



- DESIGN
- INSTALL
- MAINTAIN
- INSPECT

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Project Risk Assessment

Project Number: 3422

Project Name: Reception Sheet

Site Address

Devon Lodge
42 Common Lane
Hinckley
Leicestershire
LE10 0RR

Project Details

Project Number: 3422

Project Name: Reception Sheet

Client Details

Mr C Briggs
12 Church St
Hinckley
Leics
LE10 0ER

Works Location:	Devon Lodge Level 2
Work Start Date:	18/06/2021
Work End Date:	24/06/2021
Company carrying out the work:	Glaze Ltd
Site Supervisor name:	Owen Jones
Site Supervisor contact number:	Phone: 01455 546878
Assessor's name	Owen Jones
Date Assessed:	03/06/21
Date of Next Assessment:	N/A

Company carrying out the work: Glaze Ltd

PROJECT INFORMATION METHOD STATEMENT

Planned Task / Activity / 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.

Staff Details:

Site supervisor Phil Cooper

Operatives Competence:

Gqa Level 2 NVQ Diploma In Fenestration Installation. Details available upon request

Site Location and Access Details:

Limited Parking. Ensure access for emergency vehicles.

Site Security Arrangements:

Book in with Devon Lodge security

Working Environment and Restrictions:

Works will require access to the communal hallways and individual flats. There are no restrictions

Protection of Others:

Residents have been sent information letters explaining the planned works. They are advised to be aware of work men in the building and have been asked to keep the locality clear in their flat where the Reception Sheet is to be located. They have been asked if they or anyone they have come into contact with are showing signs of Covid and to wear a face covering.

Site Accommodation:

N/A

Welfare Facilities:

Located in basement

Vehicles, Plant & Equipment:

1 Company vehicle on site
1 delivery vehicle

Materials Handling / Storage / Safety Information:

Materials are boxed and can be transported easily by a single operative (observing / using Safe Manual Handling techniques) without specialist equipment. Materials stored in a locked electrical store

Hazardous Areas or Situations:

Method of Work:

Upon arrival to Devon Lodge, 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 Devon Lodge 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.

Company carrying the work: Glaze Ltd

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. 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.

Critical Stages of the Project: (must be undertaken in correct sequence)

- 1. On arrival site contact made and site induction undertaken**
- 2. Work area cleared for safe access**
- 3. All areas will be inspected and protected with dust sheets and floor coverings where appropriate.**
- 4. Final arrangements will be determined to check of sizes etc to insure the fit.**
- 5. After checks, remove the left-hand side of the screen ready for the new extension**
- 6. Fix to the floor, bulkhead and old part of the screen**
- 7. Drill uprights in place on the outside edge.**
- 8. Ensure button fixing screw in place**
- 9. Put glass in place and secured with minimal silicone and the capping pieces.**
- 10. Cut lift reveals in length and scribe**
- 11. Attach hinges to carcass.**
- 12. Check door can swing.**
- 13. Fit locks and handles.**

Completion of Works and Waste Disposal:

At completion of the work, the work area will be left clear.

All waste materials will have been placed into the appropriately marked skips which will be disposed of in line with current legislation.

All fluorescent tubes will be returned to the wholesaler for disposal.

Company carrying the work: Glaze Ltd

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

Emergency Procedures:

If building needs to be evacuated for Fire then leave via designated Exit routes via Fire Escape doors, use stairs not Elevator. If there is an injury / accident then Call Emergency services

Nearest A&E Hospital:

Leicester Royal Infirmary

Company carrying the work: Glaze Ltd

Emergency Contact Details:

Tel: 0300 303 1573

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.

Ask the manager or persons in charge of the building if a report has been carried out.
If in any doubt do not attempt the work and contact your line manager

Signed:

Owen Jones

Assessed by: Owen Jones

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
	=
Risk before / after controls	20

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

Company carrying the work: Glaze Ltd

Schedule of Attached Risk Assessments

Fire on Site (HA2)

Working Alone (HA9)

Working in Occupied Premises (HA10)

Isolating Electrical Circuits (HA11)

Working in Roof Spaces (HA12)

Accidents on Site (HA16)

Staff Personal Conduct (HA17)

Driving at Work (HA25)

Slips, trips and falls (HA26)

Manual Handling [lifting and carrying] (HA27)

Site Materials (HS8)

Cable Pulling (IM2)

Testing and Commissioning (IM5)

Stepladders (PL6)

Company Vehicles on Site (PL16)

Hand Tools (PL29)

Project Name: Reception Sheet
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 Date Assessed: 03/06/21
 Date of next assessment review: N/A

Project Number: 3422
 Assessed by: Owen Jones

Assessor's Signature *Owen 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

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Working Alone (HA9)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Accidents without help at hand	4	3	12	4	2	8
Attack by intruders	5	2	10	5	1	5

Controls and Planned Methods to Reduce Risks

- Mobile telephone or other suitable means of communication will be provided.
- First aid kit to be at hand.
- Only work suitable for one person to be carried out.
- Time limit to be set for person to report back to supervisors.

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

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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

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Isolating Electrical Circuits (HA11)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Electrical shocks	5	4	20	5	2	10
Burns	5	4	20	5	2	10
Fire	4	4	16	4	3	12
Damage to equipment	4	4	16	4	3	12

Controls and Planned Methods to Reduce Risks

- All circuits involved with the proposed work will be assumed to be live until proved dead.
- All adjacent live equipment shall be fully shrouded and warning signs put in position.
- Only competent persons will be allowed to carry out work adjacent to live equipment.
- All switchgear controlling the equipment to be worked on will be locked and warning labels put in place.
- No live working will be carried out.
- A permit to work system will be implemented.
- Circuit(s) to be worked on will be earthed

Person(s) at Risk:

Site employees
 Other people on site

Person(s) Responsible

Site supervisor
 Site employees

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Working in Roof Spaces (HA12)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Falling through ceiling	5	3	15	5	2	10
Tripping over cables or pipes	4	4	16	4	2	8
Presence of dust or fibres in the air	4	5	20	2	5	10

Controls and Planned Methods to Reduce Risks

- Adequate lighting will be provided for working area.
- Boarding will be provided as necessary.
- Face masks will be worn.

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

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 Date of next assessment review: N/A

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Assessor's Signature *Owen Jones*

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

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 Date of next assessment review: N/A

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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

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Driving at Work (HA25)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Incompetent Drivers	5	3	15	5	2	10
Distracted/ fatigued Driver	5	3	15	5	2	10
Unsafe vehicle	5	4	20	4	2	8
Speeding	4	4	16	4	2	8

Controls and Planned Methods to Reduce Risks

- Correct licence held by driver for vehicle use
- Licences checked every 6 months
- Driver Awareness eLearning provided
- Alcohol, drugs and substance Misuse Strategy in place
- Company mobile phone policy prohibits use of devices during journeys.
- No Long distance driving over 3 hours
- Vehicle subject to servicing in accordance with manufacturer's requirements
- Vehicles submitted for MOT as necessary
- Type replacement policy is minimum 2mm tread depth required over 75% surface area.
- All staff allowed adequate times to get between jobs

Person(s) at Risk:	Person(s) Responsible
All site operatives	Site supervisor
Service Users	Site employees
The public	Click to Choose

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 Date of next assessment review: N/A

Project Number: 3422
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Assessor's Signature *Owen Jones*

Slips, trips and falls (HA26)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Uneven surfaces	4	4	16	4	2	8
Slippery Surfaces	4	4	16	4	2	8
Slips/trips	3	4	12	3	2	6

Controls and Planned Methods to Reduce Risks

- All staff to undertake a site survey of any working area before work commences.
- When the work being done causes an even surface, suitable barriers and warning signs should be erected immediately.
- PPE should be worn on any site where uneven surfaces are present.
- All staff to undertake a site survey of any working area before work commences.
- When the work being done causes a slippery surface, suitable barriers and warning signs should be erected immediately. An immediate effort should be made to clear up any spillage.
- When working externally and ground conditions are slippery, suitable warning signs should be displayed, correct footwear should be worn. Ladders should be footed by a second competent person.
- Lone workers must ensure that the work area is free from trip hazards.
- Work areas and the preparation of area covered in employee induction.
- Lone workers are advised to have a first aid kit available when they are working.

Person(s) at Risk:	Person(s) Responsible
Site employees	Site supervisor
The public	Site employees
Click to Choose	Click to Choose

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Manual Handling [lifting and carrying] (HA27)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Task: Twisting when lifting	4	4	16	4	2	8
Task: Stooping when lifting	3	4	12	3	2	6
Task: Long carrying distances	3	4	12	3	3	9
Heavy, bulky or difficult to grasp loads	4	4	16	4	2	8
Risk to those who are pregnant	3	3	9	3	2	6
Risk to those with health problems	3	4	12	3	3	9
Environment: Constraints on posture	4	4	16	4	2	8

Controls and Planned Methods to Reduce Risks

- Employees have been given general manual handling training
- Sack trucks available where possible for staff to use
- Where sack trucks are not possible to use existing '2 persons' activity is essential
- Employees are assessed for suitability to carry out given task
- Inform employees of importance of disclosing any occupational health conditions to ensure the correct risk assessments are carried out
- Heavy, bulky or difficult to grasp loads to be designated '2 persons' lift
- Plan the route for delivery before getting to destination where possible

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

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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

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Cable Pulling (IM2)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Injury to personnel	4	4	16	3	3	9
Damage to cables	4	4	16	4	3	12

Controls and Planned Methods to Reduce Risks

- All staff will wear personal protective equipment.
- Adequate rollers etc. will be provided to make for easy cable pulling, and to ensure no damage is caused to the cable.
- The electrical contractor shall ensure compliance with all current legislation and codes of practice with respect to cable installation.
- The proposed cable route shall be surveyed before any work commences, to establish the labour force required and to identify site hazards.

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

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 Date of next assessment review: N/A

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Testing and Commissioning (IM5)

Hazards	Risk before controls			Risk after controls		
	Severity	Likelihood	Risk rating before controls	Severity	Likelihood	Risk rating after controls
Electrical shocks to tester	4	4	16	4	2	8
Electrical shocks to other site staff	4	3	12	4	2	8
Damage to plant	4	3	12	4	2	8

Controls and Planned Methods to Reduce Risks

- If necessary, a permit to work system will be operated.
- Only competent persons with suitable test equipment shall carry out the testing and commissioning.
- Planning will include liaison with other contractors and those in control of the premises to ensure that all are aware of the work to be carried out.
- The electrical contractor shall carry out all testing and commissioning strictly in accordance with the current legislation.

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

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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

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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

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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

Project Name: Reception Sheet
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Project Number: 3422
Assessed by: Owen Jones

Assessor's Signature *Owen 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 out the work: J Bloggs Electrical Contractors Ltd

Project Name: Reception Sheet
Works Location: Devon Lodge Level 2
Date Assessed: 03/06/21
Date of next assessment review: N/A

Project Number: 3422
Assessed by: Owen Jones
Assessor's Signature: *Owen Jones*

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 out the work: J Bloggs Electrical Contractors Ltd