



CONSTRUCTION RENOVATION AND NEW BUILD

Unit 7, Glenmore Business Park, Chichester, West Sussex, PO19 7BJ

Risk Assessment

<u>Site Premises:</u>	Royal Hotel, The Esplanade, Bognor Regis, West Sussex, PO21 1SZ			
<u>Date of Assessment:</u>	27 th June 2019			
<u>Work Activities that have been risk assessed:</u>	• Full refurbishment of property to create 27 residential apartments • To build the shell of a potential restaurant within the property			
<u>Persons at Risk</u>	Sub-Contractors	X	Members of the Public	
	Visitors	X	Young Persons	
	Site Staff	X	Customers	
<u>Persons responsible for risk controls/actions</u>	James Drury [REDACTED] Andy Daveys [REDACTED]			

<u>Description of Hazards</u>	<u>Description of Individual Task(s) & Potential Risks</u>	<u>Risk Rating before controls:</u> <u>(L x S = R)</u>			<u>Risk Controls/Action Required</u>	<u>Risk Rating after controls applied</u> <u>(L x S = R)</u>		
		L	S	R		L	S	R
<u>Vehicle Traffic & Public Management</u>	<u>Moving Vehicles</u> Coming into contact with moving vehicles whilst using access areas onto Aldwick Road	3	3	9	Control the speed of vehicles approaching the site and also for arriving/leaving site Display signage 'Construction Site Entrance' Use a banks man for deliveries to and from site a space is very tight.	3	2	6
	<u>Collisions</u> Designate walkways and entrances for contractors and deliveries. Vehicles and Contractors using the same exits and entrances	3	3	9	Site Manager to control pattern of movement for contractors whilst on site and residents and general public on external areas of the site compound. Use signage. 'Construction Site Entrance' Site Manager to delegate a 'banks man'	3	2	6
	<u>Deliveries</u> Contractors and Residents	3	3	9	Planned/timed deliveries on site, and limitation on size of vehicle to deliver. Communication needs to be made with the site manager before deliveries arrive on site Ensure that emergency routes, fire equipment are not obstructed by delivery vehicles	3	2	6
<u>Contact with COSHH Products & Hazardous Products on site</u>	<u>Materials and chemicals brought into the workplace to use on projects</u> Entries of chemical inhale, ingest, absorb or inject Illness depending upon chemical and length of exposure	3	3	9	Use Manufacturers COSHH data safety sheets Ensure a risk assessment has been carried out to control risks and clearly communicate to all operatives who may be affected	3	2	6
	<u>Known materials and chemicals already present on the site for use by contractors in their operations</u> Entries of chemical inhale, ingest, absorb or inject Illness depending upon chemical and length of exposure	3	3	9	Seek COSHH information from site manager on those items that will affect operatives Ensure that the controls are adhered to and the correct PPE is provided to carry out the works Also – 'Read the Label'	3	2	6
	<u>Materials and chemicals present on site in the form of waste from skips, waste bins, vent stacks, ducts and spillage</u>	3	3	9	Keep well clear of skip/waste areas Assess the position of vent stacks and ducts, check wind direction	3	2	6

					Ensure that all spills are cleared up immediately Obtain information on possible contaminants Have an emergency/first aid kit available			
<u>Working in proximity of other trades, plant machinery and equipment</u>	<u>Not seeing or being seen by others involved in hazardous activities moving materials</u> Struck by materials being moved or dropped Severe impact type injuries, especially to the head Injury to others	3	3	9	Stop nearby operatives and tell them where you are working Inform the site manager Section of area with barriers or tape Wear correct PPE equipment for the works	3	2	6
	<u>Moving site plant – cranes, forklifts and dumper trucks, poorly maintained or unguarded machines</u> <u>Struck by moving plant equipment</u> Contact with unguarded machines causing very severe crush and impact injuries, possibly fatality	3	3	9	Stay on designated agreed travel route Keep a look out for mobile plant equipment around you Section off working area with barriers or tape Wear correct PPE equipment for the works	3	2	6
<u>Confined Spaces</u>	<u>Poor foot holds on joists and weak ceilings</u>	3	2	6	Test joists, wear good work footwear Use crawl boards Wear harness if fall is over 2 metres	2	2	4
	<u>Dirt/dust and lost/ceiling insulation materials</u> Exposure to dusts causing respiratory and skin irritation	2	2	4	Wear dust masks and keep skin covered Ensure good hygiene is carried out before and after works Use barrier creams to protect skin	2	1	2
	<u>Poor lighting, high temperatures and cramped areas</u> Collide with low beams causing head injury, fatigue and muscle strains	2	2	4	Illuminate area of work Wear head protection Drink regular and limited working times to 30 minutes before taking a break for fresh air	2	1	2
	<u>Lifting floorboards, cable duct covers and crawling on knees</u> Contact with sharp edges, wood splinters, protruding nails, falls into holes in the floor causing hand, foot or knee injuries	3	2	6	Wear gloves, safety footwear and kneepads Survey working area before you begin - Cover up any holes left - Protect and cover sharp areas Safety hats should be worn in low cramped areas	2	2	4
	<u>Working in cable duct runs</u> Possibility of foul or stagnant atmosphere in cable duct may affect operatives. Tats, mice and vermin may be present	3	2	6	Suspect areas should always be treated as ‘Confined Spaces’ Use trained and competent personnel and work supervised. Use permit to work systems Ensure good hygiene standards are carried out before and after work	2	2	4

<u>Manual Handling</u>	<u>Prolonged Handling/Heavy Loads</u> Injuries – back strains & sprains due to prolonged handling or loads being too heavy Unloading/Carrying Deliveries – back & wrist strains & sprains	3	2	6	Use of pallet truck/trolleys for deliveries Items to be delivered and unloaded close to the working area. Store awkward loads at waist height where possible to avoid lifting items above head height Operatives trained in Manual Handling	2	2	4
	<u>Awkward Loads/Sharp Loads</u> Injuries to back strains & sprains due to prolonged handling or loads being too heavy	3	2	6	Use of pallet truck/trolleys for deliveries Items to be delivered and unloaded close to the working area. Banks man to monitor deliveries onto site within public areas Store awkward loads at waist height where possible to avoid lifting items above head height Operatives trained in Manual Handling	2	2	4
	<u>Obstructions due to contractors & adjacent farm residents</u> Contractors and adjacent residents crossing designated walkways where work is being carried out	3	2	6	Put up signage to warn public & contractors of expected deliveries and unloading during specific times. Delegate a delivery/loading contractor to ensure there is no authorised access into delivery areas whilst delivery and unloading is being carried out	2	2	4
<u>Noise</u>	<u>Noise Control</u> Working activities or hand held electrical/battery operated tools	2	2	4	All loud activities will be assessed to determine the level of noise reached, hearing protection will be provided until permanent controls are being implemented. Identify areas which reach the current action levels; Implement steps which are reasonably practicable to reduce the noise level by either; • Use different equipment • Carry out a quieter process • Use quieter equipment • Fit silencers Consideration will be given for isolating the noisy process from the worker and limiting the time the worker spends carrying out the process. Ensure noise levels are controlled with regard to residents both sides of site compound, especially if working late or starting early in the morning	2	1	2
	<u>Volume of Noise</u> Working in the vicinity of adjacent residents	2	2	4	Limit duration of use – set timescales on length of job Control times of work, ie; not early morning Ensure that the noise levels are under the required safety levels and consideration to be made if working late or starting work early in the morning	2	1	2

<u>Working at Height</u>	<u>Operatives falling from height</u>	3	2	6	The company will avoid for its operatives to work at height whenever possible. The most appropriate method of work at height will be established. Collective measures to be given priority over individual protective measures. When work at height is required, it will be properly planned by a competent person. Only trained operatives to work at height. All equipment to be inspected and details recorded	2	2	4
	<u>Tools, materials and equipment falling onto persons below</u>	3	2	6	Tools are to be tied off in the cage, to prevent them from falling onto personnel below	2	2	4
<u>Working at Height - Scaffolding</u>	<u>Scaffolding</u>	3	3	9	Operatives to be trained in the use of safety harness. Emergency procedure in place to recover operative suspended in a safety harness. Scaffolding only to be used when erected by a competent person(s), fully completed with planks, guardrails and toe-boards. Scaffold to have current inspected certificate and be inspected every seven days or when modified, after severe weather conditions or when damaged. Only authorised persons will alter scaffolding or remove rails or planks. Suitable and secure access points to be used for loading and unloading off scaffolding and bottom of scaffold to be protected against damage or being struck by vehicles. PPE; Safety harness to be worn where there is a risk of falling.	3	2	6
<u>Working at Height - Stepladders</u>	<u>Stepladders</u>	3	2	6	Step Ladders must be inspected prior to use. The following points should be considered when using step ladders: Step Ladders must conform to E.N 131 Standards and must carry an identifying label. The treads, hinges, bolts screws and fixings must be sound and secure Retaining cords or hinges must be of equal length and in good condition The stepladder must be stable when open and standing on a level base The legs of the stepladders should be positioned as far apart as the retaining cords or hinges allow, with all four legs firmly and squarely on the ground	2	2	4

					Steps must be on a firm level base and stable, They should be set at right angles to the work, whenever possible When stepladders are used, the knees of the person using the stepladder should be kept below the top step The top tread of the stepladder should not be used as a working platform, unless it has been constructed as a platform with a secure handhold.			
<u>Working at Height – Mobile Scaffold Towers</u>	<u>Mobile Scaffold Towers</u>	3	3	9	Only trained personnel are allowed to erect and sign/complete the 'Scaff Tag' inspection form which should be fixed to the tower. They must be completed at the start of each shift. All the relevant components of the tower should show no damage or signs of rust Ensure that there is a safe ladder or other means of access/egress to and from the platform	3	2	6
	<u>Moving towers to new working positions</u>	3	3	9	Before moving the tower checks will be carried out to ensure there are no overhead obstructions, the ground will be checked for condition and obstructions. It will be pushed or pulled from the base with no use of powered vehicles; it will not be moved with persons or equipment on the tower.	3	2	6
	<u>Mobile tower toppling over</u>	3	3	9	Scaffold towers to be erected on firm level ground and secured to prevent movement. The tower should not be moved whilst persons or materials are still on the tower.	3	2	6
	<u>Weather Conditions</u>	3	2	6	Weather conditions and during severe inclement weather such as high winds, snow frost. No working at will be permitted	2	2	4

<u>Hand held tools</u>	<u>Using Powered or Battery Tools</u> Use of electrical or battery operated tools	2	2	4	Suitable and sufficient training in the use of the work equipment must be provided with adequate records being maintained. All powered handheld tools that are used on site will have been PAT Tested and the findings recorded. All hand tools supplied by the company to the employee or indeed any that are owned by a contractor authorised to use them, must be suitable and sufficient for its intended use in relation to the task it is being used for. All electrical installations must be properly maintained, regular and routine maintenance is essential. The condition of portable tools should be checked on a rota call system on a regular basis.	2	1	2
	<u>Damaged or Non-working Tools</u> Any handheld equipment that is damaged or not working	2	2	4	Any electrical equipment that is damaged, will be reported immediately to the site foreman and a replacement found.	2	1	2
	<u>Injury through using power tools</u>	2	2	4	On all occasions that hand tools are used the operator must first inspect that the tools are fit for the task and safe to use, free from all defects or damage. User to be trained in use, correct tools for the job, tools maintained in good condition Correct eye protection worn by the operator Ensure Hearing protection is available for tools that exceed 85dbA and are worn at 90dbA	2	1	2
<u>Painting</u>	<u>Fumes from painting products</u>	3	2	6	Ensure that your working area is well ventilated Take short breaks every 30 minutes if area of work is not very well ventilated	2	2	4
	<u>Skin disorders & irritation</u>	2	2	4	Use water based products where possible Refer to COSHH Manufacturers data sheets	2	1	2
	<u>Splashes in Eyes</u>	2	2	4	Make sure goggles are available on site Ensure that an eyewash station is available on site prior to commencing work Refer to COSHH Manufacturers data sheets	2	1	2
<u>Dust & Fumes</u>	<u>Inhalation /Airborne/ Respiratory</u> Rubbing down walls to prepare for refurbishment and decoration works	3	2	6	Ensure adequate ventilation is available within working area. If this is not possible then a dust extractor will need to be provided on site Use masks and respirators where necessary	2	2	4

	<u>Flying Particles</u>	2	2	4	Wear eye protection where there is a risk of flying debris.	2	1	2
	<u>Exposure to cement dust – cacogenic</u>	3	2	6	Be aware of workers around you who are working with cement powder. Work so that the cement powder does not blow on you and other workers. Remove dust from clothes and other contaminated surfaces using a vacuum with a high-efficiency filter. Do not shake or slap dust off of clothing. Change into clean clothes before leaving the worksite. Wash your hands before eating, drinking, smoking, and going to the toilet. Follow safety guidelines in COSHH Assessment	2	2	4
<u>Electricity</u>	<u>Overloading power sockets</u>	3	2	6	Assess the working area before the commencement of works to ensure that enough power is available. If there is not enough power available around the working area then battery operated tools can be used All electrical powered tools on site will run off 110v power supply	2	2	4
	<u>Pulling and replacing fuses</u> Electrical arcing – causing arc eye and burns	3	2	6	Assess condition of each fuse. Only pull if condition allows. Ensure circuit had no load. Use eye protection	2	2	4
	<u>Exposure to live parts during test & inspect work or adjacent equipment</u> Accidental contact causing shock and burns	3	2	6	Work dead, follow & isolate procedures Use of shrouding and screening. Use electrical gloves & eye protection	2	2	4
	<u>Badly maintained tools and equipment</u> Damage to equipment Sharp edges causing shock, hand injuries or possible fire	3	2	6	Assess condition of equipment – wear hand protection	2	2	4
	<u>Not enough sockets provided for tools and chargers</u>	2	2	4	Do not overload sockets with extension leads Make the site manager aware that there are not enough power sockets available Provide additional transformers on site to enable more power sockets to be provided	2	1	2
	<u>Stretching cables to reach the task</u>	2	2	4	Provide extension leads to ensure that cables are not stretched to reach power supplies. Alternatively use battery operated tools to carry out the works.	2	1	2
	<u>Trailing Cables</u> Cables trailing across customers or staff walkways	2	2	4	Ensure that all cables are neatly placed against edges of walls. If this is not possible, then cable covers need to be provided across customer and staff walkways	2	1	2

<u>Slips, trips & falls</u>	<u>Contractors causing obstructions</u> Obstructing walkways to and from working areas	2	2	4	Ensure the walkways are clear. Check walkways before lifting a load If heavy and prolonged lifting, put up signage to 'keep area clear' if necessary Use banks man to monitor and keep areas clear during unloading period	2	1	2
	<u>Leaving tools and equipment around on the floor</u>	2	2	4	Ensure that working area is tidy at all times. Remove any rubbish & debris at the end of each shift or as soon as work is completed and remove from site	2	1	2
<u>Excavation/Ground Works</u>	<u>Disturbance/Contact of underground services</u> Checking where underground services are in relation to the excavation Electric shocks or burns is underground services damaged	3	3	9	Cat Scan of the area will be carried out prior to the commencement of works to check for underground services Obtain underground service plans where possible	3	2	6
	<u>Access & Egress</u> Being able to access and egress from excavation safely and in the case of an emergency	3	2	6	Ladders can be used and must be positioned at 4 in 1 angle. They must be secured at their highest point in order to provide an adequate handhold Ensure ladders are on firm ground when placed	2	2	4
	<u>Site Operatives falling into excavation area</u> Workers falling into excavation whilst working around edge of dig Machinery toppling over due to uneven ground or loose soil around top edge of dig	3	3	9	Warning Signage with 'no access' to working areas. Guard Rails Toe Boards to be erected 1.5 metres from edge excavation area Always ensure that workers stay inside the protected area Plant Machinery will be routed away from the dig Designate areas for materials and tools away from the edge of the dig, so as to encourage collapsing of excavation	3	2	6
	<u>Stability of Adjacent Structures & Services</u> Undermining to adjacent structures and services causing damages or collapse	3	2	6	Backfill needs to be completed in layers All spaces or voids must be backfilled including those created by the support equipment. Correct sequences must be followed Support equipment must be removed prior to completion as this may also cause collapse	2	2	4
<u>Adjacent Residents/Public using the area</u>	<u>Protecting the working area</u>	2	2	4	Ensure that working areas are cordoned off to ensure no unauthorised entry is gained by residents living adjacent or opposite site and the public using the area.	2	1	2

Likelihood ↓	Rating	Risk Level			
Highly likely	4	4 Low risk	8 Medium risk	12 High risk	16 High risk
Likely	3	3 Low risk	6 Medium risk	9 High risk	12 High risk
Unlikely	2	2 Low risk	4 Low risk	6 Medium risk	8 Medium risk
Highly unlikely	1	1 Low risk	2 Low risk	3 Low risk	4 Low risk
	Rating	1	2	3	4
Severity →		Negligible	Minor	Major	Catastrophic

Guidance Table A; Risk Definitions					
Likelihood that harm will result (L)		Rating	Severity of harm that would result (S)		Rating
Highly Likely	Almost certain that harm will result	4	Catastrophic	Fatal outcome to one or more persons	4
Likely	Harm will probably result	3	Major	Major injury / RIDDOR reportable ill health	3
Unlikely	Harm may result	2	Minor	Injury / ill-health causing lost time	2
Highly Unlikely	A remote chance that harm will result	1	Negligible	Trivial injury / ill health (minor 1 st Aid only)	1