

<b>RnB Contracts Ltd</b>		<b>Risk Assessment</b>	<b>Date 18<sup>th</sup> February 2009</b>			
<b>Step 1</b> What are the hazards?	<b>Step 2</b> Who might be harmed and how?	<b>Step 3</b> What are you already doing?	<b>What further action is necessary?</b>	<b>Step 4</b> Action by whom	Action by when	Done (Tick)

<b>Driving Company Vehicles, Delivery and Collection of Plant, Tools and Equipment.</b>  Doc 001 HSE Leaflet provided for guidance.	<ul style="list-style-type: none"> <li>▪Employees driving to and from sites and when collecting and delivering materials are at risk of injury from accidents.</li> <li>▪Tiredness could cause accidents</li> <li>▪Danger of injury to employees from other vehicles in delivery bay areas.</li> <li>▪Staff must be highly visible.</li> </ul>	<ul style="list-style-type: none"> <li>▪A company driving policy has been introduced and all staff informed.</li> <li>▪Daily vehicle maintenance and shared driving arrangements made.</li> <li>▪Staff are instructed to remain aware of dangers at delivery bays / areas.</li> <li>▪Hi Viz waistcoats/jackets worn.</li> </ul>	<ul style="list-style-type: none"> <li>▪Daily vehicle checks to be carried out prior to journeys.</li> <li>▪Ongoing driver / vehicle monitoring and reporting procedures to be implemented.</li> <li>▪A banksman as required for delivery bay areas.</li> </ul>	<b>Name</b>	<b>Date</b>		
<b>Manual Handling</b>  Doc 002 HSE Leaflet provided for guidance.	<ul style="list-style-type: none"> <li>▪Staff may suffer musculoskeletal disorders such as back pain from handling bulky/heavy materials including timber boards, metal shelving and counters.</li> <li>▪Also risk of cuts and splinters to hands when handling and installing.</li> </ul>	<ul style="list-style-type: none"> <li>▪Staff trained in manual handling.</li> <li>▪Appropriate gloves provided for use when handling.</li> <li>▪Systems of work in place for the safe and careful handling of items to be assembled.</li> <li>▪PPE provided to include safety gloves / boots / hard hats</li> </ul>	<ul style="list-style-type: none"> <li>▪Remind staff to not lift heavy items alone.</li> <li>▪Timber boards, heavy items etc. to be carried by at least two people or more if required.</li> <li>▪Appropriate gloves to be replaced whenever old ones show wear and tear.</li> </ul>				
<b>Asbestos</b>  Doc 003 HSE Leaflet provided for guidance.	<ul style="list-style-type: none"> <li>▪Staff and members of the public, other contractors and store employees could eventually suffer from asbestosis or other illnesses/ diseases if exposed to air-borne particles of asbestos dust.</li> </ul>	<ul style="list-style-type: none"> <li>▪All staff have attended an 'Asbestos Awareness Seminar' and are aware of the required procedures should they discover asbestos or substances which they believe may contain asbestos.</li> </ul>	<ul style="list-style-type: none"> <li>▪Take any necessary steps to stop the entry of others into the contaminated area.</li> <li>▪Withdraw from the area and inform the client, site supervisor and RNB head office</li> </ul>				
<b>Setting out of work area / Assembly &amp; Installation of:</b> Shelving/Racking/ Trolley Guide Rails Barriers and component parts. Doc 004	<ul style="list-style-type: none"> <li>▪Staff may be injured (electrocution / explosions / emissions etc.) by hidden hazards i.e. hidden pipes/cables and structures whilst using hand tools (screwdrivers, spanners, mallets, cutting, grinding and power tools (110V &amp; battery drills/screwdrivers).</li> </ul>	<ul style="list-style-type: none"> <li>▪Sequence of works to check the area of work for hidden hazards.</li> <li>▪Any existing debris to be cleared.</li> <li>▪During opening hours the work area will be segregated to ensure safety of members of the public and/or employees of the host company.</li> </ul>	<ul style="list-style-type: none"> <li>▪Locate cables, services pipes and structures prior/ upon arrival and ensure isolation if necessary.</li> <li>▪The area must be kept clean and safe at all times.</li> <li>▪All waste will be removed upon completion of the works.</li> </ul>				
<b>Exposure to Harmful Substances: COSHH</b> Harmful/Toxic/Corrosive Explosive/Irritants Carcinogens/ Lead and Asbestos (See above) Doc 005 HSE Leaflet provided	<ul style="list-style-type: none"> <li>▪Employees may be exposed to harmful substances such as adhesives, paint, dust, carcinogens, lead, or other materials which could cause sensitisation (by inhalation, skin contact), cancer, genetic damage or ill-health due to prolonged exposure.</li> </ul>	<ul style="list-style-type: none"> <li>▪COSHH Data &amp; instructions supplied to employees.</li> <li>▪Areas of work should be well ventilated.</li> <li>▪PPE provided to include goggles, dust masks/ suitable overalls</li> <li>▪Dust vacuumed regularly.</li> </ul>	<ul style="list-style-type: none"> <li>▪Manufacturers' instructions to be reviewed on a site specific basis and procedures followed.</li> <li>▪Avoid exposure to fumes, dust or other substance used.</li> <li>▪Ensure use of suitable and sufficient PPE.</li> </ul>				

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<b>Falls from Height</b>  Doc 006 HSE Leaflet provided for guidance	<ul style="list-style-type: none"> <li>Staff using ladders/stepladders could be injured by falls from height.</li> <li>Only those who have received specific training will be allowed to use MEWPS (Mobile Elevated Work Platforms)</li> </ul>	<ul style="list-style-type: none"> <li>Strong ladders/ stepladders provided. Use alloy scaffold towers whenever possible.</li> <li>Only those instructed in their use allowed to use them.</li> </ul>	<ul style="list-style-type: none"> <li>Condition of ladders/stepladders to be checked daily before use.</li> <li>Mobile scaffold towers to be provided and erected by specialists for work over 2m</li> </ul>	Name	Date	
<b>Slips, Trips and Falls</b>  Doc 007 HSE Leaflet provided for guidance.	<ul style="list-style-type: none"> <li>Staff could suffer injuries such as fractures, cuts or bruising by slipping on spillages or tripping over objects or loose cables. Falls from steps/ladders or towers could cause injury to employees and those working below.</li> </ul>	Generally good housekeeping – <ul style="list-style-type: none"> <li>Off cuts cleared away promptly, dust swept up etc.</li> <li>Staff are issued with safety footwear with a good grip.</li> <li>Ensure good lighting is provided.</li> </ul>	<ul style="list-style-type: none"> <li>Staff are reminded to clear away debris and spillages immediately they occur regardless of how insignificant.</li> </ul>			
<b>Fire &amp; Explosion</b>  Doc 008 HSE Leaflet provided for guidance.	<ul style="list-style-type: none"> <li>If trapped staff could suffer fatal burns or serious injury from flames and/or burning materials.</li> <li>Materials used could be highly flammable or produce explosive fumes.</li> </ul>	<ul style="list-style-type: none"> <li>All staff are instructed to familiarise themselves with the site-specific fire procedures and flammable materials.</li> <li>Identify escape routes and the location of fire extinguishers.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with the site 'Fire Risk Assessment' and ensure that escape routes are not blocked or impeded by materials, plant or equipment to enable egress.</li> </ul>			
<b>Noise</b>  Doc 009 HSE Leaflet provided for guidance	<ul style="list-style-type: none"> <li>Staff could suffer loss of hearing or tinnitus from exposure to high noise levels.</li> </ul>	<ul style="list-style-type: none"> <li>Suitable hearing protectors provided. Ensure these are worn during noisy operations and that nearby people are also protected.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be trained in usage of hearing protection and risks of noise exposure.</li> <li>Check and maintain regularly.</li> </ul>			
<b>Lone Working</b>  Doc 010 HSE Leaflet provided for guidance	<ul style="list-style-type: none"> <li>The particular site may present special risks to someone working alone.</li> <li>Is there safe access and egress from the workplace for a lone worker?</li> <li>Can the equipment and substances be safely handled by one person?</li> <li>Is violence from others a risk?</li> <li>Women and young persons could be at special risk.</li> <li>Is the lone worker medically fit and suitable for lone working?</li> <li>Is special training and supervision required for the lone worker?</li> </ul>	<ul style="list-style-type: none"> <li>Arrangements are in place for regular voice contact between the lone worker and the supervisor.</li> <li>Checks are made that the lone worker has returned safely home.</li> <li>A mobile first-aid kit is supplied for treatment of minor injuries.</li> <li>Safe access and egress checked prior to arrival on site.</li> <li>Materials are usually supplied on site by others and all employees are instructed to seek assistance with heavy loads.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that lone workers have access to a mobile telephone.</li> <li>Maintain regular voice contact between named supervisor and lone worker. Set reminder alarms</li> <li>Check first aid kit is fully maintained.</li> <li>Avoid lone workers having to manually handle heavy items.</li> <li>Establish site emergency arrangements and instruct</li> <li>Take lone worker's health into consideration for each visit.</li> </ul>			

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<b>Welfare</b>	<ul style="list-style-type: none"> <li>Good site welfare facilities help employees maintain good hygiene and avoid dermatitis and other skin infections.</li> <li>Also washing facilities are essential in the event of splashes to eyes or limbs.</li> </ul>	<ul style="list-style-type: none"> <li>Prior agreement made with the site manager that staff can use site welfare facilities (toilets, washing facilities and mess room / kitchen).</li> </ul>	<ul style="list-style-type: none"> <li>Inform staff about available welfare facilities arranged.</li> <li>Confirm availability of welfare facilities with site manager prior to employees' arrival on site.</li> </ul>	<b>Name</b>	<b>Date</b>		
<b>Accidents / Illness / Near Misses / Dangerous Occurrences</b>  RIDDOR Doc 011 HSE Leaflet provided for guidance	<ul style="list-style-type: none"> <li>Staff must report any injuries, accidents, near misses or dangerous occurrences as soon as they occur to the site manager and RNB Contracts Ltd.</li> <li>Suitable treatment and a review of procedures can then be undertaken to avoid future recurrences.</li> </ul>	<ul style="list-style-type: none"> <li>An accident recording procedure is in place and employees encouraged to report all incidents so that they can be logged and acted upon immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff are familiar with accident / incident reporting and where required inform the HSE (Health &amp; Safety Executive).</li> <li>If appropriate arrange for regular medical examinations of staff to monitor health status.</li> </ul>				
<b>Hand Arm Vibration</b>  Doc 012 HSE Leaflet provided for guidance	<ul style="list-style-type: none"> <li>Possible injuries or ill health ('Vibration White Finger') could eventually occur.</li> <li>Staff using power tools should limit their exposure to vibrations according to the manufacturer's recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Staff are made aware of tasks likely to cause vibration and advised to alternate/share tasks between them to reduce exposure to vibrating hand-tools.</li> </ul>	<ul style="list-style-type: none"> <li>When vibrating hand-tools are in operation recommended exposure limits should be adhered to and alternative tasks interspersed where possible.</li> </ul>				
<b>Relevant Legislation</b> <ul style="list-style-type: none"> <li>The Health &amp; Safety at Work Act 2974</li> <li>The Control of Asbestos at Work Regulations 2006</li> <li>The Management of Health &amp; Safety at Work Regulations 1999</li> <li>The Personal Protective Equipment at Work Regulations 1992</li> <li>Manual Handling Operations Regulations</li> <li>COSHH – Control of Substances Hazardous to Health Regulations</li> <li>Provision and Use of Work Equipment Regulations</li> <li>Control of Noise at Work Regulations</li> <li>Work at Height Regulations</li> <li>Fire Precautions Act 1971</li> </ul>							
			<b>Assessment review date:</b> <b>28/02/2010</b>				