

RISK ASSESSMENT - TLG GUTTERS REMOVAL & REPLACEMENT DAILY OPERATIONS

Risk Assessment Date: 11.08.2015

Briefing Date: 14.08.2015

Created and Briefed by: Ashleigh Lewis

What are the Hazards?	Who might be harmed and how?	Risk Rating	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Falling from height.	<p>Serious or fatal injury could occur if a worker falls from height. Persons working below may be at risk from falling persons.</p>	<p>MEDIUM</p>	<p>1. Scaffold to be provided by 3rd party business with required approvals. Scaffold needs to be ticketed and approved safe for use. 2. TLG workers are instructed NOT to interfere or misuse scaffolding, our on site supervisor to look out for any issues/problems and report to 3rd party business as appropriate. 3. Scaffold to be visually checked by TLG on-site supervisor prior to the start of the working day, each day of work. Any problems/issues to be highlighted to 3rd party business, and made safe by the 3rd party business, before work commences. 4. All TLG Workers hold CSCS Cards. 5. All TLG Workers have completed Health and safety Awareness Course, and LM/DW completed Working at Heights Certification. 6. TBT - Working at Heights completed 27.02.2015</p>	<p>1. TLG on site supervisor is to speak regularly with the 3rd party business to arrange any scaffolding alterations that may be necessary in order to complete the work, and ensure that weekly scaffold inspections have been carried out as appropriate and where appropriate. 2. Area is to be made safe by TLG on-site supervisor to ensure all persons not required within the working area are kept away. This may require cordoning off the work area as appropriate. 3. No persons other should be allowed on site without the approval of the TLG on-site supervisor, or be allowed on the scaffolding erected. 4. Toolbox Talk No.29 Safe Working at Heights refresher scheduled again for 14.08.2015. 5. Working at Heights Refresher Training Course for SG/AB</p>	<p>LM/SG/DW/AB/AS</p>	<p>At the start date of the job and as required when alterations are required. TBT 29 - 14.08.2015. Working at Heights TBC by Hudson H&S.</p>	

Slips and trips	All TLG workers and 'other' contractors may suffer sprains, bruising or fractures if they trip over objects, such as work debris, or slip on water used when cutting off.	MEDIUM	<ol style="list-style-type: none"> All TLG workers wear steel toe capped safety boots. Good housekeeping. E.g. all debris such as concrete put into the skip via chutes provided, brushes made available to use to keep work area clear and remove excess water that may have splashed onto the scaffold whilst cutting off. Tools are cordless to ensure no trip hazard and clips available to store them off the scaffold base, thus keeping walkways clear. Safe route to job agreed with TLG Site manager and communicated to TLG employees on the job. 	<ol style="list-style-type: none"> TLG on-site supervisor to check good housekeeping and PPE requirements throughout each working day. Material location to be identified and communicated to TLG employees and kept clear of unnecessary persons. 				LM/SG/DW/AB /AS	Throughout the daily work period. Material location identified on day 1					
Manual handling	All TLG workers could suffer from back injury and long-term pain if regularly lifting/carrying heavy or awkward objects.	MEDIUM	<ol style="list-style-type: none"> Chutes in place to minimise carrying distance of concrete cut-off. Concrete cut into small sections to reduce weight bearing load to be carried. Job rotation between cutting off and fetching parts to minimise operating heavy tools and materials (all under 20 KG) Manual Handling Training Certificate LM/DW TBT - Manual Handling completed 27.02.2015 	<ol style="list-style-type: none"> TLG on-site supervisor to check SOP's are followed during the working day. TLG on-site supervisor to make and keep record of any TLG workers not following SOP's. Manual Handling Refresher Training Course for SG/AB. Tool Box Talk Manual Handling refresher 14.08.2015. 				LM/SG/DW/AB /AS	Manual Handling Training TBC by Hudson H&S.					Ongoing
Hazardous substances - Asbestos containing materials (ACMs)	TLG workers, 'other' contractors, residents and public/visitors at risk of inhaling asbestos fibres where the asbestos-containing materials (downpipes) are disturbed. (i.e.. cut or broken or deteriorated)	MEDIUM	<ol style="list-style-type: none"> Advise Customer/Contractor to be clear of area (and any other persons in the immediate area) All staff are Asbestos Awareness Trained and certified Full PPE worn by all staff breaking asbestos d/p, and dispose of asbestos PPE suits and masks after work is completed in bags. Asbestos is then sealed in bags and left for customers to safely dispose of in line with legal requirements. 	<ol style="list-style-type: none"> Keep refresher Asbestos Awareness up to date (next due in September 2015) 				LM/SG/DW/AB /AS	End Sep 2015					Booked

Collapse of scaffold	All workers on or under scaffold may incur crush injuries, or worse, if the scaffold collapses on top of them.	MEDIUM	1. Scaffold to be provided by 3rd party business with required approvals. Scaffold needs to be ticketed and approved safe for use. 2. TLG workers are instructed NOT to interfere or misuse scaffolding, our on site supervisor to look out for any issues/problems and report to 3rd party business as appropriate. 3. Scaffold to be visually checked by TLG on-site supervisor prior to the start of the working day, each day of the contract period. Any problems/issues to be highlighted to 3rd party business, and made safe by the 3rd party business, before work commences.	TLG on-site Supervisor to maintain checking procedures and liaise with 3rd party business as appropriate.	LM/SG/ DW/AB /AS	Daily	As Required
Electricity	Workers / operators and others' risk potentially fatal injuries if they receive a shock from faulty electrical equipment and/or installation.	LOW	1. Only need availability of customer electrical point to charge batteries required to operate power tools. 2. Customers are advised prior to arrival on site and point is agreed and communicated in advance.	1. Advise Customer on requirements and TLG on-site manager to liaise with customer on day 1.	LM/SG/ DW/AB /AS	Day 1	
Welfare / First Aid	Good clean facilities assist in prevention of dermatitis / possible bacterial infection spreading and assists in creating a positive work environment.	LOW	1. Toilet facilities available at Hotel or local facilities need to be sourced (pub/inn or customer premises if home) Hot and cold running water, soap, towel and washbasin at hotel. 2. On TLG Truck: Kettle. Drinking water, First-aid equipment. and site agent is appointed person for first aid. 3. TLG First Aiders are LM and DW (Fully Trained)	1. On-site Supervisor to brief employees on facility and First Aid arrangements where appropriate on the current job.	LM/SG/ DW/AB /AS	Day 1	
Falling objects hitting head or body, including feet	Serious head and other injuries to workers and others on site (including members of the public).	MEDIUM	1. Tools clipped safely to scaffold when not in use. 2. Debris disposed as cut off through buddy system (1 worker cuts off, the other worker carries the debris to the chute to dispose of). 3. Safety helmets and protective footwear (with steel toecaps) supplied and worn at all times.	1. TLG On-site Supervisor to monitor use of correct PPE at all times. 2. Area to be cordoned off as appropriate by the TLG on-site supervisor to prevent unnecessary persons in the work area.	LM/SG/ DW/AB /AS	Ongoing	
Stepping on nails and sharp objects	All TLG workers, other contractors and the public could suffer foot injuries.	LOW	1. Safety boots with steel toecaps provided to all TLG workers. 2. Waste disposed of immediately via chutes into the skips, or if working on ground level preparing to dispose of in skip.	1. TLG On-site Supervisor to monitor the use of correct PPE at all times, and waste disposal and area cleans are done systematically. 2. Area to be cordoned off as appropriate by the TLG On-site Supervisor to prevent unnecessary persons in the work area.	LM/SG/ DW/AB /AS	Ongoing	

Hazard to eyes, cutting off concrete gutter	TLG Workers could suffer eye injury through flying concrete fragments when cutting off.	MEDIUM	1. Safety Glasses (EN BS 166) are provided and worn by all TLG workers when any cutting off activity is performed. 2. All TLG workers have been briefed on the importance of eyewear during this activity and that it is mandatory.	1. Use of glasses to be monitored by TLG on-site supervisor.	LM	Ongoing
Dust from cutting concrete	Dust exposure could cause respiratory issues.	LOW	1. Category B Brand P3 valved Particulate respirator masks are worn when cutting off by all TLG workers within the immediate area. 2. All TLG Workers have been trained to fit the mask correctly and check its functionality prior to use.	1. TLG on-site supervisor to monitor the use of masks as necessary and manage inventory on the job.	LM	Ongoing
Use of Abrasive Wheel	Severe friction burns, crushed fingers and loss of eyesight could occur when using abrasive wheels. The main hazards are created by ejection of pieces of the wheel or work piece, contact with the wheel and trapping of fingers between the wheel and work rest.	HIGH	1. Check Gaurds are in place. 2. Training in abrasive wheel use (ALL). 3. Follow SOP BEFORE WORK COMMENCES Procedures	1. Keep a look out for any trespassers or individuals entering and exiting buildings/ homes etc. As far as is reasonably practicable and not to cause distraction.	LM	Ongoing
Noise from use of equipment, e.g. abrasive wheel machine	Workers using abrasive wheel machine or working near people who may suffer hearing loss.	LOW	1. Noise is not excessive (peak sound pressure below 135 dB), however all TLG workers are provided with ear defence PPE to wear. 2. Additional disposable ear defence PPE is kept on the works vehicle should any persons within the working vicinity request some.	1. TLG on-site supervisor to provide ear defence as requested.	LM	Ongoing
Vibration from use of equipment i.e. abrasive wheel	Exposure to continuous vibration can lead to the development of 'vibration white finger' (VWF).	LOW	1. New model purchased including vibration suppression, therefore vibration exposure is below action plan.	1. Annual Equipment Check to ensure correct working of equipment	ARP	Done

Review Date: Contract Specific / Review if any alterations to nature of work or site.

LM - Lance McKenzie (TLG On-Site Supervisor); AL - Ashleigh Lewis (TLG Office Manager); AC - Ann Caudwell (Hudson Health & Safety Services; ARP - Aluminium Roofline Products

I declare that I understand my roles and responsibilities that are to be carried out in relation to the Risk Assessment titled "TLG Gutters Removal & replacement daily operations" which has been briefed to me on the 18th August 2015. I understand and agree to abide and co-operate with all Health and Safety Measures that have being put in place to protect myself and others.

Employee Name	Signature	Date
ANDREW BAKER		14-8-15
DARYLL WALKER		14-8-15
SHAUN GATELEY		14-8-15
ASHLEY SMITH		14/8/15
LANCE MCKENZIE		14/8/15
TONY KNOPP (COMPANY OWNER)		14/8/15