Risk Assessment

Alexander Scaffold Ltd

Registered Office: Suite 8, 116 Ballards Lane, Finchley, London, N3 2DN
Company No. 08962542

Client :
Site:
CON:
Jon No
Date:
Ass'or:

			TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY								
Ipad Local Number	Ref	Hazard	EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY/ FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE	Level Of Risk Without Additional Controls Measures In Place	Controls Taken	Action Taken By	Control	Risk Rate
1)	1	**Access and Egress Or Site Commpound.**	✔		✔	✔	✔			✔				✔	✔			High	Yes	Supervisor	**Control.**	Medium
		Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, soft and uneven ground, gradient slopes, pedestrian pavement cross-overs.																			Ensure that lorry drivers are careful when entering and leaving the sites, i.e. to be aware of pedestrians and other road users safety. Restrict the speed of vehicles in the site to a maximum of 5mph and prominently display speed limit signs.	
																					Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	
																					Segregate and clearly define pedestrian walkways from vehicle and plant access and working areas with demarcation, barriers and cone.	
																					Weather Conditions - Consideration should be given for the precautions needed for bad weather, particularly with regard to wet and freezing conditions.	
																					Housekeeping: Ensure personnel are made aware of the importance of the arrangements for housekeeping during Risk Assessment brief.	
3)	2	**Loading & unloading lorries/vans.**	✔		✔	✔	✔			✔					✔			High	Yes	Supervisor	**Control.**	Medium
		Carried out by Competent Operative or supervised by Banks person; risk of moving surrounding traffic, manual handling, materials falling/sliding off/from vehicle whilst upright, windy conditions, gradient slopes, over hanging trees.																			**Ensure that lorries/vans are not overloaded and materials** and equipment do not overhang the vehicle. Material to be secure position during transfer on/off lorry whilst erect/Striking scaffold. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	
																					Check that vehicles are in good safe order and tidy before setting off.	
																					Ensure when loading and unloading vehicles that there is sufficient space around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that access ways are not obstructed.	
																					Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	
6)	3	**Working on or nearby footpaths & pavements.**	✔		✔	✔	✔		✔						✔			High	Yes	Supervisor	**Control.**	Medium
		Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-overs, lifting operations, service connections etc.																			**Protecting the general public:** Where possible, plan the works with minimal effect to the general public etc., in accordance with any Local Authority requirements. Where works will affect footpaths or pavements, all appropriate protective measures must be taken, i.e., carry out the work during less busy times and carry out protective measures first, i.e., deploy Banksmen, erect appropriate barriers, safety signage and protection. Highlight potential obstructions and make safe.	
																					Communication: Any persons working on behalf of the Company are to be made aware of footpath and pavement precautionary measures during brief. Persons working on the ground must continually communication with the public during works to insure safe access and egress.	
13)	4	**Housekeeping.**	✔		✔	✔	✔			✔					✔			High	Yes	Supervisor	**Control.**	Low
		Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.																			Ensure personnel are made aware of the importance of the arrangements for housekeeping. Especially regarding access and egress routes for Working, Contractors, Visitors, Members of the public etc. This information can be discussed during site induction, briefing or Tool Box Talks.	

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12)	5	**Existing building hazards.**	✔		✔	✔	✔	✔					✔					Low	Yes	Supervisor	**Control.**	Low
		Unsafe structure ie failing debris or fragile roofs. Live services buried, or overhead. plant & machinery. Hazardous materials; asbestos, biological ie COSHH animal feces & chemical contamination.																			**Debris:** In the event of debris being loose on structure, a Banks Person must be deployed. Where the work is unavoidable, Supervise: Ensure that controls such as work methods, PPE and welfare are appropriate, effective and used by the workers. **Piegon Dropping:** Eliminate / limit contact with bird droppings where possible. Workers with a weakened immune system should not directly do tasks involving bird droppings. Where the work is unavoidable, Supervise: Ensure that controls such as work methods, PPE and welfare are appropriate, effective and used by the workers. Control this risk by; Clothing – use disposable coveralls, SEALED gloves etc where appropriate. This clothing should be kept separate from personal clothing worn. Non-disposable overalls should be replaced when soiled and washed with detergent at a high temperature before being re-used , INC AND TOOLS, HARNESS AND LANYARD. Wash hands and forearms before eating, drinking, smoking, using the telephone, taking medication, inserting contact lenses etc avoid hand-mouth or hand-eye contact when in contaminated areas dispose of all contaminated waste safely. Avoid breaks contamination by taking rest and meal breaks away from the work area. **Chemical Contamination:** Eliminate / limit contact with Chemical Contamination where possible. Where the work is unavoidable STOPWORK and contact Line Manager to discuss controls such as work methods, PPE and welfare are appropriate. Separate Risk Assessment and Methrod Statment my be needed. **Fragile Roofs:** The following are likely to be fragile: old roof lights; old liner panels on built-up sheeted roofs; non-reinforced fibre cement sheets; corroded metal sheets; glass (including wired glass); rotted chipboard; and slates and tiles. and contact Line Manager to discuss controls such as work methods, PPE and welfare are appropriate. Separate Risk Assessment and Methrod Statment my be needed. **Breaking Ground:** Under no circumstances no ground must be broken. Staking of Tubes into ground areprohibited. **Overhead Cables:** STOPWORK and contact Line Manager to discuss controls such as work methods, PPE and welfare are appropriate. Separate Risk Assessment and Methrod Statment my be needed. **Plant & Machinery:** in the event that any plant and machinery are in the work area STOPWORK and contact Line Manager to discuss controls such as work methods, PPE and welfare are appropriate. Separate Risk Assessment and Methrod Statment my be needed.	

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9)	6	**Manual Handling**	✔					✔							✔			High	Yes	Supervisor	**Control.**	Medium
		Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manouvring of equipment and components, unsuitably fit employees, etc.																			To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury. Always take into account: individual capability, the nature of the load, environmental conditions, training, work organisation. If you need to lift something manually; Reduce the amount of twisting, stooping and reaching, Avoid lifting from floor level or above shoulder height, especially heavy loads Adjust storage areas to minimise the need to carry out such movements, Consider how you can minimise carrying distances, Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components If you need to use lifting equipment; Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor, Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area, Reduce carrying distances where possible Good handling technique for lifting: There are some simple things to do before and during the lift/carry; Remove obstructions from the route. For a long lift, plan to rest the load midway on a table or bench to change grip. Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance. Think before lifting/handling: Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip. Adopt a stable position: The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult. Get a good hold: Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only. Start in a good posture: At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). Don't flex the back any further while lifting: This can happen if the legs begin to straighten before starting to raise the load. Keep the load close to the waist: Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it. Avoid twisting the back or leaning sideways, especially while the back is bent: Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time. Keep the head up when handling: Look ahead, not down at the load, once it has been held securely. Move smoothly: The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury. Don't lift or handle more than can be easily managed: There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help. Put down, then adjust: If precise positioning of the load is necessary, put it down first, then slide it into the desired position.	

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4)	7	**Working at height.**	✔					✔							✔			High	Yes	Supervisor	**Control.**	Medium
		Fall of persons or tools/equipment/components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind, snow, ice & hot weather.																			**Work at height is to be avoided wherever reasonably practicable.** To minimise work at height, full consideration will be given to design, specification and work techniques which in the short, medium and long term, would help to eliminate the need to work at height and reduce the risk of persons, materials and debris, etc. from falling. **Persons working at high levels must not put themselves at risk from falling,** or objects. 4 Boarded lift should be installed during erecting lifts. **Protecting persons from the potential of falling items:** A safety zone is to be established around working at height areas, i.e., areas where lifting operations are being carried out, or where plant is being erected, etc. A minimum distance of 2m from the perimeter of the works should be cordoned-off. Where work extends above 6m in height, the safety zone is to be extended outwards by a further metre for every 3metre height ratio. **Where this is not practicable,** or alternatively, intermediate fall protection such as scaffold fans and debris netting, etc., is to be utilised. No persons who may be in the vicinity at risk from falling materials or equipment should not be underneath working area**. Tethered Tools are to be fitted in this event.** **Harness:** All operatives working at height must wear an in date harness and hold a valid CISRS card or attended working at height training. Where operatives are not working behind an advanced Handrail, operatives must clip on. In the event an advanced handrail is not install, Traverse Method must be used. Operatives with no training can only work on scaffold lift that are fully completed. **Scaffold Step:** The use of Scaffold Step is the main method when erecting of dismantling scaffold in accordance's with NASC's SG4:15. **Working in windy conditions will involve additional safety control measures** to be employed to protect persons and materials, etc., from falling or being caught by the wind, such as stop working until the wind conditions are manageable. Obtain additional assistance to be able to handle items safely. Secure materials and items which could be caught by the wind. Ensure structures are sufficiently stabilised and braced. **Wet weather precautions:** Avoid working at height in these conditions wherever possible on surfaces and items which could become slippery when wet. In situations where it would be unsafe not to finish or carry out additional works during wet weather, such as protection to others who could be affected, ensure that the work method takes account of the increased slipping potential, etc., carry out only essential works to make safe, stay within safe areas to prevent an increased risk in falling and ensure that PPE, i.e., gloves and footwear, provides good grip in wet conditions.	
16)	8	**Stacking & storage of materials & components.**	✔		✔	✔	✔			✔					✔			High	Yes	Supervisor	**Control.**	Medium
		Stability, floor loading, potential obstructions, ergonomics, accessible locations.																			There are no arrangement for leaving. materials on site over night. Material are to be storage on the heavy goods vehicle until needed. PPE Assessments are required are required to be carried out for persons involved in stacking and storing operations. An active effort of the prevention of double handling materials need to be considered, to minimise manual handling. Stability areas of stacked materials need to be considered maintaining safe access around storage areas. When temporary storing materials, materials need to be safely position and prevented from falling over.	

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7)	**9**	**Lift Plant.** Working with lifting appliances and lifting gear.	✔		✔	✔	✔			✔					✔			Low	Yes	Supervisor	**Control.** Manual lift aids are only to be used ie Gin Wheels. Electrical hoist/ lifts are to be install by qualified operative and signed off. Complent Gin Wheel Inspection Form before use or installation. Install Gini Wheel as per NASC guidance. Rope and Wheel to be used by competent person and fully considered must be taken to wear the correct PPE ie glooves. In addition all and necessary protection for other persons in surrounding work area. Protecting persons from the potential of falling items: A safety zone is to be established around working at height areas, i.e., areas where lifting operations are being carried out, or where plant is being erected, etc. A minimum distance of 2m from the perimeter of the works should be cordoned-off. Where work extends above 6m in height, the safety zone is to be extended outwards by a further metre for every 3metre height ratio.	Low
5)	**10**	**Ladders.** Persons falling off ladders – main causes are:- unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching.	✔					✔							✔			Low	Yes	Supervisor	**Control.** **Working off of ladders** constitutes working at height, therefore competent persons will be required to plan and supervise this type of work. Ladders should be considered as access equipment only wherever possible and for short duration. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch. **Carrying materials and tools,** etc. up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder. **The correct type of ladder should be used** dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. Note: Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage. **Training:** Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. Note: Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness. **Medically fit:** All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness. **Environmental and weather conditions** can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present additional precautions must be taken to eliminate these risks which could cause hazards to ladder users, i.e., position ladders on a firm footing, clean mud and oils etc., from footwear, clear away any obstructions, snow and ice, before using ladders. **All ladders used must be in good order.** They must be checked regularly to ensure they are kept in good order and checked prior to use.	Low

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10)	**11**	**Using power tools, machines & plant.**	✔		✔	✔	✔				✔					✔		Medium	Yes	Supervisor	**Control.**	Low
		Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.																			**Operators of power tools, machines and plan**t must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent. Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted.	
																					The Method of Work when using power tools etc., must be fully considered to minimise dust, noise, vibration and dangers from moving parts or fragments flying-off of material being worked on. Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs. Ensure the correct power tools, machines and plant are used for the job.	
																					Risk Assessment: when using power tools etc., fully considered must be taken to wear the correct PPE and necessary protection for other persons in surrounding work area.	
14)	**12**	**Noise.**	✔		✔	✔	✔				✔						✔	Medium	Yes	Supervisor	**Control.**	Low
		Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Operative's site conduct and etiquette.																			Where this is not possible, suppression techniques must be employed where appropriate. If Plant & machine exceed acceptable levels, preventative measure will need to be deployed. Ensure that controls such as work methods, PPE and welfare are appropriate, effective and used by the workers.	
																					Site Conduct and Etiquette: Operative must not swear whilst on site. Levels of shouting to communicate should be limited. Alternative communication method should be considered ie radio.	
15)	**13**	**Fire.**	✔		✔	✔	✔	✔								✔		Medium	Yes	Supervisor	**Control.**	Low
		Building fire plans, smoke detection, fire-fighting equipment, fire alarms, fire drills, fire wardens, gas compounds, gas/oxygen leaks from cylinders, hoses and mains supply, hot works, smoking, solvents and bonfires																			Personnel are not permitted to use any tools, plant etc. that will create a form of ignition spark, flame etc.. No Smoking is to be enforced whilst on site.	
17)	**14**	**Asbestos**	✔		✔	✔	✔	✔								✔		Low	Yes	Supervisor	**Control.**	Medium
		Building alterations or extensions, steel coating fire protection, roof coverings, building and pipe cladding, etc.																			**Any works that might involve affecting existing Asbestos installations** must be carried out fully in compliance with The Asbestos Regulations and Local Authority requirements.	
																					Particular consideration should be given when working on older properties built prior to the early 70's. Any person required to work in an area where asbestos may be present must be competent and be informed of all potential areas where asbestos could be present and what control measures will be in place to safeguard against asbestos.	
																					Client to Provide detailed from Asbestos register if asbestos is present: At this stage we can not confirm the complete presence of Asbestos. N0 drill will will take place.	
																					All operatives must have basic Asbestos Awareness Training: If asbestos is found or suspected at the workplace where it is likely to be disturbed, **stop any work** which could disturb the asbestos, or work that may be carried out in an area where asbestos contamination has occurred and inform management immediately so that proper procedures can be put in place to safeguard against the hazards. The area where asbestos is suspected must be surveyed by a competent person and samples taken for analysis. This will determine whether asbestos is present and if so, what type. Once the type of asbestos has been determined, all necessary precautionary arrangements can be made. PPE Assessments are required to be carried out for persons working in the vicinity where asbestos is present.	

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20)	**15**	**Smart Device**	✔					✔							✔			Medium	Yes	Supervisor	**Control.**	Low
		Communication devices. Unsafe distractions, occupying hands whilst operating and using the devices.																			**Unsafe distraction:** These devices should only be used in areas such as offices, canteens and designated safe areas. They should not be used when in a working environment where plant and equipment are present, or whilst driving or operating plant and equipment, even if they can be made hands-free (Bluetooth or plug-in earphones) they are still a distraction and can impair hearing. These devices should not be used whilst walking in a working environment, particularly in staircases, climbing access ladders and walking around in temporary access ways. Occupying hands: When using these devices, they normally require hand operation, therefore are a hindrance when operating tools, equipment, plant, vehicles and manual handling, therefore they are not to be used other than in designated safe areas.	
21)	**16**	**UV risk**	✔							✔					✔			Low	Yes	Supervisor	**Control.**	Low
		The presence of reflective surfaces or photosensitising substances will increase the risks posed by UV radiation.																			**The use of personal protective equipment (PPE)** will help to provide protection from UV radiation. Where practicable use long-sleeved shirt, long trousers, broad-spectrum, water resistant sunscreen with a sun protection factor (SPF) of at least 50+, wrap-around sunglasses (AS/NZS 1067:2003/eye protection factor (EPF) of 9 or 10) or safety glasses (AS/NZS 1337.1:2010), plan work routines so shaded work is done in the middle of the day, rotate staff, so that the same person is not always in contact with sun., a portable shade structure, construction helmet with brim attachment, broad-brimmed or legionnaire-style hat.	
22)	**17**	**Heat Stress**	✔					✔						✔				Low	Yes	Supervisor	**Control.**	Low
		There are risk factors of high temperature, high humidity, intense solar radiation and heavy workload. The risk of heat stroke is high if suitable control measures are not adopted in the workplace.																			**Where practicable implement the following before work commences;**	
																					• Carry a minimum of 2 litre of water during work at all times.	
																					• Set up or find a sheltered resting area near the work location.	
																					• Arrange for the provision of adequate supply of cool potable	
																					• Provide portable fans to enhance ventilation to the workers at the work location and resting area.	
																					• Ensure that the workers are adequately trained on the symptoms of heat stroke, the precautionary measures and the emergency response actions.	
	19	**First aid & Welfare Facilities**	✔					✔								✔		High	Yes	Supervisor	**Name: xxxxxxxxxxxxxxxxxxxxxx : xxx Miles Estimate xx Minutes**	Medium
		Each vehicle is equipped with a first aid kit. Operatives are made aware of the nearest hospital. All accidents are to be reported to Alexander Scaffold Ltd. Alexander Scaffold Ltd will arrange where possible with our Customers to utilise their site facilities, or make arrangement for transient amenities to be used.																			No operatives hold any first aid certificates. In the event that a site First Aider is not available; our appointed person is the Scaffolder that holds a SSSTS or SMSTS qualification). The Rams highlights what hospital is nearest with distance an time.	

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23)	18	**Sar-Cov19**	✔					✔								✔		Medium	Yes	Supervisor	**Control.**	Low
		Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus As of 14th April 2020 : https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf																			**Eliminate:** • Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Avoid skin to skin and face to face contact • Only absolutely necessary meeting participants should attend • Attendees should be at least two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible	
																					Reduce: Where the social distancing measures (2 metres) cannot be applied: • Minimise the frequency and time workers are within 2 metres of each other • Minimise the number of workers involved in these tasks • Workers should work side by side, or facing away from each other, rather than face to face. • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment	
																					Isolate: Keep groups of workers that have to work within 2 metres: • Together in teams e.g. (do not change workers within teams) • As small as possible. • Away from other workers where possible	
																					Control: Where face to face working is essential to carry out a task when working within 2 metres: • Keep this to 15 minutes or less where possible.	
																					PPE: Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. • Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment)	
																					Behaviours: The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed	