

Risk Assessment & Method Statement – Civils Work



Project Scope:

Location issues: *Heavy public presence, adverse weather conditions, possible road closures. Specific requirements from the client: ducting installed at a depth of 14 inches, 10 inches of cover including 50 mm of sand, 140mm hardcore, 60mm tarmac and warning tape before reinstatement.*

Detail:

- As per the clients specifications install :
 - Ducting
 - Footway boxes
 - Cabinets
- All ducting must be 14 inches deep.
- Excavations must have warning tape and 10 inches of cover before backfilling.
- All fibre ducting must be signed off before backfilling.

Hazard Identification and Risk Controls

Given in the attached Risk Assessment

Environmental Protection Measure:

Waste and spoil to the designated area or skip provided for waste.

Quality Control:

The installation will be checked on completion by inspection.

Welfare:

Portaloo with washing facilities to be provided / Permission from local businesses or supermarkets.

Induction/Instruction/Training required: Map Group induction, A9 – Safety Underground, NRSWA (Units 1-6 & 9 minimum), GEN OPS 1 & 2, UIN number

Method

1. Effectively barrier off working area to prevent public access.
2. Provide clear safe, alternative pedestrian routes if work area obstructs existing footpaths.
3. Check plans / use scanner to detect and mark buried services
4. Did trial holes if necessary
5. Excavate chamber for new footway boxes and cabinets.
6. Excavate trench for new ducting / fibre ducting using floor saw, mini excavator with bucket and pneumatic drill attachments. Where buried services have been identified use hand tools as per Map procedure.
7. Fit new footway boxes into the excavated chambers.
8. Drill holes into new footway boxes.
9. Lay ducting / fibre ducting into excavated trenches.
10. Fit toby boxes / tees outside all properties in the work order.
11. Insert a rope into the ducting / fibre ducting for future cable work.
12. Backfill trenches.
13. Fit new cabinets to the footway boxes where necessary.
14. Remove all waste and spoil.
15. Remove barriers.

	Name	Title	Date
Document Author	Lee Meek	H & S Manager	01/08/2018
Authorised by	Matty Carlin	Director	14/08/2018

Risk Rating

		Likelihood		Consequence	
1	Very unlikely	1 in a million of hazardous event	1	Insignificant	No injury
2	Unlikely	1 in 100,000 of hazardous event	2	Minor	Minor injuries requiring first aid
3	Fairly likely	1 in 10,000 of hazardous event	3	Moderate	Up to 7 days absence
4	Likely	1 in 1,000 of hazardous event	4	Major	More than 7 days absence
5	Very likely	1 in 100 of hazardous event	5	Catastrophic	Death

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		CONSEQUENCES				

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Road outside work area / removing equipment from van / trailer ○ Road Traffic 	<ul style="list-style-type: none"> ➤ Technician ❖ Impact from passing vehicle ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Van to be parked with side door accessing cargo area adjacent to the pavement. 2. Trailer to be coned off before accessing equipment. 3. Hi-Viz to be worn at all times. 	1	5	5
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Open excavation 	<ul style="list-style-type: none"> ➤ Technician / members of the public ❖ Falling into open excavation ⤴ Major injury 	<ol style="list-style-type: none"> 1. Barriers for work area & walk boards for open excavations (walk boards nailed down if council allows) 2. NRSWA streetworks training / qualification required 3. Sand bags for windy conditions 4. Signage 	2	5	10
<ul style="list-style-type: none"> • Refilling / storing fuel ○ Fuel 	<ul style="list-style-type: none"> ➤ Technician, ❖ Contact with fuel ❖ Fire / explosion ⤴ Dermatitis ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Spill kit and drip tray available 2. Reserve fuel stored securely in sealed containers out of direct sunlight 3. Reserve fuel containers fitted with appropriate nozzle for filling equipment / tools (minimizing splash and spill) 	2	4	8
<ul style="list-style-type: none"> • Carrying / moving equipment / tool / material on site ○ Manual handling 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling awareness training in induction. 2. Manual Handling TBT sent out approximately once per year. 3. Regular refresher training at 6 monthly intervals. 	2	4	8
<ul style="list-style-type: none"> • Carrying / moving equipment/material at Map premises / yard. ○ Manual Handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling awareness training in induction 2. Manual handling TBT sent out approximately once per year. 3. Mechanical means used. 4. Suitable trailer used as to eliminate the need for manual handling 	1	4	4
<ul style="list-style-type: none"> • Dealing with public ○ Irrational behavior 	<ul style="list-style-type: none"> ➤ Technician ❖ Assault ⤴ Major injury 	Technician training on actions to take when confronted by the public during induction.	1	4	4
<ul style="list-style-type: none"> • Outside working ○ Adverse weather 	<ul style="list-style-type: none"> ➤ Technician, ❖ Slips, trips and falls. ❖ Cold temperatures ⤴ Moderate injury ⤴ Minor cold, flu 	<ol style="list-style-type: none"> 1. Waterproof clothing. 2. Dynamic Risk Assessment on suitability to work. 	1	3	3
			2	2	4
<ul style="list-style-type: none"> • Using hand tools ○ Manual handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling awareness training in induction 2. Manual handling TBT sent out approximately once per year 	2	4	8

<ul style="list-style-type: none"> ● Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Electricity / including HV 	<ul style="list-style-type: none"> ➤ Technician, ❖ Contact with live conductors ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Insulated tools 2. Calibrated CAT 4/GENNY 4 used prior to excavating / breaking surface 3. In date utility prints provided 4. Spraying up of all known services prior to excavating / breaking surface 5. Hand digging utilized within 500mm of any known service 6. HSG 47 TBT sent out approximately every 6 months 7. Trail holes dug if necessary 8. Every civils job to go through the hot job procedure 9. When HV is identified instructions from utility provider followed 10. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures. 	2	5	10
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Gas / including high pressure pipelines (HPP) 	<ul style="list-style-type: none"> ➤ Technician ❖ Explosive atmosphere ❖ Oxygen deficient atmosphere ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Calibrated GDU used. 2. Gas testing/GDU usage training provided in induction and at regular intervals. 3. Utility provider phone number supplied to technician. 4. Calibrated CAT 4/GENNY 4 used. 5. In date utility prints provided 6. Spraying up of all known services 7. Hand digging utilized within 500mm of any known service 8. HSG 47 TBT sent out approximately every 6 months 9. Trial holes dug if necessary 10. Every civils job to go through the Hot Job Procedure 11. When a HPP is identified instructions from the utility provider followed 12. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures 	2	5	10
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Needles 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Technician training when needles are present in induction. 2. Sharps hotline number given to technician in induction and at regular intervals via TBT. 3. Regular refresher training on lifting pits and pulling cables Inc. not putting hand where they cannot be seen. 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Venomous insects 	<ul style="list-style-type: none"> ➤ Technician, ❖ Bitten by venomous insect ⤴ Minor injury 	<ol style="list-style-type: none"> 1. Training involving: Leave undisturbed, take picture, seeking medical advice. 2. Refresher training 	1	2	2
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Open pit 	<ul style="list-style-type: none"> ➤ Technician / members of the public, ❖ Falling into the pit ⤴ Major injury 	<ol style="list-style-type: none"> 1. Training on opening pits. 2. Plastic barriers used to close working area 3. Sand Bags for windy conditions. 4. Refresher training at regular intervals. 	2	5	10

• Location / Activity ○ Hazard	➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Road delivery / takeaway of materials by grab wagon ○ Moving vehicles ○ Grab claw / falling material 	<ul style="list-style-type: none"> ➤ Technician / members of the public ❖ Impact from passing vehicle ❖ Impact from grab / falling material ⤴ Catastrophic ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Grab license required for driver / operator 2. Suitable training 3. Stop / go signaling in place 4. 15 minute limit for grab wagon stopping in the road 5. Qualified & trained banksman in place 6. Full PPE required including hard hat, Hi-viz & steel toe boots 	1	5	5
			1	5	5
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Lifting pit cover 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury ⤴ Major crush injury, foot / hand 	<ol style="list-style-type: none"> 1. Manual Handling awareness training in induction. 2. Correct pit lifters/associated equipment required. 3. PPE/Steel Toe Capped boots required. 4. On site manual handling training. 5. Regular Refresher training at 6 monthly intervals 	2	4	8
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Cable / ducting 	<ul style="list-style-type: none"> ➤ Technician ➤ members of the public, ❖ Trip over cable / ducting ⤴ Major injury 	<ol style="list-style-type: none"> 1. Keeping cable / ducting within working area. 2. Plastic barriers and adequate signage required. 3. Regular Refresher training at 6 monthly intervals. 	2	4	8
<ul style="list-style-type: none"> • Use of road / floor saw ○ Blade ○ Flying particles ○ Dust ○ noise 	<ul style="list-style-type: none"> ➤ Technician, ❖ Shearing / cutting ❖ Particle entry into eyes ❖ Dust inhalation / entry into eyes ❖ Ringing in ears ⤴ Major Shearing injury ⤴ Major blinding injury ⤴ Mild irritation ⤴ Mild irritation 	<ol style="list-style-type: none"> 1. Saw training and refresher training required 2. Goggles. 3. RPE face fitting. 4. Provision of RPE 5. Damping (water spray) 6. Ear defenders 7. Maintenance regime / equipment checks. 	2	5	10
			2	5	10
			2	3	6
			1	3	3
<ul style="list-style-type: none"> • Use of mini digger / excavator ○ Boom / bucket ○ Noise 	<ul style="list-style-type: none"> ➤ Technician on the ground ➤ Digger driver / technician on the ground ❖ Struck by boom / bucket ❖ Ringing in ears ⤴ Major injury ⤴ Mild irritation 	<ol style="list-style-type: none"> 1. Hard hat provided and worn on or around mini digger / excavator 2. Hi-viz worn at all times 3. Ear defenders 	2	4	8
			1	3	3

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Rats / vermin 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1 Weils disease awareness training included in induction 2 Weils disease card issued, to be carried at all times 3 TBT on diseases to be given at 1 year intervals 	1	5	5
<ul style="list-style-type: none"> • Excavating using an excavator or mini digger with no protective screen in place or removed ○ Flying debris 	<ul style="list-style-type: none"> ➤ Operatives ❖ Being struck by flying debris ⤴ Major eye injury / blindness 	<ol style="list-style-type: none"> 1. Ensure protective screen is in place 2. Goggles / Suitable eye protection 3. Alert / TBT sent out at regular intervals 	1	4	4
<ul style="list-style-type: none"> • Excavating areas with asbestos present. ○ Asbestos 	<ul style="list-style-type: none"> ➤ Operatives, members of public. ❖ Inhalation of asbestos ⤴ Asbestosis/Major Illness 	<ol style="list-style-type: none"> 1. Banksman to monitor spoil 2. Map Group induction advises how to identify various types of asbestos. 3. Map Group induction advises on reporting procedures. 	1	5	10

Review date	Carried out by:	Major Changes
01/10/2019	Lee Meek	None
09/04/2020	Lee Meek	Added Excavating with no protective screen hazard and control measures.
09/10/20	Lee Meek	Flame retardant clothing (controls) added whilst excavating and fire extinguisher on vehicle added.
08/10/2021	James Alderson	None
16/05/2022	Russell Duggan	Excavating areas with asbestos present.

Date of next review: 16/05/2023