

Risk Assessment & Method Statement – Under 3m Civils



Project Scope:

Location issues: *Heavy public presence, adverse weather conditions, possible road closures. Specific requirements from the council/client: Reinstate as per existing network including cover of sand, hardcore and 60mm tarmac. Permit conditions available within job pack.*

Detail:

- Installed before work commences(Possible)
 - o Ducting and cable within ducting connected at property and Cabinet.
 - o Footway boxes
 - o Cabinets
- Repair / Replace damaged ducting.
- Clear blockages in ducting.
- Pull cables where necessary.

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 at the yard.

Quality Control:

The installation will be checked on completion by inspection.

Welfare:

Public WC facilities to be used, welfare unit where applicable (CPP)

Reference: NRSWA Streetworks red book code of practice and HAUC(UK) yellow operatives leaflet with appropriate training and certification for technicians.

Induction/Instruction/Training required: Map Group induction, SA002– Safety Underground, NRSWA (Units 1-6 & 9 minimum), GEN OPS 1 & 2, UIN number

Method

1. Effectively barrier off and use signs for working area to prevent public access.
2. Provide clear safe, alternative pedestrian routes if work area obstructs existing footpaths.
3. Identify the area to be excavated from work order and by rodding the ducting where necessary to find blockages.
4. Check plans / use scanning equipment to detect and mark buried services
5. Did trial holes if necessary
6. Excavate area of pathway / road to be worked on as per training.
7. Depending on work order complete the repair, replacement, installation of ducting or Toby box or clear the blockage of the ducting.
8. Test the excavated material as per HAUC guidelines to ensure it can be used to backfill.
9. Backfill the excavation using new and existing material as per HAUC guidelines.
10. Remove all waste and spoil.
11. Insert a rope into the ducting for future cable work where necessary.
12. Pull a cable through ducting if necessary, as per Map Procedure.
13. Connect/Re-connect services at property and cabinet according to work order.
14. Remove barriers and signs.

	Name	Title	Date
Document Author	Lee Meek	H&S Manager	10/10/2018
Authorised by	Matty Carlin	Director	15/10/2018

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

L I K E L I H O O D	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						

□ Location / Activity ○ Hazard	➤ Who might be harmed ❖ The Hazardous Event The Consequences	Controls	Risk Rating		
			L	C	R
□ Road outside work area / removing equipment from van / trailer ○ Road Traffic	➤ Technician ❖ Impact from passing vehicle Catastrophic	1. Van to be parked with side door accessing cargo area adjacent to the pavement. 2. Vehicle / Trailer to be coned off before accessing equipment. 3. Hi-Viz to be worn at all times.	1	5	5
□ Accessing / working on underground services ○ Open excavation	➤ Technician / members of the public ❖ Falling into open excavation Major injury	1. Barriers for work area & walk boards for open excavations 2. NRSWA streetworks training / qualification required 3. Sand bags for windy conditions 4. Signage	2	5	10
□ Refilling / storing fuel ○ Fuel	➤ Technician, ❖ Contact with fuel ❖ Fire / explosion Dermatitis Catastrophic injury	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) 4. All vehicles to have a Fire Extinguisher on board.	2	4	8
□ Carrying / moving equipment / tool / material on site ○ Manual handling	➤ Technician, ❖ Inappropriate manual handling Major musculoskeletal injury	1. Specific manual handling training in induction. 2. Refresher manual handling TBT sent out approximately once per year. 3. Regular refresher training at 3 yearly intervals. 4. Manual Handling assessment highlighting specific controls.	2	4	8
□ Carrying / moving equipment/material at Map premises / yard. ○ Manual Handling	➤ Technician ❖ Inappropriate manual handling Major musculoskeletal injury	1. Specific manual handling training in induction including 2 man/team lifting 2. Refresher training every 3 years. 3. Mechanical means used (e.g. Forklift). 4. Manual Handling assessment highlighting specific controls.	1	4	4
□ Dealing with public ○ Irrational behavior	➤ Technician ❖ Assault Major injury	1. Technician training on actions to take when confronted by the public during induction.	1	4	4
□ Outside working ○ Adverse weather	➤ Technician, ❖ Slips, trips and falls. ❖ Cold temperatures Moderate injury Minor cold, flu	1. Waterproof clothing. 2. Assessment on suitability to work/Discussions with client.	1	3	3
			2	2	4
□ Using hazardous materials. Tarmac / Cement / Spray paint ○ Hazardous material.	➤ Technician ❖ Contact with hazardous material Mild irritation	1. COSHH awareness within induction. 2. COSHH register updated with Safety Data Sheets and available to all technicians. 3. Suitable PPE/RPE provided and worn as per relevant SDS including goggles, gloves and dust mask. 4. RPE Face fitting	2	3	6

□ Location / Activity ○ Hazard	➤ Who might be harmed ❖ The Hazardous Event The Consequences	Controls	Risk Rating		
			L	C	R
□ Accessing / working on underground services ○ Electricity	➤ Technician, ❖ Contact with live conductors Catastrophic	1. Insulated tools 2. Calibrated CAT 4/GENNY 4 used prior to excavating / breaking surface 3. Spraying up of all known services prior to excavating / breaking surface 4. Hand digging utilized within 500mm of any known service 5. HSG 47 TBT sent out approximately every 6 months 6. Trial holes dug if necessary 7. In date utility prints provided 8. Every civils job to go through the hot job procedure 9. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures. 10. Flame Retardant clothing to be worn when excavating.	2	5	10
□ Accessing / working on underground services ○ Gas	➤ Technician ❖ Explosive atmosphere ❖ Oxygen deficient atmosphere Catastrophic	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. Spraying up of all known services 6. Hand digging utilized within 500mm of any known service 7. HSG 47 TBT sent out approximately every 6 months 8. Trial holes dug if necessary 9. In date utility prints provided 10. Every civils job to go through the hot job procedure 11. All crew members to be able to read, understand and communicate in the English language/Specifically HSG47 guidelines and emergency procedures. 12. Flame Retardant clothing to be worn when excavating.	2	5	10
□ Accessing / working on underground services ○ Needles	➤ Technician ❖ Infection Major illness	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. Training on lifting pits and pulling cables within induction and refresher training every 3 years Inc. not putting hand where they cannot be seen.	2	4	8
□ Accessing / working on underground services ○ Venomous insects	➤ Technician, ❖ Bitten by venomous insect Minor injury	1. Training involving: Leave undisturbed, take picture, seeking medical advice. 2. Refresher training	1	2	2
□ Accessing / working on underground services ○ Open pit	➤ Technician / members of the public, ❖ Falling into the pit Major injury	1. Training on opening pits. 2. Barriers/Gate Guards used to close working area 3. Sand Bags for windy conditions. 4. NRSWA Refresher training every 5 years.	2	5	10

<input type="checkbox"/> Location / Activity <input type="radio"/> Hazard	➤ Who might be harmed ❖ The Hazardous Event The Consequences	Controls	Risk Rating		
			L	C	R
<input type="checkbox"/> Compacting back-fill <input type="radio"/> Tamper	➤ Technician ❖ Inappropriate manual handling Major crush injury, foot. Major musculoskeletal injury	1. Specific Manual Handling training in induction. 2. PPE/Steel Toe Capped boots provided. 3. On-site manual handling training within training period. 4. Refresher training at 3 yearly intervals. 5. Manual Handling assessment highlighting specific controls.	1	4	4
			2	4	8
<input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Lifting pit cover	➤ Technician, ❖ Inappropriate manual handling Major musculoskeletal injury Major crush injury, foot / hand	1. Specific Manual Handling training in induction. 2. Correct pit lifters/associated equipment provided. 3. PPE/Steel Toe Capped boots provided. 4. On site manual handling training within training period. 5. Refresher training at 3 yearly intervals 6. Manual Handling assessment highlighting specific controls.	2	4	8
			2	4	8
<input type="checkbox"/> Accessing / working on underground services <input type="radio"/> Cable / ducting	➤ Technician ➤ members of the public, ❖ Trip over cable / ducting Major injury	1. Keeping cable / ducting within working area. 2. Plastic barriers and adequate signage required. 3. Cable pulling refresher training at 3 yearly intervals.	2	4	8
			2	5	10
<input type="checkbox"/> Cutting top surface using road / floor / stihl saw or grinder <input type="radio"/> Blade <input type="radio"/> Flying particles <input type="radio"/> Dust <input type="radio"/> noise	➤ 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	1. Saw training and within NRSWA Streetworks civils certification. 2. NRSWA refresher certification/training at 5 yearly intervals. 3. Goggles. 4. RPE face fitting. 5. Provision of RPE 6. Damping (water spray) 7. Ear defenders 8. Maintenance regime / equipment checks.	2	5	10
			2	5	10
			2	3	6
			1	3	6

□ Location / Activity ○ Hazard	➤ Who might be harmed ❖ The Hazardous Event The Consequences	Controls	Risk Rating		
			L	C	R
<input type="checkbox"/> Pathway / Customers premises drilling through Toby Box / Outside wall. <input type="checkbox"/> Drill Bit <input type="checkbox"/> Dust <input type="checkbox"/> Noise <input type="checkbox"/> Vibration	➤ Technician ❖ Puncture / Entanglement ❖ Dust Inhalation / entry into eyes ❖ Ringing in ears ❖ Numbness in hands / fingers Major puncture / Shearing injury Mild irritation Mild irritation Vibration white finger / HAVS	1. Drill usage training within induction. 2. Refresher drill and pipe locator usage training at 6 monthly intervals 3. Goggles 4. RPE face fitting 5. Provision of RPE 6. Ear defenders 7. PA Testing of equipment at 6 monthly intervals 8. Advised to remove /tie back things that could get tangled ie lanyard for name badge, loose clothing, long hair.	2	5	10
			2	3	6
			1	3	3
			1	4	4
<input type="checkbox"/> Accessing / working on underground services <input type="checkbox"/> Rats / vermin	➤ Technician ❖ Infection Major illness	1. Weils disease awareness training included in induction 2. Weils disease issued, to be carried at all times. 3. TBT on disease to be given at 1 yearly intervals	1	5	5
<input type="checkbox"/> Excavating using an excavator or mini digger with no protective screen in place or removed <input type="checkbox"/> Flying debris	➤ Operatives ❖ Being struck by flying debris Major eye injury / blindness	1. Ensure protective screen is in place 2. Goggles / Suitable eye protection 3. Alert / TBT sent out at regular intervals	1	4	4
<input type="checkbox"/> Accessing / Working on underground services <input type="checkbox"/> Silted Pit	➤ Technician ❖ Infection Major Illness	1. Advised to not do the job and send back to manager for over 3m civils 2. Advice during induction 3. All technicians advised during refresher training / Practical TBT on lifting pits	1	4	4
<input type="checkbox"/> Excavating areas with Asbestos present <input type="checkbox"/> Asbestos	➤ Operatives, members of public. ❖ Inhalation of asbestos ▲ Asbestos/ Major Illness	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	5

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.
09/10/2020	Lee Meek	Flame retardant clothing(controls) added whilst excavating and Fire extinguisher on vehicle added.
08/10/2021	James Alderson	None
16/05/2023	Russell Duggan	Excavating areas with asbestos present.

Date of next review: 01/10/2022