

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

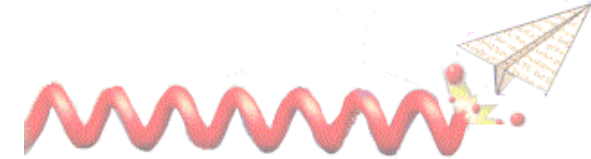
The items highlighted in blue are where you can insert details of Materials, Equipment and Method

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

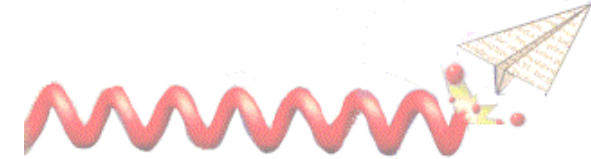
Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

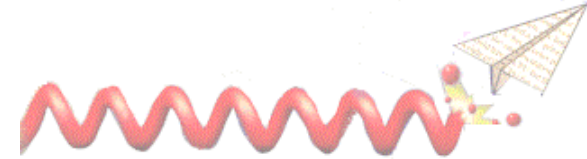
You have now completed your Health & Safety Plan & Risk Assessment



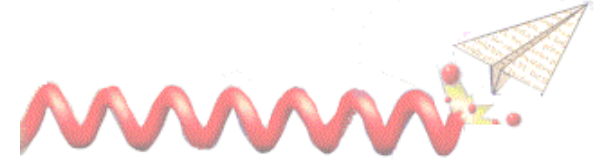
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
General Hazards				
Do you ensure that there are no trip hazards to general public presented by trailing cables / equipment by cordoning off and displaying signs	3		0	
Do you ensure that there are no slip hazard presented from wet pathways / walkway to general public by cordon and signage	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 that the operator has suitable footwear to prevent a slip hazard presented from wet pathways	3		0	
Do you ensure there is no electrocution hazard from working near to power sources.	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	
	27	0	0	



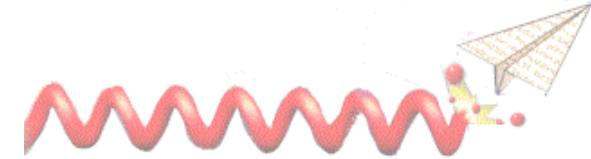
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Plumbing Works				
Have staff been made aware of the dangers of solder flux fumes	3		0	
Do you ensure that there is adequate ventilation when soldering	3		0	
Do you ensure that excessive temperatures are avoided when soldering	3		0	
When soldering in confined spaces do you provide respiratory protection	3		0	
Do you provide suitable precautions to avoid skin contact	3		0	
Do you provide health surveillance for workers to check for occupational asthma	3		0	
Do you provide health surveillance for workers to check for dermatitis	3		0	
Do you ensure that workers know the risks from working with solder flux	3		0	
Do you provide training	3		0	
Do you ensure there are minimal fire hazards as a result of soldering works	3		0	
Do you ensure a fire extinguisher is available	3		0	
	33	0	0	



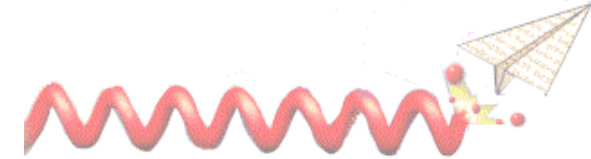
<p>Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
Equipment				
When choosing equipment do you consider the duration and 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	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing equipment to the MEWP basket to prevent it falling if dropped	3		0	
	15	0	0	



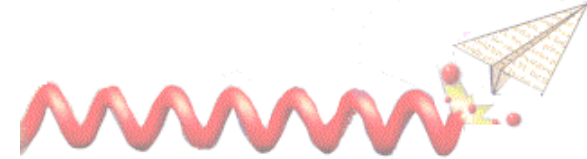
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Maintenance				
Do you carry out a pre-use visual inspection – Obvious defects in equipment	3	0	0	
Do you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



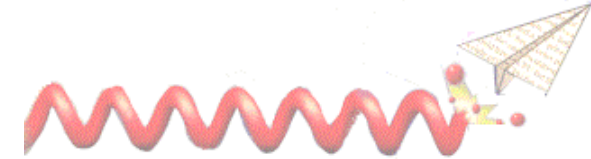
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Training				
Do you instruct operators in Manual handling	3		0	
Do you instruct workers in Working at Height	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 always cordon off and/or display suitable warning signs when working in public areas.	3		0	
	24	0	0	



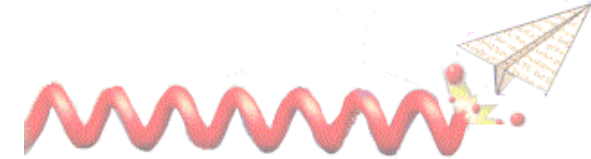
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Ladders				
Does the ladder meet the requirements of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
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	



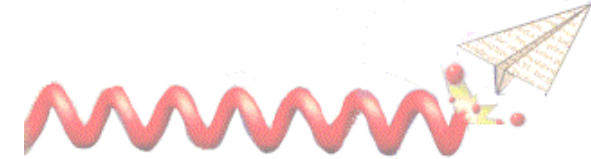
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Scaffolds				
Are scaffolds erected, altered and dismantled by competent people?	3		0	
Are all uprights provided with base plates (and, where necessary, timber sole plates)?	3		0	
Are all uprights, ledgers, braces and struts in position?	3		0	
Is the scaffold secured to the building or structure in enough places to prevent collapse?	3		0	
Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling?	3		0	
Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?	3		0	
Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded?	3		0	
Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?	3		0	
Are scaffolds being properly maintained?	3		0	
Does a competent person inspect the scaffold regularly, eg at least once a week; and always after it has been altered or damaged and following extreme weather?	3		0	
Are the results of inspections recorded?	3		0	
Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions?	3		0	
Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?	3		0	
	39	0	0	



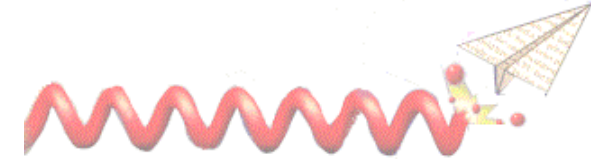
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Plastering Works				
Do you ensure personnel wear personnel protective equipment	3		0	
Do you ensure the area to be plastered id prepared by removing any loose material, ensuring the surface to be plastered is clean.	3		0	
Do you ensure that personnel follow good manual handling techniques for all material especially heavy material such as 25kg plaster bags.	3		0	
Do you ensure the RCD is in the socket before connecting any electrical device.	3		0	
Do you ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area.	3		0	
Do you ensure that the work area is kept clean and tidy at all times, removing rubbish and debris as it accumulates	3		0	
	18	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	



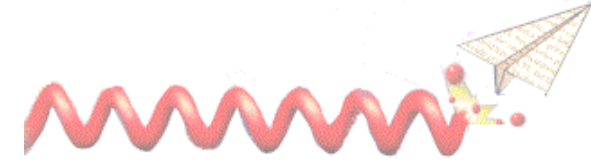
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Hazardous Substances				
Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints ?	3		0	
Do you ensure the chemicals / solvents that are used are safe for the operator	3		0	
Do you ensure that the chemicals / 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	
Do you ensure that the work area is well ventillated when mixing materials (eg Cement and plaster materials)	3		0	
Do you provide suitable repiratory protection against dust	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	



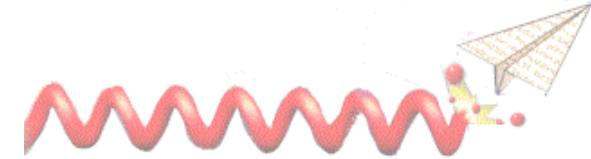
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Electrical Works, Electricity and Other Services				
Have all necessary services been provided on site before 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 electrical works carried out by a competent person	3		0	
Are all electrical works in conformance with latest standards	3		0	
Is a certificate of test and inspection available on completion of the works	3		0	
Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?	3		0	
	30	0	0	



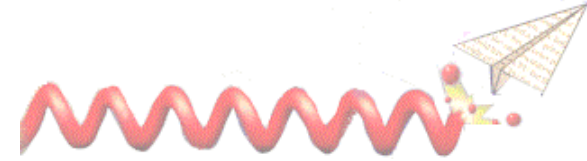
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Protecting the Public				
Is the work fenced off from the public?	3		0	
Are the public protected from falling 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 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	
	18	0	0	



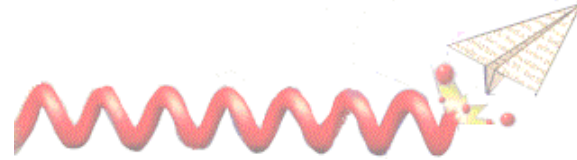
Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Manual Handling				
Do you ensure working positions don't pose a hazard that could cause muscular strains, 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	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3	0	0	
	12	0	0	



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	
Is the provision of barrier creams and hand cleaners adequate?	3		0	
	6	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	
Slips & Trips				
Do you ensure good standards of housekeeping are maintained	3		0	
Do you ensure you minimise trip and slip hazards within the work area etc	3		0	
Do you post signs warning of potential dangers when working etc	3		0	
	9	0	0	



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
Adverse Weather				
Do you refrain from roof work in excessively windy conditions	3		0	
Do you refrain from roof work in rainy conditions	3		0	
Do you refrain from roof in excessively cold conditions where there is a risk of ice	3		0	
In cold consitions do you ensure walkways are prevented from freezing by applying salt to the working area	3		0	
	12	0	0	



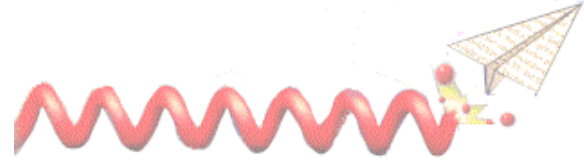
Health & Safety Plan

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:	
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 must meet all the legal requirements.

When used any an agreement or notice, paper or paper and have no additional notices displayed.

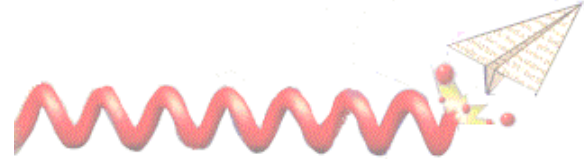
Adequate supervision of the workforce will be provided at all times.

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 exposed
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where necessary, practical experience
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
Hot Work



Materials Used

Enter a list of materials being used in the project

A Coshh Data sheet for all chemicals used is attached.

Equipment

Enter a list of Equipment to be used on the project

Method

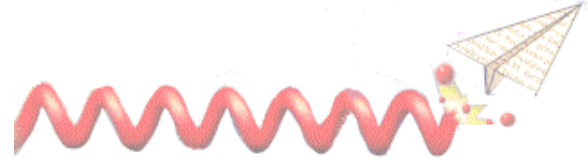
Enter a brief description of the actual method to be used and the order it will be done

The main hazards

Falls from height
Contact with electricity.
Injury from incorrect Manual handling.
Skin and eye irritation from cement dust
Respiratory tract irritation from inhaling dust created during cutting tiles
Noise
Injury from slips trips and falls.
Lone working.
Injury to other staff or members of the public.

Preventative Measures

You must be “competent” to carry out the task.
Edge protection must be in place at all times.
Specialist Roof ladder must be used.
You must use residual current devices with electrical equipment or use 110V supply.
Warning signs must be placed around the work area.
You must not lift beyond your capabilities, get help if necessary.
You must follow all directions given by the site foreman or his agents
You must have suitable respiratory protection and eye protection during cutting operations
You must have suitable hearing protection when using noisy equipment



Personal Protective Equipment

Fall Arrest equipment where necessary
Head protection
Dust masks to BSEN 149 Class FFP1
Eye protection to BSEN 166
Safety boots
Protective Overall.
Protective Gloves.

Environmental Protection Measures

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

Equipment Required;

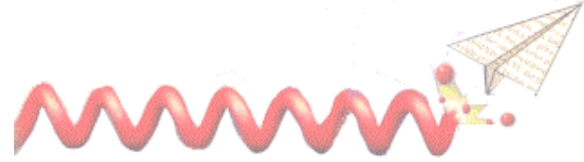
Warning signs.
Residual Circuit Breaker.
Roof ladder
Angle grinder

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.

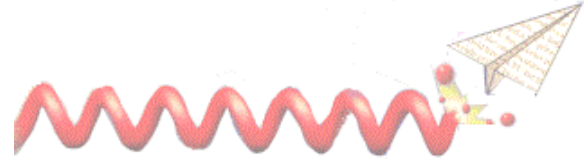
An employee can not use any other tools but their own including machinery or equipment, unless authorised to do so.

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 Work Regulations.

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.



Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"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 Department onto premises.

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

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.

Signed:

Date: