

RISK ASSESSMENT

Risk Assessment Reference: RA 052 ATM Removal					Assessor: Stephen Turner		Area/Location: Inside / Outside Customer's Premises			
Persons Exposed:		Employees: ☒			Clients Staff / Visitors ☒		Contractors ☒		Public ☒	
Hazard / Activity	Risk	Risk Rating			Control Measures to Reduce Risk	Residual Risk				
		Probability	Severity	Risk		Probability	Severity	Risk		
Weather	Slips, falls, sun burn, hypothermia	3	3	9	Prior to commencing work check the weather conditions and wear appropriate PPE. Rain, snow and ice will affect ground conditions and increase manual handling risks. Ensure that any debris caused by the weather conditions is cleared away. Ensure that in hot weather conditions sun protection creams is worn and drinking water is in the vehicle.	1	3	3		
Terrain and ground conditions.	Unstable, sliding or twisting ATM due to camber in pavement or cobbles in road. Damage to Telecoms covers due to weight of safe.	4	3	12	Walk the route from the vehicle to the ATM installation/removal point and identify any hazards and ensure the route is clear. If the route is not clear or if damage is likely to be caused to property or infrastructure then find an alternate route. Once the route is clear apply protection arrangements such as aluminium, steel or plywood spreader plates. Where there is a camber in the pavement one operative is to position themselves on the camber side to counteract the lean. Where cobbles are encountered use spreader plates. Where there is a potential for floor damage within the building floor protection must be put in place prior to moving a ATM.	2	3	6		
Asbestos Containing Materials	Asbestosis Mesothelioma	3	5	15	On arrival at the customer's premises check the asbestos register to identify the position of known asbestos. If it is anticipated that the safe removal or installation will disturb asbestos work will not commence. If during the safe removal or installation asbestos is damaged or is identified, stop work and report it to the premise’s occupier or owner.	1	5	5		
Protecting the public, visitors and other contractors.	Injure, maim, crushing	3	3	9	Liaise with the building owner or occupier and explain the work to be undertaken. Arrange for the route to be cleared of members of the public and other contractors or visitors where practical. When moving the ATM ensure that visual checks are carried out to avoid physical contact with any member of the pubic or other persons. Ensure other contractors in the vicinity are aware of what work is being undertaken and liaise with them to ensure good co-operation, communication, co-ordination and to ensure they keep a clear route.	2	3	6		

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Manual Handling	Musculoskeletal Disorders, Back pain, cuts and abrasions	4	4	16	Avoid unnecessary manual handling operations and where possible use handling aids, tools and equipment to reduce manual handling injuries. Operatives trained in manual handling techniques. Ensure that jacks and lifting bars are correctly positioned before applying pressure. All manual handling operations will take into account the individual's capability and medical conditions. Heavy items to be moved by a minimum of two operatives. Safety footwear must be worn. Use of pallet truck to move ATM though the building to/from vehicle. Pallet truck to be free from defects and maintained.	2	4	8	
Placing metal roller bars under the ATM to manoeuvre the ATM from its existing position.	Crushing, breaks, cuts and bruises.	3	3	9	High level of coordination and cooperation between operatives. Good communication with the person taking the lead. ATM to be raised and placed on timber skids prior to being moved using a pallet truck. Under no circumstances must the operative place their hands directly under the ATM when it is being raised. When placing timbers or rollers under the ATM care must be taken to ensure that the jacks are not disturbed and that fingers are not crushed.	1	3	3	
Use of goods lifts or passenger lifts	Overloading of lift	3	3	9	Check that the customer, occupier or building owner has permitted use of the lift. Where the lift is used check that the weight of the ATM, persons and equipment in the lift do not exceed the safe working load of the lift. Ensure that floor protection is put on the floor of any passenger lift.	1	3	3	
Slips, Trips & Falls	Breaks, Cuts, bruises	3	3	9	Ensure that tools, equipment and materials are not left in a position where persons can trip over them. Keep walkways and fire exits clear. Maintain good housekeeping.	2	3	6	
Use of tools and equipment	Electrocution, Silica dust, Failure of lifting accessories, HAVS	3	4	12	Ensure that all tools and equipment are visually checked for defects. All electrical power tools to be portable appliance tested at least 12 monthly. Tools and equipment to be maintained. All lifting equipment and accessories to have a current test of thorough examination. Persons using grinders must have abrasive wheel training and wear face/eye protection. Drill bits to be kept sharp to reduce vibration. Where there is potential for exposure to silica dust a FFP3 dust mask is to be worn.	1	4	4	

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Signed by: 					Date: 31.01.2022				
By signing this document confirmations that the relevant undersigned employee has seen and understood the Risk Assessment and will adhere to the measures and action list in the document. This document is to be signed prior to any works commencing									
Name					Signature		Date		