

Instructions for the Use of the Excel Spreadsheet

There are Four tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

The Title Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

H&S Plan Tab

Fill in the relevant boxes in answer to the questions posed

Method Statement Tab

A generic method statement is included

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment

Health & Safety Sign Installation Risk Assessment

Date	
------	--

Company Name	
--------------	--

Project	
---------	--

Assessor	
----------	--

Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required



General Hazards

Road Safety

Equipment

Maintenance

Training

Ladders & Step-Ladders

Tools and Machinery

Hazardous Substances

Noise

Hand Arm Vibration

Electricity and Other Services

Protecting the Public

Fire

Ventilation

Manual Handling

Hygiene

Accidents and First Aid



Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
General Hazards				
Do you ensure that there are no trip hazards to general public presented by trailing hoses / cables / equipment by cordoning off and displaying signs	3		0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work.	3		0	
Do you ensure there is no electrocution hazard from working near to overhead power source.	3		0	
Do you ensure that no injury to others can occur from falling objects or fabric of the building that may be dislodged.	3		0	
Do you provide hard hats for operators to prevent injury from falling objects	3		0	
Do you give consideration to the day and time of working to minimise the numbers of people who may be present.	3		0	
Do you provide hi-viz clothing.	3		0	
	21	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Road Safety				
Are journeys to and from the workplace are subject to documented risk assessment.	3		0	
Are loads secure to ensure that it does not shift under normal driving conditions	3		0	
Is the load secure to ensure that it does not shift under emergency braking	3		0	
Is the load secure to ensure that it does not shift during a collision	3		0	
Do you provide suitable vehicles	3		0	
Do you provide suitable equipment	3		0	
Do you provide a means of securing the load	3		0	
Do you ensure the vehicle is not overloaded	3		0	
Do you give consideration to The payload capacity of the vehicle and the potential of overloading.	3		0	
Do you give consideration to Driving conditions and braking distances.	3		0	
	30	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Equipment				
When choosing equipment do you consider the duration and extent of work.	3		0	
When choosing equipment do you consider the height at which work has to be done.	3		0	
When choosing equipment do you consider the site conditions.	3		0	
When choosing equipment do you consider the means of delivery required.	3		0	
	12	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Maintenance				
Do you carry out a pre-use visual inspection – Obvious defects in equipment e.g. loose clamps, fittings, etc.	3		0	
Do you have regular documented management inspections that takes into account the degree of use of equipment. In practise three monthly inspections are recommended.	3		0	
Do you have procedures should be in place for handling any defects found that would include repair or replacement.	3		0	
	9	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Training				
Do you instruct operators in the daily pre use check	3		0	
Do you instruct operators in Manual handling	3		0	
Do you instruct operators in ground conditions	3		0	
Do you instruct operators in cordoning off	3		0	
Do you instruct operators in recognising common Hazards	3		0	
Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings.	3		0	
Do you inform operators not to use defective equipment.	3		0	
Do you inform operators to carry our pre-use checks of equipment.	3		0	
Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas.	3		0	
	27	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ladders & Step-Ladders				
Does the ladder meet the requirements of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
Do you ensure a pre use check is carried out daily	3		0	
Do you ensure defective ladders are not used	3		0	
Do you tie off the ladder wherever possible	3		0	
Do you ensure that you do not over-reach	3		0	
Does the ladder have anti-slip feet	3		0	
Do you ensure the ladder is at the correct angle 1:4	3		0	
Do you ensure rungs and stiles are clean and not slippery	3		0	
Do you ensure that ladders are not left unattended	3		0	
Do you use a tool belt	3		0	
Do you ensure that suitable footwear is used	3		0	
Do you ensure both stiles are in contact with the ground and upper resting point of the ladder	3		0	
Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load	3		0	
	42	0	0	
Tools and Machinery				
Are the right tools or machinery being used for the job?	3		0	
Are tools and machinery maintained in good repair and are all safety devices operating correctly?	3		0	
Are all operators trained and competent?	3		0	
	9	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hazardous Substances				
Have you identified all harmful substances and materials ?	3		0	
Do you ensure the substances that are used are safe for the operator	3		0	
Do you ensure that the substances that you use do not present a risk to the environment	3		0	
Do you ensure the adhesives / solvents that are used are safe for the operator	3		0	
Do you ensure that the adhesives / solvents that you use do not present a risk to the environment	3		0	
Do you ensure the cleaning chemicals that are used are safe for the operator	3		0	
Do you ensure that the cleaning chemicals that you use do not present a risk to the environment	3		0	
Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely	3		0	
Have you controlled exposure to hazardous substances, by using a less hazardous material	3		0	
Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?	3		0	
	30	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Noise				
Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed workers' exposure to noise?	3		0	
Can the noise be reduced by using different working methods or selecting quieter plant eg by fitting breakers and other plant or machinery with silencers?	3		0	
Are people not involved in the work kept away from the source of the noise?	3		0	
Is suitable hearing protection provided and worn in noisy areas?	3		0	
Have you arranged health surveillance for people exposed to high levels of noise?	3		0	
	18	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hand Arm Vibration				
Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed risks to workers from prolonged use of spraying equipment ?	3		0	
Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?	3		0	
Are reduced-vibration tools used whenever possible?	3		0	
Have vibrating tools been properly maintained?	3		0	
Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?	3		0	
	18	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Electricity and Other Services				
Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?	3		0	
Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems?	3		0	
Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment?	3		0	
Are RCDs checked daily by users and properly maintained?	3		0	
Are cables and leads protected from damage?	3		0	
Are all connections to the system properly made and are suitable plugs used?	3		0	
Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?	3		0	
Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?	3		0	
Have hidden electricity cables and other services been located (eg with a locator and plans) and marked, and have you taken precautions for safe working?	3		0	
	27	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Protecting the Public				
Is the work fenced off from the public?	3		0	
Are the public protected from falling material?	3		0	
When work has stopped for the day is the boundary secure and undamaged?	3		0	
When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used?	3		0	
When work has stopped for the day is all plant immobilised to prevent unauthorised use?	3		0	
When work has stopped for the day are chemicals or dangerous substances locked away in secure storage places?	3		0	
	18	0	0	
Fire				
Do you ensure no flammable substances are on or near sources of heat or direct sunlight?	3	0	0	
Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, paints, etc.)?	3		0	
Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Do you ensure flammable waste materials are not left in waste bins overnight?	3		0	
Do you ensure ovens are not covered by towels or clothing?	3		0	
Do you ensure oily/ paint contaminated paper towels or rags are disposed of properly?	3		0	
Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)?	3		0	
	21	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ventilation				
Is there sufficient ventilation, natural and forced?	3		0	
Do you ensure minimum fumes get into the area being worked ?	3		0	
Do you provide adequate respiratory personal protection if needed ?	3		0	
	9	0	0	
Manual Handling				
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture ?	3		0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
	12	0	0	

Sign Installation Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hygiene				
Is toilet and hand washing facilities adequate?	3		0	
Do you issue rubber gloves to reduce contamination?	3		0	
Is the provision of barrier creams and hand cleaners adequate?	3		0	
	9	0	0	
Accidents and First Aid				
Are there adequate accident treatment provision?	3		0	
Do you ensure everything in the first aid boxes is within its use by date?	3		0	
Are there adequate first aid box provision?	3		0	
	9	0	0	

Health & Safety Plan

Part 1 - Project Details	
Project co-ordinator	
Site	
Dept	
Work Site Address	
Phone number	
Description of works:	
Programme of works:	Start date:

Part 2 - Existing Environment	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
2.1	What happens / what activity occurs at the worksite? E.g. manufacturing, office, building site, etc.
details:	
2.2	Underground hazards - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc.
details:	
2.3	Overhead hazards - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc.
details:	
2.4	Access/egress restrictions - are there any procedural (security) or physical access problems during the works?
details:	
2.5	Existing structure - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc?
details:	
2.6	Existing ground conditions - will work be affected by land contamination, water table, ground stability, etc.
details:	
2.7	Environmental Management - are there any noise sensitive areas, is spillage or waste management needed, etc.
details:	

Part 3 - Site wide elements	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
3.1	Is any special clothing or specialist PPE needed to carry out the works?
Details:	Waterproof suit, Full face protection, Rubber Gloves and Boots
3.2	Are any special skills training or site safety induction training needed prior to working?
Details:	
3.3	Are there any special traffic or pedestrian routes or, any 'no-go' or restricted areas at site?
Details:	
3.4	Are there any site specific arrangements for unloading and storage of materials and equipment?
Details:	
3.5	Arrangements for welfare facilities at the work site e.g. toilet, washing, shelter, eat/drink, etc?
Details:	
3.6	Are there any special site rules : e.g. permit to work system, site reporting procedures, etc.?
Details:	
3.7	Work off the ground : detail working height & safe work method - scaffold, MEWP, harness, steps
Details:	
3.8	Who will be supplying the plant , equipment, access equipment & scaffold as required to work?
Details:	
3.9	Arrangements for Emergencies e.g. A&E hospital, first aiders, fire, major incident management, etc.
Details:	

Part 4 - Project liaison & communication.	
If yes to any point - indicate brief details in space below or N/A	
4.1	Project review meeting - where are they held? how often are they held?, who should attend?, etc.
Details:	
4.2	Arrangements to review and vet method statements and risk assessments for work tasks
Details:	
4.3	Arrangements to allow work of other specialist contractors to be safely integrated on the project
Details:	

Method Statement

Introduction

0

Any working operation, which an employee or contractor carry out will meet all the legal requirements.

Work area may on agreement be fenced, roped or taped and have no admittance notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of chemicals used to appreciate the dangers at the level that the worker will be
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

Work near electrical installations

Working at heights

Confined space

Working on the roof

And any other work deemed hazardous.

Materials Used

Aluminium Signs

Stainless Steel Signs

Two Part Bonding Adhesive

Double Sided Bonding Tape

A Coshh Data sheet for all chemicals used is available.

Equipment

Hand Tools

Step Ladders

Mobile Tower Scaffold

Access to Site

An inspection of site will be made with the project Manager, prior to commencement of work. At this time any problems with site conditions will be identified and discussed.

Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

Delivery

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

Unloading

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

Tools and Equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.

An employee can not use any other tools but their own including machinery or equipment, unless authorised

Employees are prohibited from using contractor tools, machinery or equipment.

All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

Protective Equipment

The Company will provide their employees with safety equipment and protective clothing:

Hi Visibility clothing

Safety Boots

Dust Masks

Employees will wear hearing protection in noise hazard areas and will be instructed on how to wear the

Employees will wear the safety glasses when instructed to do so.

The Company will provide safety footwear for their employees before entering the designated areas

Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are "No Smoking" policy will be in force at all times by Company staff.

Staff will be made aware of the location of fire extinguishers.

COSHH

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to

Accidents

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

First Aid

In the event of an accident First Aid is available.

Work Instructions

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions**

The main hazards to your safety and health are;

- a) Falls from height
- b) Contact with electricity.
- c) Injury from incorrect Manual handling.
- d) Skin and eye irritation from dust
- e) Respiratory tract irritation from inhaling dust
- f) Injury from slips trips and falls.
- g) Lone working.
- h) Injury to other staff or members of the public.

Preventative Measures you must take;

- a) You must be "competent" to carry out the task.
- b) You must use residual current devices with electrical equipment.
- c) Warning signs must be placed around the work area.

- d) You must not lift beyond your capabilities, get help if necessary.
- e) You must follow all directions given by the site foreman or his agents
- f) You must have suitable respiratory protection when working in dusty environments

Personal Protective Equipment you must wear;

- a) Dust masks to BSEN 149 Class FFP1
- b) Eye protection to BSEN 166
- c) Safety boots

Environmental Protection Measures you must take;

- a) You must dispose of waste to the designated area provided for waste.

Equipment Required;

- a) Warning signs.
- b) Residual Circuit Breaker.
- c) Hand Tools

Task Description

This method statement describes the work process for the installation of signage

Staff and Training

All staff are qualified, experienced and receive ongoing training. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks or operate machinery for which they have not been trained.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principle contractor and will follow all site rules and

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet INDG402 The Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the

Contractor/Visitor Safety

The Company will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service. Electrical tools will be battery operated or 110V where possible, sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for

General Instructions

Inform the main contractor of start of works.

Ensure the area to be worked has been clearly signed and marked out with warning tape; if necessary erect physical barriers to prevent unauthorised access.

Put on your personal protective equipment.

Prepare the area to be worked on, ensure the surface to be attached to is clean.

Ensure that you follow good manual handling techniques for all materials and goods.

Use only Battery operated electrical equipment

If there is a need to use mains electrical equipment ensure the RCD is in the socket before connecting any

Mark area to which sign is to be applied and ensure it is level

Apply bonding adhesive or drill holes as appropriate

Ensure that dust is kept to a minimum during any hole drilling operation.

Apply the sign to the designated areas.

If working from step ladders only trained staff are permitted to do so and must follow the working at height

Keep the work area clean and tidy at all times, remove rubbish and debris as it accumulates

Care of equipment

Ensure all equipment is cleaned at the end of work. Do not leave tools and equipment unattended.

Signed:

Date: