



HAZARD IDENTIFICATION & RISK ASSESSMENT TEMPLATE

FM-SITE-003

Rev 5 October 2014

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Project Title:		Port Talbot Harbourside Remediation				Person Completing Assessment:		C.Ledden													
Risk Assessment Title:		Afan Main Diversion – Civils Work				Revision No:															
Method Statement reference (if required)		CL MS009				Date:		30.10.2020													
		<table border="1"> <thead> <tr> <th colspan="4">Severity</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Negligible</td> <td>Minor</td> <td>Severe</td> <td>Extreme</td> </tr> </tbody> </table>				Severity				1	2	3	4	Negligible	Minor	Severe	Extreme	KEY:			
Severity																					
1	2	3	4																		
Negligible	Minor	Severe	Extreme																		
Probability						LOW		LOW (1 - 4) – May be acceptable: however, review task to see if risk can be reduced further													
1	Improbable	1	2	3	4	MEDIUM		MEDIUM (4 – 9) – Task should only proceed with appropriate consultation with specialist personnel. Where possible, the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement													
2	Remote	2	4	6	8																
3	Possible	3	6	9	12																
4	Probable	4	8	12	16	HIGH		HIGH (12 – 16) – Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement													

Hazard Identification, Risk Assessments and Determining Controls:

The process of developing any risk assessment should consider the following hierarchy:

1	Identify Risk	Identify the hazards, decide who might be harmed and how
2	Evaluate Risk	Evaluate the probability and severity of the risk using above matrix
3	Eliminate Risk	Always try and eliminate the risk by identifying if the operation needs to be carried out or whether it can be done in a different method.
4	Reduce Risk	Identify controls to mitigate risk i.e. engineering controls first then signage/warnings & administrative controls and PPE always as a last resort
5	Inform/consult people about the Risk	Consult people likely to carry out the operations or obtain guidance if necessary then record the findings on this form & notify people about the risks by way of inductions etc.
6	Control the Risk	Ensure that the required controls identified in stage 4 above are in place and effective
7	Review the Risk	Review your assessment and update if necessary

Risk Assessments should now consider the following issues:

- Routine and non-routine activities
- Activities of all persons with access to workplace including other contractors and visitors
- Human behaviours, capabilities and other human factors
- Possible hazards outside of the workplace that may impact on operations
- Legal obligations
- Infrastructure, equipment and materials
- Changes to an organisations activities or structure
- Changes to specification or methods of working



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Ref.	Hazard	Person at Risk	P	S	R	Response/Control Measure	P	S	R
1	Interaction with public / access and egress to site	Members of public, Working Party, Visitors	3	4	12	- Work area to be completely surrounded by Heras fencing. - Operatives to stay aware of surroundings and works to stop if pedestrians are approaching. - Signage to be in place to warn of construction works - Traffic movements to be under supervision of banksman, plant deliveries to have banksman in attendance at all times.	1	4	4
2	Buried Services	Working Party	3	4	12	- All service drawings applicable to the working areas to be checked for service locations. - All excavation areas must be thoroughly scanned using the CAT & Genny prior to excavating. If any services are indicated as being present, these must be clearly marked by marker spray or tape (no spikes to be driven) and where necessary trial holes by hand excavated - A Permit to Dig to be issued by ASL management and it will be briefed to all of the gang before any excavating commences. All hand dig will be as per the ASL permit to dig Hand Dig procedure. - No machines or powered equipment to be used within .500mm of any known or suspected service. - All excavating within 500mm of gas or electricity will be carried out by use of insulated hand tools only. - All operatives will wear flame retardant overalls, flame retardant gloves and a face visor when carrying out hand dig around gas and electric services. - When working within trench, disposable coveralls, FFP3 masks, wellington boots and nitrile gloves to be worn. - Entire trench line has been excavated previously.	1	4	4



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			Identified Risk			Response/Control Measure	Residual Risk		
Ref.	Hazard	Person at Risk	P	S	R		P	S	R
3	Use of excavator, driving, excavating, breaking out concrete	Members of public, Working Party, Visitors	3	4	12	- Only competent persons are permitted to operate any item of plant or vehicle on site – Competency must be proven prior to operating. - Keys to be removed from all plant and vehicles when left unattended. - All plant and vehicles must be inspected prior to commencing work at the start of each shift; any defective items must not be used/driven. - Horns, lights, indicators and mirrors etc. must be in good working order. - Thorough examination certificate to be available - Where present on plan and vehicles, seat belts must be worn, even for short distances. - Horns must be sounded when approaching any blind bends on site. - Reversing to be kept to a minimum and a banksman must be in place for manoeuvres such as reversing. - Should any persons encroach within 3m of any item of plant being operated, the plant should be stopped (safely) until the person has been removed. - All persons on site must wear Hi-Viz vest/jacket. - Area of work to be contained with heras fencing. - All operatives in vicinity of break-out to wear impact resistant goggles and ear defenders. - Hydraulic breaker attachment to be inspected prior to use and installed by a competent and trained person.	1	4	4



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4	Refuelling plant	Working Party	3	3	9	- Stop engine and allow it to cool before refuelling. - Use a funnel to minimise risk of spillage - Fuel to be dispensed from 20L jacks, stored in CoSHH box on site. - Spill kit to be available should any fuel be spilled on the ground - If any fuel is spilled onto clothing, change immediately and wash affected area. - If any fuel is spilled onto skin, wash immediately with soap and water.	1	3	3
5	Contaminated Ground	Working Party, Visitors	3	4	12	- PPE to be worn at all times when on site including helmet, gloves and suitable work boots. - When hand digging, a disposable paper suit must be worn along with wellington boots, nitrile gloves and FFP3 mask. - If any asbestos is suspected, stop work immediately and follow ASL asbestos procedure. - Minimise handling of rocks, stones and rubble – use hand tools such as wrecking bars, shovels etc. - Hands are to be washed thoroughly at end of shift, before each meal time, before any break, before using the toilet. - Do not touch your face or skin when wearing work gloves or before washing as stated above. - No smoking or use of mobile phone. - In dry conditions, if works are beginning to become dusty, water suppression will be utilised by means of a pressure washer bowser.	1	4	4



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6	Uneven Ground / Poor Housekeeping	Working Party	3	3	9	- Care to be taken in this area due to the uneven nature of the existing ground and possible muddy conditions. - No running in this area - Tools to be kept locked away when not in use. - Any routes that are to be used for carrying equipment s are to be visually checked before transporting the waste to ensure no slip and trip hazards are present. - All debris or excess excavated materials must be cleaned up as the shift progresses and not allowed to build up through the day. - Steel toe cap boots with a good level of ankle protection to be worn. - These works will take place during daylight hours only. - Should any trip or slip hazards be found, then operatives are to make safe (where possible) or positively demarcate the area using cones / barriers or bunting tape.	1	3	3



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7	Manual Handling – use of hand tools	Working Party	3	3	9	- Working areas to be kept clear at all times. - Operatives to work to their own capabilities only, if items are too heavy to be carried, and then help must be summoned. - Where possible, all loads to be carried must be broken down into their smallest components. - Ensure suitable footwear is worn with adequate ankle support and gloves to protect against any sharp edges. - All transit routes are to be checked prior to carrying any loads to ensure it is clear with no trip hazards present. - Regular breaks to be taken where the working position requires persons to be crouching/bending or any other body position that puts a strain on the body. - If beginning to fatigue, make this known to site management and rotate works.	1	3	3



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Ref.	Hazard	Person at Risk	Identified Risk			Response/Control Measure	Residual Risk		
			P	S	R		P	S	R
8	Use of dumper	Working Party, Unauthorised persons and visitors.	3	4	12	- Only competent persons are permitted to operate any item of plant or vehicle on site – Competency must be proven prior to operating. - Keys to be removed from all plant and vehicles when left unattended. - All plant and vehicles must be inspected prior to commencing work at the start of each shift; any defective items must not be used/driven. - Horns, lights, indicators and mirrors etc. must be in good working order. - Where present on plant and vehicles, seat belts must be worn, even for short distances. - Horns must be sounded when approaching any blind bends on site. - Reversing to be kept to a minimum and a banksman must be in place for manoeuvres such as reversing. - Should any persons encroach within 3m of any item of plant being operated, the plant should be stopped (safely) until the person has been removed. - All persons on site must wear Hi-Viz vest/jacket. - All work to take place within the fenced off, demarcated work area. - Should any unauthorised persons enter into the area, then work must cease immediately until they have been removed. - Dumper drivers to stand well clear when being loaded by excavators, never to remain in the seat or stood next to the vehicles. - Excavator driver is only permitted to carry out the loading operations whilst a banksman/dumper driver is present.	1	4	4



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9	Noise from Ride-on Roller	Working Party / Other Contractors	3	3	9	- Prior to using any mechanical equipment that emit a "loud" noise, then information must be sought on the sound levels produced. - Only those involved in using the noisy equipment should be in the immediate area, all others should be asked to leave the area. - Where the noise is going to cause a nuisance to others, sound barriers should be erected. - Operatives using noisy equipment should be rotated onto "quiet" tasks, to reduce their exposure times. - All ASL operatives are to receive regular toolbox talks on noise and the dangers of not protecting against the hazard. - All ASL operatives have Peltor Optime II ear defenders fitted to their helmets as mandatory PPE – These have an SNR rating of 30dB (It is a yellow card offence to not have them).	1	3	3



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10	Ride On Roller – Stability/Overturning	Working Party	3	4	12	- Only competent persons are permitted to operate. CPCS/NPORS cards are required for plant operators. - Never drive the roller across and slopes must be driven up and down NOT across. - Never drive along the top of any excavations or shallow service locations. - Seat belt must be worn at all times, even for short distances. - Key to be removed when not in use. - Never listen to any music devices when operating. - Never tow with a roller. - Roller must be inspected at the start of each shift, and if any defects found, must not be used until repaired. - Hearing protection to be worn when using the vibrating drum.	1	4	4



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11	Working in an excavation, risk of collapse and falling persons/item.	Working Party / Other Contractors, Unauthorised Persons	3	4	12	- All excavations must be protected to prevent other site users from tripping or falling into them – solid barriers. - Remember, when you are stood around the top of an excavation, it is classed as working at height, do not place yourself in danger. - Access/egress into excavations should be via a formed ramp or secured ladder – Do not jump down into an excavation. - Do not store plant or materials on the edge of an excavation. - Excavations are to be suitable shelved to remove risk of collapsing sides. - Excavation to be inspected at the start of each shift and/or after inclement weather conditions.	1	4	4