barrier tape, cones and yellow, "Danger: Falling Objects" boards, warning members of the public. Project Managers are to advise when these are necessary, as identified on the Health & Safety Checklist carried out during site surveys. Scaffold Towers to have Toe Boards.	2	3	6
SRA3		Slips, trips or falls	Physical Injury	2	2	4	Waste materials are not to be allowed to build up. Regular disposal of waste to be carried out to appropriate disposal areas. All materials to be stored in a safe and tidy manner remote from access and egress routes.	2	2	4
SRA4		Falls from height	Physical Injury or injury to individuals below work area	2	3	6	Work areas to be isolated using barrier cones and tape.	2	3	6
SRA5	Materials Handling	Contact	Lacerations from sharps, Reaction to substances	5	4	20	Correct PPE to be worn at all times. Body parts should be covered as far as reasonably practicable i.e. long sleeved clothing should be worn. Rigger gloves shall be utilised whilst handling materials, polyflex gloves shall be utilised generally during installation. Should intricate work need to be carried out such as unfastening bolts etc, please wear engineering gloves with fingerless rigger gloves over the top, as discussed in toolbox talk 16.12.13. Random site spot checks will be carried out to ensure that everyone is following the PPE rules correctly.	2	3	6
SRA6		Lifting materials, access equipment, lifting equipment. Suitability/failure of task specific lifting equipment, i.e. hoists and jacks.	Musculoskeletal Injuries	4	3	12	All lifting and materials handling is to be planned and carried out in accordance with safe lifting guidelines. Heavy equipment must be broken down into sections where possible prior to lifting, in order to reduce the weight of the lift. All hoists and jacks will be selected specifically for the task, having the correct height and Safe Working Load required for the task. The equipment will be utilised fully in accordance with the manufacturer's / hirer's instructions and will be inspected by suitably qualified persons and certificated prior to use.	2	3	6
SRA7		Suitability/failure of ropes causing objects to fall.	Physical Injury	4	5	20	Ropes shall be visually inspected for defect prior to use, they shall not be used for loads greater than the SWL (25kg manual handling, 50kg when utilised with pulley system) and shall be tied off to structurally sound points of the adjacent structure. Under no circumstances shall ropes be wrapped around arms or other limbs. Great care should also be taken to ensure that all trailing ends are kept tidy and away from access routes.	1	5	5
SRA8		Working with Chemicals	Physical Injury	3	3	9	COSHH assessments have been carried out on all chemical substances used on site which contain information such as first aid, storage, disposal and fire fighting procedures. The assessments can be found in the Health & Safety File in the kitchen for easy access to all staff.	2	3	6

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SRA9	Use of portable electric tools	Use of 110V equipment & extension leads	Electrocution or burns	5	5	25	All portable electrical appliances will be PAT tested at three month intervals.	1	5	5
SRA10		Contact with waste particles	Eye Injuries	3	3	9	Where waste materials and dust are generated, goggles will be worn.	2	3	6
SRA11		Impact from movement of work piece	Physical Injury, muscular-skeletal injuries	4	3	12	Where the work material is not part of a fixed structure then a suitable means of fixing the material will be utilised i.e. a suitable clamp system to a work bench or surface.	1	3	3
SRA12		Contact with moving machinery	Physical Injury	3	3	9	When using a drill, ensure that the correctly sized bit is used for the task. Take the time to align the bit with the surface properly before commencing drilling.	2	3	6
SRA13		Equipment failure may cause exposed cables or breakdown in insulation	Electrocution, burns, physical injury	3	5	15	All portable electrical appliances will be PAT tested at three month intervals. Appliances failing a test will be labelled "Do not use" and shall not be brought on site. A copy of our "Procedure for Using Electrical Hand Tools" and "Using Electrical Hand Tools: User Checks" can be found in the van boxes.	1	5	5
SRA14		Repetitive movements	RSI/HAVS, numbness, tingling, loss of feeling, damaged nerves, Carpal Tunnel Syndrome.	3	4	12	HAVS & RSI tool audit, and risk assessment on employee health and the use of hand tools. Both can be found under section 14 of the Health and Safety file. Employees complete an annual Health Monitoring questionnaire to uncover any potential problems in this area.	2	4	8
SRA15		Exposure to Noise	Hearing damage due to noise levels. These will vary but could be in excess of 85dB(A), dependant upon material being worked on.	4	3	12	Hearing protection to be worn when using abrasive wheels, SDS Drill, Nibblers and Jig saws.	1	3	3
SRA16		Exposure to Dust	Waste particles may be hazardous to health	3	3	9	Dust masks and eye protection to be worn where the material produces excessive or hazardous dust.	1	3	3
SRA17		Ignition of combustible material etc. from generated sparks	Fire, Explosion	4	5	20	Grinders are not to be used for cutting materials in areas where combustibles are excessive i.e. grease pooling within ductwork. Fitters must remove access doors from enclosed units prior to carrying out hot works such as grinding, to prevent igniting mastic fumes with sparks. Fire extinguishing equipment to be at hand when using grinders.	1	5	5
SRA18	Working in areas where asbestos is present or suspected	Use of Own Power Tools	Electrocution/physical injury due to poorly maintained/faulty equipment.	3	3	9	Should employees wish to use their own power tools, they must be inspected beforehand by D. Wilman. Employees must then ensure that they are properly maintained and regular visual checks are made.	2	3	6
SRA19		Fibres can cause occupational health problems	Inhalation of fibres which can result in asbestosis or lung cancer	4	5	20	Where asbestos has been identified and sealed, care is to be taken not to damage the sealing or disturb any dust. Where asbestos is suspected, all work is to be suspended, the area cleared of all personnel and a report made to the Site manager and Project Manager. All installation staff have undertaken Asbestos Awareness training and have annual refresher courses.	1	5	5
SRA20		Slips, trips and falls	Potential injury from poor storage methods	3	3	9	All materials are to be stored correctly with the minimum of potential risk to individuals.	2	3	6
SRA21	Storage of materials	Objects falling	Impact injury from objects falling from storage at height	3	4	12	Wherever possible, materials will be stored at ground level. Materials stored at height will, wherever possible, be lightweight and suitable steps provided for access.	2	4	8

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SRA22	Waste materials	Combustible products may self ignite or may be left in close proximity to a source of ignition	Fire	3	5	15	Good standards of housekeeping will be maintained at all times. Care will be taken to ensure that combustibles are kept clear of sources of ignition.	1	5	5
SRA23		Slips, trips and falls	Physical Injury	3	3	9	Good standards of housekeeping will be maintained at all times.	2	3	6
SRA24		Contact with sharps	Lacerations	5	4	20	Correct PPE to be worn at all times. Rigger gloves shall be utilised whilst handling materials. Good standards of housekeeping will be maintained at all times, materials harbouring sharp edges shall be stored away from access routes and areas readily accessible to other site personnel, in a tidy manner and removed from site on a regular basis.	2	3	6
SRA25		Environment	Potential environmental impact from inadequate disposal of scrap material and packaging	3	3	9	All waste will be disposed of correctly using Licensed Waste Carriers where necessary. Alternatively, all installation staff have a copy of our own Waste Carrier's Licence in their van boxes.	1	3	3
SRA26	Use of electrical test equipment and internal access to fan controls and terminals.	Inadvertent contact with live cables	Electrocution, burns, fire	3	5	15	Power supplies to be tested "dead" before commencing work. Permit to Work required for equipment using 240V or greater. Insulated/sleeved tools to be used. Competent Technician used where necessary.	1	5	5
SRA27	Working above moving machinery, vats and silos	Falls	Serious physical injury from contact with moving parts	3	5	15	Where work above machinery is necessary we will require the machine to be stopped and isolated. If this is not possible then suitable fall restraint systems will be utilised.	1	5	5
SRA28			Asphyxiation from falling in stored product	3	3	9	If the vat or silo can not be covered then suitable fall restraint systems will be utilised. This work will be carried out by a minimum of two operatives at all times.	1	3	3
SRA29		Contact with machinery	Machinery may contact with operative or working platform and cause injury	3	4	12	Care will be taken, in consultation with the client, to ensure that no part of any safe working platform is within the operating arc of any operating machine.	2	4	8
SRA30	Work in vicinity of High Voltage apparatus and systems	Electrocution	Electrocution is possible without contact with live conductors	4	5	20	Project Managers will seek confirmation of the appropriate safe working distance for the voltage involved from the local electricity board, who will then pass this information onto fitting staff. It must be ensured that the safe working distance is not compromised under any circumstances.	1	5	5
SRA31			Electrocution from overhead power lines	3	5	15	Project Managers will seek confirmation of the appropriate safe working distance for the voltage involved from the local electricity board, who will then pass this information onto fitting staff, unless the line has been "made dead" or protected with temporary insulation. It must be ensured that the safe working distance is not compromised under any circumstances.	1	5	5
SRA32		Automatic operation	Remote or automatic operation of apparatus can startle or distract operatives	3	4	12	All operatives will be made aware of the possibility of automatic operating plant and apparatus.	2	4	8
SRA33	Access/egress to and from work area	Being struck by moving plant and machinery	Impact injuries	3	5	15	Personnel to have received induction training where applicable, highlighting the hazards of plant movement. During this, they will be advised on the necessity of wearing hi-visibility clothing. This may also be identified by Project Managers during the site survey, which will show on the Health and Safety Checklist. Personnel to remain in designated areas.	1	5	5

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SRA34	Working at height	Falling objects	Equipment and materials may fall from work platform and cause injuries	3	3	9	When using a ladder or stepladder, the minimum of equipment will be taken up the ladder. If a scaffold or mobile tower is used then toe boards will be fitted at all times, tool belts / pockets to be utilised for carrying hand tools and fixings. Cordon off area using barrier system provided i.e. cones and tape, and place yellow "Danger: Falling Objects" boards strategically in order to prevent injury to others from falling debris.	2	3	6
SRA35		Falls	Risk of injury from falling or slipping from platform	3	4	12	Where ladders are used, these will be suitably secured at the top end or, if this is not possible, then footed at all times that they are in use. Scaffolds and mobile towers will have an adequate handrail fitted. Operatives have all received Working at Height training.	2	4	8
SRA36			Risk of injury from falls from working in close proximity to edge of roofs, and unprotected wall openings	4	5	20	If working area presents a risk of falling, then suitable edge protection must be provided by the Main Contractor. If this is not practical, a safety harness and lanyard system is to be employed. Inspect the roof stability before starting work.	1	5	5
SRA37			Risk of injury from falls from working in proximity to unprotected floor openings, roof lights, identified fragile roof areas.	4	5	20	If working area presents a risk of falling, then suitable edge protection must be provided by the Main Contractor. If this is not practical, a safety harness and lanyard system is to be employed. In addition to the harness and lanyard system, a tape/cone system is to be utilised to provide a visual barrier marking the roof edge.	1	5	5
SRA38			Physical Injury From Use of Step Ladders	3	4	12	Step Ladders will be free of defects, heavy-duty industrial type and visually inspected prior to use in accordance with our Ladder Procedure. They will be of the correct height to allow for safe working, and suitably positioned to prevent overreaching. They will be sited on a level firm base in a clear area within the workspace. The senior engineer will be responsible for erecting the ladders/stepladders in a safe manner. Stepladders are only to be utilised for the tasks they are designed for, i.e. short duration works. Under no circumstances shall the top two steps be utilised. When utilising stepladders three points of contact are to be maintained at all times. All step ladders are inspected in accordance with our Ladder Safety Inspection every three months.	1	4	4
SRA39			Physical Injury From Use of Access Podiums	3	4	12	Podiums will be free of defects, visually inspected prior to use and used fully in accordance with Podium Procedure and manufacturers instructions. They will be of the correct height to allow for safe working, and suitably positioned to prevent overreaching. They will be sited on a level firm base in a clear area within the workspace. The PASMA trained engineer will be responsible for erecting and dismantling the podium. There are Deltadeck podiums available for occasions where the regular podiums are deemed as being too high for working under canopies. Occasions such as these will usually be identified by Project Managers at the site survey stage and will be noted on the Health and Safety Checklist.	1	4	4
SRA40			Physical Injury From Use of Access Towers	3	5	15	Access Towers will be free of defects, visually inspected prior to use and used fully in accordance with Access Tower Procedure and manufacturers instructions. They will be of the correct height to allow for safe working, and suitably positioned to prevent overreaching. They will be sited on a level firm base in a clear area within the workspace. The PASMA trained engineer will be responsible for erecting and dismantling the Tower.	1	5	5

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SRA41	Working at height	Falls	Physical Injury From Use of Ladders	3	5	15	Ladders to be used will be free of defects, heavy-duty industrial type, visually inspected prior to use in accordance with our Ladder Procedure. They will be of the correct height to allow for safe working, and positioned prevent overreaching. They will be sited on a level firm base, leant against a firm secure surface (not glazing or PVC guttering) in a clear area within the workspace. The senior engineer will be responsible for erecting the ladders in a safe manner. Ladders are to be tied off to a structurally sound anchor, if this cannot be achieved, the ladder shall be "footed" by a second operative at all times the ladder is in use. Ladders are only to be utilised for the tasks they are designed for, i.e. access and short duration works. Under no circumstances shall the top three rungs be utilised. When utilising ladders three points of contact shall be maintained at all times. All ladders are inspected every three months in accordance with our Ladder Safety Procedure.	1	5	5
SRA42			Physical Injury From Use of Mechanical Access Platforms	3	5	15	All mechanical access platforms will be operated by competent trained personnel only.	1	5	5
SRA43		Handling materials	Musculoskeletal/Physical Injuries	3	4	12	Operatives must use access equipment suitable for the task and only lift manageable sections as per safe lifting guidelines and manual handling training as not to exceed their physical capabilities. Lifts should be carried out in stages wherever possible. If required and/or practical, utilise lifting aids such as genie hoists. Where practical, always use a 2 person lift.	2	4	8
SRA44	General site work	Smoking	Smoking in potentially flammable atmospheres may cause explosions	3	5	15	No operatives are permitted to smoke on site except in areas specifically designated as Smoking areas. Note: smoking is not permitted in any enclosed area or Company vehicle in accordance with smoke free legislation.	1	5	5
SRA45		Unloading of vehicles near a road	Physical injury	2	5	10	If unloading a vehicle near a road, ensure as much as possible that this task is done at the curb side to avoid collision with passing vehicles.	1	5	5
SRA46		Equipment isolation	Electrocution	2	5	10	Electrical Isolation kit are to be utilised to lock off the consumer MCB breaker or to lock off the rotary isolator. Alternatively, Fuses are to be removed from the controls which serve the fans. The fuses/keys are to be held by the senior Fitter and replaced/unlocked upon completion of works. All power supplies to be tested prior to commencing works to confirm power has been isolated. This will prevent accidental operation of the fans and reduce the risk of electrocution.	1	5	5
SRA47		Working in areas containing grease, dirt etc.	Physical Injury, illness from disease	3	4	12	Operatives must wear appropriate clothing for the task. Preferably, long sleeves should be worn to prevent contact. Rip Out gloves featuring a plastic coating are available for when working in greasy areas and disposable overshoes should be considered if walking in clean areas to prevent dirt being dragged in. If work on a roof laden with grease is required, we will request the area is cleaned prior to our attendance on site. If time constraints do not allow this, Fitters should assess the situation and establish the safest route possible to the working area before commencing work. If the grease cannot be avoided, the Project Manager should ensure the Fitter has adequate supplies of cardboard or sand to cover the grease and reduce the risk of slipping.	2	4	8

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SRA47		Emergency Evacuation	Physical Injury	3	4	12	Project Managers assess site prior to works for location of emergency exits and will relay any relevant information to Fitters prior to them going to site. Fitters should check site for emergency exits on arrival, in case there have been any changes since the site survey. Follow any instructions given at site induction for emergency procedures. Ensure emergency exits remain free from obstruction at all times. The Fitter on site is to inform a member of on-site personnel of their intention to enter a roof space prior to them attempting it. Fitters are to ensure that their mobile phones are fully charged prior to entering a roof space to enable communication in an emergency.	3	2	6
SRA48	Butane / propane powered heat guns	Hot Works	Use of a heat source in certain areas may cause combustion or explosion	3	5	15	Heat sources will only be used on site if absolutely necessary. The site manager will be informed when bringing an ignition source on site and will request a "Hot Work Permit". A hot works permit system is in place and fitting staff must ensure the permit is signed by the Site Supervisor and returned to our office. Portable fire extinguishers are provided and must be taken on site by fitting staff.	1	5	5
SRA49	Working within close proximity of obstructions	Trips and falls	Potential injury from existing structures, plant and equipment.	3	3	9	Working area to be surveyed by Project managers and all hazards to be identified and noted. All works to be planned to avoid identified hazards, i.e. access equipment to be positioned so hazard is not obstructing access or egress.	1	3	3
SRA50	External Works	Over exposure to UV light (sunlight).	Sunburn causing damage or burning to skin	3	4	12	Avoid exposure to sunlight as much as possible, by planning works so that indoor work is being carried out during the midday sun as far as possible. Cover up body as much as possible when working in sunshine. Follow the advice given on the document entitled "Working Outdoors: The Sun Protection Six-Point Code" which can be found in the van boxes.	2	4	8
SRA51		Over exposure to excessive temperatures	Dehydration	3	3	9	Take regular drinks	1	3	3
SRA52		Slips, trips and falls	Physical injury caused by access routes and working areas being unsafe due to inclement weather i.e. frost / ice	3	3	9	Inspect work areas "with caution" prior to works commencing. Plan works so that ice / frost has cleared i.e. Midday prior to accessing affected areas. Do not commence works until the frost / ice has cleared. Operatives must not carry out roof work in windy conditions. Please contact the office to discuss any hazardous weather conditions prior to carrying out any works.	2	3	6
SRA53			Physical injury or ill health caused by access routes and working areas unsafe due to excessive water mould or pollution being present	3	3	9	Inspect work areas "with caution" prior to works commencing. Report situation to Site Manager and Project Manager. Do not proceed until area is cleared and deemed safe.	1	3	3
SRA54	Dismantling existing system &	Contact with Material	Physical Injury	3	4	12	Operatives must ensure canopy / filter assembly / ductwork load is supported with props or genie hoist prior to removal of fixings. Ensure correct PPE at all times. Operatives must check how existing canopies are fixed before starting to dismantle them.	2	3	6
SRA55		Manual Handling	Musculoskeletal Injuries	4	3	12	Take down canopy / filter assembly / ductwork in manageable sections i.e. 25kg per person maximum. Ensure redundant systems are transported in accordance with manual handling policy, guidelines and training.	2	3	6

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SRA56	removing from site	Environment	Potential environmental impact from inadequate disposal of scrap material and packaging	3	3	9	All waste will be disposed of correctly using Licensed Waste Carriers where necessary. Alternatively, all installation staff have a copy of our own Waste Carrier's Licence in their van boxes.	1	3	3
SRA57		Hot Works	Burns, Physical Injury	3	5	15	Use hot works permit system for grinders, ensure fire extinguishers are adequately charged and to hand. Fitting staff must ensure the permit is signed by Site Supervisor and returned to our office.	1	5	5
SRA58	General Installation Works	Using Manual Pop-Riveters	Musculoskeletal Injuries	3	3	9	Wherever possible, operatives should use the battery-operated riveters. Due to space constraints, sometimes this will not be possible and in this case any manual pop-riveting should be shared between the fitting team to avoid prolonged use by one person.	2	3	6
SRA59		Working in Confined Spaces	Musculoskeletal/Physical Injuries	3	4	12	Please refer to separate risk assessment no. 43 entitled "Site Installation in Confined Space" which details a Safe System of Work and also risk assessment no. 38 entitled "Site Installation in Roof Roof Space".	2	4	8
SRA60		Electrical wiring of fans, speed controllers	Electrocution	2	5	10	Due to the minimal works involved, employees can make final connections to fans and speed controllers as per the wiring diagrams located in the car files. They must not carry out works within fuse boards (these works must be undertaken by suitably qualified electricians). Under no circumstances should any electrical works be attempted that are beyond the competency of the engineer. If required a qualified electrician is to be contracted to carry out the works.	1	5	5
SRA61		Non-Routine Operations	Physical Injury	2	3	6	Due to various site checks and method statement being written and checked by the client, it is unlikely that non-routine operations will occur. However, should an operative come across an irregular situation, they must contact a Project Manager immediately, who can then contact the client to devise a Safe System of Work. If necessary, we will carry out a task-specific risk assessment to identify the control measures necessary to prevent injury. Operatives must not carry on with this area of work until provided with further instructions.	1	3	3
SRA62		Using Stuffing Glands to Secure Cables	Physical Injury	2	2	4	When removing cable from stuffing glands, make sure the gland is unscrewed first to prevent injury through loss of control of the cable when pulling it. This will also prevent the weatherproof seal from being damaged inside the gland.	1	2	2
SRA63		Fitting Cantilever Brackets	Physical Injury	2	3	6	If it is apparent that once ducting is in position the cantilever bracket will be hard to reach, making it awkward to apply fixings, then fix the cantilever to the ducting at floor level before erecting into position.	1	3	3
SRA64		Cleaning Grease from Existing Ductwork Before Resealing	Dermatitis	3	2	6	Any employees using the Ambersil Amberklene FG Solvent Degreaser must wear nitrile gloves to protect their hands as contact with the solution may cause dermatitis.	2	2	4
SRA65	Work at Height	Unstable or Damaged Roof Area	Physical Injury	3	3	9	Carry out a basic visual inspection of the roof area looking for areas which may be unstable or in bad repair, or pose any other risk, prior to carrying out works. If a risk exists, stop and report it to the Site Manager and to our office.	2	2	4

L:	Likelihood	C: Consequence	R: Risk
1	Rare	1 Insignificant	1-5 Insignificant
2	Unlikely	2 Minor	5-10 Low
3	Possible	3 Major	10-15 Medium
4	Likely	4 Severe	15-20 High
5	Certain	5 Fatal	20-25 Unacceptable