

Risk Assessment & Method Statement – Surveying-Multi-dwelling Unit (MDU)



Project Scope:

Location issues: *Heavy public presence, issues with tenants/public.*

Detail:

- Installed before work commences;
 - Service chamber with multi-core fibre,
 - Ducting from chamber to MDU
- From the joint in the chamber individual fibre cables are to be distributed through the existing ducting through the dwelling external wall to the MDU basement.
- Cables fed vertically to all levels via existing dry riser to cupboards
- Cable/Fibre to be left in false ceiling outside of apartments

Hazard Identification and Risk Controls

Given in the attached Risk Assessment

Environmental Protection Measure:

Waste and spoil to the designated area or skip provided for waste, alternatively stored in vehicle and brought back to Map premises in Stockton.

Quality Control:

The installation will be checked on completion by inspection. (Only relevant when work activities have been carried out).

Welfare:

Resident WC facilities to be used with permission

Induction/Instruction/Training Required: Map Group induction, site induction, sign/in out of site, A9/SAOO2-Safety Underground, A16-Managed Install Provision, K8-Hand Rodding in the UG Network, NRSWA, S12 -MDU Survey.

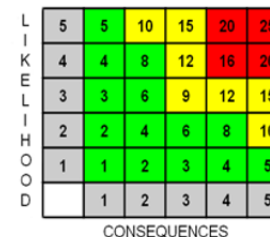
Method

1. Enter the building and introduce yourself to the concierge / building manager.
2. Find the intake into the building (Riser cupboard / Comms room / Utility Cupboard)
3. If present, safely remove the gas bag from the ducting, as per training.
4. Hand rod from inside to the 1st chamber outside the premises to proof fluidity.
5. Effectively barrier off the external working area to prevent public access.
6. Provide clear safe, alternative pedestrian routes if work area obstructs existing footpaths.
7. Remove chamber cover as per training (work point 1)
8. Check atmosphere in the chamber is not hazardous using calibrated GDU.
9. Check existing duct is clear by visualising rods in the chamber.
10. If rope / hand rodding indicates a blockage in the duct, clear site and refer job to Map Group and Open Reach (possible civils).
11. Remove barriers.
12. From inside, pull the rods back out of the ducting
13. Re-seal the ducting using resin or a new gas bag.
14. Discuss any other possible hazards with the concierge / building manager, such as asbestos present (pre 2000 buildings), hot works permit etc.
15. Work your way through the building to prove a route, through riser cupboards to ensure fluidity, for the installation of network equipment.
16. Walk all floors outside the apartments within the building to ensure all customers can be provided with service.
17. Complete the survey via laptop and discuss any issues with the project manager.
18. Ensure all holes are suitably fire sealed and all waste removed.

	Name	Title	Date
Document Author	Lee Meek	H&S Manager	26/08/2020
Authorised by	Matty Carlin	Director	28/08/2020

Risk Rating

Likelihood		Consequence		
1	Very unlikely	1 in a million of hazardous event	1	Insignificant No injury
2	Unlikely	1 in 100,000 of hazardous event	2	Minor Minor injuries requiring first aid
3	Fairly likely	1 in 10,000 of hazardous event	3	Moderate Up to 7 days absence
4	Likely	1 in 1,000 of hazardous event	4	Major More than 7 days absence
5	Very likely	1 in 100 of hazardous event	5	Catastrophic Death



• Location / Activity ○ Hazard	➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences	Controls	Risk Rating		
			L	C	R
• Road outside premises / removing equipment from van ○ Road Traffic	➤ Technician ❖ Impact from passing vehicle ⤴ Catastrophic	1. Van to be parked with side door accessing cargo area adjacent to the pavement. 2. Hi-Viz to be worn at all times.	1	5	5
• Domestic premises ○ Aggressive pets	➤ Technician ❖ Bites / scratches ⤴ Moderate injury	1. Technician training on actions to take when entering premises during induction. 2. Regular refresher training	2	3	6
• Carrying equipment / tool. ○ Manual handling	➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury	1. Manual handling training in induction. 2. Manual Handling TBT sent out approximately once per year. 3. Regular refresher training at 3 yearly intervals.	2	4	8
• Access into basement ○ Vermin	➤ Technician ❖ Infection ⤴ Major illness	1. Weil's disease awareness training Inc. in induction. 2. Weil's disease cards issued, to be carried at all times. 3. TBT on diseases to be given at regular intervals.	1	5	5
• Dealing with householder/MDU tenant. ○ Irrational behavior	➤ Technician ❖ Assault ⤴ Major injury	1. Technician training on actions to take when entering premises during induction. 2. Regular refresher training	1	4	4
• Condition of premises ○ Used syringes / needles	➤ Technician, ❖ Needle stick ⤴ Major illness	1. Technician training on actions to take when entering premises during induction. 2. Refresher training/TBT on precautions and what to do if a needle stick injury occurs.	1	4	4
• Condition of premises ○ Used nappies / animal faeces	➤ Technician ❖ Infection ⤴ Major illness	1. Technician training on actions to take when entering premises during induction. 2. Refresher training on entering premises at regular intervals	1	4	4
• Working on overhead network ○ Working at height	➤ Technician, ➤ General public ❖ Fall from height ⤴ Catastrophic	1. Inform manager as designated pole working team available for such work. (Control measures available on BT Openreach Passive Optical Network Pole work RAMS.)	1	5	5
• Accessing / working on underground services ○ Gas	➤ Technician ❖ Explosive atmosphere ❖ Oxygen deficient atmosphere ⤴ Catastrophic	1. Calibrated GDU provided. 2. Gas testing/GDU usage training provided in induction and at regular intervals. 3. Utility provider phone number supplied to technician.	2	5	10
• Accessing / working on underground services ○ Needles	➤ Technician ❖ Infection ⤴ Major illness	1. Technician training when needles are present in induction. 2. Sharps hotline number given to technician in induction and at regular intervals via TBT. 3. Regular refresher training on lifting pits and pulling cables Inc. not putting hands where they cannot be seen.	2	4	8

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R

<ul style="list-style-type: none"> • Working within false ceiling of MDU ○ Working at Height (WAH) 	<ul style="list-style-type: none"> ➤ Technician ❖ Falling from height ⤴ Major injury 	<ol style="list-style-type: none"> 1. Working at height training specific to stepladders and pop-ups(platform) within induction and A16 accreditation. 2. Regime of thorough examinations of WAH equipment 3. Refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> • Working within riser cupboard. ○ Electricity 	<ul style="list-style-type: none"> ➤ Technician ❖ Electrocution ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Identification awareness of electricity cables within N29 accreditation. 2. Use of detection equipment. 3. Refresher training at 3 yearly intervals. 	2	5	10
<ul style="list-style-type: none"> • Working within corridors/communal areas of MDU ○ Equipment/Tools/Cable 	<ul style="list-style-type: none"> ➤ Technician ➤ Tenants/Staff of MDU ❖ Slip, trips, falls ⤴ Major injury 	<ol style="list-style-type: none"> 1. Keep all equipment/tools/cable within work area. 2. Be aware of surroundings and ask MDU manager to inform all guests and tenants of the work being carried out. 3. Mini signs/courtesy boards for internal work. 	2	4	8
<ul style="list-style-type: none"> • Outside working ○ Adverse weather 	<ul style="list-style-type: none"> ➤ Technician, ❖ Slips, trips and falls. ❖ Cold temperatures ⤴ Moderate injury ⤴ Minor cold, flu 	<ol style="list-style-type: none"> 1. Waterproof clothing. 2. Assessment on suitability to work/Discussions with client. 	1	3	3
			2	2	4

<ul style="list-style-type: none"> • Accessing / working on underground services ○ Venomous insects 	<ul style="list-style-type: none"> ➤ Technician, ❖ Bitten by venomous insect ⤴ Minor injury 	<ol style="list-style-type: none"> 1. Training involving: Leave undisturbed, take picture, seeking medical advice. 2. Refresher training 	1	2	2
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Open pit 	<ul style="list-style-type: none"> ➤ Technician / members of the public, ❖ Falling into the pit ⤴ Major injury 	<ol style="list-style-type: none"> 1. Training on opening and guarding pits. (SA002 & NRSWA) 2. Gate guards provided. 3. Sandbags for windy conditions. 4. Refresher training at regular intervals. 	2	5	10
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Silted pit 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Advised to not do the job and send back to manager for civils. 2. Training within SA002 3. Ensure all technicians know the process 	1	4	4
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Lifting pit cover 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury ⤴ Major crush/amputation injury, foot / hand 	<ol style="list-style-type: none"> 1. Specific Manual Handling training in induction and within A9 accreditation. 2. Correct pit lifters/associated equipment provided. 3. PPE/Steel Toe Capped boots provided. 4. On site manual handling training. 5. Regular Refresher training at 3 yearly intervals 	2	4	8

• Location / Activity ○ Hazard	➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Hand rodding activities ○ Manual handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling training 2. Regular refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> • Use of power tools/handheld tools ○ Electricity ○ Dust ○ Noise ○ Vibration 	<ul style="list-style-type: none"> ➤ Technician, ❖ Contact with uninsulated source of electricity ❖ Dust inhalation/Entry into eyes ❖ Ringing in ears ❖ Numbness in hands / fingers ⤴ Catastrophic injury ⤴ Mild irritation ⤴ Mild irritation ⤴ Vibration white finger / HAVS 	<ol style="list-style-type: none"> 1. Use of detection equipment. 2. Detection equipment training. 3. Training on visual inspection before drilling during induction and A16. 4. Refresher training at regular intervals. 5. Goggles. 6. RPE face fitting. 7. Provision of RPE 8. Ear defenders 9. PA Testing of equipment at 6 monthly intervals 10. Advised to remove /tie back things that could get tangled ie lanyard for name badge, loose clothing, long hair. 11. Noise assessment/survey for levels of noise and exposure 12. Vibration assessment/survey for levels of vibration and exposure 	1	5	5
			2	3	6
			1	3	3
			1	4	4
<ul style="list-style-type: none"> • Using hazardous materials (Silicon, white spirit etc) ○ Hazardous material 	<ul style="list-style-type: none"> ➤ Technician ❖ Contact with hazardous material ⤴ Mild irritation 	<ol style="list-style-type: none"> 1. COSHH awareness within induction. 2. COSHH register updated with Safety Data Sheets and available to all technicians. 3. Suitable PPE/RPE provided and worn as per relevant SDS including goggles, gloves and dust mask. 4. RPE Face fitting 	2	3	6
<ul style="list-style-type: none"> • Underground Chamber / Confined Space working ○ Gas ○ Unsecured chamber ladders ○ Flooding 	<ul style="list-style-type: none"> ➤ Technician ❖ Explosive / oxygen deficient atmosphere ❖ Falls from height ❖ Drowning ⤴ Catastrophic ⤴ Catastrophic injury ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. All confined space work to be highlighted on the survey and must only be carried out by suitably trained teams with the correct equipment. 2. Additional control measures highlighted on full MDU RAMS. 	2	5	10
			3	5	15
			2	5	10
<ul style="list-style-type: none"> • Inside MDU / Drilling & disturbing ceilings or walls ○ Asbestos fibres 	<ul style="list-style-type: none"> ➤ Technician, customer, residents, visitors ❖ Excessive exposure ⤴ Asbestos related disease 	<ol style="list-style-type: none"> 1. Asbestos awareness in induction 2. Refresher asbestos awareness TBT at regular intervals 3. Asbestos identification from manager on pre-site survey (Asbestos register) 	2	4	8

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Working on open walkways outside MDU apartments ○ Working at Height 	<ul style="list-style-type: none"> ➤ Technician, residents, visitors ❖ Falling from height ❖ Struck by falling object ⤴ Catastrophic injury from fall ⤴ Catastrophic injury from falling objects 	<ol style="list-style-type: none"> 1. Working at height training specific to stepladders and pop-ups(platform) within induction and A16 accreditation. 2. Regime of thorough examinations of WAH equipment 3. Refresher training at 3 yearly intervals. 4. Work area secured with barriers below working at height area 5. Use of technician Fall Protection Equipment (FPE), such as harness, pole belt & lanyard (Clipped on to the base of the railings) 6. Regime of thorough examination of FPE equipment 7. Refresher training at 3 yearly intervals 8. Tools / equipment secured using lanyards 9. 2-man teams 10. If any of the above is not in place, STOP work and escalate to your direct line manager/supervisor 	2	5	10
<ul style="list-style-type: none"> • Access into lift motor rooms to survey roofs ○ Lift motor 	<ul style="list-style-type: none"> ➤ Technician ❖ Entanglement ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Fixed barriers in place around the lift motor 2. Ensure all internal walkways within the lift motor rooms are identified and adhered to 3. Minimum 2-man teams 4. Liaise with the local authority as/when entry is required / discussion on possible isolation of the lift motor whilst working/surveying in the area 5. Emergency number available for emergency shut down requirements 6. Awareness training 7. If in doubt, STOP work and escalate to your direct line manager/supervisor 	2	5	10
<ul style="list-style-type: none"> • Moving within underground car park • Car park traffic 	<ul style="list-style-type: none"> ➤ Technician ➤ Impact from vehicle ➤ Catastrophic 	<ol style="list-style-type: none"> 8. Use of designated walkways 9. Specific PPE to be worn at all times (Hi-Viz & Steel toe capped boots) 	1	5	5

Review date	Carried out by:	Major Changes
09/10/2020	Lee Meek	Changed A9 references to SA002

Date of next review: 01/10/2021