

Risk Assessment

Document Ref:

Version No:

1.0

Release Date:

13/07/2016

Section 1 - Assessment Details

Scope Of Works:	Installation of antenna on roof and run cable from rooftop to top floor comms room		
Assessor Name:	Lucian Antemia	Assessment Ref:	
Assessor Signature:	LA	Assessment Date:	05.07.18
Site ID:	Vivid Economics	Site Name	163 Eversholt Street, Kings Cross NW1 1BU
Works Start Date:	TBC	Works End Date:	TBC

Section 2 - Risk Assessment Key/Guidance

Probability		Severity		Calculations	Guidance Notes
5	Very Likely	5	Fatality	Risk Factor = Probability x Severity	The following guidelines should be applied to risk factors after control measures have been applied:
4	Likely	4	Major Injury		
3	Probable	3	Medical Injury	Low Risk = 1 to 6	TOLERABLE (No further action required)
2	Possible	2	Minor Injury	Medium Risk = 7 to 11	REDUCE (Introduce further controls and monitor existing controls)
1	Very Unlikely	1	No Injury	High Risk = 12 - 25	INTOLERABLE (Stop process or activity until further controls are implemented)

- This is a model Risk Assessment – It **MUST** be made team/site specific
- Always work safely – refer to the control measures listed
- If you cannot adhere to the control measures – **STOP** work immediately and seek advice
- If you identify any other significant hazards that are not listed – **STOP** work immediately and seek advice
- For high risk activities – permits and/or checklists **MUST** be in place
- When on site a Dynamic Risk Assessment **MUST** be completed which takes into account any extra issues at the moment of the works being carried out such as weather/location/conditions etc.

If you have any questions or concerns about Health and Safety please contact:

Nigel Yau (Service Delivery Manager) Tel: 0207 400 6322, Email: Nigel.Yau@Luminet.co.uk

Andrzej Tarnowski (Wireless Solutions Manager) Tel: 0207 400 6352, Email: Andrzej.Tarnowski@Luminet.co.uk

Simon Dempsey (Installation Manager), Email: Simon.Dempsey@Luminet.co.uk

Lucian Antemia (RF Engineer) Tel: 0207 400 6332, Email: Lucian.Antemia@Luminet.co.uk

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Andrzej Tarnowski

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Section 3 - Document History

Version	Release Date	Description Of Changes	Author	Verified By
1.0				
1.1				
1.2				

Please tick the hazards/risks below that apply to this project: (Then amend the entry on the relevant page for site specific requirements)

Section 4 – Relevant Hazards/Risks

Page	Hazard Or Risk	Tick (If Yes)	Page	Hazard Or Risk	Tick (If Yes)
3	1. Working At Height (WAH)	✓	14	12. Using Hand Tools On Site	✓
4	2. Fire	✓	15	13. Manual Handling and Kinetic Lifting Of Loads	✓
5	3. Dust/Fumes	✓	16	14. Slips, Trips and Falls on Site	✓
6	4. Using Ladders On Site	✓	17	15. Site Access and Egress	✓
7	5. Working In Inclement Weather	✓			
8	6. Confined Space Operations	✓			
9	7. Using Electrical Equipment On Site	✓			
10	8. Loading and Unloading Materials On Site	✓			
11	9. Working In Areas Of Radio Frequency(RF)	✓			
12	10. Driving Company Vehicles	✓			
13	11. Working With Multiple Contractors On Site	✓			

Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor
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1. Working At Height (WAH)

Risk of injury or death from falling

Probability

5						25
4						
3						
2						
1						
0	1	2	3	4	5	

Severity

- Only fully trained and competent operatives are permitted to climb on structures, having appropriate certification on site at all times
- All climbing equipment must be inspected prior to use by the user, any non-conforming equipment must be removed from use immediately
- All lifting equipment (for persons) will be fully inspected by a fully competent appointed person every 6 months, and an equipment inspection register kept.
- Operatives will remain attached to the building safety systems at all times using lanyards and pole straps as secondary safety devices.
- Where available fall arrest systems will be used when climbing structures, these must be inspected before use and the device certified safe to use
- Structures must be issued with a Safe To Climb certificate, this must be from an accredited and competent source
- Working at height PPE must be used at all times when working on structures
- All tools and materials must be tethered to climbers or structures at all times to prevent falling materials.

Probability

5						
4						
3						
2						
1						5
0	1	2	3	4	5	

Severity

Additional Comments:

Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor
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2. Fire

Risk of injury or death from being trapped in Building, could suffer from smoke inhalation or burns.

Probability

5						
4						
3						
2						10
1						
0	1	2	3	4	5	

Severity

- Fire evacuation procedures displayed in visible locations.
- Access to fire exits clearly marked and kept free from obstruction.
- Staff given basic fire awareness training including arson prevention.
- Waste items and rubbish removed from site after each visit.
- Smoking prohibited in all areas of work etc.
- All flammable materials and substances stored correctly as per manufacturer's instructions.
- Minimum quantities of flammable substances used and remainder stored correctly.
- The engineers onsite will adhere to the building's evacuation procedure

Probability

5						
4						
3						
2						
1						5
0	1	2	3	4	5	

Severity

Additional Comments:

Hazard

Risk

Pre Control Risk Factor

Control Measures

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3.Dust/Fumes

Risk of injury from exposure to excessive dust and fumes. Such as short term breathing difficulties, irritation to eyes, lapses of concentration etc causing physical and psychological injury and illness.

Probability

5						
4						
3		6				
2						
1						
0	1	2	3	4	5	

Severity

- All operatives are trained in danger and risks regarding exposure to fumes and dusts etc.
- Necessary safety measures regarding the issue and use of personal protective equipment (PPE).
- All Staff made aware of Luminet Health & Safety Manual

Probability

5						
4						
3						
2		4				
1						
0	1	2	3	4	5	

Severity

Additional Comments:

Hazard

Risk

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4. Using Ladders On Site

Risk of injury or death to members of the public or staff

Probability

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4						
3			9			
2						
1						
0	1	2	3	4	5	

Severity

- Ensure all ladders have been fully inspected and registered by a competent ladder user and inspector accredited by a leading training provider. Inspection every 6 months
- Ladders must only be used on secure, level footing at all times
- All ladders must be secured (top and bottom) against displacement
- Only one ladder user on the ladder at any one time, do not exceed under any circumstances
- The maximum Safe Working Load (SWL) must never be exceeded under any circumstances
- Ensure that the ladder has an angle or pitch ratio of 1:4 to give correct slope.
- Conduct a pre-use assessment to ensure all ladder components and its integrity have been fully inspected by the user
- Under no circumstances must a ladder be used outside of manufacturer specifications and operating guidance
- Use non-conductive, insulated ladder systems for electrical work or near known electrical hazards

Probability

5						
4						
3						
2						
1			3			
0	1	2	3	4	5	

Severity

Additional Comments:

Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor
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5. Working In Inclement Weather

Risk of injury or death to members of the public or climbing staff

Probability

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4						
3						15
2						
1						
0	1	2	3	4	5	

Severity

- Climbing operations not permitted when severe weather conditions prevail, monitor local weather information
- Avoid climbing operations when wind speeds are approaching 20mph or really gusty
- Cease work and descend the structure immediately if you hear thunder or see lightning, keep a safe distance away from the tower, seek shelter in vehicle or nearby building.
- Keep in constant communication and line of sight with all team members at all times where possible
- During hot/sunny weather conditions ensure that all team members wear sun protection lotion, lip balm, sunglasses, stay hydrated and take regular breaks.
- During cold weather conditions ensure that all team members wear thermal layers as well as windproof weather gear.
- Job rotation to minimise exposure time/levels to heat/cold/sunlight per team member
- Ensure appropriate PPE is used at all times and that the equipment has been inspected and certified before each use.

Probability

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1						5
0	1	2	3	4	5	

Severity

Additional Comments:

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6. Confined Space Operations

All Staff could incur physical injury caused by poor movement/ restricted access within equipment classified as a confined space

Probability

5						
4			8			
3						
2						
1						
0	1	2	3	4	5	

Severity

- All staff trained in hazards and risks regarding working within confined spaces etc, plus necessary safety measures regarding the issue and use of personal protective equipment (PPE).
- All necessary PPE issued and available if required for use whilst working in confined space
- All Staff made aware of Luminet Health & Safety Manual

Probability

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4						
3						
2			4			
1						
0	1	2	3	4	5	

Severity

Additional Comments:

Hazard

Risk

Pre Control Risk Factor

Control Measures

Post Control Risk Factor

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7. Using Electrical Equipment On Site

Risk of electric shock, long term injury or death to staff and/or public

Probability

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3			9			
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Severity

- All electrical equipment will be inspected and registered by a fully trained and qualified Portable Appliance Tester (PAT) assessed by a leading training provider.
- All electrical equipment must have a pre-use inspection by the operator to check integrity and identify defects, any non-conformances must be reported to head office and replacements issued
- Generators, sockets or other outlets are not to be overloaded or misused in any way
- Ensure that all trailing cables are suitably attached to structure (temporarily) or covered to prevent slips, trips and falls
- Switch off and disconnect all electrical equipment/tools before maintenance or when not in use
- All electrical equipment will be 230v and used in accordance with all manufacturer specifications and operating guidance.
- All operatives will be trained and assessed to use all electrical tools and equipment safely and effectively.
- Appropriate PPE to be worn at all times when using electrical equipment

Probability

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Severity

Additional Comments:

Hazard

Risk

Pre Control Risk Factor

Control Measures

Post Control Risk Factor

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8. Loading and Unloading Materials On Site

Risk of short/long term injury, possible crushing

Probability

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Severity

- All operatives are trained in Kinetic Lifting Techniques (KLT) and manual handling risk assessment
- Appropriate PPE must be worn at all times when handling materials (Safety boots, Safety Gloves, Hi Vis Clothing, Ear and Eye Protection)
- Operatives are to follow site safety rules and regulations at all times
- Suitable cones and barriers to be used to demarcate the loading / unloading area and prevent unauthorised access and reduce risk of injury
- Spotter to be used to guide loading / unloading works if needed on major sites as required
- Toolbox talks on Manual Handling and Kinetic Lifting Techniques are issued to all employees
- Regular health and safety audits / inspections are carried out as well as safety tours with the senior leadership team to ensure health and safety policies and procedures are being followed at all times.

Probability

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2			6			
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9. Working In Areas Of Radio Frequency (RF)	Risk of short/long term (permanent) injury to staff	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td>20</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4					20	3						2						1						0	1	2	3	4	5	<div><ul style="list-style-type: none">• All operatives must be fully trained and accredited by an approved training provider to work in areas of RF.• A valid work permit (if applicable) must be in place with site provider, a copy of the permit will be available on site for verification.• Team leader will confirm site outages by contacting site provider directly, once confirmed a RF area sweep will be conducted.• Radio Frequency monitors must be inspected before use and calibrated; under no circumstances must an out of calibration monitor be used at any time.• Under no circumstances should any operative who has not received training and accreditation enter an area of RF.• If RF equipment fails at any time cease work immediately and report non-conforming equipment to head office.• Regular site safety audits and safety tours by the senior leadership team to ensure operatives are following all company policies and procedures.</div>	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td>5</td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3						2						1					5	0	1	2	3	4	5
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Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor																																																																								
10. Driving Company Vehicles	Risk of multiple casualties, damage to vehicle, property and/or environment	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td>12</td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3				12		2						1						0	1	2	3	4	5	<div><ul style="list-style-type: none">• Drivers Undertake daily vehicle inspections of all key operating elements of company vehicles and ensure they are within manufacturer specifications.• Full vehicle servicing is provided every 15,000 miles• Driving rotation every 2 hours to avoid fatigue, or if solo take a 15 minute break every 2.5 hours of driving to stay alert.• Vehicle seatbelts to be worn at all times by driver and all passengers• All equipment and tools in loading area must be secured appropriately to prevent free movement and shifting weight distribution.• All company drivers must follow the company driving policy and observe the rules of the road at all times, all penalties are charged to the driver.• The use of mobile phones is strictly prohibited at all times when the vehicle is in motion• Drivers are instructed to drive defensively not aggressively</div>	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td>4</td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3						2						1				4		0	1	2	3	4	5
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11. Working With Multiple Contractors On Site	Risk of injury or death to multiple parties.	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td>20</td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4					20	3						2						1						0	1	2	3	4	5	<div><ul style="list-style-type: none">Team leader will liase with other contractor and carry out an on-site risk assessment to establish if works can proceed and if there is any risk to other operators on site and control measures to put in place for their safetyOperatives will carry a valid permit to work document and have this on site at all times throughout the worksOther contractors must also have a valid permit to work to carry out works on site, if unavailable then inform the project manager who will in turn inform the client.Project manager must be informed if other contractors are on site and the scope of works involved, work rescheduling may be needed if conflicts ariseAll operatives must wear appropriate PPE on site at all times and carry Employee ID for easy identification.Site registers must be completed to establish numbers of staff on site and aid in emergency procedures.</div>	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td>5</td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3						2						1					5	0	1	2	3	4	5
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TOOL BOX TALK TO ALL WORKING PARTIES																																																																												

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12. Using Hand Tools On Site	Risk of falling objects, lacerations, minor injury	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td>12</td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3				12		2						1						0	1	2	3	4	5	<ul style="list-style-type: none">• Hand tools must only be used by trained, certified and competent persons at all times• All tools and equipment will be inspected prior to use and maintained in line with manufacturer requirements• Operatives are to use the correct tool for the specific task• Tools when not in use must be stored appropriately and secured from unauthorised access and use• Appropriate PPE Must be used at all times in line with manufacture specifications and requirements• All knives, sharp edges, blades etc must be appropriately sheathed when not in use or being stored• When working at height tools and equipment are to be tethered to the user and or structure to prevent falling materials• All faulty/non-conforming tools and equipment must be removed from use and entered into the non-conformance register, new equipment will be issued.• Health and Safety audits and safety tours are conducted regularly by senior management to ensure health and safety policies and procedures are being adhered to at all times	<div><div>Probability</div><table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td>4</td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table><div>Severity</div></div>	5						4						3						2						1				4		0	1	2	3	4	5
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Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor																																																																								
13. Manual Handling and Kinetic Lifting Of Loads	Risk of muscular long term injury, entrapment, crushing.	<div>Probability</div> <table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td>12</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4			12			3						2						1						0	1	2	3	4	5	<ul style="list-style-type: none">• All operatives will be trained in correct kinetic lifting techniques as well as manual handling regulations and assessment.• A manual handling risk assessment (LITE) will be conducted before any lifting operations take place on site• All operatives will use correct kinetic lifting techniques when handling loads.• Where needed Manual Handling Equipment (MHE) will be used to reduce the risk of injury to operatives• All operatives will be issued with correct PPE to ensure tasks can be carried out safely and effectively• Regular site safety audits and safety tours by the senior leadership team to ensure operatives are following all company policies and procedures.• Working patterns will be established to share workloads• Health surveillance will take place to identify early signs of injury and establish medial considerations and job rotation arrangements• Area must be protected from vehicular traffic and pedestrian / trespasser access to maintain a safe working environment	<div>Probability</div> <table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td>6</td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2			6			1						0	1	2	3	4	5
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Created By:

Andrzej Tarnowski

Verified By:

Lucian Antemia

Risk Assessment

Document Ref:

Version No:

1.0

Release Date:

13/07/2016

Hazard	Risk	Pre Control Risk Factor	Control Measures	Post Control Risk Factor																																																																								
14. Slips, Trips and Falls on Site	Risk of short/long term injury	<div>Probability</div> <table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td>12</td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3				12		2						1						0	1	2	3	4	5	<ul style="list-style-type: none">• Appropriate PPE to be worn at all times (Anti Slip, Steel Toe Safety Boots, Hi Vis clothing, Safety Gloves etc.) to protect against injury• Care and observation whilst on site• All operatives must follow site health and safety signs and procedures at all times• All waste must be disposed of correctly into provided bins, skips or disposal units and never left around to cause injury• All cables and wiring must be secured by temporary covers or stored within trunking to protect against trips, cordless equipment to be used if available.• When working in night conditions appropriate artificial lighting must be used to light the area effectively• All incidents including near misses to be reported to head office immediately to prevent further injury reoccurrence• Toolbox talks on "Good Housekeeping" issued to all staff to inform of safe working practices when on site• Any spillages must be cleaned immediately and the area marked and barriers installed to prevent access until the area is safe• Regular health and safety audits and safety tours are made by the senior leadership team to ensure health and safety standards are being met on site at all times	<div>Probability</div> <table><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td>4</td><td></td></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> <div>Severity</div>	5						4						3						2						1				4		0	1	2	3	4	5
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15. Site Access and Egress

Risk of injury to staff and pedestrians,
Risk of damage to property

Probability

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Severity

- Site provider/manager must be contacted with notice and access arranged before arriving at site
- All engineers must have employee ID cards.
- All personnel must ensure that all access gates, doors, entry points are secured when accessing/leaving site
- All access routes, doorways and entry points are to remain clear at all times in case of emergency
- Company vehicle to be parked in a designated area, not impeding public footpaths or roadways.
- When accessing/leaving site vehicles will not exceed speed control limit of 5 mph in case of pedestrians or hazardous roadways/track ways
- All vehicles must follow roadways and signage, pedestrians must follow designated walkways to ensure segregation at all times
- Regular Weather Advisories to ensure suitable conditions on site at all times
- On high security sites, escorts or supervision must be arranged and followed at all times
- All waste to be removed from site after visit to ensure safe access and egress for further site visitors

Probability

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Severity

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