



## ***COMPANY HEALTH & SAFETY STATEMENT***



Prepared by:

**Ashview Consultants Ltd. ©**

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## **SECTION 1**

# **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

It is the policy of Riverside Mechanical in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and to enlist the active support of employees and contractors in achieving such conditions.

Riverside Mechanical is committed to:

- Implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and all other relevant statutory provisions and codes of practice.
- Providing and maintaining a safe and healthy working environment, safe systems of work and to protect employees and others, in so far as they come into contact with foreseeable work hazards.
- Ensuring that all Riverside Mechanical personnel are informed of the Safety and Environmental Policy through their Safety Induction and ongoing Safety and Environmental Training.
- Making available the Health Safety and Environmental Policy to interested third parties.
- Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety and environmental awareness among employees and contractors.
- Defining all individual responsibilities for safety and environmental obligations.
- Encouraging full and effective joint consultation, with employees and third parties, on safety and environmental matters.
- The Continual Improvement of their Safety and Environmental Management System, and to ensuring that it is periodically reviewed to ensure that it remains relevant and appropriate to the organisation.

Riverside Mechanical is committed to incorporating sustainable design and building techniques in their developments. The primary objectives of sustainability in building will be to minimize the use of energy in the manufacture of materials, in the construction process and during a building's lifetime, and to eliminate the wasteful use of materials.

These objectives will be achieved by considering and implementing sustainability issues during the design, manufacture and construction process of new buildings and in the reuse and adaptation of old and obsolete ones.

Riverside Mechanical believes that achieving a more sustainable environment involves making the best use of scarce resources including land, while designing a more attractive, energy efficient, healthier and less polluting built environment which is in harmony with the natural environment and which provides user friendly patterns of activity.

Riverside Mechanical is committed to minimising emissions and wastes arising from its activities, and to the efficient use of energy and raw materials. The company is also committed to the safe and responsible disposal of wastes and the prevention of pollution.

To ensure that the above objectives are met senior Management are committed to playing an active role in the implementation of the Health, Safety and Environmental Policy and undertake to review and revise it in the light of experience and developments.



SIGNED: \_\_\_\_\_  
Derek Brennan  
Managing Director

DATE: 27/09/2016

## **SECTION 2**

### **THE ORGANISATIONS RESPONSIBILITIES FOR SAFETY AND HEALTH**

#### **Main Organisational Responsibilities**

Riverside Mechanical Ltd. Director

#### **Project Roles & Responsibilities**

Project Staff

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**INTRODUCTION OF RESPONSIBILITIES**

It is the duty of every employee to comply with the Safety Statement and perform their duties as set down in the details as follows. In most cases duties can be passed or delegated to individuals, but it must be the overall responsibility of the person or persons named.

All employees have a responsibility for their safety and the safety of others, and anyone that can be affected by their acts or omissions.

**2.0. MANAGEMENT- MANAGING DIRECTOR**

Management have the responsibility to represent Riverside Mechanical Ltd. in taking control, establishing and maintaining a policy on Health and Safety. This policy shall represent as the company Safety Statement. In accordance with the general duties placed upon them by *Section 8 to 10 of the SHaWWA 2005*, management of Riverside Mechanical Ltd. shall, in so far as reasonably practicable, ensure compliance with the Safety Statement by:

- Derek Brennan has overall responsibility for safety, health and welfare during all work undertaken by the business and his employees.
- Consultation on all health and safety matters is the responsibility of Derek Brennan
- Derek Brennan shall delegate specific responsibilities to appropriate trained employees. As new projects commence, duty holders will be notified, and the list of responsible persons will be amended.
- Derek Brennan, so far as reasonably practicable, the safety and the prevention of risk to health at work of their employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent
- Derek Brennan will ensure that adequate provision is made for safety and health in planning and pricing.
- Derek Brennan and any trained and competent supervisors in his employment are responsible for this policy being carried out during installation work.
- Derek Brennan are responsible for ensuring that this policy is carried out with regard to consultations, safety training, safety inspections, investigating accidents, monitoring and maintenance of the safety policy.
- Derek Brennan shall ensure that the information is in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and includes information such as hazards and risks, protective and preventive measures in relation to the specific tasks they have to perform in their place of work.
- Derek Brennan shall implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of their employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under

section 20 of the Safety, Health and Welfare at Work Act 2005 and ensuring that the measures take account of changing circumstances and the general principles of prevention.

- The advice of an external safety consultant will be sought as the need arises, and an active part in reviewing any relevant reports and audits, relevant changes and improvements given will be carried out.
- All employees engaged in construction work have received or will receive Safe Pass training in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.
- All employees engaged in tasks covered by the Construction Skills Certification Scheme will receive the appropriate training in accordance with the Safety, Health & Welfare at Work (Construction) Regulation 2013.

### **2.1. Contract Manager**

- Will monitor the Safety, Health and Environmental performance of the project and take such steps as are necessary to improve performance.
- Will ensure that staffs under his immediate control are familiar with those parts of the Statement and Policy which affect them or the activities in which they are engaged.
- Will arrange for staff under his immediate control to receive, where necessary, adequate and appropriate training in Health, Safety and Environmental matters.
- Will support Site Engineers and their staff in their efforts to improve Health, Safety and Environmental performance.
- Will, when involved in the selection of sub and package contractors cause an assessment to be made of their Health, Safety and Environmental competencies.
- Will ensure that a Construction Stage Safety and Health Plan is in developed and reviewed at regular intervals.
- Will, where appropriate, consult with employers, subcontractors the self-employed, trade union representatives and other relevant persons about matters relating to Safety, Health and the Environment associated with the project.
- Will set a good personal example.

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## 2.2. Site Engineer

- Will ensure that the works under their control are planned and undertaken in such a way as to give foremost regard to health, safety and environmental protection, as well as the requirements imposed by the Third Schedule of the Construction Regulations 2013. (See Part 4).
- Will ensure that risk assessments (Method Statements) are produced for the works under their control and the details of these are communicated to the relevant persons.
- Will as part of the risk assessment process ensure that members of the project management team, who will be responsible for taking the preventative and protective measures associated with the project operations, are competent and aware of their duties and responsibilities.
- Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training in health, safety and environmental matters.
- Will when appointed ensure that sub or package contractors submit safety statements for their proposed works and will, so far as is reasonably practicable, monitor their effectiveness and compliance.
- Will monitor safety, health and environmental performance in their sections and will carry out regular site inspections.
- Will ensure the provision of induction training and the issue of site rules.
- Will ensure that persons who operate plant, machinery and equipment are competent and adequately trained.
- Will ensure that an adequate supply of personal protective equipment is available, issued and properly maintained.
- Will ensure adequate arrangements for welfare and the provision of first aid.
- Will, in conjunction with the Health, Safety and Environmental Manager report, record and investigate all accidents and dangerous occurrences and ensure that remedial measures are taken to avoid a recurrence.
- Will ensure that contraventions noted in Safety Inspection Reports are promptly actioned.
- Will provide an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

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### 2.3. Foreman

Riverside Mechanical Ltd. will during the duration of this project appoint Supervisors or Foremen or Charge hands to perform certain duties or tasks. The details following are the responsibilities associated with their duties:

- Be familiar with safety regulations and this safety policy applicable to the work being undertaken, and must insist that the regulations are observed.
- Ensure that this policy and any other safety guidance is communicated, observed, understood and implemented.
- Ensure that as far as is reasonably practicable, all operatives are operating safe systems of work.
- Maintain a tidy workplace, and make sure a regular clean up is undertaken. Insist that all persons - employees, self-employed and visitors wear appropriate personal protective equipment.
- Ensure that there are adequate entry and exit points, and that they comply with the regulations.
- Provide safety equipment and clothing, and make sure it is worn.
- Ensure that all personnel are only employed on equipment for which they have been properly trained.
- Ensure that all power and hand tools together with any plant and machinery are maintained in good condition.
- Ensure employees report defects in equipment to their supervisor.
- Ensure that adequate fire fighting equipment is available at all times.
- Ensure the safe handling and storage of all tools, plant and materials.
- Ensure that first aid boxes are properly maintained.
- Ensure that all access equipment is suitable for the task, inspected as per legislation, and assembled / used / disassembled in accordance with the manufacturer's instructions.
- Ensure that all power and hand tools are 110 volts.
- Assist in investigating all accidents with a view to preventing a reoccurrence.
- Show personal example by wearing the safety equipment provided.

- Ensure material is removed from roofs and scaffolding in an orderly manner by use of hoists or a builder's chute and not thrown down by operatives causing danger to other persons on site and members of the public.
- Ensure that employees are aware of the emergency procedure in case of an accident.
- Ensure that all accidents and dangerous occurrences are investigated and any remedial actions are taken.
- Report any grievances from employees, regarding the Health and Safety of employees or any third parties.

#### **2.4. Quantity Surveyors**

- Will assist Project Management in their discussions with sub and package contractors to ensure that the contractor is competent in health and safety matters.
- Will promote an interest in and enthusiasm for health, safety and environmental matters and will set a good personal example.

#### **2.5. Responsibilities of Safety Advisor Ashview Consultants Ltd.**

When requested to do so an external safety consultant may undertake the following tasks on behalf of Derek Brennan otherwise Derek Brennan will undertake these duties.

- Carry out agreed site inspections and report to Derek Brennan and / or the main contractor's site management.
- Advise on regulations, laws etc. which impinge on the business activities.
- Advise and monitor statutory tests on plant and equipment.
- Monitor accidents / dangerous occurrences at workplaces.
- Advise on training courses to meet identified needs.
- Monitor the issue and use of PPE and advise on the types of safety equipment and clothing required.
- Consult Health and Safety Authority.
- Advise Riverside Mechanical Ltd. on action required where Improvement Notices or Prohibition Notices have been served upon the business.
- Advise on accidents, potential claims, insurance or HSA implications.
- Ensure that the safety statement is available on all projects.
- Investigate all accidents with a view to preventing a reoccurrence.

## 2.6. Site Safety Representatives

- May make representations to the Project Supervisor for the Construction Stage, and any contractor involved in the project, on any matters of safety, health and welfare at that construction site.
- May with approval of the Project Supervisor Construction Process investigate accidents and dangerous occurrences.
- May make oral or written representation to inspectors (HSA) on matters of safety, health and welfare at work and may receive relevant advice and information from such inspectors.
- May subject to agreement with the Project Supervisor Construction Process and the contractor employing the Site Safety Representative carry out workplace inspections.
- May, subject to prior notice to the Project Supervisor Construction Process and the contractor employing the site safety representative, in circumstances in which it is reasonable to assume the risk of personal injury exists, investigate potential hazards and complaints made by a person who works on the construction site.
- May be afforded reasonable time off from his normal duties, without loss of remuneration, to acquire the knowledge necessary to discharge the functions of a Site Safety Representative.

## 2.7. Designers

With the aim of protecting the environment and the safety and health of persons engaged in or affected by construction works will:

Take account of the general principles of prevention as specified in the First Schedule of the General Application Regulations 2007, which in summary are as follows:-

- The avoidance of risks.
- Evaluating the consequence of unavoidable risks.
- Combating risks at source.
- The giving of priority to collective protective measures over individual protective measures.
- Will co-operate with the Project Supervisor (Design Process) and Project Supervisor (Construction Stage) as appropriate to enable the Project Supervisors to comply with their respective duties.
- Will provide the appropriate Project Supervisor with available information concerning any of the particular risks listed in the Second Schedule of the Construction Regulations 2013(See Part 4).

- Will take account of any relevant directions from the Project Supervisor (Design Process) and Project Supervisor (Construction Stage).
- Will ensure that all designs and temporary works comply with the relevant statutory requirements, standards and codes of practice.
- Will, when external designers are engaged, cause them to carry out their work in accordance with this Section of the Statement of Policy.
- Will support managers and employees in their efforts to improve health, safety and environmental performance and will set a good personal example.

## 2.8. Employees Responsibilities

**“It is the responsibility of all employees to take reasonable care of their own safety, health and welfare, and that of others affected by their activities.”**

Employees must under Section 13 of the SHaWWA 2005

- Co-operate with Derek Brennan and any other person to such an extent as will enable them to comply with any of the relevant statutory provisions as regards to safety, health and welfare and to ensure that your place of work is safe and healthy.
- Use protective clothing and any other equipment provided for their safety, health and welfare while at work. Use in such a manner so far as to provide the protection intended of any suitable appliance, protective clothing, convenience, equipment or other means or thing so provided (whether for use alone or for use by you in common with others) for securing their safety, health and welfare while at work.
- Report to Derek Brennan any defect in the plant, equipment, place of work, or system of work that might endanger safety, health and welfare.
- Report any unsafe work practises or unsafe systems of work to Riverside Mechanical Ltd. which they are aware of, to management immediately.
- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means of thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- Attend training, as appropriate, undergo assessment required by Riverside Mechanical Ltd. to relate to the work that they are carrying out.

- Keep their tools in good condition.
- Use the correct tools and equipment for the job.
- Wear the correct PPE appropriate to the work activity.
- Not possess or consume alcohol, drugs or other intoxicants or be under their influence.
- Where possible make suggestions or raise concerns on health and safety matters.
- Develop a personal concern for their personal safety and the safety of others.
- Avoid any action that would be a source of danger to them or others.
- Not carry out any tasks that they feel they are not competent to carry out, or which involves unreasonably H-High Risks.

## **2.9. Sub-contractors or Self-employed**

### **Under Section 8 to 12 of the SHaWWA 2005**

- Provide evidence of up to date Safety Statement/Method Statements
- Written Risk Assessment must be carried out.
- Self-employed persons must conform generally with the duties and responsibilities as for employees.
- Provide evidence of insurance both PL & EL.
- Subcontractors and self-employed persons have a duty to bring to the attention of Riverside Mechanical Ltd. And anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.
- Ensure all employees have received the training necessary to carry out their work safely.
- Must attend site safety inductions and toolbox talks prepared for workers by main contractor.
- Wear correct PPE and all other PPE relating to the work or tasks that they are carrying out.
- Comply with Workplace Safety Rules
- Comply with all legal requirements
- Provide supervision and relevant information to all employees ensuring safe working practices/safe workplace.

**SECTION 3**  
**SUPPLIMENTARY INFORMATION**

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### 3.0. Consultation

“Every employer shall, for the purpose of promoting and developing measures to ensure the safety, health and welfare at work of his or her employees and ascertaining the effectiveness of those measures” Section 26 SHaWWA 2005

Employees have been consulted in establishing the arrangements for securing co-operation in this workplace on safety, health and welfare as contained within this Safety Statement. Equally employees may at anytime consult management on steps taken to secure their safety, health and welfare. Employees will be consulted on any modifications to this Safety Statement that may be required to take account of changes in the business and also at the annual review of this Safety Statement.

The consultation methods used at Riverside Mechanical Ltd. are by means of:

- The monthly meetings with management and parties to the project
- Daily consultation between supervisor and employees onsite
- Regular consultation with all employees and safety officer during site safety audits.
- Employees are encouraged to contact supervisor/management at any time on matters of safety, health and welfare which concern them.

### 4.0. Resources

Riverside Mechanical Ltd. will determine the scale, duration and significant hazards of a project and will dedicate the resources necessary, to conform to what is reasonably practicable to ensure the Safety, Health and Welfare of their employees.

As follows:

- Management shall where necessary use consultants or advisors for safety consultancy, reports and audits.
- Allow reason time for reports, investigations, audits and meetings where safety, Health and Welfare are concerned.
- Provide finance where staff training and improvement provisions or upgrading is required.
- Allow recourses to ensure that Health & safety is taken into account at planning stage of all new work, where this new work affects the Health & Safety of their employees.
- Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee safety, health and welfare to carry out their functions.

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## 5.0. Employees disciplinary procedure

Each employee is responsible for their own safety and the safety of others while they are at work; this includes co-operating with and ensuring that the workplace is safe. This is achieved by the employees through the following steps:

- PPE compliance with the employer.
- Not working in an unsafe manner.
- Report all defect equipment and plant.
- Report all near misses, incidents and accidents.
- Not interfere with safety devices and guards installed on plant and machinery.

Any breaches of statutory regulations can be treated in the disciplinary procedure and depending on the seriousness of the breach may be dealt with in either a suspension or dismissal. Disciplinary action will be taken by the employer if the employee fails to co-operate with the above. The procedure is as follows:

- Verbal Warning.
- Verbal Warning and noted.
- Written Warning.
- A final written Warning.
- Suspension/Dismissal.

### 5.1. Verbal Warning

The employee will be given a verbal warning and it will be recorded and kept on their file.

### 5.2. Written Warning

In the event of further breach of conduct or safety, a written warning will be given to the employee. It will be kept on file and copies will be given to the employee and management.

“This procedure can be by-passed depending on the severity of the violation.”

Failure to co-operate with the following site requirements will result in the following disciplinary actions:

1st offence	Verbal warning
2nd offence	written warning
3rd offence	Final warning
4th offence	suspension or removal from site.

## **6.0. Bullying**

### **Definition of bullying**

“Repeated verbal, aggression, psychological or physical carried out by an individual or group against another individual or groups.”

All forms of aggressive behaviour are not accepted, once off incidents can't be described as bullying. The key to Riverside Mechanical Ltd. policy, is to communicate clearly, so as to avoid instances of bullying and to put in place measures to prevent an re-occurrence of bullying that might happen.

### **Categories of bullying:**

- Verbal abuse
- Threats
- Physical contact
- Offensive language or slander
- Isolation or exclusion from social groups
- Sexual harassment
- Setting impossible tasks or goals.
- Theft, destroying or defacing someone's property.

### **Results of Bullying:**

- Behavioural-drinking, smoking, over eating
- Physiological-heart disease etc.
- Cognitive-mistakes, accidents
- Emotional-anxiety
- Illness

### **Where does bullying come from?**

- Managers
- Individual Work mates
- Groups of Work mates

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## Anti-Bullying Policy

### Procedure for Reporting Bullying

Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he / she should seek the manager's help and advice, on a strictly confidential basis, from a contact person. A contact person can be one of the following:

- A manager or supervisor
- A trustworthy fellow employee

#### 1. Informal Procedure for Reporting

(a) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(b) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedures.

#### 2. Formal Procedure for reporting

If any informal approach is inappropriate or if after the informal stage the bullying persists, the following formal procedures should be invoked:-

(a) The complainant should make a formal complaint in writing to his / her immediate Supervisor, or if preferred any member of Management. The complaint should be confined to precise details of actual incidents of bullying.

(b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against him / her. He or she should be given a copy of the complainant's statement and advised that he / she shall be afforded a fair opportunity to respond to the allegation(s).

(c) The complaint should be subject to an initial examination by a designated member of Management who can be considered impartial with a view to determining an appropriate course for action. An appropriate course of action at this stage, for example could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

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**Investigation**

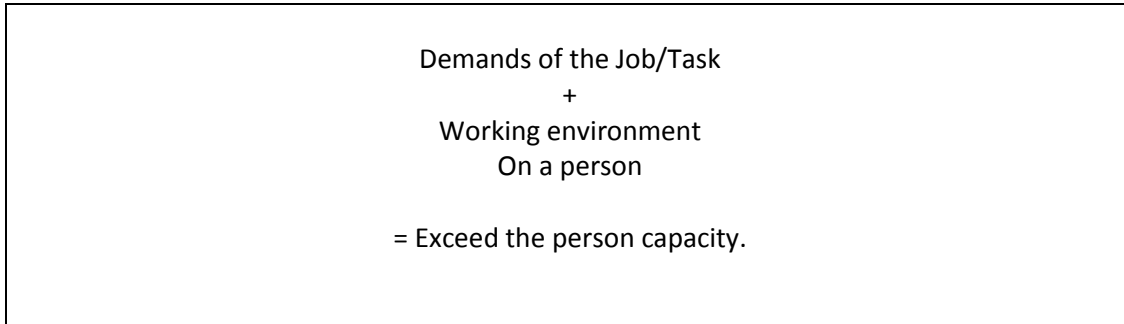
1. The investigation should be conducted by either designated member(s) of Management or, if deemed more appropriate, an agreed third party. The investigation should be conducted thoroughly and objectively, with sensitivity and utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
2. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
3. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). A work colleague or an employee / trade union representative may accompany the complainant and alleged perpetrator(s) if so desired.
4. Every effort should be made to carry out and complete the investigation quickly as possible and preferably within an agreed time frame. On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.
5. Both parties should be given the opportunity to comment on the findings before any action is decided upon by Management
6. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

***Riverside Mechanical Ltd. will not tolerate any of the above, Any form of bullying should be brought to the attention of a supervisor, safety advisor or foreman. Any found to part-take in bullying will be subject to the disciplinary procedure.***

## 7.0. Stress

Anyone who feels they are under unreasonable stress, or anyone who notices anyone else who seems to be under stress, should bring the problem to the attention of the Derek Brennan or a supervisor.

Stress arises when the following occur:



Others causes of stress in the workplace:

- Lack of communication in the workplace.
- Changes at work
- Repetitive work eg. Job rotation.
- Demanding tasks
- The threat of violence
- Poor working conditions
- Noise related stress

Effects of stress:

- Emotional – tiredness, anxiety
- Cognitive – Mistakes, incidents and accidents.
- Physiological – Heart disease, blood pressure.
- Behavioural – drinking, smoking.

## 8.0. Violence

Violence can be described as ‘any incident’ where person(s) are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, health or wellbeing.

Any person who has experienced any event which they feel is violence should report the incident to the safety and personnel manager or any senior member of management.

The company endeavour to eliminate the risk of violence occurring at work.

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## 9.0. Smoking

Exposure to second hand smoke – Environmental Tobacco Smoke (ETS) – also known as passive smoking is a cause of disease, including lung and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

### Policy

It is the policy of **Riverside Mechanical Ltd.** that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace as required by the law. This policy applies to all employees, consultants, contractors, customers and visitors.

Information on how to obtain help quitting smoking is available from The National Smokers Quit line on 1850 201203 or the Health Promotion Service of the local health board.

## 10.0. Environment and Waste policies

Riverside Mechanical Ltd. is committed to providing a safe and healthy workplace and in carrying out our normal work to enhance the wider environment and minimise any harmful impacts as far as is reasonably practicable.

Environmental management is formally assigned to project managers who shall ensure compliance with this policy and best current practise.

Employees are reminded that minimising waste is good for the business and good for the environment and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve our performance.

Current business activities do not create emissions to the environment covered by environmental protection legislation. However, Derek Brennan are not complacent and remains committed to a high level of environmental protection and, where possible, enhancement. Our employees are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

Riverside Mechanical Ltd. will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes.

Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Where required, Riverside Mechanical Ltd. shall take care to provide suitable waste receptacles and ensure that arrangements are made for the collection / emptying of receptacles at a suitable frequency.

All employees responsible for collecting waste shall avoid handling overfilled bags etc. to minimise the risk of a manual handling injury.

Waste collection points shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

## **11.0. Appointment of Safety Representative**

**“.....employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.”**

Riverside Mechanical Ltd. has to consult with their employees to appoint a site safety representative where more than 20 workers are normally employed at any one time on site at any stage of the project. Schedule 5 to the Construction Regulations 2013 sets out the procedure for the appointment of site safety representative.

### **11.1. Workers of different nationality or race**

As a company we will not tolerate any racism of any kind on company property or sites. Anyone found to be in breach of this policy will be removed from site and dismissed.

At site, and within the company we identify foreign nationals. As inductions are given through the English language there may be a risk to foreign employees during the emergency evacuation therefore they must be highlighted to the site supervisor for close monitoring. We shall use an interpreter to ensure that any foreign nationals employed understand the contents of the safety statement and work or safety instructions, written or verbal.

Pictograms will be used where the English language fails.

### **11.2. Young persons and restriction on employment of young persons**

Where a young person is employed under the age of 18 years old, all their relevant details should be entered on a general register. They shall within 10 days of commencement of work be examined by a medical practitioner, in which they will be given certificate of fitness. This shall be performed annually.

Duties a young person cannot carry out:

- They shall not be employed to operate lifting appliances e.g. cranes, forklifts etc.
- They shall not be employed to give signals to lifting appliances.
- They shall not be employed to operate power saws, or metal working machines.
- They shall not be employed to drive plant or machinery.
- They shall not operate cartridge operating tools.
- They shall not operate abrasive wheels or grinding machines.
- They shall not work in ionising radiations

**11.3. Exposure to Noise**

Where Riverside Mechanical Ltd. employees are exposed to noise at work at or above the lower exposure action levels (80 dba), they shall provide them or their representatives, or both, with suitable and sufficient information and training relating to risks resulting from exposure to noise. (without prejudice to Section 9 & 10 SHaWWA 2005)

**11.4. Exposure to Vibrations**

Where Riverside Mechanical Ltd. employees are exposed to the risk of mechanical vibration, they shall provide those employees or their representative, or both, with suitable and sufficient information, instruction and training. (without prejudice to Section 9 & 10 SHaWWA 2005)

**11.5 Protection of Pregnant, Post Natal and Breast Feeding employees**

Riverside Mechanical Ltd. shall assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity at Riverside Mechanical Ltd. place of work likely to involve a risk of exposure to any agent, process or working condition to in Part A of Schedule 8 and, for that purpose determine the-

- Nature
- Degree
- Duration

of any employees exposure to any agent, process or working condition.

Riverside Mechanical Ltd. will also take preventative and protective measures necessary to ensure the safety and health of such employees, and avoid any possible effect on such pregnancy or breastfeeding

**11.6. Night Work or Shift work**

Riverside Mechanical Ltd. taking account of Regulation 155 shall:

- Take such steps as, having regard to the nature of the work concerned, are appropriate for the protection of the safety and health of a night worker or an employee who is a shift worker
- In taking steps to comply with Section 18 of the Act, have regard to their duty's under paragraph (a)

**11.7. Safety Signs at Places of Work**

Riverside Mechanical Ltd. shall provide information to their employees as regards measures to be taken concerning Safety or Health signs used at work, especially signs incorporating words and the general and specific behaviour to be adopted in relation to those signs.

They must also give employees suitable instruction, in particular in form of specific direction concerning the safety or health signs used at work, which must include the meaning of the signs

**11.8. Health Screening**

Prior to being offered a position with Riverside Mechanical Ltd., all employees are required to undergo a pre-employment health check. This is necessary to ensure staff are not exposed to any conditions during their employment that might further exacerbate any pre-existing condition.

EMPLOYEES ARE OBLIGED TO DECLARE ANYTHING WHICH THEY FEEL MAY EFFECT THEM WHILE  
WORKING FOR RIVERSIDE MECHANICAL LTD.

## **12.0. Training**

All staff employed by Riverside Mechanical Ltd. will receive Health and Safety training to ensure that they fully understand the hazards of their work area, the control measures put in place to minimize the risks and emergency procedures that are in place. This training will be ongoing and site specific.

Riverside Mechanical Ltd. recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by management to identify safety training needs and take necessary steps to have such training provided.

Riverside Mechanical Ltd. expects that all employees will co-operate in the training exercises provided such as:

- Safe Pass Training
- Health and Safety Legislation
- General Site Safety Rules
- Site Induction Training on site
- Manual Handling Training

## **13.0. Safety Induction Training**

It is the responsibility of Riverside Mechanical Ltd. to compile and carry out the relevant Safety Induction Training for employees regularly. This training is aimed at making all employees aware of their legal duties and safe working procedures. The safety induction training will consist of the following: General Site Safety, Fire Safety, Accident Reporting, Safe Use of Tools, Use of Personal Protective Clothing/ Equipment, Identification of Hazards and Control Measures, Housekeeping, Safety Policies and Site Traffic Safety pertaining to Riverside Mechanical Ltd. training needs and the work carried out by plasterers.

All employees in receipt of Safety Training must sign off in acknowledgement and recognition of their attendance at such training programme.

## **14.0. Personal Protective Equipment**

There is a duty placed on every employer, where risks at a work place to the safety or health of employees cannot be eliminated by technical means of protection or by measures, methods or procedures of work organisations, to provide personal protective equipment.

Therefore in such circumstances where it is not reasonably practicable to eliminate or fully control the hazards in the workplace, Riverside Mechanical Ltd. will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health and welfare of the workers.

The type of personal protection depends on the hazards to which the worker is exposed.

All personal protective equipment assessment, usage and training will be carried out in compliance with current legislation.

The employer has a responsibility to provide personal protective equipment/clothing.  
The employee has a responsibility to use any personal protective equipment/clothing provided.

The following list of Personal Protective Equipment provided for use by Riverside Mechanical Ltd. for all employees.

- Safety Boots
- Safety Helmet
- High Visibility Clothing
- Eye Protection
- Ear Protection
- Hand Protection
- Fall Arrest Equipment

### **15.0. Provisions for Emergencies**

Accident prevention is the main aim of Riverside Mechanical Ltd. Safety Statement.

Riverside Mechanical Ltd. will expect to be made aware of Site Specific Emergency Plan by the main contractor before work commences on site in particular if there is a risk of the following occurring:

- Fire/Explosion
- Chemical Spills
- Serious injuries arising from any unplanned events

#### **Emergency Procedures – First Aid**

In the event of first aid being required contact the relevant First Aider. The emergency procedures for first aid are given below for minor and major accidents.

In the event of a minor accident contact the relevant First Aider. Comfort the patient until first aid arrives. Do not move the patient unless there is danger to his/her life.

#### **In the event of a major accident carry out the following: -**

- Ring the hospital for an ambulance
- Ring the doctor
- Call the relevant First Aiders
- Notify Management

## 16.0. Safe Working Procedures

Before work commences the place of work will be inspected for the following by management of Riverside Mechanical Ltd.

- Safe access and egress (site and place of work)
- Safe means of work provided when employees have to work at heights outside and inside the building e.g. safe scaffolding with ladders tied, fully planked out, all guard rails in place, tied and secured.
- Safe tools and equipment – all tools to be in perfect working order.

All employees informed:

- Of the particular site specific hazards and control measures in place
- To report any defects in working procedures, tools & equipment used for the job, scaffolding, trestles, guardrails etc.
- To wear correct PPE provided by Riverside Mechanical Ltd.
- To obey all speed limits and drive with due care on site
- To park only in safe designated parking area
- To lift materials using correct Manual Handling Techniques
- To ensure place of work on site is kept tidy and all waste materials disposed of safely
- Use the correct ladder bay access to gain access to a height
- To take note of any representations given to them by the project supervisor (construction) stage or other persons
- To obey all site safety rules of which they have been made aware.

## 17.0. General Principles of Prevention

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at the source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- The giving of priority to collective protective measures over individual protective measures.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes into account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving of appropriate training and instruction to employees.

The principles are “goal setting” and are based on recognition that risks cannot always be completely eliminated. The goal is to eliminate where possible or reduce the risk using a hierarchy of control.

Riverside Mechanical Ltd. will use appropriate control measures to eliminate the hazards and, where that cannot be done, to reduce the risk at all times during work. The above process should be considered as a template, that which safe systems of work can be based.

## **18.0. Revision & Monitoring**

Riverside Mechanical Ltd. and the Health and Safety Advisor will review the Safety Statement on a yearly basis, to take account of change in Legislation, Hazard Change, Risk Change, or Change of Responsible persons.

Compliance with the Safety Statement will be monitored by: -

- Regular audits of place of work by the Health and Safety Advisor
- Daily inspections of the place of work by the supervisor in charge
- Evaluation of Accident Reports by the Health and Safety Advisor
- Employee consultation on changes to the Safety Statement as required

## **19.0. Accident-dangerous occurrence reporting**

Riverside Mechanical Ltd. understands that there is a legal duty placed on them to investigate all accidents, incidents and dangerous occurrences. In that Riverside Mechanical Ltd. will use all the information that has been gathered and put it into operations, so that theses action can reduce the risk of accidents-dangerous occurrences happening.

### **19.1.0 Accident Reporting**

Where an accident has occurred, Riverside Mechanical Ltd. must follow the accident procedure as detailed below. Should the operative not return to work or able to carry out duties on site for a period of 3 consecutive days(weekends included) the H. S. A must be notified by means of an IR1 form which can be filled out and submitted on-line.

### **19.2.0 Dangerous occurrence**

In the case of a dangerous occurrence, an I.R.3 must be filled out and submitted to the H.S.A.

Riverside Mechanical Ltd. have the responsibility of investigating and reporting all accidents. The safety advisor can be involved so as to achieve the minimum requirement for the H.S.A. and company records.

## 19.2. Accident Procedure

When an accident occurs the procedures below must be followed:

The competent supervisor or senior operative must notify the project manager immediately.  
The senior operative must take charge of the proceedings, as follows:

- Observe accident location and status of injured person.
- If there is risk of further injury, move injured person safely.
- Call immediate medical assistance or emergency service if necessary.
- See that first aid etc. is administered as required by a competent person.
- If Ambulance is called, make sure the exact location is given and that the Ambulance can access project as near as possible to the injured person.
- Notify Paul O 'Shea & Riverside Mechanical Ltd.
- Establish the location of Hospital and appoint a suitable person to travel with the injured person.
- Notify the family of injured person, and if required, arrange transport for them to Hospital.
- Gather all information immediately about the accident, and what led up to it.
- Obtain witness statements; write them down as they are given.
- Complete preliminary accident report form.
- Have sketches/photographs of the area taken where the accident happened.
- If HSA are to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.

### **19.3. Near Miss Reporting**

Riverside Mechanical Ltd. are aware that there is a legal duty to investigate all dangerous occurrences. Riverside Mechanical Ltd. will enforce a policy that all near misses are reported and dealt with according as to the severity of each case.

#### **What Is A Near Miss?**

A Near Miss is an unplanned event that did not result in injury, illness, and damage or product loss - but had the potential to do so. The difference between a near miss and a full blown incident is often a fraction of a second or a fraction of an inch that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, Riverside Mechanical Ltd. can prevent these situations recurring.

“LET US REGARD NEAR MISSES THE SAME WAY AS BAD ACCIDENTS. LET US WEED OUT THE PROBLEMS WHILST WE STILL HAVE THE CHANCE”

### HOW TO MAKE AN EMERGENCY CALL

From a mobile the number to dial:	112
From a land line:	999
Services you require:	Ambulance  Fire Brigade  Gardaí
You must give clear instruction	Citibank, North wall, Dublin 1
Give details of the accident:	How many people are involved? What kind of accident is it? Did you see anything? Site entrance and location?
If it the fire brigade:	Are there: Hazardous substances? Flammable substances? Is the LPG or other gases?
Notify <b>Site Manager</b> so that someone can escort the emergency services to the location of the emergency.	

## **SITE EMERGENCY PLAN**

### **Accident**

- If you discovering someone that has either had an accident or caused themselves any injury.
- Notify the Site Supervisor.
- Giving instruction as to what has happened, so the emergency services can be contacted if required.
- If anyone cannot be contacted, you must contact the emergency services **112/999**.
- Give clear instructions as to site address, site entrance and location of the accident.
- Stay on the phone as you may be asked to carry out certain tasks so as to assess the basic condition of the injured person.
- Do not leave the person unattended at any time.

If the person is able to walk, accompany them down to the site office for first aid treatment.

- Notify the Site Supervisor immediately.
- Giving clear instruction as to what has happened, so the emergency services can be contacted if required.
- Accompany the injured party to the site office and stay with them at all times.
- Once at the office, wait for first aid treatment to arrive.

If the injured party is unable to walk due to their injuries, contact the first aider and give clear instruction as to your location and access point.

### **Fire**

- If you discover a fire on site:
- Notify Site Supervisor.

**If the fire has taken hold connect the Fire Brigade on 112/999**

- **If not:**
- Fight the fire with the available fire extinguisher if possible.
- Never put yourself in danger.
- Fight the fire as you are leaving the building.

- **"If in doubt get out-plant and machinery can be replaced, people can't"**

Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment).

Fire exits and routes must be kept clear and, in the event of an alarm, employees are required to make an orderly exit and assemble at the designated assembly point.

### **FIRE EMERGENCY PROCEDURES**

#### **ACTION ON DISCOVERING A FIRE:**

- Keep calm
- Raise the alarm
- Call other persons on site and let them know where the fire is.
- If possible, and without putting yourself at risk, tackle the fire. Use an extinguisher appropriate to the type of fire.
- Keep yourself on the side of the fire near to an exit.
- If the fire is too large to be tackled, evacuate without delay.
- Go to the assembly point.
- Do not re-enter the site until given the all-clear by the Fire Brigade.

#### **ACTION ON HEARING THE FIRE ALARM:**

- Keep calm
  - Leave without delay, using the nearest exit from the site.
  - Do not stop or go back to collect personal belongings.
  - Go without delay to the designated assembly point.
  - Do not re-enter the site until given the all clear by the Fire Brigade.
- ❑ The senior person present must ensure at the assembly point that all visitors and employees have evacuated, and are prepared to brief the emergency services.

### EMERGENCY EVACUATION DRILLS

- a. An Emergency Evacuation Drill will be conducted at least once every 12 months.
- b. As little prior warning as possible will be given of an Emergency Evacuation Drill.
- c. If possible, an emergency exit will be blocked during each drill to help illustrate the effect of a real fire, and to check the effect on evacuation times.

### EMERGENCY EVACUATION DRILLS: RESPONSIBILITY FOR

Arranging and conducting Emergency Evacuation Drills, and recording same, is the responsibility of the Riverside Mechanical Ltd. Management

### EMERGENCY ESCAPE FACILITIES

#### a. Emergency Exits and Escape Routes

Emergency exits are sign posted as required by regulation.

**Staff are also briefed on the importance of keeping emergency exits and escape routes free of obstruction at all times.**

#### b. Emergency Lighting System

Not Applicable on site but are required at main office in Ballycoolin

### Fire Extinguishers

At each Fire Point the following will normally be located:

- Fire extinguishers: normally two, of a type suited to the fire risk in the vicinity;
- A FIRE ACTION notice, indicating action to be taken in the event of fire;

### **Fire Alarm**

Checked yearly

### **FIRE SAFETY NOTICES**

A Fire Safety Notice is posted at each Fire Point, and at other locations throughout the facility.

### **FIRE ASSEMBLY POINT**

The Fire Assembly Point is located as per site rules

### **EMERGENCY NUMBERS**

A list of emergency contact numbers is posted in the general office. Both for office and site based emergencies

Or as per site rule

## 20.0. First Aid Supplies

A first aid kit is to be provided by Riverside Mechanical Ltd. on all sites where work is being carried out. It shall be stocked and filled as necessary by each supervisor. Contents of the first aid kit will vary depending on size, location of contract.

Up to 6-25 persons

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-5 Persons	6-25 Persons	26-50 (a) Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	--	--	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium individually Wrapped Sterile Unmediated Wound Dressings (approx. 10 x 8 cms)	--	--	6	8
Largely Individually Wrapped Sterile Unmediated Wound Dressings (approx. 13. X 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 28 x 17.5 cms)	--	--	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2

Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2
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**Notes**

- (a) Where more than 50 persons are employed pro rata provision should be made.
- (b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided.

**Eye bath/eye cups/refillable containers should not be used for eye irrigation.**

## **20.1. First Aid Requirements**

Riverside Mechanical Ltd. is required to provide proper first aid equipment to enable first aid to be given to any employees who are injured or become ill at work. Employees must be fully informed of such arrangements.

“provide the necessary measures to be taken appropriate to the place of work for the first aid, fire fighting and the evacuation of employees and other individual present in the place of work, taking into account of the nature of the work being carried on and the size of the place of work.”  
HSAWA 2005

## **20.2. Appointment of First Aiders**

Riverside Mechanical Ltd. will ensure appointed first aiders have been suitably trained and hold a current first aid certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Authority.

## **21. Welfare facilities**

The employer or PSCS shall:

“Coordinate arrangements which facilitate the provision and maintenance, in an appropriate condition, of welfare facilities for all persons at work, in accordance with Part 20, and Monitor the implementation of the arrangements.”

### **21.1. Hygiene and washing facilities**

“An employer responsible for a workplace shall ensure for that workplace, those adequate and suitable facilities for washing appropriate to the numbers of persons at work and the nature and duration of the work are provided”

Part 20 General Application 2007

### **21.2. Canteen Facilities**

The PSCS will provide the required amenities for all employees so that they:

Access to adequate and suitable accommodation for eating meals.

A facility to boil water and heat/prepare food.

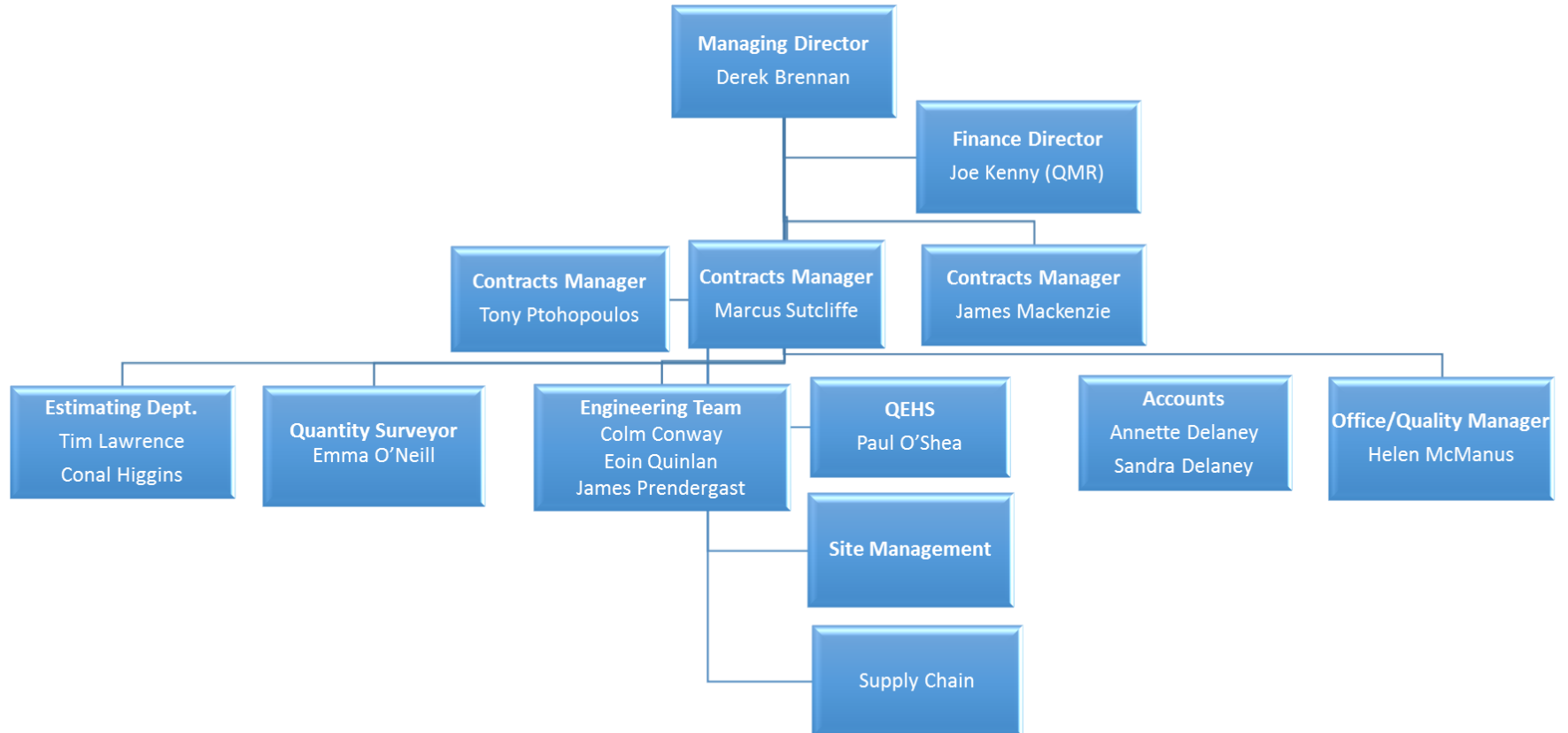
Access to potable drinking water.

The size of the accommodation will be determined by the number of operatives on site.

***All work must be carried out in conjunction with the following legislation:***

- The Safety, Health and welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General application) Regulations 2007.
- The Safety, Health and Welfare at Work (Construction) Regulations 2013.
- The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2013, SI No.386
- The Safety, Health and Welfare at Work (Confined spaces) Regulations 2001
- The Factories Act 1955.
- Safety in Industry Act 1980
- Office premises Act 1958
- Code of Practise for Working in Confined Spaces 2001
- Code of Practise on prevention of Workplace Bullying 2007
- Code of Practise for Avoiding Danger of Underground Services 2005
- Code of Practise for Safety on Roof work 2005.

The above is comprehensive, but non-exhaustive list of legislation that was used to compile this Safety Statement.

**RIVERSIDE MECHANICAL MANAGEMENT STRUCTURE**

## **SECTION 4**

### **RISK ASSESSMENT REGISTER**

**RISK ASSESSMENT**

Every hazard in the workplace must be assessed for the likelihood of it happening and the consequence of it occurring.

A hazard may be defined as anything that can potentially cause harm. Hazards in the construction can be divided into two main categories, "Health Hazards" and "Physical hazards". "Health hazards" generally are those with the potential to cause internal damage. "Physical hazards" involve potential harm to the body structure, which must be eliminated where practicable and body protection used to avoid or minimise the risk.

**1. Consequences of Hazard:**

**High** – Fatalities, Amputation or Irreversible Injury

**Medium** – Broken Limbs, Eye Damage, Reversible Injury

**Low** – First Aid Injuries

The hazards and risks within this Safety Statement have been assessed by means of the following:-

- Work Site Analysis
- Consultation with Employees and Management
- Consultation with the management and the Health and Safety advisor.

## Risk Assessments

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QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 1:	Access & Egress around site		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Blocking Exit Routes	Slips, trips, falls	At the site induction employees are instructed on location of access ways and emergency exits.	
Mobile Plant/Machinery	Personal Injury	Any changes in these routes are notified to employees at toolbox talks. Employees must only use clearly defined access routes and NEVER TAKE SHORT CUTS. Employees must follow all signage.	
Poor Housekeeping	Injury to others	Housekeeping is stressed to all employees at induction and throughout the duration of the project. All personnel to operate on “CLEAN AS YOU GO”. Off-cuts to be disposed of immediately and in accordance with the Riverside waste segregation policy	
Poor Cable Management	Damage to Services	Access routes and emergency exits are to remain clear at all times, free from plant, materials, ladders etc. Access ways should never be blocked.	
Accessing Congested Area		In the event that an access route must be blocked, barriers must be erected and signage must indicate alternative routes.	
		All opes must be cordoned off and signage erected to direct traffic around the ope. Bins and skips are provided on all sites so it is imperative that all employees use them.	
		Lighting will be provided to all employees to access their workstation safely. Task lighting or additional light to carry out a particular task, whereby the access lighting is not sufficient, will be provided also.	
		Where work must be carried out in a congested area all means of access must be discussed with the supervisor. Services that may be at risk of damage must be protected.	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 2:	Manual Handling		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Heavy Objects	Slips, trips, falls	All employees to have manual Handling Training complete. (Once every 3yrs)	
Awkward Loads	Back Injury	Work organised so as manual handling is kept to an absolute minimum. Plan the lift prior t commencement of the lift.	
Sharp Edges	Hand Injury	Gloves must be worn at all times throughout the task. Wear appropriate gloves for the task i.e Kevlar gloves for sharp	
Moveable Centre of Gravity		Objects, acid gloves for waste materials. Appropriate footwear must be worn at all times i.e steel toe boots.	
Hazardous Materials		Ensure there are enough employees present to carry out the operation with no risk to anyone’s health or safety.	
		One person to oversee the lifting operation and give instruction to employees performing the lift. Walk route prior to lift taking place, noting any hazards that may be encountered.	
		All relevant information about the load to be discussed prior to lift, e.g. weight, centre of gravity etc.	
		Any employee carrying materials over 6 foot must have a buddy.	
		3 employees are required when moving Dewars.	
		Employees should avoid manual handling where possible. Any mechanical means of lifting available must be used.	
		Regular toolbox talks to take place on manual handling techniques.	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 3:	Working at Heights – (Regardless of distance from feet to the ground)		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves & fall arrest equipment where the worker is liable to fall a distance which could result in personal injury		
Hazards Involved:	Risks:	Control Measures:	
Working at Heights	Falls from a height	Full training is given to all employees in the correct se of fall arrest equipment prior to commencement of work on any project. This training is carried out as part of the Riverside site induction.	
	Serious personal injury	All operators to ensure the correct equipment is used to access the required height, this will be carried out in conjunction with their Supervisor in accordance with the Riverside Working at Heights Procedure.	
	Materials / Tools dropped from a height	Prior to commencing their task, employees will assess which is the safest means of access. i.e. M.E.W.P. Mobile Scaffold Towers, ladders, etc.	
		All operators must consult the relevant risk assessment for the equipment they intend to use. (M.E.W.P’s Mobile Scaffold Towers, etc)	
		While working at a height where the operator is liable to fall a distance which may result in personal injury guard-rails must be present, or suitable fall protection devices utilized. All operators must ensure that a suitable lanyard is used for the height at which they are working i.e. a retractable or block lanyard. All operators must employ correct tie off procedures. The tie off point must be capable of sustaining pressure of up to 1.5 ton. When necessary, the area directly underneath the workstation must be cordoned off to prevent unauthorised access. Remember the use of fall arrest equipment is a last resort, employees must first assess the possibility of using all other types of access equipment first. If none are suitable or practical then and only then should fall arrest equipment be used.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 4:	Work from A –Frame Ladders		
Risk Rating before Control Measures:	Medium to High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves & fall arrest equipment where the worker is liable to fall a distance which could result in personal injury		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Working at Heights	Falls from a height resulting in serious personal injury	Ensure the ladder intended for use is in perfect working condition and is the MOST SUITABLE means of access for the works taking place in accordance with the Riverside Working at Heights Procedure. Ladders are to be used as a last resort, for light work of a short duration.	
	Materials / Tools dropped from a height	Never place an A-Frame ladder on boxes or other objects to access higher areas. Never use an A-Frame ladder from a working platform of a mobile scaffold tower, as stability is greatly decreased. All doors opening towards the ladder must be locked or cordoned off. Avoid use in an area where mobile plant is in operation. Ladders must not be painted in case defects may be hidden.	
	Material Damage	Never use an A-Frame ladder as a straight ladder or to access a higher working platform. Open A-Frame ladder fully ensuring spreader is fully extended. A-Frame ladders are for one persons use only, never access a ladder that is already occupied. Never overload the A-Frame ladder. Always face the ladder. Never carry objects when ascending or descending. Always carry tools in suitable clothing or shoulder straps.	
		There must be three points of contact with the ladder at all times.	
		Ask yourself “Is this the most suitable means of access?” Never use the top two rungs. Never straddle the A-Frame ladder. Never attempt to over reach in any direction.	
		If there is danger of other personnel coming into contact with the ladder a barrier may be placed around the ladder to protect the employee.	
		Ladders should never be chained in position, all ladders should be placed on ladder racks after use.	
Risk Rating after Control Measures:	Low to Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 5:		Use of Straight Ladders	
Risk Rating before Control Measures:		High	
PPE		Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves	
Hazards Involved:		Risks:	Control Measures:
Working at Height		<p>Falls from a height resulting in serious personal injury</p> <p>Materials / Tools dropped from a height</p> <p>Material Damage</p>	<p>Ladders to be in good condition, free from defects and to be visually inspected prior to use. All ladders must be tagged before use i.e. safe/unsafe to use. Never paint ladders as defects may be hidden.</p> <p>Ladders must be positioned on level ground and metal caps on base to be in place. Ladders to be used the correct way up.</p> <p>Ladder must be securely tied at the top and if this is not possible held by a person stationed at the bottom. Ladders must extend 1m above the landing platform and set at an angle of 1 out to 4 up, 75 degree angle.</p> <p>Employees must have both hands free for climbing and use the rungs not sides for grip. Working from a ladder is only permissible when all other possibilities have been exhausted and found to be impracticable. Fall protection must be worn when working at a height where the employee could fall a distance liable to cause personal injury. Never climb, ascend or work facing away from the ladder.</p> <p>Ladder to be moved along with the work, never overreach. Ladders &gt; 9 metres must have an intermediate landing stage. Ladders are for one persons use, never overload.</p> <p>Never stand on the top 2 rungs of the ladder. Never drop materials down from the ladder. Never carry materials up or down the ladder, get a buddy to help.</p> <p>Ladders should never be chained in position, all ladders should be placed on ladder racks after use.</p>
Risk Rating after Control Measures:		Medium	

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 6:	Use of Scaffold		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Access Scaffold	Falls from a height	All scaffold components to be inspected prior to use, ensuring they are fit for their intended purpose	
	Serious Personal Injury	Component and trained personnel only are permitted to erect/dismantle any scaffold. A copy of the operators training certificate must be on site.	
	Materials / Tools dropped from a height	A trained operator must inspect all scaffolds weekly on a CR8 and results kept on file in the Riverside Site Office. All scaffolds must be tagged as being fit for use or when appropriate 'Do Not Use'. There must be a safe means of access/egress to the scaffolding platform.	
	Material Damage	All scaffolds must be accessed from a straight ladder. The ladder must be tied off and employees must be tied off 100% while ascending the ladder to secure at the top.	
		The working platform must always be accessed from the access ladder and the same applies for dismounting. All working platforms must be fully boarded out and fitted with guardrails.	
		The working platform must be kept clear of materials at all times.	
The underneath of the scaffold must be barriered off and signage erected to alert other personnel to employees working at a height.			
	All operators intending to use the scaffold must be familiar with the Riverside Risk Assessment for the use of scaffolds. All operators must ensure the manufacturer's safe working load is never exceeded.		
	Always ensure the scaffold is the correct piece of equipment for the task.		
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual		Issue Date 15/09/2016	
Risk Assessment No 7:		Use of Mobile Elevated Work Platforms (M.E.W.P.)			
Risk Rating before Control Measures:		Medium			
PPE		Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves and suitable Fall Arrest Equipment			
Hazards Involved:		Risks:	Control Measures:		
Working at Heights		Falls from a height	All M.E.W.P.'s must have current certification on site and be in perfect working order.		
Faulty Equipment		Serious Personal Injury i.e.	All M.E.W.P.'s must be inspected weekly on a CR4b, and results kept in the safety file.		
Incorrect use of M.E.W.P.'s		Eyes, hands, back	All operators intending to use the M.E.W.P.'s must have a copy of their training certificate on site.		
Trips, slips & falls		Machine driven incorrectly resulting in injury	No employee is permitted to use an M.E.W.P. unless they have been trained.		
		Materials / Tools dropped from a height	All personnel will be certified with Manual Handling training		
		Material Damage	All operators using the M.E.W.P. must wear a harness at all times and the lanyard must be tied off to the machine. (double lanyards will be used)		
			The working area underneath the M.E.W.P. must be cordoned off and warning signage erected. No operator is permitted to climb the guardrails or outside the M.E.W.P. under any circumstances.		
			Work is to be planned prior to commencement of work.		
Risk Rating after Control Measures:		Low			

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 8:	Working from a Mobile Tower		
Risk Rating before Control Measures :	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Working at Heights	Falls from a height	Only a trained Riverside employee is permitted to erect mobile towers. Training certs available upon request.	
	Serious Personal Injury	Mobile Towers will be tagged and signed off weekly by a trained and competent person.	
		Mobile Towers will be retagged if dismantled and re-erected.	
	Materials / Tools dropped from a height	CR8 form will be held for inspection in the Riverside Site Office.	
		Access to the mobile tower will be via the built in ladder and 100% fall protection will be used at all times while on the mobile tower (either in the form of guard-rails or fall protection devices).	
	Material Damage	The brakes will be applied to the mobile tower when in use an signage will be erected to ensure that personnel in the area are aware the Riverside employees are using the mobile tower.	
Injury to Others	The area around the mobile tower will be barriered off to prevent other personnel entering the area and moving the mobile tower.		
	No materials will be stored on the mobile tower and a clean as you go policy will be adapted. The mobile tower will be subject to a daily audit by the Riverside Safety Officer at the end of each day to ensure that no materials are being stored and the tower has been returned to a suitable holding place.		
	The tag will be removed when not in use.		
Risk Rating before Control Measures :	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 9:	Use of Chop-Saw		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses plus ear defenders, face shield, dust mask & Kevlar gloves		
Hazards Involved:	Risks:	Control Measures:	
Poorly Maintained Plant	Disc Burst	Operating procedures will be displayed in areas where chop-saw is being used.	
Plant Failure	Personal Injury	A hot-works permit will be obtained where necessary.	
Incorrect Fittings	- Cuts	Emergency equipment will be in place in the event of a fire.	
	- Lacerations		
Guards Absence	- Clothes	All operators will be fully trained before attempting to do any work with or on a chop-saw.	
	- Entanglement		
Moving Parts	- Fumes / Dust	Guards must be in place and used at all times. Electrical inspections to take place by electrician, bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove all jewellery.	
Incorrect Use	- Flying particles		
	- electrocution	Disc or blade to be fitted by trained operators only according to manufacturer’s instructions. Check speed of blade/disc with the machine for compatibility. Ensure blade is free cutting, secured free from chips, cracks and vibration. NEVER use a defective blade.	
		Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material. Run blade for 30 seconds.	
		Always keep cutting parts away from the body, and hold machine with two hands. Be aware that the disc or blade may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.	
		Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 10:	Use of Angle Grinder		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses plus ear defenders, face shield, dust mask & Kevlar gloves		
Hazards Involved:	Risks:	Control Measures:	
Poorly Maintained Plant	Disc Burst	Operating procedures will be displayed in areas where angle grinder is being used.	
Plant Failure	Personal Injury	A hot-works permit will be obtained where necessary.	
Incorrect Fittings	- Cuts	Emergency equipment will be in place in the event of a fire.	
	- Lacerations		
	- Clothes		
Guards Absence	- Entanglement	All operators of tools must be competent in their use i.e. received proper training.	
	- Fumes / Dust		
Moving Parts	- Flying particles	Never remove the guards/handles of an angle grinder. They must be in place and used at all times.	
Incorrect Use	- electrocution	Electrical inspections to take place by electrician bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove jewellery.	
		Disc or blade to be fitted by trained operators only according to manufacturers instructions. Check speed of blade/disc with the machine for compatibility.	
		Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material. Run blade for 30 seconds before applying it to the actual task. Never attempt to use a 9" grinder above waist height. Never use a grinder between the legs or while sitting on the floor.	
		Always keep cutting parts away from the body, and hold machine with two hands. Be aware that the disc or blade may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.	
		Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn.	
		Erect warning signs to alert others to the dangers involved.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 11:	Use of Drill / Bench Drill		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high vis vest, hard hat, safety glasses plus ear defenders, face shield, dust mask & Kevlar gloves		
Hazards Involved:	Risks:	Control Measures:	
Poorly Maintained Plant	Disc Burst	All operators of tools must be competent in their use i.e. received proper training.	
Plant Failure	Personal Injury	A hot-works permit will be obtained where necessary.	
Incorrect Fittings	- Cuts	Emergency equipment will be in place in the event of a fire.	
	- Lacerations		
Guards Absence	- Clothes	Drill bit to be fitted by trained operators only according to manufacturers instructions. Check size of drill bit with the machine for compatibility.	
	- Entanglement		
Moving Parts	- Fumes / Dust		
	- Flying particles		
Incorrect Use	- electrocution	Never remove the guards/handles of an bench drill. They must be in place and used at all times. Electrical inspections to take place by electrician bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove jewellery.	
		Ensure that the drill is held firmly with both hands prior to commencement of drilling.	
		Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material. Never use a drill between the legs or while sitting on the floor.	
		Always keep moving parts away from the body, and hold machine with two hands. Be aware that the drill may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.	
		Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	
		Issue Date 15/09/2016	
Risk Assessment No 12:	Use of Abrasive Wheels		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high vis vest, hard hat, safety glasses plus ear defenders, face shield, dust mask & Kevlar gloves		
Hazards Involved:	Risks:	Control Measures:	
Poorly Maintained Plant  Plant Failure  Incorrect Fittings  Guards Absence  Moving Parts  Incorrect Use	<ul style="list-style-type: none"><li>• Disc bursting due to incorrect disc fitted or faulty/ damaged disc fitted</li><li>• Wrong disc fitted or used for wrong purpose</li><li>• Hand or leg injuries from unsafe use by inexperienced or incompetent person</li><li>• Eye injuries to operator or those nearby from flying objects</li><li>• Severe injuries due to wheel bursting</li><li>• Noise and vibration</li><li>• Disc being used after the best- before- date has been exceeded</li></ul>	<ul style="list-style-type: none"><li>• Use to be restricted to only those trained and qualified.</li><li>• Site management to decide and appoint authorised users.</li><li>• Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection to be enforced and monitored.</li><li>• Machines to be well maintained - if damaged/ faulty they are to be tagged immediately and repaired without delay.</li><li>• Guards to be in good order and not removed.</li><li>• Appropriate machine to be used for job.</li><li>• The new General Application Regulations 2007 - Control of Noise at Work Regulations have lowered the decibel rating (acceptable noise levels). After a thorough risk assessment of the noise has been carried out, if hearing protection is required then it is mandatory in and around the area and must be worn.</li><li>• Vibration must be controlled as per the manufacturers guidelines.</li><li>• Appropriate disc to be used e.g. grinding disc, steel disc.</li><li>• Disc should be stored in a dry area; damp disc should be disposed off.</li><li>• Ensure disc is fitted correctly.</li></ul>	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 13:	Use of Band Saw		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high vis vest, hard hat, safety glasses plus ear defenders, face shield, dust mask & Kevlar gloves		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Poorly Maintained Plant	Disc Burst	Operating procedures will be displayed in areas where band saw is being used. A hot-works permit will be obtained where necessary.	
Plant Failure	Personal Injury	Emergency equipment will be in place in the event of a fire.	
Incorrect Fittings	- Cuts	Operator must be properly trained before attempting any work regarding a band saw. All operating instructions must be followed.	
Guards Absence	- Lacerations	Machines must have guards in place and be properly maintained. Keep work area clean. Electrical inspections to take place by electrician bi-monthly. Loose clothing to be tied up and long hair put under hard hat, remove jewellery.	
Moving Parts	- Clothes	Ensure the power to the band saw is disconnected before servicing, making adjustments and when changing blades.	
Incorrect Use	- Entanglement	Ensure leads/plugs/cables are in perfect working order. Remove or cover with fire blanket all combustible material	
	- Fumes / Dust	Always keep cutting parts away from the body, and hold machine with two hands. Be aware that the blade may jump or jam causing sudden jolt forward. Discard any damaged tools or poorly maintained tools.	
	- Flying particles	The guidepost may be moved up or down and guide must always be adjusted so that the bottom of the guide is slightly higher than the material to the right of the blade.	
	- electrocution	The steel jaws will have to be set each time a blade or different blade width is used. The pointer must always be in the blade regardless of the size of the blade. Keep your blade properly filed and set, and avoid backing the saw out of the cut.	
		Keep dust to a minimum, damp down areas if necessary. Remember >85db ear protection must be worn. Erect warning signs to alert others to the dangers involved.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 14:	Use of Gas Cylinders		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves. Face shield when required		
Hazards Involved:	Risks:	Control Measures:	
Pressurised Gas	Explosion	All gas cylinders to be stored in correct location at all times, upright and chained in position in lock up area.	
Manual Handling	Fire	Signage to state contents of each cylinder and BOC direct line emergency phone number to be clearly displayed + No Smoking Signs.	
Toxic Fumed	Serious Personal Injury	Oxygen and acetylene to be stored 3 metres apart.	
		Never allow grease or oil to come in contact with regulators, use only BOC approved lubricants.	
		Always transport cylinders in bottle trolley. Milk churning is only permitted over a short distance of even ground.	
		Cylinder cages for crane lift to have certificate on site. During use always ensure gauges are fitted correctly and dials in perfect working order flashback arrestors must be in place.	
		Hoses to be crimped to prevent leaks. Hoses, fittings, regulators and valves must be inspected regularly for cracks or damage. Video from BOC “Safety With Gas Cylinders” to be shown to all employees.	
		In the event of fire please consult Riverside procedure for gas cylinders in fire.	
		Use of hazardous gas checklist to be completed prior to using any hazardous gas on site.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 15:		Manual Arc Welding Operations	
Risk Rating before Control Measures:		High	
PPE		Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses, welding visor and welders gauntlets	
Hazards Involved:		Risks:	Control Measures:
Electricity	Electrocution	Only competent, trained and experienced personnel are permitted to use welding equipment.	
UV Light	Fire Inhalation of Toxic Fumes	All electrical to be inspected for electrical safety bi-monthly. P.P.E. to include fire resistant overalls, welding visors, welder’s gauntlets and dust mask.	
Toxic Fumed	Eye Damage	<div>-Electric welding machine</div> <div>-Full face welding visor and welding gloves</div> <div>-Fire extinguisher</div> <div>-Fire blanket</div> <div>-Welding screen</div> <div>-Fire resistant overalls</div> <div>-Warning signage</div> <div>All equipment to be inspected prior to use.</div> <div>Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.</div>	
Hot Surfaces	Welding Flash		
	Burns, Cuts & Lacerations		
Risk Rating after Control Measures:		Medium	

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 16:	Cuprotectic or Oxygen and Acetylene Welding Operations		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses, welding visor and welders gauntlets		
Hazards Involved:	Risks:	Control Measures:	
Compressed Gases	Cylinder Explosion	Only competent, trained and experienced personnel are permitted to use welding equipment. P.P.E. to include fire resistant overalls, welding visor & gauntlets, dust mask.  Welding equipment to include  -Bottle trolley -Cylinder gauges -Flash back arrestors -Welding hoses in good condition and crimped -Welding screen -Fire resistant overalls -Warning signage -Fire watch -Fire extinguisher -Fire blanket  All equipment to be inspected prior to use.  Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.	
UV Light	Fire		
Toxic Fumed	Inhalation of Toxic Fumes		
Hot Surfaces	Welding Flash		
	Arc-Eye		
	Burns, Cuts & Lacerations		
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 17:	Tungsten Inert Gas Welding Operations		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses, welding visor and welders gauntlets		
Hazards Involved:	Risks:	Control Measures:	
Compressed Gases	Cylinder Explosion	<p>Only competent, trained and experienced personnel are permitted to use welding equipment. P.P.E. to include fire resistant overalls, welding visor &amp; gauntlets, dust mask.</p> <p>Welding equipment to include</p> <ul style="list-style-type: none"><li>-Bottle trolley and electric welder</li><li>-Cylinder gauges</li><li>-Flash back arrestors</li><li>-Welding hoses in good condition and crimped</li><li>-Full face welding visor and welding gloves</li><li>-Welding screen</li><li>-Fire resistant overalls</li><li>-Warning signage</li><li>-Fire watch</li><li>-Fire extinguisher</li><li>-Fire blanket</li></ul> <p>All equipment to be inspected prior to use. All operators to consult Riverside Method Statement for oxy-acetylene welding.</p> <p>Ensure a hot works permit is in place and a fire watch to constantly monitor the welding process and inspect the area 30 minutes after welding is completed.</p>	
Electricity	Fire, Electrocution		
UV Light	Inhalation of Toxic Fumes		
Toxic Fumed	Welding Flash		
Hot Surfaces	Arc-Eye		
	Burns, Cuts & Lacerations		
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 18:	Orbital Welding		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & suitable gloves.		
Hazards Involved:	Risks:	Control Measures:	
Sharp Objects	Cuts to Hands	Only competent, trained and experienced personnel are permitted to use welding equipment.	
Housekeeping	Slips, Trips, Falls	Ensure guards are in place on coupon cutter.	
Cable Management	Electrocution	Wear safety glasses while using coupon cutter.	
Electrical Equipment	Burns	Excessive pipe must be disposed of accordingly.	
Hot Surfaces	Sprains & Strains	Welding leads will be hung from beams where possible to avoid tripping. Area will be barriered off in areas where this is not possible.	
Damage to Equipment		Leads will be checked by a qualified electrician bi-monthly.	
		Do not touch weld head until area has cooled down.	
		Avoid static positions.	
		Consult tool owner/cc if welding around ultraviolet sensitive tools.	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 19:	Use of Electricity		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements, steel toe cap boots, high visibility vest, hard hat, safety glasses & rubber gloves and boots when necessary		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Electricity	Electrocution	Only competent trained electricians to carry out electrical work on Riverside plant.	
	Electric Shock	Treat all electrical services as live until instructed otherwise by the site supervisor.  All electrical work carried out to be contracted out to electrical contractor on site.  Bi-monthly inspections of all electrical plant.  All damaged items of electrical plant to be returned for repair.  REPAIRS MAY ONLY BE CARRIED OUT BY ELECTRICIAN.  Consider the on site permit to work systems in place when working on or near electrical services.  Follow all LOTO procedures.  If in doubt ASK.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 20:	Use of Hazardous Substances		
Risk Rating before Control Measures:	High		
PPE	As outlined in MSDS		
Hazards Involved:	Risks:	Control Measures:	
Hazardous Substances	Explosion	Only competent trained and experienced personnel are permitted to use hazardous substances. P.P.E. to include as outlined on Material Safety Data Sheet.	
Toxic Fumes	Fire	Face shield and apron to be used while using glues and primers at all times.	
Solvent Vapours	Inhalation of Toxic Fumes	Directions for the use of the substance as outlined in MSDS are to be strictly adhered to.	
Flammable Substances	Burns, Cuts & Lacerations	Material Safety Data Sheet filed to be maintained on site as well as copy stored in the same location as the hazardous substances.	
Irritants	Skin Irritation	Hazardous substances only to be used in dedicated areas.	
Corrosive		Each Individual Safety Data Sheet for the relevant Chemical Hazard must be consulted when Compiling RAMS for the work activities	
		Hazardous substances to be stored properly i.e. all flammable substances to be stored in fire resistant container. All other substances to be locked and stored on a drip tray.	
		All spills/leaks to be reported to the Site Supervisor and Safety Officer. The MSDS is to be consulted immediately and the steps outlined therein strictly followed.	
		Spill kits to be available on all sites where appropriate.	
		Appropriate fire-extinguishing media to be available in storage area as well as appropriate signage.	
		Removal and safe disposal of any Hazardous substances are detailed in the Specialist Contractors Method Statement (i.e. R22, Asbestos and Glycol	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 21:	Using Noise Producing Equipment		
Risk Rating before Control Measures :	Medium		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves. Ear defenders >85db		
Hazards Involved:	Risks:	Control Measures:	
Prolonged exposure to excessive noise levels in excess of 85dB	Temporary Threshold Shift	Three types of ear defenders are provided to all employees at noise levels equal to or above 85dB.	
	Permanent Threshold Shift	At 90dB employees must wear the ear protection provided. This is our company policy as well as being law.	
	Noise Induced Hearing Loss	Riverside Site Supervisors and Safety Officers will constantly monitor the site to ensure compliance with this policy.	
	Hearing Impairment	All employees are instructed on how to wear the ear protection provided.	
		Employees using equipment liable to cause damage to hearing must notify their co-workers in the immediate vicinity and provide them with ear defenders or wait until they have vacated the area.	
Risk Rating before Control Measures :	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 22:	Use of Telescopic Handler		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves.		
Hazards Involved:	Risks:	Control Measures:	
Moving Plant  Pedestrians  Uneven Surfaces  Poorly Maintained Equipment	Serious Personal Injury  Plant Damage	Only employees with certificate of competence to operate the vehicle.  Speed limit of 10 mph to be adhered to at all times.  Vehicle to have current certificate on site and to be inspected weekly on CR4b. Banks-man to aid driver where excavations are in progress or where view of driver is impaired and also when reversing.  All employees not involved in the task to keep clear, use signage as necessary.  The SWL is never to be exceeded and all loads secured in position. Always plan route to be taken to spot any potential hazards. Keep 2 metres back from excavations.  Full site PPE must be worn at all times.  Never operate mobile phone or two-way radio while operating the vehicle.  All vehicles to be fitted with seat belt, reversing light and siren as well as flashing beacon. Never operate on ground, which is liable to cause the vehicle to turn over. All vehicles must be fitted with roll over protection.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 23:	Use of Site Vehicles		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves.		
Hazards Involved:	Risks:	Control Measures:	
Moving Vehicle	Serious Personal Injury  Plant Damage	Only employees with a full driving licence will be permitted to drive vehicles on site.	
Pedestrians		A copy of the driving licence of those employees permitted to drive a Riverside site vehicle will be filed in the Riverside Site Office.	
Uneven Surfaces		Speed limit of 10 mph to be adhered to at all times.	
Poorly Maintained Equipment		All drivers to be advised that flagmen are in operation on site and also made aware that site plant has right of way.	
Distraction		Never operate mobile phone or two-way radio while driving.	
		All vehicles to be fitted with seat belt and flashing beacon.	
	All personnel are required by law to wear a seat belt.		
		Materials being transported by the site vehicles must be tied down and free from movement.	
		Vehicles must be chocked while stationery.	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 24:	Excavations		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves.		
Hazards Involved:	Risks:	Control Measures:	
Unstable Trench  Unguarded Edges	Trench Collapse	Site access and egress to be provided by a ladder.	
	Falls from a Height	Ladder must extend 1 metre above the top of the trench.	
	Personal Injury	Excavation must be securely cordoned off and appropriate signage in place.	
		Excavation inspection certificate must be inspected prior to entry. No certificate NO ENTRY.	
		Edge protection must be provided and toe-boards in place.	
Excavation to contain trench box or be shored back at an angle of 45 degrees or less if shoring is in the form of steps, the overall angle must still be 45 degrees or less.			
		Never attempt to work in an excavation without any of the above.	
		Never work in excavations where is constant water.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 25:	Coring of Floors & Roof Opes		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses, ear protection, face visor and suitable gloves.		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Noise	Serious Personal Injury from Moving Parts	Prior to commencement of the works employees of the specialist sub-contractor to ensure they have an adequate and stable working platform	
Moving Parts of Machinery		All plant and equipment must be inspected prior to use.	
Falling Objects		The machine may only be operated by trained and experienced operatives.	
Working at Heights		All operatives to operative a ‘Clean As You Go’ basis.	
Use of Electricity		Area around the coring operation (on both sides of the wall) must be cordoned off to prevent any unauthorised access.	
	Damage to Hearing	A net should be placed underneath the area to be cored in order to catch the cored piece of concrete.	
	Materials Falling from a Height	A buddy system must be in place where a second employee is located on the “blind side” of the coring process to ensure there is no unauthorised access i.e. to prevent the cored concrete falling on any individual or plant item.	
		All waste water is to be collected into a suitable container and disposed of by the specialist contractor.	
		Any waste water which falls outside the barriered off area should be cleaned immediately in order to prevent any other operatives on site slipping.	
		When the core is complete the concrete cylinder should drop into the netting and be removed by the specialist contractor.	
		All barriers to be removed and area cleaned and left in the same tidy condition as it was found	
Risk Rating before Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 26:	Installation of Heavy Prefabricated Components		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses, and Kevlar & rigger gloves. Fall arrest equipment when working at a height where a fall would result in personal injury		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Fall from a Height	Serious Personal Injury  Hand Injuries  Back Injuries  Head Injuries  Foot Injuries	All employees to ensure full PPE is worn prior to commencement of the task	
Heavy Lifting		All operatives to have read through the method statement for the task prior to commencement	
Materials Falling from a Height		Supervisor or Safety Advisor to inspect all certificates for lifting appliances being used	
Failure of Lifting Equipment		Competent person (Slinger) to inspect all lifting appliances prior to the commencement of the lift	
		All training certificates for slinger / banksman / crane driver to be inspected prior to the commencement of the lift	
		Employees to read Risk Assessment for manual handling and they must have received manual handling training prior to the commencement of the lift	
		Prior to attaching lifting appliances to building structural steel, PSCS engineer to confirm that the beams will take the required load	
	When operation is ready to commence employees to barrier off the area and erect signage to prevent unauthorised access. Employees to operate on a “Clean as you go”		
	Slinger only may slew the components		
	Banksman to direct all lifting operations with LOUD clear instructions. This will prevent any confusion over when to lift		
	When components lifted to required height, employees to secure in position (wearing fall arrest if required)		
	When secured in position, the lifting appliances are to be removed and all barriers taken down		
	All areas to be left in the same tidy condition as they were found		
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 27:	Crane Lifts		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses, kelvar & rigger gloves, fall arrest equipment when working at a height where the employee is liable to fall a distance which could result in personal injury		
Hazards Involved:	Risks:	Control Measures:	
Falling Objects  Working at Height  Manual Handling	Serious Personal Injury  Material Damage	All cranes hired out to be in perfect working order and have current certification on site, including driver and banks-man certificates  NO CERTS NO LIFTS  All crane lifts are subject to a method statement  All employees involved in the lift to be informed of contents of method statement  All swing areas of the crane to be cordoned off and appropriate signage erected  Alternative access to be provided if necessary  All slinging to be carried out by qualified banks-men only  Harness and retractable lanyard to be worn where liable to fall a distance which could result in personal injury  P.P.E. to include gloves, harness and lanyard as well as full site P.P.E.	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 28:	Working around Live Services		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Working around Live Sprinkler Heads	Personal Injury	All employees to undergo Riverside working in congested areas around live services training	
Mechanical Services		All Riverside employees to undergo chemical awareness training	
Electrical Services		All Riverside employees to undergo COHE training	
Energy Release		EMO's / isolators / live services will be taken into account at the task planning stage	
		Any service deemed to be vulnerable will be protected where possible	
		Appropriate PPE will be worn when working around hazardous services	
		Lock out tag procedures to be followed	
		Areas will be barriered off as necessary and signage erected	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 29:	NDT or X-Ray Testing		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
<b>Hazards Involved:</b>	<b>Risks:</b>	<b>Control Measures:</b>	
Working with Ionising Radiation	Serious Personal Injury resulting from use of radiation	<p>Only a competent and qualified specialist contractor to carry out NDT (non-destructive testing) of welds</p> <p>All works to be carried out outside normal working hours at an agreed time with the client and main contractor</p> <p>All areas where NDT testing is taking place is to be cordoned off to prevent unauthorised access in the following manner</p> <ul style="list-style-type: none"><li>• Hard barrier to be erected at a 10 metre radius of the weld</li><li>• Barrier to be colour coded yellow and black</li><li>• Flashing beacons to be in position on the barrier where other personnel are in the vicinity</li></ul> <p>Specialist contractor to provide certificate of registration prior to commencement of works</p> <p>X-Ray machine to be set up over the weld to be tested</p> <p>The activation cable to be unwound by the operator a sufficient length in order that the operator is outside the 10 metre barrier</p> <p>The operator will check the area visually to ensure for no unauthorised access</p> <p>When satisfied that the area is clear the operator will activate the machine (the x-ray machine will be operational no longer that a few seconds)</p> <p>When complete the operator will dismount the machine from the weld and remove the barrier</p> <p>All areas will be left in the same condition as they were found</p> <p>NOTE: Working at Heights risk assessments will also need to be taken into account. Under NO circumstances can the x-ray machine be operated while employees are within 10 metres of the machine</p>	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 30:	Hydrostatic Pressure Testing of Pipe Work		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Access / Egress	Personal Injury	All Riverside employees to undergo internal pressure testing training and must read the method statement prior to the commencement of works	
Hand Injuries	Damage to Services	Dedicated test crew to be appointed	
Eye Injuries	Injury to Other Personnel	All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipework will be from mobile tower, ladder or MEWP's	
Manual Handling		Line will be inspected prior to being tested and 100% fall protection will be used	
Working at Heights		Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment	
Transporting of Materials		All Riverside employees to undergo manual handling training and proper manual handling techniques to be used.	
Housekeeping		Manual handling will be eliminated where possible by the use of mechanical means	
Congested Work Areas		The area underneath the work location will be barriered off and appropriate signage will be erected	
Electricity		All employees will operate a clean as you go policy with rubbish bags in place at work station	
Use of Water		The test pump will be inspected on a bi-monthly basis and tagged appropriately	
		The test pump will contain app 5-10ltrs of water and when the test is completed the water will be disposed of in accordance with client requirements	
		Contingency plan must be drawn up in the event of a spill	
		All testing to be carried out in line with the method statement written for the task	
		When the line is under test employee to walk the line constantly during all increase in pressure increments and inspect for leaks	
		In the event of a leak all instructions of the method statement must be followed	
		When the test is complete all signage to be removed and equipment returned to stores	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 31:	Pneumatic Pressure Testing of Pipe Work		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Access / Egress	Personal Injury	All Riverside employees to undergo internal pressure testing training and must have read the method statement for the task	
Hand Injuries	Damage to Services	Dedicated test crew to be appointed	
Eye Injuries	Injury to Other Personnel	All walkways to remain free of debris & trip hazards. Access and Egress will be assessed and access to pipe-work will be from mobile tower, ladder or M.E.W.P.'s	
Use of Inert Gas		Line will be inspected prior to being tested and 100% fall protection will be used	
Manual Handling		Cut resistant Kevlar gloves to be worn at all times when handling materials and equipment	
Working at Heights		Safety glasses to be worn at all times. Full face visor must be worn when turning on pressure valve on dewar	
Transporting of Materials		Only trained and experienced operators to handle argon dewars	
Housekeeping		All Riverside employees to undergo manual handling training and proper manual handling techniques to be used.	
Congested Work Areas		Manual handling will be eliminated where possible by the use of mechanical means. Dewars will be transported with the aid of mechanical means. Smaller normal sized cylinders may be transported using a trolley. Dewar will be secured in position with the aid of a ratchet strap to avoid any movement and injury to others. When it arrives to the test area it will be moved into position with the aid of a four pronged trolley. 3 No employees will assist in moving the dewar	
		The area underneath the work location will be barriered off and appropriate signage will be erected. All employees will operate a clean as you go policy with rubbish bags in place at work location.	
		When the line is under test employee to walk line constantly during all increase in pressure increments and inspect for leaks	
		In the event of a leak all instructions of the method statement must be followed	
		When the test is complete all signage to be removed and equipment returned to stores	
Risk Rating after Control Measures:	Medium		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 32:	Temporary Works		
Risk Rating before Control Measures:	Medium		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Failure of the temporary works leading to a collapse of the structure (Temporary Works may encompass excavation works as well as structures work)	Personal Injury	An adequate design brief to be prepared  Where appropriate an independent check to be made on the concerned design  Where appropriate ensure that the design is made available to the interested parties e.g. Structural Engineer etc.  Site supervisor to receive full details of the design including drawings  Cause the temporary works to be constructed in accordance with the design drawing  Where appropriate, cause a temporary works co-ordinator to be appointed  In the case of falsework, cause a formal permission to load to be issued  In the case of falsework, cause a formal permission to dismantle to be issued	
Risk Rating after Control Measures:	Low		

QHSE MS 04 Issue 01		Risk Assessment Manual	Issue Date 15/09/2016
Risk Assessment No 33:	Existing Services		
Risk Rating before Control Measures:	High		
PPE	Minimum Site PPE requirements steel toe cap boots, high visibility vest, hard hat, safety glasses and suitable gloves		
Hazards Involved:	Risks:	Control Measures:	
Injury or damage resulting from the striking of underground or overhead services	Personal Injury	A site survey to be conducted	
Risk Rating after Control Measures:	Medium		



**SECTION 5**  
**APPENDIX 1**  
**REFERENCE INFORMATION**

## **The First Schedule of the General Application REGULATIONS 2007**

### **General Principles of Prevention**

- The avoidance or risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.
- The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- The giving to collective protective measures of priority over individual protective measures.
- The giving of appropriate training and instructions to employees.

## SECOND SCHEDULE TO CONSTRUCTION REGULATIONS 2013

### *Non-Exhaustive List of Work Involving Particular Risks to the Safety And Health of Persons at Work*

- Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
- Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring.
- Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom.
- Work near high voltage power lines.
- Work exposing persons at work to the risk of drowning.
- Work on wells, underground earthworks and tunnels.
- Work carried out by divers at work having a system of air supply.
- Work carried out in a caisson with a compressed-air atmosphere.
- Work involving the use of explosives.
- Work involving the assembly or dismantling of heavy prefabricated components.

### **THIRD SCHEDULE TO CONSTRUCTION REGULATIONS 2013**

#### **Requirements to be Applied as Regards the General Principles of Prevention**

- Keeping the construction site in good order and in a satisfactory state of cleanliness.
- Choosing the location of workstations bearing in mind how access to these workplaces is obtained and determining routes or areas for the passage and movement of equipment.
- The conditions under which various materials are handled.
- Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults, which might affect the safety and health of persons at, work.
- The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- The conditions under which various materials are handled.
- The storage and disposal or removal of waste and debris.
- The adaptation based on progress made with the site of the actual period to be allocated for the various types of work or work stages.
- Co-operation between employers and self-employed persons.
- Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

**FOURTH SCHEDULE TO CONSTRUCTION REGULATIONS 2013**  
**PARAGRAPH 13**

**Welfare Facilities**

- Shelters and accommodation for clothing and for taking meals:
- Subject to 13 (1) (b) and 13 (1) (c) there shall be provided at or in the immediate vicinity of every site for the use of persons at work and conveniently accessible to them:
- adequate and suitable enclosed accommodation for taking shelter during interruptions of work owing to bad weather and for depositing clothing not worn during working hours, being accommodation containing:
  - where there are more than five persons at work on a site, adequate and suitable means of enabling such persons to warm themselves and to dry wet clothing, or
  - where there are five persons or less at work on a site, such arrangements as are practicable for enabling persons to warm themselves and for drying wet clothing,
- adequate and suitable accommodation for the deposit of protective clothing used for work and kept, when not in use, at or in the immediate vicinity of the site, with such arrangements as are practicable for drying such clothing if it becomes wet,
- adequate and suitable accommodation affording protection from the weather and including sufficient tables with impermeable surfaces and seats with backs, for taking meals,
- facilities for boiling water and, where there are more than five persons at work on a site and heated food is not otherwise available on the site, adequate facilities for heating food, and
- an adequate supply of wholesome drinking water and possibly another suitable non-alcoholic beverage, at a convenient point or convenient points.
- For the purpose of subparagraph 13 (1) (a) (iii), in determining whether accommodation of any kind provided in pursuance of the subparagraph at any time and place is adequate, regard shall be had to the number of the persons at work who appear to be likely to use such accommodation at that time and place.
- For the purpose of subparagraph 13 (1) (a), in determining whether accommodation is conveniently accessible account shall be taken of any transport provided for the persons at work.

- All accommodation provided in pursuance of subparagraph 13 (1) (a) shall be properly ventilated, adequately lighted, kept in a clean, hygienic and orderly condition and shall not be used for the deposit or storage of building materials or plant.

### **Changing rooms and lockers**

- Appropriate changing rooms shall be provided for persons at work if they have to wear special work clothes and if, for reasons of health or propriety, they cannot be expected to change in another area. Changing rooms shall be easily accessible, be of sufficient capacity and be provided with seating.
- If circumstances so require where work clothes are likely to be contaminated by dangerous substances, atmospheric conditions or the conditions of the workplace, facilities shall be provided to enable working clothes to be kept in a place separate from personal clothing and effects.
- Provisions shall be made for separate changing rooms or separate use of changing rooms for men and women.
- If changing rooms are not required as referred to in subparagraph 13 (2) (a), every person at work shall be provided with a place to lock away his or her own clothes and personal effects.

### **Washing Facilities**

- Adequate and suitable facilities for washing appropriate to the numbers of persons at work and the duration of the work shall be provided at every construction site.
- Subject to the provisions of subparagraph 13 (3) (d) where there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within thirty working days from commencement, suitable facilities for washing shall be provided for such persons which shall include:
  - adequate troughs or basins having in every case a smooth impervious internal surface,
  - adequate and suitable means of cleaning and drying, being either soap and towels or other means, as the case may require, and
  - a sufficient supply of hot and cold or warm running water.

- Subject to the provisions of subparagraph 13 (3) (d) where there are more than one hundred persons at work on a site and there are reasonable grounds for believing that the work to be undertaken on the site will not be completed within twelve months from commencement, in lieu of providing troughs or basins mentioned in subparagraph 13 (b) (i) washbasins shall be provided on the following scale, that is to say, six with the addition of one for every unit of twenty persons at work by which the number of persons exceeds one hundred, any fraction of the unit of twenty persons being treated as one.
- In any case where persons are at work on a site in a process in which a dangerous substance is used the relevant contractor shall provide nail brushes and paragraph 13 (3) (b) (i) or 13 (3) (c), as may be appropriate, shall as regards the particular case be construed as requiring the provision of one trough or basin, or washbasin, as may be appropriate, for every five persons at work.
- Washing facilities provided shall be conveniently accessible from the accommodation for taking meals and shall be adequately lighted, properly ventilated and kept in a clean and orderly condition.
- Provision must be made for separate washbasins, or separate use of washbasins for men and women when so required for reasons of propriety.
- Suitable showers in sufficient numbers shall be provided for persons at work if required by the nature of the work or for health reasons. Provision shall be made for separate shower rooms or separate use of shower rooms for men and women.
- The shower rooms shall be sufficiently large to permit each person to wash without hindrance in conditions of an appropriate standard of hygiene. Such showers shall be equipped with hot and cold running water.
- Where the rooms housing the showers or washbasins are separate from the changing rooms, there shall be easy communication between the two.

### **Sanitary Conveniences**

- Subject to subparagraph 13 (4) (b) at least one suitable sanitary convenience shall be provided, not being a convenience suitable only as urinal, for every twenty persons at work on a site.
- Where practicable all sanitary conveniences shall discharge into a main sewer. Where there are more than one hundred persons at work on site, and sufficient urinal accommodation is also provided it shall be sufficient if there is one such convenience as aforesaid for every

twenty five persons at work on the site up to the first one hundred and one for every thirty five persons thereafter.

- In calculating the number of conveniences required by this Regulation any number of persons less than twenty or thirty, as may be appropriate, shall be reckoned as twenty five or thirty five, and any number which is not a multiple of twenty or thirty, as may be appropriate, shall be regarded as being the nearest lower number which is a multiple of twenty five or thirty five.
- Every sanitary convenience required to be provided shall be sufficiently ventilated and shall not communicate with any workroom or messroom except through the open air or through an intervening ventilated space.
- Every sanitary convenience shall be under cover and so partitioned off as to secure privacy and every sanitary convenience, other than a convenience suitable only as a urinal, shall have a proper door and fastening.
- The sanitary conveniences shall be so arranged as to be conveniently accessible to persons at work at all times while they are at the site and shall where practicable be convenient to the washing facilities.
- Provision shall be made for separate sanitary conveniences or separate use of sanitary conveniences for men and women.
- Every sanitary convenience shall be maintained in a clean and hygienic condition.

**SECTION 6**  
**APPENDIX 2**  
**FORMS/REGISTERS**

	Name  <b>Accident/Injury Report Form</b>	SF 30	Issue No. 01
		Issue date: 15/09/2016	Page <b>88</b> of 2


**To be completed by the Site Manager**

<b>Project Name:</b>			<b>Project No:</b>	
<b>Name of Injured Person:</b>				
<b>Occupation &amp; Mobile No:</b>				
<b>Home Address:</b>				
<b>Employer:</b>				
<b>Name of Site Manager:</b>				
<b>Site Manager Mobile No:</b>				
<b>Exact Location of Accident:</b>				
<b>Date &amp; Time of Accident:</b>				
<b>Description of Accident/Injury:</b>				
<b>Date &amp; Time Reported:</b>				
<b>Was there a delay in reporting? If so why?</b>				
<b>Accident Reported to:</b>		<b>Accident Reported By:</b>		
<b>Time Injured started work:</b>		<b>Time Injured stopped work:</b>		
<b>Date &amp; Time Injured returned to work:</b>		<b>Likely duration of absence (if any):</b>		
<b>Accident/Injury Details</b>				
(giving as much detail as possible, exactly how the accident occurred and state type of injury, body part injured, left , right where appropriate)				
<b>Root Cause (in your opinion what caused the accident)</b>				
<b>Please Tick</b>		<b>Please Tick</b>		
Slips, Trips and Falls		Explosion		
Lifting or Carrying		Fire		
Pushing or Pulling		Loss of Control		
Twisting or Turning of Body		Machinery Vehicle		
Fall from Height		Other		
Other Walking or Sitting				
Fall, Collapse or Breakage of Material				
<b>Preventative Action (in your opinion what can be done to prevent this kind of accident happening in the future)</b>				
<b>Treatment Details: (give a brief description of the treatment &amp; tick relevant sections below):</b>				

Please Tick	Yes	No	Please Tick	Yes	No
First Aid			Head Office Notified		
Medical Attention			Entered in Accident Log		
Hospital Attention			Admitted to Hospital		
Admitted			Released From Hospital		
Photos taken			Medical Certificate (or Note) issued		
Garda involved			Fire Services involved		
Ambulance			Others involved (HSA)		
Name of person(s) who took the injured party for treatment:					

Other Persons Involved:	Name & Phone Number:				
First Aider:					
Doctor:					
Hospital:					
Witness:					
<b>Additional Info:</b>	Yes	No	N/A	Give Details	
Was Authorisation Given to do this work?					
Was Authorisation Given to work in the area?					
Had the person received adequate training?					
Special Equipment Used					
Plant/ Machinery Involved on Hire.					
Plant/Machinery Identification Number					
Safety Data Sheets available (Hazardous)					
Operators Involved					
Machinery Guarding					
Has the H.S.A been notified (if absent for more than 3 days)					
Is so by Whom?					
Has the main contractor been notified?					
<b>PPE (Yes/No)</b>	<b>Supplied By</b>	<b>Worn</b>	<b>PPE (Yes/No)</b>	<b>Supplied By</b>	<b>Worn</b>
Helmet			Hearing Protection		
Foot Wear			Overall		
Eye Protection			Harness		
Gloves			Visor		
Wet Gear			Other		
<b>Completed by Riverside:</b>					
Print Name:					
Title:					
Signature:					
Date:					
<b>Completed by Witness (if applicable):</b>					
Print Name:					
Title:					
Signature:					
Date:					
<b>Completed by Injured Persons (if available):</b>					
Print Name:					
Title:					
Signature:					
Date:					

**Please return this completed form to Head Office within 2 days from the date of the Accident**

	Name  <b>Permit to Work</b>	SF 06	Issue No. 01
		Issue date: 15/09/2016	Page <b>90</b> of 2

**Valid on Day of Issue Only**

<b>Project Name:</b>		<b>Project No:</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Permission Granted To:</b>			
<b>Name:</b>			
<b>Company:</b>			
<b>Type of Work:</b>			
<b>Location of Work:</b>			
<b>Type of Equipment:</b>			
<b>Limits of Permit:</b>			
<b>Between AM/PM:</b>			
<b>Restricted Areas:</b>			
<b>Hazards/Risks Identified:</b>			
<b>1:</b>			
<b>2:</b>			

<b>Precautions/Conditions</b>					
<b>Please tick appropriate box</b>	<b>Y</b>	<b>N</b>	<b>Please tick appropriate box</b>	<b>Y</b>	<b>N</b>
The above location has been examined			A man will be standing by with an extinguisher/hose reel/blanket while operation is in progress		
There are no combustible liquids, vapours gases or dust			Person(s) above have had the nearest telephone/alarm pointed out and been told what to do in the event of a fire.		
All combustible material has either been removed or suitably protected against heat and sparks			The required Safety measures are in place to reduce/eliminate the identified hazards/risks		
The plant has been removed from services and persons under My supervisor has been informed.			The appropriate danger caution notices have been displayed.		
The plant has been isolated from all sources of: <ul style="list-style-type: none"> <li>a) ingress of dangerous fumes, flammable and</li> <li>b) toxic substances;</li> <li>c) electrical and mechanical power;</li> <li>d) Heat, steam and/or hot water.</li> </ul>			The following additional safety precautions have been taken: <ul style="list-style-type: none"> <li>(a) safety belt and life line;</li> <li>(b) goggles and/or gloves;</li> <li>(c) flame proof lamps;</li> <li>(d) breathing apparatus;</li> <li>(e) prohibition of naked lights/sources of ignition</li> <li>(f) Lock off devices/key location?</li> </ul>		
The above plant has been freed of dangerous substances.			The atmospheric tests have been carried out and the atmosphere is safe.		
The area is segregated.					
<b>Name of Fire Watcher : (if applicable)</b>					

<b>Receipt of Permit: (Person carrying out the work must sign)</b>
"I confirm that I inspected the above area at _____am/pm on _____ (date) and that I am satisfied that the precautions as above checklist are in place before works commence"
Print Name:
Signature:
Company:
<b>Issue of Permit: (Persons issuing the permit must sign)</b>
Print Name:
Signature:

<b>Cancellation of Permit: (Person carrying out the work must sign)</b>
"I confirm that I inspected the above area at _____am/pm (one hour after finishing time) on _____ (date) and the area has been left in a safe manner.
Print Name:
Signature:
Company:

<b>Cancellation of Permit: (Persons who issued the permit must sign)</b>
"I confirm that I inspected the above area at _____am/pm (one hour after finishing time) on _____ (date) and the work area, and all adjacent areas where sparks and heat might have spread were thoroughly inspected on completion of the operation and thirty minutes later no smouldering fires were discovered, and the work area was left in a safe condition with no hazards remaining
Print Name:
Signature:
Date:

## LOCKOUT/TAGOUT PERMIT

**SITE:**

**DATE:**

This Lockout/Tagout Permit is used to prevent accidental movement or operation of machinery and electrical equipment when it might endanger workers.

This permit is issued by the Construction Manager or his representative for locking and tagging out any live equipment being worked on by a contractor on site.

Permission is granted to ..... Company

To Lock and Tag Out .....

In the area ..... Exact Location

For the period ..... To .....

Signature of person issuing permit and position held .....

### CHECKLIST

- |  |        |
|--|--------|
| (1) Does your company have written lockout/tagout and related procedures or have you studied the Management Contractors procedures?                                  | Yes/No |
| (2) Are the rules laid down generally known, understood and strictly enforced?   | Yes/No |
| (3) Are locks and tags available and capable of being signed and dated.  | Yes/No |
| (4) Will work only commence when the control has been locked or disconnected and tags tied to the piece of equipment to be worked on and any remote starting switch? | Yes/No |
| (5) When machines are shut down are parts such as Hydraulic Arms blocked to prevent accidental movement?   | Yes/No |
| (6) When work is completed will there be a check made to see that all guards have been replaced and no hazardous operating or working conditions exist?              | Yes/No |

The answer to all of the above questions should be YES

Signature of person responsible for the work .....



# APPENDIX 1

<i>PPE Required</i>	<i>Activity / Area Required</i>
Safety Helmets	Throughout the site
Safety Boots	Throughout the site
High Visibility Vests	Throughout the site
Safety Glasses	When drilling, risk of eye injury
Safety Goggles	When grinding, drilling, using cartridge tools
Ear Protection	Must be provided at 80dB and worn at 85dB.
Gloves	Where there is a risk of cuts to the hands from handling material
Impervious Gloves	When Clearing Out or Carrying out demolitions. When working in areas where there is a risk of coming into contact with substances hazardous to health that may be a hazard through physical contact.
Overalls	When Clearing Out or Carrying out demolitions. When working in areas where there is a risk of coming into contact with substances hazardous to health which may be a hazard through physical contact.
Safety Harnesses	Where the provision of edge protection is not practicable and there is a risk of injury from falling, a harness must be worn.
Fume / Dusk Masks	When Clearing Out or Carrying out demolitions. Where an activity / process involves dust / fumes which are hazardous to health if inhaled.
Other (Please Specify) –	

**I have read and understand the contents of this safety statement and agree to carry out its requirements.**

[illegible]

