

W J STRUCTURES (GROUP OF COMPANIES LTD) - RISK ASSESSMENT

ASSESSMENT DETAILS / LOCATION						DESCRIPTION OF TASK TO BE UNDERTAKEN						
Work Location:	RYLANDS BUILDING, MARKET ST, MANCHESTER M60 1TA		Client	ARCADIS LTD		STRUCTURAL INVESTIGATION AND REINSTATEMENT						
Date of Assessment:	07/01/2022											
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties		YES			
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*		
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:		N/A			
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK						
	H	M	L			H	M	L				
Obstruction of assigned emergency routes	✓			Emergency arrangements to be communicated before work commences. Emergency escape and access routes must be kept clear and without obstruction. All emergency / firefighting equipment to be available for use and accessible. Restricted areas to be communicated and access prevented.							✓	
Slips, Trips and Falls on the same level		✓		Area around works to be kept tidy and maintained in a clean and tidy condition. Tools / equipment / materials to be stored safely eliminating trip hazards. Housekeeping standards to be maintained and appropriate action taken. Operatives to clear up their own debris / waste progressively.							✓	
Public / Third Party Protection	✓			Physical barriers / Warning notices / Signage to be erected around the work area to prevent unauthorised access. Physical barriers to be inspected and maintained in a secure condition. All plant / tools / materials to be stored within the barriers and public / third party access areas kept clear of obstructions.							✓	
Collision of vehicles / plant with persons or structures	✓			Specific delivery points to be allocated for the delivery of materials / equipment. Pedestrian / Traffic access routes and directional signage to be followed. Operatives shall wear hi-visibility clothing Site speed limits to be observed and followed. All plant to be operated by trained and competent personnel.							✓	

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Date of Assessment:	07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties		YES		
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
COVID-19: Spread via uncleanliness (hands, mouth etc)	✓			Ensure hands are washed often with soap and hot water for at least 20 seconds. All operatives to maintain good social distancing practices working in compliance with all current guidelines to prevent the spread of COVID-19.				✓			
COVID-19: Coughing, sneezing etc spreading the virus.	✓			If operatives show any symptoms of the disease, tickly cough, fever, etc. They are to be removed from site immediately. Or if they develop symptoms at home, they must not return to site. All operatives to maintain good social distancing practices working in compliance with all current guidelines to prevent the spread of COVID-19.				✓			
COVID-19: Virus carry on hand tools passed around.	✓			After using a tool, operatives shall wipe down handles and grip points before another operative uses it. All operatives to maintain good social distancing practices working in compliance with all current guidelines to prevent the spread of COVID-19.				✓			
COVID-19: General virus spread.	✓			Operatives shall always keep a distance of at least 2m, where gloves, masks, often wash their hands and tools. All operatives make a cooperative effort to reduce the risk of spread. All operatives to maintain good social distancing practices working in compliance with all current guidelines to prevent the spread of COVID-19.				✓			

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Date of Assessment:		07/01/2022											
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties		YES				
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*			
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:						
DESCRIPTION OF HAZARD		RISK RATING			CONTROLS				FURTHER ACTION REQUIRED		RESIDUAL RISK		
		H	M	L							H	M	L
Inhalation of crocidolite, amosite, chrysotile and other airborne asbestos fibres leading to chronic and potentially fatal lung disease such as lung cancer, pleural plaques, mesothelioma and asbestosis.		✓			Before all intrusive work commences on all buildings built before 2000 a Refurbishment and Demolition Survey or a Management Survey must have been completed. Survey to identify the location of any Asbestos Containing Materials(ACM's) present on the project. Where a Construction Phase Plan is in place the locations will be further identified and communicated at induction. All operatives who may come into contact with potential ACM's must have undergone asbestos awareness training. No intrusive works or use of power tools to be undertaken where it is believed they may disturb any suspected ACM's. Under no circumstances will must unlicensed companies or untrained personnel remove or undertake work that is liable to disturb known asbestos materials. Where asbestos has been identified from samples or on-site identification no work liable to disturb that asbestos shall take place at any time until the asbestos has been removed by a licensed contractor. Re-occupation of areas where ACM's have been removed must only be permitted following the issue of clean air certification of a written confirmation of re-occupation obtained. Where suspected Asbestos is discovered during operations, work must stop IMMEDIATELY and the area in question CORDONED OFF and all access restricted to prevent accidental disturbance or exposure A Licensed Specialist Asbestos contractor must be appointed to deal with any suspect material. Physical barriers should be erected to prevent third party entry to the suspect area.								✓

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Date of Assessment:	07/01/2022										
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PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
Contact and entanglement with wheel / disc – cuts, lacerations	✓			Under no circumstances must an unguarded machine be used. All loose clothing to be kept away from moving parts of plant and equipment. Operatives must inspect the machine to ensure that the guard is securely in position Equipment to be at a complete standstill before being set down after use.						✓	
Burst wheel or disc	✓			Operatives must be trained and competent to change abrasive wheels and operate the equipment on which the wheel is mounted, Correct type of wheels / discs to be selected for the type of work. Spindle speed of the machine to be checked and appropriate disc selected. Equipment must be fully guarded and guards must not be altered or removed.				✓			
Flying particles		✓		Grade One impact goggles must be worn during powered cutting operations. Operative to inspect goggles for damage prior to use and replace if necessary. Defective goggles and PPE to be replaced immediately.						✓	
Inhalation of stone / silica dusts	✓			Water suppression and / or engineering controls to be used at all times. FFP3 Dust masks to be worn and face fit training completed. Containment facilities to be established where a third-party interface exists A specific COSHH assessment will be required for silica dust.				✓			
Noise	✓			Hearing protection zones to be established as required with signs and notices posted. Operatives to wear suitable ear defenders during use. All operatives working within hearing zones to wear ear defenders. Noise levels to be monitored at all times and appropriate action taken						✓	

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Public / Third Party Protection	✓			No cutting shall take place where there is a risk to the public. Physical barriers and warning notices to be erected to prevent unauthorised access Operations times to reduce the risk to others, out of hours working considered Physical barriers / screens to be provided & inspected daily and maintained in a secure condition.				✓
Vibration		✓		Low vibration rated equipment to be selected Vibration log to be kept where exposure action levels are exceeded Gloves must be worn during use to reduce exposure				✓
Fire / Explosion	✓			Hot work permit to be obtained and localised fire extinguishant at work location Ensure that combustion and ignition sources are kept apart at all times. Fire retardant material to be used / enclosure to be erected where required.			✓	

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Date of Assessment:	07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties	YES			
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
Slips, Trips and Falls on the same level		✓		Area around works to be kept tidy and maintained in a clean and tidy condition. Tools / equipment / materials to be stored safely eliminating trip hazards. Housekeeping standards to be maintained and appropriate action taken. Operatives to clear up their own debris / waste progressively.						✓	
Manual Handling	✓			Reduce need for manual handling by utilising mechanical means Materials to be placed as close to the working area as possible Personnel instructed in safe lifting techniques. Manual handling assessment to be completed for bulky, unwieldy and large items						✓	
Falling objects	✓			Working platforms to have toe boards, double guardrails and brickguard contained. No work to be permitted underneath any work at height. Materials and debris must not be "bombed" to ground.				✓			
Flying particles		✓		Eye protection during cutting or chipping operations. Operative to inspect eye protection for damage prior to use and replace if necessary.						✓	
Contact with hazardous materials / dusts	✓			Water suppression and / or engineering controls introduced using angle grinders FFP3 Dust masks to be worn and face fit training completed. Containment facilities to be established where a third-party interface exists A specific COSHH assessment will be required for silica dust.				✓			
Noise	✓			Hearing protection zones to be established as required with signs and notices posted. Operatives to wear suitable ear defenders during use. All operatives working within hearing zones to wear ear defenders. Noise levels to be monitored at all times and appropriate action taken						✓	
Power tools and hand tools		✓		Plant to be operated by trained, competent personnel (CPCS card required) Power tools to be free from defects, certificated and visually inspected before use Power tools to be operated by trained competent persons only Hand tools to be defect free and defective tools removed from service immediately							

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Date of Assessment:	07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties		YES		
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
Public / Third Party Protection	✓			Physical barriers and warning notices to be erected to prevent unauthorised access Exclusion area to be established around area of stepladder / ladder use						✓	
Slips and trips		✓		Ensure safe access is always maintained to the bottom of the ladders. Work area around ladders / stepladders is to be kept tidy at all times. Tools and materials are properly stored which does not create a trip hazard.						✓	

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Date of Assessment:	07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties	YES			
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
Public Interface	✓			Physical barriers and warning notices to be erected around the work area. Unauthorised access to be prevented PRIOR to commencement. Plant, tools and materials will be kept shut inside the working area Plant, tools and materials not be left unattended in publicly accessible areas. Banksman utilised for all reversing delivery or company vehicles. High Visibility clothing to be worn at all times when working in public areas. ID badges to be displayed when required. Area around works to be kept tidy and maintained in a clean and tidy condition. Tools / equipment / materials to be stored safely eliminating trip hazards. Housekeeping standards to be maintained and appropriate action taken					✓		
Fall of materials from height		✓		Barriers, fixed covers with warning notices, crawling boards, to be used to prevent falls through fragile materials or openings. Brick guards, fans, monarflex etc to be used prevent falling materials. All ladders are tied, held, secured and removed during out-of-work hours Adequate edge protection or scaffold is required to prevent falls. Safety netting installed where required in public areas.					✓		
Flying Particles / Dust	✓			Work equipment to utilise dust suppression equipment or vacuum attachments Where practicable members of the public are to be diverted away from the area. Dust, noise and debris levels must be monitored and work ceased where required. Protective screens erected to prevent dust / particles leaving the demarcation zones. Stand-by attendant present to prevent contact with dust / flying particles. Out of hours working to be considered.					✓		
Asbestos – Hazardous Materials	✓			Work prohibited in any public areas that may involve the release of ACM's. Licensed contractors only must be utilised to remove ACM's If ACM's are suspected work must be STOPPED and access prevented Use of chemicals in public areas is to be strictly controlled, hazardous substances that may release odours that may affect public health must not be used. Storage of chemicals and materials bot to be permitted within public access areas.					✓		

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Noise / Vibration		✓	Noise and vibration levels to be monitored and controls introduced where required. Engineering controls introduced to reduce levels such as suppression, damping, etc Enclosures to be considered where required and peak public hours avoided. Time restrictions for vibration and noisy generating operations to be introduced .			✓
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Work Location:	RYLANDS BUILDING, MARKET ST, MANCHESTER M60 1TA		Client	ARCADIS LTD		 Structures Restoring the past. Building the future.				
Date of Assessment:	07/01/2022									
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties	YES		
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:			
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK				
	H	M	L			H	M	L		
Working alone	✓			Contact details to be established between the Head office and the person undertaking the lone working, mobile telephone, radio, personal alarm etc. Regular contacts must then be agreed either via Head Office or the direct Line Manager of the operative concerned. Contact interval must be a minimum of 2 hours but this time may be shortened dependent on the working area and location. Where Operatives are working alone in areas or rooms within OCCUPIED premises they MUST sign – in to the Clients establishment in order to make the client aware of exactly where and how long they will be working. When working in a lone worker situation no roof work or work at height involving the use of ladders above 3mtrs or mobile towers must be undertaken. Use of power tools should be restricted such as stihl saws. Where external work is required above ground level in a lone worker situation work must cease immediately and Line Manager contacted for a second operative to attend the site.					✓	

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			If operatives start to feel unwell, they must stop their work activity immediately, report to their Line Manager and leave site or wait for medical assistance On no account shall any Operative attempt to undertake work Plumbing or an Electric works unless they are qualified to do so. NB IF THE SITUATION IS DEEMED UNSAFE THEN LEAVE THE WORKING AREA IMMEDIATELY AND CONTACT YOUR LINE MANAGER. Where any individual feels that they are being physically threatened during lone working, they must stop work immediately, clear all tools and equipment and make the area as safe as possible then leave the area immediately.			
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Work Location:	RYLANDS BUILDING, MARKET ST, MANCHESTER M60 1TA		Client	ARCADIS LTD		MANUAL HANDLING					
Date of Assessment:	07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties	YES			
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*	
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:				
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK					
	H	M	L			H	M	L			
Slips, trips and falls	✓			Before carrying out any handling operations the route to the new location must be checked for any hazards and any obstructions removed to enable a clear passage. Working platforms must be kept free of obstruction and a clear route maintained. Route to be kept tidy at all times and spillages cleared immediately Tools and material to be stored properly so not creating trip hazard Transit route to be well lit with transitional lightning in place. If conditions are icy or slippery then STOP and take the necessary action.				✓			
Sprains and strains	✓			Mechanical means to be considered to move objects, e.g. Trolleys , barrows, lifters Loads to be split into manageable sizes where possible. Weight of load to be moved to be ascertained before manually handling. Know and realise your own capabilities. Do not attempt to lift anything beyond your physical capabilities Prior to lifting attempt to move load slightly to assess if you can move it safely. If you have any doubts do not move the object and obtain help. For bulky or unwieldy a separate manual handling assessment will be required. Two man lifts to be introduced where appropriate				✓			
Hazardous Chemicals	✓			Know the nature of the load you are moving obtain material data sheets and transport the load in accordance with information contained. Ensure containers are tightly sealed to avoid spillages of any substances, ensure spill kit present. Wear the correct PPE in accordance with the material being moved.				✓			

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				Ensure storage requirements of hazardous chemicals are followed			
Public – Third Party Protection		✓		Barriers and Signs to be placed to prevent unauthorised access to working areas A second person to be utilised whilst manual handling operations are taking place within an area where there is public/ third party interface Where an object may be temporarily insecure, barriers to be erected to prevent the public gaining access to it or injuring someone should it fall.			✓
Cuts and bruises / Lacerations		✓		Gloves to be worn when handling sharp objects or moving materials Sharp edges to be protected before manually handling materials			✓

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Work Location:		RYLANDS BUILDING, MARKET ST, MANCHESTER M60 1TA		Client	ARCADIS LTD		FIRE PREVENTION					
Date of Assessment:		07/01/2022										
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties	YES				
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140	*		
	Eye Protection EN 166	*	Fall Arrest	*	* = As required		Additional PPE:					
DESCRIPTION OF HAZARD	RISK RATING			CONTROLS	FURTHER ACTION REQUIRED	RESIDUAL RISK						
	H	M	L			H	M	L				
Fire / Explosion	✓			All flammables / fuels to be stored correctly in lockable cages with signage displayed. All combustible materials to be cleared away from location of hot work. Fire blanket will be placed below exact location of hot work. Smoking is not permitted other than in designated areas Hot works are subject to a permit-to-work system. Follow manufacturer's instruction re the safe use of the material Do not use materials which do not have a warning label on the container / pack Fire extinguishers to be available and maintained for the duration of the works. Suitable means for raising the alarm in the event of any emergency and details of action to be taken on hearing the alarm must be developed and communicated Refuelling of petrol driven plant must take place only within a well-ventilated area. Only use electrical equipment operating at 110v shall be permitted on site. Adequate means of escape must be provided from each part of the site / building and an assembly point designated and communicated to all persons attending site. Comply with the project fire evacuation process at all times Good housekeeping to be observed at all times. Site fires will not be permitted at any time on site. Site waste and debris must be removed from site on at least a daily basis Refer to COSHH Assessments for specific materials. Adequate PPE will be utilised in line with the COSHH risk assessment.						✓		
Public / Third Party protection	✓			Physical barriers & warning notices to be erected around the hot works area Before leaving project the area of hot work to be checked for fire or smoke All hot works must be stopped at least one hour prior to leaving site.							✓	

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Hazardous Chemicals	✓			Material data sheets to be obtained for all flammable substances Ensure containers are tightly sealed to avoid spillages of any substances. Wear the correct PPE in accordance with the material being moved. Ensure storage requirements of hazardous chemicals are followed. Lockable cages to be utilised where required for chemical storage			✓
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Date of Assessment:		07/01/2022												
AT RISK	Employees	YES	Other Operatives	YES	Apprentices / Young Persons	YES	Members of the public – Third Parties			YES				
PPE	Head Protection EN 50365	YES	Safety Footwear EN 20345	YES	Hi-visibility clothing EN 471	YES	Hand Protection EN 388 – 4542C	*	Respiratory Protection EN 140		*			
	Eye Protection EN 166	*	Fall Arrest	*	* = As required			Additional PPE:						
DESCRIPTION OF HAZARD		RISK RATING			CONTROLS				FURTHER ACTION REQUIRED		RESIDUAL RISK			
		H	M	L							H	M	L	
Working at Height			✓		All equipment for work at height must be visually inspected before use. Working platforms to be fully boarded complete with toe boards & guardrails All operatives to be competent to use any equipment supplied for work at height Signage to be erected to indicate work at height and alternative access routes.								✓	
Manual Handling		✓			Materials to be placed as close to the working area as possible Personnel instructed in safe lifting techniques. Board lifters to be utilised during ceiling boarding works. Two person lifts to be introduced during board fixing operations								✓	
Slips, Trips and Falls on the same level			✓		Area around works to be kept tidy and maintained in a clean and tidy condition. Tools / equipment / materials to be stored safely eliminating trip hazards. Housekeeping standards to be maintained and appropriate action taken. Operatives to clear up their own debris / waste progressively.								✓	
Asbestos Containing Materials		✓			Asbestos registers or surveys to be obtained prior to work commencement. Where ACM's are suspected work must stop IMMEDIATELY and area secured. ALL Asbestos removal works will be complete by a specialist sub-contractor. All operatives to be Asbestos Awareness trained working on pre-2000 buildings								✓	
Contact with hazardous materials		✓			FFP3 Dust masks to be worn and face fit training completed. Mixing area to be established and third-party access restricted A specific COSHH assessment will be required for plaster materials.								✓	

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Power tools and hand tools		✓	Paddle Mixers to be free from defects, certificated and visually inspected before use Power tools to be operated by trained competent persons only Power tools to carry PAT proof Electric tools to be operated at 110v only Hand tools to be defect free and defective tools removed from service immediately			✓
Public / Third Party Protection	✓		Physical barriers and warning notices to be erected to prevent unauthorised access Material storage to be controlled in agreed laydown areas. Access to mixing areas to be prevented.			✓

ASSESSMENT DETAILS / LOCATION				DESCRIPTION OF TASK TO BE UNDERTAKEN	
Work Location:	RYLANDS BUILDING, MARKET ST, MANCHESTER M60 1TA	Client	ARCADIS LTD	Record of Briefing of Persons undertaking works.	
Date of Assessment:	07/01/2022				
Name	Signature	Comments		Date	



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