

HEALTH AND SAFETY MANAGEMENT SYSTEMS



RISK ASSESSMENT: VISITING CONSTRUCTION SITE (OFFICE BASED STAFF)

Staff are responsible for undertaking specific risk assessments for any unforeseen or additional hazards and taking appropriate action to protect their own and others health & safety. Staff are allowed to stop the work/activity if adequate control measures cannot be put in place

ACTIVITY	IDENTIFIED HAZARD	PERSONS AT RISK	S	L	RISK LEVEL	RISK CONTROL / REDUCTION MEASURES
Entry to the construction site	Falls from height or to a depth, falling objects, moving machinery and plant, slips, trips, falls etc	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Harris Calnan office based staff (visiting construction sites) must always report to Site Managers or nominated person to obtain permission to enter the site. Staff must get information from the Site Manager of any specific or unusual hazards that may be present on site or areas to avoid. Site induction to be completed or staff visiting the site must be accompanied at all times whilst on site.
Walking on construction site	Slips, Trips and Falls	Harris Calnan office based staff on sites	2	3	High	<ul style="list-style-type: none"> Ground conditions to be assessed and suitable footwear worn (preferably Safety Shoes). In adverse conditions no access to be attempted. Only designated walkways and safe routes to be used. Any blocked routes or areas with debris and materials to be avoided. Any excavated areas to be avoided unless suitably protected with edge protection or barriers etc.
Approaching near the moving machinery and plant	Struck by moving plant, crush, impact and fall injuries	Harris Calnan office based staff on sites	2	3	High	<ul style="list-style-type: none"> Areas of machinery and plant movement to be avoided. Only designated walkways and safe routes to be used. Hi-visibility jackets/vests to be worn at all times on site.
Visiting site areas where operatives are working overhead	Struck by falling objects, crush and impact injuries	Harris Calnan office based staff on sites	2	3	High	<ul style="list-style-type: none"> Access to areas below working activities to be avoided -where not possible ask operatives (if possible) works to be suspended. Hard hat to be worn at all times on site.
Walking on construction site	Struck by flying objects	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Areas where risk of flying objects i.e. grinding, concrete breaking to be avoided. Suitable eye protection to be worn.

RISK ASSESSMENT KEY

Risk Assessment = S x L		S = Hazard Severity			
L = likelihood	3 = Likely	1 = Slight	2 = Serious	3 = Major	
	2 = Possible	Medium	High	High	
	1 = Rare	Low	Medium	High	
		Low	Low	Medium	

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ACTIVITY	IDENTIFIED HAZARD	PERSONS AT RISK	S	L	RISK LEVEL	RISK CONTROL / REDUCTION MEASURES
Contact with live services	Electrocutions, burns, scalds, falls	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> All services on site to be assumed live and contact avoided.
Visiting sites in adverse weather conditions	Exposure to very low temperatures, high winds, icy, wet slippery conditions causing falls, falling objects	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Site visits to only be attempted when safe to do so. Extent of visit and areas to be accessed to consider weather conditions, ensuring all practicable precautions are taken.
Visiting high level area on site or near to excavation	Falls from height	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Areas without edge protection must be avoided. Only complete, inspected scaffolding to be accessed on site. Visiting Harris Calnan staff not to use of any contractors equipment i.e. mobile towers, ladders, MEWP's etc. Any access to height to be agreed with Site Management and suitable controls implemented.
Visiting construction site	Noticing any unsafe acts or on site	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Visiting Harris Calnan staff have a duty to report any unsafe actions by site operatives, unsafe condition or any hazard that is not suitably protected or identified to Site Management urgently.
Visiting construction site	Fire, burns, scalds, smoke inhalation	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Actions to be taken in accordance with emergency plan identified at site induction or to follow Site Management instructions.
Visiting demolition areas on site	Hit by debris, crush, trapped, impact, falling objects	Harris Calnan office based staff on sites	3	2	High	<ul style="list-style-type: none"> Staff must not visit demolition sites unless absolutely necessary. Visiting staff to be accompanied by Site Management at all times. All identified PPE to be worn at all times.
Visiting construction site as a lone worker	Lack of assistance in accident, personal health emergency, physical violence	Harris Calnan office based staff on sites	2	2	Medium	<ul style="list-style-type: none"> Harris Calnan staff not to visit unmanned sites alone unless absolutely necessary. If visit essential, as lone worker, staff must inform office of visit, carry fully charged mobile phone, wear all suitable PPE, limit visit to safe open areas.

RISK ASSESSMENT KEY

S = Hazard Severity

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L = likelihood	3 = Likely	Medium	High	High
	2 = Possible	Low	Medium	High
	1 = Rare	Low	Low	Medium