

Reference No:	RA 10	Site/Location:	Head Office & Various Client Sites	Risk Rating L/M/H:	2x3=6 : Medium
Date:	Jan 2016	Review Date:	Jan 2017	Assessed by:	Steve Ward

What are the Hazards? (and potential harm)	Who might be harmed?	What are you already doing? (Control Measures in place already)	Actions Required to Reduce the Risk to an Acceptable Level	Action -		
				By who?	By when?	Date Completed
Manual handling of equipment/tools.	Engineer	Large items/components are delivered direct to client site from supplier. Manual handling refresher training carried out in-house – certificates held on file.	Steve Ward to roll out manual handling training now he is a trainer.	SWA	Ongoing	
Contact with/spills of hazardous substances.	Engineer Members of the public Visitors to client site	All substances used have material safety data sheets attached to a completed COSHH assessment. Only limited quantities and range of hydraulic oils/lubricants used – PPE (gloves) and spill kits available and to be used as required.				
Entrapment of hands or feet – ramps/lifts.	Engineer Client employees Visitors to client site	Only authorised, trained, competent engineers perform installation work. Any new staff are supervised by a competent engineer until formally assessed competent. Tools are removed from ramp before movement. Ramps/lifts have built in safety devices that prevent final lowering – some fitted with audible warning to alert that ramp is in motion. Check to be made to ensure area clear before final lowering. Tools are removed from ramp before movement. Ramps/lifts have built in safety devices that prevent final lowering. Check to be made to ensure area clear before final lowering. Safe system of work/method statement have been written and communicated to all engineers – made site specific at initial pre-installation visit by Sales Engineer.				

<p>Electrical fire/shock.</p>	<p>Engineer Client employees Members of the public Visitors to client site</p>	<p>Mains Electrical work and connections always performed by the clients' competent electrician. Electricity supply is isolated before work is carried out on equipment by removal of plug from socket or use of a hardwired isolation switch. A visual check is completed on power cables, plugs or sockets before electrical tools are used – a checklist is available for use. (Work usually performed where the machine is installed and is on single phase 240v supply – temporary connection to be made by authorised competent engineer only). No trailing leads are left plugged in or unattended. Area of work cordoned off temporarily whilst work performed with cones and hazard tape. Ensure own fire extinguisher is within reach or client fire points nearby known. First aid kit provided for each vehicle</p>	<p>Fire Safety Awareness Training completed 18/7/14. Refresher due July 2017.</p>	<p>SWA & SHE</p>	<p>July 2017</p>	
<p>Use of hand tools – electrical and manual.</p>	<p>Engineer</p>	<p>Portable power tools are PAT tested on an annual basis by a competent person and a PAT Register is kept; Damaged tools are returned to head office for repair/replacement immediately.</p>	<p>Ongoing annual PAT testing set by company itself.</p>	<p>CEL</p>	<p>Ongoing</p>	
<p>Unfamiliar client workplace.</p>	<p>Engineer</p>	<p>Pre-installation site survey done in many cases – feedback from Sales team received. Installation risk assessments, plans, method statements and any other useful site specific information is provided in an installation documentation folder to the engineers by head office. On the installation - engineers MUST all ask for a site induction prior to work starting and ask client for clarification of any items that they are unsure of and site specific procedures and hazards confirmed.</p>				

<p>Lone working at sites.</p>	<p>Engineer</p>	<p>All work is pre-booked re: location/ contact numbers all put into 'Goldmine' diary system – daily contact with management team. Mobile phone provided for use in an emergency. No lone working undertaken in reality as client staff always present. Information and handout on dealing with aggressive / threatening / potentially violent situations issued to all those potentially affected. All incidents to be reported to the management team who will handle issues raised promptly, sensitively and confidentially.</p>				
<p>Use of stepladder – fall from height.</p>	<p>Engineer Client employees Visitors to client site</p>	<p>Fit for purpose industrial small stepladders only used. One member of staff 'foots' the stepladder – passing up the equipment to the other member of staff on the ladder. Pre-use visual inspection done (checklist record used). Stepladder Register in use at head office.</p>				
<p>Client unfamiliar with the equipment.</p>	<p>Client employees Visitors to client site</p>	<p>Client staff trained on safe use, owner checks, cleaning and maintenance etc. as per manufacturer – a full operator manual is supplied with each machine. Training is two-fold and is split - so that the installation team focus on the installation, and a separate engineer completes the actual training – usually at installation completion a safety and operation/controls familiarization training is given to key staff by the installation engineer, with the client not to put the equipment into use until the full training is delivered the next day. The following day an in-depth training is delivered to all relevant client staff and the equipment handed over to the client formally. Written client safety and operating training record completed for every installation.</p>				

ADDITIONAL INFORMATION

2 x Fully trained, qualified and competent engineers carry out this type of installation. Limited number/ brand of equipment installed the engineers fully conversant with all of these.

Camera, camera bar and accessories/fixtures are kept as separate pieces. Alignment column is raised and bolted to floor before bar fitted. Bar is counter weighted for ease of fitting/movement. Camera fitted last.

Good-housekeeping maintained at all times, no rubbish/packaging etc to be allowed to accumulate on the floor or in the work area.

Safety shoes issued to and worn by engineers.

Produced By: Steve Ward

Date: