SUNNINGHILL CONSTRUCTION CO LIMITED

RISK ASSESSMENT RECORD

RA NO:

CONTRACT:
ACTIVITY:
LOCATION:

Group at Risk?				
A	Employees		**E**	Pupils and Staff
B	Subcontractors		**F**	
C	Visitors		**G**	
D	General Public		**H**	

SIGNIFICANT HAZARDS

1.
2.
3.
4.
5.
6.
7.

LIKELIHOOD

SEVERITY	Highly Probable 3	Probable 2	Improbable 1
Death 3			
Major 2			
Minor 1			

Risk Rating

- 1 – 3 Low
- 4 – 6 Medium
- 7 – 9 High

DEATH
MAJOR - 3 DAY ACCIDENT
MINOR - OTHER

Risk Rating = Severity x Likelihood

CONTROL MEASURES	GROUP	HAZARD
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

ADUR & WORTHING PLANNING SERVICES
PLAN AWDM/ 1016/13
DATE VALID 23 APR 2014

INFORMATION, INSTRUCTION AND TRAINING

1.
2.
3.

Is a Method Statement required? **Yes** ☐ **See attached** **No** ☐

ASSESSMENT OF REMAINING RISK

HIGH		**(Review with Construction Manager/Safety Advisor)**	**Completed by:**
MEDIUM			**Date:**
LOW			

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET		**GLOVES**		**OTHER**	
SAFETY BOOTS		**EAR PLUGS**			
GOGGLES/VISOR		**EAR DEFENDERS**			
OVERALLS		**RESPIRATORY PROTECTION**			

DISTRIBUTION:

Employees (Names)

Subcontractors (Names)

SUNNINGHILL CONSTRUCTION CO LIMITED

RISK ASSESSMENT RECORD

RA NO:

CONTRACT:
ACTIVITY:
LOCATION:

Group at Risk?					
A	Employees	☐	E	Pupils and Staff	☐
B	Subcontractors	☐	F		☐
C	Visitors	☐	G		☐
D	General Public	☐	H		☐

SIGNIFICANT HAZARDS

1.
2.
3.
4.
5.
6.
7.

LIKELIHOOD

SEVERITY	Highly Probable 3	Probable 2	Improbable 1
Death 3			
Major 2			
Minor 1			

Risk Rating

- ☐ 1 – 3 Low
- ☐ 4 – 6 Medium
- ☐ 7 – 9 High

DEATH
MAJOR - 3 DAY ACCIDENT
MINOR - OTHER

Risk Rating = Severity x Likelihood

CONTROL MEASURES	GROUP	HAZARD
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

INFORMATION, INSTRUCTION AND TRAINING

1.
2.
3.

Is a Method Statement required? **Yes** ☐ **See attached** **No** ☐

ASSESSMENT OF REMAINING RISK

HIGH	☐	(Review with Construction Manager/Safety Advisor)	Completed by:
MEDIUM	☐		Date:
LOW	☐		

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET	☐	GLOVES	☐	OTHER	☐
SAFETY BOOTS	☐	EAR PLUGS	☐		☐
GOGGLES/VISOR	☐	EAR DEFENDERS	☐		☐
OVERALLS	☐	RESPIRATORY PROTECTION	☐		☐

DISTRIBUTION:

Employees (Names)

Subcontractors (Names)

SUNNINGHILL CONSTRUCTION CO LIMITED

RISK ASSESSMENT

RA NO: 1

CONTRACT: Shoreham Community Centre - Shoreham
ACTIVITY: SITE SET UP
LOCATION:

	Group at Risk?				
A	Employees	*	E		
B	Subcontractors	*	F		
C	Visitors	*	G		
D	General Public	*	H		

SIGNIFICANT HAZARDS

1. Falls from height when positioning office
2. General public interface – contact with plant
3. Contact with moving plant
4. Underground services
5. Electric shock
6. Overturning of plant / crane

ASSOCIATED RISKS

1. Injury to public.
2. Injury to site operatives and visitors.
3. Damage to plant and property.

* ***LIKELIHOOD***

SEVERITY	Highly Probable 3	Probable 2	Improbable 1
Death 3			
Major 2		X	
Minor 1			

Risk Rating		
	1 – 3	Low
4	4 – 6	Medium
	7 – 9	High

DEATH
MAJOR - 3 DAY ACCIDENT
MINOR - OTHER

Risk Rating = Severity x Likelihood

	CONTROL MEASURES	GROUP	HAZARD
1.	Separate Risk Assessment & Method Statement to be provided for lifting and moving plant/ offices.	A,B	1
2.	Fire extinguishers to be provided.		
3.	Banksmen to be present when vehicles reversing or entering site.	A,B,C,D	2,3
4.	First Aid will be provided.		5
5.	Erect barriers to protect public if unable to unload from site.	A,B,C,D	2,3,4
6.	Close gates when plant etc. on site.	C,\D	2,3
7.	Provide adequate foundation for offices.	A,B, C	6
8.	Use competent electricity and test electrics when installed.	A,B	5
9.	Check area for underground services before positioning crane.	A,B	4
10.			
11.			
12.			
13.			
14.			
15.			

INFORMATION, INSTRUCTION AND TRAINING

1.
2.
3.

Is a Method Statement required? Yes [ ] See attached No [X]

ASSESSMENT OF REMAINING RISK

HIGH		(Review with Construction Manager/Safety Advisor)
MEDIUM		
LOW	X	

Completed by: CJB
Date: January 2014

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET	X	GLOVES	X	OTHER	
SAFETY BOOTS	X	EAR PLUGS		HI VIZ JACKET	X
GOGGLES/VISOR		EAR DEFENDERS			
OVERALLS		RESPIRATORY PROTECTION			

DISTRIBUTION:

Employees (Names) Site Manager - James Berwick

Subcontractors (Names)

SUNNINGHILL CONSTRUCTION CO LIMITED

SHOREHAM COMMUNITY CENTRE – SHOREHAM

Manual handling of loads

MANUAL HANDLING RISK ASSESSMENT

Note:
- consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action

SUMMARY OF ASSESSMENT Operations covered by this assessment:	Overall priority for remedial action: Nil / Low / Med / High* Remedial action to be taken
Locations: _____ Personnel involved: _____ Date of assesment:	Date by which action is to be taken: _____ Date for reassessment: _____ Assessor's name: Signature:

Section A **Preliminary: Relevant Job Specific Risk Assessments to be listed (App 101):-**

_____

_____

***circle as appropriate**

Q1 **Can the operation be avoided / mechanised / automated at reasonable cost?** **Yes/No**

If **'No'** go to Q2. If **'Yes'** proceed and then check that the result is satisfactory.

Q2 **Are the operations clearly within acceptable limits** **Yes/No**

If **'No'** go to Section B. If **'Yes'** you may go straight to Section C if you wish.

Section C **Overall assessment of risk:**

Q **What is your overall assessment of the risk of injury?** **Insignificant / Low / Med / High***

If Low/Med/High go to Section D. If **'Insignificant'** the assessment need go no further.

Section D **Remedial Action:**

Q **What remedial steps should be taken, in order of priority?**
(See attached guide to reduce risk of injury)

i _____
ii _____
iii _____
iv _____
v _____

And finally:

- complete the SUMMARY above
- compare it with your other manual handling assessments
- decide your priorities for action
- **TAKE ACTION .....AND CHECK THAT IT HAS THE DESIRED EFFECT**

Section B – More detailed assessment, where necessary:

Questions to consider: (If the answer to a question is 'Yes' place a tick against it and then consider the level of risk)	Yes/No	Level of risk: (Tick as appropriate) Low	Med	High	Possible remedial action: (Make rough notes in this column in preparation for completing Section D
The tasks – do they involve:					
♦ holding loads away from trunk?					
♦ twisting?					
♦ stooping?					
♦ reaching upwards?					
♦ large vertical movement?					
♦ long carrying distances?					
♦ strenuous pushing or pulling?					
♦ unpredictable movement of loads?					
♦ repetitive handling?					
♦ insufficient rest or recovery?					
♦ a work rate imposed by a process?					
The loads – are they:					
♦ heavy?					
♦ bulky/unwieldy?					
♦ difficult to grasp?					
♦ unstable/unpredictable?					
♦ intrinsically harmful (eg sharp/hot)?					
The working environment - are there:					
♦ constraints on posture?					
♦ poor floors?					
♦ variations in levels?					
♦ hot/cold/humid conditions?					
♦ strong air movements?					
♦ poor lighting conditions?					
Individual capability – does the job:					
♦ require unusual capability?					
♦ hazard those with a health problem?					
♦ hazard those who are pregnant?					
♦ call for special information/training?					
Other factors:					
Is movement or posture hindered by clothing or personal protective equipment?					

Deciding the level of risk will inevitably call for judgement.
When you have completed Section B go to C.

GETTING TO GRIPS WITH MANUAL HANDLING

Ways of reducing the risk of injury

Can you:

- improve workplace layout to improve efficiency?
- reduce the amount of twisting and stooping?
- avoid lifting from floor level or above shoulder height?
- reduce carrying distances?
- avoid repetitive handling?
- vary the work, allowing one set of muscles to rest while another is used?

Can you make the load:

- lighter or less bulky?
- easier to grasp?
- more stable?
- less damaging to hold?

Have you asked your suppliers to help?

Can you:

- remove obstructions to free movement?
- provide better flooring?
- avoid steps and steep ramps?
- prevent extremes of hot and cold?
- improve lighting?
- consider less restrictive clothing or personal protective equipment?

Can you:

- take better care of those who have a physical weakness or are pregnant?
- give your employees more information, e.g. about the range of tasks they are likely to face?
- provide training?

What about training?

Training is important but remember that, on its own, it can't overcome:

- a lack of mechanical aids;
- unsuitable loads;
- bad working conditions.

Training should cover:

- how to recognise harmful manual handling;
- appropriate systems of work;
- use of mechanical aids.