

# **Project Risk Assessment**

**Project Name**  
**Reception Screen**

## **Site Address**

H Smith  
H Smith Smelter  
Ashby  
Leics  
LE4 2LP

# Project Details

**Project Number:** 3422

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**Project Name:** **Reception Screen**

## Client Details

Mr Peter Richard  
70 Park Road  
Nottingham

N4 3DD

Works Location:	Warren House Level 2
Work Start Date:	12/04/2018
Work End Date:	2/05/2018
Company carrying out the work:	J Bloggs Contractor
Site Supervisor name:	Phil Cooper
Site Supervisor contact number:	07986689789
Assessor's name	Peter Jones
Date Assessed:	02/02/18
Date of Next Assessment:	N/A

**Company carrying out the work: J Bloggs Contractor**

# PROJECT INFORMATION SHEET(S)

## **Scope of work to be carried out:**

- Extension of reception screen to match existing screen. Non-reflective glass for both existing and new up rights to be fitted with new capping and aluminium U channel, fitting of clear lacquer plywood lift reveals and plywood cupboarded doors with handles and locks.

## **Details about the safety management of the project:**

- Works to be carried in accordance with main contractor's health and safety policy.
- Site supervisor Phil Cooper

## **Site accommodation:**

- N/A

## **Welfare Facilities:**

- Located in basement

## **Site Security Arrangements:**

- Book in with Warren House security

## **Vehicles:**

- 1 Company vehicle on site
- 1 delivery vehicle

## **Hazardous areas or situations:**

- Any staff still on site as works are carried out.
- Work area to be barriered off with access limited to staff only

## **Method of Work:**

Upon arrival to Warren house, all operatives will check in at security then proceed to allocated delivery bay in the basement where site operatives will meet with foreman to complete any induction or signing in as required. All tools and materials will then be unloaded in a careful and considerate way so as not to block any walkways or fire escapes. Once unloaded, all vehicles must be immediately removed to designated parking spots that Warren house security have provided. If no parking spots are available, vehicles will be removed from site to a suitable parking facility. Materials and tools will then be carried by staff to the goods lift. All materials and tools will be kept within the confines of barriered areas so as not to create any trip hazards to any staff still in the building.

Prior to commencement of work, all areas will be inspected and protected with dust sheets and floor coverings where appropriate.

### **Screen works**

The works will start with the checking of sizes etc to insure the fit. When all is checked we will remove the left-hand side of the screen ready for the new extension.

**Company carrying the work: J Bloggs Contractor**

The new extension will be erected next to its final position allowing it to be fixed securely together at top and bottom. When together the extension will be slid in to place where it can be fixed to the floor, bulkhead and old part of the screen.

Once the screen extension is in place all uprights will be drilled on the outside edge and the button fixing screw in to place flowed by the aluminium U channel on the bottom ready to receive the glass. When all preparation is done, the glass will be put in to place and secured with minimal silicone and the capping pieces.

#### Lift reveals

The reveals will be cut to length and scribed once done the reveals will be fixed permanently in to place.

#### Doors

Hinges will be fixed to carcass so door can be swung. Locks and handles can then be fitted.

All site operatives will use the required PPE, i.e. safety boots, hi visibility vests, safety helmets, gloves, goggles, overalls etc. which will be worn as dictated by the work activity.

Generally, all of our work is manual, carried out by hand with the aid of hand held portable tools, both manually operated and electrically powered. All of our site operatives are fully trained in the operation of hand held portable tools, both manually operated and electrically powered and are well aware of the need for good and safe methods of work and we endeavour to maintain safe and tidy working areas so as not to present any risks to others. All operatives have CSCS card that are available on request.

### **Completion of works and waste disposal:**

At completion of the work staff will remove all waste, tools and materials via the goods lift and stack them appropriately on the loading bay before collating vehicles for loading. Once loaded all operatives must sign out were appropriate and the leave the build immediately.

All waste materials will be disposed of in line with current legislation.

**Company carrying the work: J Bloggs Contractor**

**COSHH requirements for this project:** *Additional information can be added to rows below the symbols as required.*



GHS06 Acute Toxic



GHS07 Harmful / Irritant / Skin sensitiser

**Personal Protective Equipment (PPE) requirements for this project:**

*Additional information can be added to rows below the symbols as required.*



Protective footwear must be worn



Wear high visibility jacket



Ear, eye and head protection must be worn



Wear protective gloves



Wear a mask

**Further information about COSHH:**

**Further information about PPE:**

**Company carrying the work: J Bloggs Contractor**

**Emergency Procedures:**

Nearest A&E Services: Leicester Royal Infirmary

**Emergency Contact Details:**

**Tel: 0300 303 1573**

Infirmary Square, Leicester LE1 5WW

**Note on Asbestos Risk:**

If you feel that the building you are working in may have been built before the year 2000 there is a risk of asbestos being used within the building.

Main contractor shall advise if a report has been carried out and any information regarding asbestos shall be provided when induction takes place.

If in any doubt do not attempt the work and contact the site foreman.

Signed:

Peter Jones

Assessed by: Peter Jones

**Company carrying the work: J Bloggs Contractor**

## Log of Assessment Review Dates:

Date of review:	Reviewed by:	List any risk assessments added or amended:	Added	Amended	Comments:
Add Date			<input type="checkbox"/>	<input type="checkbox"/>	

## Variation references:

Variation Ref:	Details of variation:	Details of associated risk assessments:

## Risk Matrix

### Sample Risk Calculation:

Severity	5
	x
Likelihood	4
	=
Initial / Revised Risk	20

			Likelihood				
			Rare	Remote	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Serious	4	4	8	12	16	20
	Catastrophic	5	5	10	15	20	25

Company carrying the work: J Bloggs Contractor

## Schedule of Attached Risk Assessments

Fire on Site (HA2)

Working in Occupied Premises (HA10)

Accidents on Site (HA16)

Staff Personal Conduct (HA17)

Site Materials (HS8)

Solvents and Cleaning Agents (HS9)

Stepladders (PL6)

Skips (PL14)

Company Vehicles on Site (PL16)

Hand Tools (PL29)



Project Name: Reception Screen  
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Date Assessed: 02/02/18  
Date of next assessment review: N/A

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Assessed by: Peter Jones

Assessor's Signature *Peter Jones*

## Fire on Site (HA2)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Asphyxiation	5	4	20	5	2	10
Burns	4	4	16	4	3	12
Injury in evacuation	3	3	9	4	3	12

## Controls and Planned Methods to Reduce Risks

- Designated emergency exit routes will be kept free of obstruction at all times.
- Staff to be given training on site fire and evacuation procedures
- Those involved in using highly flammable materials or carrying out hot work will be given additional training in fire prevention measures.
- Hot work and the use of naked flame appliances will be controlled by a permit to work system.
- The electrical contractor's staff will comply with the site fire safety procedures.

Person(s) at Risk:	Person(s) Responsible
Everyone	Site supervisor Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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## Working in Occupied Premises (HA10)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Danger to electricians from occupied premises activities	3	3	9	3	2	6
Danger of occupied premises staff from electricians' activities	3	3	9	3	2	6
Noise	3	4	12	2	4	8
Dust	4	5	20	2	4	8
Falling over site materials	4	4	16	4	2	8

### Controls and Planned Methods to Reduce Risks

- All staff and subcontractors will be fully briefed as to the site hazards before any work is commenced.
- All works areas to be segregated and barriers erected as necessary.
- Dust barriers will be erected as necessary.
- A programme of works to be drawn up, with all parties informed.
- Materials to be stored in designated areas.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
Other people on site	Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
 Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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Date Assessed:	02/02/18	Assessor's	Peter Jones
Date of next assessment review:	N/A	Signature	

## Accidents on Site (HA16)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Minor injury (i.e. cut or scratch)	3	5	15	3	3	9
Major injury	5	3	15	5	2	10

### Controls and Planned Methods to Reduce Risks

- Appropriate First Aid measures must be implemented.
- Site Management must be informed of the accident immediately.
- The accident must be entered into the Company Accident Record Book
- Training will be provided for safe working procedures
- The site will be kept tidy and regularly cleared of debris

#### Person(s) at Risk:

Site employees  
Other people on site

#### Person(s) Responsible

Site supervisor  
Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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## Staff Personal Conduct (HA17)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Bad work attitude	4	5	20	4	2	8
Alcohol and drug abuse	5	4	20	5	2	10
Accidents or dangerous occurrences	4	3	12	4	2	8
Discovery of an unexpected hazardous situation	4	3	12	4	2	8
Failure to wear protective clothing	4	4	16	4	2	8
Driving company vehicles	3	4	12	3	2	6
Discovery of damage to tools or plant	3	3	9	3	2	6

### Controls and Planned Methods to Reduce Risks

- Staff should follow the Company Safety Policy at all times.
- Staff should only use the tools issued to them, or tools agreed for them to use.
- Any damaged tools or plant will be reported to management immediately and cease to be used.
- Staff should wear the safety equipment provided for them.
- Staff should not be under the influence of alcohol or drugs whilst at work.
- Staff will not drive or carry out any company work whilst under the influence of drugs or alcohol.
- Staff shall report any accidents or dangerous occurrences immediately to their supervisor.
- On discovering an unexpected hazardous situation, staff shall report the matter immediately to their supervisor.
- Staff shall wear protective clothing, as instructed by their supervisor, or to comply with site regulations.
- With recent tragic events of drivers falling asleep in mind, staff shall not drive whilst tired and must take rest breaks from driving.
- Staff shall only drive company vehicles if authorised to do so and only on company business.
- Staff discovering damage to tools or plant will not use the item and will report the matter immediately to their supervisor.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
Other people on site	Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
 Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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## Site Materials (HS8)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Injury due to lifting	4	4	16	4	2	8
Cuts due to handling sharp objects	4	4	16	4	2	8
Personnel falling over loose material	4	3	12	4	2	8

### Controls and Planned Methods to Reduce Risks

- All materials held on site will be in stored in suitable, clearly marked containers or skips etc.
- The storage area is to be sited as close as practicable to the working area of use, in order to minimise the extent of manual handling.
- Suitable personal protective equipment will be provided to staff handling waste materials.
- Training will be given to staff on the lifting and handling of heavy objects.
- The site, in particular walkways, will be kept clear of loose site materials.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
Other people on site	Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
 Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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## Solvents and Cleaning Agents (HS9)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Skin and eyes irritation	4	5	20	4	2	8
Contamination of food	4	4	16	4	2	8
Inadvertent usage of substances	4	4	16	4	2	8
Fire risk	4	4	16	4	2	8

### Controls and Planned Methods to Reduce Risks

- Personal protective clothing to be issued and used at all times.
- All food preparation areas to be covered by 5mm polythene sheeting with any spillages cleaned immediately.
- All substances to be contained in correct containers and no decanting of substances into non-standard containers.
- Relevant training will be given in the correct use and handling of solvents and cleaning agents.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
Other people on site	Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
 Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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## Stepladders (PL6)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Personnel falling off stepladders	4	4	16	4	2	8
Stepladders breaking	4	2	8	4	2	8
Stepladders slipping	4	3	12	4	2	8
Risk of electrocution with aluminium stepladders	5	3	15	5	2	10

### Controls and Planned Methods to Reduce Risks

- Stepladders will be checked to ensure correct length, type and condition before use.
- Staff will be suitably trained in the safe use of stepladders.
- Stepladder work will be restricted to that which can be carried out using one hand only.
- Stepladders will only be used on a firm and level base.
- All work carried out using stepladders will be in compliance with current legislation and codes of practice.
- Aluminium stepladders will not be allowed on site where unguarded electrical equipment is present.
- If working in a public area, the working areas should be barriered off.

#### Person(s) at Risk:

Site employees  
 Other people on site

#### Person(s) Responsible

Site supervisor  
 Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
 Likelihood: 1 - Rare, 2 - Remote, 3 - Possible, 4 - Likely, 5 - Very Likely

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Assessor's Signature *Peter Jones*

## Skips (PL14)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Contents set on fire	3	3	9	3	2	6
Vehicles running into skips	4	4	16	4	3	12
Contents not disposed of correctly	4	4	16	3	2	6

### Controls and Planned Methods to Reduce Risks

- Waste skips provided by the electrical contractor will comply with prevailing legislation, and be marked with the usage.
- If sited on a public highway, skips will be provided with adequate lighting and signage.
- Skips will be placed on firm level ground wherever possible.
- A safe means of access into the skip will be provided, if tipping into the skip is necessary.
- Fires will not be permitted in skips.
- Disposal of waste to be accordance with current legislation.

#### Person(s) at Risk:

Site employees  
 Other people on site  
 The public

#### Person(s) Responsible

Site supervisor  
 Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
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 Date of next assessment review: N/A Signature *Peter Jones*

## Company Vehicles on Site (PL16)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Personnel injuries in accident	4	4	16	4	2	8
Property damage in accident	3	4	12	3	2	6

### Controls and Planned Methods to Reduce Risks

- Only licensed drivers will be allowed to drive on site or public highways.
- All vehicles will be licensed for use on site or public highways.
- All vehicles will be suitable for the tasks they perform.
- All drivers will adhere to site instructions.
- All vehicles will only be parked in safe designated areas.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
Other people on site	Site employees

**Company carrying the work: J Bloggs Contractor**

**Risk Ratings** Severity: 1 – Negligible, 2 – Minor, 3 – Moderate, 4 - Serious, 5 - Catastrophic  
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Date of next	N/A	Signature	
assessment review:			

## Hand Tools (PL29)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Personnel injuries to hands	4	5	20	4	3	12
Damage to workplace	3	4	12	3	2	6
Operative exposed to high noise levels	4	3	12	4	2	8
Eye damage	4	3	12	4	2	8
Damage to other services	4	3	12	4	2	8

### Controls and Planned Methods to Reduce Risks

- All staff will be trained in the correct method of use of hand tools.
- Eye protection will be provided and worn by the operatives where appropriate.
- In flammable atmospheres, non-ferrous (spark-free) tools will be used.
- The electrical contractor will ensure that the use of hand tools will comply with current legislation, good engineering practice and trade training.
- Tools will be inspected regularly.
- Areas of work will be surveyed for the presence of other services.

**Person(s) at Risk:**

Click to Choose

**Person(s) Responsible**

Click to Choose

**Company carrying the work: J Bloggs Contractor**

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Date of next assessment review:	N/A	Signature	

## Customer Acceptance Form (CA)

I have received and read the Risk Assessment and Health and Safety Method Statements and have fully understood them.

I can sign and date the sheet below:

Signature	_____
Name (Block Capitals)	_____
Date	_____

**Company carrying the work: J Bloggs Contractor**

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Assessed by: Peter Jones  
Assessor's Signature *Peter Jones*

## Employees Acceptance Form (EA)

I have read the Risk Assessment and Health and Safety Method Statements and have fully understood them.

I can sign and date the sheet below:

Employee name (Block Caps)	Signature	Date

**Company carrying the work: J Bloggs Contractor**