

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT (1)	SCHOOL NAME	REFERENCE NO.	RA68
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TASK / OPERATION BEING ASSESSED (2)	Remove & replace floorboards. (Carpentry).
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PURPOSE / METHOD OF WORK (3)
<ol style="list-style-type: none"> 1. Ensure van is loaded with correct tools and materials. 2. Check if tenants / property is 'listed' for abusive / violent behaviour. 3. Check information from client regarding asbestos in situ. 4. Check asbestos register (establishments and or domestic dwellings). 5. If asbestos is indicated then seek clarification from your supervisor. 6. Ensure base is aware of your location. Proceed to property. If 'listed' seek advice of supervisor. 7. On arrival assess site conditions in area. Clear working area if possible to allow clear access. If asbestos floor tiles are suspected seek clarification from supervisor before proceeding. 8. Identify any hidden services using Permit to Work & cable locators. 9. Isolate any hidden services if possible before lifting floorboards. 10. Carry out work remove & replace floorboards where applicable. 11. Remove tools, leave site secure and tidy.

SPECIFIC LEGISLATIVE REQUIREMENTS (4)
HASAW Act 1974 Management of Health & Safety at Work Regulations 1999 Construction Regulations 1996 COSHH Regulations 2002

LEVEL OF SKILL / TRAINING REQUIRED (5)
General awareness of hazards associated with this type of work. Deemed competent by management to carry out task. Trained in the safe use of, for example, portable circular saw i.e. recognised safety awareness course.

CHEMICALS / MATERIALS INVOLVED (6)	HSC NO.	ASSESSMENT DATE
Sealants / Wood dust		

SPECIFIC WORK EQUIPMENT PROVIDED (7)
Hand tools Portable electrical equipment e.g. circular saw

MAIN HAZARDS IDENTIFIED (8)	WHO WILL BE AFFECTED (9)	CONTROL MEASURES TO REDUCE THE RISK (10)
1. Strains / sprains from lifting / carrying fitting.	Employee	<ul style="list-style-type: none"> • Basic manual handling training. Two-person lift, if required. Manual handling assessment will be required. • If handling awkward or heavy pieces may need to break / dismantle into manageable pieces. • Place broken pieces in suitable receptacle before carrying.
2. Slips and trips.	Employee / member of the public	<ul style="list-style-type: none"> • Ensure good housekeeping at site / keep client out of work area. • Ensure lighting at place of work is adequate. • Clear working area of 'clutter' if possible.
3. Exposure to asbestos fibres e.g. floor tiles.	Employee	<ul style="list-style-type: none"> • Information from client • Check appropriate register for content / location. • Inspect on site before commencing work if in doubt, seek advice from supervisor withdraw until content of panel can be determined and appropriate action taken. • Asbestos floor tiles must only be removed by trained operatives, following laid down written method of work.
4. Verbal / Physical abuse.	Employee	<ul style="list-style-type: none"> • Ensure regular communication is maintained. • Violence awareness training for staff. • Visit site in pairs especially in suspect areas. • Withdraw from site if challenged or abuse likely.
5. Dog attack / bite.	Employee	<ul style="list-style-type: none"> • Ask for dog to be locked away or out of work area. • Withdraw from site if concerned.
6. WRULD: strain & sprain.	Employee	<ul style="list-style-type: none"> • Use knee protectors when working floors. • Awareness of problems for operatives. • Report any knee / swelling pain that recurs during removal & when relaying new floor.
7. Electric shock / contact with hidden service.	Employee	<ul style="list-style-type: none"> • Examination and test of electrical equipment. • Visual examination of PEE before use e.g. leads whole or damaged. • Use 110 volt or low / battery powered tools. • Use & issue of Permit to Work system to identify service and use of cable detectors at site to prevent contact.
8. Cuts from sharp edges of floorboards, etc. / use of hand tools.	Employee	<ul style="list-style-type: none"> • Use gloves when handling splintered / broken floorboards etc. • Ensure tools are maintained & kept sharp. Use in the correct fashion for the task at hand.
9. Contact with saw blade in motion.	Employee	<ul style="list-style-type: none"> • Only trained personnel to use this type of equipment. • Ensure machine tool in good condition and all guards must be in place and correctly set. • Use tool on firm level base. • Keep hands as far away as possible from moving parts. • Ensure machine is isolated during tool changes and servicing, note run down time as per working procedures.
10. Contact with sealants / preservatives for pre treated boards.	Employee	<ul style="list-style-type: none"> • Avoid skin contact / use pre treated timber. Ensure dry before handling / working piece. • Wash any sealant from skin as soon as possible. • Follow the COSHH assessment for product. • Wash hands before eating, smoking, drinking & after work.
11. Inhalation of wood dusts e.g. tanalised.	Employee	<ul style="list-style-type: none"> • Use pre cut timber from workshop / joinery. • Make minor adjustments in ventilated area, use portable extraction unit where possible e.g. industrial vacuum to relevant standards for dust removal. • Wear ½ facemask with appropriate filter for pre-longed cutting of wood.
12. Exposure to excessive noise from timber cutting.	Employee.	<ul style="list-style-type: none"> • Use pre-cut timber from workshop. If timber cutting on site is prolonged then use hearing protection.

MAIN HAZARDS IDENTIFIED (8)	WHO WILL BE AFFECTED (9)	CONTROL MEASURES TO REDUCE THE RISK (10)
13. Foot injury / penetration.	Employee	<ul style="list-style-type: none"> Wear safety footwear if risk of penetration / injury, incorporate mid sole protection. De-nail timbers where possible / & store / stack timbers in an orderly fashion / remove to van or skip at regular intervals.

MANUAL HANDLING RISK (11)	
Has a manual handling risk been identified?	YES / NO
Is the risk considered to be	LOW / MEDIUM / HIGH
Is a further detailed assessment required?	YES / NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED (12)	
Safety footwear Protective gloves ½ face mask P3 filter Eye protection (impact & dust) Hearing protection e.g. plugs / muffs	
Is training and instruction required?	YES / NO
Is there need for special accommodation?	YES / NO
Is there need for test / examination?	YES / NO
Is all P.P.E compatible?	YES / NO

FREQUENCY OF MONITORING (13)				
N / A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed -----

Post/Title -----

Date -----