

Risk Assessment & Method Statement – Multi-dwelling Unit (MDU)



Project Scope:

Location issues: *Heavy public presence, issues with tenants/public. Specific requirements from the client: armoured cables, metal capping for any external cable run on the walls. All hole's fire sealed and suitable fire clips used.*

Detail:

- Installed before work commences;
 - Service chamber with multi-core fibre,
 - Ducting from chamber to MDU
- From the joint in the chamber individual fibre cables are to be distributed through the existing ducting through the dwelling external wall to the MDU basement.
- Cables fed vertically to all levels via existing dry riser to cupboards
- Cable/Fibre to be left in false ceiling outside of apartments

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, alternatively stored in vehicle and brought back to Map premises in Stockton.

Quality Control:

The installation will be checked on completion by inspection.

Welfare:

Resident WC facilities to be used with permission

Induction/Instruction/Training Required: Map Group induction,site induction,sign/in out of site,SA002-Safety Underground,A16-Managed Install Provision,K8-Hand Rodding in the UG Network,N29-Connectorised MDU,NRSWA, N30-L2C-Connectorized install.

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. Remove chamber cover as per SA002 training (work point 1)
4. Check atmosphere in the chamber is not hazardous using calibrated GDU.
5. Pump any water from the chamber following test for suitability for ground or tank disposal.
6. Check existing duct is clear by pulling rope (already installed in duct) to see if it moves smoothly.
7. If no rope is present, hand rod the ducting to check it is clear.
8. If rope / hand rodding indicates a blockage in the duct, clear site and refer job to Client (civils).
9. Using rod / rope, pull tubing through ducting.
10. Blow fibre through the tubing in the ducting from the chamber (work point 1) to the MDU basement/riser cupboard (work point 2).
11. Remove barriers.
12. Connect external cable to internal cable.
13. Feed the internal cable/fibre through the dry riser to each floor, drilling fresh holes if necessary.
14. Attach at each floor to branches servicing each apartment.
15. Feed cable/fibre through false ceilings to each apartment.
16. Test integrity of connections.
17. Ensure all holes are suitably fire sealed and all waste removed.

	Name	Title	Date
Document Author	Lee Meek	H&S Manager	15/06/2018
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



• Location / Activity ○ Hazard	➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences	Controls	Risk Rating		
			L	C	R
• Road outside premises / removing equipment from van ○ Road Traffic	➤ Technician ❖ Impact from passing vehicle ⤴ Catastrophic	1. Van to be parked with side door accessing cargo area adjacent to the pavement. 2. Hi-Viz to be worn at all times.	1	5	5
• Domestic premises ○ Aggressive pets	➤ Technician ❖ Bites / scratches ⤴ Moderate injury	1. Technician training on actions to take when entering premises during induction. 2. Regular refresher training	2	3	6
• Moving furniture inside premises ○ Manual handling	➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury	1. Manual handling training in induction. 2. Manual handling TBT sent out approximately once per year 3. Regular refresher training at 3 yearly intervals. 4. Specific manual handling assessments	2	4	8
• Carrying equipment / tool. ○ Manual handling	➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury	1. Manual handling training in induction. 2. Manual Handling TBT sent out approximately once per year. 3. Regular refresher training at 3 yearly intervals.	2	4	8
• Access into basement ○ Vermin	➤ Technician ❖ Infection ⤴ Major illness	1. Weil's disease awareness training Inc. in induction. 2. Weil's disease cards issued, to be carried at all times. 3. TBT on diseases to be given at regular intervals.	1	5	5
• Dealing with householder/MDU tenant. ○ Irrational behavior	➤ Technician ❖ Assault ⤴ Major injury	1. Technician training on actions to take when entering premises during induction. 2. Regular refresher training	1	4	4
• Condition of premises ○ Used syringes / needles	➤ Technician, ❖ Needle stick ⤴ Major illness	1. Technician training on actions to take when entering premises during induction. 2. Refresher training/TBT on precautions and what to do if a needle stick injury occurs.	1	4	4
• Condition of premises ○ Used nappies / animal faeces	➤ Technician ❖ Infection ⤴ Major illness	1. Technician training on actions to take when entering premises during induction. 2. Refresher training on entering premises at regular intervals	1	4	4
• Working on overhead network ○ Working at height	➤ Technician, ➤ General public ❖ Fall from height ⤴ Catastrophic	1. Inform manager as designated pole working team available for such work. (Control measures available on BT Openreach Passive Optical Network Pole work RAMS.)	1	5	5
• Accessing / working on underground services ○ Gas	➤ Technician ❖ Explosive atmosphere ❖ Oxygen deficient atmosphere ⤴ Catastrophic	1. Calibrated GDU provided. 2. Gas testing/GDU usage training provided in induction and at regular intervals. 3. Utility provider phone number supplied to technician.	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"> • 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 hands where they cannot be seen. 	2	4	8
<ul style="list-style-type: none"> • Working within false ceiling of MDU ○ Working at Height (WAH) 	<ul style="list-style-type: none"> ➤ Technician ❖ Falling from height ⤴ Major injury 	<ol style="list-style-type: none"> 1. Working at height training specific to stepladders and pop-ups(platform) within induction and A16 accreditation. 2. Regime of thorough examinations of WAH equipment 3. Refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> • Working within riser cupboard. ○ Electricity 	<ul style="list-style-type: none"> ➤ Technician ❖ Electrocutation ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Identification awareness of electricity cables within N29 accreditation. 2. Use of detection equipment. 3. Refresher training at 3 yearly intervals. 	2	5	10
<ul style="list-style-type: none"> • Working within corridors/communal areas of MDU ○ Equipment/Tools/Cable 	<ul style="list-style-type: none"> ➤ Technician ➤ Tenants/Staff of MDU ❖ Slip, trips, falls ⤴ Major injury 	<ol style="list-style-type: none"> 1. Keep all equipment/tools/cable within work area. 2. Be aware of surroundings and ask MDU manager to inform all guests and tenants of the work being carried out. 3. Mini signs/courtesy boards for internal work. 	2	4	8
<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. Assessment on suitability to work/Discussions with client. 	1	3	3
			2	2	4

<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 and guarding pits. (SA002 & NRSWA) 2. Gate guards provided. 3. Sand Bags for windy conditions. 4. Refresher training at regular intervals. 	2	5	10
<ul style="list-style-type: none"> • Accessing / working on underground services ○ Silted pit 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Advised to not do the job and send back to manager for civils. 2. Training within SA002 3. Ensure all technicians know the process 	1	4	4

<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 ○ Lifting pit cover 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury ⤴ Major crush/amputation injury, foot / hand 	<ol style="list-style-type: none"> 1. Specific Manual Handling training in induction and within A9 accreditation. 2. Correct pit lifters/associated equipment provided. 3. PPE/Steel Toe Capped boots provided. 4. On site manual handling training. 5. Regular Refresher training at 3 yearly intervals 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Cable 	<ul style="list-style-type: none"> ➤ Technician ➤ members of the public, ❖ Trip over cable ⤴ Major injury 	<ol style="list-style-type: none"> 1. Keeping cable within working area. 2. Gate guards provided 3. Regular Refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> ● Pulling cables outside ○ Manual handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling training 2. Regular refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> ● Use of power tools/handheld tools ○ Electricity ○ Dust ○ Noise ○ Vibration 	<ul style="list-style-type: none"> ➤ Technician, ❖ Contact with uninsulated source of electricity ❖ Dust inhalation/Entry into eyes ❖ Ringing in ears ❖ Numbness in hands / fingers ⤴ Catastrophic injury ⤴ Mild irritation ⤴ Mild irritation ⤴ Vibration white finger / HAVS 	<ol style="list-style-type: none"> 1. Use of detection equipment. 2. Detection equipment training. 3. Training on visual inspection before drilling during induction and A16. 4. Refresher training at regular intervals. 5. Goggles. 6. RPE face fitting. 7. Provision of RPE 8. Ear defenders 9. PA Testing of equipment at 6 monthly intervals 10. Advised to remove /tie back things that could get tangled ie lanyard for name badge, loose clothing, long hair. 11. Noise assessment/survey for levels of noise and exposure 12. Vibration assessment/survey for levels of vibration and exposure 	1	5	5
			2	3	6
			1	3	3
			1	4	4
<ul style="list-style-type: none"> ● Use of air compressor ○ Noise 	<ul style="list-style-type: none"> ➤ Technician ❖ Excessive exposure ⤴ Industrial noise induced deafness 	<ol style="list-style-type: none"> 1. Compressor used for short duration. 2. Compressor not sited immediately adjacent to the working area 3. Use of hearing protection. 4. Noise assessment/survey for levels of noise and exposure. 	2	3	6
<ul style="list-style-type: none"> ● Using hazardous materials (Silicon, white spirit etc) ○ Hazardous material 	<ul style="list-style-type: none"> ➤ Technician ❖ Contact with hazardous material ⤴ Mild irritation 	<ol style="list-style-type: none"> 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

<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		
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<ul style="list-style-type: none"> ● Underground Chamber / Confined Space working ○ Gas ○ Unsecured chamber ladders ○ Flooding 	<ul style="list-style-type: none"> ➤ Technician ❖ Explosive / oxygen deficient atmosphere ❖ Falls from height ❖ Drowning ⤴ Catastrophic ⤴ Catastrophic injury ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. NC2 City & Guilds Medium/high risk confined space training 2. Refresher confined space training every 2 years 3. Correct confined space equipment available (tripod, winch, harness, escape set, walkie talkies) 4. Calibrated GDU provided 5. Gas testing/GDU usage training provided in induction and at regular intervals. 6. Utility provider phone number supplied to technician. 7. Permit to Work completed before all confined space work 	2	5	10
			3	5	15
			2	5	10
<ul style="list-style-type: none"> ● Use of air compressor ○ Fuel 	<ul style="list-style-type: none"> ➤ Technician ❖ Contact with fuel ❖ Fire / Explosion ⤴ Dermatitis ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Reserve fuel stored securely in sealed containers 2. Reserve fuel containers fitted appropriate nozzle for filling compressor (minimizing splash and spill) 	2	3	6
			1	5	5
<ul style="list-style-type: none"> ● Inside MDU / Installing loft hatch ○ Fire 	<ul style="list-style-type: none"> ➤ Residents, visitors ❖ Fire ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Only install suitable fire rated hatches supplied by Map Group. 2. N29-Connectorised MDU training. 3. Refresher training at 3 yearly intervals. 	1	5	5
<ul style="list-style-type: none"> ● Communal area & Fire Escape Routes of MDU / Installing cables ○ Fire 	<ul style="list-style-type: none"> ➤ Residents, visitors ❖ Fire ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Only use fire rated ties and clips (metal) 2. Additional training and refresher training in the form of N29 3. Refresher training at 3 yearly intervals. 	1	5	5
<ul style="list-style-type: none"> ● Inside MDU / Drilling & disturbing ceilings or walls ○ Asbestos fibres 	<ul style="list-style-type: none"> ➤ Technician, customer, residents, visitors ❖ Excessive exposure ⤴ Asbestos related disease 	<ol style="list-style-type: none"> 1. Asbestos awareness in induction 2. Refresher asbestos awareness TBT at regular intervals 3. Asbestos identification from manager on pre-site survey (Asbestos register) 	2	4	8

• Location / Activity ○ Hazard	➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Working on open walkways outside MDU apartments ○ Working at Height 	<ul style="list-style-type: none"> ➤ Technician, residents, visitors ❖ Falling from height ❖ Struck by falling object ⤴ Catastrophic injury from fall ⤴ Catastrophic injury from falling objects 	<ol style="list-style-type: none"> 1. Working at height training specific to stepladders and pop-ups(platform) within induction and A16 accreditation. 2. Regime of thorough examinations of WAH equipment 3. Refresher training at 3 yearly intervals. 4. Work area secured with barriers below working at height area 5. Use of technician Fall Protection Equipment (FPE), such as harness, pole belt & lanyard (Clipped on to the base of the railings) 6. Regime of thorough examination of FPE equipment 7. Refresher training at 3 yearly intervals 8. Tools / equipment secured using lanyards 9. 2-man teams 10. If any of the above is not in place, STOP work and escalate to your direct line manager/supervisor 	2	5	10
<ul style="list-style-type: none"> • Access into lift motor rooms to survey roofs ○ Lift motor 	<ul style="list-style-type: none"> ➤ Technician ❖ Entanglement ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Fixed barriers in place around the lift motor 2. Ensure all internal walkways within the lift motor rooms are identified and adhered to 3. Minimum 2-man teams 4. Liaise with the local authority as/when entry is required / discussion on possible isolation of the lift motor whilst working/surveying in the area 5. Emergency number available for emergency shut down requirements 6. Awareness training 7. If in doubt, STOP work and escalate to your direct line manager/supervisor 	2	5	10

Review date	Carried out by:	Major Changes
24/06/2019	Lee Meek	Induction/training section added, method wording updated, hazards reviewed and updated.
01/10/2019	Lee Meek	Included confined space
27/08/2020	Lee Meek	Included working on open walkways and access into lift motor rooms
09/10/2020	Lee Meek	Changed all A9 references to SA002

Date of next review: 01/10/2021