

- Load the Cartridge Hammer, open the magazine.
- Push in the release button and slide the cover down.
- Carefully insert the strip of nails into the guide with points facing forward. Firstly, insert and raise the strip, then slide the cover up until it clicks in place.
- Feed the cartridge strip into the bottom of the tool's grip as far as it will go.
- The cartridge hammer is now ready to fire.
- Hold the Cartridge Hammer with both hands and press the fastener guide against the work until the nosepiece is fully compressed.
- Squeeze the trigger and fire the tool.
- Release the trigger and move the tool away from the surface.
- Repeat process until all fixing is complete.
- In the event that the surface specification changes throughout the works, nail cartridges will need to be changed to suit the surface.
- Repeat process until all fixing work is complete.
- Once complete, Remove any remaining strip of nails from the magazine.
- Close the magazine and on a suitable hard base material, e.g. Concrete (not wood), attempt to fire the tool.
- When the tool fails to fire, the magazine is empty.
- Pull the cartridge strip out through the top of the tool and place all nails and cartridges, in the tool's carrying case.
- Clean off any dust or dirt before packing the tool away in its case in preparation for removal.
- Remove barriers and warning signage from the perimeter of the work area.

2.5.10 Use of petrol cut off saw

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the cut off saw.
- Perform pre-use check on the wheel.
- Immobilise the rear flange plate by inserting a locking pin into the hole in the drive belt housing.
- Unscrew the flange retaining bolt.
- Remove the front flange plate.
- Seat the new wheel onto the rear flange plate.
- Re-fit the front flange plate and screw the flange retaining bolt back into place.
- Confirm that both flange plates are secure and not over-tight, the wheel is central and spins freely.
- Mix fuel in accordance with manufacturer's instructions.

- Fill the fuel tank as required.
- Slide the ON/OFF switch to the ON position and set the choke if required.
- Pull the choke lever fully out and push in the decompression valve.
- Squeeze the throttle and press the trigger lock button to hold the throttle open.
- Pull the starter handle a few times until the motor 'coughs' then push the choke lever back in and push in the decompression valve and pull the starter handle once more.
- The motor should now fire.
- Once the engine has started, squeeze and release the throttle to release the trigger lock and set the throttle in the idling position.
- Note – If the engine floods: Push both the choke lever and the decompression valve fully in. Squeeze the throttle and press the trigger lock button to hold the throttle open. No, pull the starter handle repeatedly until the engine fires.
- Grasp the guard firmly to adjust the angle of the safety guard to suit the work and turn to the required angle.
- Fit dust suppression to the cut off saw.
- Adopt a comfortable, balanced stance that allows a good view of the cut.
- Bring the wheel up to speed before starting the cut by grasping the machine firmly with both hands and squeeze the throttle trigger.
- Gently place the wheel onto the material and allow the wheel and saw to do the work – Do not place excessive force.
- Continue to keep the cut straight until the material has been modified in accordance with the required specification.
- Once the cut is complete, move the ON/OFF switch to the OFF position and wait for the engine to stop and the wheel to become stationary.
- Clean off the saw and return to storage pending re-use or removal from site.
- Tidy surplus materials and dispose of in accordance with the site waste management plan

2.5.11 Use of demolition hammer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the demolition hammer.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Transport the equipment to the work area.
- Confirm that the surface being broken is free from hidden services &/or all appropriate isolations are in place.
- Fit the breaker with a point, chisel, bolster or comb bit as appropriate

ensuring that the steel is clean and free from impairments before fitting.

- Open the chuck by pulling back its outer sleeve. Insert the steel and lock the chuck by releasing the sleeve.
- Select the impact strength by selecting the relevant setting on the impact selector switch.
- Plug the machine into its power supply and switch the supply ON.
- Start the breaker by gently squeezing the ON/OFF trigger.
- Grasp the demolition hammer with both hands and adopt a comfortable posture ensuring that the ground surface is free from obstacles, slippery substances and debris etc.
- Drape the tool's flex over your shoulder to keep it clear of the steel, ensuring enough slack to ensure movement is not prohibited.
- Allow the steel to mark the surface to prevent the steel from wandering off.
- Continue with the chipping work until the surface has been suitably cleared in accordance with client requirements.
- If the tool strikes a hidden object, stop the machine immediately, report it to the works supervisor and check to make sure it is safe to continue.
- Once complete, lift the demolition hammer clear before turning OFF.
- Remove the steel from the breaker and clean up the breaker.
- Dispose of waste/rubble in accordance with the site waste management plan.
- Once complete, barriers can be removed and equipment transported to another location pending removal from site.

2.5.12 Operation of mortar silo

- All PPE shall be worn in accordance with the risk assessment requirements.
- All persons required to operate the mortar silo shall be shown how to operate the equipment in accordance with the manufacturer's instructions before being permitted to operate the equipment.
- Confirm that the panel isolator is in the on position.
- Start the mixer and visually check that the shaft is rotating and water is coming out of the outlet of the mixer.
- If a toggle switch is fitted, ensure that it is in the down position.
- Confirm that the motor and mains supply cable are securely connected.
- Confirm that water supply is securely connected.
- Position a mortar tub directly below the outlet.
- Start the mixer with the product handle on the silo in the shut position

(horizontal).

- When the mixer is running and water can be seen coming from the mixer outlet, slowly open the product handle (move towards the vertical).
- If required, adjust the mortar consistency by slowly turning the water tap.
- Repeat process throughout the working day as required depending on usage requirements.
- After running out the last tub of the day, close the product handle on the silo (down to horizontal) and continue to run the mixer. Water will come from the outlet.
- Once the water is clear, run the mixer for a further minute to ensure that the mixer is clean.

3.0 Risk Assessment Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4 X	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
Severity of injury	5 =	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

3.1 Confined space

Hazard Description: 3.1.1

Confined space entry Person at risk: Operative performing the work

Risk of:	5	Control measures:	1
• Asphyxiation	X	• A clear access and egress route provided to facilitate the rescue of operative in the event of an incident.	X
• Drowning	5	• All Operatives expected to enter confined space to be Competent and have received formal training.	5
• Dehydration	=	• All relevant isolations to be proven by all members of the work party before entry into the confined space.	=
• Lack of oxygen	25	• Any pressurised cylinders are located well clear of the confined space.	5
• Heat exhaustion		• Atmosphere to be tested with a calibrated atmospheric monitor before entry to ensure that it is suitable for occupancy	
• Burns		• Conduct the work activity external of the or confined space until an entry is necessary.	
• Fatalities		• Emergency procedures in place per the rescue plan and understood by all Operatives before commencing with the activity.	
		• Forced ventilation is operational to ensure a safe atmosphere within the area.	
		• Isolations on all mechanical & electrical equipment (Except electrical tools and equipment used within the area) before access is permitted.	
		• Natural ventilation deemed sufficient to maintain a safe atmosphere.	
		• No materials with the ability to flow (Sand, soil, grains, liquids etc.) To be stored near the confined space or primary access or egress points.	
		• Rescue plan to be discussed, agreed and understood by all persons involved with the activity.	
		• Responsible Person shall issue confined space entry certificate and permit to work and located at the entry point before entry into the area.	
		• Stop the job if conditions change.	
		• The atmosphere is continually monitored with a calibrated atmospheric monitor throughout the activity.	
		• Use pumps to evacuate excess liquids before entry if required.	

3.2 Hand Tools (Use of)

Hazard Description: 3.2.1 Hand tools

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
- Personal injury including - Bruising - Cuts - Eye damage	4 X 3 =	- Do not use modified tools. - Inspect all hand tools prior to use to ensure that they are in good condition. - Keep all hand tools in tool bags/boxes when not in use. - Operatives must be deemed competent to use relevant hand tools. - Return all defective tools and equipment to the Line Supervisor and quarantine. - Use all tools and equipment in the manner in which they were designed to be used. - Wear Level 5 cut resistant gloves when using sharp/bladed tools.	1 X 3 =
	12		3

3.3 Excavation

Hazard Description: 3.3.1 Digging an excavation

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Death	4	• A Banksman will manage lifting operations 1 on site.	1
• Serious injury	X	• A competent Banksman will manage excavation works in public areas, and on the public highway.	X
• Fall from height	5	• A Suitable pump must be available to remove water build up and pump away from the excavation/trench.	5
• Impact or collision	=		=
• Unexpected movement or subsidence	20	• All Operatives at risk of fall from height will wear fall arrest equipment until fall prevention systems/guardrails are installed. • All Plant Operators are trained and competent to operate each type of plant/ machinery. • All underground utilities identified before any excavation work can begin. • An alternative route for vehicles and personnel provided away from the excavated area. • Assess Excavations before starting work to determine the correct level of support required to reduce the likelihood of collapse or subsidence. • Barriers with appropriate warning signage to be erected around the perimeter of the excavation to prevent unauthorised access. • Regularly inspect and maintain plant and equipment/machinery following the manufacturer's instructions &/or relevant statutory provisions. • Remove the key from plant/vehicles when left	5

unattended or not in use.

- Shuttering equipment installed following the manufacturer's instructions.
- Shuttering is constructed by competent personnel in compliance with an engineered design.
- The excavation is supported using shuttering and bracings, hydraulic box, benching or battering, on all excavations where required.

Hazard Description: 3.3.2 Excavation presence

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	4	• Adequate pumping arrangements available on site to help prevent flooding.	1
• Dropped objects	X	• Daily inspections shall be undertaken each day before commencing with work	X
• Collapse or subsidence	5	• Excavation shall be inspected following any event that may have affected their strength or stability, or after a fall of rock or earth.	5
	=		=
	20	• Hard barriers erected around the edges of excavations where equipment or people are at risk of falling to the area below.	5
		• Horizontal loads and shoring arrangements determined by a competent person to reduce the risk of collapse or subsidence.	
		• Mobile Steps or Secured ladder is used as access and egress into the excavation.	
		• Vehicle routes planned as part of the traffic management plan and directed away from the excavation where possible.	
		• Wear head protection at all times when within the excavation.	

3.4 Hidden live services

Hazard Description: 3.4.1 Underground services

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Explosion	5	• All Operatives undertaking work where underground services may be present are to be suitably trained and competent, or	1
• Electrocution	X	under the supervision of a suitably qualified and competent person.	X
• Burns	5	• All Operatives will review and understand the emergency response plan before starting work.	5
• Loss of services	=	• All work is planned and supervised by a competent person to reduce the likelihood of damage and disruption to services.	=
• Gas release	20	• Cable avoidance tools and safe digging practices adopted and used to avoid danger following HSG47.	5
		• Erect barriers and appropriate warning signage around the perimeter of the work area to prevent unauthorised access.	
		• Manually locate underground service using insulated hand tools.	
		• Permit to dig issued before breaking ground.	
		• Review all up-to-date service drawings before starting with work.	
		• Survey the site before starting work to identify the services and other underground structures; record the location of any services, relying on plans is not sufficient.	

Hazard Description: 3.4.2 Underground services (Plastic pipework)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Undetected pipework	4	• A specialist service provider is used for all repairs to plastic pipework where required.	1
• Loss of services	X	• All black plastic service identified shall be assumed as live electricity cable	X
• Water release	5	• All Operatives involved with the work will review and understand the emergency response plan.	5
• Gas release	=	• All Operatives undertaking work where underground services may be present are to be suitably trained and competent, or under the supervision of a suitably qualified and competent person.	=
	20	• Barriers and appropriate warning signage to be erected around the perimeter of the work area to prevent unauthorised access.	5
		• Cable avoidance tools (Plastic pipework may not be identified unless a metallic tracer, RFID marker or similar wire has been installed with the pipe) and safe digging practices adopted and used to avoid danger following HSG47.	
		• Exposed pipework shall be suitably supported throughout the works to prevent damage to the pipework.	
		• Immediately report all damage to the Work or Site supervisor.	
		• Manually locate underground service using insulated hand tools.	
		• Permit to dig to be issued before breaking ground.	
		• Service providers provide up-to-date service drawings that are reviewed and understood by all persons involved before starting work.	
		• Survey the site before starting the works to	

identify the services and other underground structures; record the location of any services, relying on plans is not sufficient.

3.5 Live electrical services

Hazard Description: 3.5.1 Live electrical services

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Electrocution • Serious Injury • Burns • Loss of power and services	5 X 5 =	• A second authorised person in attendance in case of an accident. • Access to the work area is controlled by the Works supervisor where any risk of contact with the live circuit is present. • All electrical systems to be completely isolated wherever practicable, by Power supply Company. • All hand tools are insulated. • All operatives informed of any live electrical services and how to avoid injury before commencing with the activity. • Emergency response plans in place and understood by all members of the work party before commencing with work. • Inspect before commencing works and approved by the site supervisor. • No works to be carried out directly on live plant and equipment. • Permit to work system implemented throughout the works. • Protect all exposed services before commencing with works. • Temporary screens, barriers, and insulating mats installed in and around live electrical	1 X 5 =
	20		5

services.

- Where electrical systems cannot be isolated, use a vac excavation technique for the initial excavation works.

3.6 Public highway

Hazard Description: 3.6.1 Public highway

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Collision with vehicle	5	• A reduced localised speed limit implemented during roadside work activities.	1
• Fatality	X	• A temporary traffic light system installed and commissioned if required as part of the traffic management plan.	X
• Serious injury	5	• Hard barriers installed around the Work area.	5
• Fatigue	=	• Operatives shall wear high visibility clothing at all times.	=
	20	• Operatives to have been trained in highway safety and are competent.	5
		• Wear suitable eye protection manufactured per the relevant British standard at all times.	
		• Work is undertaken throughout the evening and early morning where public highway use is reduced.	
		• Work vehicles subject to a localised speed limit within the Site.	

3.7 Stacked materials

Hazard Description: 3.7.1 Stored and stacked materials

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Dropped objects	4	• All dropped objects shall be reported and recorded.	1
• Personal injury	X	• All Operatives are trained in correct manual handling techniques and shall use manual handling aids where required.	X
• Damage to materials	3	• Head protection and protective footwear to worn at all times within material storage areas.	3
• Collapse of shelving	=	• Immediately report all damage to the works supervisor.	=
	20	• Racking systems manufactured per the associated British Standard depending on the use of the storage rack.	5
		• Transport equipment and materials using mechanical equipment where practicable.	
		• Use mechanical aids for stacking materials above head height.	
		• Wear gloves when stacking materials to increase grip and adhesion when handling loads.	

3.8 Suspended loads

Hazard Description: 3.8.1 Suspended transfer of equipment and materials

Person at risk: Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Dropped or falling objects • Personal injury • Failure of lifting equipment	4 X 3 = 20	• All emergency stops on winches or cranes tested before use. • All lifting accessories shall be visibly marked identifying key details including Safe Working Load and date of next inspection due. • All safety catches and systems to be in full working order, any impaired or defective equipment to be quarantined, tagged and labelled as 'Do not use'. • Appointed person (AP) on site during complex lifts. • Inspect all lifting equipment and accessories before use and statutory inspection every twelve months. • Only trained and competent persons are permitted to undertake activities involving rigging and lifting equipment. • Operatives prohibited from standing under suspended loads. • Store all equipment in a safe location where it will not pose as a tripping hazard or block any emergency escape routes. • Tag lines fitted to load to facilitate with the movement of loads. • The lift plan developed that has been created by a competent person and understood by all persons involved with the lift. • The lift plan shall be reviewed and understood by all personnel involved with the operation before commencing with the activity. • The safe working load (SWL) of all lifting equipment and accessories shall not be	1 X 3 = 5

exceeded at any point.

- Use all equipment following the manufacturer's instructions.
- Wire stops or chains used to transport objects with sharp edges.

3.9 Manual Handling

Hazard Description: 3.9.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Musculoskeletal disorders	4	• All staff have trained in kinetic manual handling techniques.	1
• Work-related upper limb disorders	X	• Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	X
• Sprains and strains	3	• Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions.	3
• Dropped objects	=	• Remove any potential hazards before	=
• Slips, trips and falls	12	• Carrying the material where possible.	3
		• Manual handling risk assessment to be developed for the activity and understood by all members of the work party.	
		• Manually handle all materials on a firm and level ground where possible.	
		• Operatives shall wear gloves to increase adhesion when manually transferring loads.	
		• Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.	
		• Team lift any loads that exceed the maximum guidance weight of 25kg.	
		• When bending and crouching, bend from your knees, not your back.	

- When handling hot, cold or sharp items ensure correct gloves are worn.
- Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials.
- Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall weight being carried at any one time.

3.10 Public presence

Hazard Description: 3.10.1 Presence of public within an event or exhibition

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Lower levels of risk perception	3	• All staff must be aware of potential hazards and ensure issues are reported to management to maintain continued safe conditions.	1
• Violence	X	• An accident/incident report will be filled in for all threats of and incidents of physical abuse.	X
• Intimidation	4	• Arrangements are in place for contact with emergency services in the event of more severe injury or medical condition.	4
	=	• Designated Marshalls shall be trained and competent in managing crowds and traffic.	=
	12	• A CCTV system records the event.	4
		• Exits to be monitored continuously to ensure clear at all times.	
		• If appropriate, police will be called to help with the situation.	
		• Incidents shall be written in the incident book and reported to the Event Supervisor.	
		• Operatives are not to engage in violent	

behaviour and should attempt to calm a situation.

- Operatives must wear suitable protective footwear with non-slip soles.
- Operatives provided with mobile phones &/or radio communication devices.
- Operatives trained in first aid shall be recognisable by identity badges.

3.11 Cleaning and maintenance of tools and equipment

Hazard Description: 3.11.1 Cleaning and maintenance of tools and equipment

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Accidental start-up of equipment during maintenance	4	• A maintenance schedule shall be implemented to ensure that the equipment is maintained in compliance with the manufacturer's instructions.	1
• Trapped fingers	X		X
• Burns	4	• Emergency stop button and associated safety systems to be regularly tested and recorded. Equipment shall be isolated, locked out and tagged during cleaning or maintenance.	4
• Loss of equipment or reduction in performance	=		=
• Fire	16	• Equipment regularly emptied and waste disposed of by a contracted waste management company.	4
		• Machine to be regularly cleaned to prevent contamination of other contact surfaces.	
		• Machinery to be left to cool before commencing with cleaning and maintenance.	
		• Trained and competent operatives undertake maintenance and cleaning.	
		• Suitably fire extinguisher located within the	

vicinity of the equipment in case of fire.

3.12 Power tools (Including hand held power tools)

Hazard Description: 3.12.1 Use of power tools, including hand held power tools

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Cutting	4	• A visual inspection must be carried out before use, any defects must be reported and the equipment withdrawn from service for repair or replacement as required.	1
• Stabbing	X		X
• Penetrating Wounds	5	• All personnel wearing respiratory protective equipment shall be Face fit tested by a competent person.	5
• Entanglement with tool bits	=		=
• Lacerations	20	• All power tools and machinery must be regularly inspected and maintained in good condition.	5
• Eye damage		• Allow time for equipment to stop before placing into storage.	
• Hearing damage		• Always use hearing protection when using power tools.	
		• Area to be segregated using barriers with appropriate warning signage to prevent unauthorised access into the work area.	
		• Battery operated tools considered before the use of low voltage tools and equipment.	
		• Goggles manufactured to the relevant British standard (BS EN 166) worn while operating power tools.	
		• Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept	

under strict supervision while using power tools.

- Operatives prohibited from wearing loose clothing or gloves or use rags or other materials, which could become entangled with moving parts.
- Operatives to wear suitable protective gloves to prevent friction burns and good grip when adjusting the position.

3.13 Vibrating tools and equipment

Hazard Description: 3.13.1 Use of vibrating tools and equipment

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Industrial disease • Disability • Reduction in dexterity	4	• All Operatives exposed to hand-arm vibration (HAV) trained in HAVS awareness.	1
	X	• All vibrating tools and equipment used are of a low vibration specification where reasonably practicable.	X
	5		5
	=	• Each operative's exposure to vibration shall not exceed the exposure limit value (ELV) of	=
	20	• 5m/s² A (8) per day. • Hand-arm vibration exposure calculator to be used to determine any restrictions that each specific vibrating tool can be used throughout the working day. • Health surveillance programme in place for employees where assessment indicates that is required. • Operatives shall keep hands warm to	5

allow blood flow.

- An operative to be rotated to ensure over-exposure to vibration does not occur.
- Pre-use check of all tools and equipment undertaken by the user.
- Vibrating tools and equipment are to be maintained according to the manufacturer's instructions and tested to ensure accurate knowledge of vibration emitted by each piece of equipment.

3.14 Fixed ladders

Hazard Description: 3.14.1 Use of fixed ladders

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	4	• 3 points of contact are to be maintained at all times when ascending or descending the ladder.	1
• Fatality	X	• All fixed ladders shall be manufactured and installed as per BS 4211.	X
• Dropped objects	5	• Use a rope to lift or lower all materials or equipment.	5
• Damage to equipment	=	• Use a suitably designed bag to transport all tools and equipment.	=
	20	• Ladder fitted with a fixed fall arrest system that is suitably maintained and certified.	5
		• If the ladder is exposed to wind gusts exceeding 35 knots, use of the fixed ladder is prohibited.	
		• Visually inspect the Ladder before use.	
		• User to rest as required on any landing platforms installed on ladders over 9 meters in length.	

3.15 Ground level openings

Hazard Description: 3.15.1 Ground level openings

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, trips and falls	4	• Cover all gaps with a material which is fixed in position and with sufficient, safe working load to support persons and materials.	1
• Dropped objects	X		X
• Falls from height	5	• Fall-restraint systems will be employed to prevent access to unprotected gaps and leading edges.	5
	=		=
	20	• Potential fall-zones to be protected using airbags, safety netting or crash decking where edge protection is not practicable.	5
		• Temporary edge protection installed per BS EN 13374 or BS12811 (If scaffolding tube and fitting).	
		• Tools used at height shall be tethered to the user to prevent potential dropped objects.	

3.16 Raising and lowering materials

Hazard Description: 3.16.1 Raising or lowering materials using manual equipment (Gin wheel)

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Muscular-skeletal disorders	4	• All associated lifting equipment & support must be inspected before use by a competent person.	1
• Work-related upper limb sprains and strains	X	• All raising and lowering of equipment undertaken according to the NASC guidance document SG09.	X
• Dropped objects	4		4
• Slips, trips and falls	=	• All supporting tubes to be checked with right angle couplers to prevent slippage of supporting fitting.	=
•	16	• Barriers with appropriate warning signage to be erected around the working area to prevent unauthorised access.	4
		• Gin wheel not to be connected to inside standards with sleeve/joint installed above the top working lift on the inside standard.	
		• Loading shall not exceed the Safe Working Load (SWL) of the equipment.	
		• Proprietary gin wheels with an integral braking system to be used to prevent uncontrolled rope and equipment or material descent.	
		• Safety helmet, Protective footwear and gloves to be worn as a minimum for all operatives when raising or lowering materials using a Gin wheel.	
		• The inside standard where the gin wheel is installed shall not be sleeved/topped out above the final working lift.	
		• The Gin wheel shall thoroughly examined before use and suitably fixed at 2 points	

and restrained by using load bearing couplers only.

- When the working platform used for storage, toe boards and a fully board platform shall be installed progressively to prevent materials falling from any level.

3.17 Ladders

Hazard Description: 3.17.1 Use of ladders

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	4	• All ladders to be manufactured according to the associated British standard and classified for professional use.	1
• Fatality	X	• All Operatives are experienced, trained and competent to carry out work at height from a ladder.	X
• Serious injury	5	• Before use, visually inspect all ladders for damage, including all rungs, catches and safety devices.	5
• Dropped objects	=	• Engage all locking mechanisms on the ladder before use.	=
	20	• Ladders shall not be erected in the vicinity of live overhead conductors.	5
		• Ladders shall not be extended unless designed to do so.	
		• Ladders to be periodically inspected to ensure compliance with the work at height regulations.	
		• Materials shall not be hand carried by the Operative using the ladder.	
		• Only one Operative shall ascend, descend	

or use the ladder at any one time.

- Operative shall not work on the top 3 rungs of any ladder.
- Operatives shall secure tools at height with retention strap to prevent dropped object.
- Persons should ensure 3-point contact at all times when using the ladder.
- Position the ladder at a 75° angle where possible.
- Task duration shall not exceed 30 minutes without a suitable rest period taken by the Operative involved in the activity.
- The ladder will be footed using stabilisers or persons securing the foot of the ladder if tying arrangements are not in place.
- The operative should not lean from a ladder to perform the task.
- Young &/or inexperienced Operatives are trained and closely supervised during ladder work.

3.18 Work at height

Hazard Description: 3.18.1 General work at height

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Falls from height	5	• All anchor points to be checked to ensure that they can sustain the forces generated in the event of a fall.	1
• Orthostatic intolerance (Suspension Trauma)	X	• Inspect all fall arrest equipment before use.	X
• Fatality	5	• All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	5
• Dropped objects	=	• All work at height will be sufficiently planned, organised and supervised by competent persons.	=
	25	• Any holes or gaps within the floor structure to be covered with a suitable material to prevent trips and falls.	5
		• Barriers and appropriate warning signage to be erected to prevent unauthorised access into any potential drop zones.	
		• Collective means of fall prevention considered before the use of fall arrest equipment.	
		• Communications methods to be discussed and understood by all operatives involved with the activity.	
		• Fall arrest harness to be worn where holes or drops are exposed with a permit to work system to be employed	
		• Fall prevention systems are certified and installed by an industry specialist organisation.	
		• Operatives are trained and competent in the correct selection, inspection and use	

of fall arrest/fall restraint equipment.

- Operatives shall secure tools at height with retention strap to prevent dropped object.
- Operatives to be trained in the installation and use mobile man anchors.
- Periodic inspection of all fall arrest equipment complete at periods not exceeding six months.
- Rescue plan developed and discussed with all operatives before commencing with the activity.
- Specific liability insurance policy in place for all work above 10 meters.
- Twin lanyards to be used to ensure 100% tie-off at all times when using fall-arrest equipment.
- Work area checked for uneven ground and to be clear of debris or equipment.
- Work at height to be undertaken by trained and competent operatives.

3.19 Use of Telehandler

Hazard Description: 3.19.1 Use of telehandler

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
- Fatality - Serious injury - Collision with temporary and permanent structures - Collision with pedestrians	4 X 5 =	- All site workers to wear Hi-visibility or reflective clothing. - Audible alarm and flashing beacon fitted to the vehicle to inform of the reversing movement. - Camera fitted to the rear of the vehicle to assist with reversing. - Flashing beacon fitted to the vehicle to alert of vehicle movement. - Inspect the vehicle daily before use and details of inspection recorded. - Only one person permitted to travel on the telehandler at any one time unless the equipment is designed to allow more than one person to use. - Operative to be competent and trained to use the specific type of telehandler on site. - Pedestrian walkways routed away from main vehicle thoroughfares where possible. - Service the vehicle following Manufacturer's instructions. - Telehandler Operator to wear a seat belt while operating equipment. - The safe working load (SWL) of the telehandler is not to be exceeded at any point. - Tyres to be in good condition and inflated to the correct pressure.	1 X 5 =
	20		5

3.20 Ground Condition (Strength)

Hazard Description: 3.20.1 Location of crane for lifting activities

Person at risk: Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Damage to underground services	4	• Barriers with appropriate warning signage to be set up around the crane to prevent unauthorised access during lifting operations or general operation or movement of the crane.	1
• Subsidence	X		X
• Crane Collapse	5	• The Crane Set up area is level and constructed from a suitable material with sufficient strength.	5
• Dropped objects	=		=
	20	• The Principal Contractor shall identify all services that are susceptible to damage in the event of crossing of heavy plant or digging before arrival.	5
		• Trained and competent Banksman shall control all vehicle movements.	
		• Principal Contractor to confirm that ground conditions are capable of withstanding pressures exerted by the crane.	
		• Principal Contractor to ensure that any areas where digging may be necessary are free from underground services	
		• Where heavy vehicles have to cross over known areas of water pipes and gas pipes steel plates shall be used to protect against crushing and fracturing.	

3.21 Pumping equipment

Hazard Description: 3.21.1 Screed Pump **Person at risk:** Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Environmental incident	4	• All clips must be well secured to both sections of hose and have a safety R-pin securely inserted into the clip at all times.	1
• Ejected materials	X	• Immediately report any defects or impairments to the Works or Site Supervisor/Manager.	X
• Impact with whip pipe or other moving parts	5		5
• Pressure line failure	=	• Equipment to be isolated and fitted with a warning sign upon the identification of defects or impairments.	=
	20	• First aid kit is available within the worksite with first aid provision available on site.	5
		• Segregate hoses from other persons on site.	
		• In the event of blockage which requires the opening of any chamber, the pump shall be stopped and isolated before releasing pressure using the specific pressure reducing valve designed into the machine.	
		• The machine will be immediately shut down in the event of a failure leading to loss of containment of any substance.	
		• Trained and competent person to operate and clean the pump.	
		• Pipework is fastened securely in place along the length of the pipe run where reasonably practicable.	
		• Pre-use inspection before using the equipment including the completion of the daily screed pump diary by a competent person.	

- PPE used while operating the equipment includes hand protection, waterproof safety boots (no laces), and protective clothing (waterproof trousers or knee pads with shin protection).
- The pump and hoses tested to 10.5 bar before use on site.
- The removal of fixed guarding is prohibited unless the equipment is physically isolated. All guarding must be re-fitted before the reinstatement of isolations.

3.22 Materials stored at ground level

Hazard Description: 3.22.1 Equipment and materials stored at ground level

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, Trips and Falls	4	• All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Personal injury	X	• Store all equipment and materials in a designated area away from walkways and thoroughfares to prevent trips and falls.	X
• Dropped objects	4		4
• Potential obstruction during an emergency escape	=	• Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	=
	16		4

3.23 Ground level obstacles

Hazard Description: 3.23.1 Ground level obstacles

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Trips and Falls	4	• All ground level obstacles shall be removed where practicable or identified using hazard warning tape.	1
• Personal Injury	X	• All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	X
• Dropped objects	4		4
	=	• Thoroughfares and general access shall be planned to reduce exposure to ground level obstacles.	=
	16		4

Hazard Description: 3.23.2 General access and egress around the work area or premises

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips Trips and Falls	4	• All spillages are immediately cleared up, using spill kit where required, post warning signs and leave in place until the area is safe.	1
• Bruising	X		X
• Cuts	4	• All staff will wear protective footwear with non-slip soles and suitable ankle protection at all times.	4
• Broken Limbs – Caused by items left on the floor	=	• Cables to be routed above head height wherever possible.	=
	16	• Equipment is regularly maintained to prevent leaks onto the floor.	4

- Identify any unavoidable trailing cables and make visible to other persons within the area.
- Manage all cables and equipment, so they do not cause trip hazards in the working area.
- Manage and remove any potential slip & trip hazards as they arise and notify site management if additional assistance is required.
- Stair nosings are highlighted to identify changes in levels.
- Store all equipment and materials in a designated area away from walkways and thoroughfares.

3.24 Ground conditions (Terrain)

Hazard Description: 3.24.1 Ground conditions (Terrain)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, trips and Falls	4	• All pedestrian routes to be free from ground level obstacles where possible.	1
• Sprained ankle	X	• The ground shall be constructed of suitable materials and compacted where required.	X
• Joint injury	3	• Lighting to be placed to ensure sufficient levels of luminance out of daylight hours.	3
• Dropped objects	=	• Operatives shall wear protective footwear with proper ankle support on site.	=
	12	• Pedestrian routes to be periodically inspected to ensure they remain suitable.	3
		• Where the gradient of the pedestrian route becomes excessive, temporary steps/ staircases installed where required.	

3.25 Tarmacadam

Hazard Description: 3.25.1 Tarmacadam

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Burns	3	• All Operatives to review the tarmacadam COSHH assessment before commencing with the work.	1
• Fire	X	• Barriers with appropriate warning signage erected around the perimeter of the work area.	X
• Cancerous warts	4	• Dry powder fire extinguisher to be available on site.	4
• Musculo-skeletal disorders	=	• Heatproof gloves are worn when handling tarmacadam or when there is a risk of contact with hot tarmacadam.	=
	12	• Tarmacadam to be located away from public drains/drainage systems.	4
		• Tarmacadam transferred via wheelbarrow/ trolley.	
		• Unprotected skin is prohibited - All operatives shall wear long-sleeved protective clothing, heat-proof gloves and protective footwear at all times.	

3.26 Mixing equipment

Hazard Description: 3.26.1 Operation of mortar silo

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Environmental impact due to overfilling	4	• All operatives briefed in the safe operation of the equipment before being allowed to operate. This includes information on the location of emergency shut off valves etc.	1
• Exposure to the hazardous substance (Mortar)	X	• Daily cleaning is undertaken in accordance with the manufacturer's instructions	X
• Eye injuries caused by splashing	4	• Mortar tub shall only be transported by site telehandler forklift when it contains mortar.	4
	=	• Mortar tub positioned directly under outlet before starting pumping.	=
	16	• Operating time set up during commissioning to prevent gross loss of containment.	4
		• Operatives instructed to report any defects or impairments to the Site Manager as soon as they are noticed.	
		• Silo installed and commissioned by a competent person/s.	
		• Spill kits located near to the silo and should be used in the event of overfilling/spillage.	
		• Weekly cleaning is undertaken in accordance with the manufacturer's instructions	
		• Workers to wear eye protection at all times when operating the mortar silo.	

Project: Neath

By signing below, you are confirming that you are fully aware of the risk assessment findings, the method that the work will be undertaken and the required standard of behaviour at all times while representing the company on site during this project.

Name	Job Role	Signature	Date
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Scaffolding Inspection Report

RAMs-023a



Company Name

Woodbridge Construction Ltd

Project Title

Neath

Client

UKPI Group Ltd

Reference/Tag ID number

Date of Inspection

Time of Inspection

Name and
Address of the
person whom
the Inspection
was carried out
for

Dale McDonald
Construction Services Wales

Site Address

Ty Maes - Glynne Neath

Location and
description of
the Scaffold
Structure/work
equipment
inspected

Plots 1 - 6

Matters that
give risk to any
health and
safety risks

Working at Height
Loading and Unloading.
Working near to a scaffolding.
Slips Trips and Falls

C

C

Is the Scaffold TG20 compliant or a designed Scaffold?

- ☒ TG20
☐ Design

Is a copy of the TG20 Compliance Sheet or Deign Drawing available?

- ☐ Yes
☒ No

Can work be carried out safely from the Scaffold

- ☒ Yes
☐ No

If No, please provide details of person(s) informed of the risks

YES

Was any further action taken by your or the Person informed about the risks?

- ☐ Yes
☒ No
☐ N/A

If yes, please provide details of further action taken

N/A

Inspection findings

Base

Is the Scaffold on a solid base?

- ☒ Yes
☐ No
☐ N/A

Comments

CHECKED AND ALL GOOD

Does each standard have a base plate?

- ☒ Yes
☐ No
☐ N/A

Comments

ALL BASE PLATES INSTALLED

Are the sole boards of the correct dimensions being used?

- ☒ Yes
☐ No
☐ N/A

Comments

SOLE PLATES INSTALLED AND LEVEL

Is the base plate on solid ground?

- ☒ Yes
☐ No
☐ N/A

Comments

ALL BASE PLATES ON COMPACTED GROUND

C

C

Geometry

Are the standards Vertical?

Comments

CHECKED AND LEVEL

☒ Yes

☐ No

☐ N/A

Are the ledgers and transoms horizontal?

Comments

CHECKED AND CORRECT

☒ Yes

☐ No

☐ N/A

Are the joints in the standards staggered?

Comments

JOINTS AS PER THE STANDARDS

☒ Yes

☐ No

☐ N/A

Are the joints in the ledgers staggered and not in the same bay?

Comments

YES

☒ Yes

☐ No

☐ N/A

Are the joints no more than 1/3rd into the bay?

Comments

YES

☒ Yes

☐ No

☐ N/A

Platforms

Are the transoms correctly spaced in accordance with the type of board being used (Timber/Plastic) and use of the scaffold?

Comments

YES

☒ Yes

☐ No

☐ N/A

C

C

Is there an overhang on each board of at least 50mm and not exceeding 150mm?

- ☒ Yes
☐ No
☐ N/A

Comments

CHECKED AND CORRECT

Are the boards of correct quality and free from damage?

- ☒ Yes
☐ No
☐ N/A

Comments

TWO BOARDS REQUIRED CHANGING AND ONCE CHANGED ALL OTHERS IN GOOD CONDITION

Are all boards under 2.13m (7') in length secured/tied down?

- ☐ Yes
☒ No
☐ N/A

Comments

ALL BOARDS ARE 13FT LONG AND HELD DOWN ON THE PERIMETER VIA THE TOE BOARDS.

Is the working lift free from lapped boards except at returns?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Bracing

Is the ledger fitted on alternate pairs of standards for the full height of the scaffold?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Is the façade bracing installed on every lift?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

C

C

Is the façade bracing fitted along the face of the scaffold at least every 5 bays?

Comments

YES

☒ Yes

☐ No

☐ N/A

Is the façade bracing set between 35 and 55°?

Comments

YES

☒ Yes

☐ No

☐ N/A

Tubes and Fittings

Do the tube and fittings used appear to be in good condition?

Comments

ALL CHECKED AND IN GOOD CONDITION.

☒ Yes

☐ No

☐ N/A

Have the correct couplers been used?

Comments

YES

☒ Yes

☐ No

☐ N/A

Are all of the fittings tightened sufficiently?

Comments

CHECKED WITH A SCAFFOLDER IN ATTENDANCE AND CORRECT

☒ Yes

☐ No

☐ N/A

Are check couplers installed as required?

Comments

YES

☒ Yes

☐ No

☐ N/A

Access

C

C

Is access provided to the top working lift of the scaffold?

Comments

YES

☒ Yes

☐ No

☐ N/A

Is the access ladder at a slope of 75°, or 1:4 ratio to base height?

Comments

YES

☒ Yes

☐ No

☐ N/A

Is the top of the ladder secured sufficiently around the stiles to prevent lateral movement?

Comments

YES

☒ Yes

☐ No

☐ N/A

Is the foot of the ladder on a firm, level base?

Comments

YES

☒ Yes

☐ No

☐ N/A

Are all of the ladders free from damage?

Comments

YES

☒ Yes

☐ No

☐ N/A

Loading

Has the scaffolding been erected correctly for its intended use?

Comments

YES

☒ Yes

☐ No

☐ N/A

Are loads on the platform evenly distributed?

Comments

YES

☒ Yes

☐ No

☐ N/A

C

C

Are stacked materials secure to prevent dropped objects?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

Ties

Have sufficient ties been used in accordance with TG20 or design drawing?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

Are ties fixed with right angle couplers?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

Do all tie tubes attach to both the inner and outer ledger or standards?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

Have wall ties been subject to proof testing and are suitably tagged?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

Guardrails and toe boards

Are the rails secured to the inside of the standards?

Comments

YES

- ☒ Yes
☐ No
☐ N/A

C

C

Are the guard rails fixed at least 950mm from the platform?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Are the toe boards fitted to the platform and at least 150mm high?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Are the toe boards secured Twice to the inside of the standards?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Are all stop end handrails installed using right angle couplers?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Inspection and monitoring

Is there a scaff-tag or equivalent displayed at all access points?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Have the details on the tag been completed correctly?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

Have the inspections been recorded and signed by an authorised person?

- ☒ Yes
☐ No
☐ N/A

Comments

YES

C

C

Are the inspection frequencies in line with the work at height regulations?

Comments

YES

☒ Yes

☐ No

☐ N/A

Details of Competent Person Inspecting the scaffold/Work equipment:

Name

DALE MCDONALD

Job Title

HEALTH & SAFETY MANAGER

Signature

.....

Date

C

C

Neath

RAMS