

Risk Assessment & Method Statement – Civils Work



Project Scope:

Location issues: *Heavy public presence, adverse weather conditions, possible road closures. Specific requirements from the client: ducting installed at a depth of 14 inches, 10 inches of cover including 50 mm of sand, 140mm hardcore, 60mm tarmac and warning tape before reinstatement.*

Detail:

- As per the clients specifications install :
 - o Ducting
 - o Footway boxes
 - o Cabinets
- All ducting must be 14 inches deep.
- Excavations must have warning tape and 10 inches of cover before backfilling.
- All fibre ducting must be signed off before backfilling.

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.

Quality Control:

The installation will be checked on completion by inspection.

Welfare:

Portaloos with washing facilities to be provided / Permission from local businesses or supermarkets.

Induction/Instruction/Training required: Map Group induction, SA002 – Safety Underground, NRSWA (Units 1-6 & 9 minimum), GEN OPS 1 & 2, UIN

Method

1. Effectively barrier off working area to prevent public access.
2. Provide clear safe, alternative pedestrian routes if work area obstructs existing footpaths.
3. Check plans / use scanner to detect and mark buried services
4. Did trial holes if necessary
5. Excavate chamber for new footway boxes and cabinets.
6. Excavate trench for new ducting / fibre ducting using floor saw, mini excavator with bucket and pneumatic drill attachments. Where buried services have been identified use hand tools as per Map procedure.
7. Fit new footway boxes into the excavated chambers.
8. Drill holes into new footway boxes.
9. Lay ducting / fibre ducting into excavated trenches.
10. Fit toby boxes / tees outside all properties in the work order.
11. Insert a rope into the ducting / fibre ducting for future cable work.
12. Backfill trenches.
13. Fit new cabinets to the footway boxes where necessary.
14. Remove all waste and spoil.
15. Remove barriers.

| | Name | Title | Date |
|------------------------|--------------|---------------|------------|
| Document Author | Lee Meek | H & S Manager | 01/08/2018 |
| Authorised by | Matty Carlin | Director | 14/08/2018 |

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 |

| | | | | | | |
|------------|---|--------------|----|----|----|----|
| LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | CONSEQUENCES | | | | |

| <input type="checkbox"/> Location / Activity <input type="radio"/> Hazard | ➤ Who might be harmed ❖ The Hazardous Event The Consequences | Controls | Risk Rating | | |
|--|---|--|-------------|---|----|
| | | | L | C | R |
| <input type="checkbox"/> Road outside work area / removing equipment from van / trailer <input type="radio"/> Road Traffic | ➤ Technician ❖ Impact from passing vehicle Catastrophic | 1. Van to be parked with side door accessing cargo area adjacent to the pavement. 2. Trailer to be coned off before accessing equipment. 3. Hi-Viz to be worn at all times. | 1 | 5 | 5 |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Open excavation | ➤ Technician / members of the public ❖ Falling into open excavation Major injury | 1. Barriers for work area & walk boards for open excavations (walk boards nailed down if council allows) 2. NRSWA streetworks training / qualification required 3. Sand bags for windy conditions 4. Signage | 2 | 5 | 10 |
| <input type="checkbox"/> Refilling / storing fuel <input type="radio"/> Fuel | ➤ Technician, ❖ Contact with fuel ❖ Fire / explosion Dermatitis Catastrophic injury | 1. Spill kit and drip tray available 2. Reserve fuel stored securely in sealed containers out of direct sunlight 3. Reserve fuel containers fitted with appropriate nozzle for filling equipment / tools (minimizing splash and spill) 4. All vehicles to have a fire extinguisher on board | 2 | 4 | 8 |
| <input type="checkbox"/> Carrying / moving equipment / tool / material on site <input type="radio"/> Manual handling | ➤ Technician, ❖ Inappropriate manual handling Major musculoskeletal injury | 1. Manual handling awareness training in induction. 2. Manual Handling TBT sent out approximately once per year. 3. Regular refresher training at 6 monthly intervals. | 2 | 4 | 8 |
| <input type="checkbox"/> Carrying / moving equipment/material at Map premises / yard. <input type="radio"/> Manual Handling | ➤ Technician ❖ Inappropriate manual handling Major musculoskeletal injury | 1. Manual handling awareness training in induction 2. Manual handling TBT sent out approximately once per year. 3. Mechanical means used. 4. Suitable trailer used as to eliminate the need for manual handling | 1 | 4 | 4 |
| <input type="checkbox"/> Dealing with public <input type="radio"/> Irrational behavior | ➤ Technician ❖ Assault Major injury | Technician training on actions to take when confronted by the public during induction. | 1 | 4 | 4 |
| <input type="checkbox"/> Outside working <input type="radio"/> Adverse weather | ➤ Technician, ❖ Slips, trips and falls. ❖ Cold temperatures Moderate injury Minor cold, flu | 1. Waterproof clothing. 2. Dynamic Risk Assessment on suitability to work. | 1 | 3 | 3 |
| | | | 2 | 2 | 4 |
| <input type="checkbox"/> Using hand tools <input type="radio"/> Manual handling | ➤ Technician ❖ Inappropriate manual handling Major musculoskeletal injury | 1. Manual handling awareness training in induction 2. Manual handling TBT sent out approximately once per year | 2 | 4 | 8 |

| <input type="checkbox"/> Location / Activity <input type="radio"/> Hazard | <input type="checkbox"/> Who might be harmed <input type="checkbox"/> The Hazardous Event <input type="checkbox"/> The Consequences | Controls | Risk Rating | | |
|---|---|--|-------------|---|----|
| | | | L | C | R |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Electricity / including HV | <input type="checkbox"/> Technician, <input type="checkbox"/> Contact with live conductors <input type="checkbox"/> Catastrophic | 1. Insulated tools 2. Calibrated CAT 4/GENNY 4 used prior to excavating / breaking surface 3. In date utility prints provided 4. Spraying up of all known services prior to excavating / breaking surface 5. Hand digging utilized within 500mm of any known service 6. HSG 47 TBT sent out approximately every 6 months 7. Trail holes dug if necessary 8. Every civils job to go through the hot job procedure 9. When HV is identified instructions from utility provider followed 10. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures. 11. Flame Retardant clothing to be worn when excavating. | 2 | 5 | 10 |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Gas / including high pressure pipelines (HPP) | <input type="checkbox"/> Technician <input type="checkbox"/> Explosive atmosphere <input type="checkbox"/> Oxygen deficient atmosphere <input type="checkbox"/> Catastrophic | 1. Calibrated GDU used. 2. Gas testing/GDU usage training provided in induction and at regular intervals. 3. Utility provider phone number supplied to technician. 4. Calibrated CAT 4/GENNY 4 used. 5. In date utility prints provided 6. Spraying up of all known services 7. Hand digging utilized within 500mm of any known service 8. HSG 47 TBT sent out approximately every 6 months 9. Trial holes dug if necessary 10. Every civils job to go through the Hot Job Procedure 11. When a HPP is identified instructions from the utility provider followed 12. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures 13. Flame Retardant clothing to be worn when excavating | 2 | 5 | 10 |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Needles | <input type="checkbox"/> Technician <input type="checkbox"/> Infection <input type="checkbox"/> 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 hand where they cannot be seen. | 2 | 4 | 8 |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Venomous insects | <input type="checkbox"/> Technician, <input type="checkbox"/> Bitten by venomous insect <input type="checkbox"/> Minor injury | 1. Training involving: Leave undisturbed, take picture, seeking medical advice. 2. Refresher training | 1 | 2 | 2 |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Open pit | <input type="checkbox"/> Technician / members of the public, <input type="checkbox"/> Falling into the pit <input type="checkbox"/> Major injury | 1. Training on opening pits. 2. Plastic barriers used to close working area 3. Sand Bags for windy conditions. 4. Refresher training at regular intervals. | 2 | 5 | 10 |

| □ Location / Activity ○ Hazard | ➤ Who might be harmed ❖ The Hazardous Event The Consequences | Controls | Risk Rating | | |
|--|---|--|-------------|---|----|
| | | | L | C | R |
| □ Road delivery / takeaway of materials by grab wagon ○ Moving vehicles ○ Grab claw / falling material | ➤ Technician / members of the public ❖ Impact from passing vehicle ❖ Impact from grab / falling material Catastrophic Catastrophic | 1. Grab license required for driver / operator 2. Suitable training 3. Stop / go signaling in place 4. 15 minute limit for grab wagon stopping in the road 5. Qualified & trained banksman in place 6. Full PPE required including hard hat, Hi-viz & steel toe boots | 1 | 5 | 5 |
| | | | 1 | 5 | 5 |
| □ Accessing / working on underground services ○ Lifting pit cover | ➤ Technician, ❖ Inappropriate manual handling Major musculoskeletal injury Major crush injury, foot / hand | 1. Manual Handling awareness training in induction. 2. Correct pit lifters/associated equipment required. 3. PPE/Steel Toe Capped boots required. 4. On site manual handling training. 5. Regular Refresher training at 6 monthly intervals | 2 | 4 | 8 |
| □ Accessing / working on underground services ○ Cable / ducting | ➤ Technician ➤ members of the public, ❖ Trip over cable / ducting Major injury | 1. Keeping cable / ducting within working area. 2. Plastic barriers and adequate signage required. 3. Regular Refresher training at 6 monthly intervals. | 2 | 4 | 8 |
| □ Use of road / floor saw ○ Blade ○ Flying particles ○ Dust ○ noise | ➤ Technician, ❖ Shearing / cutting ❖ Particle entry into eyes ❖ Dust inhalation / entry into eyes ❖ Ringing in ears Major Shearing injury Major blinding injury Mild irritation Mild irritation | 1. Saw training and refresher training required 2. Goggles. 3. RPE face fitting. 4. Provision of RPE 5. Damping (water spray) 6. Ear defenders 7. Maintenance regime / equipment checks. | 2 | 5 | 10 |
| | | | 2 | 5 | 10 |
| | | | 2 | 3 | 6 |
| | | | 1 | 3 | 3 |
| □ Use of mini digger / excavator ○ Boom / bucket ○ Noise | ➤ Technician on the ground ➤ Digger driver / technician on the ground ❖ Struck by boom / bucket ❖ Ringing in ears Major injury Mild irritation | 1. Hard hat provided and worn on or around mini digger / excavator 2. Hi-viz worn at all times 3. Ear defenders | 2 | 4 | 8 |
| | | | 1 | 3 | 3 |

| <input type="checkbox"/> Location / Activity <input type="radio"/> Hazard | <input type="checkbox"/> Who might be harmed <input type="checkbox"/> The Hazardous Event <input type="checkbox"/> The Consequences | Controls | Risk Rating | | |
|--|--|--|-------------|---|---|
| | | | L | C | R |
| <input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Rats / vermin | <input type="checkbox"/> Technician <input type="checkbox"/> Infection <input type="checkbox"/> Major illness | 1 Weils disease awareness training included in induction 2 Weils disease card issued, to be carried at all times 3 TBT on diseases to be given at 1 year intervals | 1 | 5 | 5 |
| <input type="checkbox"/> Excavating using an excavator or mini digger with no protective screen in place or removed <input type="radio"/> Flying debris | <input type="checkbox"/> Operatives <input type="checkbox"/> Being struck by flying debris <input type="checkbox"/> Major eye injury / blindness | 1. Ensure protective screen is in place 2. Goggles / Suitable eye protection 3. Alert / TBT sent out at regular intervals | 1 | 4 | 4 |

| Review date | Carried out by: | Major Changes |
|-------------|-----------------|--|
| 01/10/2019 | Lee Meek | None |
| 09/04/2020 | Lee Meek | Added Excavating with no protective screen hazard and control measures. |
| 09/10/2020 | Lee Meek | Flame retardant clothing(controls) added whilst excavating and Fire extinguisher on vehicle added. |
| 08/10/2021 | James Alderson | None |
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Date of next review: 01/10/2022