DESIGNERS RISK ASSESSMENT FOR:



BARCLAYS
4 PICCADILLY PLACE
MANCHESTER
M1 3BN

DATE: 15th NOVEMBER 2013

PROJECT NO. c2-323

c2:concepts

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Signed:

Dated: 15.11.12

HAZARD MANAGEMENT

The level of Risk has been classified as follows:

HIGH

Very Likely/Likely with possibility of fatality, major illness and or injury.

MED

Possible with potential reportable injury, sickness or substantial damage.

LOW

Very seldom with possibility of minor injury (first aid injury), sickness or damage.

In all cases ALL Contractors and Personnel tasked with carrying out installations and or maintenance must assess the Risk and make every effort to minimise any risk.

RISK ASSESSMENT SHEET 1

Description of Task: Taking Down and removal of Existing Plant Area Screening Panels,

Location: Roof Level

Hazards Identified:

1. Uncontrolled collapse
2. Working at height
3. Falls from height
4. Objects falling from height
5. Manhandling injuries
6. Dust
7. Noise
8. Whole/Partial Body Vibration
9. Proximity to Pedestrians

Who is at Risk: All Construction Personnel & General Public

Consequence of Hazard:

1. Personal injury from falling
2. Injury to others from being hit by falling
3. Personal injury from lifting e.g. back strain, muscular injury etc
4. Inhalation of dust
5. Use of plant & small machinery

The risk before mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All personnel to be made aware of method statements for lifting individual items.
- Scaffolding to be erected and inspected to satisfaction of Site Project Manager
- Installers to be fully qualified and insured to carry out the works.
- Controlled areas of working cordoned off.
- Method Statement for overhead working and in respect of hot works to be submitted.
- Permission for works connected when interfacing with Call Centre to be obtained prior to works commencing e.g. Hot Works permit.
- Use of protective footwear, headgear, goggles when operating equipment.
- Eye / ear protection to be worn by operator.
- Use of any equipment to carry out installation to be as per suppliers guidelines.

The risk after mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

RISK ASSESSMENT SHEET 2

Description of Task: General Builder Works, Access and Cleaning

Location: Whole Site

Hazards Identified:

1. Working close to live services
2. Injuries to limbs, torso and head
3. Danger to eyes
4. Working at height
5. Falls from height
6. Objects falling from height
7. Manhandling injuries
8. Dust
9. Noise
10. Whole/Partial body vibration
11. Restricted access

Who is at Risk: All Construction & Limited FM Personnel

Consequence of Hazard:

1. Personal injury e.g. Tripping, muscle strain, electric shock
2. Injury to others e.g. Falling objects, dust and debris
3. Use of small plant & machinery
4. Inhalation of dust
5. Personal injury from lifting e.g. back strain, muscular injury etc

The risk before mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All personnel to be made aware of method statements to carry out the works.
- Scaffolding to be erected and inspected to satisfaction of Site Project Manager.
- All personnel to be supervised and fully qualified for the nature of the work and appropriately insured.
- All personnel to be qualified in use of power tools / small plant as utilised.
- Controlled areas of working cordoned off and to be adequately supervised.
- Use of crash deck to be agreed with Site Project Manager as applicable.
- Use of protective footwear, headgear, goggles when operating equipment.
- Eye / ear protection to be worn by operators as necessary.
- Use of any equipment to carry out installation to be as per suppliers guidelines.

The risk after mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

RISK ASSESSMENT SHEET 3

Description of Task: Erection of new Plant Area Screening & Installation of exterior high level signage

Location: Whole Site

Hazards Identified:

1. Working at height
2. Falls from height
3. Objects falling from height
4. Manhandling injuries
5. Dust
6. Noise
7. Whole/Partial Body Vibration
8. Proximity to Pedestrians

Who is at Risk: All Construction Personnel & Staff

Consequence of Hazard:

1. Personal injury from falling
2. Injury to others from being hit by falling
3. Personal injury from lifting e.g. back strain, muscular injury etc
4. Manhandling injuries
5. Use of plant & small machinery
6. Inhalation of dust

The risk before mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All personnel to be made aware of method statements for lifting individual items.
- Scaffolding to be erected and inspected to satisfaction of Site Project Manager
- Installers to be fully qualified and insured to carry out the works.
- Controlled areas of working cordoned off.
- Method Statement for overhead working and in respect of hot works to be submitted.
- Permission for works connected when interfacing with Call Centre to be obtained prior to works commencing e.g. controlled area cordoned off, Hot Works permit.
- Use of protective footwear, headgear, goggles when operating equipment.
- Eye / ear protection to be worn by operator.
- Use of any equipment to carry out installation to be as per suppliers guidelines.

The risk after mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

RISK ASSESSMENT SHEET 4

Description of Task: Erecting doors / partitions / general joiner works

Location: Whole Site

Hazards Identified:

1. Contact with electrical services
2. Working at height
3. Objects falling from height
4. Manhandling injuries
5. Dust
6. Noise
7. Whole/Partial Body Vibration
8. Use of small tools

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Personal injury from falling
2. Injury to others from being hit by falling objects
3. Electrical shock
4. Inhalation of dust

The risk before mitigation: HIGH **MEDIUM** LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All personnel to be made aware of method statements to carry out the works.
- Scaffolding to be erected and inspected to satisfaction of Site Project Manager.
- All personnel to be fully qualified for the nature of the work and appropriately insured.
- All personnel to be qualified in use of power tools / small plant as utilised.
- Controlled areas of working cordoned off and to be adequately supervised.
- Use of crash deck to be agreed with Site Project Manager as applicable.
- Use of protective footwear, headgear, goggles when operating equipment.
- Eye / ear protection to be worn by operators as necessary.
- Use of any equipment to carry out installation to be as per suppliers guidelines.

The risk after mitigation: HIGH MEDIUM **LOW**
(Underline as appropriate)

RISK ASSESSMENT SHEET 5

Description of Task: Suspended / Plasterboard Ceiling Installation Throughout

Location: Whole Site

Hazards Identified:

1. Falling from height
2. Working at height
3. Objects falling from height
4. Whole/Partial Body Vibration
5. Contact with electrical installations-electric shock
6. Use of small tools

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Working near live services
2. Personal injury from falling from height
3. Injury to others from being hit by falling objects
4. Possible excessive man-handling
5. Injury due to electric shock
6. Lacerations

The risk before mitigation: HIGH **MEDIUM** LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- Scaffolding to be erected and inspected to satisfaction of Site Project Manager
- Use of crash deck to be agreed with Site Project Manager as applicable.
- Operatives to be closely supervised
- All operatives to be qualified in use of power tools / small plant as utilised.
- Controlled areas of working cordoned off.
- Method Statement for overhead working to be submitted.
- Use of protective footwear and headgear.

The risk after mitigation: HIGH MEDIUM **LOW**
(Underline as appropriate)

RISK ASSESSMENT SHEET 6

Description of Task: Painter Works

Location: Whole Site

Hazards Identified:

1. Contact with toxic/hazardous substances/ materials
2. Contact with flammable substances/ materials
3. Working at height
4. Objects falling from height

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Inhalation of toxic/hazardous fumes
2. Protection from corrosive substances
2. Protection from flammable substances
4. Personal injury from falling
5. Injury to others from being hit by falling objects

The risk before mitigation: (Underline as appropriate) HIGH MEDIUM LOW

Mitigation Measures Required and Implemented:

- COSHH Assessment required
- Fire fighting equipment to be provided
- Detailed work Method Statements required for all works
- Scaffolding to be erected and inspected to satisfaction of Site Project Manager
- Use of crash deck to be agreed with Site Project Manager as applicable
- Operatives to be closely supervised.
- Controlled areas of working cordoned off.
- All operatives to be qualified in use of power tools / small plant as utilised.
- Use of protective footwear, headgear, eye protection, gloves and breathing apparel as required
- Storage and use of materials to be as instructed by supplier.

The risk after mitigation: (Underline as appropriate) HIGH MEDIUM LOW

RISK ASSESSMENT SHEET 7

Description of Task: Access Through Occupied Areas (eg: car park) and Limited Height Operation

Location: Whole Site

Hazards Identified:

1. Falling from height
2. Working at height
3. Objects falling from height
4. Insufficient Height for preferred operation due to existing building fabric
5. Contact with electrical installations-electric shock
6. Lifting and placing of large prefabricated items

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Working near live services
2. Personal injury from falling from height
3. Injury to others from being hit by falling objects
4. Possible excessive man-handling
5. Lacerations

The risk before mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- Scaffolding to be erected and inspected to satisfaction of Site Project Manager
- Use of crash deck to be agreed with Site Project Manager as applicable.
- Lifting & Placing Operations to be closely supervised
- All equipment to be fully tested and certified for use.
- All operatives to be qualified in use of plant as utilised.
- Controlled areas of working cordoned off.
- Notification to passing public and use of banksmen
- Method Statement for overhead working to be submitted.
- Use of protective footwear and headgear.

The risk after mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

RISK ASSESSMENT SHEET 8

Description of Task: Manhandling of Equipment and Materials

Location: Whole Site

Hazards Identified:

1. Lifting injuries
2. Working at height.
3. Objects falling from height.
4. Falls from height

5.Possibility of Trip

6.Possibility of Slip

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Personal injury from lifting e.g. back strain, muscular injury etc
2. Personal injury from falling.
3. Injury to others from being hit by falling objects.
4. Breakable materials causing injury

The risk before mitigation: HIGH **MEDIUM** LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All personnel to be made aware of method statements for lifting individual items.
- Operatives to be closely supervised.
- Controlled areas of working.
- Protective headgear and footwear to be worn at all times.
- Detailed work Method Statements required for all works

The risk after mitigation: HIGH MEDIUM **LOW**
(Underline as appropriate)

RISK ASSESSMENT SHEET 9

Description of Task: Use of small plant and machinery

Location: Whole Site

Hazards Identified:

1. Electric shock
2. Lifting & man-handling heavy materials
3. Injury to operator
6. Noise
7. Whole/Partial Body Vibration

Who is at Risk: All Construction Personnel

Consequence of Hazard:

1. Personal injury e.g. eyes, limbs, torso and head.
2. Electric shock, laceration etc.
3. Possible excessive man-handling
4. Possibility of slip
5. Possibility of trip

The risk before mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- All persons operating machinery to be suitably trained / certified in use of equipment.
- All necessary protective measures to be adopted when using equipment as recommended by supplier.
- Detailed work Method Statements required for all works
- Eye / ear protection to be worn by operator.
- Operatives of equipment to be supervised by qualified personnel.
- Controlled areas of working.

The risk after mitigation: HIGH MEDIUM LOW
(Underline as appropriate)

RISK ASSESSMENT SHEET 10

Description of Task: Operation**,** Maintenance & Cleaning

Location: Whole Site

Hazards Identified:

1. Work at heights.
2. Manual handling (sliding partitions).
3. Slips and trips.
4. Electrical equipment.

Who is at Risk: Maintenance Personnel, Staff

Consequence of Hazard:

1. Strain injury / Possible excessive manual handling
2. Personal injury from falling from height.
3. Personal injury from slipping on the wet floor.

The risk before mitigation: HIGH **MEDIUM** LOW
(Underline as appropriate)

Mitigation Measures Required and Implemented:

- Operation and Cleaning Method Statements/ Recommendations to be provided by manufacturers of the sliding and glazed partition systems (Wonderwall) and to be included in the O&M manual.
- Correct materials for cleaning incorporated into the design ie. the non-slip floors (tea point), easy to clean carpet (circulation area, meeting rooms, open plan office area), cleaning method as per manufacturer's recommendations (to be detailed in the O&M manual).
- Light fittings cleaning and maintenance to be carried out as per manufacturer recommendations (to be detailed in the O&M manual).
- Employee to be made aware of the client's health and safety procedures.
- Provide appropriate equipment for workers to reach high areas (long-handled tool for high dusting or cleaning glass partition at high level).

The risk after mitigation: HIGH MEDIUM **LOW**
(Underline as appropriate)