RISK ASSESSMENT RECORD

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| **ACTIVITY/ LOCATION/ EQUIPMENT/ PROJECT**  GENERAL HAZARDS TO BE CONSIDERED WHILST  UNDERTAKING CLEAN & GREEN OPERATIONAL  TASKS | **FUNCTIONS/ PERSONS AFFECTED** | **ASSESSMENT DATE: 11/05/2022**      **REVIEW DATE: 11/05/2025** | **RA NUMBER**    **RL / CG / 56**    **Revision 6** |
| DCC Operatives, Contractors, Agency Employees, Members of the Public, Site Visitors, Service Users, Volunteers |
| **Service Team:** Clean and Green |

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| **No:** | **Hazard** | **Risk** | **Current Controls** | **Assessment Severity Likelihood** | | **Level** | **Further Controls/ Action** |
| 1 | Contact with underground buried services | Fatality, electrocution, electrical burns, fire,  explosion, asphyxiation, drowning    Loss of utility services to members of public and/or emergency services e.g. hospital. | * Obtain service drawings and all other relevant information. * Complete visual site survey i.e. stop tap covers, BT covers, gas valves etc to assist to identify areas of services and other underground structures. * Record findings of the survey where services have been found and communicate with operatives on site. * Operatives trained in the use of CAT and GENNY. * Survey the site to identify the services and other underground structures .Use a Cable Avoidance Tool (CAT) and GENNY prior to start of works and during the works. * Equipment to be calibrated on annual basis. * Identify the location and route of services with the use of paint, pegs etc. * All underground services should be treated as ‘live’ until confirmation of isolation received from the relevant utility company. * Do NOT handle or attempt to alter position of exposed service. * Operatives MUST follow safe digging practices, trial holes to be dug using insulated hand tools to confirm the position of any detected services. | 4 | 2 | M | Where there is any doubt about the identity of an exposed service it should be treated as an electricity or gas pipe until proven otherwise.    If an underground service suffers damage during works, inform the owner/operator. In the case of electricity cables, gas pipes, other pipelines or high pressure water mains, arrange to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator.    Prior consultation with the appropriate utility company must take place before the start of works where high voltage, high pressure gas or high pressure water mains have been identified. |

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|  |  |  | • | Special care to be taken when digging near to the suspected route of the services. |  |  |  |  |
|  |  |  | • | Damaged services to be reported immediately. |  |  |  |  |
|  |  |  | • | Mechanical excavators or power tools NOT to be used within 0.5m of the suspected route of the services. |  |  |  |  |
|  |  |  | • | Once exposed, services may need to be supported and MUST never be used as handholds or footholds for climbing out of excavations. |  |  |  |  |
|  |  |  | • | Operatives to ensure backfill materials do not contain any items likely to damage the services (e.g. large rocks or hard core material). |  |  |  |  |
|  |  |  | • | Where heavy plant may have to cross the line of any vulnerable service during works, a defined crossing point to be identified and underground service to be protected. |  |  |  |  |
|  |  |  | • | Smoking prohibited around site. |  |  |  |  |
|  |  |  | • | Use the appropriate warning signs, barrier tape and barriers to ensure the site is safe at all times. |  |  |  |  |
| 2 | Contact with high/low voltage overhead power lines/overhead obstructions | Fatality, electrocution, electrical burns, fire and/or explosion. | •  •  •  •  • | Arrange for overhead line to be isolated for the duration of the works.  If it is not possible to isolate or re-route the supply, arrange with electricity supplier for overhead power lines to be shrouded. Site specific risk assessment to be completed and communicated to operatives prior to works commencing.  Operatives must assess working area to identify any overhead obstructions prior to start of works.  Overhead obstruction to be identified e.g. BT cable, CCTV. | 4 | 2 | M | Work can be passed to the utility company for them to carry out the works i.e.  Trees |

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| 3 | Driving, transporting of materials and  load security | Injuries to operatives or members of the public through loss of load leading to fatality, major injuries etc. | •  •  •  •  •  •  •  •  •  •  •  •  •  • •  • | Driver to hold relevant driving licence and only operate vehicles in accordance with their licence and training. 6 monthly driving licence checks completed.  Drivers check their vehicles daily and fill in the vehicle defect book. Any faults are reported to the workshops immediately.  Driver MUST comply with the Highway Code at all times.  For transporting materials competent drivers MUST have completed in-house training  ‘Load Security’ course.  Driver to be aware of Safe Working Load (SWL).  Driver to check the weight of the load to be carried.  Driver to ensure the vehicle is capable of carrying the size and type of load.  Driver to check load straps and lashing to ensure they are in good condition.  Driver MUST check load prior to moving and whenever items are added or removed.  Driver to be aware that loads can settle and shift during a journey.  Check load at regular intervals and following heavy breaking or sudden direction change. DO NOT climb onto the vehicle or the load unless safe means of access are available.  Driver MUST ensure that the vehicle cab is NOT used for the storage of materials.  Vehicle cab to be kept clean and tidy. Beacon must be fitted and operating at all times.  First aid kit issued to all crews and stored in cab | 4 | 2 | M |  |

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|  |  | Injuries to members of the public/staff during reversing | •  • | Reversing is avoided by planning routes to minimise  Where reversing cannot be eliminated, reversing assistants must be used in highly populated areas, in town centres and in/around schools. | 4 | 2 | M |  |
| 4 | Working on or adjacent to the highway. | Operative may be struck by vehicular traffic resulting in death or impact injuries. | •  •  •  •  •  •  •  •  • | Operatives have been trained in Signs and cones to Chapter 8 standard.  Operatives to place out warning, information and directional signs to warn traffic users and members of the public of work in progress.  Consider timing of work – work to be carried out outside peak times where possible in highly populated areas (such as town centres).  All operatives MUST wear mandatory hivisibility clothing class 2 or 3 (EN 471) depending on work area and road speed, to be specified in site specific risk assessment. Operatives to be vigilant for other traffic whilst exiting vehicle.  Vehicles to be parked in a safe position, not obstructing other road users or pedestrians. Drivers to ensure compliance for site access/egress where provided and adhere to site rules.  Effective monitoring of work activities to ensure safe working practices are being followed by operatives in line with their instruction, training and qualifications.  Some areas will require a site specific risk assessment | 4 | 2 | M |  |

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|  |  | Collision with other vehicles, pedestrians and stationary objects whilst driving. | •  •  •  •  •  •  •  •  • | Drivers to be vigilant and aware of motorists and pedestrians at all times.  Mobile phones MUST not be used whilst driving.  Drivers have completed ‘Driving  assessment’ via Fleet section prior to driving any works vehicle.  Drivers to complete vehicle daily/first use defect inspection and record findings. Drivers to complete ‘Drivers Domestic Hours  Record Book’ daily.  Never drive if you are fatigued, while under the influence of alcohol, drugs, medication or anything that could affect your vision, alertness, co-ordination or judgement. Driver MUST be satisfied that the vehicle is in a ‘Safe Roadworthy Condition’ prior to use.  All drivers provided with ‘Driver and Operator’ Handbook.  Drivers provided with accident information pack. | 4 | 2 | M |  |
| Vehicle breakdowns. | •  •  •  • | In the event of a breakdown do not attempt to carry out roadside repairs:   * During working hours contact fleet department. * Out of hours contact emergency call-out fitter.   Any leaks of fuel, oil, brake fluid, etc. should be reported immediately.  In the event of vehicle breakdown operatives to identify a safe refuge point. Remove keys (do not leave vehicle unattended). | 2 | 1 | I |  |

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| 5 | Falls From Vehicles | Broken limbs, head  injuries, fatality | * Operatives MUST NOT access/egress moving vehicles. * Operatives MUST NOT jump from vehicles. * Operatives to egress by facing vehicle, using handholds and steps if fitted. * Check for uneven surfaces such as potholes or kerbs prior to stepping off the vehicle. * Steps and cabs to be kept clear of mud and debris at all times. * Operatives MUST wear safety footwear (such as Trojan J80 ENISO 20345 or similar). | 4 | 2 | M | Operatives provided with  HSE information card INDG 413 ‘Preventing Falls From Vehicles’ |
| 6 | Ignition of Fuel  and Oil/Fire | Explosion, severe burns, smoke inhalation | * Take care when refuelling. Remove sources of ignition e.g. do not smoke or use mobile phone when refuelling. * Operatives MUST wear disposable gloves EN374 whilst refuelling. * Refuel machine/plant in a well-ventilated area. Must wipe machine immediately if fuel is spilt. * Spillages to be cleaned with appropriate spill kit available. * Operatives to change PPE if contaminated with fuel/oil. * Always check for fuel/oil leakage prior to starting engine. * Operatives to ensure fuel/oil container cap is replaced following decanting of fuel/oil and stored in appropriate location. * Fire extinguisher is serviced annually, where fitted in vehicles. * All electrical equipment PAT tested. | 2 | 2 | L |  |

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| 7 | Contact with, or use of hazardous substances at work. | Risk of injury to the operatives and other people working in the vicinity of hazardous substances.    Substances  sensitisation, irritant to certain substances, internal damage, respiratory problem, fatality.    Due to contact with high volume of substances, prolonged exposure, injection, inhalation, absorption, ingestion | * COSHH risk assessment retained in main Depots. * Operatives to make themselves aware of the requirements of COSHH assessment prior to use. * All COSHH related issues involved with the work to be identified and controlled at the planning stage. * All COSHH substances to be transported and stored in accordance with COSHH assessment. * All spillages to be cleaned up immediately with spill kits provided in relation to manufacturer’s information and requirements of COSHH assessment. * Emergency controls identified and communicated to operatives prior to use of substances. * Relevant PPE MUST be worn, in accordance with COSHH assessments. * Operatives to contact supervisor if any unidentified hazardous substances found in working location. * Dermatitis checks completed for operatives via Occupational Health Department. | 3 | 2 | M |  |
| 8 | Environmental conditions – inclement weather, strong winds and extreme temperatures. | Adverse weather conditions may result in poor ground conditions and possible hypothermia | • Some ground conditions may affect the capability of works to be carried out. Contact supervisor for further advice and instructions. • Waterproof Jackets and Trousers (EN343, EN14605, EN14786) and Footwear such as wellington boots (EN !SO 20345) provided for working in inclement weather conditions. Operatives advised to layer clothing. | 3 | 2 | M |  |

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|  |  | Excessive wind conditions resulting in dust in eyes / falling objects/loss of load. | * Eye protection (such as goggles BS EN166) available for use during windy conditions. * Operative’s to check traffic management signage throughout duration of works. Signs to be secured with sandbags. * Load/objects not to be lifted during excessively windy conditions. | 3 | 2 | M |  |
| Dehydration, heat stroke, sun burn, skin  cancer | * In hot weather operatives are advised to cover up and drink plenty of fluids. * Toolbox talk number 14/09 ‘Working in the Sun’ provided to all operatives. * HSE advisory leaflet INDG 147 ‘Keep Your Top On’ for working in the sun provided to all operatives. * Sun screen provided for use. | 3 | 2 | M |  |
| 9 | Slips, Trips and falls. | Injury to operative’s, members of the public or third parties. Strains, sprains, breaks or lacerations. | * Ensure adequate footwear is worn at all times.   Safety boots – (Trojan J80 or similar to EN:ISO:20345)   * Good housekeeping practices to be adopted. * All materials on site to be stored at designated areas, use of barriers/ fencing to segregate materials where required. * Spillages to be cleaned immediately with spill kit provided on site. * Operatives to familiarise themselves with the working area, be aware of obstructions and uneven ground. * Have good housekeeping standards maintained, “clean as you go” | 2 | 2 | L |  |
| 10 | Noise | Excessive and prolonged exposure to noise may result in noise induced hearing loss or tinnitus. | • Suitable hearing protection provided for operatives such as ear muffs (EN 352) (operatives must refer to risk assessment for specific equipment to determine exact hearing protection to be worn). | 3 | 1 | L |  |

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|  |  |  | * Audiometry testing undertaken by Occupational Health department. * Faulty equipment MUST not be used. * Noise monitoring in progress |  |  |  |  |
| 11 | Vibration | Hand arm vibration syndrome (HAVs),  loss of feeling,  numbness and tingling in fingers.  Nerve end damage in fingers. | * Purchasing policy (controlled by fleet management) indicates purchasing of low vibration tools. * All equipment to be fit for purpose and include adequate maintenance. * All vibratory equipment levels recorded and noted on vibration chart, which is available in depots. * Information on vibration levels/maximum trigger time provided to operatives. * Works planned and managed to ensure exposure to vibration is eliminated or reduced to as low as reasonably practicable and always below the exposure limit value (ELV). * Exposure levels monitored and levels reviewed. * Regular management meetings to review strategy plans according to Vibration Procedure. * Tool box talks carried out on ‘Control of Hand Arm Vibration’ to all operatives. * Occupational Health Surveillance undertaken. * Operatives identified with full HAV restrictions are NOT to be exposed to any vibratory equipment. * Operatives identified with reduced time HAV restrictions are to be monitored. * Individual Risk Assessments completed. * Job rotation in place to include the ability to take breaks. | 3 | 1 | L |  |

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| 12 | Manual Handling | Strains, sprains and Musculo-skeletal disorders (MSD’s) through lifting, pushing, pulling, carrying, bending and repetitive working Plant including equipment and materials which may be heavy or unstable when handled causing musculoskeletal injuries.      Injury to other team members or members of the public. | * THINK THINGS THROUGH BEFORE YOU   LIFT.   * Examine the object to be moved for size, shape and weight prior to lifting. * All operatives undertake Manual Handling (and refresher) training. * Where possible mechanical lifting MUST be implemented. (Safe Working Load NOT to be exceeded). * Do not attempt to move loads that are beyond your physical capability. Request assistance when required. * All operatives to follow manual handling training and assessments. * When carrying a load ensure the route is clear of all obstructions. * All hazards should be identified, eliminated or controlled in the design stages. * Job rotation in place. * Use sack barrows and mechanical aids where possible for heavy items. * Operatives MUST wear:   Gloves (BSEN 388, protection factor 2.2.4.2),  Safety footwear such as Trojan (BSEN 20345). Also refer to specific Risk Assessment for gloves. | 2 | 2 | L |  |
| 13 | Violence and  Aggression | Physical and verbal abuse, stress and anxiety. | * Operatives instructed not to engage in potentially Violent and Aggressive situations. * Call Police if necessary for assistance. * Operators to remove themselves from area/situation. * Contact supervisor to inform of incident and for further assistance. * Incident to be reported on DCC accident/incident report form. | 2 | 2 | L |  |

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|  |  |  | * Lone worker risk assessments and arrangements completed and communicated to all lone workers. * Operatives to inform supervisor if experiencing stress at work. * Confidential telephone counselling service available. |  |  |  |  |
| 14 | Hand tools and equipment | Injury to operatives – lacerations, musculoskeletal injuries, strains and sprains | * First Aid Kit available. * Ensure all hand tools are maintained and checked prior to use for defects and replace as necessary. * Operatives are trained and experienced in the use of all mechanical hand tools. * Inexperienced operatives (such as trainees or work experience) to be adequately supervised whilst using tools. * Never use tools if you are fatigued, while under the influence of alcohol, drugs, medication or anything that could affect your vision, alertness, co-ordination or judgement. | 2 | 2 | L |  |
| 15 | Struck by flying particles. | Injuries to body, face or eyes to operatives or pedestrians due to contact with flying particles. | * Ensure that the immediate area around equipment/ machinery is kept clear of unauthorised personnel * Eye Protection to be worn (EN166) refer to task specific risk assessment. | 2 | 2 | L |  |
| 16 | Infectious Agents | Needle punctures to the skin, risk of infection of viruses and other blood borne diseases including HIV and Hepatitis B. | * Operatives trained in ‘Awareness of Sharps’ where applicable. * Operatives made aware that there are possibilities of sharps being deposited in work areas. * First aid kit issued to all crews, including 2x 200ml saline eye solution. * Only trained operative to remove/dispose of needle(s). | 2 | 2 | L |  |

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|  |  | Working near sewage- Hepatitis A.        Viruses | * Good hygiene practices to be followed, washing hands prior to eating, drinking or smoking. * All C&G operatives offered Hepatitis B immunisation * All Operatives undergone TBT from Occupation Health on actions to be taken following a needle stick injury e.g. allow to   bleed seek advice attend A&E     * Cleaning products provided for operatives to clean work areas, before and after use. * All indoor environments provided with adequate ventilation. * Operatives to be considerate of the wellbeing of other employees. * Individual risk assessments completed for those at high risk. |  |  |  |  |
| 17 | Work related illness. | Leptospirosis (Weil’s disease) | * Ensure that any person coming into contact with water, sewage or sewage products has all open wounds covered by waterproof plasters. * Operatives provided with waterproof gloves (to a minimum protection of EN 388 using a gauntlet type if required). * Avoid water entering the mouth or eyes (infection can pass through the aqueous medium of the eyes). * Adequate welfare facilities provided to allow operatives to wash and change as required. | 3 | 1 | L | All operatives working near or in water to be provided with information about Weil’s Disease- HSE information card  ‘Leptospirosis – Are you at risk?’ INDG84. |
| 18 | Drugs,  Substances and  Alcohol | Fatality, major injury | * Operatives MUST adhere to Drugs, Substance and Alcohol Misuse Policy. * Operatives MUST NOT be under the influence of drugs, substance or alcohol whilst undertaking duties. | 4 | 1 | L |  |

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|  |  |  | • Operatives must be aware of side effects of any prescribed medication e.g. drowsiness/fatigue. | |  |  |  | |  | |
| 19 | Battery charging Cordless tools | Electrocution, electric shock and burns. Fire and explosion – batteries punctured, damaged or heated. | * Follow manufacturers’ instructions. * Ensure that area around charger is clear of combustible materials. * Store batteries and chargers indoors in a secure location. * Always use charger supplied by manufacturer with the equipment. * Use power tools only with specifically designated battery packs. * Never cover charges or charging devices. * Keep battery pack away from metal objects (nails and screws etc.) that could make a connection between battery terminals and short the battery. * Regularly inspect areas where batteries are charged to ensure controls are being followed. * Protect batteries against being damaged – crushed, punctured or immersed in water etc. * Do not leave batteries continuously on charge after the charge cycle is complete. * Avoid storing, using or charging batteries at very high and low temperatures. * Spent batteries MUST NOT be disposed of as general waste. Refer to manufacturers’ instructions concerning safe disposal. | | 4 | 1 | L | |  | |
| Carried out by: Jeff Talbot, Darren Hunt and Dave Gillett: Date: 23/10/2020 | | | | Agreed (Manager): Jeff Talbot Date: 23/10/2020  Jeff Talbot | | | | | |  |
| **Summary of the Consultation that has taken place with Employees and Trades Union Representatives on this Risk Assessment** | | | | | | | |  | |
| Reviewed 22/07/2015 Rasheed Vaughan, Andrew Shaw, Gavin Wood, Chris Foxton – H&S | | | | | | | |

Reviewed 03/05/2018 with minor changes H&S C Fisher

Updated 23/04/2020 by H&S to include Covid 19 information

Updated 02/09/2020 by H&S V Collinson to include battery charging cordless tools.

Reviewed 11/05/2022 by H&S to remove COVID-19 and include viruses into infectious agents.

This sheet can be used by Managers to record that employees have seen and understood this risk assessment. Alternatively, the relevant instruction and training can be recorded as a separate “Tool Box Talk” or similar.

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***RISK ASSESSMENT RECORD***

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| **Severity** | **Description** | **Rating** |
| Negligible | Less than a three-day injury or illness; superficial damage. | **1** |
| Minor | Three day or greater injury or illness; insignificant damage. | **2** |
| Severe | Loss of limb or multiple injuries; significant damage. | **3** |
| Extreme | Death or multiple deaths; substantial damage. | **4** |

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| **Likelihood** | **Description** | **Rating** |
| Very unlikely | Control measures unlikely to break down, be removed or easily defeated; maintenance in place and training and supervision provided. | **1** |
| Unlikely | Control measures not dependent on individual:  removed or defeated; defined supervision & maintenance; training provided & repeated. | **2** |
| Likely | Control measures not dependent on individual but can breakdown, be easily removed or defeated; training & supervision minimal. | **3** |
| Very likely | No control measures provided: dependent upon individual using them every time; training & supervision minimal. | **4** |

**Definitions & Considerations**

**Severity** is the conclusion reached after positively considering the extent of harm that would be sustained if the hazard were to be realised:

**Likelihood** is the conclusion reached after positively considering the potential of the harm occurring, and most importantly the consideration of control measures:

**Risk Matrix** to assist in calculating the Risk:

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|  |  | **Severity of Risk** | |  |
| **Likelihood of Occurrence** | **1. Negligible** | **2. Minor** | **3. Severe** | **4. Extreme** |
| **1. Very unlikely** | **I** | **I** | **L** | **L** |
| **2. Unlikely** | **I** | **L** | **M** | **M** |
| **3. Likely** | **L** | **M** | **H** | **H** |
| **4. Very Likely** | **L** | **M** | **H** | **H** |
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**H** High Risk: Hazard must be removed/ avoided or the level of risk reduced significantly by reliable controls.

**M** Medium Risk: Hazard should be avoided or the level of risk reduced by reliable controls.

**L** Low Risk: Controlled by use of instruction, training supervision and/ or personal protective equipment.

**I** Insignificant Risk: Controlled by good working practices.

16