



RISK ASSESSMENT FILE
October 2022 – October 2023



No	ACTIVITY	No	ACTIVITY
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	Severity					
	Very low 1	Low 2	Medium 3	High 4	Very high 5	
Likelihood	Very high 5	5	10	15	20	25
	High 4	4	8	12	16	20
	Medium 3	3	6	9	12	15
	Low 2	2	4	6	8	10
	Very low 1	1	2	3	4	5

RISK RATING MATRIX



Key: **VL** = Very Low, **L** = Low, **M** = Medium, **H** = High, **VH** = Very High.

E = Employee, **V** = Visitors, **P** = Public, **C** = Contractors

RA 001	ACTIVITY / AREA: LOADING AND UNLOADING THE CRANE
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Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Positioning and placing of the Hi-Ab & Crane.	Collapse / Crush injuries	E / V / P / C	4	3	12	<ul style="list-style-type: none"> ➤ Ensure Hi-Ab unit is on a stable level base ➤ Ensure brakes are correctly applied to unit once in position ➤ Ensure outriggers are fully deployed on stable ground on pads ➤ Ensure outriggers do not rest on gulley's or weak sections of road ➤ Ensure outriggers are deployed before the mast is erect 	3	3	9
Surface condition	Collapse / Crush injuries	E / V / P / C	4	3	12	<ul style="list-style-type: none"> ➤ On Site Risk Assessment to be undertaken prior, to ensure surface is suitable and can take the weight of the lift and the crane. ➤ Do not place outriggers on uneven or unstable ground / areas ➤ Communication with client to ensure no underground services will be disrupted 	2	3	6
Attachment and removal of slings / chains	Slips, trips, and falls.	E	3	3	9	<ul style="list-style-type: none"> ➤ Remote control for crane to be used where possible ➤ Three points of contact to be used at all times when using a ladder ➤ Platform ladders may be used where applicable ➤ Safety harnesses may be used where applicable ➤ Soft landing systems may be used where applicable ➤ Ensure crane is at a low level to attach ➤ Attach from the bottom of units where possible 	2	3	6
Erecting Crane near overhead cables or structures.	Electrocution / Strikes	E	3	5	15	<ul style="list-style-type: none"> ➤ Identify safe position of lighting prior to installation. ➤ Where cables exist, or overhead structures, goalposts and signs should be installed by the client prior, to warn of dangers. ➤ Keep to a minimum of 12mtrs clear of any overhead power cables increasing according to voltage. ➤ Operation to be carried out in accordance with HSE guidance note GS6 for overhead power cables. ➤ Ensure the crane has a minimum 1 metre clearance from structure ➤ Always check bridge heights prior to working in their vicinity 	1	5	5

Lifts	Falls / Collapse	E / V / P / C				<ul style="list-style-type: none"> ➤ An exclusion zone must be adhered to prior and during the lift – this will be agreed on site with the client ➤ No lifts to be over head ➤ No lifts over the vehicle cab ➤ PPE must be worn at all times by operator (Helmet, gloves, steel cap boots, safety glasses, head torch, High visibility vest) ➤ Manual handling techniques must be used at all times 			
Containers	Slips, Trips and Falls / Collapse	E / V / P / C				<ul style="list-style-type: none"> ➤ Do not walk on the roof of the container without fall prevention ➤ Lift from the bottom of container where possible ➤ Ensure container is empty prior to lift 			
Reference: 01						Written By: M Rogan	Date: 1st October 2022		

RA 002		ACTIVITY / AREA: WORKING ON THE BED OF A VEHICLE								
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk			
			L	S	R		L	S	R	
Working at heights	Slips, trips and falls / Crushing injuries	E / P	4	4	16	<ul style="list-style-type: none"> ➤ Always use fall prevention side rails, Soft fall Systems or harnesses when working from the bed of a vehicle. ➤ Use remote controls where possible to prevent / reduce working at heights 	2	4	8	
Uneven or Slippery Surfaces	Slips, Trips and Falls	E / P	3	3	9	<ul style="list-style-type: none"> ➤ Make sure vehicle has adequate lighting during hours of darkness. ➤ Try and keep the back of vehicle as clean as possible and free from grease and dirt. ➤ Maintain good housekeeping on the back of vehicles ➤ Take extra caution during inclement weather 	2	3	6	
Access and Exit	Slips, Trips and Falls	E / P	3	3	9	<ul style="list-style-type: none"> ➤ Get on and off the vehicle using the correct access and egress points. ➤ Never get on or off a vehicle on the live side, (the side with the traffic). ➤ Do not jump from vehicles. ➤ Do not step off moving vehicle. ➤ Report any defects to damaged vehicles. ➤ Be extra cautious in inclement weather. ➤ Be aware of uneven ground when stepping down from vehicle. 	1	3	3	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 003		ACTIVITY / AREA: LOAD SECURITY								
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk			
			L	S	R		L	S	R	
Losing load in transit	Shed Load / Losing control of vehicle	E / P	4	4	16	<ul style="list-style-type: none"> ➤ Load vehicle using secure techniques ➤ Use headboard where possible ➤ Use ratchet straps or suitable chains for heavier loads ➤ Use wheel straps for vehicles ➤ Use twist locks on vehicle body for containers ➤ Use all safety devices available are used ➤ Ensure all load security accessories are checked as per regulations 	2	4	8	
Vehicle Stability	Vehicle Collisions / Shed Load / Losing control of vehicle	E / P	4	4	16	<ul style="list-style-type: none"> ➤ Ensure load is evenly distributed where possible ➤ The loads centre of gravity is to be as low as possible ➤ Ensure tyre pressure is correct and the condition is suitable 	2	4	8	
Load shift	Crushes / Shed load	E / P	3	4	12	<ul style="list-style-type: none"> ➤ If a load is heavy, a periodic check is required during the journey ➤ A near miss report is to be completed for any shifted loads ➤ Extra caution is to be taken when approaching a shifted load ➤ If a load has shifted and is dangerous, the vehicle must stop its journey, and is to be quarantined and await assessment ➤ If a curtain is ripped, it must be repaired ASAP 	1	4	4	
High Risk Loads	Shed load	E / P	4	4	16	<ul style="list-style-type: none"> ➤ Ensure all security measures are in place and ratchets / chains are locked into correct position ➤ If a load has shifted and is dangerous, the vehicle must stop its journey, and is to be quarantined and await assessment 	2	4	8	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 004		ACTIVITY / AREA: LONE WORKING								
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk			
			L	S	R		L	S	R	
General inside of the depot / offices	Slips, trips and falls	E	2	3	6	<ul style="list-style-type: none"> ➤ Always wear full PPE ➤ Let people know where you are ➤ Maintain regular contact with a member of staff 	1	3	3	
General outside of the depot	Accident	E / P	3	4	12	<ul style="list-style-type: none"> ➤ Operative to inform manager when starting and finishing a shift ➤ Manager to remain in contact at regular intervals ➤ Operative to use vehicle with tracker ➤ Ensure operative has a mobile telephone with a charged battery. ➤ A full account of the whereabouts / location of the operative is to be maintained by the manager. 	2	4	8	
Working at night	Being stranded / Injured	E	3	4	12	<ul style="list-style-type: none"> ➤ Always wear full PPE. ➤ Wear a head torch during hours of darkness ➤ Check the head light works prior to commencing work. ➤ Extra care is to be taken in all aspects of work. ➤ Vehicles will be equipped with work lights. ➤ Vehicles will be in accordance with Chapter 8 TSM pt2 05. When working on motorways 	2	4	8	
Intruders	Violence	E	2	4	8	<ul style="list-style-type: none"> ➤ Lock gates and doors where possible ➤ Do not confront anyone ➤ Contact police if necessary 	1	4	4	
Reference: 01					Written By: M Rogan				Date: 1st October 2022	

RA 005		ACTIVITY / AREA: DRIVING GENERAL							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Defective Vehicle	Road traffic incidents	E / P	3	5	15	<ul style="list-style-type: none"> ➤ Ensure you have a valid driving licence before driving a vehicle ➤ Ensure a vehicle defect check is carried out and documented before you drive a vehicle for the first time each day ➤ Do not drive the vehicle if there is a defect which renders the vehicle illegal to use ➤ All drivers must have a valid CPC ➤ All drivers must have a valid digital tachograph card 	2	3	6
Poor driving / Using electronic devices or in cab technology	Road traffic incidents	E / P	4	4	16	<ul style="list-style-type: none"> ➤ Drive in accordance with the Highway Code at all times. ➤ Ensure all occupants wear seatbelts ➤ Do not overload the vehicle ➤ Secure the vehicle load at all times ➤ Get in and out of the vehicle on the safe side where possible ➤ Be aware of height restrictions ➤ Drivers are not to use mobile phones, satellite navigation or in cab devices whilst driving. Drivers must pull into a safe area to use devices 	1	4	4
Driving in adverse weather conditions	Road traffic incidents	E / P	3	3	9	<ul style="list-style-type: none"> ➤ Ensure vehicle is well maintained before winter ➤ Make sure all lights, windows and number plate areas clean before driving ➤ Clean snow from vehicle before driving off ➤ Take extra care whilst driving ➤ Allow greater stopping distances 	2	3	6
Towing a trailer	Road traffic incidents / Entrapment	E / P	3	4	12	<ul style="list-style-type: none"> ➤ Ensure you have a valid driving licence before towing a trailer ➤ Ensure a trailer defect check is carried out and documented before you tow a trailer for the first time each day ➤ Ensure the trailer has working rear lights and the correct number plate displayed ➤ Check the loading capacity of the trailer and never overload the trailer ➤ Secure the load on the trailer 	2	4	8

						<ul style="list-style-type: none"> ➤ Check legs are raised before driving ➤ Ensure hand brake is off before driving ➤ Never drive in lane three of a motorway ➤ Great care is to be taken when reversing ➤ Use mirrors, reversing camera and look around the vehicle at all times when reversing ➤ If possible, use a banks man when reversing ➤ Greater care is to be taken when manoeuvring due to the extra length 			
Reference: 01					Written By: M Rogan			Date: 1st October 2022	

RA 006		ACTIVITY / AREA: FATIGUE								
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk			
			L	S	R		L	S	R	
Night workers (20:00–05:00)	Mental or Emotional affects / Sleep deprivation / Negative effects on the body / Depression / Lowered performance	E / C	3	4	12	<ul style="list-style-type: none"> ➤ Ensure driving hours are not exceeded. ➤ Use blackout blinds in your bedroom to help keep your bedroom dark for sleeping during the day ➤ Make sure your family, friends and neighbours understand your shift work pattern ➤ Turn your mobile off whilst sleeping ➤ Don't undertake work or drive if you are tired or drowsy. ➤ Ensure sufficient rest periods are adhered to between shifts. ➤ Contact your line manager if you feel fatigued 	2	4	8	
Driving	Falling asleep / Operating speed Variability / Poor vehicle, plant & equipment handling and/or technique	E / P	4	5	20	<ul style="list-style-type: none"> ➤ Shared driving may be considered on long hauls ➤ Do not drive if you feel tired ➤ Driver is to pull over into the nearest services or lay-by if feeling tired and take a short nap of 15-20 minutes ➤ Drink two cups of coffee ➤ Open window and let fresh air into cab. ➤ Plan ahead ➤ Ensure you have a good nights sleep 	2	5	10	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 007		ACTIVITY / AREA: FORKLIFT TRUCK							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
General driving	Plant rolling over / Falling objects	E / V	4	5	20	<ul style="list-style-type: none"> ➤ Ensure all drivers are fully trained and competent. ➤ Ensure a vehicle defect check is carried out and documented before you drive a vehicle for the first time each day. ➤ Do not drive the vehicle if there is a major defect ➤ Drive at a suitable speed to suit road conditions and visibility ➤ Ensure seatbelt is worn at all times. ➤ Use the horn when necessary (at blind corners and entrances). ➤ Always be aware of pedestrians and other vehicles. ➤ Take care when reversing (do not only rely on mirrors). ➤ Take care when handling loads which restrict visibility. ➤ Take care when driving on uneven surfaces. ➤ Use the vehicles steps and handles whenever accessing or exiting. ➤ Report all accidents to their manager no matter how minor. ➤ Be aware of height restrictions. ➤ Use the vehicle beacons when in motion. ➤ Always travel with forks lowered (never raised). ➤ Do not overload the vehicle (work within the safe working load). ➤ Do not park the forklift to cause an obstruction. ➤ Do not attempt to lift unstable loads. ➤ No unauthorised personnel are to travel on forklift vehicle or forks. ➤ Do not leave the forklift unattended with engine running ➤ Do not drive the forklift on a public highway. ➤ Do not use forks or pallet mounted on the forks to gain high level access. ➤ Only drive forklift on a flat stable surface. ➤ Make sure all LOLER certificates are in date prior to use. ➤ All workers in depot to wear the correct Hi Viz clothing. 	2	5	10

						<ul style="list-style-type: none"> ➤ Adequate signage to be in place in depot, ➤ Do not exceed depot speed limit 				
Reference: 01						Written By: M Rogan	Date: 1st October 2022			

RA 008		ACTIVITY / AREA: WORKING IN DEPOT							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Walking around depot	Slips, trips & falls / Forklift / Moving vehicles / Lighting	E / V	3	2	6	<ul style="list-style-type: none"> ➤ Caution is to be taken were ever you are walking. ➤ Adhere to all safety notices at all times. ➤ Ensure your workspace is clean and tidy at all times. ➤ Off load equipment safely and stack equipment in correct locations. ➤ Maintain good housekeeping. ➤ Dispose of rubbish in correct skips provided. ➤ Appropriate warning signs are to be placed in depot. ➤ Segregated walkways are to be provided for visitors. ➤ Correct PPE is to be worn at all times. ➤ Adequate lighting is to be place at various points around the depot. 	1	2	2
Working with Power Tools	Electrocution / Cuts / Entanglement	E	3	4	12	<ul style="list-style-type: none"> ➤ Only 110V tools are to be used. ➤ Appropriate PPE is to be issued and worn correctly. ➤ Only use tools you have received training and instruction on. ➤ Use tools in accordance with manufactures instructions at all times. ➤ Use the correct tool for the job at all times. ➤ Store tools in lockers when not in use. ➤ Avoid trailing cables. ➤ Isolate works area where practicable. ➤ Report all defects immediately. ➤ Ensure your workspace is clean and tidy at all times. ➤ Carry out a visual check prior to using any equipment. ➤ Do not use in wet conditions 	2	4	8

Pressure Washer	Electrocution / Slips and trips / Eye injury	E	2	3	6	<ul style="list-style-type: none"> ➤ Use full PPE as per safe working practices. ➤ Only trained, competent personnel use the machine. ➤ Maintain an exclusion zone whilst operating. ➤ Use the machine as per manufactures instructions. ➤ Check water inlet is clear of dirt prior to use. ➤ Check equipment prior to use. ➤ Ensure the water is segregated from the electricity ➤ Ensure trailing cables are delineated. ➤ The hose pipe has no folds in. ➤ Use near a drain away 	1	3	3
Ladders	Slips, Trips and Falls		2	3	6	<ul style="list-style-type: none"> ➤ Only trained and competent operatives to use. ➤ A visual inspection of the ladder for defects before use should be made. Ladders in a poor state of repair or which are very unstable are discarded. ➤ Any oil grease or mud is removed from rungs and ladder feet. Users wear sensible shoes. ➤ Ladders are stored in a position which physically protects them. ➤ Any damage to ladders is reported to line management. ➤ A maintenance programme consisting of a six-monthly inspection has been established. The details of this inspection are recorded. ➤ Staff must not stand on the top three rungs of the ladder. ➤ Staff must never over-reach from the ladder. ➤ Access ladders should extend 1 metre above the working platform. ➤ Only one person should ascend the ladder at any one time. ➤ Staff ensures there are 'three points' in contact with the ladder. ➤ Ensure all equipment is safely positioned and an exclusion zone is adhered too 	1	3	3
Reference: 01						Written By: M Rogan	Date: 1st October 2022		

RA 009		ACTIVITY / AREA: GENERAL OFFICE DUTIES							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Walking around	Slips, trips and falls	E / V	3	2	6	<ul style="list-style-type: none"> ➤ Ensure all flooring is stable and suitable; walkways are clear and have no trailing cables. ➤ Maintain good lighting. ➤ Make sure boxes are not stacked more than waist height 	1	2	2
Using computers	Neck, back & wrist pains / Eye strain / / Stress	E	3	2	6	<ul style="list-style-type: none"> ➤ Good posture / ergonomics. ➤ Do not twist or stretch. ➤ Large, clear screens. ➤ Avoid glare. ➤ Take 10 minutes break every 60 minutes. ➤ Do not sit too close to the screen. ➤ Wear spectacles if required. ➤ Change jobs frequently. ➤ Maintain a good, comfortable environment to work in. 	1	2	2
Using electric supply	Electrocution / Fires	E / V	2	3	6	<ul style="list-style-type: none"> ➤ Always use equipment that has been tested. ➤ Never overload a socket / extension cable 	1	3	3

Carrying equipment	Neck, back & wrist pains	E	2	4	8	<ul style="list-style-type: none"> ➤ Lift heavy / awkward equipment with help from another operative. ➤ Be aware of unevenly balanced equipment. ➤ Always use correct manual handling techniques to avoid injury / strains 	1	4	4
Reference: 01						Written By: M Rogan	Date: 1st October 2022		

RA 010		ACTIVITY / AREA: VEHICLE MAINTENANCE							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Changing bulbs in vehicles / various maintenance	Falls from height / Electrocutation	E	2	3	6	<ul style="list-style-type: none"> ➤ Always use edge protection when working on the back of vehicles. ➤ Always mount and dismount using correct techniques. ➤ Always maintain good housekeeping. ➤ Only use ladders that have side rails and maintain 3x points of contact. ➤ Ensure all electrics are isolated during maintenance repairs. 	1	3	3
Working with exhaust fumes	Toxic fumes	E / V	3	3	9	<ul style="list-style-type: none"> ➤ Ensure the area is well ventilated. ➤ Connect LEV if required 	2	3	6
Portable appliances	Fire / Electrocutation	E	2	2	4	<ul style="list-style-type: none"> ➤ Keep all sources of ignition away from heat lamps. ➤ Ensure regular maintenance checks on all wires / plugs 	1	2	2

Using compressed air	Blast injuries	E	3	4	12	<ul style="list-style-type: none"> ➤ Always use to the manufactures guide. ➤ Never exceed PSI limit. ➤ Always carry out a visual check prior to turning on compressor 	2	4	8	
Working with combustible materials	Fire	E / V	3	5	15	<ul style="list-style-type: none"> ➤ Ensure there are no sources of ignition in the area. ➤ Hot works are not permitted within the area. ➤ All combustible material is to be placed in a flammable store when not in use 	2	5	10	
Spillages	Slips, trips and falls	E / V	3	2	6	<ul style="list-style-type: none"> ➤ Ensure all spillages must have an exclusion zone placed around. ➤ All spillages are required to be absorbed using correct materials and placed into the correct bagging for disposal. ➤ All spillages must be contained prior to entering waterways and sewers 	2	2	4	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 011		ACTIVITY / AREA: AIR COMPRESSOR								
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk			
			L	S	R		L	S	R	
Pre work Connection check	Loose hose / Air leaks / Bends - folds in pipes / Uncontrollable pipe / Electrocutation.	E	3	4	12	<ul style="list-style-type: none"> ➤ Only trained, competent operatives are to use. ➤ Full PPE must be worn at all times. ➤ Read 'safe working practices' prior to use. ➤ Ensure you carry out a thorough defect check of equipment prior to use. ➤ Ensure all connections have been tightened with a wrench. ➤ Ensure there are no bends in the pipe prior to use. ➤ Know where your cut-off switches are. ➤ Check electric connections prior to use. ➤ Stop work immediately if the hose pipe has an air leak. 	2	3	6	
General use	Airborne debris / Eye injury / Air embolism Oesophagus	E / V	3	3	9	<ul style="list-style-type: none"> ➤ Do not point the air stream toward a colleague. ➤ Maintain a safe working area (exclusion zone). ➤ Full PPE must be worn at all times. ➤ Use in a well-ventilated area. ➤ Position the compressor 500mm away from the nearest wall for optimal circulation. ➤ Don't leave hose on floor 	2	1	2	

Tyre inflating	Tyre's exploding / Hearing damage	E	3	3	9	<ul style="list-style-type: none"> ➤ Only trained, competent operatives are to use. ➤ Stop work immediately if the PSI gauge is inoperable. ➤ Full PPE must be worn at all times 	2	1	2	
Air tools	Airborne debris / Eye injury / Air embolism / Oesophagus	E	3	3	9	<ul style="list-style-type: none"> ➤ Only trained, competent operatives are to use. ➤ Full PPE must be worn at all times. ➤ Read 'safe working practices' prior to use 	2	1	2	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 012		ACTIVITY / AREA: VULNERABLE STAFF							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Young Persons	Slips, trips & falls / Entanglement / Eye injuries / Hearing problems / Fire / Electrocutation / Muscular / skeletal pains / Lone working	E	3	4	12	<ul style="list-style-type: none"> ➤ All young persons must be supervised at all times. ➤ PPE must be worn correctly at all times. ➤ Young persons must be aware of the dangers around the workplace and sign all risk assessments. ➤ Young persons are not to lift anything that can be physically damaging. ➤ No machinery is to be used until their supervisor gives hands on training and is sure of their competence. ➤ No young persons will be allowed to work outside of the depot until they are 21yr old 	2	3	6

New and Expectant Mothers	Lifting - carrying loads / Work related stress / Workstations and posture / Threat of violence / Lone working / Long working hours	E	3	4	12	<ul style="list-style-type: none"> ➤ All lifting operations are to be carried out by another employee. ➤ No pressure is to be placed on the expectant mother to go over and above their normal duties. ➤ The line manager is to liaise with the expectant mother and periodic intervals to ensure the expectant mother is under no stress. ➤ All seats are comfortable for the period of use. ➤ The lower back has adequate support. ➤ All edges are padded. ➤ Seats and tables are compatible. ➤ Seats are adjustable and have armrests. ➤ Drawers are suitably placed to avoid unsafe bending and twisting. ➤ All threats of violence are to be dealt with by the line manager. ➤ At no time are the expectant mothers to be left alone. ➤ Hours are to be monitored and adjusted, as necessary. 	2	3	6

RA 013		ACTIVITY / AREA: WORKING WITH DISEASE, DISABILITY OR CONDITION							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Diabetes Type 1 & 2	Hypoglycaemia	E	3	4	12	<ul style="list-style-type: none"> ➤ Regular blood checks may apply. See GP's recommendations. ➤ Carry an 'epi' pen ➤ Company to have glucose tablets available in offices ➤ Bloods to be checked in a private area, away from potential contamination. ➤ Bloods are strictly forbidden to be checked in company vehicles or canteens ➤ Test strips and needles must be disposed of correctly ➤ You must clean the punctured area correctly before beginning work and ensure you are wearing the correct PPE 	2	4	8

Stroke	Blurred vision	E	3	4	12	<ul style="list-style-type: none"> ➤ If there is a suspected stroke, emergency services must be called immediately ➤ During recovery, a phased return may be appropriate ➤ During recovery, monitored driving is essential 	2	4	8
Anxiety	Contaminating eating areas	E	3	4	12	<ul style="list-style-type: none"> ➤ Create a calm, safe and relaxing environment ➤ Use breathing techniques ➤ Talk in a calm manner ➤ Use comforting techniques and afford time off if required 	2	4	8
Mental Health - General	Exposed sharps	E	3	4	12	<ul style="list-style-type: none"> ➤ Create a calm, safe and relaxing environment ➤ Use breathing techniques ➤ Talk in a calm manner ➤ Use comforting techniques and afford time off if required 	2	4	8
Mild Common Cold	Open areas of skin	E	2	3	6	<ul style="list-style-type: none"> ➤ If you Ensure you feel competent prior to using use machinery or driving vehicles ➤ Be diligent about hand washing and contaminating areas where your colleagues are ➤ If you feel symptoms worsen, you must leave work 	1	3	3
Sickness and Diarrhoea	Confusion	E	3	4	12	<ul style="list-style-type: none"> ➤ You must not attend work to prevent others catching the illness ➤ You must not return to work until 48 hours post the last symptom 	2	4	8
Asthma	Anger	E	3	4	12	<ul style="list-style-type: none"> ➤ You must carry and use your medication as prescribed by your GP ➤ Make sure no 'triggers' are in the working environment ➤ Contact the emergency services if the symptoms worsen 	2	4	8
Epilepsy	Heart Palpitations	E	3	4	12	<ul style="list-style-type: none"> ➤ Only move them if they're in danger – such as near a busy road, cushion their head if they're on the ground, loosen any tight clothing around their neck – such as a collar or tie to – aid breathing 	1	4	4

HAVS	Panic	E	2	3	6	➤ Regular occupational health checks to ensure condition does not worsen	1	3	3	
HIV / Aids	Confusion	E	3	4	12	➤ Refer to GP's recommendation	2	4	6	
Cancer	Fear	E	3	4	12	➤ Refer to GP's recommendation	2	4	8	
Occupational Disease	Depression	E	2	3	6	<ul style="list-style-type: none"> ➤ Ensure you wash hands regular ➤ Minimise hand to mouth events ➤ Minimise open wound exposure 	1	3	3	
Reference: 01						Written By: M Rogan	Date: 1st October 2022			

RA 014		ACTIVITY / AREA: PERSONAL CARE IN EXTREME WEATHER CONDITIONS							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Summer Working / Heat Working	An inability to concentrate / muscle cramps / heat rash / severe thirst / a late symptom of heat stress / fainting / heat exhaustion – fatigue / giddiness /	E	2	3	6	<ul style="list-style-type: none"> ➤ Control the temperature using engineering solutions, e.g. change the processes, use fans or air conditioning, use physical barriers that reduce exposure to radiant heat. ➤ Regulate the length of exposure to hot environments by: - providing periodic rest breaks and rest facilities in cooler conditions. ➤ Prevent dehydration. Working in a hot environment causes sweating which helps keep people cool but means losing vital water that must be replaced. ➤ Provide cool water in the workplace and encourage workers to drink it frequently in small amounts before, during (where possible) and after working. ➤ Provide personal protective equipment. Specialised personal 	1	3	3

	nausea / headache / moist skin / heat stroke					<p>protective clothing is available which can incorporate personal cooling systems or breathable fabrics. The use of some protective clothing or respiratory protective equipment may increase the risk of heat stress.</p> <ul style="list-style-type: none"> ➤ Allow workers to acclimatise to their environment and identify which workers are acclimatised. ➤ Identify employees who are more susceptible to heat stress because of an illness, condition or medication that may contribute to the early onset of heat ➤ stress, e.g. pregnant women or those with heart conditions. 				
Winter Working / Cold Working	Trench Foot / Frost Bite / Hyperthermia	E	2	4	8	<ul style="list-style-type: none"> ➤ Shorten the periods of exposure to the cold ➤ Take your breaks in a warm place ➤ Wear correct PPE and ensure you have dry clothing available to travel in after work. ➤ Keep extremities (fingers, feet and head) warm. ➤ Take a spare change of clothing ➤ Wear additional layers of clothing ➤ Wear correct PPE i.e. jackets, waterproof pants 	1	4	4	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 015			ACTIVITY / AREA: BUSINESS RISK ASSESSMENT						
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Power Surge	Losing current data.	E / C	3	3	9	<ul style="list-style-type: none"> ➤ Laptops with reserve battery life are used to reduce risk of failing to save files. ➤ All information is stored on the server. 	2	3	6
Fire	Losing files and data	E / V / C	2	5	10	<ul style="list-style-type: none"> ➤ Ensure PAT testing is carried out annually ➤ Ensure all fire alarms are working ➤ Ensure all fire extinguishers are checked annually ➤ Empty bins regular 	1	5	5

						<ul style="list-style-type: none"> ➤ Server back up to cloud ➤ Archives to be kept away from building ➤ Flammables to be kept away from building 			
Water Damage	Losing files and data	E / V / C	2	5	10	<ul style="list-style-type: none"> ➤ Ensure roofing is suitable ➤ Ensure depots are not located in flooding areas ➤ Ensure laptops are used in case of office re-location. 	1	5	5
Infestation	Offices and depots unable to be used	E / V	2	4	8	<ul style="list-style-type: none"> ➤ Ensure bins are empties regularly ➤ Ensure no food is left out ➤ Try and make sure there are no access points 	1	4	4
Operator's Licence removal	Unable to operate vehicles	E / C	3	4	12	<ul style="list-style-type: none"> ➤ Employ Transport Manager ➤ Ensure all depots are following correct guidelines ➤ 	2	4	8
Theft	Vital documents / equipment stolen	E / C	2	4	8	<ul style="list-style-type: none"> ➤ Security cameras and alarms are fitted in each depot ➤ All vehicles have alarms ➤ Trackers fitted to some plant if required 	1	4	4
Loss of water supply	Unable to use welfare facilities	E / V / C	2	4	8	<ul style="list-style-type: none"> ➤ If temporary, local services may be used. ➤ Prolonged periods require a depot re-location 	1	4	4
Loss of heating	Unable to work due to temperatures	E / V	2	4	8	<ul style="list-style-type: none"> ➤ May be able to work from home ➤ Additional heating may be rented / purchased ➤ Additional PPE may be required 	1	4	4

						➤			
Loss of key personnel	Losing vital skill set	E / C	3	4	12	➤ All roles will have a 'deputy' who may fill in during absence or leave	1	4	4
Loss of internet	Not receiving information	E / C	2	4	8	➤ External IT who may access E Mails and assist in the prompt recovery of the internet	1	4	4
Vehicle damage	Unable to install vital works	E / C	3	3	9	➤ External, local, vehicle hire companies ➤ Depot maintenance to replace easy damage (i.e. lights / mirrors)	1	3	3
Outdated equipment	Unable to receive data from new software	E / C	3	3	9	➤ Ensure IT department is improving year on year	2	3	6
Improvement notice	Temporarily stop operations	E	4	3	12	➤ Ensure all sites are safe and correct ➤ Regular site audits and toolbox talks	1	3	3
Prohibition notice	Indefinitely stop operations	E / C	4	5	20	➤ Ensure all sites are safe and correct ➤ Regular site audits and toolbox talks	1	5	5

Incidents / accidents	Temporary stop operations	E / C	3	4	12	<ul style="list-style-type: none"> ➤ Ensure all incidents and accidents are investigated and preventive controls implemented ➤ Ensure correct PPE is issued 	2	4	8
Personal injury	Replacement operative / Stop operations / Medical assistance / Replacement operative	E	3	4	12	<ul style="list-style-type: none"> ➤ Ensure all personnel are competent ➤ Ensure correct PPE is issued ➤ Ensure personnel read and understand the applicable risk assessment 	2	4	8
Near Misses	Temporary stop operations	E / C	3	3	9	<ul style="list-style-type: none"> ➤ Ensure all actions are being undertaken as per Risk Assessment and Method Statement ➤ Ensure all Near Misses are investigated and preventive measures are put in place 	2	3	6
Vehicle fire	Stop operations / Recover vehicle / Replace vehicle	E / P	3	3	9	<ul style="list-style-type: none"> ➤ Ensure personnel are suitably instructed for this emergency ➤ Ensure vehicles have fire extinguisher 	1	3	3
Damaged batteries	Vehicle battery squashed by truck / Ground contamination	E / C	3	2	6	<ul style="list-style-type: none"> ➤ Operatives instructed to place spent batteries in battery container and recycle ➤ Regular depot inspections to check for damaged batteries ➤ Pick up squashed batteries using tongs or hand protection; remove and bag any earth that looks contaminated 	2	2	4
Discarded batteries	Vehicle batteries left discarded on the depot floor	E	3	2	6	<ul style="list-style-type: none"> ➤ Regular depot inspections to check for discarded batteries ➤ Pick up discarded batteries using hand protection 	2	2	4

Weather	Heavy rain or flooding / High winds leading to signs blown over	E / C	4	3	12	<ul style="list-style-type: none"> ➤ Control TM works with due care and attention considering conditions ➤ Extra flood signs and demarcate hazards ➤ Use appropriate sandbag ballast on road signs during high wind 	2	3	6
Fluid leakage from vehicles	Fluid draining out of vehicle / Possible ground contamination	E	3	5	15	<ul style="list-style-type: none"> ➤ Operatives instructed to check for fluid leakage before leaving depot ➤ Install split containment equipment / devices in vehicles 	2	5	10
Improved fuel economy	Environmental objective to improve vehicle fuel usage				Opportunity	<ul style="list-style-type: none"> ➤ Opportunity for the company to save money on fuel bills by using less fuel 			Y
Reduced vehicle emissions	Environmental objective to improve vehicle fuel usage				Opportunity	<ul style="list-style-type: none"> ➤ Opportunity for the company to reduce vehicle emissions by using less fuel 			Y
Reduction in incidents	Reduction in incidents means less working time lost				Opportunity	<ul style="list-style-type: none"> ➤ Enhance and maintain periodic audits and inspections to ensure compliance with policy and procedures 			Y
Loss of reputation	Due to poor service execution	E / C	3	5	15	<ul style="list-style-type: none"> ➤ Trained and competent employees to deliver efficient service performance 	2	5	10
Faster response times	Contract problems encountered / The tracker system means				Opportunity	<ul style="list-style-type: none"> ➤ Opportunities for faster response to traffic situations ➤ Fewer miles covered means cost savings in fuel bills and replacement tyres 			Y

	faster response and fewer miles									
Agency Staff	Incompetent / Incorrect accreditations / Poor punctuality / Careless use of equipment / Poor driving	E	3	3	9	<ul style="list-style-type: none"> ➤ Monitoring of certain staff via agencies ➤ Ask agencies and check during inductions ➤ Communication between agency company and staff ➤ Communication with agency company ➤ Supervision ➤ Driving check via induction and monitoring of tracked vehicle ➤ Only put agency staff on a 1-1 basis on higher importance jobs 	1	3	3	
Leasing Vehicles	Breakdowns / Servicing No available vehicles	E / C	3	4	12	<ul style="list-style-type: none"> ➤ UK wide coverage for recovery and replacements ➤ Renew vehicles every 3 years ➤ Ensure replacements are available prior to servicing 	2	3	6	
Public Interface	Violence against operatives from public	E / V / C	2	5	10	<ul style="list-style-type: none"> ➤ Where practicable, operatives are to work in pairs ➤ Ops are advised not to engage in conflict with members of the public and 	2	5	10	
Reference: 01					Written By: M Rogan			Date: 1st October 2022		

RA 016		ACTIVITY / AREA: ENVIRONMENTAL							
Significant Hazard	Risk	Who Might Be Harmed?	Risk			How is the Risk Controlled?	Residual Risk		
			L	S	R		L	S	R
Diesel / Oil Spillages	Spillages and leaks contaminating waterways	E / C	3	4	14	<ul style="list-style-type: none"> ➤ Vehicles to be maintained regular ➤ Vehicles to be parked away from water ways ➤ All depots to have suitable spill kits 	2	2	4

Catching a potentially life-threatening Virus	Respiratory difficulties / Death	E / P / C	3	5	15	<ul style="list-style-type: none"> ➤ Wash your hands with soap and water often – do this for at least 20 seconds ➤ Always wash your hands when you get home or into work - Use hand sanitiser gel if soap and water are not available ➤ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze ➤ Put used tissues in the bin immediately and wash your hands afterwards ➤ Avoid close contact with people who are unwell ➤ Do not touch your eyes, nose, or mouth if your hands are not clean ➤ Self-isolate if you feel any symptoms and contact your line manager immediately ➤ Self-isolate if a member of your household has tested positive (follow government guidelines) ➤ Keep work areas / vehicles sanitised 	2	5	10
Large number of employees unwell	Business temporarily closing	E	3	5	15	<ul style="list-style-type: none"> ➤ Operatives may be allowed to take vehicles home if they are available and the operatives can go straight to site the following day. ➤ Operatives may be given the opportunity to go home once all the work is completed for that shift where possible. ➤ Operatives that do need to come to the depot may be given staggered start times where possible. ➤ Operatives should work in the same crews when sharing vehicles where applicable. ➤ Operatives should prepare food at home and bring it to work to reduce the need of visiting shops unnecessarily. 	2	5	10

						<ul style="list-style-type: none"> ➤ Operational office-based staff to be advised to minimise contact time at the office and where possible to do tasks at home. ➤ Operational staff to request meetings to be held by Tele-Conference or Skype rather than face to face where possible. ➤ Visitors are to be asked to sanitise their hands and follow office guidelines. ➤ All staff should try and use / keep their own cup, plate, and cutlery etc when at work. ➤ Break times are to be staggered to prevent a gathering in the canteen 			
Poor operational personal hygiene	Potential exposure to / or transmission of COVID-19 virus / Increase in staff sickness	E	2	5	10	<ul style="list-style-type: none"> ➤ You are to Self-isolate if you feel any symptoms – contact your line manager immediately and follow government guidelines on duration ➤ Ensure you Avoid large gatherings ➤ Where a face covering where possible ➤ Drink hot drinks often ➤ Clean hands using supplied products or soap and water prior to starting a shift, during the shift and when removing gloves to eat or drink as well as at the end of the shift. ➤ Regularly use hand sanitiser provided ➤ If you cough or sneeze, ensure you use a tissue or the crook of your arm. ➤ Ensure you dispose of any used tissues immediately and safely. Also clean your hands. ➤ Ensure you do not touch your face without clean hands. ➤ Do not share food or drink with crew members in same vehicle. 	1	5	5

						<ul style="list-style-type: none"> ➤ Where practicable clean your PPE regularly to ensure personal hygiene is maintained. ➤ Wash your hands using soap and water as soon as you return home from work. ➤ Maintain your personal hygiene – considering showering before and after work. 			
Completing ongoing / emergency works	Increase in Emergency works	E / P / C	3	4	15	<ul style="list-style-type: none"> ➤ A Skeleton crew for each depot is to be provided ➤ Enough resource (i.e. Traffic signals / vans) are to remain on-hire to allow for works to be completed 	1	4	4
Office Working	Potential exposure to / or transmission of COVID-19 virus	E / V	3	5	15	<ul style="list-style-type: none"> ➤ Regulate number of staff in each office and maintain a two-metre gap ➤ Work surfaces are to be sanitised at the start of a shift and during ➤ Only one operative at a time in the front office to receive work ➤ Only one member of staff at a time ➤ Maintain a two-metre gap throughout the office ➤ Sanitise door handles daily ➤ Keep non-fire doors and windows open where possible to promote a through draft 	1	5	5
Travelling in a company vehicle	Potential exposure to / or transmission of COVID-19 virus	E	3	5	15	<ul style="list-style-type: none"> ➤ Dedicated vehicles should be allocated to dedicated crews. ➤ Supervisor must be wearing disposable gloves when issuing disinfected keys and receiving the keys at the end of the shift. Supervisor to disinfect keys in preparation for next shift. ➤ Designated driver to be responsible for the sole handling of vehicle keys throughout the shift period. 	2	5	10

						<ul style="list-style-type: none"> ➤ Designated driver and crew to ensure vehicle has been cleaned inside prior to and after each use utilising products provided such as wipes, soap and water. All to ensure disposable gloves are worn during the cleaning process. ➤ All spent cleaning materials to be disposed in the relevant receptacles provided. ➤ Same crew members to be always allocated to the same vehicle as reasonably practicable. ➤ When using welfare vehicles only one person can occupy at any one time. ➤ When fuelling company vehicle prior to exiting the vehicle, disposable gloves must be worn and in place at all times. Gloves are only to be removed when you have returned to the vehicle following payment for the fuel. Disposable gloves should be disposed of in the garage waste bins next to pumps prior to re-entering the vehicle. ➤ Occupied vehicles to be kept ventilated where practicable. <p>Any vehicle that has had a person who has coronavirus / or is suspected to have the virus, will be sanitised prior to further use and left 'out of use' for as long as possible up to 48 hrs.</p>			
Reference: 01						Written By: M Rogan	Date: 1st October 2022		



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