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## **SCHEDULE OF GENERIC RISK ASSESSMENTS** **FOR CONTROL SYSTEM INSTALLATIONS**

<u>Description</u>	<u>Ref</u>
Working at height	RA 1
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**GENERIC RISK ASSESSMENT – RA 1**  
**WORKING AT HEIGHTS**

No.	Hazard Description	Minor	Low	Med	High
1	Falling of Persons			.	
2	Falling of materials		.		
3					
4					
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Provision and use of Work Equipment Regulations 1992  
 Construction (Health, Safety and Welfare) Regulations 1996  
 HSE Guidance Booklets – HS (G) 150: Health & Safety in construction  
 British Standard BS 1129: 1990 Ladders, Steps & Lightweight Staging

**Planning: -**

Work is planned to ensure a safe means of access is provided.  
 See separate assessments for use of ladders, scaffolding, mobile elevating platforms and mobile scaffold towers.  
 All equipment is provided and maintained to required legal and other standards.

**Physical: -**

Suitable signs and barriers will be positioned directly below works to warn of overhead operations.  
 Edge protection will be erected at places of work where falls of more than two metres could occur.  
 Where edge protection is removed for access or is not reasonably practicable, personal suspension equipment will be used by operatives working at or near the edge.  
 Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties.  
 All operatives working below overhead operations will wear safety helmets.

**Managerial/Supervisory: -**

All equipment used will be checked to ensure it is in good order, to correct specification and in date for inspection.  
 Work will be monitored to ensure that additional precautions and equipment are used if edge protection is removed.

Other relevant British Standards include: -

BS 5845: 1991 – Anchors for safety harnesses  
 BS EN355, 358, 361-365 – Personal protective equipment against falls from a height

**Training: -**

Training and instruction must be provided to all operatives and supervisory staff involved in the use of suspension equipment such as lines and harnesses and how to inspect and assess PPE of this type before use.



**GENERIC RISK ASSESSMENT – RA 2**  
**USE OF MOBILE SCAFFOLD TOWERS**

No.	Hazard Description	Minor	Low	Med	High
1	Falling of Persons				•
2	Falling of materials			•	
3	Collapse of tower		•		
4	Overturning of tower			•	
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Provision and use of Work Equipment Regulations 1992  
 Construction (Health, Safety and Welfare) Regulations 1996  
 HSE Guidance Note GS42: Tower Scaffolds  
 British Standards: BS5973: 1993 – Access and working scaffolds and BS 1139: Part3: 1994 – Prefabricated mobile access and working towers

**Planning: -**

Only authorised personnel will erect, modify or dismantle scaffolding towers. Towers should not be specified for use in the vicinity of over-head power lines.  
 Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.  
 Work will be tendered for taking into account relevant standards.

**Physical: -**

Towers will be erected by trained personnel in accordance with relevant standards and manufacturers instructions. Ladder access should be internal and fixed to the narrowest side.  
 Maximum height to base ratios will not be exceeded: 3.5 to 1 inside use and 3.0 to 1 external use without the use of additional ties.  
 Ties will be used in exposed or windy conditions. All tower platforms will be fully boarded and fitted with toe boards and guard-rails.  
 Wheels will be locked when the tower is in use. Personnel and materials will be removed before a tower is moved. Manufacturers advice on maximum loadings will be adhered to.

**Managerial/Supervisory: -**

All working platforms will be inspected on handover to or from other contractors. After alterations or adverse weather conditions, towers must be inspected by management. Working platforms over two metres in height will be inspected every seven days and before use and the results recorded.  
 All tower inspections will be carried out by a competent person.  
 Towers will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made.

**Training: -**

Persons erecting scaffolding must be adequately trained. Training may be provided by manufacturers or hirers but some proof of training should be obtained.  
 Inspection of towers will be carried out only by those trained and competent to do so.



**GENERIC RISK ASSESSMENT – RA 3**  
**USE OF ACCESS SCAFFOLDING**

No.	Hazard Description	Minor	Low	Med	High
1	Falling of Persons				•
2	Falling of materials			•	
3	Collapse of scaffold		•		
4					
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Provision and use of Work Equipment Regulations 1992  
 Construction (Health, Safety and Welfare) Regulations 1996  
 HSE Guidance Note GS42: Tower Scaffolds  
 British Standards: BS5973: 1993 – Access and working scaffolds and BS 1139: Part3: 1994 – Prefabricated mobile access and working towers

**Planning: -**

Only authorised personnel will erect, modify or dismantle scaffolding . Scaffold should not be specified for use in the vicinity of over-head power lines.  
 Specification for use of scaffolds will take into account the site ground conditions expected, height restrictions and obstructions.  
 Work will be tendered for taking into account relevant standards.

**Physical: -**

Scaffolds will be erected by trained personnel in accordance with relevant standards and manufacturers instructions. Ladder access should be internal and fixed to the narrowest side.  
 Maximum height to base ratios will not be exceeded: 3.5 to 1 inside use and 3.0 to 1 external use without the use of additional ties.  
 Ties will be used in exposed or windy conditions. All scaffold platforms will be fully boarded and fitted with toe boards and guard-rails.  
 Manufacturers advice on maximum loadings will be adhered to.

**Managerial/Supervisory: -**

All working platforms will be inspected on handover to or from other contractors. After alterations or adverse weather conditions, scaffold must be inspected by management. Working platforms over two metres in height will be inspected every seven days and before use and the results recorded.  
 All scaffold inspections will be carried out by a competent person.  
 Scaffold will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made.

**Training: -**

Persons erecting scaffolding must be adequately trained. Training may be provided by manufacturers or hirers but some proof of training should be obtained.  
 Inspection of scaffold will be carried out only by those trained and competent to do so.



**GENERIC RISK ASSESSMENT – RA 4**  
**STORAGE OF MATERIALS ON SITE**

No.	Hazard Description	Minor	Low	Med	High
1	Injuries to operatives from falling materials			•	
2	Injuries to trespassers (especially children)			•	
3	Environmental contamination		•		
4					
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Construction (Health, Safety and Welfare) Regulations 1996  
 COSHH Regulations 1994  
 Manual Handling Operations Regulations 1992

**Planning: -**

Minimum quantities of materials will be supplied to site.  
 The manufacturers recommendations will be followed with respect to temperature and humidity requirements and stacking.  
 For hazardous materials, COSHH assessments will be required before delivery to site.

**Physical: -**

Palletised loads will not exceed two pallets in height.  
 Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements.  
 Compressed gas cylinders will be stored upright.  
 Stacks of cylindrical objects such as pipes and cable drums will be stabilised using chocks or wedges.  
 Material stacks will be limited in height to ensure stability, heights of more than two metres will be avoided unless specifically authorised by site management.  
 Drums and containers will be marked clearly to indicate contents.  
 Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons.  
 Trays or bunds will be provided where necessary beneath containers to prevent ground contamination.  
 Guardrails will be fitted to storage areas where persons could fall more than two metres.

**Managerial/Supervisory: -**

Stockpiles and storage areas will be inspected regularly to ensure stability, and to ensure that the above physical precautions are in place.

**Training: -**

Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site.  
 Stability and stacking instructions will be given as needed to site operatives by management.



**GENERIC RISK ASSESSMENT – RA 5**  
**USE OF HAND TOOLS**

No.	Hazard Description	Minor	Low	Med	High
1	Eye injuries			•	
2	Injury to hands, feet and body		•		
3					
4					
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Provision and use of Work Equipment Regulations 1992  
Good engineering practices and trade training

**Planning: -**

Tools provided by the employer must be assessed to ensure that they are fit for the purpose, the environment in which they are to be used and are in good working condition.  
Tools are required to be suitable for the purpose for which they will be used.

**Physical: -**

Eye protection is to be provided and used whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or pieces of the tool breaking off.  
Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others.  
Non-ferrous (spark free) tools are to be used in flammable atmospheres.  
Insulated tools must be used where there is a possibility of live electrical work.

**Managerial/Supervisory: -**

Management will monitor hand tools, which can deteriorate with use to ensure they are sharpened or replaced as necessary and to ensure the correct tools are being used properly.  
Specific checks will be made as follows: -  
Chisels for mushroom heads.  
Hammer and file handles for deterioration and exposed tangs.  
Open ended spanners for splayed jaws.

**Training: -**

Operatives are to be instructed in the correct method of use and in maintenance requirements at induction if not part of the craft training.



**GENERIC RISK ASSESSMENT – RA 6**  
**USE OF PORTABLE ELECTRICAL EQUIPMENT**

No.	Hazard Description	Minor	Low	Med	High
1	Electrocution				•
2	Fire			•	
3	Damage to equipment	•			
4					
5					
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Provision and use of Work Equipment Regulations 1992  
 Electricity at Work Regulations 1989  
 HS (R) 25 – Memorandum of Guidance to the EAW Regulations 1989  
 HSE Guidance Notes: PM32 – Safe use of portable electrical equipment  
 HSE Guidance HS (G) 107 – Maintenance of portable and transportable electrical equipment

**Planning: -**

All portable electrical equipment will be identified individually and is subject to planned maintenance.  
 Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.

**Physical: -**

All equipment found to be defective is to be switched off and reported immediately.  
 Visual inspection of equipment will be carried out before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards.  
 Damaged lamps on festoon leads will be replaced and only moulded socket holders will be used on sites.  
 Only equipment operating at 110volts or less will be permitted on site, higher voltages must be authorised in writing by management prior to use.

**Managerial/Supervisory: -**

Sub-contractors will be made aware of the above policy concerning use of electrical equipment.  
 Trained first-aiders/s will be available on site at all times when electrical equipment is in use.  
 Management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, RCD's or similar.  
 The use of electrical equipment will be monitored to ensure safe use. Management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

**Training: -**

Operatives will be trained in the precautions and safe use of portable electrical equipment.  
 Site first-aiders/s will receive training in electric shock treatment.





**GENERIC RISK ASSESSMENT – RA 8**  
**DISPOSAL OF WASTE MATERIALS**

No.	Hazard Description	Minor	Low	Med	High
1	Building & Demolition waste			-	
2	Asbestos & Asbestos containing materials				-
3	Flammable materials, flashpoint > 21 degrees C				-
4	Substances hazardous by ingestion				-
5	Lead & lead compounds				-
6	Organic halogen compounds				-
7	Acids & Alkalis			-	
8	Inorganic metallic and non-metallic compounds			-	

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

COSHH Regulations 1994, Manual Handling Operations Regulations 1992  
 Environmental Protection Act 1990  
 Environmental Protection Act (Duty of Care) Regulations 1991  
 Controlled Waste (Registration of Carriers & Seizure of Vehicles) Regulations 1992  
 Dept. of Environment Code of Practice: Waste Management – the Duty of Care  
 Control of Substances Hazardous to Health Regulations 1992  
 Management of Health & Safety at Work Regulations 1992  
 British Standard BS 5973: 1993 – Code of Practice  
 Highly Flammable Liquids & LPG Regulations 1972

**Planning: -**

Planning and contract documentation will include waste disposal procedures for items of controlled waste which are foreseen during the project. These may include any of the above categories, also any broken or surplus materials or substances.  
 Collection and disposal of waste materials will only be contracted to authorised and registered contractors, who will be required to produce proof of this before being awarded the contract.

**Physical: -**

Skips and containers will be clearly marked to indicate restrictions on the disposal of particular kinds of waste.

**Managerial/Supervisory: -**

Site management will ensure that building and other controlled waste is placed in suitable containers, so that transfer notes can be completed accurately as regards the containers contents.  
 Disposal of waste into skips / containers will be monitored to ensure that unauthorised disposal is prevented. When in doubt, the local authority's Waste Disposal Officer will be contacted.  
 Waste material will only be passed to registered carriers, transfer notes will be completed before it's removal from site, and copies' kept on site for record purposes until contract completion.

**Training: -**

Contractors and personnel will be briefed on the requirements for waste disposal. Site management will receive training in the requirements of the above Regulations and Code of Practice.



**GENERIC RISK ASSESSMENT – RA 9**  
**WORKING IN OCCUPIED PREMISES**

No.	Hazard Description	Minor	Low	Med	High
1	Electric shock / burns			-	
2	Fire			-	
3	Falling from heights			-	
4	Injuries to 3 <sup>rd</sup> parties – falls			-	
5	Injuries to 3 <sup>rd</sup> parties – falling objects		-		
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Construction (Health, Safety and Welfare) Regulations 1996  
 Electricity at Work Regulations 1989 and Memorandum HS (R) 25  
 HSE Guidance booklets: HS (G) 85 – EAW – Safe working practices  
 Control of Substances Hazardous to Health Regulations 1992  
 Management of Health & Safety at Work Regulations 1992  
 British Standard BS 5973: 1993 – Code of Practice  
 Highly Flammable Liquids & LPG Regulations 1972  
 British Standard BS 5973:1993 – Code of Practice, access and working scaffolds, etc.

**Planning: -**

Will include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.  
 Access equipment will be provided to ensure maximum safety of workers and occupants. Details of existing services will be obtained before the start of works. COSHH and noise assessments will be available for materials and tools to be used.

**Physical: -**

Physical barriers and notices will be installed to isolate work from occupants and members of the public. Fire exit routes will be kept free from obstruction, or alternate routes will be clearly signed. Hot work will be controlled and extinguishers will be on hand. Where work at height is to be carried out, debris netting, fans or other suitable measures to protect the public will be installed. Flammable and hazardous materials will be correctly controlled and stored.

**Managerial/Supervisory: -**

Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins and that areas are left safe at the end of each work period.  
 Regular liaison will take place with occupants to co-ordinate work and eliminate hazards to them.  
 Use of PPE and ventilation equipment will be monitored to ensure compliance with COSHH assessments.

**Training: -**

Induction training will include any hazards and necessary precautions required for the workplace. Operative training will include safe systems of work and precautions designed to prevent injury to third parties.  
 Supervisory management will be trained in site safety.



## GENERIC RISK ASSESSMENT – RA 10 ELECTRICAL WORK UP TO 415 VOLTS

No.	Hazard Description	Minor	Low	Med	High
1	Electrocution				-
2	Electrical burns				-
3	Fire			-	
4					
5					
6					
7					
8					

### ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:

#### Compliance with: -

Provision and Use of Work Equipment Regulations 1992

Electricity at Work Regulations 1989 (EAW)

IEE Wiring Regulations, 16<sup>th</sup> Edition and guidance notes

HSE Guidance booklets: HS (G) 85 – EAW – Safe working practices

HS (R) 25 – Memorandum of Guidance, EAW Regulations

HS (G) 13 – Electrical Testing

HSE Guidance notes: GS38 – Test equipment for use by electricians

Management of Health & Safety at Work Regulations 1992

British Standard BS 5973: 1993 – Code of Practice

British standard BS 6423: 1983 – Code of Practice for maintenance of switchgear & control gear up to 1KV.

#### Planning: -

Wherever possible, live work is to be avoided. If “live” working is required, the assessment procedures in Figure 1 of HS (G) 85 is to be followed and a safe system of work devised, preferably in writing. Sufficient personal protective (PPE) is to be available at the workplace.

#### Physical: -

Access to “live” conductors is to be controlled, and appropriate signs are to be in place. Written information and instructions will be required for work on complex systems (control, metering & parallel circuits). A clear access of 1m, gloves and matting to BS 697 and BS 921 are to be provided for “live” working. Electrical test equipment will be insulated and fused to GS 38 requirements and in date for calibration. Electricity supply authority seals will not be broken, and final connections will not be made without written authority.

All circuits to be worked on will be treated as “live” until verified dead. There are no exceptions to this requirement: experience of employees is irrelevant

#### Managerial/Supervisory: -

Live work is only to be carried out by authorised, competent electricians under direct supervision of nominated supervisors. Electricians will not be permitted to work unaccompanied on live connections above 125 volts unless specifically authorised to do so, and good communications are in place. Adequate PPE, first aid and qualified first aiders are to be available at the workplace where live work is to be done.

#### Training: -

The qualifications and competence of all persons carrying out electrical work will be verified by inspection of current certificates held of training/experience. Before authorisation, operatives will be trained in the IEE Wiring Regulations 16<sup>th</sup> Edition, and the Electricity at Work Regulations and guidance. Before authorisation to carry out “live” work they will be trained in the safe working practices contained in HS (G) 85, and in any written safe work system. All electricians will be trained in the treatment of electric shock and burns.



**GENERIC RISK ASSESSMENT – RA 11**  
**USE OF LADDERS**

No.	Hazard Description	Minor	Low	Med	High
1	Electric shock/burns			•	
2	Fire			•	
3	Falling from heights			•	
4	Injuries to third parties – falls		•		
5	Injuries to third parties – falling objects		•		
6					
7					
8					

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with: -**

Construction (Health, Safety and Welfare) Regulations 1996  
 Electricity at Work Regulations 1989 (EAW)  
 HSE Guidance booklets: HS (G) 85 – EAW – Safe working practices  
 Control of Substances Hazardous to Health Regulations 1992  
 Management of Health & Safety at Work Regulations 1992  
 British Standard BS 5973: 1993 – Code of Practice  
 Highly Flammable Liquids & LPG Regulations 1972

**Planning: -**

Will include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.  
 Access equipment will be provided to ensure maximum safety of workers and occupants. Details of existing services will be obtained before the start of works. COSHH and noise assessments will be available for materials and tools to be used.

**Physical: -**

Physical barriers and notices will be installed to isolate work from occupants and members of the public. Fire exit routes will be kept free from obstruction, or alternate routes will be clearly signed. Hot work will be controlled and extinguishers will be on hand. Where work at height is to be carried out, debris netting, fans or other suitable measures to protect the public will be installed. Flammable and hazardous materials will be correctly controlled and stored.

**Managerial/Supervisory: -**

Supervisors will monitor to include initial checks to ensure safe systems of work are in place before work begins and that areas are left safe at the end of each work period.  
 Regular liaison will take place with occupants to co-ordinate work and eliminate hazards to them.  
 Use of PPE and ventilation equipment will be monitored to ensure compliance with COSHH assessments.

**Training: -**

Induction training will include any hazards and necessary precautions required for the workplace. Operative training will include safe systems of work and precautions designed to prevent injury to third parties.  
 Supervisory management will be trained in site safety.

