

# FERGUSON CONSTRUCTION LTD BRICKWORK CONTRACTORS

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## Risk Assessment & Action Required

Assessment location		Assessment date		Date of last Assessment											
Activity/situation															
HAZARDS IDENTIFIED															
Ref	General description of risk	TYPES OF PERSONS AT RISK					WORST CASE OUTCOME				LIKELIHOOD / PROBABILITY				
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE
1	<b>Yard and site compound access and egress.</b> Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, soft and uneven ground, gradient slopes, pedestrian pavement cross-overs.	✓	✓		✓	✓						✓			
2	<b>Security.</b> Risk to trespassers, damage caused by trespassers.		✓		✓		✓						✓		
3	<b>Accessways.</b> Unsafe obstructions. Cross contamination of other works, uneven surfaces, trips, slips and falls, congestion, vehicle manoeuvres.	✓	✓	✓	✓	✓	✓					✓			
4	<b>Driving lorries/vans and company cars.</b> Qualified drivers required, tiredness, road rage, driving under the influence of alcohol and drugs, speeding, cab tidiness, vehicle maintenance, security of loads, weight distribution, snow, rain and icy weather.	✓	✓	✓	✓	✓	✓						✓		
5	<b>Loading &amp; unloading lorries/vans.</b> Competent plant operators & banksmen, risk of lifting appliance or gear failure, manual handling, windy conditions, conveying materials, gradient slopes.	✓	✓	✓	✓		✓					✓			
6	<b>Working at height.</b> Fall of persons or tools/equipment/components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind, snow, ice & hot weather.	✓	✓	✓	✓	✓					✓				
7	<b>Ladders.</b> Persons falling off ladders – main causes are: unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching.	✓		✓			✓					✓			
8	<b>Working on or nearby the footpath or the nearby school.</b> Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-overs, lifting operations, service connections etc.		✓		✓	✓	✓					✓			
9	<b>Working with lifting appliances and lifting gear.</b> Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signaling, loads striking other objects, problems with communications, slewing hazards.	✓		✓	✓		✓					✓			
10	<b>Manual Handling.</b> Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc.	✓		✓				✓				✓			

**Project Risk Assessment & Action Required continued / .....**

HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY			
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE
Ref	General description of risk														
11	<b>Using power tools, machines &amp; plant.</b> Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.	✓		✓			✓			✓			✓		
12	<b>Existing building hazards.</b> Hazardous materials, asbestos, biological & chemical contamination, unsafe structure, fragile roofs, live services, plant & machinery.	✓		✓		✓	✓					✓			
13	<b>Environmental hazards.</b> Chemical contamination & biological hazards, unknown underground services & safe access. Neighbouring premises risks & hazards. Neighbourhood risks, noise, dust, vegetation damage, mud on roads, etc.	✓		✓		✓	✓		✓			✓			
14	<b>C.O.S.H.H.</b> Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE.	✓		✓				✓				✓			
15	<b>Housekeeping.</b> Untidy working areas causing unnecessary obstructions/hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.	✓		✓			✓					✓			
16	<b>Noise.</b> Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Employees subjected to other contractors or environmental noise.	✓	✓	✓	✓	✓		✓				✓			
17	<b>Fire.</b> Building fire plans, smoke detection, fire fighting equipment, fire alarms, fire drills, fire wardens, gas compounds, gas/oxygen leaks from cylinders, hoses and mains supply, hot works, smoking, solvents and bonfires.	✓	✓	✓			✓					✓			
18	<b>Biological hazards.</b> Hygiene standards with regard to canteens, clothing and environmental working conditions.	✓		✓			✓						✓		
19	<b>Stacking &amp; storage of materials &amp; components.</b> Stability, floor loading, potential obstructions, ergonomics, accessible locations.	✓	✓	✓	✓	✓	✓					✓			
20	<b>Confined Spaces.</b> The build-up of toxic or flammable gases, oxygen deficient atmospheres, inadequate ventilation, etc., in environments such as basements, sewers, tanks, excavations, inadequately ventilated rooms.	✓		✓			✓					✓			

**Residual Risk Rating**

We have identified the initial risk for the work operations on this contract as being **Medium / High** risk activity. However, provided site personnel are made aware of the control measures contained with this risk assessment and the procedures are followed in the accompanying method statement then the risk will be significantly reduced to **Low**

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED
1	<b>Site compound access and egress.</b> General arrangements covered in the Company Safety Policy Safety Procedures	Ensure compound entrance signs are well displayed, i.e., "Caution – Entrance" and "Danger – Keep Out – Authorised Persons only".	On-going – Manager in charge of site	
		Ensure the entrance to the site is well illuminated during dark hours of working.	On-going – Manager in charge of site	
		Ensure that lorry drivers are regularly reminded to be careful when entering and leaving the yard, i.e., to be aware of pedestrians and other road users safety.	On-going – Manager in charge of site	
		Regularly check the condition of the cross-over between the yard/compound entrance and the road to ensure that it is kept in safe order.	On-going – Manager in charge of site	
		Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	On-going – Manager in charge of site	
		Personal protective equipment is normally required to be worn in these areas. The type of PPE will depend very much on the yard and site compound activities. PPE Assessments are required to be carried out for all persons required to work in these areas.	Manager in charge of site	
2	<b>Security.</b> Refer to Security Contractors arrangements and any security device handbooks.	Ensure that the Company's buildings windows and doors are locked when the premises are not being worked in and that fencing is kept in good secure order.	On-going – Site Manager	
		Ensure that yard gates are securely locked when the premises are not being worked in. Regularly check that security devices covering the premises are operational.	On-going – Site Manager	
		Ensure "Danger – Keep Out - No Unauthorised Persons" signs are displayed around the company premises and on fencing/hoarding and gates around sites.	On-going – Site Manager	
		Where Security Guards are to be deployed a PPE Assessment is required to be carried out, taking into account the possibility of attacks and the environmental hazards in the areas which need to be patrolled.	On-going – Site Manager	
3	<b>Accessways.</b> General arrangements covered in the Company Safety Policy Safety Procedures	Ensure that accessways are demarcated clearly and are not unsafely obstructed by works/operations and that storage and parking do not cause an obstruction. Accessways should also be kept in good condition, well illuminated during hours of darkness, firm and without surface trips and slipping hazards. Consideration should be given to bad weather, particularly with regard to wet and freezing conditions.	On-going – Site Manager	
		Give regular Tool Box Talks to the works personnel and inform visitors with regard to keeping accessways free from unsafe obstructions.	On-going – Site Manager	
		Any obstruction of accessways should be removed immediately. Investigate the reasons obstructions occurred and eliminate the problem at source where possible or provide additional provisions to prevent obstruction problems from reoccurring.	On-going – Site Manager	
4	<b>Driving lorries/vans and company cars.</b> General arrangements covered in the Company Safety Policy Safety Procedures. Refer to Company Vehicles Section in Company Health & Safety Policy, Part 2.	Company Induction for new lorry/van/company car drivers should include all appropriate safety rules. Ensure that any drivers licences are in order and vet the arrangements of sub-contracted haulagers to ensure their arrangements are in order, i.e., qualified drivers and that their vehicles are being maintained in good order and are appropriate for what is being transported.	On-going – Managers who have responsibilities for transport or employees driving company vehicles	

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4 cont		Ensure that lorry/van/company car drivers receive regular Tool Box Talks on road safety, good driving practices, loading and unloading lorries/vans, PPE and vehicle maintenance.	On-going – Managers who have responsibilities for transport	
		All drivers of company vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.	On-going – Managers who have responsibilities for transport of employees driving company vehicles	
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	On-going – Managers who have responsibilities for transport of employees driving company vehicles	
5	<b>Loading and unloading lorries/vans.</b> Refer to the following Sections contained in the Company Health & Safety Policy:- Manual handling; Lifting Appliances and Lifting Gear.	Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	When loading lorries/vans – Lorry/van Drivers, Personnel assisting, as well as Managers responsible for transportation	
	Refer to the Lorry Manufacturers Handbook.	Check that vehicles are in good safe order and tidy before setting off.	On-going – Lorry/van Drivers	
		Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that accessways are not unsafely obstructed.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel	
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel	
		A PPE Assessment is required to be carried out to accommodate the different types of lorries and vans and materials etc., being transported and conveyed on and off of vehicles, taking into account the environments and whether lifting appliances are utilised. Ensure that all appropriate PPE is available in the cab and worn when required.	On-going – Lorry/van Drivers & Managers responsible for employees & transport	
6	<b>Working at height.</b> General arrangements covered in the Company Health & Safety Policy Procedures Part 2. A PPE Register and PPE Assessment Work At Height Regulations 2005.	Competent persons must plan working at height. Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures must be provided. Working at height operations must always be supervised by a competent person. All persons required to work at height must be competent.	Contracts Manager & Site Agent	
		Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment.	Contracts Manager & Site Agent	
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Contracts Manager & Site Agent	
		Wet conditions – extra care and control taken to prevent slipping.	When raining – Site Agent	
		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – Site Agent	
		Where there is the potential for persons to fall, there must be adequate prevention protection in place. There should also be adequate protection to prevent materials and debris etc., from falling.	Before work starts – Site Agent	
		Ensure a Safe Method of Work and arrangements are in place and communicated to persons who will be carrying out high level works.	Before work starts – Site Agent	
		Ensure adequate safe access to high level works is provided.	Before work starts – Site Agent	

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6 cont		PPE Assessments are required to be carried out for persons working at height or for persons who could be at risk from high level works.	Before work starts – Site Agent	
7	<p><b>Ladders.</b> General arrangements covered in the Company Safety Policy Safety Procedures. Work At Height Regulations 2005.</p>	<p>Working off ladders constitutes working at height, therefore competent persons will be required to plan and supervisor this type of work. Ladders should be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.</p>	Before work starts. Contracts Manager & Safety Consultant	
		<p>Carrying materials up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder.</p>	Before work starts. Contracts Manager & Site Agent	
		<p>The correct type of ladder should be used dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. <b>Note:</b> Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage.</p>	Before operatives start work on site. Contracts Manager & Site Agent	
		<p>Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. <b>Note:</b> Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.</p>	Before operatives start work on site. Contracts Manager & Site Agent	
		<p>Environmental and weather conditions can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present precautions should be taken to eliminate these risks which could cause hazards to ladder users.</p>	Before operatives start work on site. Contracts Manager & Site Agent	
		<p>All ladders used must be in good order. They should be checked regularly to ensure they are kept in good order.</p>	Before operatives start work on site. Contracts Manager & Site Agent	
		<p>PPE Assessments are required to be carried out for persons working off ladders or persons in the vicinity of ladder work. Particular regard should be given to fall arrest equipment and ladder securing arrangements.</p>	Before work starts & on-going. Contracts Manager & Site Agent	
8	<p><b>Working nearby the footpath or the nearby school.</b> General arrangements covered in the Company Safety Policy Safety Procedures. Refer to Local Authority requirements.</p> <p>British Woodworking Federation. British Standards BS6854.</p>	<p>Detailed arrangements to be produced regarding precautionary measures to protect the general public the nearby school, i.e., hoarding, barriers and safety signage, etc.</p>	Before the contract starts. Contracts Manager	
		<p>Operatives to be made aware of the importance and the arrangements for keeping the footpath free from hazards during Induction and before any works start which may have an effect on the general public.</p>	Before operatives start work on site. Contracts Manager & Site Agent	
		<p>Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.</p>		

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9	<p><b>Working with lifting appliances and lifting gear.</b> General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information. Work At Height Regulations 2005.</p>	<p>Competent persons must plan and supervise lifting operations. Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.</p>	<p>Before lifting operations are carried out. Contracts Manager &amp; Safety Consultant</p>	
	<p>Lifting Operations &amp; Lifting Equipment Regulations 1998, Lifting Assessment &amp; Lifting Plan, Test Certificates and Records of repairs and maintenance.</p>	<p>All lifting operations must be planned in advance of the work being carried out and managed by a competent person.</p>	<p>Contracts Manager &amp; Site Agent</p>	
	<p>The Provision &amp; Use of Work Equipment Regulations 1998. The Personal Protective Equipment Regulations 1992. Manufacturers / Suppliers Specification &amp; Guidance.</p>	<p>To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.</p>	<p>Contracts Manager &amp; Site Agent</p>	
		<p>To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.</p>	<p>Contracts Manager &amp; Site Agent</p>	
		<p>Competent Certificated Operatives to be used. Check arrangements before commencement of work.</p>	<p>Contracts Manager &amp; Site Agent</p>	
		<p>PPE Assessments are required to be carried out for persons involved or affected by lifting operations.</p>	<p>Contracts Manager &amp; Site Agent</p>	
10	<p><b>Manual Handling.</b> General arrangements covered in the Company Health &amp; Safety Policy. Refer to Manual Handling Regulations and Code of Practice.</p>	<p>Provide adequate instruction on minimizing manual handling and good manual handling techniques. Provide manual handling aids wherever reasonably practicable. Ensure that personnel who have to carry out manual handling operations are suitably fit. Ensure personnel carrying out manual handling are aware of the weights involved. Carry out Manual Handling Assessments – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health &amp; Safety Policy.</p>	<p>Initial assessment by Management and on-going monitoring by Management &amp; Site Agent</p>	
		<p>PPE Assessments are required to be carried out for persons involved in manual handling.</p>	<p>Managers &amp; Site Agent</p>	
11	<p><b>Using power tools, machines and plant.</b> General arrangements covered in the Company Safety Policy, Parts 1, 2 &amp; 3. Refer to Manufacturers guidance. <b>Equipment provided by Ferguson Construction and used for this contract will include:</b> <b>Forklift Truck, trolley jacks, bench saws, disc cutters, hand tools and step ups.</b> <b>Additional equipment and plant may be provided and used by Ferguson Construction employees.</b></p>	<p>Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.  Ferguson Construction employees will inspect all tools and equipment prior to its use. Should any employee be concerned with plant or equipment provided by the client or another contractor and used by Ferguson Construction then the equipment/plant will not be used and the client be informed immediately.</p>	<p>Senior Management &amp; Site Agent</p>	
	<p>The Provision and Use of Work Equipment Regulations 1998, The Workplace (Health, Safety &amp; Welfare) Regulations 1992, The Management of Health &amp; Safety At Work Regulations 1999, The Noise At Work Regulations 1989. Approved Code of Practices for the Safe Use of Woodworking Machines. HSE Guidance Notes.</p>	<p>Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc., must be fully considered to minimise dust, noise and dangers from moving parts or fragments flying-off of material being worked on.</p>	<p>Site Agent &amp; Operator</p>	

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11 cont		Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity.	Site Agent	
		Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This should be carried out under a Permit to Work.	Site Agent & Maintenance Engineer/Plant Operator	
		Machines must be properly installed in accordance with the Manufacturers specifications	Senior Management & Site Agent	
		To minimise the risks of electrical shock when using electrically powered tools, battery powered tools should be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards.	Senior Management & Site Agent	
		Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information.	In accordance with manufacturers usage terms – competent Electrician	
		PPE Assessments are required to be carried out for persons using power tools, machines and plant.	Managers & Site Agent	
12	Existing building hazards. General arrangements covered in the Company Safety Policy,	Before any works commence a survey and investigation of the working areas and accessways should be carried out to ensure that all hazards are identified and that all necessary control measures are included in the Health & Safety Plan and Safe Method of Work Statements.	Senior Management, Site Agent & Safety Consultant	
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Site Agent & the workforce	
13	Environmental hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Environmental Regulations. Local Authority requirements.	Careful consideration should be given to operations to ensure that all environmental issues are complied with and that there is the least amount of effect on the environment.	Senior Management & Site Agent	
		Competent persons must carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons must carry out an Assessment and plan and supervise the works.	Management, Site Agent & the workforce	
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Site Agent & the workforce	
		PPE Assessments are required to be carried out for persons carrying out works in areas where environmental hazards are present.	Managers & Site Agent	
14	Control of Substances Hazardous to Health (C.O.S.H.H). General arrangements covered in the Company Safety Policy Safety Procedures.	Assessments to be carried out for substances used by the Company which could be hazardous to health.	Before use. Contracts Manager, Site Agent, Safety Consultant & Sub-contractors	
	Refer to COSHH Assessment and Manufacturers Data Sheet information.	Ensure COSHH Assessments are conveyed to persons who are using potentially hazardous substances and that adequate instruction and safeguards are in place to prevent ill health and hazards.	Senior Management & Site Agent	

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14 cont		Any potentially hazardous substances should be substituted for safer substances wherever possible.	Senior Management & Site Agent	
		PPE Assessments are required to be carried out for persons working with substances which could be hazardous to health.	Managers & Site Agent	
15	<b>Housekeeping.</b> General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going. Office Manager, Contracts Manager & Site Agent	
16	<b>Noise.</b> General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements.	Ensure that Noise Assessments are carried out for all operations which generate noise levels which could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before Contract starts & On-going. Contracts Manager & Site Agent	
		Company personnel who could be affected by noise levels should receive adequate information regarding safeguarding their hearing. This information should be given during Induction and regular Safety Tool Box Talks.	On-going. Contracts Manager & Site Agent	
		Ensure that noise suppression techniques are employed where appropriate.	On-going. Contracts Manager & Site Agent	
		PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 85dBA.	Managers & Site Agent	
		PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 85dBA.	Managers & Site Agent	
17	<b>Fire.</b> General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. The Fire Precautions (Workplace) Regulations 1997.  Management of Health & Safety Regulations 1999. Relevant British Standards.	A separate Fire Assessment is required to be carried out. Findings to be recorded and information relayed to appropriate persons.	Senior Management and Safety Consultant	
		Fire Policy and Fire Plan required for working environments.	Senior Management and Safety Consultant	
		Fire detection system/alarms/emergency lighting.	Test and inspect as system specification – Competent Engineer	
		Training of Fire Wardens.	Initial and on-going – Safety Consultant	
		Appropriate fire fighting equipment at fire points.	Service annually – competent person	
		Fire drills.	Every 4 months – Fire Warden	
18	<b>Biological hazards.</b> General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that all Company personnel are adequately instructed on biological hazards with regard to risks related to vermin, food hygiene, sharps, etc.	Before personnel start work. Senior Management & Site Agent/Office Manager	
		Food preparation and eating areas should be kept hygienically clean and adequate washing facilities made available to personnel.	Senior Management & Site Agent	
		PPE Assessments are required to be carried out for persons involved in working in the vicinity where biological hazards could be present.	Managers & Site Agent	
19	<b>Stacking and storage of materials and components.</b> General arrangements covered in the Company Safety Policy Safety Procedures.	Detailed arrangements for the safe storage and stacking of materials to be made, in particular safe storage areas and the stability of stacked materials, etc.  Personnel are to be made aware of the stacking and storage arrangements for site operations.	Before a Contract starts and on-going with regards to workshop arrangements. Contracts Manager & Site Agent.	

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19 cont		PPE Assessments are required to be carried out for persons involved in stacking and storing operations.	Managers & Site Agent	
20	<b>Confined Spaces.</b> General arrangements covered in the Company Safety Policy Safety Procedures.	Any works carried out where access and egress is limited, where there is the potential for toxic, asphyxiating or explosive atmospheres could occur, this work must be carried out under a Permit to Enter/Confined Space Permit.	Before the contract starts. Contracts Manager & Safety Consultant	
		All appropriate safety measures must be in place to safeguard any persons required to work in a confined space. This includes proper training and instruction for confined space workers and emergency rescue arrangements.	Before the contract starts. Contracts Manager, Safety Consultant & workforce	
		PPE Assessments are required to be carried out for persons working in confined spaces.	Managers & Site Agents	

<b>Personal Protective Equipment Arrangements</b>	All Site personnel will wear approved protective clothing and equipment as and when Required.
	<p>Site specific standard PPE requirements:-</p> <p>Safety footwear with steel cap toe protection.</p> <p>Hi visibility clothing.</p> <p>Safety helmets.</p> <p><b>Job specific protection:-</b></p> <p>Goggles when working with bench saws or disc cutters.</p> <p>Gloves when handling hazardous materials.</p>