MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
RISK ASSESSMENT

RISK ACTIVITY : INSTALLATION AND SERVICE WORK

Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Fire	**Risk factor : Medium**			
	1 Risk of injury to Employees working on Customer premises due to outbreak of fire.	1 All Employees to familiarize themselves with procedures to be taken on Customer premises in the event of a fire	Low 2	1 Fire procedures at Customer premises 2 I.E.E. Wiring Regulations (Latest Edition)
	2 Risk of fire within electrical control door system due to incorrect installation.		Low 1	3 Electricity at Work Regulations 1989 (Copy held at Head Office)
	3 Risk of fire on Customer premises due to hot work, particularly welding	2 All work to be carried out in accordance with training and systems of work. 3 Issue of Hot Work permit by Customer 4 Provision of suitable fire extinguisher during work. 5 Removal of combustible materials in area of hot work **Close out Risk: Low**	Low 2	1 Hot Work Permit 2 maintenance schedules of welding equipment 3 PUWER 1998 (amended 2002) (Copy held at Head Office) 4 Training certificates of Competence of Employees carrying out welding work.

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Electric shock	**Risk factor : Medium to high** 1 Risk of Employees receiving electric shock or possibly being electrocuted due to faulty/damaged portable electrical equipment 2 Risk of electrical shock pr possibly being electrocuted due to using electrical equipment in wet conditions (Construction Sites) 3 Risk of electric shock or electrocution due to working on live or poorly isolated electrical control systems.	1 All portable equipment checked for electrical safety at least annually 2 Prohibition on using faulty or damaged electrical equipment 3 Avoid using 240V equipment, all times 240v pohibited in wet conditions 4 Preference for battery operated or 110V equipment for all site works. 5 Strict Prohibition on live working 6 Correct isolation of electrical systems either at local control assembly or at main electrical isolator 7 Testing of system to prove dead prior to electrical work being carried out. **Close out Risk: Low**	Low 1 Low 1 Low 1 Low 1 Low 1 Low 1 Low 1	1 Portable Electrical Equipment Register for electrical safety checks 2 Electricity at Work Regulations 1989 (Copy held at Head Office) 3 HSE Guidance Note GS27 Protection Against Electric shock. (Copy held at Head Office) 4 Only authorized and competent persons to carry out electrical work. 5 Electricity at Work Regulations 1989. (Copy held at Head Office)

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Falls	**Risk factor : High**			
	1 Risk of injury from falls, while working at Height	1 All engineers are trained and certified to erect tag, and use access towers and podium steps.	Low 2	1 Construction (Design and Management) 2007 (Copy held at Head Office)
		2 All engineers CSCS trained and qualified.	Low 2	2 Register F91 Part A, Inspection of Scaffold. (Copy held at Head Office)
		3 All access equipment to be correctly positioned taking into consideration pedestrian and vehicle movement and emergency access/exit.	Low 2	3 HSE Guidance Notes GS15 General Access Scaffold and GS42 Tower Scaffolds. (Copy held at Head Office)
		4 Only competent contractors to erect bespoke / special scaffolding.	Low 2	4 Maintenance Register of Ladders and Step Ladders. (Copy held at Head Office)
		5 Regular equipment maintenance		5 HSE Guidance Note GS31 Safe Use of Ladders, Step Ladders or Trestles. (Copy held at Head Office)
		6 All Employees to ensure that scaffolds are visibly safe and tagged prior to entry if erected by third parties.	Low 2	6 SG4 Working at Height (Copy held at Head Office)
		Close out Risk: Low		7 Step Ladders used are Class 1 Industrial Certified BS 2037

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Noise	**Risk factor : Medium** 1 Risk of Employees being exposed to high levels of noise due to : 1 Using battery powered hammer drills Maximum Noise Level: 85 dB(A) 1 Noise associated with third party activities on Construction Site.	1 All Employees to be issued with suitable hearing protection, together with information and instruction. 2 Mandatory wearing of hearing protection above 85d(B)A. 3 Noise Assessments to be carried out on equipment producing levels of noise above 80d(B)A. 4 Maximum noise level relates to hammer drilling when fixing into structure. Other operations have no hammer action Other tools used for small works of very short duration 5 Reduce working duration at higher noise levels **Close out Risk: Low**	Low 1 Low 1 Low 1 Low 1	1 Noise at Work Regulations 2005 (Copy held at Head Office) 2 Personal Protective Equipment Regulations 1992 (amended 2002) (Copy held at Head Office)

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Extremes of temperature and weather	**Risk factor : Medium** 1 Exposure to cold and wet conditions while working outside. Parts of body may become cold and wet resulting in lack of concentration, with increased risk of accidents occurring.	1 Provision of warm clothing and wet working protective equipment. 2 Prohibition on working at heights in strong wind conditions. **Close out Risk: Low**	Low 1 Low 1	1 Personal Protective Equipment Regulations 1992 (Copy held at Head Office)

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Dangerous parts of machinery	**Risk factor : High**			
	1 Risk of serious injury due to contact with moving parts of machinery :	1 Only trained and competent persons to use dangerous machinery.	Low 2	1 Certification of Competence for Abrasive Wheels.
	1 Abrasive wheels.	2 Correct selection of abrasive wheels and metal cutting saws.	Low 2	2 Maintenance of Schedules of equipment.
	1 Metal cutting saws.	3 Use of personal protective equipment :		3 Personal Protective Equipment Regulations 1992 (amended 2002) (Copy held at Head Office)
	Risk of injury is also associated with impact from flying parts of materials from abrasive wheels use and metal cutting saws.	3 Eye protection. 3 Gloves 3 Hard Hat 3 Safety Footwear.	Low 2	4 PUWER 1998 (amended 2002) (Copy held at Head Office)
Dangerous parts of equipment and door control systems	**Risk factor : Medium**			
	1 Risk of injury to Employees by entanglement, trapping etc., due to contact with belts, pulleys and wheels within door control system.	1 Where there is a risk of injury by entanglement, trapping etc., systems must be electrically isolated to allow work to proceed safely.	Low 1	1 Installation and Service Procedures.
		2 When systems are electrically isolated, effective measures are required to prevent the system being re-energized.	Low 1	

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Exposure to hazardous substances	**Risk factor : Medium to High** 1 Risk of exposure to hazardous substances by inhalation and absorption of : 1 Toxic (or very toxic) materials. 1 Harmful materials 1 Corrosive materials 1 Irritant materials 2 Dusts 2 Welding fumes. **GEZE works require no hazardous substances** **Most fumes, irritants etc noted above will be as result of others works**	1 COSHH Assessment 2 Information, Instruction and training given to Employees on hazardous substances. 3 Use of correct personal protective equipment by Employees. 4 Remove persons from area of exposure seek medical help if required 5 Reporting by Employees of any adverse health effects as a result of being exposed to hazardous substances. **Close out Risk: Low**	Low 2 Low 2 Low 2 Low 2 Low 2	1 The Control of Substances Hazardous to Health Regulations 2002 (Copy held at Head Office) 2 Documented COSHH Assessments. 3 Specific COSHH Assessments for welding fume and dusts. 4 The Personal Protective Equipment Regulations 1992 (amended 2002) (Copy held at Head Office) 5 Control of Asbestos at Work 2006 (Copy held at Head Office) 6 Control of Lead at Work 2002 (Copy held at Head Office)

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Impact	**Risk factor : High**			
	1 Risk of injury to Employees due to hazards associated with Construction Sites	1 Wearing of Head Protection mandatory on Construction Sites.	Med 1	1 Construction (Design and Management) Regulations 2007 - Safety Plan (Copy held at Head Office)
	2 Risk of injury to Employees and members of the Public due to :	2 All tools and equipment to be positioned without risk of injury to Employees and members of the Public.	Med 1	2 Personal Protective Equipment Regulations 1992 (Copy held at Head Office)
	2 Falling tools and equipment.	3 All doors to be securely positioned on their sides.	Low 1	
	2 Unstable positioning of doors during installation and service work.	4 Display of warning signs during work.		
		Close out Risk: Medium		

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Faulty design	**Risk factor : Medium to High**			
	1 Risk of injury to Employees and members of the Public due to flaws in door glass (armour plated glass) with potential for shattering.	1 Employees to thoroughly check all glass in doors for obvious defects.	Low 2	1 Personal Protective equipment Regulations 1992 (amended 2002) (Copy held at Head Office)
		2 If risk of shattering is apparent :		2 Written Instruction to Regional Technical Managers reference to Control Measures. (Copy held at Head Office)
	2 Risk of injury to Employees and members of the Public due to faulty design, and risk of sudden breakage of toughened plate glass.	2 Provision of safety zone to give protection to members of Public.	Low 2	3 Construction (Design and Management) Regulations 2007 (Copy held at Head Office)
		2 Use of Personal Protective Equipment.		4 Workplace (Health, Safety and Welfare) Regulations 1992 (amended 2002) (Copy held at Head Office)
	3 Injury to members of the Public by walking into glass doors.	3 Prohibition on handling suspect toughened plate glass.	Med 1	
		4 Specialist Contractor to be used for removal of glass from doors.		
		5 Only laminated or toughened glass to be used in installation work.		
		Close out Risk: Low / Medium		

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Inadequate security	**Risk factor : Medium to High** 1 Risk of injury to members of Public due to site or working area being left in unsafe condition overnight or during lunch breaks.	1 All areas to be made safe prior to leaving site. Specific responsibilities on all Employees. **Close out Risk: Low**	Low 2	1 Section 3 Health and Safety at Work Act 1974. (Copy held at Head Office)

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Stress	**Risk factor : Medium**			
	1 Risk of physical or verbal abuse to Employees on Customer premises by Client or members of Public.	1 Employees instructed to withdraw from site if subjected to physical or verbal abuse. 2 Incident required to be reported to Regional Technical managers.	Low 1	1 INDG 281 (Copy held at Head Office)
	Risk factor : Medium to High			
	1 Risk of injury (and fatigue) due to Employees and others, due to long driving hours. Potential risk for road traffic accident.	1 Regular breaks required when fatigued. **Close out Risk: Medium / Low**	Med 1	

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Hazard	Potential risk & risk factor	Control measure	Residual Risk Score	Support documentation
Manual handling	**Risk factor : High** 1 Risk of injury to Employees as a result of manual handling activities.	1 Use mechanical handling in preference to manual handling at every opportunity 2 Use of correct manual handling tools - techniques, if mechanical not possible 3 Correct slinging to ensure event distribution of weight. 4 Assess area for trip / slip etc hazards prior to carrying out the lift 5 Ensure no heavy lifts, maximum weight limit per person is not exceeded 6 Regular rest breaks as required **Close out Risk: Medium**	Med 1 Med 1 Med 1 Med 1 Med 1 Med 1	1 Risk Assessment Manual Handling 2 Manual Handling regulations 1992 (amended 2002) 3 LOLER 1998 (amended 2002) (Copy held at Head Office)

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