

Health & Safety	SAMPLE Hazard/Risk Assessment On Site	
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Location:	Date:
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What are the Hazards	Who Might be Harmed	What is Already Being Done	Further Action Required?	Action by Who?	Action by When	Done
Slips & Trips	Staff and visitors may be injured if they trip over objects or slip on spillages	<p>General good housekeeping. All areas well lit No Trailing leads or cables Staff keep work areas clear,</p>		All staff, supervisors to monitor		
Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper	<p>All staff to be trained in the correct manual handling techniques. - Team Leader on site is responsible for ensuring that all staff abide by these techniques at all times.</p> <p>The distance that the load needs to be carried should be minimized as much as possible – by moving the van as close as possible to the end destination for shed components.</p> <p>For heavy loads an appropriate number of people must carry the load together to avoid injury to any one individual.</p> <p>Where possible items such as carry wheels should be used to assist in the movement of heavy objects and minimise the amount of lifting required by staff.</p> <p>Appropriate rest periods to be taken if object is to be carried over prolonged distances – as set out in manual handling guide.</p> <p>No individual should attempt to carry more than they feel is safe – it is the responsibility of the staff member to inform the team leader on site of any personal health issues that could affect their ability to perform lifting tasks – before he/she begins a lifting task.</p> <p>Team Leader should take into account any health issues of individuals and ensure that no staff member is allowed to lift any load that could cause them injury. Before carrying any objects the area to be covered should be surveyed and any trip hazards cleared. If they cannot be moved (e.g. kerbs) then they should be highlighted to all staff who will be carrying objects. All staff to wear steel capped boots for protection as appropriate</p>				

Working at height	Falls from any height can cause bruising and fractures.	<p>NO WORKING AT HEIGHT OR IF WORK HAS TO BE COMPLETED AT HEIGHT THIS IS KEPT TO AN ABSOLUTE MINIMUM</p> <p>If a ladder is used it is to be positioned so that both feet are equally supported on a firm footing and cannot slip. Both stiles of the top of the ladder must rest against a solid surface and not on insecure materials. DO NOT put the ladder on other equipment or materials to gain extra height.</p> <p>When extending a 2 piece, ease it from the wall slightly and raised to the desired height. Make sure the extension is securely supported on the lower ladder section.</p> <p>The top of the ladder should be securely tied to the structure. If it cannot be fixed then a second person must foot the ladder (not suitable for ladders over 5m).</p> <p>The ladder must be angled to minimise the risk of slipping outwards, which is an angle of 75° for a base to height ratio of 1:4.</p> <p>The ladder should extend at least 1.05m above the platform or other landing place or above the highest rung on which the user has to stand.</p> <p>If a scaffold ladder is used it must be of appropriate height and erected on level ground. DO NOT put the scaffold on other equipment or materials to gain extra height. Staff should not work on a scaffold ladder alone – there must be a minimum of two people present and one must remain on the ground. Before climbing onto the scaffold ladder it should be inspected to ensure that it is fully secured and put together correctly. All staff should be trained in how to erect the scaffold ladder and spot any damage/hazards. All staff must be trained in the safe use of ladders and scaffolds and the hazards which are to be avoided. Hard hats must be worn at all times. Ladder to be positioned away from fragile surfaces, overhead/electrical cables.</p> <p>A hard hat to be worn at all times. Before each use ladders must be checked to ensure it is the correct type for the job and that it is in a safe condition i.e. no worn, split or damaged rungs and stiles.</p> <p>All staff using ladders to be given training in the safe use of ladders and how to spot any damage to them. The ground on which the ladder stand must be firm, level and free from obstructions. All tools present on person when at height to be fixed securely to a tool belt/holster when not being used directly.</p> <p>When climbing up/down ladder two hands should be used and tools should NOT be carried in hands.</p>				
Liaising with	Risk from Area of	Liaise with client to identify any specific risks that may be inherent on site. Take into account any				

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Client	construction	risks and ensure adequate control measures in place. Do not commence work if unsafe to do so			
Use of hand held tools	Cuts	Minimum use of hand held tools. Only battery operated tools used if necessary Gloves used as necessary PPE used as necessary including eye protection Tools are kept in good condition and are maintained/replaced as required. Tools should not be used if they are damage at all Tools should only be used for their intended function – do NOT improvise with their usage. Eye protection, gloves, safety shoes and dust masks are provided and used as appropriate.			
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	No electrical equipment used			
Driving	Staff involved in accidents. Risk to public	Only one vehicle in use – hire vehicle so maintained etc by hire compny. One driver – full license checked Business insurance in place Rest taken if long journeys taken			
Work on Construction site	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Liaise with Client/contractors. Follow any client/contractor requirements Do not work/enter site unless safe to do so			
Welfare	Inadequate welfare may lead to health issues	Use of client welfare facilities			
Appointing Sub Contractor	Contractors not competent	Prior to appointment contractors assessed – copies of training certification, and details of experience Copies of risk assessment in place, specific to project Contractor staff briefed on risks and controls Controls in place to help protect employees, other contractors, public and others, including were necessary barriers, signing, guards etc. Contractors to regularly review safety controls			
Welfare	Lack of welfare leading to occupational health issues	Wash facilities available on site. Good hygiene standards maintained			
Firs Aid	Lack of first aid facilities leading to greater injury	First aid box and emergency first aid person on site			

RISK ASSESSMENT BRIEFING			
	Name	Signed	Date