

Risk Assessment				
Contract Name: Address:			Ref:	
Work Activity covered in this Assessment: Alterations to Existing Building				
Risk Being Assessed: General Building work , Excavations , Foundations , General Brick and Block work , Work at height , Manual Handling .				
Initial Risk Assessed as:-				
HIGH		MEDIUM		LOW
Fatal/Major Injury/Loss (Certain/Very Likely) Point Range 7 to 9		Lost Time/Disability (Reasonably Likely) Point Range 4 to 6		Minor Injury/Disease/Loss (Seldom/unlikely) Point Range 1 to 3
SCORE=		SCORE= 5		SCORE=
Section B- Control Measures:- Steps taken & steps to be taken to reduce risks				
ACTIVITY WHAT IS THE HAZARD?	HARM:-WHO OR WHAT?	WHAT ARE YOU ALREADY DOING?	IMPROVEMENTS THAT YOU NEED	ACTIONS WHO, WHEN?
Run over or hit by excavator	Site Operatives and persons permitted within site. Persons not permitted including pupils.	Only Trained Persons are allowed to operate the equipment. Mirrors are fitted and checked before use. Banksman supervising at ALL times. Check All slew areas. Bucket changes to be done away from excavations and with full banksman supervision	Ensure that excavator is checked before use, including all hydraulic hoses and pins for securing buckets. (Blue book) to be used. Ensure buckets etc are not stored next to excavations.	Management Continual checking needed.
Persons falling into excavations.	Site Operatives and persons permitted within site	All works supervised by banksman. All excavations are securely fenced off when works have stopped (even for lunch breaks)		
Collapse of excavations	Workers	Use of trench boxes, use of propriety ground support systems, and excavations stepped where possible. Excavated material stored away from excavation.	To ensure that all excavations are fully checked by trained person before work commences.	
Unauthorised Use	All persons	Ensure that equipment is fully locked and that metal door and window guards are		

		used when equipment not used.		
Buried and Overhead Services	All Persons	Use CAT with service provider's drawings. Hand dig trial holes where required		
Concrete Foundations Concrete Works	All persons	PPE required	Toolbox talks Trained persons to pour and finish concrete	
Manual Handling Injuries- Brick and block phase	All Site Operatives where regular lifting of brick/block or concrete lintels etc	All load are transported to work area/scaffold by telehandler or suitable forklift Toolbox talks are held on a regular basis.	Ensure that any heavy items such as lintels or precast/other items can be lifted by mechanical means.	Management when required
Brickwork and Block work, General Building	All persons	Use spot boards etc. to ensure bricks/blocks are raised to an easier working height.		Management when required
FALLING FROM HEIGHT (SCAFFOLDING AND SCAFFOLD TOWERS)	Workers.	Inspecting Scaffolding before use. Ensuring Handrails are secure. Airbags and netting where practicable.	Continual Toolbox talks to workers telling them NOT to interfere or miss use scaffolding.	Site Management and Supervisors to arrange.
Falls from mobile elevating work platforms (MEWPS)	Workers	Fall arrest systems used where required. Workers trained to not over-reach. Toe Boards installed on Scaffolding. Tools secured by rope to MEWPS	Good Housekeeping to ensure clear paths and work areas.	
Tools/materials falling from MEWPS or scaffolding Falls from Ladders	Workers	Ladders to be a last resort, and to be used for short durations only. Correct ladders used at all times. Ensure ladders are secured and at correct angle.	Continual inspection of ladders before and after use.	Site Management and Supervisors to arrange.
Manual Handling Back and other Injury	Workers	Use of mechanic devices to be used where possible. For example hydraulic tail lifts on all vehicles.	All special items to be assessed for weight and lifting operations/manpower planned. No Heavy items are to be carried up a ladder.	
Manual Handling Back and other Injury Manual Handling Back and Other Injuries	workers	Materials to be stored as close as possible to work area by mechanical means if possible. Sack barrows etc.	All staff to be made aware of the manual handling hazards, attending a manual handling course to be made available if constant heavy/ outsize items will be used.	
Manual Handling Back and other Injury	Workers	No persons to attempt to lift and carry any	Manual Handling Courses to be attended by all	

		heavy/outsize item without seeking help. Toolbox talks and training to be provided.	staff.	
Manual Handling Back and other Injury	Workers	Assess all routes where items are carried for obstacles or obstructions.		
Slips Trips and Falls	Workers and others who may be permitted to enter the area.	All spills are cleaned up immediately.	Signage to notify all persons of slip hazard.	Management/Supervision to arrange.
		Workers and others who may be permitted to enter the area.	Good Housekeeping practices. Correct storage of materials.	Particular attention to be paid to wrappings and strapping, these must be bundled and disposed of.
General Site access and Safety	Students, Teachers and public	Ensure that suitable fencing and manned gates are established	Check daily	
Deliveries	Students, Teachers and public and workers	Banksman present at all times, designated approved delivery area required	Supervise deliveries and schedule at times outside school pupil drop off and collection times	
Noise	Students, Teachers and public and workers	Workers to wear ear protection. Keep noise to a minimum	Monitor noise levels	
Dust	Students, Teachers and public and workers	Use dust suppression where dust is created	Monitor and supervise dust suppression.	
SECTION C- FURTHER MEASURES				
Additional Measures		Current Actions	Additional Measures Needed	
Trained Supervision		Trained operators and Banksmen used.		
Training & Instruction				
Emergency Plans				
Tools and Equipment With Reduced Noise/Vibration				
Date of Assessment			Review Assessment- Check Progress Review if work changes/product changes and Re-Assess if Reqd.	
Tool Box Talk Date				
Reviewed By				
Notes:-				

The Risk Assessed after all the measures taken:		
HIGH	MEDIUM	LOW
Fatal/Major Injury (Certain/Very Likely) Point Range 7 to 9	Lost Time/Disability (Reasonably Likely) Point Range 4 to 6	Minor Injury/Disease (Seldom/unlikely) Point Range 1 to 3
SCORE=	SCORE=	SCORE= 3
If the Score is Low: The Assessment need go no further. If the Score is Medium or High: Further Assessment is required.		