

RISK ASSESSMENT PROCESS



Identified hazards are ranked according to likelihood and severity using the following scale:

Likelihood -

1. Very unlikely (less than once in 10 years)
2. Unlikely (one in 5 to 10 years)
3. Likely (once in 2 to 5 years)
4. Very likely (once in 1 to 2 years)
5. Certain (every year)

Severity -

1. Injury, no time lost
2. Minor injury, less than 3 days lost
3. Injury more than 3 days lost. Damage or loss post incident trauma
4. Major injury (RIDDOR) major damage or loss
5. Death/multiple fatality, catastrophic loss or damage

The uncontrolled risk is calculated by multiplying the likelihood by the consequences.

This is categorised as follows:

Above 20 - Unacceptable

15-19 - High Risk

7-14 - Medium Risk

1-6 - Low risk

Where risks are assessed as Medium Risk or higher, control measures should be identified.

The residual risk is then assessed, using the same ranking method

OPERATION/ACTIVITY	POSSIBLE HAZARD	PRIMARY RISK			RATING	WHO IS AT RISK	MEASURES TO REDUCE RISK	PERSON(S) RESPONSIBLE FOR CONTROL MEASURES	RESIDUAL RISK			RATING		
		L	S	RF					L	S	RF			
General site working	Trips, falls and other injuries	3	3	9	M	site staff	Good housekeeping to be maintained Site to be kept neat and tidy debris to be cleared as soon as practicable All personnel to wear suitable PPE - safety boots, helmets, high visibility clothing. Where disposable PPE such as ear defenders and breathing masks, is used, this must be stored in its original packaging and unpacked immediately prior to use. Site briefings to be given to and signed for by all employees and sub-contractors	Topbond site manager/Site Staff	2	3	6	L		
							First aid kit shall be available on site at all times	Topbond site manager						
							Details of emergency plan to be on site	Topbond site manager						
	Illness through inadequate welfare facilities	3	3	9	M	site staff	The following welfare facilities to be provided: messing, welfare (w/c) and drying room. These will be provided by Topbond. Welfare facilities to be operational before work commences & kept in clean and tidy working condition during the works.	Topbond site manager/Site Staff	2	3	6	L		
Lone workers	Inability to summon assistance in case of accident	3	3	9	M	site staff	To eliminate this risk, there must always be at least two people on site at any time. Where personnel attend site alone for estimating purposes, these appointments are pre-arranged and the person involved should ring the office on completion of the visit to confirm they have left the site.	Topbond site manager/Site Staff	2	3	6	L		
Visitors to site	Accidents caused by unfamiliarity with site and site operations	3	3	9	M	site staff	All visitors to report to site manager for induction & be accompanied by site manager or his nominee. Visitors to wear appropriate PPE (hard hat, boots, hi-vis clothing as a minimum)	Topbond site manager/Visitors	2	3	6	L		
Work site in general, during construction works	road traffic, pedestrians	3	3	9	M	site staff	Safe system of work to be set up. Temporary fences to be provided around work site.	Topbond site manager	2	3	6	L		
Contact with dead or injured birds	Avian Influenza	3	3	9	M	site staff	All personnel to use shovels or other tools to handle carcasses. Disposable protective gloves to be worn and hands to be washed thoroughly after handling birds. All personnel to be made aware of latest DEFRA advice on reporting dead birds	Topbond site manager/Site Staff	2	3	6	L		
Site storage of materials and tools during working hours	Items falling from height/people tripping	3	3	9	M	site staff	All materials to be stacked neatly away from edges of open areas and clear of walkways. No materials to be stored on the forshore	Topbond site manager/Site Staff	2	3	6	L		
Site security outside working hours	Pedestrians, trespassers on site	3	3	9	M	site staff	Work to be well signed. Footpath closure to be maintained. All ladder/access points to scaffold to be removed/boarded up All plant to be made secure/immobilized or removed. Perimeter temporary security fencing to be secured and materials to be secured or removed. Fencing to be checked regularly to ensure no damage	Topbond site manager	2	3	6	L		
Movement of site transport	Collision with moving vehicles	3	3	9	M	site staff	All personnel to wear high visibility clothing	Topbond site manager/Site Staff	2	3	6	L		
	Collision with reversing vehicle	3	3	9	M	site staff	Banksman to be used for all reversing operations	Topbond site manager	2	3	6	L		
Manual handling	Injury from lifting heavy loads	3	3	9	M	site staff	All manual handling operations to be carried out in accordance with Topbond Generic Risk Assessment GRA 10 - Manual Handling. Where possible measures will be taken to avoid the need to lift heavy loads either by using mechanical aids (pallet truck/trolley/sack barrow) or by 'splitting' loads. Loads of 20kg or more must be lifted mechanically or by two persons. All staff to be shown safe lifting techniques. Regular tool box talks on manual handling to be given.	Topbond site manager/Site Staff	2	3	6	L		

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		L	S	RF					L	S	RF			
Use of generators	Fire	2	3	6	L		To be placed away from combustible materials. Fire extinguisher to be made available Site briefing to include emergency procedures.	Topbond site manager/Site Staff	2	2	4	L		
Refuelling	Fire	2	3	6	L	Site staff	Refuel away from work area in well ventilated areas. Use funnels to refuel & have fire extinguisher present during refuelling. No smoking, mobile phones or naked lights to be present when refuelling. Store fuel in metal gerry cans with vapour proof caps/seals.	Topbond site manager/Site Staff	2	2	4	L		
	Fumes	3	3	9	M	Site staff	Refuel in well ventilated areas. Refuelling is short duration operation. Wear plastic gloves and full body clothing when refuelling. Changes clothes if fuel spilt on them. COSHH data sheets to be retained on site and safety briefings given.	Topbond site manager/Site Staff	2	3	6	L		
	Pollution/spillages	3	3	9	M	Env	Use drip tray when refuelling. Have spillage kit/media available when refuelling. Don't refuel near watercourses. seal plant and containers after refuelling. COSHH data sheets to be retained on site and safety briefings given.All refueling to be carried out in drip tray away from the watercourse.	Topbond site manager/Site Staff	2	3	6	L		
Wet weather	Slippery surface	3	3	9	M	site staff	Extra care taken when working, care taken when climbing ladders. Additional PPE to be issued. Suspend work during extreme conditions	Topbond site manager/Site Staff	2	3	6	L		
Use of Small tools	Injury from accident while using tool	3	3	9	M	site staff	See Generic Risk Assessment GRA 2 - Use of Hand Tools. Certificate of competency where applicable. Appropriate PPE to be worn	Topbond site manager/Site Staff	2	3	6	L		
	Faulty or defective tools	3	3	9	M	site staff	Regular maintenance to be carried out. Records to be available.	Topbond site manager	2	3	6	L		
Area containing vermin (rats)	Weils disease	3	3	9	M	site staff	Good hygiene regime to be followed Leptospirosis cards to be issued	Topbond site manager/Site Staff	2	3	6	L		
Working at Height	Falling personnel			0	L		See Generic Risk Assessment GRA1 - Working at Heights.	Topbond site manager			0	L		
							Whilst works are carried out prior to pre cast walls being installed all personnel are to wear harnesses secured	Topbond site manager/Site Staff						
	Falling tools or materials	3	3	9	M	Env	Edge protection will be provided. Tools to be tied off from above. Safety netting to be provided	Topbond site manager/Site Staff	2	3	6	L		
Working in third party property	Interference with third party operations	4	3	12	M	Site staff	Operations to be discussed with third parties. Safe access routes and containment measures to be agreed.	Client /Topbond site manager	3	3	9	M		
Plant and Tools	Accident due to defective plant and equipment	3	3	9	M	site staff	Plant and tools to be inspected and if necessary serviced prior to use	Topbond site manager	2	3	6	L		
	Accident due to misuse of plant and equipment	3	3	9	M	site staff	Operatives to be briefed on and where necessary fully certified in the use of plant and equipment.	Topbond site manager	2	3	6	L		
Use of electrical kit	Injury from defective equipment	3	3	9	M	site staff	All equipment will be regularly PAT tested and visually inspected for frayed cables etc. prior to each use	Topbond site manager/Site Staff	2	3	6	L		
Use of chain saws/grinders	training	3	3	9	M	Site staff	suitably qualified for the task in hand	Topbond site manager/Site Staff						
	Damage to eyes and skin	3	3	9	M	site staff	Goggles, overalls, gauntlets, safety boots to be worn	Topbond site manager/Site Staff	2	3	6	L		
	Noise	3	3	9	M	site staff	Ear protectors to be worn	Topbond site manager/Site Staff	2	3	6	L		
	Dust inhalation/damage to eyes	3	3	9	M	site staff	Face visor & dust masks to be worn	Topbond site manager/Site Staff	2	3	6	L		
	vibration	3	3	9	M	site staff	Monitor trigger time and reduce if EAV is exceeded.	Topbond site manager/Site Staff	2	2	4	L		
Working over or adjacent to Water	Drowning	3	3	9	M	site staff	Safe system of work, harness to preclude edge access, tool box talks, wear life jackets, PPE, Site Awareness, Good House Keeping, use of barriers where necessary, adequate supervision.	Topbond site manager	3	1	3	L		
	Hypothermia													
	Serious Injury													
	Weils Disease													