

Risk Assessments

Sensible risk management is about:

- o Ensuring that workers and the public are properly protected
- o Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- o Enabling innovation and learning not stifling them
- o Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- o Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Source: HSE 2009

The risk assessments within this file have been developed over a long period of time using the expertise of very experienced Northern Safety Ltd., Safety Advisers and should cover most activities carried out by the company.

However, they should not be regarded as a final working document but as a starting point in carrying out a risk assessment.

To carry out a risk assessment properly, each new job should be assessed to identify the hazards associated with carrying out the task before any work is started and the risk assessment in this file should help to avoid "re-inventing the wheel".

5 Steps

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Follow the five steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

RISK MATRIX	PROBABILITY				
	1 Near Impossible	2 Unlikely	3 Notable Chance	4 Likely	5 Almost Certain
1 Insignificant	1	2	3	4	5
2 Minor Injury	2	4	6	8	10
3 Notable Injury	3	6	9	12	15
4 Major Injury	4	8	12	16	20
5 Death	5	10	15	20	25
RISK SCORE DETERMINATION (Probability x Severity)					
Overall risk rating is low, standard precautions should be used					
Overall risk rating is at a medium level; extra precautions may be needed before you proceed					
Overall Risk rating is high, extra precautions MUST be put in place before the task continues, if nothing can be done please seek a different method of carrying out this task					

ABRASIVE WHEELS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed By	Craig Brannigan	
L - Low	Care Required Required	Frequency	Routinely	Review Date	October 2020	
M - Medium	Action Required	Duration	Hours	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	001	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
USING ABRASIVE WHEELS E.G. HAND GRINDERS FOR CUTTING METAL, PLASTIC, BRICKWORK ETC.	Abrasion - Accidental contact with the wheel / disc.	H	<ul style="list-style-type: none"> Guards must be fitted and designed to contain every fragment of the wheel if it fractures. Operative must check the guard before and after use. If the guards are loose or damaged, the equipment must be removed from service and repairs carried out by a competent person. 			L
	Wheel / disc may fracture - resulting in particles and high velocity projectiles being ejected causing injury to Operative.	H	<ul style="list-style-type: none"> Only trained and competent persons authorised to change a disc or wheel. Operator to conduct Pre and post inspections. Eye, face, hand, body and hearing protection must be worn. Report any wheel, disc or stone fractures/bursting to management (RIDDDOR reportable) 			L
	Ejecting debris - Eye injury resulting from small particles being discharged from wheel/disc	H	<ul style="list-style-type: none"> Only trained and competent persons authorised to change a disc or wheel. Ensure the correct wheels / discs are available for the type of work being carried out. Ensure Operative wears the correct eye protection (high impact). Ensure the correct guard id always fitted. 			L
	Dust/fume - generated during operation may cause respiratory problems. Masonry dust may contain Respirable Crystalline Silica(RCS)	H	<ul style="list-style-type: none"> Good ventilation required if dust/fume is generated i.e. local exhaust ventilation (LEV). Where this is not practical, appropriate respiratory protection to be worn. Refer to CoSHH assessment if Crystalline Silica present. Dust suppression methods to be used when cutting stone/concrete/brick etc. e.g. Stihl water bottle/hose system with resin bonded discs. Note; Abrasive wheels may be used wet or dry according to type, unless there is a restriction marked on the wheel. 			L
	Noise - generated during operation of wheel / disc.	H	<ul style="list-style-type: none"> Ensure hearing protection is adequate and worn correctly. Exclusion zone to protect other person in the vicinity. 			L
	Vibration	H	<ul style="list-style-type: none"> Assess the vibration. See tool manufacturer's information Short duration work, record use if likely to exceed the exposure action value. Keep hands warm and wear gloves. Use low vibration equipment. 			L
	Sparks - can be generated and create a fire hazard.	H	<ul style="list-style-type: none"> All work areas must be kept free of debris at all times and sparks should be contained as far as is practicable. Operative to wear protective clothing, e.g. flame retardant overalls 			L

ABRASIVE WHEELS - HAND HELD GRINDERS-

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	Care Attention Required	Frequency			Contractor			Review Date	October 2020	
M - Medium	Action Required	Duration			Minutes			Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No			002	Page 1 of 1		Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
WORKING WITH HAND HELD GRINDERS	<p><u>Accidental contact with the wheel / disc.</u></p> <p><u>Wheel / disc may fracture</u> and cause particles to fly off injuring Operatives.</p>	H	<ul style="list-style-type: none"> Ensure operative is trained to change abrasive wheels and discs. Ensure correct wheels / discs are in use for the type of work being carried out. Operator to conduct Pre and post inspections. Abrasive wheels must be stored in proper storage facilities, which are dry and not susceptible to extreme heat. Report any wheel, disc or stone fractures/bursting to management (RIDDOR reportable) 							L
	<p><u>Flying Debris</u></p> <p>Injuries to the eyes can occur from small particles being thrown off the wheel / disc.</p>	H	<ul style="list-style-type: none"> Guards must be fitted that are designed to contain every part of the wheel if it fractures. A mandatory eye protection zone must be established in order to protect other persons in the vicinity of the grinding operation. 							L
	<p><u>Dust/Fume</u> generated during operation may cause respiratory problems.</p> <p><u>Noise</u> can be a hazard whilst operating wheel / disc.</p> <p><u>Risk of vibration</u> while finger due to prolonged use of Hand Held Grinders</p>	H	<ul style="list-style-type: none"> Effective ventilation to be in place if dust/fume is generated i.e. local exhaust ventilation (LEV). Persons carrying out this operation <u>must</u> wear the appropriate personal protective equipment: <ul style="list-style-type: none"> Safety footwear Protective overalls (Flame retardant) Gloves Eye protection (Impact goggles) Respiratory protection Hearing protection A register must be kept of the daily exposure times to vibration. Low vibration equipment to be selected and used whenever possible. 							L

ACCESS & EGRESS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	M - Medium					
Action Required		Frequency	Dependant on the tasks	Review Date	October 2020	
Immediate Action & Stringent Controls Required		Duration	Short	Next Review Date	October 2021	
H - High		File Reference No	003	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
ACCESS TO & EGRESS FROM AREAS OF WORK.	Trailing cables extension cables, portable lighting cables.	M	<ul style="list-style-type: none"> Ensure that all trailing leads are kept tidy and routed away from walkways. 			L
	<u>Damaged floor surfaces</u>	M	<ul style="list-style-type: none"> All access / egress routes must be of a suitable hard wearing material for their intended purpose & properly maintained. 			L
	<u>Spillages</u> Liquid on floor surface	M	<ul style="list-style-type: none"> Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken. 			L
	<u>Unprotected edges / openings</u>	M	<ul style="list-style-type: none"> All open edges to be adequately protected with correctly designed and installed handrails. 			L
	<u>Sloping surface</u> <u>Uneven steps</u> <u>Changes in floor levels</u> <u>Poor lighting</u>	M	<ul style="list-style-type: none"> All access / egress routes need to be adequately lit, of suitable size and constructed for the purpose intended to ensure safe, easy access and egress. Emergency routes in particular should be highlighted and maintained in a safe condition. 			L
	Traffic Plant movement	H	<ul style="list-style-type: none"> Traffic / plant movements and pedestrians should be segregated wherever possible or otherwise tightly controlled. 			L

ASBESTOS (CONTACT WITH)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	Careful Vigilance Required	Frequency		Occasionally		Review Date		October 2020		
M - Medium	Action Required	Duration		Minutes		Next Review Date		October 2021		
H - High	Immediate Action & Stringent Controls Required	File Reference No		005	Page 1 of 1	Location		Site		
TASK/ JOB COMPONENT	HAZARD	RISK RATING		CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK						REVISED RISK RATING
WORK WHERE ASBESTOS IS OR MAY BE PRESENT	<p>Inhalation of asbestos dust / fibres which can cause asbestosis, lung cancer, Mesothelioma or other respiratory diseases. This may occur whilst carrying out work in any buildings that were constructed pre - 2000.</p>	H		<ul style="list-style-type: none"> Where asbestos is known to exist a survey must take place before work commences, to establish the type of asbestos and the nature, condition and extent of any potential exposure. Check site Asbestos Register. If exposure is likely to exceed the "action level", access to hazardous areas should be restricted. Removal and disposal of licensed asbestos materials must be carried out by a licensed contractor employing competent operatives trained to a recognised standard Category A in Asbestos Awareness. Removal and disposal of non-licensed asbestos materials must be carried out by a contractor whose operatives have been trained to a recognised standard Category B in Asbestos Awareness. Work must be carried out in accordance with a method statement in the "Plan of Work". Workers who do not work primarily with asbestos but who may occasionally come into contact with asbestos during their normal work activities must be trained to a recognised standard Category C Asbestos Awareness. Areas should be designated as "asbestos areas" or "respirator zones" as appropriate and clearly marked as such. Encapsulation of areas should be considered. If suspicious materials are discovered which may be asbestos containing (ACMs), then work must cease immediately. Suspicious materials must be reported to the site manager who must ensure further investigations are carried out prior to work re-commencing. 						L

COSHH

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-DEM Ltd Operative	Assessed / Reviewed By	Craig Brannigan
L - Low	Casual Visitors Required	Frequency	Routinely	Review Date	October 2020
M - Medium	Action Required	Duration	Minutes	Next Review Date	October 2021
H - High	Immediate Action & Stringent Controls Required	File Reference No	009	Location	Site
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		
EXPOSURE TO HAZARDOUS SUBSTANCES IN THE WORKPLACE	HAZARD	H			
		<ul style="list-style-type: none"> All substances must be subject to a suitable risk assessment, with the findings and control measures required, communicated to those likely to be affected - before being used in the workplace. The CoSHH risk assessment will establish the potential harmful effects, how it should be handled, who may be affected, how it should be stored and what appropriate control measures are to be taken. If an unknown substance is discovered, it must be brought to attention of the person in charge and a suitable assessment must be carried out before the substance is handled, used or disposed of. The risk to personnel must be considered and exposure to any harmful substances must be either eliminated or reduced to a safe level by introducing appropriate control measures. Where use of hazardous substances cannot be avoided, all possible precautions must be taken to minimise exposure. All appropriate PPE must be used as required by the assessment. 			
		REVISED RISK RATING			

DELIVERY AND DISPATCH OF SITE MATERIALS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	Very Low Risk	Frequency		Dependant on the tasks		Review Date		October 2020		
M - Medium	Action Required	Duration		Short		Next Review Date		October 2021		
H - High	Immediate Action & Stringent Controls Required	File Reference No		010	Page 1 of 1	Location		Site		
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
THE DELIVERY AND REMOVAL OF SITE MATERIALS BY LORRIES, WAGONS, WAGONS, SKIPS ETC.	Operatives being injured by vehicles manoeuvring throughout the site to carry out the delivery / unloading and removal of materials	H	<ul style="list-style-type: none"> Vehicles delivering or removing site materials must at all-time be assisted by a member of the Company (Banksman) when reversing. All personnel must keep clear at all times when vehicles are manoeuvring into the loading/unloading position or when carrying out loading/unloading procedures. 							L
	Operatives being injured when materials are lowered or lifted by 360° machines	H	<ul style="list-style-type: none"> They should be fully aware of all site personnel/vehicle drivers and general public in the area of danger. To protect the Driver of delivery/unloading vehicles materials should not be taken over the drivers cab whilst unloading/loading procedures are taking place. 							L
	Wagons may become unstable when loading or unloading or parked on uneven ground causing the load to topple.	M	<ul style="list-style-type: none"> The Operative must always ensure that the materials are in a safe condition to be loaded or unloaded prior to the procedure taking place. Consideration should be made to the stability of the wagon when unloading or loading. 							L
	Slips, trips and falls while assisting in the unloading procedure.	M	<ul style="list-style-type: none"> The work area must be clear of all tripping hazards before any unloading operation takes place. Operatives carrying out this operation must wear the appropriate personal protective equipment: <ul style="list-style-type: none"> Safety footwear Head protection Eye protection High Visual Jacket 							L

DEMOLITION - 360° DEMOLITION MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed	
L - Low	M - Medium			By	By
No Further Action Required		Frequency	Routinely	Review Date	October 2020
Action Required		Duration	Hours	Next Review Date	October 2021
Immediate Action & Stringent Controls Required		File Reference No	011	Location	Site
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISED RISK RATING
SITE USE OF 360° MACHINES, EITHER WHEEL MOUNTED OR TRACKED CRAWLER TYPES. USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. BUCKETS, DEMOLITION POLES, SHEARS, PULVERISOR, CONCRETE CRUSHER, GRAPPLERS AND IMPACT BREAKERS	Over turning of the machine	H	<ul style="list-style-type: none"> Only experienced, trained and competent operatives holding current and relevant (CPCS/CCDO) certification / card to operate excavator machines. 		L
	Over loading of the machine	H	<ul style="list-style-type: none"> Only experienced, trained and competent operatives holding current and relevant (CPCS/CCDO) certification / card to operate excavator machines. Machines must be fit for purpose, in good condition and suitably maintained. Machines must meet with the prescribed mandatory test and inspection requirements, with all certification / records readily available. To prevent overloading, the manufacturers bucket / attachment size must never be exceeded. When other attachments are used, weight/load assessments will be carried out to establish suitability and safe limits of operation. 		L
	Contact with live underground services and overhead cables.	H	<ul style="list-style-type: none"> All live services to be suitably identified before any excavation work commences, CAT scan the working area. Where necessary, goal posts will be erected to identify overhead services. Underground services to be exposed by hand digging. 		L
	Machine falling into holes, excavations or cellars.	H	<ul style="list-style-type: none"> An adequate assessment of existing ground conditions must be carried out to ensure suitability for excavator operation. Physical barriers, edge protection or vehicle stops to be erected or installed. Machines will not be allowed near to unsupported trenches. These areas will be clearly identified and barriers erected. 		L

DEMOLITION - 360° DEMOLITION MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed By	Craig Brannigan	
L - Low	Safe Machine Required	Frequency	Routinely	Review Date	October 2020	
M - Medium	Action Required	Duration	Hours	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	011	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
SITE USE OF 360° MACHINES, EITHER WHEEL MOUNTED OR TRACKED CRAWLER TYPES USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. BUCKETS, DEMOLITION POLES, SHEARS, PULVERISOR, CONCRETE CRUSHER, GRAPPLERS AND IMPACT BREAKERS	Carrying persons as passengers, who may fall from the machine whilst in motion?	H	<ul style="list-style-type: none"> Carrying of passengers is strictly prohibited. Site inspections to ensure policy is being followed. 			L
	Flying or falling debris affecting others.	H	<ul style="list-style-type: none"> To safeguard against flying or falling debris, the site will be contained and exclusion zones where practical. Personnel will be kept away from machine operations by the Banksman. 			L
	Noisy plant/machine operations/ Dusty conditions	M	<ul style="list-style-type: none"> Machines kept in good condition, suitably maintained and regularly inspected. In accordance with the Control of Noise at Work Regulations 2005, hearing protection will be made available for noise levels ≥80 and ≤85dB (A). Where noise levels are ≥85 dB (A), the wearing of hearing protection is mandatory. Machine Operatives to close the door and windows at all times when operating the machine to isolate from noise/dust. 			L
	Hazards to other site personnel in the vicinity of the machine operations.	M	<ul style="list-style-type: none"> A Banksman will be deployed to ensure all unauthorised or non-essential personnel are kept clear of machine operations. Authorised personnel in the area of the machine movements must wear high visibility clothing. Machines to be fitted with protection grilles above and around the Operative's cab to protect the windscreen, cabin and roof lights. Machines to be fitted with roof lights and rear CCTV camera with in-cab monitor. 			L
	Falls from height	M	<ul style="list-style-type: none"> Machine Operatives to wear seat belt & close the door at all times when operating machinery, to prevent falls. Activities involving climbing onto machines, i.e. access/egress to & from cabin, re-fuelling etc., will be carried out using proper means of safe access. 			L

DEMOLITION - FALLING MATERIALS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		
L - Low	Low	Frequency		Dependant on the tasks		Review Date	Craig Brannigan	
M - Medium	Action Required	Duration		Short		Next Review Date	October 2020	
H - High	Immediate Action & Significant Controls Required	File Reference No		015	Page 1 of 1	Location	October 2021	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK					REVISED RISK RATING
MATERIALS FALLING FROM ABOVE DURING DEMOLITION OF A BUILDING.	Falls of materials.	H	<ul style="list-style-type: none"> An exclusion zone must be established beneath the work area with appropriate warning signs, Communication to all personnel concerned regarding the rules and regulations of exclusion zones. A fully trained Demolition Supervisor will oversee the work at all times. Operatives will wear all relevant personal protective equipment for the work to be carried out. Good Housekeeping. Work tidily at all times. All created debris will be removed from height as soon as is practicable to reduce the risk of materials falling. Where necessary debris netting will be erected to protect others on site or the general public from flying debris or falls of materials. Regular inspections particularly scaffold and rigging. 					L
	Flying particles and debris.	H						<ul style="list-style-type: none"> Operatives will wear all relevant personal protective equipment for the work to be carried out. Work should be organised to eliminate the need for operatives to be working below other demolition activities. Exclusion zones in operation below activities.

DEMOLITION - FIRE HAZARD

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk Frequency Duration File Reference No	Nor-Dem Ltd Operative, Visitors, Contractor Dependant on the tasks Short 016 Page 1 of 1	Assessed / Reviewed By Review Date Next Review Date Location	Craig Brannigan October 2020 October 2021 Site
L - Low	Green				
M - Medium	Yellow				
H - High	Red				
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK	REVISED RISK RATING	
FIRE HAZARDS ASSOCIATED WITH DEMOLITION AND DISMANTLING OF PLANT AND BUILDINGS.	Fire can arise from numerous situations whilst carrying out demolition and dismantling work.	H	<ul style="list-style-type: none"> The Company will ensure that each contract is specifically and separately assessed for potential fire hazards prior to any work commencing. Whenever possible, all flammable items will be removed at the start of the job and before any hot work commences in particular. Employees to be informed of any areas or items posing a potential hazard and will be instructed on the precautions and control measures required. Suitable and sufficient firefighting equipment relative to the type of hazard, will be provided by the company and employees instructed in its use. Safe working procedures and methods will be adopted to prevent or reduce the risk of fire. When applicable, fire checks around work sites to be carried out at the end of each working day or on completion of the task. 	H	
		H			
		H			
		M			
		M			
		M			

DEMOLITION - SOFT STRIP OF BUILDINGS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors.		Assessed / Reviewed By		Craig Brannigan		
L - Low	Good Management Required	Frequency	Routinely	Hours	024	Review Date	October 2020	Next Review Date	October 2021	
M - Medium	Action Required	Duration				Location	Site			
H - High	Immediate Action A Stringent Controls Required	File Reference No			Page 1 of 2					
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
GENERAL SOFT STRIP OF BUILDINGS	Impact/ Abrasions From or with objects/ structures during removal	M	<ul style="list-style-type: none"> Trained and competent demolition operatives. Appropriate PPE for task being carried out. Walk ways will be kept clear of debris and materials. Establish a designated route for movement of materials. 							L
	Puncture/ Cuts/ Projectiles Operative being injured by items i.e.; glass, nails, sharp or protruding edges.	H	<ul style="list-style-type: none"> Trained and competent demolition operatives. Operatives will wear rigger gloves or Kevlar where risk of sharp/ edge are present. Operatives will wear safety footwear (steel toe caps/ reinforced soles). Any protruding nails or other objects will be hammered flat or removed. Safety goggles worn when using tools that could cause materials to fly off. All glass will be broken up and removed from the area as soon as practicable. 							L
	Hazardous Substances Contact with substances during removal of internal fittings	M	<ul style="list-style-type: none"> Trained and competent demolition operatives. Appropriate PPE for task being carried out. Specialist contractors employed where necessary. Operatives trained in dangers of hazardous wastes, Leptospirosis, needles etc. 							L
	Dusts/ Fumes Created during the removal of materials or fittings	M	<ul style="list-style-type: none"> Appropriate PPE/RPE for task being carried out. Minimum of FFP3 filter masks. Areas will be opened to natural ventilation. Dust suppression carried out when necessary. Mechanical LEV will be established where required. Where possible dust will be vacuumed rather than swept up. 							L
	Noise Created during all procedures	M	<ul style="list-style-type: none"> Noise minimisation to be considered when selecting tools. Appropriate PPE worn for task being carried out. 							L

DEMOLITION - SOFT STRIP OF BUILDINGS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		
L - Low	Can Vibrate	Frequency	Routinely	Contractor	Craig Brannigan	Review Date	October 2020	
M - Medium	Action Required	Duration	Hours			Next Review Date	October 2021	
H - High	Immediately Action & Stringent Controls Required	File Reference No	024	Page 2 of 2	Site	Location		
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK					REVISED RISK RATING
GENERAL SOFT STRIP OF BUILDINGS	Vibration Caused from vibratory machinery and equipment	M	<ul style="list-style-type: none"> Low level vibration equipment to be used where possible. Personal records of exposure to HAVS maintained and daily limits not exceeded. Work rotation and regular rest breaks to be taken Operatives to keep hands warm and dry 					L
	MSD/ Strains Caused during Manual Handling tasks	M	<ul style="list-style-type: none"> Trained and competent demolition operatives. Refreshed Periodically. Controlled Team lifting where required. Mechanical means of lifting made available where required. 					L
	Slips/ Trips and Falls Due to poor floor surfaces or housekeeping	M	<ul style="list-style-type: none"> Materials will be removed from the work area/site as soon as is practical. Access routes will be kept clear. Materials stored in designated area. 					L
	Falling Objects/Falls from Height During removal of internal structures fittings and linings.	H	<ul style="list-style-type: none"> Trained and competent demolition operatives (working at height). Appropriate PPE for task being carried out. Materials will always be removed from the building into a cordoned dropping zone. Any openings created in floors etc. will be covered immediately. Safe working platforms used for working at height, ladders for short duration work only 					L

DEMOLITION - SORTING OF WASTE MATERIALS BY HAND AND 360° MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Contractor	Operative, Visitors, Assessed / Reviewed By	Craig Brannigan	
L - Low	Care Opportunity Identified	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Action Required	Duration	Short	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	025	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
WASTE MATERIALS SORTED INTO VARIOUS CATEGORIES SUCH AS WOOD, PLASTIC, METAL, PAPER, USING MAINLY HAND PICKING METHOD WITH THE ASSISTANCE OF A 360° GRAB MACHINE FOR HEAVIER OBJECTS	Injuries caused by coming into contact with 360° grab machines. Either knocks or from falling material passing over the heads of the operatives.	H	<ul style="list-style-type: none"> Operatives should cease work when 360° machines are operating, they should retreat to a safe area until machine operations have finished. The machine operatives will never operate machines when hand sorting is taking place. 			L
	Injuries caused by coming into contact with 360° grab machines. Either knocks or from falling material passing over the heads of the operatives.	H	<ul style="list-style-type: none"> Only operatives with experience and training in the relevant type of operation and that hold a current training certificate will operate the machines. 			L
	Injuries to the hands and feet caused by sharp objects being picked up or from protruding the waste materials.	H	<ul style="list-style-type: none"> Vehicle drivers to be aware of the activities taking place; when materials are unloaded the operatives must retreat to a safe area. Operatives should be aware at all times of what they pick up and where they put their feet. They should never walk on the material unless they absolutely certain there are no hidden hazards. 			L
	Inhalation of dust and eye damage created from the activities taking place. The degree of dust hazards can vary due to the variety of materials being handled.	H	<ul style="list-style-type: none"> If there is a risk of dust being generated as on dry and windy days then dust suppression must be used. Care to be taken at all times. RPE to be worn where required with minimum of FFP3 filter. 			L
	Slips & Trips from materials being sorted	H	<ul style="list-style-type: none"> Wear the correct PPE <ul style="list-style-type: none"> • Gloves • Safety Helmet • Safety shoes • High Visual Jackets • Face masks 			L

DUST - GENERAL

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-DEM Ltd Operative, Visitors, Contractors and Others in the vicinity		Assessed / Reviewed By	Craig Brannigan	
L - Low	Care Vigilance Required	Frequency	Routinely - weather dependent		Review Date	October 2020	
M - Medium	Action Required	Duration	Hours	Next Review Date	Location	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	030	Page 1 of 1	Site		
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK				REVISED RISK RATING
DUST ARISING FROM WORK ACTIVITIES	Principal hazards are adverse health effects to operatives and persons within the vicinity by dust inhalation, skin and eye irritation or as a general nuisance.	H	<ul style="list-style-type: none"> A task specific risk assessment including COSHH risk assessment shall be carried out prior to work commencing. Due note should be taken of the overall Workplace Exposure Limits (WELs) for total dust which can be inhaled (10mg/m³); for respirable dust which includes cement (4mg/m³); and a more stringent maximum exposure level for respirable crystalline silica (0.1mg/m³) should this be involved. 				L
	<p>Note:</p> <p>The degree of risk varies from low to high dependent on the specific site situation and also the type of dust which may be generated e.g. silica, cement, plaster, wood, metals, etc.</p> <p>Weather conditions also affect dust levels, particularly dry / windy and wet conditions should be taken into account.</p> <p>Poor ventilation will increase the likelihood of dust content in the air.</p>	H	<ul style="list-style-type: none"> Every effort should be made to contain the dust within the immediate work area. When practical, dust arising should be dampened down with water to suppress the airborne dust to an acceptable level. Operatives should be provided with adequate RPE, usually of the disposable type. Minimum specification FFP3 type. Where RPE is selected for regular use, operatives must undergo a face fit test. Eye protection should be worn when conditions dictate. Operatives must be instructed to maintain good standards of hygiene. Dust should be cleaned up regularly either by dampening sweepings or by an industrial vacuum cleaner. Good ventilation should be provided in the work area with extraction systems installed where necessary to ensure clean air. 				L
	Explosion/Fire from dust particles in the air igniting.	H	<ul style="list-style-type: none"> Good ventilation should be provided in the work area with extraction systems installed where necessary to ensure clean air and prevent dust build up. 				L

ELECTRICAL - PORTABLE TOOLS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed By	Craig Brannigan	
L - Low	Low Voltage Required	Frequency	Frequently	Review Date	October 2020	
M - Medium	Action Required	Duration	Minutes	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	035	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
WORKING WITH OR USING ELECTRICAL EQUIPMENT	<p>Electrocution - contact with exposed live power sources as a consequence of damaged or faulty equipment, tool or power cable.</p>	H	<ul style="list-style-type: none"> Personnel must be competent and trained in the safe use of that equipment. Operative to conduct Pre and Post user inspections. To prevent electric shocks one or more of the following must be used:- <ol style="list-style-type: none"> Residual current device Double insulated equipment Circuit breakers Battery operated equipment Ensure correct fuse type Reduced Voltage (110 Volt) with centre tapped earth In addition to the above measures all equipment must be tested by a competent person and inspection tag fitted (PAT Tested) 			L
	<p>Electrocution The ingress of water into electrical equipment</p>	M	<ul style="list-style-type: none"> All equipment should be kept away from any water source, where this not possible then it should be isolated or covered so as to give full protection. A daily inspection should be carried out by the user and any defects in the equipment or cable must be reported and rectified before equipment is re-used. Always use the correct type and specification of plugs, sockets and cables for the equipment being used. Never use cables joined together - they do not have the mechanical strength of continuous cables. 			L
	<p>Slips, trips and falls - caused by poor routing of cables in the workplace and walkways</p>	M	<ul style="list-style-type: none"> Ensure trailing cables are kept tidy and away from walkways wherever possible. Route cables overhead where practical. 			L

EMERGENCY PROCEDURES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	Very Minor Control	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Action Required	Duration	Short	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	036	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
	<u>Serious incident / injury due to poor emergency procedures.</u>	H	<ul style="list-style-type: none"> A suitable and sufficient emergency plan must be in place and employees informed of requirements and responsibilities. Regular fire drills to be carried out so personnel are familiar with escape routes, fire actions and use of extinguishers. 			L
	<u>People trapped in buildings</u> - in the event of fire.	H	<ul style="list-style-type: none"> Personnel to be made aware of the importance of keeping exits clear and fire escape doors unlocked. Nominated 'Fire Wardens' will be appointed to maintain escape routes / exits. Escape routes are to be clearly signed and where appropriate, emergency lighting installed. An attendance sheet will be used by the Fire Warden to account for personnel. In the event of disabled people being on the premises, a person will be nominated to accompany them at all times and to escort them to safety; this will be arranged prior to any emergency situation. 			L
	<u>Slips, trips & falls.</u>	M	<ul style="list-style-type: none"> Good housekeeping standards and cable management will be encouraged. Walkways will be kept clear of debris. 			L
	<u>Failed firefighting equipment.</u>	M	<ul style="list-style-type: none"> All firefighting equipment will be subjected to periodic checks and visually inspected regularly. This will be done by a trained and competent person. Annual inspection of Fire alarm and fire extinguishers by an authorised and accredited company. 			L

EMERGENCY PROCEDURES

FIRST AID (ADMINISTERING)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor, Injured Persons		Assessed / Reviewed By		
L - Low	Low Potential Hazards		Frequency	Dependant on the tasks		Craig Brannigan	
M - Medium	Action Required		Duration	Short		Review Date	October 2020
H - High	Immediate Action & Emergency Controls Required		File Reference No	040	Page 1 of 1	Next Review Date	October 2021
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK				REVISED RISK RATING
ADMINISTERING FIRST AID.	<p><u>Inexperienced or unqualified persons</u> First aid being given by inexperienced or unqualified persons, which may well result in aggravation of patients injuries.</p>	M	<ul style="list-style-type: none"> Persons administering first aid should have completed a comprehensive first aid course. Examples are: <ul style="list-style-type: none"> First Aid at Work Certificate (3 Days) Emergency First Aid at Work Certificate (1 Day) Ensure adequate first aid cover is available at all times. 				L
	<p><u>The person administering first aid being exposed to the same hazard that caused the initial accident, therefore inflicting injury.</u> Examples would be: Chemical contact, electric shock, falls from height etc.</p>	M	<ul style="list-style-type: none"> Contact Emergency services before attempting to carry out any first aid on an injured person or delegate the task to a colleague where possible. The First Aider must establish that the area where the injured person is located is safe to enter. The First Aider must never rush in. Always assess the risks to yourself, regarding the area and situation, before proceeding. 				L
	<p><u>Insufficient equipment</u> The First Aider having insufficient equipment to administer appropriate treatment.</p>	M	<ul style="list-style-type: none"> It is the responsibility of the First Aider to ensure that all essential equipment is available in the workplace, to enable them to carry out their duties adequately, i.e.: first aid box is adequately stocked. 				L

LIVE SERVICES ON SITE

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	Control Measures Required	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Action Required	Duration	Short	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	058	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
<p style="text-align: center;">MANAGING THE PRESENCE OF LIVE SERVICES ON SITE WHICH AFFECT WORK e.g. ELECTRICITY, GAS, WATER, DRAINAGE AND TELECOMMUNICATIONS AND DATA SERVICES.</p>	<p>Contact with live services, situated below the ground, above the ground or overhead by personnel, portable tools, mobile plant or vehicles. Potential hazards include: electric shock / electrocution, gassing, fire or explosion and those associated with specific chemicals and subsequent damage caused.</p>	<p style="font-size: 24pt; margin: 0;">H</p>	<ul style="list-style-type: none"> Comprehensive survey to identify all services prior to any work commencing. Contact service provider for advice, information and authorisation. In order to determine the precise nature, location and type of services, involve the Client / Occupier and where applicable, the appropriate authorities. The location of live services on site to be communicated to those who may be affected and physically identified with warning signage. 			<p style="font-size: 24pt; margin: 0;">L</p>
			<ul style="list-style-type: none"> Wherever possible, physical isolation of services will be carried out and those needed for the provision of on-site services will be clearly identified. Where commissioning works are being carried out safe systems of work must be in place to ensure all site workers are made aware that services are being made live. 			<p style="font-size: 24pt; margin: 0;">L</p>
			<ul style="list-style-type: none"> In all cases, those at risk will be informed accordingly and instructed in the precautions and control measures to follow. Excavation work local to any buried services will be by hand digging. 			<p style="font-size: 24pt; margin: 0;">L</p>
			<ul style="list-style-type: none"> In relation to overhead services, the company will ensure all distances for clearance margins are observed and any statutory requirements stipulated by the appropriate authorities or service provider are complied with. All relevant aspects will be incorporated into the method statement prepared for the contract. 			<p style="font-size: 24pt; margin: 0;">L</p>

LIVE SERVICES - UNDERGROUND

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk Frequency Duration File Reference No	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By				
L – Low	Green - Minimal Hazard			Craig Brannigan				
M – Medium	Yellow - Action Required			October 2020				
H – High	Red - Immediate Action & Stringent Controls Required			October 2021				
TASK/ JOB COMPONENT	HAZARD	RISK RATING	057	Page 1 of 1	Location	Site	REVISIED RISK RATING	
EXCAVATION WORKS WHERE LIVE UNDERGROUND SERVICES MAY BE PRESENT INCLUDING GAS, ELECTRICITY AND MANS WATER	Electrocution/Power Cut Contact with live underground electrical power cables to live underground telecommunication cables causing electrical short to excavator during excavation works	H	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK <ul style="list-style-type: none"> • All involved in excavation works must be familiar with HSE guidance hsg47. • Wherever possible, physical isolation of services will be carried out and those needed for the provision of on-site services will be clearly identified. • Prior to excavation work commencing, research work must be carried out by a trained and competent person by finding and consulting existing drawings or plans. • Prior to excavation work commencing, to determine the location and identification of both known and unknown underground services, a site field survey must be carried out by a trained and competent person using locating equipment e.g.CAT scan and working to a grid pattern. See hsg47. • Prior to each use all locating devices, e.g.CAT scan equipment, must be checked and calibrated and be fully charged by trained and competent person. A Banksman, positioned at safe distance, must assist the excavator operative during digging works. • During excavation works, where there is a strong suspicion of the presence of unknown live services, continuous monitoring e.g.CAT scanning and hand digging may be required • Where there is a danger of contact with a gas main then gas monitoring must be considered and "No naked flame" signs erected. • Where operatives are working near sewers the appropriate PPE must be worn to prevent contact with harmful micro-organisms. • Where operatives are working near chemicals the appropriate PPE must be worn to prevent contact with harmful substances. 					L
	Fire / Explosion Contact and fracture of gas main or pipes containing flammable liquids, chemicals etc. during excavation works	H						L
	Contact with Sewage. Damage to live underground sewer releasing sewage during excavation works	M						L
	Burst Water Main Contact with underground water main causing damage and flooding during excavation works	H						L

MANUAL HANDLING

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative		Assessed / Reviewed By	
L – Low	Care No Time Required	Frequency	Frequently		Review Date		Craig Brannigan
M – Medium	Action Required	Duration	Minutes		Next Review Date		October 2020
H - High	Immediate Action & Stringent Controls Required	File Reference No	061		Location		October 2021
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISED RISK RATING		

<p style="text-align: center;">THE WORK PLACE</p> <p style="text-align: center;">CARRYING OUT MANUAL HANDLING ACTIVITIES IN</p>	<p>Many work place activities involve frequent manual handling tasks - lifting of objects may involve difficult and heavy lifts that may lead to potential back or other musculoskeletal related injuries.</p>	<p style="font-size: 2em; font-weight: bold;">M</p>	<ul style="list-style-type: none"> Wherever possible - avoid the need for manual handling. When manual handling cannot be avoided, ensure an adequate risk assessment is carried out and control measures introduced to reduce the risk to an acceptable level. Always consider use of mechanical lifting equipment / appliances, in preference to manual handling of heavy, bulky and awkward loads. Ensure all identified control measures are applied, in order to minimise the likelihood of back or other strain injuries. Operatives must be trained in good manual handling techniques Great care should be taken when lifting any object. If the lift is too heavy for one person – get assistance e.g. team lift, two-man lift. Always maintain an upright and straight posture. Do not lift with your back bent or over reach, the correct posture and technique is essential. Know your limitations. Remember – STOP – THINK – CONSIDER 	<p style="font-size: 2em; font-weight: bold;">L</p>
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NOISE - GENERAL

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		
L - Low	Critical/High Risk Potential	Frequency	Frequency	Contractor	Reviewed By	Review Date	October 2020	
M - Medium	Action Required	Duration	Duration	Hours	Next Review Date	Location	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	File Reference No	063	Page 1 of 1	Site		
TASK/JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK					REVISED RISK RATING
NOISE CREATED IN THE WORKPLACE	<p>Noise induced hearing loss Operatives are liable to be exposed to high levels of noise causing hearing damage - both short and long term, e.g. working with or in proximity of vibrating equipment, generators, compressors, plant, machines or drilling operations etc.</p> <p>Environmental impact on others Other persons in close proximity to the noise source. General public and residents affected by noise pollution, created by the noise source.</p>	H	<ul style="list-style-type: none"> Noise assessment of work carried out. Reduce noise at source – consider equipment noise levels as part of the procurement process. Where possible substitute noisy activity with a quieter alternative. Ensure hearing protection is provided and worn correctly when levels dictate. Operatives trained and aware of dangers. Rotation of work amongst operatives where practicable, to reduce exposure times. Understand the noise at work regulations and guidance requirements. http://www.hse.gov.uk/noise/regulations.htm 					L
		M	<ul style="list-style-type: none"> Noise levels minimised by: <ul style="list-style-type: none"> Stopping rattles. Throttling down the engine while idling. Fitting insulated engine covers. Keep tools sharp to lessen any frictional noises. Do not drop items unnecessarily. The use of mufflers, shields, enclosures and barriers. Distancing the noisy activity from occupied premises. Where any person is liable to be exposed to noise levels $\geq 80\text{dB}$ (A) his employer shall provide him with suitable ear protection. If the level is $\geq 85\text{dB}$ (A), it is mandatory for hearing protection to be worn. Hearing protection must conform to BS EN 352 Operatives must receive training and instruction in the correct use and wearing of hearing protection. 					L

NOISE – GENERATED BY MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan	
L – Low	Costs/Validates/Required	Frequency	Routinely	Minutes	064	Review Date	October 2020	Next Review Date	October 2021
M – Medium	Action Required	Duration		File Reference No		Location			Site
H – High	Immediate Action & Stringent Controls Required								
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISED RISK RATING				
<p style="text-align: center;">EXPOSURE TO NOISE WHILST WORKING IN THE VICINITY OR ACCESSING AREAS WHERE MACHINES ARE RUNNING TO ENABLE MAINTENANCE, COMMISSIONING OR FOR OPERATIONAL PURPOSES.</p>	<p><u>Noise induced hearing loss</u> Staff may be exposed to noise levels above the recognised Action Levels, causing hearing damage - both short and long term - whilst working in the proximity of large, vibrating machines or plant at the depot.</p>	M	<ul style="list-style-type: none"> Understand the noise at work regulations and guidance requirements. http://www.hse.gov.uk/noise/regulations.htm Carry out a Noise Assessment of the premises and all tasks. Ensure those at risk are informed – and fully aware - of the findings of the assessment and trained in the control measures to be adopted, in order to eliminate or reduce the risks to an acceptable level. In areas of the depot where the noise level is ≥85dB (A), as detailed in the Noise Assessment, it is mandatory for hearing protection to be worn. 'Hearing Protection Zones' must be established by erecting standard mandatory warning signs and enforcing the use of ear protection. Include the following wording on signs - 'When machine light is on'. Reduce noise at source whenever possible – equipment/machine noise levels must be considered as part of the design and procurement process. Where possible - substitute noisy activities with a quieter alternatives. Ensure hearing protection is provided and worn correctly when levels dictate. Hearing protection must conform to BS EN 352. Staff must receive training and instruction in the correct use and wearing of hearing protection. Where staff are likely to be exposed to noise levels ≥80dB (A), as detailed in the Noise Assessment, suitable ear protection shall be provided - if requested. Noise levels may be minimised by: <ul style="list-style-type: none"> ○ Adequate lubrication of moving parts. ○ Throttling down engines whilst idling. ○ Fitting insulated engine covers. ○ Use of mufflers, shields, enclosures and barriers. ○ Distancing the noisy activity from other work areas and occupied premises. Distancing the noisy activity from other work areas and occupied premises 		L				

PERSONAL PROTECTIVE EQUIPMENT (PPE)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Not-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	Low	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Medium	Duration	Short	Next Review Date	October 2021	
H - High	High	File Reference No	065	Location	Site	
TASK/JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
WEARING CORRECT PERSONAL PROTECTIVE EQUIPMENT FOR THE TASK.	Selection of incorrect or unsuitable PPE, e.g. Too low attenuation hearing protection for the noise level exposed to not providing optimum protection e.g. for a Stihl Saw (110dB) the hearing protection required to be effective, must have an SNR rating of at least 30.	H	<ul style="list-style-type: none"> All personal protective equipment must conform to the CE standards as laid down within the Personal Protective Equipment at Work Regulations 1992. http://www.hse.gov.uk/toolbox/ppe.htm PPE shall be provided free of charge. The selection of PPE shall be risk based. PPE to be selected by competent person. All operatives must be given appropriate instruction, information and training in the personal protective equipment they are to wear or use. Management to ensure PPE is being worn correctly. Remember: Personal protective equipment is the last resort; all other measures must be used to control risks at source if possible. 			L
	Wearing incompatible personal protective equipment.	H	<ul style="list-style-type: none"> The personal protective equipment must be compatible with other forms of personal protective equipment worn by the employee e.g. hearing protection should not interfere with safety helmets. 			L
	Wearing personal protective equipment incorrectly, thereby exposing the wearer to a hazard	H	<ul style="list-style-type: none"> Personal protective equipment must be worn correctly at all times, in accordance with manufacturer's instructions or as required by the site rules or as identified through the risk assessment process. Example of non-compliance - not inserting ear plugs correctly. 			L
	The wearing of damaged or incorrectly fitting personal protective equipment	M	<ul style="list-style-type: none"> Employers must ensure that the appropriate personal protective equipment as required by task specific risk assessments is made available for the workforce. Employees must wear and look after PPE issued to them. 			L

QUICK HITCH OF ATTACHMENTS TO 360° MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	Care Required / Urgent	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Action Required	Duration	Short	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	069	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
<p style="text-align: center;">CONNECTING ATTACHMENTS TO THE DIPPER ARM ON 360° MACHINES USING THE QUICK HITCH METHOD</p>	<p>Unsecured Attachments Attachments not secured falling from the dipper arm resulting in injuries to site personnel, damage to buildings, excavation supports, and other plant machines.</p>	<p style="font-size: 24pt; margin: 0;">M</p>	<ul style="list-style-type: none"> Excavator operatives should be adequately trained on the use of quick hitches in general. Operatives should be competent to use the specific hitch on the machine they use. Operatives should be instructed not to use the machine unless they are satisfied that the quick hitch is secured in place. If the operator cannot see from the cab of the vehicle due to poor weather then he must visually check from the ground. Those in control of sites should undertake random checks to ensure the precautions are being implemented. Before attempting to secure attachments the machine operative will place an exclusion zone around the machine. He will ensure the machine is away from buildings, excavations other plant machines and any site personnel. Depending on the type of quick hitch the operative will fit and secure the attachment by either semi-automatic or fully automatic systems. Once the attachment is secure to the dipper arm the operative will ensure the attachment is secure by the electronic locking device and by visually checking the locking mechanism. When the machine operative is confident that the attachment is secured he will check by applying pressure to the attachment whilst on the ground. This must only be done away from any site personnel. 			<p style="font-size: 24pt; margin: 0;">L</p>

QUICK HITCH OF ATTACHMENTS TO 360° MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By	
L - Low	Control Measures Required	Frequency					Craig Brannigan
M - Medium	Action Required	Duration					October 2020
H - High	Immediate Action & Stringent Controls Required	File Reference No					October 2021
TASK/JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING	
CONNECTING ATTACHMENTS TO THE DIPPER ARM ON 360° MACHINES USING THE QUICK HITCH METHOD	<p>Entrapment Machine operatives trapping hand or fingers when placing safety pins in by hand.</p> <p>Poor Maintenance Attachments released from the dipper arm due to poor maintenance</p> <p>Manual handling injuries Manual handling injuries resulting from moving or positioning buckets to the dipper arm.</p> <p>Hydraulic oil pressure Operatives coming into contact with hydraulic fluid from poorly maintained equipment.</p>	<p>M</p> <p>M</p> <p>H</p> <p>M</p>	<p>The machine operative will ensure the attachment is connected and the machine stopped before placing hydraulic couplings manually. He will check that the attachment is stable by a simple push or shake.</p> <p>All machines must have had a thorough twelve month inspection by a competent person. Evidence must be available with the machine. Before and after use the operator must visually inspect the machine for any obvious signs of damage or wear and tear. Basically anything which may affect the safe use of the machines? This will include all attachments. Any defects which compromise the safe use of the machine must be reported immediately and the machine taken out of service. Carry out an assessment of the load; do not try to manoeuvre large buckets by hand. When buckets are released from the dipper arm place on level and firm ground which will make reattachment safe. Use a mechanical aid to position buckets if, bucket are small use a second person and adopt good manual handling techniques. Operatives must be trained in good manual handling techniques, refreshed periodically</p> <p>Visual checks of the machine before use. Machine maintained regularly. Care to be taken when connecting hydraulic couplings follow attachment changes Drip trays and absorbent materials to be on hand in case of leakage.</p>			<p>M</p> <p>M</p> <p>M</p> <p>M</p>	

SAWS - RECIPROCATING HAND SAW (110V)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	Task/Signage Required	Frequency			Dependant on the tasks		Review Date		October 2020	
M - Medium	Action Required	Duration			Short		Next Review Date		October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No			071		Page 1 of 2		Location	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISD RISK RATING					
USING A RECIPROCATING HAND SAW (110V)	Cuts/splinters in hands when handling sawn materials	M			<ul style="list-style-type: none"> Gloves to be worn when handling sawn sections of materials to protect from sharp edges and burrs etc. First Aid treatment available. 		L			
	Eye damage from flying cuttings	H			<ul style="list-style-type: none"> Eye protection to be worn during sawing operations. 		L			
	Trapping hands or fingers when sawing.	M			<ul style="list-style-type: none"> Gloves to be worn. Care to be taken when sawing work pieces. Secure work piece where practicable to prevent movement during sawing operations. 		L			
	Exposure to high levels of noise from the 110V Hand Reciprocating Saw causing hearing damage both short and long term.	H			<ul style="list-style-type: none"> Wear ear protection. Where any person is liable to be exposed to noise levels greater than 80dB (A) his employer shall provide him with suitable ear protection. If the level is 85dB (A) or over it is mandatory for hearing protection to be worn. Job rotation to minimise exposure levels. 		L			
	Damage to respiratory system from fumes/dusts while sawing	M			<ul style="list-style-type: none"> Wear respiratory protection where there is a risk of inhaling dusts or fumes from the sawing operations 		L			
	Musculoskeletal Strains from repetitive manual handling of work pieces	M			<ul style="list-style-type: none"> Lift small lighter quantities of wood rather than large heavier quantities to reduce the risk of strains and fatigue. Operatives must be trained in good manual handling techniques, refreshed periodically 		L			

SAWS - RECIPROCATING HAND SAW (110V)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	Care / Control Required	Frequency	Duration	File Reference No	Short	071	Page 2 of 2	Review Date	October 2020	
M - Medium	Action Required							Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required							Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
USING A RECIPROCATING HAND SAW (110V)	Fire/Explosion caused from heat created during sawing operations	H	<ul style="list-style-type: none"> Hot work permit may be required. Combustible materials to be removed from work area. Pipes and other closed containers e.g. tanks, should be drained if possible and opened up by cold cutting methods to atmosphere to disperse any flammable gases or liquids. 							L
	HAV's form the vibrating saw action	M	<ul style="list-style-type: none"> Vibration rating of the saw must be known to evaluate the safe exposure time allowed over an 8 hour period. See HSE Website for Vibration Calculator. Job rotation may be required. Job rotation to minimise exposure levels. 							L
	Danger of electrocution when coming into contact with live cables	M	<ul style="list-style-type: none"> Electrical cables to be inspected regularly for signs of wear. All electrical equipment should be insulated and earthed properly. Area CAT scanned before work commences to ensure no Live cables. 							L
	Tripping and falling on wooden pieces and nails dropped on work area floor causing injury	M	<ul style="list-style-type: none"> All work area floors to be kept clean of debris with waste bins or skips to be provided in appropriate locations. Waste bins and skips to be emptied regularly and not allowed to be overfilled 							L
	Contact with moving parts causing injury	H	<ul style="list-style-type: none"> Use of Guarding to shield moving parts such as the sharp saw blades. Wear gloves. 							L

SLIPS TRIPS AND FALLS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-DEM Ltd Operative, Visitors, Contractor		Assessed / Reviewed By	
L - Low	Low Visibility Required	Frequency			Review Date		October 2020
M - Medium	Action Required	Duration			Next Review Date		October 2021
H - High	Immediate Action & Stringent Controls Required	File Reference No			Location		Site
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK				REVISED RISK RATING
ACCESSING THE WORK AREA	<p>Slips, Trips & Falls Slippery floor conditions, uneven ground, tripping hazards and untidy work areas.</p>	M	<ul style="list-style-type: none"> Ensure that all trailing electrical leads are kept tidy and routed away from walkways. All walkways shall be kept clear and be of suitable width to allow easy access and egress. Ensure safety footwear is in good condition with adequate tread, to prevent slipping. Avoid walking on uneven ground or surfaces. Take extra care if this is necessary. Be aware of weather, particularly winter conditions when working outside Do not leave tools and equipment where they may create a tripping hazard; store all tools, equipment and materials away when not in use. To prevent falls, ensure excessive amounts of debris or waste are not allowed to build up in areas where personnel may require access. Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken. Never carry objects that may restrict your view. Ensure good housekeeping standards. 				L
	<p>Poor lighting and untidiness leads to personnel slipping, tripping or falling.</p>	M	<ul style="list-style-type: none"> Ensure all areas are adequately lit. Ensure that a good housekeeping policy is implemented and maintained at all times. 				L
	<p>Carrying loads Most accidents in the workplace occur when staff are moving or carrying loads.</p>	M	<ul style="list-style-type: none"> Always use handrails on stairways. Keep all stairways clear of tools, equipment, materials, etc. Personnel must ensure they have a clear view of where they are walking at all times, when carrying loads. 				L

TEMPORARY WORKS - HERAS FENCING

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan
L - Low	M - Medium				
		Duration	Hours	Next Review Date	October 2021
H - High		File Reference No	078	Location	Site
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISED RISK RATING
ERECTING HERAS TYPE FENCING	<u>Manual handling injuries</u> from lifting heavy fencing or fence supports.	M	<ul style="list-style-type: none"> Lifting of heavy fence sections should not be undertaken by one person. Operatives to undertake manual handling training in order to adopt correct techniques. Refreshed periodically. 		L
	<u>Fencing sections falling</u> onto operatives before being secured.	M	<ul style="list-style-type: none"> Operatives to work in teams when erecting fencing, to ensure fence sections are supported at all times. When stored or being erected, fencing will be secured, to prevent falling on others. Where signage is attached the fence suitably strengthened to the fencing the risk of wind blowing the fence down is increased must be considered. Heras fencing must be included in the Temporary Works Register. 		L
	<u>Using incorrect or damaged tools</u> to erect fencing (see specific risk assessment for hand tools)	M	<ul style="list-style-type: none"> Ensure tools and equipment used for erection/dismantling fencing are in good condition and suitable and fit for purpose for the work to be carried out. Pre and post user check of equipment. Correct PPE must be worn at all times. 		L
	<u>General public gaining unauthorised entry onto site and getting injured.</u>	M	<ul style="list-style-type: none"> Ensure that warning signs are placed on the fence once erected, to warn unauthorised persons of hazards within the fenced area. 		L
	<u>Operatives trapped hands</u> or arms between fence sections while erecting.	M	<ul style="list-style-type: none"> Operatives undertaking this type of work to be experienced in Heras style fence erection. First Aid treatment available. 		L
	<u>Slips, trips and falls</u>	M	<ul style="list-style-type: none"> Fence sections to be stored in a position where they will not cause a tripping hazard to others. Good Housekeeping practices followed. 		L

THIRD PARTIES & GENERAL PUBLIC

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Visitors, Third Parties & General Public	Assessed / Reviewed By	Craig Brannigan	
L - Low	Low / Minimal	Frequency	Occasionally	Review Date	October 2020	
M - Medium	Action Required	Duration	Hours	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	080	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
HAZARDS TO THIRD PARTIES & THE GENERAL PUBLIC FROM THE COMPANY'S ACTIVITIES	<p>The degree and types of risks will vary from very low to high, dependant upon specific site circumstances</p> <p><u>Work activities can pose a variety of potential hazards and injury situations to third parties, including the general public</u></p>	H	<ul style="list-style-type: none"> The Company will ensure that all of their activities are assessed to determine the nature of any hazards and the degree of risk to personnel, including those not in the employment of the company. Adequate information will be given to any third party that may be affected by the company's activities. Ensure demarcation of work area, including prominent display of suitable signs, stating the company name and the work being carried out. Precautions and safeguards will be implemented for all foreseeable risks, to protect all third parties, including employees of the client / occupier, other contractors and the general public. When practical, physical measures will be taken to prevent unauthorised entry. Where applicable hoarding fencing, barriers, bunting, fan / scaffold protection, debris netting etc. will be erected. Ensure containment of the site activities and include precautions to eliminate or confine falling debris and any dust arising. Visitors will be accompanied at all times. Drivers of Company's vehicles will obey the Highway Code and give due care and attention to the general public, when operating outside the Company premises. 			L

TOOLS - HAND TOOLS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed By	Craig Brannigan	
L - Low	Safe Systems Required	Frequency	Routinely	Review Date	October 2020	
M - Medium	Action Required	Duration	Hours	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	081	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
THE USE OF HAND TOOLS FOR GENERAL WORK	<u>Using incorrect tools</u> or damaged tools may cause injury to the operatives.	H	<ul style="list-style-type: none"> Management to ensure appropriate tools are available. Tools must be fit for purpose, in good condition and well maintained. Always select the correct type of tool for the job in hand. Screwdrivers and chisels should never be used as pry bars. Safe storage must be provided & used, to prevent tools from being damaged. 			L
	<u>Unsafe use</u> . General cuts and bruises can occur when tools are not used for their correct purpose.	H	<ul style="list-style-type: none"> The correct type of tool to be selected for the task. Operative must check tools before and after use. Any tools not fit for purpose must be replaced. When using sharp knife, ensure blade retracts or fits into sheath after use. 			L
	<u>Flying Debris</u> Eye injuries can be caused by flying fragments of tool or materials.	H	<ul style="list-style-type: none"> Operatives must wear suitable and sufficient eye protection. Note! Light eye protection is not sufficient protection for many hand tool tasks. 			L
	<u>Damaged tools</u> Hand and arm injuries.	M	<ul style="list-style-type: none"> Tools should be inspected before use. Damaged tools should be removed from service and replaced or repaired e.g. Mushroomed heads on chisels to be removed by regular grinding. Knives and chisels must be kept sharp. Blunt/worn saw blades must be replaced or sharpened. 			L
	<u>Poor Posture</u> Musculoskeletal injuries may result from jarring caused by sudden failure of damaged or incorrect tools.	M	<ul style="list-style-type: none"> Adopt good manual handling techniques when using tools - never twist or put pressure on the torso, which may result in musculoskeletal injuries. Always adopt a good posture when using tools. If kneeling - use knee pads. Ensure there is adequate lighting to carry out tasks. 			L

TRAFFIC MANAGEMENT

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor, Members of the Public	Assessed / Reviewed By	Craig Brannigan	
L - Low	Careful Vigilance Required	Frequency	Routinely	Review Date	October 2020	
M - Medium	Action Required	Duration	Continuously	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	082	Location	Site	
TASK/JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
MANAGING ALL VEHICLE MOVEMENTS ON SITE.	Impact. Contact with other plant or structures on site.	H	<ul style="list-style-type: none"> • Suitably constructed and well maintained site roads. • Introduce one way systems. • Designate traffic routes. • Trained & competent drivers. • Trained Banksman to manage and guide vehicle manoeuvres. 			L
	Entanglement. With plant, equipment, obstacles or materials assembled on site.	M	<ul style="list-style-type: none"> • Suitably constructed and well maintained site roads. • Trained & competent drivers. • Dedicated and protected material storage areas. • Ensure good housekeeping practices are maintained. 			L
	Pedestrians. Contact with personnel working or visiting the site.	H	<ul style="list-style-type: none"> • Segregation of pedestrians and traffic. • Designated routes. • Controlled crossing points. • Speed restrictions. • Hi Visibility PPE. 			L
	Collapse or overturning. Vehicle overturning due to misuse or poor site conditions. Collapse / failure of vehicle structural components.	H	<ul style="list-style-type: none"> • Trained and competent drivers. • Trained Banksman to manage and guide vehicle manoeuvres. • Designate traffic routes. • Suitable road surfaces. • Regular maintenance & inspection of vehicles. 			L
	Falls / Falling objects. Materials falling from vehicles or personnel falling during loading operations or alighting from vehicle.	M	<ul style="list-style-type: none"> • Unloading procedures. • Trained & competent personnel. • Vehicles sheeted. • Materials adequately secured. 			L
	Noise / Vibration. Prolonged use of poorly maintained vehicle or plant.	M	<ul style="list-style-type: none"> • Regular maintenance & inspection of vehicles. • Suitably constructed and well maintained site roads. • Minimise vehicle use & plan rest periods for those at risk. • Wear suitable hearing protection at all times if noise is excessive. • Consider Job rotation to minimise exposure times for operatives 			L

VEHICLES - LOADING/UNLOADING SKIPS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By
L - Low	Core Values Targeted	Frequency	Dependant on the tasks	Craig Brannigan
M - Medium	Action Required	Duration	Short	Review Date October 2020
H - High	Immediate Action & Stringent Controls Required	File Reference No	Page 1 of 1	Next Review Date October 2021
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK	REVISED RISK RATING
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">CARRYING OUT SKIP LOADING/UNLOADING PROCEDURES INTO PRE DETERMINED AREA.</p>	<p>Sharp materials Injuries to the hands and head caused by coming into contact with unknown materials. Either cuts knocks or from falling material when sheeting is removed. Eye injuries caused by materials being ejected when sheeting is removed.</p>	H	<ul style="list-style-type: none"> Before de-sheeting the skip must be lowered to the ground so, as the fastening ropes are accessible without climbing onto the skip. Operatives should take care when removing sheeting, they should be constantly aware that there may be sharp objects protruding and that material may eject as the sheeting is pulled from the skip Appropriate PPE to be worn – see below. 	L
	<p>Slips, Trips and falls when accessing skip vehicles to remove sheeting.</p>	H	<ul style="list-style-type: none"> The area where the skip is to be lowered for de sheeting must be clean and free from waste materials to give good access for the fastening ropes. Operatives must not climb onto wagons to remove sheeting. Good housekeeping standards. 	L
	<p>Moving Vehicles Injuries to other operatives when vehicles manoeuvre in the yard to unload waste material.</p>	H	<ul style="list-style-type: none"> All vehicles must be under the direction of a traffic controller. Vehicle drivers must be aware of the activities taking place and follow the traffic controller's instruction to unload waste materials. Banksman required when reversing. 	L
	<p>Inhalation of airborne contaminants and dusts created from the activities taking place. The degree of contaminants and dust hazards can vary due to the variety of materials being handled.</p>	M	<ul style="list-style-type: none"> If there is a risk of airborne contaminants or dusts being generated, as on dry and windy days then dust suppression must be used or the appropriate dust mask. Wear the correct PPE <ul style="list-style-type: none"> ○ Gloves that give full protection from sharp objects. ○ Safety Helmet ○ Safety shoes ○ High Visual Jackets ○ Face masks 	L

VEHICLES - WAGONS (LOADING)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	M - Medium					
Action Required		Frequency	Routinely	Review Date	October 2020	
Immediate Action & Stringent Controls Required		Duration	Minutes	Next Review Date	October 2021	
HAZARD		File Reference No	089	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
LOADING WAGONS USING A 360° EXCAVATOR MACHINE	Impact/ Collision	M	<ul style="list-style-type: none"> Loading area to be clear of buildings and traffic routes. Trained and competent plant operatives. Exclusion zone in place around the loading operation area. Loading area set up to minimise slow movements where possible. Banksman in attendance to ensure personnel are kept clear of operations. 			L
	Falling Objects	H	<ul style="list-style-type: none"> Materials placed into the wagon by the excavator rather than be dropped. Wagon drivers leave their cabs while loading operations are in progress. Wagons immobilized during loading operations. Excavator machines fitted with ROP's type cab with mesh grill to protect operator. Wagon loaded from the rear where excavator driver has good vision of the operation. SWL of plant not to be exceeded. 			L
	Dusts/ Noise/Fumes	M	<ul style="list-style-type: none"> Wagons switched off during loading. Materials placed into the wagon by the excavator rather than be dropped. Wagons to be sheeted if loaded with debris where lift of materials (dusts) is likely. 			L
	Entanglement	M	<ul style="list-style-type: none"> Wagons immobilised during loading operations. Banksman in attendance to assist where necessary. 			L
	Overturning	H	<ul style="list-style-type: none"> Trained and competent plant operatives. Loading area to be checked for suitability – spreader mats to be used if necessary. Any manholes, drains etc. to be avoided or protected. SWL of plant not to be exceeded. 			L
	Failure of Plant	H	<ul style="list-style-type: none"> Trained and competent plant operatives. Plant regularly maintained and inspected – LOLER conformity certificate available. Daily operator checks of plant and defects reported immediately. SWL of plant not to be exceeded. 			L

VIBRATING TOOLS WORK

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative, Visitors, Contractor	Assessed / Reviewed By	Craig Brannigan	
L - Low	Careful Vigilance Required	Frequency	Dependant on the tasks	Review Date	October 2020	
M - Medium	Action Required	Duration	Short	Next Review Date	October 2021	
H - High	Immediate Action & Stringent Controls Required	File Reference No	090	Location	Site	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
ANY TASK REQUIRING THE USE OF VIBRATING TOOLS	<p>When working with vibrating tools the level of injury sustained will be determined by the intensity of the tools vibration and duration / circumstance in which it is used.</p> <p>This could result in Hand Arm Vibration Syndrome (HAVS) and associated diseases e.g. Vibration White Finger (VWF), Reynard's Phenomenon or Carpal Tunnel Syndrome.</p>	H	<ul style="list-style-type: none"> • Before any work is carried out the tools provided must have been assessed for the level of vibration and the maximum safe time of use – 'trigger time'. • Velocity/vibration data must be provided by the manufacturer or supplier of the tool. <p>As employers we will;</p> <ul style="list-style-type: none"> • Take action to control risks from HAVS where exposure exceeds 2.5m/s. • Prevent exposure from exceeding the exposure limit value of 5m/s. • Provide suitable low vibration tools whenever possible. • Consider Job rotation, frequent breaks to minimise exposure. <p>As employees you should;</p> <ul style="list-style-type: none"> • Use suitable low-vibration tools. • Use the right tool for each task. • Use the tool correctly. • Ensure the tool is properly maintained. • Avoid increased vibration caused by faults or general wear. • Avoid gripping or forcing tool. • Wear gloves to keep hands warm, (cold hands reduce circulation.) • Give up or reduce smoking as smoking reduces blood flow. <ul style="list-style-type: none"> • Tools hired or supplied for our employees will be colour coded as a means of identifying levels of vibration and safe 'trigger times'. This will be in accordance with the working group's guidelines shown below. <ul style="list-style-type: none"> • Green = Vibration between 0-5m/s i.e. 8 Hours maximum daily use. • Amber = Vibration between 5-10m/s i.e. 2 Hours maximum daily use. • Red = Vibration levels over 10m/s i.e. consult your supervisor. 			

WELFARE FACILITIES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative, Visitors, Contractor		Assessed / Reviewed By		Craig Brannigan		
L - Low	<i>Low Voltage Disturbance</i>	Frequency	Short	092	Page 1 of 1	Review Date	October 2020	Next Review Date	October 2021	
M - Medium	Action Required	Duration	File Reference No			Location	Site			
H - High	<i>Immediate Action & Stringent Controls Required</i>									
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
OPERATIVES USING CANTEEN/MESS ROOM & TOILET FACILITIES	Electrocution - from the appliances within the canteen/mess room.	H	<ul style="list-style-type: none"> The correct method of use will be adopted at all times when using any electrical equipment within the canteen/mess room. Maintenance & PAT testing to be regularly carried out of electrical equipment 							L
	Burns from hot surface e.g. - kettle, microwave, hot food or cuts from knives etc.	H	<ul style="list-style-type: none"> Ensure due care and attention to avoid burns caused by contact with hot surfaces whilst cooking or heating food / drinks. Ensure due care and attention to avoid cuts / lacerations when using knives and other sharp implements within the canteen/mess room. 							L
	Fire either from faulty electrical equipment or from cooking activities	H	<ul style="list-style-type: none"> Maintenance & PAT testing to be regularly carried out of electrical equipment. Smoke alarm, fire blanket & fire extinguishers to be in place & inspected regularly. 							L
	Food poisoning - from contaminated food or drink consumed in the canteen/mess room.	M	<ul style="list-style-type: none"> Operatives to wash hands after using the toilet facilities and before consuming food or drink. Operatives must wash their hands, arms or face as necessary, to remove any contaminants they may have encountered during their work. The welfare facilities must be kept free of harmful accumulation of bacteria by regular cleaning with appropriate anti-bacterial cleaning products. In particular special attention is required for toilets, food preparation work surfaces, ovens, fridges, freezers, washing up facilities, eating utensils and table surfaces where food and drink are consumed. Operatives must keep the welfare facilities clean and tidy at all times. Floors to be washed regularly and spillages to be cleaned up immediately. Waste bins with covers should be provided and they should be emptied on a regular basis to prevent a build-up of harmful bacteria. Where flies are a problem an electric fly killer device should be installed. 							L
	Contamination - of the welfare facilities by operatives wearing/discarding dirty work clothes in mess room.	M	<ul style="list-style-type: none"> Soiled overalls should be removed prior to entering the mess room to prevent contaminating chairs or tables. A locker room should be provided to put work clothes away in a tidy manner. Transmission of Disease - good hygiene followed. See COVID RA 							L
	Discomfort of persons - within the welfare facilities due to poor ventilation.	M	<ul style="list-style-type: none"> The welfare facilities must be adequately ventilated to ensure a supply of fresh air is maintained at all times. Fitted extraction units are to be installed and used to provide adequate ventilation. 							L
	Slips, Trips and Falls - due to poor housekeeping.	M	<ul style="list-style-type: none"> Floors should be kept clean, dry and clear of tripping hazards; bags should be stored off the floor and all spillages cleaned up immediately. 							L

WORK AT HEIGHT - MOBILE SCAFFOLD TOWERS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk		Nor-Dem Ltd Operative		Assessed / Reviewed By		Craig Brannigan		
L - Low	Care Vigilance Required	Frequency	Duration	Frequently	Hours	Review Date	October 2020			
M - Medium	Action Required	File Reference No		102	Page 1 of 2	Next Review Date	October 2021			
H - High	Immediate Action & Stringent Controls Required					Location	Site			
TASK/JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK							REVISED RISK RATING
WORKING FROM A MOBILE SCAFFOLD TOWER.	<p>Falls from heights By operatives or others</p>	H	<ul style="list-style-type: none"> All scaffolds on site must be on a register Only trained personnel are to erect, modify and dismantle towers. All handrails and components must be correctly fitted. Working platforms must be fully boarded and at least 600mm wide and suitable for the work to be carried out safely. Access points such as trap doors must be kept shut while workers are on the platform. Access must be by a fixed internal ladder. Ensure regular inspection and maintenance of scaffolding. Precautions should be taken to avoid trespassers gaining access onto the tower out of hours. 	L						
	<p>Falling Objects Materials, tools or equipment</p>	H	<ul style="list-style-type: none"> Guard rails and toe boards must be fitted. No persons or materials must be left on the platform when it is being moved. When removing equipment only handle manageable sections when on scaffold. 	L						
	<p>Electric Shock Arcing from contact with overhead power cables.</p>	H	<ul style="list-style-type: none"> Overhead lines to be clearly identified, isolated where possible and protected. Mobile towers must not be used near overhead power lines. 	L						

WORK AT HEIGHT - MOBILE SCAFFOLD TOWERS (CONT'D)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Nor-Dem Ltd Operative	Assessed / Reviewed By	
L - Low	M - Medium			Frequency	Review Date
Action Required:		Duration	Hours	Next Review Date	October 2020
Immediate Action & Subsequent Controls Required		File Reference No	102	Location	October 2021
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK		REVISD RISK RATING
WORKING FROM A MOBILE SCAFFOLD TOWER.	Falls from tower scaffold	M	<ul style="list-style-type: none"> When dismantling plant and equipment e.g. pipework etc. care to be taken not to drop onto scaffolding 2 man job when manually handling sections of removed pipework etc. Manual Handling training received by all operatives and refreshed periodically. Do not release suspended equipment near to scaffolding 		M
	Overturning Of scaffold tower due to adverse loading or unstable ground	M	<ul style="list-style-type: none"> Only trained personnel are to erect, modify and dismantle towers. Towers must be marked with a SWL which must not be exceeded. Ensure regular inspection and maintenance of tower. To ensure the stability of the tower the height ensure base to height dimensions are correct. Fit stabilisers to increase the stability of the tower. The wheels of the tower should be at least 125mm in diameter. The brakes on the wheels must be locked on when the tower is being used. Towers must be lashed to a structure in exposed, windy locations. Loads on towers should be distributed evenly. 		M
	Collapse Of scaffold tower due to overloading or structural failure	M	<ul style="list-style-type: none"> Only trained personnel are to erect, modify and dismantle towers. Towers must be marked with a SWL and this must not be exceeded. Ensure regular inspection and maintenance of scaffolding. 		M
Failed rescue		M	<ul style="list-style-type: none"> Rescue Plan to be in place. Operatives on the ground to be briefed about emergency procedures prior to work commencing. 		M