

Operation / Task:	Installation, Commissioning, Servicing, Repair, Maintenance, De-Commissioning & Removal of Waste Handling Equipment	Employees at Risk:	All	PAKAWASTE LTD
Location / Area:	All Areas	Other Persons at Risk:	Visitors, Others	
Assessor:	Tracy Booth H&S Officer NEBOSH	Key Responsible Personnel:	David Hamer	

Activity	Risk / Hazard	Pre-Control Risk Ratings			Current Control Measures	New Control Measures Required	Date Implemented & By Whom	Post-Control Risk Ratings		
		L	S	L x S				L	S	L x S
Access & Egress	Slips, Trips, Falls, Contact with Moving Vehicles, Obstruction of Emergency Routes	2	5	10	Ensure a good standard of housekeeping is maintained. Ensure Company vehicles are secured and parked in the designated car parking area. Always ensure a clear access / egress area is available. All electrical extension leads are to be correctly routed and tidied away when not in use. Spillages are to be cleaned up immediately. Vehicles being reversed into the immediate area are to be guided by a banksman at all times. Seek assistance at all times.			1	5	5
Housekeeping	Slips, Trips, Falls	2	4	8	Ensure a good standard of housekeeping is maintained at all times. All work equipment and materials will be securely stored at all times, All waste will be removed from work areas as soon as possible and will be disposed of in the appropriate manner.			1	4	4
Provision of First Aid	Injuries Becoming Worse	2	5	10	Accident book in place. Recorded accident procedures in place. First aid box carried on the vehicle.	Carry out monthly 'recorded' checks on the first aid box contents and replenish accordingly.		1	5	5
Emergency & Fire Evacuation	Blocked Egress Route, Fire, Slips, Trips, Falls, Unaccountability	2	5	10	Ensure a clear safe egress route is available at all times. Always ensure one books in / out on arrival / departure. Always follow the customers' site emergency plan as applicable.			1	5	5
Use of PPE	Head Impact, Eye, Foot and Hand Injuries, Dust Inhalation	2	5	10	Where designated or where noise levels are excessive, hearing defenders must be worn. Where there is a risk of flying particles (when drilling etc) suitable protective glasses must be worn. Where there is a risk of dust inhalation or where designated, dust masks must be worn. Suitable safety footwear (steel toe caps) must be worn at all times. Heat resistant gloves are to be worn as applicable. Coveralls (with tight fitting cuffs) to be worn at all times. At no time is PPE to be shared.	Carry out serviceability checks on PPE on an ongoing basis. Ensure correct PPE storage procedures are adhered to.		1	5	5
Lack of Competence	Increased Risk of Incurring Injuries	2	5	10	Sufficient training given to all personnel. All personnel have authorisation to carry out the work. Seek assistance at all times if unsure.			1	5	5

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Poor Communication	Increased Risk of Accidents, Confusion, Lack of Control	2	5	10	RAMS are discussed in detail with the customer prior to any works commencing. Open dialogue maintained at all times with the customer. Site rules followed at all times. It is not foreseen that an emergency plan will be required however if it is then the customers site emergency plan will be initiated and actions which correspond to the nature of the emergency applied.			1	5	5
On-Site Traffic Movement	Crush Injuries, Impact Injuries	2	5	10	All vehicles are to be guided by a banksman at all times. Ensure a clear route is in place. Traffic to be stopped both ways externally. Ensure no personnel are in close proximity to moving vehicles. Cordon the work area off as required. Seek assistance at all times.			1	5	5
Use of Fork Lift Truck	Impact, Crush Injuries, Explosion	2	5	10	Competent & trained drivers only operate the FLT. High-viz jacket and safety boots to be worn by the FLT driver at all times. Ensure regular maintenance carried out. Ensure the forks are correctly located prior to lifting / moving any load. Ensure the loads are secure at all times. Seatbelt where fitted is to be worn at all times. Ensure the immediate area is free of personnel. The vehicle key is to be removed at all times when not in use. Avoid trailing cables and maintain good housekeeping standards.			1	5	5
Loading / Unloading & Positioning of Equipment	Crushing, Trapping, Falling Items, Equipment Failure	2	5	10	Fork Lift Truck licenced operator (if required). Trained crane operative. Manual Handling training programme in place. Safety footwear and safety gloves will be worn at all times. All lifting media is checked for serviceability to comply with the PUWER Regs. Carry out visual serviceability checks on all lifting media prior to use. Ensure correct fitting of slings etc prior to moving any load. Ensure the immediate area is clear of other personnel prior to moving load (cordon off the area if required). Remain vigilant regarding the weather conditions. Ensure any equipment is secure when located into position.			1	5	5
Moving Component Parts	Manual Handling Related Injuries, Slips, Trips, Falls, Impact / Crush Injuries	2	5	10	Always ensure a clear route is in place prior to moving any component. Mechanical means are utilised in the first instance. Safety boots, high-viz and protective gloves (as required) are to be worn at all times. Correct lifting procedures are adopted. Only lift within one's capabilities. Manual handling training programme in place. Provision of sectional components. Remain aware of adverse weather conditions. Seek assistance as required.			1	5	5

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Use of Tools & Equipment	Cuts, Abrasions, Impact Injuries, Manual Handling Related Injuries.	2	4	8	Trained and competent engineers. Sectional pre-drilled components to minimise tool usage. Periodic inspection of tools and equipment. Carry out before use checks on serviceability of tools etc. Seek assistance as required.			1	4	4
Use of Chemicals	Dermatitis, Poisoning, Inhalation, Absorption, Burns, Eye Injuries	2	4	8	Appropriate PPE is to be worn at all times (reference MSDS as required as to requirement). Evaluation of environmental conditions carried out. Full assessment of materials and processes takes place.	Ensure all relevant MSDS accompany all tasks.		1	4	4
Use of Electrical Tools	Electrocution, Burns	2	5	10	Low voltage equipment used at all times. Provision of RCD adaptors. PAT testing programme in place. Carry out before use 'visual' check for serviceability. Unserviceable tools are not to be used at any time. Trained and competent engineers.			1	5	5
Work at Heights	Falls, Falling Objects/Tools	2	5	10	Trained personnel only are permitted to work at heights. Clean safety footwear is to be worn at all times. Cordon the immediate area off below any work at heights with barriers. Where required safety harness will be worn.	Work at Heights training required for all relevant personnel.		1	5	5
Use of Ladders / Stepladder	Falls, Falling Objects/Tools	2	5	10	Trained personnel only are permitted to use ladders / stepladders. Safety footwear to be worn at all times. Check serviceability of footwear prior to ascending any ladder. Ladder register in place. Ensure the ladder is secured or correctly footed at all times. Ensure the ladder is located on a firm level surface. Maintain three points of contact at all times. Ensure the area below any work at heights is kept clear. Do not throw any items when at height. Monthly serviceability checks being carried out on all ladders. Do not use ladders in adverse weather conditions. Remain aware of overhead cables etc.	All ladders are to be centrally located and secured when not in use. Recommend replacing current use of ladders to access tops of units with gantry / mobile tower scaffolds.		1	5	5
Hot Work	Burns, Fire, Explosion	2	5	10	"Hot Work" permit obtained. Welding screens will be utilised. Adequate and suitable fire extinguishers (powder) to be located. Familiarisation with the fire exits, escape routes and the means of raising the alarm. Only tackle fire to save life Cutting / welding equipment to be in good repair, cylinders to be adequately secured, safety devices i.e. non-return valves and flashback arrestors to be fitted and cylinders removed immediately after use. Correct PPE to be worn i.e. welding gloves, goggles / mask etc. Ensure work area is clear of all flammable materials. Thorough check of the work area 60 minutes after the hot work has been completed to ensure no threat of fire. All flammable materials to be kept at least 10m away from the building.			1	5	5

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Hydraulic Oil Spillage	Dermatitis, Slips, Trips, Falls	2	5	10	Control the spillage at source in the first instance. Correct PPE to be worn at all times i.e. safety footwear, eye protection and chemical resistant gloves. Contain spillage with an absorbent material i.e. spillsorb, sand, cloths etc. Avoid eating with contaminated hands. Wash hands as soon as possible after contamination. Ensure correct waste disposal.			1	5	5
Lone Working	Accident / Injury, Delayed assistance in an emergency, Physical Assault, Verbal Abuse, Cuts, Abrasions, Muscular Skeletal & Other Physical Injuries	2	5	10	Only agreed risk tasks to be undertaken. Avoid high risk activities (working at height). Mobile phone available. Notify site contact of intention to work outside of regular hours. Reduce time spent working alone so far as is reasonable practicable. Ensure a colleague is aware you are working alone and who to contact in the event of overdue contact. Notify site contact of location / estimated duration of task if working on site remote from others. Ensure adequate security is in place. Ensure booking in / out of site is adhered to. Ensure adequate lighting is in place at all times.			1	5	5
Portable Electrical Equipment	Electrocution, Electric Shock, Damage to Equipment	2	5	10	110 volt power tools being utilised. The use of electrical equipment will be monitored to ensure safe use. Operatives will be trained in the precautions and safe use of portable electrical equipment. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. All portable electrical equipment is subjected to planned maintenance. All equipment found to be defective will be switched off / removed from site and or reported immediately. Visual inspection of equipment will be carried out before use by the user.			1	5	5
Use of Power Tools	Electrocution, Fire, Flying Debris, Dust Inhalation, Contact with Sharp Edges / Cuts, Noise & Burns, Vibration	2	4	8	All operatives are competent in the use of the power tools. Guards where applicable are in place. Adequately ventilated work area. All trailing leads will be positioned in a way so as not to cause a trip hazard. Ear defenders will be worn as applicable (as a general rule, if you have to raise your voice to speak at a distance of 2m then ear defenders must be worn). Wear appropriate eye protection where there is a risk of debris being emitted. Where applicable, respiratory protection must be worn. Protective gloves as applicable must be worn. Wearing safety footwear is mandatory. PAT testing programme in place. 110 volt and battery powered tools being utilised. Health surveillance programme in place.	Ensure training records are in place for all users of power tools.		1	4	4

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Use of Hand Tools	Injuries to Hands, Feet, Eyes and Body	2	4	8	All tools must comply with the Provision and Use of Work Equipment Regulations 1998 they must be assessed to ensure that they are fit for purpose, the environment in which they are to be used and are in good working condition and a record of such inspections kept. Management will monitor hand tools, which can deteriorate with use; to ensure they are replaced as necessary, and to ensure the correct tools are being used properly. Operatives are to be instructed in the correct method of use and in maintenance requirements. Sharp tools are to remain sheathed when not in use, they must be carried and used so as not to cause injury to the user and or others. Suitable and sufficient eye protection is to be provided and worn, whenever work is done where there is a risk of flying particles. It is the users responsibility to check the serviceability of hand tools prior to use.			1	4	4
Use of Pallet Truck	Crush Injuries, Collision, Overturning	2	4	8	Safety footwear to be worn at all times. Carry out 'before use' visual serviceability checks. Ensure loads are secured to prevent movement. Check the road surface / walkway is clear prior to moving any load.			1	4	4
Control of Dust	Inhalation, Ingestion, Asphyxiation, Skin Contamination	2	3	6	Dust emissions to be minimised and / or contained to boundaries of the work area. Assessment of work load to determine those activities that may generate dust. COSHH data sheets checked for those materials producing dust, any toxic material identified, assessment to be made as to, who what and where work shall be completed. Extra care to be taken when loading materials on / off vehicles. Prohibition of eating and smoking to be enforced in dusty atmospheres.			1	3	3
Storage of Materials	Injury from Falling Objects / Materials, Injury to Unauthorised Persons, Environmental Contamination	2	4	8	Loads shall be lifted in the correct manner, adopting safe handling techniques. Mechanical / Automated means will be utilised in the first instance. Verbal instructions and training shall be given to operatives as necessary to ensure good housekeeping standards are maintained. Secure storage shall be provided for all hazardous substances in order to prevent access by unauthorised persons. For hazardous materials, COSHH assessments shall be required before use. Minimum quantities of materials shall be stored. Storage areas shall be inspected regularly to ensure stability and to ensure that the above physical precautions are in place.			1	4	4
Use of Mobile Phones	Impact with Other Vehicles due to Lack of Concentration, Slips, Trips, Falls, Lack of Attention	2	5	10	If phone is to be used, retreat to a quiet place, and do not walk about site while on phone.			1	5	5

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Waste Material Disposal	Incorrect Disposal Procedures Being Adopted	2	4	8	Waste materials to be collected at regular periods to prevent fire hazards from combustible waste. All flammable waste to be stored separately away from buildings. Liquid waste should NOT be disposed of through drainage systems, wherever practicable they must be returned to the supplier for safe disposal. All hazardous substances must be identified and relevant COSHH and PPE information provided to employees exposed to those substances. All wastes must go to a licensed facility. Disposal of waste into skips must follow correct Company guidelines. Waste materials will only be passed to registered carriers.			1	4	4
Fire on Site	Electrical Faults, Arson, Burns, Loss of Life.	2	5	10	Adequate means of escape and access for emergency vehicles will be allowed for at all times. Smoking restrictions will be adhered to. Hot work and use of naked flame appliances will be controlled as necessary, and all hot work areas must be inspected 1hr after completion of work to check for possible fire hazards. Fire extinguishers in place.			1	5	5
Welding	Fume Inhalation, Burns, Arc Eye, Throat and Lung Irritation, Electrocutation, Manual Handling, Fire	2	4	8	Competent tradesmen only are permitted to operate the welding equipment. Employee awareness. Welding masks, safety boots, welding coveralls and heat resistant gloves are worn at all times. Welding screens available and used accordingly. Ongoing air monitoring programme in place. Adequately ventilated work area. Serviceable industrial fume extractors in place. LEV checked for serviceability on an ongoing basis. Check all gas hoses and nozzles etc prior to use for serviceability.	Collate training records for all relevant personnel. Commence a RPE inspection programme (recorded) paying particular attention to condition of the filters. Ensure all 'relevant' personnel sign up to the Safe Work Instruction.		1	4	4
Use and Storage of Chemicals	Spills, Fire, Contamination, Dermatitis	2	4	8	Ensure MSDS are in place for all chemicals used. All chemicals are to be stored as per MSDS information. Appropriate PPE is available and worn at all times. COSHH assessments in place.	Locate the relevant MSDS in close proximity to where the chemical is being used.		1	4	4
Use of Abrasive Wheels	Electrocutation, Entanglement, Ejection, Fire, Vibration, Excessive Noise	2	4	8	110 volt system in use. PAT testing procedures in place. Trained & competent tradesmen. Coveralls (tight cuffs), safety boots, protective glasses and ear defenders are worn at all times. Ensure guards are fitted prior to use. Ensure the correct discs are used for the material to be cut / grinded. Check the serviceability of the blade prior to use. Ensure no flammables are in close proximity when grinding.	All users of abrasive wheels are to attend the relevant abrasive wheels training. Draw up a Safe Work Instruction on the correct / safe operation.		1	4	4
Gas Bottle Use and Storage	Explosion, Falling, Crush Injuries, Manual Handling Injuries, Fire	2	4	8	All gas bottles are securely chained upright internally Bottles are rolled into position rather than lifting them. Bottles quantities are kept to a minimum. Safety footwear to be worn at all times. Ensure full and empty bottles are stored separately. Use the bottle trollies in the first instance for moving the bottles. Ensure all gas bottles are stored upright. Manual handling training programme in place.	Carry out regular visual checks on the serviceability of the hoses.		1	4	4

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Controlling the risk of COVID-19 (coronavirus and safe operation)	Attending site	1	5	5	Employee must inform line manager if they display any symptoms of COVID 19 (constant dry cough or high temperature or loss or change to sense of smell or taste) and instigate self-isolation with immediate effect. 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 straight away and wash your hands afterwards Try to avoid close contact with people who are unwell. Employee to travel to work in individual vehicle to minimise interaction. Employee to wash hands with warm soapy water for 20 seconds or apply hand sanitiser upon arrival at work and at regular intervals during the working day. Employee to maintain 'Social distancing' at all times. A distance of 2m must be kept between all employees as well as visitors at all times. Face covers must be worn at all times, unless there is a medical exception. Adhere to government guidelines and any additional site rules regarding COVID 19. Replacement PPE (as required) must be worn following recommencement of works. Tools / work equipment are not to be shared at any time unless strict sanitisation procedures are followed. Temperature checks and screening questionnaires to be completed as per site requirements.					

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally, any additional controls measures deemed necessary must be included.

Target Post-Control Rating = 6. Some Pre-Control ratings may be less than 6 but further controls are still to be considered.

Assessment Date:	10/06/21	Review Date:	09/06/22	Copies Issued to: (tick where applicable)	Client		Date:	
Approved For Issue:	T Booth	(Signature) <i>Tracy Booth</i>			Operatives	Yes	Date:	
Issue No: 001					Site File		Date:	

	SEVERITY RATING				
	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

	LIKELIHOOD		SEVERITY	
	5	4	5	FATAL
5	LIKELY	5	FATAL	
4	PROBABLE	4	MAJOR	
3	POSSIBLE	3	7 DAY	
2	REMOTE	2	MINOR	
1	IMPROBABLE	1	NONE	

Matrix Key

Low Risk = 1-6 Medium Risk = 8-12 High Risk = 15-25

The following operatives have read and understood the Risk Assessments and will adhere to them at all times, they will also bring to the attention of their immediate Manager / Health and Safety Manager any issues they may have with Health and Safety and these will be addressed accordingly.

Employee Name	Employee Signature	Date