

Risk Assessments & Method Statements



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In addition to the specific method statements and risk assessments detailed in this document, it should also be noted that we work closely with the client in order to follow specific protocols surrounding the booking of jobs and reporting/signing in requirements at each job site. This will be coordinated via a dedicated quality manager assigned at the start of each contract.



1. Cleaning Instructions for Ventilation/Extraction Systems, Grease Filters & Canopies

Note: All systems cleaned to T19 standards as per BESA requirements.

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Isolate and lock off system fan.
8. Secure the work area. Verify that the client has arranged to turn off gas and electrical equipment below. Make sure gas pilot lights are extinguished, and all controls, including air handling equipment, are isolated.
9. Cover up work area with boards and plastic protective sheeting (boards to be used over potential hot areas).
10. Carefully remove filters and cartridges one by one from the canopy and place them in containers with detergent and warm water, being cautious not to stack them too closely and avoid damage
11. Allow the filters and cartridges to soak for duration of the clean.
12. Remove any access doors from duct work.
13. Take internal photos of plenum, ductwork, and fans as specified by TR19 standards.
14. Take wet film thickness (WTF) readings using a comb reader to all areas as specified by TR19 standards and document in client report (using FootPrint app).
15. Lightly spray all areas (canopy, ductwork and fan) with relevant detergents as per the COSHH data sheet instructions, using a pump sprayer and trigger sprays.
16. Clean all areas of the system:
 - a. Scrape out excess grease
 - b. Scour and rinse areas until clean from any grease
 - c. Repeat process as necessary
 - d. Final rinse of the system with warm water
 - e. Buff/dry all areas to remove streaks
17. Take after photos of plenum, ductwork, and fans as specified by TR19 standards.
18. Retake wet film thickness (WTF) readings using a comb reader to all areas as specified by TR19 standards and document in client report (using FootPrint app).
19. Remove filters and cartridges one by one from the solution. While holding them over the container, clean the filter edges using a 'Greenie'.

20. Conduct a visual and manual quality inspection to confirm the successful removal of grease and other debris. Repeat process if necessary.
21. Rinse filters and cartridges with warm water and buff dry.
22. Clean access doors:
 - a. Scrape excess grease
 - b. Scour and rinse areas until clean from any grease
 - c. Repeat process as necessary
 - d. Final rinse of the doors with warm water
 - e. Buff/dry all areas to remove streaks
23. Replace access doors as necessary.
24. Unlock fan and test airflow using anemometer and document airflow in client report (using FootPrint app).
25. Carefully return the cleaned filters and cartridges to the canopy.
26. After completing the cleaning, dispose of all waste and materials on-site to van. Remove all cleaning equipment, chemicals, and signage to the company vehicle and dry mop kitchen floor.
27. Fully complete online client report (using FootPrint app), to include:
 - a. Before and after photos
 - b. Before and after wet thickness readings
 - c. Airflow readings
 - d. Schematic drawing/system specifications
 - e. If only a partial clean has been possible (due to lack of access to the system) then a full explanation of why this is the case along with recommendations of how to improve access will also be given as part of the final report.
 - f. Document any faults or issues within the system by adding to the report and making client aware.
28. Report to client and sign out as necessary.



2. Cleaning of System Fan (Between Silencers)

Note: If the system fan is located between two silencers then the fan will need to be 'spun out' (i.e partially removed) to gain the necessary access to clean it.

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Undo and remove all bolts (apart from 1 on each side of the fan).
8. Break seal between the fan and silencers, allowing full access to the blades and surrounding areas.
9. Lightly spray the fan with relevant detergents as per the COSHH data sheet instructions, using a pump sprayer and trigger sprays.
10. Clean the fan by:
 - a. Scraping out excess grease
 - b. Scour and rinse areas until clean from any grease
 - c. Repeat process as necessary
 - d. Final rinse of the fan with warm water
 - e. Buff/dry all areas to remove streaks
11. Re-apply sealant between fan and silencers.
12. Replace all bolts as necessary.
13. Test fan.



3. Cleaning Instructions for High-Level Ventilation Canopies, Ductwork & Fans

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Be aware that canopies can be delicate, with potential loose screws, bolts, broken seams, or surface dents. Exercise caution.
8. Properly set up access equipment, such as ladders and other high level access equipment, in a safe manner. Ladders should be inclined at a 1:4 angle (75°). When working at heights between 2-6 meters, either foot the ladder or use an approved ladder stopper or stabiliser.
9. When leaning a ladder against the canopy, do so with care. If possible, position the ladder on the nearest solid surface, such as a wall.
10. Wear a tool belt with all necessary tools attached. This allows both hands to be free when climbing or descending ladders or stepladders. Do not climb beyond four rungs from the top of ladders or stepladders.
11. Clean the canopy using the appropriate chemical on a clean cloth or a 'Greenie.'
12. Rinse the canopy's surface with clean water and, if necessary, polish it dry using clean cloths or stainless steel polish.
13. After completing the cleaning, dispose of all waste and materials on-site to van. Remove all cleaning equipment, chemicals, and signage to the company vehicle and dry mop kitchen floor.

4. Cleaning Instructions for Ventilated Ceiling and Removable Ceiling Tiles

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Ensure that any ceiling-mounted vent-axial type fans are turned off, and their controls are isolated.
8. Secure the work area. Verify that the client has arranged to turn off gas and electrical equipment below. Make sure gas pilot lights are extinguished, and all controls, including air handling equipment, are isolated.
9. Cover any open kitchen equipment, such as hobs or ranges, after ensuring they have cooled down. Use appropriate sheeting to cover solid surfaces.
10. Set up access equipment, like trestles and step ladders.
11. Prepare the cleaning solution following the manufacturer's instructions. Refer to the COSHH assessment for guidance.
12. Transfer the cleaning equipment onto the access equipment, taking care to prevent spillages and observe safe manual handling techniques.
13. Begin cleaning the ceiling systematically, ensuring that each section is cleaned, and any excess solution is promptly wiped from surrounding surfaces.
14. Rinse off the cleaned section with clean water before moving on to the next section.
15. After completing the cleaning, descend from the access equipment and carefully return the cleaning equipment to the floor, following safe manual handling practices.
16. Conduct a visual inspection of the ceiling from ground level to ensure that all areas have been cleaned according to the specifications.
17. After completing the cleaning, dispose of all waste and materials on-site to van. Remove all cleaning equipment, chemicals, and signage to the company vehicle and dry mop kitchen floor.

5. Instructions for Installing Access Doors in Ventilation Ducting

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Conduct a survey of the ducting to determine the best location for fitting the access panel.
8. Erect the necessary access equipment, such as step ladders or ladders (note that where possible, the tops of ladders should be placed on a solid surface).
9. Mark the cutting edge of the access door using the supplied template.
10. Coat the cutting edge with lubricant.
11. Drill a hole as per the template marks.
12. Insert cutting equipment and cut a line from one corner hole to the next in rotation, ensuring that the cut is just short of the next hole. After each line is cut, finish cutting into each hole.
13. Carefully ease the cut panel from the ducting, being mindful of sharp edges.
14. Clean around the edges of the cut opening in the ducting using a general degreaser and a clean cloth or 'Greenie' as needed. Use a file, if necessary, to remove sharp edges from the cut panel edges.
15. Fit the frame of the access door into the ductwork using fold-over cleats and crimp it to ensure a secure fit (for square ducting panels only).
16. Attach the access door to the framework (for square ducting panels only).
17. Verify that the access door opens and closes properly.
18. After completing the installation, dispose of the cut panel and materials on-site to van. Remove all other chemicals and signage to the company vehicle.



6. Cleaning and Replacement of Filters and Access Panels for Air Handling Units

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Set up any necessary "Caution/Warning" signs and cordon off the cleaning area before starting work.
7. Isolate and lock off fan.
8. Erect access equipment, such as stepladders or ladders, in a proper and safe manner. Ladders should be inclined at a 1:4 angle (75°). When working at heights between 2-6 meters, either foot the ladder or use an approved ladder stopper or stabilizer.
9. Ensure that the air handling units are switched off, and the controls are isolated.
10. Open the filter housing unit and remove filters one at a time.
11. If applicable, clean the filter housing unit using cleaning chemicals applied with a clean cloth or 'Greenie.'
12. If applicable, rinse the area with clean, warm water using a clean cloth and buff it dry.
13. If applicable, insert new filters into the unit one at a time, ensuring a correct and secure fit.
14. Close the filter housing unit.
15. Remove the access equipment from the area.
16. Unlock fan and switch the power back on at the isolation point.
17. After completing the cleaning, dispose of all waste and materials on-site to van. Remove all cleaning equipment, chemicals, and signage to the company vehicle and dry mop kitchen floor.

7. Inspection of Fire Dampers

1. Hy5 Cleaning personnel to report to the client upon arrival and sign in. If permits to work are required, these are to be issued by client/point of contact before commencement of works, as well as specific site documentation (i.e. asbestos reports).
2. On site welfare will be made available to all Hy5 Cleaning staff.
3. Site supervisor to read method of works, risk assessments including emergency arrangements and ensure that all operatives are aware.
4. Supervisor to carry out site-specific risk assessment before start of works.
5. Inspect all personal protective equipment (PPE), cleaning tools, and chemicals required for the task. Consult the COSHH assessments for the chemicals to be used.
6. Shut off and lock off fan.
7. Utilising A-frame ladders remove ceiling tiles as required to allow suitable access to fire dampers. Barrier tape and warning signs to be utilised to ensure third parties, e.g. cleaners do not enter work areas. Ensure floor surfaces free of slip and trip hazards.
8. Identify if there is a BESA DW144 standard quick release access panel, to enable inspection of the fire damper. Please note if there isn't an access panel fitted, we will fit one in order to gain safe access.
9. Identify the fire damper on the drawings (if provided by the client) mark-up asset drawing with asset number as per label.
10. Complete the questionnaire on mobile reporting app, and asset list information.
11. Remove access door and inspect to ensure the damper is in the open position allowing airflow and that there are no blockages that would prevent the damper from closing.
12. If the fire damper is controlled by fusible link carefully remove link, allow blades to drop; once closed take a photograph. Reset the damper with the removed fusible link; once open take a photograph. If any lubrication is required apply at this point, if there are any faults, such as failure to close for any reason, report findings to client and record in report.
13. If the fire damper is controlled by an actuator, push testing switch to activate the fire damper and visually inspect rotation.
14. High levels of internal dirt and dust around the damper housing to be removed.
15. Install asset sticker on fire damper access doors or as close to fire damper as possible (if there isn't one present already).
16. Unlock and test fan.
17. On completion of works remove all cleaning materials and equipment from works areas, close all access doors, ensure any removed ceiling tiles are replaced. Leave all areas as found.
18. All areas to be left in a clean/tidy condition (or 'as found'). If any areas are found to be in unsatisfactory condition before work begins, photographs will be taken as evidence of the condition.
19. Any issues with fire compartmentation should be and supported with additional image in the report and reported to the client.
20. Advise client of any faults which require immediate attention.
21. Return all keys, passes etc. Sign out physically at the end of the shift.

8. Risk Assessment for: TR19 Extraction Clean

Personnel directly involved	Members of Hy5 staff
Personnel indirectly involved	Members of business premises
Personnel at risk for particular reasons (trainers/contractors, persons working alone, persons with disability, etc.)	None
Explanation of Task	<ul style="list-style-type: none"> Only Hy5 trained ductwork cleaning operatives to attend site Using signs and barrier tape cordon off suitable area for cleaning Set all equipment up in line with your training Cut out and fit access doors as appropriate to task using template & jig saw Scrape out debris using Stanley knife scraper blades Use pump up sprayer with 'De greaser' or to spray areas as required Use Stainless Steel wire wool or 3M green pads to scrub area clean Rinse off with clean water Use Rotary duct cleaning equipment
Frequency of task	As and when necessary on a job by job basis
Is noise excessive?	No
Is dust/gas/vapour a hazard?	No
Are extremes of temperature or pressure involved?	No
Are excessive stressors present? (culture, demands, control, relationships, change, role)	No
Are repetitive movements' involved or excessive reaching/twisting/stooping?	Some reaching/stretching movements involved to access all areas but not excessive.
Are there any manual handling hazards?	No

Are special first aid or fire precautions needed?	No. However, first aid kit is available in the work vehicle. Staff to ensure they are familiar with the exit routes and any local fire procedures in place.
Details of PPE used (including storage and replacement)	Safety non-cut gloves, goggles. To be stored in company vehicle, see Managing Director for replacements.
Non routine operations (maintenance, loading, changeovers, cleaning)	None
Are tools used which are hazardous (knives, blades) consider disposal and storage?	Staff fully trained is use of tools.
Is machinery used? (checklists, guards, stop buttons, training, maintenance and hazards)	Only fully trained and competent employees to use this equipment.
Would failure of machinery; lighting result in dangerous conditions?	No
What substances covered by COSHH are used? (Storage/disposal):	De greaser and rinse aid– see COSHH assessment.
Is health surveillance needed?	No, but staff to report any symptoms of ill health such as dermatitis etc to Keith Simm the Managing Director.
Are adequate safety signs available?	Yes signage is supplied and barrier tape to be used to control workforce whilst working at height.
Further training/supervision required by personnel	None required. Personnel are fully trained to undertake the task and partake in regular working at height training.
Specific hazards/risks identified	<ul style="list-style-type: none"> Slight possibility of eye/skin damage if chemicals used splash onto skin/in eyes. Slight possibility of cuts from knife or jig saw.
Control measures	<ul style="list-style-type: none"> Employees to always wear correct PPE when using chemicals. Staff to report any skin problems using ill health procedures.
Personnel responsible for monitoring controls	K. Simm

N/A			
Remedial actions taken (include completion dates and priority)			
Action	Actions to be completed by:	Person Responsible	Date completed
N/A	N/A	N/A	N/A

Other comments: All staff onsite will have a site induction before work commences.

Risk Rating (RR) shown for each issue is based on the amalgamation of **Severity** of potential injury and **Likelihood** that the injury will occur:

Risk Rating (RR) = LxS

Likelihood (L)	
1=	Very unlikely
2=	Unlikely
3=	Fairly likely
4=	Likely
5=	Very likely

Severity (S)	
1=	Insignificant
2=	Minor
3=	Moderate
4=	Major
5=	Catastrophic

Risk Rating Score (RRS)

	Severity				
Likelihood	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

1-9	Low
10-15	Medium
16-25	High

**Risk Rating Score (RRS) for assessed task
(High / Medium / Low)**

Taking into account frequency of the task, number of people involved and control measures that have been put in place the risk associated with this cleaning is classed as **Low**.

9. Risk Assessment for: Working at Height – Ladders

Personnel directly involved	Members of Hy5 staff
Personnel indirectly involved	Members of business premises
Personnel at risk for particular reasons (trainers/contractors, persons working alone, persons with disability, etc.)	None
Explanation of Task	<ul style="list-style-type: none"> Only Hy5 trained operatives to attend site Only working at height trained operatives to work off ladders Ensure ground is level and debris free Using signs and barrier tape cordon off suitable area for cleaning Set all equipment up in line with training
Frequency of task	As and when necessary on a job by job basis
Is noise excessive?	No
Is dust/gas/vapour a hazard?	No
Are extremes of temperature or pressure involved?	No
Are excessive stressors present? (culture, demands, control, relationships, change, role)	No
Are repetitive movements' involved or excessive reaching/twisting/stooping?	Some reaching/stretching movements involved to access all areas but not excessive.
Are there any manual handling hazards?	Yes must have 2 operatives to move and position ladders. One must be footing ladder at all times.
Are special first aid or fire precautions needed?	<p>No. However, first aid kit is available in the work vehicle.</p> <p>Staff to ensure they are familiar with the exit routes and any local fire procedures in place.</p>
Details of PPE used (including storage and replacement)	PVC gloves, goggles, harness - To be stored in company vehicle, see Managing Director for replacements.

Non routine operations (maintenance, loading, changeovers, cleaning)	None
Are tools used which are hazardous (knives, blades) consider disposal and storage?	No
Is machinery used? (checklists, guards, stop buttons, training, maintenance and hazards)	Only working at height trained staff to use ladders. Make sure ground is level and debris free.
Would failure of machinery; lighting result in dangerous conditions?	No
What substances covered by COSHH are used? (Storage/disposal):	N/A
Is health surveillance needed?	No, but staff to report any symptoms of ill health such as dermatitis etc to Keith Simm the Managing Director.
Are adequate safety signs available?	Yes signage is supplied and barrier tape to be used to control workforce whilst working at height.
Further training/supervision required by personnel	None required. Personnel are fully trained to undertake the task and partake in regular working at height training.
Details of any special emergency procedures (restricted access, evacuation, machinery shutdown etc.)	N/A
Who is responsible for such procedures?	N/A
Specific hazards/risks identified	<ul style="list-style-type: none"> • Slips • Falls from height • Over reaching
Control measures	<ul style="list-style-type: none"> • Must have 2 operatives to move and position ladders. One must be footing ladder at all times. Operative on ladder must leave 3 rungs from top and must maintain 3 points of contact at all times. Employees to always wear correct PPE. • Staff to report any ill health problems using ill health procedures.
Personnel responsible for monitoring controls	K. Simm

N/A			
Remedial actions taken (include completion dates and priority)			
Action	Actions to be completed by:	Person Responsible	Date completed
N/A	N/A	N/A	N/A

Other comments: All staff onsite will have a site induction before work commences.

Risk Rating (RR) shown for each issue is based on the amalgamation of **Severity** of potential injury and **Likelihood** that the injury will occur:

Risk Rating (RR) = LxS

Likelihood (L)	
1=	Very unlikely
2=	Unlikely
3=	Fairly likely
4=	Likely
5=	Very likely

Severity (S)	
1=	Insignificant
2=	Minor
3=	Moderate
4=	Major
5=	Catastrophic

Risk Rating Score (RRS)

	Severity				
Likelihood	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

1-9	Low
10-15	Medium
16-25	High

**Risk Rating Score (RRS) for assessed task
(High / Medium / Low)**

Taking into account frequency of the task, number of people involved and control measures that have been put in place the risk associated with this cleaning is classed as **Low**.

10. Risk Assessment for: Working at Height – (MEWPS)

Personnel directly involved	Members of Hy5 staff
Personnel indirectly involved	Members of business premises
Personnel at risk for particular reasons (trainers/contractors, persons working alone, persons with disability, etc.)	None
Explanation of Task	<ul style="list-style-type: none"> Only Hy5 trained operatives to attend site Only trained IPAF operatives may site MEWP and set harness up Ensure ground is level and pothole free – safe area to site MEWP Using signs and barrier tape cordon off suitable area for cleaning Set all equipment up in line with training
Frequency of task	As and when necessary on a job by job basis
Is noise excessive?	No
Is dust/gas/vapour a hazard?	No
Are extremes of temperature or pressure involved?	No
Are excessive stressors present? (culture, demands, control, relationships, change, role)	No
Are repetitive movements' involved or excessive reaching/twisting/stooping?	Some reaching/stretching movements involved to access all areas but not excessive.
Are there any manual handling hazards?	No
Are special first aid or fire precautions needed?	<p>No. However, first aid kit is available in the work vehicle.</p> <p>Staff to ensure they are familiar with the exit routes and any local fire procedures in place.</p>
Details of PPE used (including storage and replacement)	PVC gloves, goggles, harness - To be stored in company vehicle, see Managing Director for replacements.

Non routine operations (maintenance, loading, changeovers, cleaning)	None
Are tools used which are hazardous (knives, blades) consider disposal and storage	None
Is machinery used? (checklists, guards, stop buttons, training, maintenance and hazards)	MEWP must only be sited by IPAF trained staff and ground must be level and pothole free – safe area to site MEWP. Only fully trained and competent employees to use this equipment.
Would failure of machinery; lighting result in dangerous conditions?	No
What substances covered by COSHH are used? (Storage/disposal):	N/A
Is health surveillance needed?	No but staff to report any symptoms of ill health such as dermatitis etc to Keith Simm the Managing Director.
Are adequate safety signs available?	Yes signage is supplied and barrier tape to be used to control workforce whilst working at height.
Further training/supervision required by personnel	None required. Personnel are fully trained to undertake the task and partake in regular working at height training.
Details of any special emergency procedures (restricted access, evacuation, machinery shutdown etc.)	None
Who is responsible for such procedures?	N/A
Specific hazards/risks identified	MEWP access required
Control measures	<ul style="list-style-type: none"> • Employees required to have harness on to attach to MEWP • Only trained IPAF operatives to site MEWP in safe area – ground level, pothole free • Employees to always wear correct PPE • Staff to report any ill health problems using ill health procedures
Personnel responsible for monitoring controls	K. Simm

N/A			
Remedial actions taken (include completion dates and priority)			
Action	Actions to be completed by:	Person Responsible	Date completed
N/A	N/A	N/A	N/A

Other comments: All staff onsite will have a site induction before work commences.

Risk Rating (RR) shown for each issue is based on the amalgamation of **Severity** of potential injury and **Likelihood** that the injury will occur:

Risk Rating (RR) = LxS

Likelihood (L)	
1=	Very unlikely
2=	Unlikely
3=	Fairly likely
4=	Likely
5=	Very likely

Severity (S)	
1=	Insignificant
2=	Minor
3=	Moderate
4=	Major
5=	Catastrophic

Risk Rating Score (RRS)

	Severity				
Likelihood	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

1-9	Low
10-15	Medium
16-25	High

**Risk Rating Score (RRS) for assessed task
(High / Medium / Low)**

Taking into account frequency of the task, number of people involved and control measures that have been put in place the risk associated with this cleaning is classed as **Low**.

11. Risk Assessment for: Working at Height – Scaffold Towers

Personnel directly involved	Members of Hy5 staff
Personnel indirectly involved	Members of business premises
Personnel at risk for particular reasons (trainers/contractors, persons working alone, persons with disability, etc.)	None
Explanation of Task	<ul style="list-style-type: none"> Only Hy5 trained operatives to attend site Only trained PASMA operatives may erect scaffold tower and set harness up Ensure ground is level and debris free Using signs and barrier tape cordon off suitable area for cleaning Set all equipment up in line with your training
Frequency of task	As and when necessary on a job by job basis
Is noise excessive?	No
Is dust/gas/vapour a hazard?	No
Are extremes of temperature or pressure involved?	No
Are excessive stressors present? (culture, demands, control, relationships, change, role)	No
Are repetitive movements' involved or excessive reaching/twisting/stooping?	Some reaching/stretching movements involved to access all areas but not excessive.
Are there any manual handling hazards?	No
Are special first aid or fire precautions needed?	<p>No. However, first aid kit is available in the work vehicle.</p> <p>Staff to ensure they are familiar with the exit routes and any local fire procedures in place.</p>
Details of PPE used (including storage and replacement)	PVC gloves, goggles, harness - To be stored in company vehicle, see Managing Director for replacements.

Non routine operations (maintenance, loading, changeovers, cleaning)	None
Are tools used which are hazardous (knives, blades) consider disposal and storage	None
Is machinery used? (checklists, guards, stop buttons, training, maintenance and hazards)	Tower scaffold only to erected by PASMA trained staff and ground must be level and debris free. Only fully trained and competent employees to use this equipment.
Would failure of machinery; lighting result in dangerous conditions?	No
What substances covered by COSHH are used? (Storage/disposal):	N/A
Is health surveillance needed?	No but staff to report any symptoms of ill health such as dermatitis etc to Keith Simm the Managing Director.
Are adequate safety signs available?	Yes signage is supplied and barrier tape to be used to control workforce whilst working at height.
Further training/supervision required by personnel	None required. Personnel are fully trained to undertake the task and partake in regular working at height training.
Details of any special emergency procedures (restricted access, evacuation, machinery shutdown etc.)	None
Who is responsible for such procedures?	N/A
Specific hazards/risks identified	Mobile tower scaffold access required
Control measures	<ul style="list-style-type: none"> • Employees required to have harness on to attach tower scaffold • Only trained PASMA operatives to erect scaffold in level and debris free area • Employees to always wear correct PPE • Staff to report any ill health problems using ill health procedures.
Personnel responsible for monitoring controls	K. Simm

N/A			
Remedial actions taken (include completion dates and priority)			
Action	Actions to be completed by:	Person Responsible	Date completed
N/A	N/A	N/A	N/A

Other comments: All staff onsite will have a site induction before work commences.

Risk Rating (RR) shown for each issue is based on the amalgamation of **Severity** of potential injury and **Likelihood** that the injury will occur:

Risk Rating (RR) = LxS

Likelihood (L)	
1=	Very unlikely
2=	Unlikely
3=	Fairly likely
4=	Likely
5=	Very likely

Severity (S)	
1=	Insignificant
2=	Minor
3=	Moderate
4=	Major
5=	Catastrophic

Risk Rating Score (RRS)

	Severity				
Likelihood	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

1-9	Low
10-15	Medium
16-25	High

Risk Rating Score (RRS) for assessed task (High / Medium / Low)

Taking into account frequency of the task, number of people involved and control measures that have been put in place the risk associated with this cleaning is classed as **Low**.