





## Risk Assessment Form

**Company:** Advanced Doors Ltd

**Task/ Operation:** Site Installation of Industrial Doors

**Location:** \_\_\_\_\_

**Job No:** \_\_\_\_\_

	<b>Significant Hazard</b>	<b>Who Might Be Harmed?</b>	 <b>How Is The Risk Controlled?</b>	<b>Risk Factor (P x S)</b>
<b>1</b>	Falling from Heights	Site Fitters & General Site Operatives	All team leaders are PASMA trained in the safe use of mobile aluminium scaffold towers. All team leaders are IPAF trained in the safe use of scissor lifts. All site operatives are 3 <sup>rd</sup> party trained in working at height regulations, safe use of ladders and fall arrest equipment. The working area is cordoned off to protect personnel below.	<b>2 x 7</b>
<b>2</b>	Electrocution	Site Fitters	All fitters are provided with low voltage (110 volts) power tools, which can only be used with a transformer provided. All electrical control equipment is supplied in low voltage format and pre-wired. Supply voltages to be terminated to 5 pin sockets by others.	<b>2 x 6</b>
<b>3</b>	Lifting Equipment & Hand Tools	Site Fitters	All site operatives are issued with protective eye ware and gloves. All fitters are provided with annually tested and certified chain blocks for hoisting. All hand tools are annually PAT tested in line with current regulations.	<b>1 x 4</b>
<b>4</b>	Materials Handling	Site Fitters	All site operatives are issued with protective work ware, safety helmets, safety boots and protective gloves. The majority of component products are designed to be easily handled, where components can not be handled fork lift assistance will be required.	<b>1 x 4</b>
<b>5</b>	Noise	Site Fitters	All site operatives are issued with protective ear ware.	<b>1 x 2</b>

**Overall Risk Factor :**

<p style="text-align: center;"><b>Probability</b></p> <p style="text-align: center;">1                      3                      5                      7                      9</p> <p style="text-align: center;"> ----- ----- ----- ----- </p> <p style="text-align: center;">Almost impossible                      Likely                      Certain</p> <p style="text-align: center;"><b>Severity</b></p> <p style="text-align: center;">1                      3                      5                      7                      9</p> <p style="text-align: center;"> ----- ----- ----- ----- </p> <p style="text-align: center;">No injury                      Minor injury                      Major injury                      Fatality</p>	<p><b>Key to Risk Factor</b></p> <p><b>1 to 9</b>                      =   <b>LOW Risk</b>                      – reduce if practicable</p> <p><b>10 to 28</b>                      =   <b>MEDIUM Risk</b>                      – begin to plan your action</p> <p><b>30 &amp; above</b>                      =   <b>HIGH Risk</b>                      – immediate action required</p>
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## Risk Assessment Form

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
2	No further action required.	N/A	N/A
3	Monthly tool inspection is carried out by supervisors.	Peter Whyatt & Simon Harrison	Ongoing
4	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
5	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
<b>Identified Additional Hazards</b>			
	Toolbox talks to be carried out during monthly fitters meetings.	Peter Whyatt	Ongoing

**Assessment compiled by:** Peter Whyatt      **Date of assessment:** 21/12/2010



**Signature:**       **Date to review further actions:** N/A

**Position:** Managing Director      **Assessment review date:** 21/12/2011



## Risk Assessment Form

**Company:** Advanced Doors Ltd      **Task/ Operation:** Site Service/Repair of Industrial Doors  
**Location:** \_\_\_\_\_      **Job No:** \_\_\_\_\_

	<b>Significant Hazard</b>	<b>Who Might Be Harmed?</b>	 <b>How Is The Risk Controlled?</b>	<b>Risk Factor (P x S)</b>
<b>1</b>	Falling from Heights	Site Fitters & General Site Operatives	All team leaders are PASMA trained in the safe use of mobile aluminium scaffold towers. All team leaders are IPAF trained in the safe use of scissor lifts. All site operatives are 3 <sup>rd</sup> party trained in working at height regulations, safe use of ladders and fall arrest equipment. The working area is cordoned off to protect personnel below.	<b>2 x 7</b>
<b>2</b>	Electrocution	Site Fitters	All fitters are provided with low voltage (110 volts) power tools, which can only be used with a transformer provided. All electrical control equipment is supplied in low voltage format and pre-wired. Supply voltages to be terminated to 5 pin sockets by others.	<b>2 x 6</b>
<b>3</b>	Lifting Equipment & Hand Tools	Site Fitters	All site operatives are issued with protective eye ware and gloves. All fitters are provided with annually tested and certified chain blocks for hoisting. All hand tools are annually PAT tested in line with current regulations.	<b>1 x 4</b>
<b>4</b>	Materials Handling	Site Fitters	All site operatives are issued with protective work ware, safety helmets, safety boots and protective gloves. The majority of component products are designed to be easily handled, where components can not be handled fork lift assistance will be required.	<b>1 x 4</b>
<b>5</b>	Noise	Site Fitters	All site operatives are issued with protective ear ware.	<b>1 x 2</b>


**Overall Risk Factor :**

<p><b>Probability</b></p> <p style="font-size: 1.2em;">1                      3                      5                      7                      9</p> <p>└──────────┬──────────┬──────────┬──────────┬──────────┘</p> <p>Almost impossible                      Likely                      Certain</p>	<p><b>Key to Risk Factor</b></p> <p><b>1 to 9</b>                      =   <b>LOW Risk</b>                      – reduce if practicable</p> <p><b>10 to 28</b>                      =   <b>MEDIUM Risk</b>                      – begin to plan your action</p> <p><b>30 &amp; above</b>                      =   <b>HIGH Risk</b>                      – immediate action required</p>
<p><b>Severity</b></p> <p style="font-size: 1.2em;">1                      3                      5                      7                      9</p> <p>└──────────┬──────────┬──────────┬──────────┬──────────┘</p> <p>No injury                      Minor injury                      Major injury                      Fatality</p>	



## Risk Assessment Form

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
2	No further action required.	N/A	N/A
3	Monthly tool inspection is carried out by supervisors.	Peter Whyatt & Simon Harrison	Ongoing
4	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
5	Site inspections to be carried out by supervisors to ensure all site personnel are using all safety equipment in the correct manner.	Peter Whyatt & John Adams	Ongoing
<b>Identified Additional Hazards</b>			
	Toolbox talks to be carried out during monthly fitters meetings.	Peter Whyatt	Ongoing

**Assessment compiled by:** Peter Whyatt      **Date of assessment:** 21/12/2010  
**Signature:**       **Date to review further actions:** N/A  
**Position:** Managing Director      **Assessment review date:** 21/12/2011



## Manual Handling Assessment

Name of employee: <b>All Site Staff</b>	Ref no: <b>N/A</b>
Operations covered by this assessment: <b>Installation of Industrial Doors</b>	

<b>Section A</b>		
Does the operation involve a significant risk of injury? *If "no" proceed to Section C	Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Can the operation be avoided/mechanised/automated at reasonable cost?	Yes	<input type="checkbox"/> No <input type="checkbox"/>

<b>Section B - Detailed assessment checklist (if necessary)</b>	Level of risk				
<b>The tasks – Do they involve?</b>	Yes	No	Low	Med	High
Holding away from the trunk	✓		✓		
Twisting	✓		✓		
Stooping	✓			✓	
Reaching upwards	✓		✓		
Large vertical movements		✓			
Long carrying distances		✓			
Strenuous pushing or pulling		✓			
Unpredictable movement of loads		✓			
Repetitive handling	✓		✓		
Insufficient time for rest or recovery		✓			
A work rate imposed by a process		✓			
Other:					
<b>The loads – are they?</b>					
Heavy	✓				✓
Bulky/unwieldy	✓		✓		
Difficult to grasp		✓			
Unstable/unpredictable		✓			
Harmful to touch (sharp, hot etc)		✓			
Other:					
<b>The working environment – are there?</b>					
Constraints on posture		✓			
Poor floors		✓			
Variations on levels	✓				✓
Hot/cold/humid conditions		✓			
Strong air movements	✓			✓	
Poor lighting conditions	✓			✓	
Other:					
<b>Individual capacity – does the job?</b>					
Require unusual capacity/strength		✓			
Require special information / training	✓		✓		
Other:					



## Manual Handling Assessment

<b>Other factors?</b>	Yes	No	Low	Med	High
Is movement hindered by clothing or PPE		✓			

<b>Section C - Overall assessment of risk</b>	Low <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	High <input type="checkbox"/>
<p><b>Comments:</b>            Lifting training is given to all on site engineers.             Mechanical plant to be used wherever possible (e.g. Block and tackle).             Scaffolding or scissor to be used on all heights over 2mtr, training given to all on site engineers.             Installation to cease in extreme high winds.             Portable task lighting is provided to all on site engineers.</p>			

No	Action required	By whom	Date due	Date done	Initials

Assessor's name: Peter Whyatt	Date: January 2011
Signature:	Review date: January 2012



## Risk Assessment Form

**Company:** Advanced Doors Ltd      **Task/ Operation:** Use of Portable Electrical Tools

**Location:** \_\_\_\_\_      **Ref No:** \_\_\_\_\_

	<b>Significant Hazard</b>	<b>Who Might Be Harmed?</b>	<b>How Is The Risk Controlled?</b>	<b>Risk Factor (P x S)</b>
1	Electric shock.	Operative and others working in the immediate vicinity.	Use of battery powered or 110v tools only. All tools to be inspected before use and to be PAT tested every 3 months. Training of operatives in safe use.	<b>2 x 6</b>
2	Entanglement of clothing or hair.	Operative	Loose clothing and long hair to be kept clear of all tools. Operative training.	<b>2 x 6</b>
3	Injury to eyes through dust, swarf or other fragment.	Operative and others working in the immediate vicinity.	Eye protection to be worn at all times.	<b>2 x 6</b>
4	Vibration White Finger.	Operative.	Gloves to be worn at all times. Exposure limits reduced.	<b>2 x 6</b>
5	Trips over trailing cables.	Operative and others working in the immediate vicinity.	Tested yellow power cables to be used and kept tidy.	<b>2 x 6</b>
6	Noise.	Operative.	Ear protection to be used at all times.	<b>2 x 5</b>
7	Inhalation of dust.	Operative.	Dust mask to be worn when using tools on any surface that may create dust.	<b>2 x 5</b>
8	Wrist and hand injuries due to tool jamming.	Operative.	Operatives trained in correct use of tools, Steady handles fitted to all tools.	<b>2 x 6</b>
Additional hazard:				

**Overall Risk Factor :**

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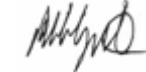


## Risk Assessment Form

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1			
2			
3			
4			
5			
<b>Identified Additional Hazards</b>			

**Assessment compiled by:** P Whyatt

**Date of assessment:** 21/12/2010

**Signature:** 

**Date to review further actions:** \_\_\_\_\_



**Position:** Director

**Assessment review date:** 21/12/2011



## Risk Assessment Form

**Company:** Advanced Doors Ltd      **Task/ Operation:** Driving Of Company Vehicles  
**Location:** \_\_\_\_\_      **Job No:** \_\_\_\_\_

	<b>Significant Hazard</b>	<b>Who Might Be Harmed?</b>	 <b>How Is The Risk Controlled?</b>	<b>Risk Factor (P x S)</b>
<b>1</b>	Road Traffic Accidents	Employees and the general public	Seat belts to be worn at all times. Ensure vehicle is kept in a clean serviceable condition to maximise visibility. Vehicle only to be driven on a suitable surface, be site aware. Copies of drivers licenses to be taken every three months to monitor convictions and points.	<b>2 x 7</b>
<b>2</b>	Vehicle Defects	Employees and the general public	Vehicle checks carried out daily. Service and maintenance schedules adhered to inline with manufacturers recommendations. Defects to be reported immediately.	<b>2 x 5</b>
<b>3</b>	Weather	Employees and the general public	Driver to be aware of impending weather conditions i.e. Snow, ice, etc. Route to be planned in advance. Ensure provisions are made for hotels where required. Reschedule projects in rural areas.	<b>3 x 3</b>
<b>4</b>	Personal Safety & Fatigue	Employees	No smoking or use of mobile phones whilst driving. HGV drivers to adhere to Working Hours Regulations. Lone drivers to take breaks as soon as required. Vehicles to have shared driving where practicable.	<b>4 x 5</b>
<b>5</b>	Carrying Of Goods	Employees and the general public	Loading/unloading to be carried out by trained forklift driver and carried out in a cordoned off area. No personnel on roof or loading area of vehicle to protect from falling from height. Ensure loading/unloading on level surface. All goods to be secured as required.	<b>3 x 6</b>

**Overall Risk Factor :**

<p><b>Probability</b></p> <p style="font-size: 1.2em;">1                      3                      5                      7                      9</p> <p>└──────────┬──────────┬──────────┬──────────┬──────────┘</p> <p>Almost impossible                      Likely                      Certain</p>	<p><b>Key to Risk Factor</b></p> <p><b>1 to 9</b>                      = <b>LOW Risk</b>                      – reduce if practicable</p> <p><b>10 to 28</b>                      = <b>MEDIUM Risk</b>                      – begin to plan your action</p> <p><b>30 &amp; above</b>                      = <b>HIGH Risk</b>                      – immediate action required</p>
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## Risk Assessment Form

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1	Continue with vehicle inspections and license monitoring.	Peter Whyatt	Ongoing
2	Check/Update service log on vehicles	Angela Taylor	Ongoing
3	No further action required	n/a	n/a
4	Ensure all loan drivers are aware of issues of fatigue	Peter Whyatt	Ongoing
5	New methods of loading engineers vehicles to be put in place.	Peter Whyatt & Simon Harrison	Ongoing
<b>Identified Additional Hazards</b>			
	Toolbox talks to be carried out during monthly fitters meetings.	Peter Whyatt	Ongoing

**Assessment compiled by:** Peter Whyatt      **Date of assessment:** 21/12/2010

**Signature:**       **Date to review further actions:** N/A

**Position:** Managing Director      **Assessment review date:** 21/12/2011