



HEALTH & SAFETY POLICY
METHOD STATEMENT
RISK ASSESSMENT

HEALTH & SAFETY POLICY METHOD STATEMENT RISK ASSESSMENT

for

Voicepath Limited

WEB VERSION – SIGNATURE WITHHELD

AUTHOR:
Mr J.Sale

31st May 2011

Name

Signature

Date

TABLE OF CONTENTS

1.0 Document Control
 1.1 Amendment History

2.0 General Statement of Policy
 2.1 Monitoring Health & Safety
 2.2 Monitoring Procedure

3.0 Responsibilities
 3.1 Overall Responsibility
 3.2 Office/Site Responsibility
 3.3 Employers Responsibility
 3.4 Employers Responsibility to Others - Subcontractors
 3.5 Employees Responsibility
 3.6 Consultation with Employees
 3.7 Other Responsibilities

4.0 Accidents
 4.1 First Aid
 4.2 Accident Reporting

5.0 General Fire Safety

6.0 Advice and Consultancy

7.0 Training

8.0 Site Safety

9.0 Method Statement

10.0 Risk Assessment

Appendix A Generic Risk Assessment

1.0 DOCUMENT CONTROL

1.1 Amendment History

Issue	Date	Amendments Made:
1	02/09/97	First Issue
2	01/09/01	3.1, 3.2
3	01/04/03	3.1
4	14/04/04	3.2, 9 Loneworking, 4.2 Accident Reporting
5	01/04/06	3.2, 4.2
6	04/04/08	9.0, MMMF
7	16/04/09	9.0 Loneworking Team
7	16/04/09	3.2 Responsibility Office/Site
7.1	20/04/10	Reviewed & re-dated
8	28/04/11	6.0 Asbestos Consultants
8.1	31/05/11	2.1, 2.2 Monitoring & Procedure

2.0 GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

<p>JONATHAN SALEDirector WEB VERSION SIGNATURE WITHHELD Signed: 31/05/11 Date:</p>

2.1 Monitoring Health & Safety

Voicepath recognises the need to introduce Active and Reactive monitoring tools into its Safety Management System and this procedure outlines the arrangements in place to support this requirement.

Health & Safety performance will be monitored in line with Voicepath's Audit Matrix and ISO9001:2008 Audit Matrix. On a quarterly basis, a report will be made by the Health & Safety Manager at the Management meeting. The report will be used to update the Directors with the following information; Accidents and Incidents, compliance with performance indicators and a summary of activities within the quarter.

2.2 Procedure

In line with Voicepath Accident / Incident reporting procedure the following elements will be reactively monitored:

External (RIDDOR)	Internal (Voicepath)
Fatal Injuries	Minor Injuries
Major Injuries	Intermediate Injuries
Occupational Diseases	IT Protocol Incidents
Dangerous Occurrences	Property Damage Incidents
Over 3 day Injuries	Acts of Violence. Threats, Verbal Abuse

A range of active safety performance indicators is established and will be used to assess compliance with the requirements of the procedures. Active monitoring performance indicators will be reviewed (and may be changed) as procedures are issued or modified.

Per Voicepath Audit Matrix	Per ISO Audit Matrix
Employee Training & TNA	Work Environment
Policy Reviews: Health & Safety, Accident Reporting, Environmental,	Management Review
Safety Documentation Review	Documentation
Form Review: Risk Assessments, Site Inductions, Equipment & Tool checklists	Control of Monitoring & Measurement Equipment
Certification Expiration Review; CSCS, Asbestos	Controlled Document Review

3.0 RESPONSIBILITIES

3.1 Overall Responsibility

Overall responsibility for health and safety in the company is that of:

J. Sale (Director)

In their absence this responsibility will be carried out by: D. Sale (Director)

3.2 Office Responsibility -

The following are responsible for this policy being carried out at company premises:

J. Sale

Voicepath Limited
 The Warehouse
 St George
 Bristol
 BS5 9EP

D. Sale

Voicepath Limited
 Kaigan House
 5 Oakleigh Terrace
 Newquay
 TR7 1RN

Site Responsibility -

The following are responsible for this policy being carried out at company premises/sites:

Bristol Office: -

Cornwall Office: -

G. Weeks (Operations Manager)

D. Sale (Director)

3.3 Employers Responsibility

The company will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The company will provide and maintain:

- a safe place of work with a safe means of safe access and egress
- a safe systems of work
- a safe working environment and adequate facilities and welfare arrangements
- safe methods for handling, storage, use and transport of articles and substances
- adequate information, instruction, training and supervision
- written assessments of risks, arrangements for control measures
- planning for emergencies (foreseeable)
- information to all those affected by its work activities
- a statement on health and safety and the organisation/arrangements for carrying out that policy

3.4 Employers Responsibility to Others - Subcontractors

The company will ensure that:

- their activities do not endanger persons not in their employment (subcontractors)
- in certain circumstances, information must be given to the general public concerning any potential hazards to health and safety
- they will co-ordinate health and safety plans with other employers who may share the workplace (tenants or contractors)
- they will provide information to all those affected
- risk assessments include risk to persons not in their employment

3.5 Employees Responsibility

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell a safety representative if there is one.

Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. It is therefore a criminal offence to remove a fire extinguisher

3.6 Consultation with Employees

Regular meetings will be conducted with employees to allow communication of health and safety information. At the start of each new project employees will be given the opportunity to express their opinions on the installation and any skill deficiencies.

3.7 Other Responsibilities

The following will be responsible for:

Safety training:

Carrying out safety inspections:

Investigating accidents:

Monitoring maintenance of plant and equipment: J. Sale

4.0 ACCIDENTS

4.1 First Aid

A first aid box will be left at the location of work for office bound employees. A first aid pack will be supplied in each of the field engineer's vehicles.

4.2 Accident Reporting

All accidents / incidents / near misses will be recorded in the site diary, on Contractor sites in the Contractor site Accident Book and in the Accident Book located at: Company office in Bristol /Newquay as appropriate and investigated by J. Sale/D.Sale. A copy of this report will be sent to the Customer/Contractor for their own records.

Any plant, tool or equipment which is suspected of being the cause of, or connected with, an accident must not be interfered with until released by J. Sale.

J.Sale is responsible for reporting accidents/diseases and dangerous occurrences on statutory forms F2508 and F2508A in accordance with Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

5.0 GENERAL FIRE SAFETY

All employees, supervisors and managers are to familiarise themselves with local fire safety procedures at their place of work. This includes emergency arrangements, fire escape routes, assembly points, emergency contact numbers, location of fire fighting equipment, identification of fire alarm sounder and first aid facilities.

6.0 ADVICE AND CONSULTANCY

Health and Safety advice and guidance is obtained through the local health and safety inspector at:

Health and Safety Executive's office:

Inter City House,
Mitchell Lane,
Victoria Street,
BRISTOL BS1 6AN

Tel: 0117 988 6000

Asbestos Consultant:

Bristol

Cabot Thermals

Tel: 0117 967 2449

Cornwall

Southwest Asbestos

Tel: 01637 880633

7.0 TRAINING

J. Sale is responsible for training, at the start of a new project each employee's skills will be assessed against the work activity to assess if there is a deficiency. This will be addressed by appropriate training.

8.0 SITE SAFETY

All employees, subcontractors, self employed or contract staff (operatives) will be expected to abide by the following site rules and code of conduct:

SITE RULES

1. Follow company safety procedures and instructions given to you by your manager, do not take chances. If in doubt about safety, ask. Ensure you have had safety induction training from the Company's Representative before you commence work.
2. Report all accidents, injuries ill health, near miss situations, dangerous conditions, defects and property damage to the company immediately.
3. Put everything you use in its proper place. Discard waste material properly and in a safe manner. Keep your work area clean and tidy. Maintain good housekeeping.
4. Use the right tools and equipment for the job, and use them safely and correctly. Do not abuse them. Ensure they are maintained and serviced when required. Some equipment can only be used by certified users.
5. Only use, adjust, maintain and repair equipment as authorised and in accordance with company procedures.
6. Use approved protective clothing and equipment as instructed. Keep it in good condition and properly store away.
7. Take reasonable care of yourselves and others who may be affected by your acts or omissions. Do not horseplay.
8. Use welfare facilities, accommodation and mess rooms provided, and keep them in a clean and tidy condition.
9. When lifting, bend your knees, grasp the load firmly and keep back as straight as possible. Use assistance for heavy loads.
10. Observe and obey all site rules, signs, notices and instructions.
11. All drivers are requested to exercise maximum care when on site, and particularly when employees are entering or leaving the site. The term "vehicle" includes cranes, dumpers, cement vehicles and all mobile units.
12. The No Smoking Rules must be strictly observed in all areas where smoking is forbidden.
13. Persons found to be under the influence of illegal substances or alcohol whilst working on the Clients premises are liable to instant dismissal.

9.0 METHOD STATEMENT

Control and Receipt of Materials, Equipment, etc.

A suitable storage area on site should be agreed with the client. All deliveries should be to an agreed schedule and arrangements made with the Authority for access and unloading. Removal of all redundant packaging will be the responsibility of the Company's Representative. Return items such as wooden cable drums and excess materials should be returned as soon as possible to the supplier. The materials/equipment will at no time be left in a dangerous or inconvenient location to cause the client/safety officer any concern.

Site Protocol

All operatives will be courteous and attentive to the client and other third party suppliers at all times. The use of radios, cassettes or other items are not necessary to the contract and are likely to cause the client distress, therefore they are prohibited unless prior permission is granted from the Client.

Use of site privileges, if agreed, such as the use of restaurants or vending machine facilities will not be abused. The operatives will comply with on-site security arrangements such as signing in and out, and wearing of badges / passes.

Delivery or parking of vehicles will be in agreement with the client as applicable.

Unnecessary noise or the use of bad language such as to cause the client distress will not be tolerated. Any use of the Clients' telephones will be done strictly with their agreement and will be done as necessary and kept to a minimum.

Environmental Care

The client's environment will be protected with dust sheets, barriers, etc.

The working areas will be left clean and tidy as found.

Noise will be minimised, or activities involving noise such as drilling will be carried out to the client's best advantage and within the terms of the contract. Damage to the client's property must be admitted and repaired/replaced immediately.

Damage caused prior to works should be noted and identified to the Client. At no time will any of the operatives through intent or neglect put themselves, others or their property at risk.

Escape routes will not be blocked or restricted unless other means of escape is agreed with the Client. Very short term interruption of access ways and escape routes may be necessary but working equipment / deliveries are to be kept to a minimum and working area is **not** to be left unattended.

Scaffolding

Scaffolding when erected, altered or dismantled must be done under supervision by a competent person.

Scaffolding is to be inspected at least once a week, or whenever it is substantially altered or after very bad weather. The person doing the inspection should fully understand scaffold safety and complete an Inspection Report in accordance with Construction (Health, Safety and Welfare) Regulations 1996. This report is to be filed with the Site Manager.

Moving Machinery

Permission must first be obtained from the Client before commencing any work above or adjacent to moving plant or machinery. All portable machines must be guarded in accordance with safety regulations and or manufacturers recommendations. Guarding devices must not be removed or interfered with.

Storage of Flammable Liquids and Materials

Before storing paint, paint thinners, petrol, oil or any highly flammable liquids or materials, or using oil, coke, coal or gas burning equipment, tar kettles or any type of heater on the site, permission must first be obtained from the Client. Minimal quantities of these materials are to be stored in a suitable container on-site complying with The Control of Substances Hazardous to Health regulations.

Removal/Burning of On Site Rubbish

A high standard of general cleanliness is to be maintained in all areas. Rubbish is to be cleared up continuously and not allowed to accumulate. Loose debris likely to be blown to other areas of the site is to be controlled. All rubbish generated by site activities must be removed as soon as practicable to designated rubbish areas. If rubbish skips are used, prior permission must be sought from the Client. Skips must not be overloaded. Warning lights will be required during hours of darkness if placed on footways or roadways. The disposal of rubbish by burning is prohibited, except with the express permission of the Client.

Site Services

All safety precautions that are provided to ensure the safety of all persons on site must be adhered to at all times and safety equipment in place to supplement those precautions must not be removed, or interfered with without permission by the Client.

On no account may use be made of the site's Electricity, Gas or Compressed Air Mains without the permission of the Client.

On no account may the site's Cranes, Lifts, Hoists, Lifting Tackle, Ladders, Material Handling Transport or any other equipment be operated or otherwise made use of without the permission of the Client. Where these, or any other hired mechanical lifting equipment are used they will be used in strict adherence to the manufacturer's working instructions and care should be taken when in the vicinity of overhead electrical services.

Ladders

Ladders will be checked for suitability of task. Ladders will be of industrial rating and subject to planned maintenance. Ladders will be placed where possible on firm, clean and level ground. The ladder must be of sufficient length to extend 1.05m above the step of point when used as access to a scaffold tower. The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4. Ladders will be secured at their top or bottom to stop slipping. Non conductive ladders are to be used on electrical work. Painted, damaged or broken ladders will not be used. All operatives will be trained in the safe and correct use of ladders.

Step Ladders

Only to be used for light or short duration work and will be of industrial rating. Step ladders will be checked: for broken and insecure treads; hinges secure, no missing or loose screws or bolts; retaining cords of equal length, in good condition before use.

When in use they will be placed on a firm and level base, positioned at right angles to the work. Top treads will not be used as a platform unless constructed as a platform with a handhold.

Working Platforms and Trestles

Trestles are suitable as board platforms. They should be free from defects and inspected regularly. Trestles should be levelled for stability on a firm base. Platforms based on trestles should be fully boarded, adequately supported and provided with edge protection where appropriate. Safe means of access should be provided to trestle platforms, usually by a step ladder. Working platforms must be no less than 600mm in width.

Hand Tools

Tools should be suitable for the intended task and not damaged/broken that could cause injury to user and others. Eye protection will be provided whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or pieces of the tool breaking off. Open-bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user and others. Insulated tools will be used where there is a possibility of live electrical work.

Preparation for Cable Runs

Tools will be used with consideration to dust and noise levels, where necessary dust extract power tools will be used. **Liaison with the Authority will be required to establish safe access, work interface and reduction of risks to third parties.** Area's to be worked will be surveyed for hidden services e.g. gas, electric etc. Work will be planned to minimise numbers exposed to dust and noise. Signs and barriers will be used to establish work areas. Ear, eye and respiratory protection will be provided as required by the assessment of the working environment by the Company's Representative.

Installation of Cable Trunking and Traywork

All sharp edges will be removed from containment systems or protective strips/grommets fitted. Operatives will take care when handling lengths of trunking, being aware of fixtures and fittings, and seek assistance when required. When the work is allocated the Company's Representative will take into account the number of operatives required to support lengths of trunking. Operatives to be aware of their own capabilities and seek assistance if required. Handling equipment will be used on large heavy lengths.

Company's Representative in assessing the activity will select suitably sized trunking for the job. Operatives should ensure that the fixing and building structure is sound. Operatives shall ensure that trunking and trays are not overloaded.

Cable Pulling

Work will be planned for safe access, other services and route. Manufacturer's cable pulling guidelines will be followed. Cable drum will be secured and monitored for a controlled cable delivery. Edge protection may be necessary to ensure smooth and controlled cable delivery. Close supervision will be required to ensure that the cable is not over-stressed. Gloves and foot protection will be used where necessary. Any equipment required will be in date for servicing and statutory inspections.

Operatives should ensure that all cables in the process of being installed are not left trailing in walkways or hanging from ceilings which could cause persons to trip snag or suffer injury. Areas of work to be cordoned off with barriers and 'Men at Work' signs clearly posted. Agreement with the Client / room occupants to isolate areas of work - where possible.

Fibre Terminating

Shards of bare fibre are to be dropped in to a fibre disposal bin e.g. CINBIN when cutting the fibre and disposed of by incineration. Fibre waste is not to be placed into site waste containers, it should be disposed of in accordance with the local Authority's guidelines - a phone call to the local council should confirm this. Manufacturers' instructions should be followed when loading the connectors with glue. Laser equipment used for testing fibres - in the equipment room, access is to be restricted while laser is in use. At the room end the fibre is to be parked and capped.

Operatives to have passed a recognised training course on fibre terminating techniques.

Design of Trunking Route

A trunking survey may be necessary. This should decide the best possible routing. The site's asbestos register is to be consulted for the planned route. Other services and hazards will need to be identified and avoided by re-routing the trunking where possible. Trunking routing should consider building occupants: access and egress routes; inconvenience during installation and where possible, design out any anticipated hazards. Trunking routing should also consider manual handling, method of installation and the positioning of the trunking for the installer.

Disc Cutters and Abrasive Wheels

Permit to work clearance will be obtained from the Client before work commences in potentially explosive or flammable areas. Appropriate Personal Protective Equipment will be used for the work and machine. Loose clothing and ties will not be worn by the operator. Disc cutters will only be used when standing on a firm, level base. Operators will ensure that all persons are kept away from areas where sparks or dust is directed. Equipment and disc

wheels will be visually inspected for damage before use by operators, ensuring operating speed is indicated. Users will not use undue pressure, and will use the right disc/wheel.

Abrasive wheel machines will be subject to planned maintenance. All personnel changing abrasive wheels or cutting discs will have attended a recognised training course; these details will be entered in the Abrasive Wheels Register F2346.

Danger from Electricity

All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement; experience of employees is irrelevant. ASSUMPTIONS KILL. Whenever possible, 'live' work is to be avoided. Whenever 'live' work is required a safe system of work is to be devised in the form of a method statement and implemented by the use of a Permit To Work Procedure. Live work is only to be carried out by authorised competent electricians under direct supervision of nominated supervisors.

Site electricians are to be rigged to comply with the requirements of the Electricity at Work Regulations 1989. Suitable connections, earthing, protective devices, insulation, couplings, cables and equipment are to be used and maintained. Each Team Leader is to establish arrangements to ensure the safety of electrical appliances under their control.

Portable Electrical Tools

All portable electrical tools must be powered via a 110 volt isolation transformer or be battery operated. A residual current device must be fitted at power source if tools are used which can only operate via 240 volts.

All tools and equipment, including portable and other electrical equipment and its leads, brought onto the Client's site may be subject to examination. They must be suitable for their intended purpose, properly guarded, defect free and properly used. They must be shown to be within a formal inspection, test, repair and record keeping scheme and must bear control labels which verify this.

Substances Hazardous to Health

Subcontractors will conform to COSHH regulations and control the use of any substances hazardous to health. Company Representatives will carry out induction training courses for all their employees and supply suitable personal protection equipment. Manufacturers preferred working methods will be followed as indicated in their data sheets. Consideration should be given for other trades and site personnel in the delivery, storage, use-of and disposal of these substances. If there are any special medical facilities required then this will be reported to the Client.

Cartridge Fixing Tools

Explosives (including cartridge fixing tools) must not be brought on to the site without the permission of the Client. Tools and cartridges will not be left unattended, when not in use will be stored in a lockable box. Only operatives that have been suitably trained on the cartridge operated fixing tool will be allowed to use it. Eye and ear protection will be worn, safety helmets must be worn if necessary. Work area to be controlled/restricted for access and egress of other site staff. Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment will NOT be used until repaired. Pin and cartridge must be selected as suitable for the work being carried out. Splinter guards must be fitted and used where appropriate. Cartridge tools should not be used where there is likelihood of flammable vapours or gases, or a risk of a dust explosion. In the event of a misfire, the manufacturer's instructions will be followed. Operatives must possess a certificate of training issued by a recognised body or manufacturer of the particular tool to be used or they will not be permitted to use these tools.

Tanks, Chambers, Man Holes, Confined Spaces, etc.

No person may enter any tank, chamber, man hole, flue or other confined space without first testing for gas and obtaining the permission of the Client. Single working is not permitted. Where the confined space is deficient in oxygen (or enriched), Respiratory Protective

Equipment (RPE) will be used and a safe system of working agreed under a permit-to-work system. Operatives must be fully conversant with the safe system of working and be trained in the use of RPE. Where working under desks operatives must be mindful of their surroundings and if working for prolonged periods must take regular breaks to relieve fatigue/cramping. For external underground ducts with man holes of less than one metre in depth the following procedure will be adopted:

- * Erect barriers and warning signs
- * Remove the manhole covers required so that there are at least three sides open to the air. Move from area and allow to ventilate for ten minutes.
- * Carry out work.

Note: **Two man working rule should be applied, at all times**

Man Made Mineral Fibres (MMMMF)

MMMMF includes mineral wool, ceramic fibres, special purpose fibres and continuous filament fibres, most commonly known as glass wool, rock wool and fibreglass. PPE for operatives to include dust masks, gloves and overalls. To reduce skin irritation exposed skin should be covered. Where substantial amounts of MMMMF is encountered, respiratory protective equipment should be used. All field engineers will attend a recognised training course in asbestos awareness.

Loneworking

Loneworkers must report to building security / reception to inform them of their presents within the building and that they will be operating in an unfrequented isolated part of the building. They will then arrange to call the security / reception at predetermined intervals (e.g. every 30 minutes) to confirm their wellbeing. If no call is made action will be taken to contact the loneworker by phone or physical contact. In locations that do not have security / reception, arrangements will be made prior to entering the building with our office to operate this system, if no call is made our office will contact the customer to check on the loneworker.

Loneworking Team

Where teams of engineers split up into individuals working at night and/or in large/remote areas individuals must be treated as loneworkers.

Loneworkers must report to colleagues to inform them of their presents within the building and that they will be operating in an unfrequented isolated part of the building. They will then arrange to call their colleagues at predetermined intervals (e.g. every 30 minutes) to confirm their wellbeing. If no call is made action will be taken to contact the loneworker by phone or physical contact.

10.0 RISK ASSESSMENTS

The company accepts that some of its operations may, unless properly controlled, create risks to members of staff and others. The company will take all reasonable practicable measures to reduce these risks to an acceptable level. The company will take all reasonable steps to ensure that risk assessments are carried out which detail the range of hazards associated with an activity together with any necessary remedial actions. Most of the activities encountered are the same from project-to-project, therefore a generic risk assessment has been prepared (Appendix A). Should any additional hazards be encountered then the generic risk assessment can be added to. Any risk assessment prepared should be discussed with the operatives involved. Monitoring and control of the risk assessment will be done by the company's representative on site.

APPENDIX A: GENERIC RISK ASSESSMENT

	Activity	Hazard	Risk						Comments	Resultant Risk Assessment				
			To	Severity			Likelihood			Assessment	M	M/L	L	
				H	M	L	H	M						L
1	Arrival On Site	Self injury	Operatives			*		*		M	Site induction course required from the Client Hard copy details to be available to all operatives			*
		Injury to others	All		*		*		H			*		
		Road traffic accidents	All			*		*	M				*	
		Restricted access	All			*		*	M				*	
		Treatment of injuries	Operatives		*			*	M				*	
		Security or other activity	All			*		*	H				*	
ASBESTOS	All	*			*		*	H		*				
2	Use of Lifting	Unintentional release of load	Operatives		*		*		H	Manufacturers operating inst. to be followed		*		
		Unplanned movement of load	Operatives		*		*		M				*	
		Crush injuries to personnel	Operatives		*		*		M				*	
3	Storage of Materials	Injury from falling materials	Operatives		*		*		M	Organised storage of materials		*		
		Injury to others	All		*		*		M				*	
		Environmental contamination	All		*			*	M				*	
4	Use of ladders	Falling from ladders	Operatives		*		*		H	Regular inspection and training		*		
		Ladders slipping	Operatives		*		*		H				*	
5	Use of Hand Tools	Eye injury	Operatives		*		*		M	Inspection of tools and PPE			*	
		Injury to hands, feet and body	Operatives		*		*		M				*	
6	Use of Portable Electrical Equipment	Electrocution	Operatives	*			*		H	Regular test and inspections. 110v policy		*		
		Fire	Operatives	*			*		H				*	
		Damage to equipment	All		*		*		H				*	
7	Preparation for Cable Runs	Noise	All		*		*		M	Area to be surveyed and liaise with the Client for access		*		
		Dust	All		*		*		M				*	
		Contact with other services	Operatives	*			*		H			*		
		Eye injury	Operatives		*		*		M				*	

No.	Activity	Hazard	Risk							Comments	Resultant Risk Assessment			
			To	Severity			Likelihood				Assessment	M	M/L	L
				H	M	L	H	M	L					
8	Installation of Cable Trunking and Traywork	Cuts and lacerations Carrying materials Inadequate fixing / overloading	Operatives			*			*	L	Supervision and training on installation techniques			*
			Operatives		*		*	*	M	*				
			All		*		*	*	M	*				
9	Cable Pulling	Manual handling Electrocution Crushing by cable drum Trip over trailing cable	Operatives			*		*		M	Secure cable drum, manufacturers guidelines to be followed			*
			Operatives	*			*	*	H					
			Operatives		*		*	*	M					
			All		*		*	*	M					
10	General Working at Height	Dropping of objects and tools Use of platforms/ladders	All		*		*	*	M	Barriers to mark off the area and warning signs used			*	
			Operatives		*		*	*	M					
11	Maintenance of Access Ways and Escape Routes	Personal injury Fire / emergency	Operatives			*		*		M	Working times to be agreed with the Client work to be kept to minimum			*
			All	*			*	*	H					
12	Fibre Terminating	Skin irritation Eye Damage	Operatives			*		*		M	Recognised training course in fibre techniques			*
			All		*		*	*	M					
13	Electrical Work up to 415 Volts	Electrocution Burns Fire	Operatives	*			*			H	Only suitably qualified electrician to carry out work			*
			Operatives	*			*		H					
			All		*		*		H					
14	Electrical Testing	Electrocution Burns Fire	Operatives	*			*			H	Only authorised and competent electrician to carry out work			*
			Operatives	*			*		H					
			All		*		*		H					
15	Waste Disposal	Injury Fire	All		*		*		M	Authorised subs. to dispose of waste			*	
			All		*		*		M					

No.	Activity	Hazard	Risk							Comments	Resultant Risk Assessment			
			To	Severity			Likelihood				Assessment	M	M/L	L
				H	M	L	H	M	L					
16	COSHH	Harm, illness or damage	Operatives	*			*			H	Data sheets to be followed			*
17	External Cable Pits	Working in a pits less than 1 metre deep.	Operatives	*				*		H	Safe system of work to be implemented		*	
18	Disc Cutters and Abrasive Wheels	Bursting of abrasive wheel	Operatives		*		*			H	PPE to be worn		*	
		Contact with wheel or disc	Operatives			*		*		M	Only qualified operators will			*
		Eye injury	Operatives		*			*		M	mount wheels ref.			*
		Inhalation of dust	All			*		*		H	register F2346			*
		Noise	All			*		*		H				*
19	Cartridge Operated Fixing Tools	Flying splinters	All		*			*		M	PPE to be used			*
		Flying fired fixing pins & nails	Operatives	*			*			H	Correct training		*	
		Unfired cartridges	All	*			*			H	Misfire instructions		*	
20	Handling MMMF	Lung Damage and skin irritation	Operatives		*		*			H	Correct PPE to be worn			*
21	Loneworking	Isolated with injury	Operatives	*				*		H	Apply Loneworking			*