

BRIGHTCAST GROUP SERVICES

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Working Documentation Appendices **Part 2**

Health & Safety Policy Statement
Part 1

General Health & Safety Procedures
Part 2

Revised
January 2010

This Appendices Section contains master copies of Health & Safety documents. When these documents are required to be used, photo-copy the master and replace it into the Appendices Section in the correct position using the contents page as guidance.

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BRIGHTCAST GROUP SERVICES		BRIGHTCAST GROUP SERVICES														
Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.																
Semi-Generic Risk Assessment & Action Required Method Statement																
Assessment location					Assessment date					Date of last Assessment						
General					January 2010					December 2008						
Activity / situation																
This Assessment has been formulated to cover the core Company activities for which Policy procedures and support documentation have been produced. Activities / situations which fall outside of this Assessment will require to be additionally assessed and all appropriate controls put in place to minimise risks and hazards.																
Ref	General description of risk	TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY				LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	
1	Yard and site compound access and egress. Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, soft and uneven ground, gradient slopes, pedestrian pavement cross-overs.	✓	✓	✓	✓	✓						✓				Med
2	Security. Risk to trespassers, damage caused by trespassers.		✓		✓								✓			Med
3	Accessways. Unsafe obstructions. Cross contamination of other works, uneven surfaces, trips, slips and falls, congestion, vehicle manoeuvres.	✓		✓		✓						✓				Med
4	Driving lorries/vans and company cars. Qualified drivers required, tiredness, road rage, driving under the influence of alcohol and drugs, speeding, cab tidiness, vehicle maintenance, security of loads, weight distribution, snow, rain and icy weather.	✓	✓	✓	✓	✓							✓			High
5	Loading & unloading lorries/vans. Competent plant operators & banksmen, risk of lifting appliance or gear failure, manual handling, windy conditions, conveying materials, gradient slopes.	✓		✓	✓							✓				Med
6	Working at height. Fall of persons or tools/equipment/components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind, snow, ice & hot weather.	✓		✓		✓					✓					High
7	Ladders. Persons falling off ladders – main causes are:- unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching.	✓		✓		✓						✓				High
8	Working on or nearby the footpath. Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-overs, lifting operations, service connections etc.				✓	✓	✓					✓				High
9	Working with lifting appliances and lifting gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signaling, loads striking other objects, problems with communications, slewing hazards.	✓		✓	✓	✓					✓					High
10	Electrical risks for installation works. Risks of electrical shocks, burns & fires, failure of systems and equipment.	✓		✓		✓						✓				High
11	Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc.	✓		✓								✓				Med

Semi-Generic Risk Assessment & Action Required continued /																
HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY				LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	
Ref	General description of risk															
12	Using power tools, machines & plant. Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.	✓		✓			✓				✓		✓			High
13	Existing building hazards. Hazardous materials, asbestos, biological & chemical contamination, unsafe structure, fragile roofs, live services, plant & machinery.	✓		✓		✓	✓					✓				High
14	Environmental hazards. Chemical contamination & biological hazards, unknown underground services & safe access. Neighbouring premises risks & hazards. Neighbourhood risks, noise, dust, vegetation damage, mud on roads, etc.	✓		✓		✓	✓			✓		✓				High
15	C.O.S.H.H. Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE.	✓		✓				✓				✓				High
16	Housekeeping. Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.	✓		✓				✓				✓				Med
17	Noise. Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Employees subjected to other contractors or environmental noise.	✓		✓		✓		✓				✓				High
18	Fire. Building fire plans, smoke detection, fire fighting equipment, fire alarms, fire drills, fire wardens, gas compounds, gas/oxygen leaks from cylinders, hoses and mains supply, hot works, smoking, solvents and bonfires.	✓	✓	✓		✓						✓				Med
19	Hot Works. Burning-off paint, soldering pipes, asphaltting, hot bitumen works, angle grinding, etc.	✓		✓		✓	✓					✓				Med
20	Working with LPG & Acetylene. Storage of gases and oxygen cylinders, condition of equipment, hot work risks, welding and burning operations.	✓		✓	✓	✓						✓				High
21	Biological hazards. Hygiene standards with regard to canteens, clothing and environmental working conditions.	✓		✓		✓							✓			High
22	Stacking & storage of materials & components. Stability, floor loading, potential obstructions, ergonomics, accessible locations.	✓	✓	✓	✓	✓						✓				High
23	Asbestos. Building alterations or extensions, steel coating fire protection, roof coverings, building and pipe cladding, etc	✓	✓	✓	✓	✓				✓				✓		Med
24	Display Screen Equipment. Ergonomics, eye strain, reflective glare, electrical risks, repetitive strain injury.	✓						✓					✓			Med
25	Lone Workers. Violence, manual handling, working unsupervised, environment hazards.	✓		✓				✓					✓			High
26	Confined Spaces. The build-up of toxic or flammable gases, oxygen deficient atmospheres, inadequate ventilation, etc., in environments such as basements, sewers, tanks, excavations, inadequately ventilated rooms.	✓		✓		✓					✓					High

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
1	Yard and site compound access and egress. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure yard and compound entrance signs are well displayed, i.e., "Caution – Entrance" and "Danger – Keep Out – Authorised Persons only".	On-going – Manager in charge of premises/works		Low
		Ensure the entrance to the yard is well illuminated during dark hours of working.	On-going – Manager in charge of premises/works		Low
		Ensure that lorry drivers are regularly reminded to be careful when entering and leaving the yard, i.e., to be aware of pedestrians and other road users safety.	On-going – Manager in charge of premises/works		Low
		Regularly check the condition of the cross-over between the yard/compound entrance and the road to ensure that it is kept in safe order.	On-going – Manager in charge of premises/works		Low
		Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	On-going – Manager in charge of premises/works		Low
		Wherever possible, provide separate access and egress on sites for site pedestrians and site vehicles. Segregate and clearly define pedestrian walkways from vehicle access and egress areas.	On-going – Manager in charge of premises/works		Low
		Personal protective equipment is normally required to be worn in these areas. The type of PPE will depend very much on the yard and site compound activities. PPE Assessments are required to be carried out for all persons required to work in these areas.	Manager in charge of premises/works		Low
2	Security. Refer to Security Contractors arrangements and any security device handbooks.	Ensure that the Company's buildings windows and doors are locked when the premises are not being worked in and that fencing is kept in good secure order.	On-going – Manager in charge of premises		Low
		Ensure that yard gates are securely locked when the premises are not being worked in. Regularly check that security devices covering the premises are operational.	On-going – Manager in charge of premises		Low
		Ensure "Danger – Keep Out - No Unauthorised Persons" signs are displayed around the company premises and on fencing/hoarding and gates around sites.	On-going – Manager in charge of premises		Low
		Where Security Guards are to be deployed a PPE Assessment is required to be carried out, taking into account the possibility of attacks and the environmental hazards in the areas which need to be patrolled.	On-going – Manager in charge of premises		Low
3	Accessways. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that accessways are demarcated clearly and are not unsafely obstructed by works/operations and that storage and parking do not cause an obstruction. Accessways should also be kept in good condition, well illuminated during hours of darkness, firm and without surface trips and slipping hazards. Consideration should be given to bad weather, particularly with regard to wet and freezing conditions.	On-going – Manager in charge of premises & Scaffold Supervisor		Low
		Give regular Tool Box Talks to the works personnel and inform visitors with regard to keeping accessways free from unsafe obstructions.	On-going – Manager in charge of premises & Scaffold Supervisor		Low
		Any obstruction of accessways should be removed immediately. Investigate the reasons obstructions occurred and eliminate the problem at source where possible or provide additional provisions to prevent obstruction problems from reoccurring.	On-going – Managers & Scaffold Supervisor		Low

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
4	<p>Driving lorries/vans and company cars. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Refer to Company Vehicles Section in Company Health & Safety Policy, Part 2.</p>	Company Induction for new lorry/van/company car drivers should include all appropriate safety rules. Ensure that any drivers licences are in order and vet the arrangements of sub-contracted haulagers to ensure their arrangements are in order, i.e., qualified drivers and that their vehicles are being maintained in good order and are appropriate for what is being transported.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low
		Ensure that lorry/van/company car drivers receive regular Tool Box Talks on road safety, good driving practices, loading and unloading lorries/vans, PPE and vehicle maintenance.	On-going – Managers who have responsibilities for transport		Low
		All drivers of company vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low
5	<p>Loading and unloading lorries/vans. Refer to the following Sections contained in the Company Health & Safety Policy:- Manual handling; Lifting Appliances and Lifting Gear.</p> <p>Refer to the Lorry Manufacturers Handbook.</p>	Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	When loading lorries/vans – Lorry/van Drivers, Personnel assisting, as well as Managers responsible for transportation		Low
		Check that vehicles are in good safe order and tidy before setting off.	On-going – Lorry/van Drivers		Low
		Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that accessways are not unsafely obstructed.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel		Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel		Low
		A PPE Assessment is required to be carried out to accommodate the different types of lorries and vans and materials etc., being transported and conveyed on and off of vehicles, taking into account the environments and whether lifting appliances are utilised. Ensure that all appropriate PPE is available in the cab and worn when required.	On-going – Lorry/van Drivers & Managers responsible for employees & transport		Low
6	<p>Working at height. General arrangements covered in the Company Health & Safety Policy Procedures Part 2. A PPE Register and PPE Assessment documents are contained in Part 3.</p> <p>Work At Height Regulations 2005.</p>	Competent persons must plan working at height. Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures must be provided to minimise the risk of falls. Working at height operations must always be supervised by a competent person. All persons required to work at height must be competent.	Contracts Manager & Scaffold Supervisor		Low
		Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment.	Contracts Manager & Scaffold Supervisor		Low
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Contracts Manager & Scaffold Supervisor		Med
		Wet conditions – extra care and control taken to prevent slipping.	When raining – Scaffold Supervisor		Med

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
6 cont		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – Scaffold Supervisor		Low
		Where there is the potential for persons, materials or debris to fall, there must be adequate prevention protection in place.	Before work starts – Scaffold Supervisor		Low
		Ensure a Safe Method of Work and arrangements are in place and communicated to persons who will be carrying out high level works.	Before work starts – Scaffold Supervisor		Low
		Ensure adequate safe access to high level works is provided.	Before work starts – Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons working at height or for persons who could be at risk from high level works. Where harnesses are required to be worn, there will need to be an emergency rescue arrangement in place.	Before work starts – Scaffold Supervisor		Low
7	<p>Ladders. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Work At Height Regulations 2005.</p>	Working off ladders constitutes working at height, therefore competent persons will be required to plan and supervise this type of work. Ladders should be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.	Before work starts. Contracts Manager & Safety Advisor		Med
		Carrying materials up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder.	Before work starts. Contracts Manager & Scaffold Supervisor		Low
		The correct type of ladder should be used dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. Note: Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage.	Before operatives start work on site. Contracts Manager & Scaffold Supervisor		Med
		Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. Note: Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.	Before operatives start work on site. Contracts Manager & Scaffold Supervisor		Med
		Environmental and weather conditions can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present precautions should be taken to eliminate these risks which could cause hazards to ladder users.	Before operatives start work on site. Contracts Manager & Scaffold Supervisor		Med
		All ladders used must be in good order. They should be checked regularly to ensure they are kept in good order and checked prior to use.	Before operatives start work on site. Contracts Manager & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons working off ladders or persons in the vicinity of ladder work. Particular regard should be given to fall arrest equipment and ladder securing arrangements.	Before work starts & on-going. Contracts Manager & Scaffold Supervisor		Med

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
8	<p>Working nearby the footpath. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Refer to Local Authority requirements.</p>	Detailed arrangements to be produced regarding precautionary measures to protect the general public, i.e., hoarding, barriers and safety signage, etc.	Before the contract starts. Contracts Manager & Safety Advisor		Low
		Operatives to be made aware of the importance and the arrangements for keeping the footpath free from hazards during Induction and before any works start which may have an effect on the general public.	Before operatives start work on site. Contracts Manager & Scaffold Supervisor		Low
9	<p>Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information. Work At Height Regulations 2005.</p> <p>Lifting Operations & Lifting Equipment Regulations 1998, Lifting Assessment & Lifting Plan, Test Certificates and Records of repairs and maintenance.</p> <p>The Provision & Use of Work Equipment Regulations 1998.</p> <p>The Personal Protective Equipment Regulations 2002.</p> <p>Manufacturers / Suppliers Specification & Guidance.</p>	Competent persons must plan and supervise lifting operations. Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.	Before lifting operations are carried out. Contracts Manager & Safety Advisor		Low
		All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Contracts Manager & Scaffold Supervisor		Low
		To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Contracts Manager & Scaffold Supervisor		Low
		To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Contracts Manager & Scaffold Supervisor		Low
		Competent Certificated Personnel only should be involved in lifting operations.	Contracts Manager & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons involved or affected by lifting operations.	Contracts Manager & Scaffold Supervisor		Low
10	<p>Electrical risks for installations & works. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to M & E drawings.</p> <p>The Electricity At Work Regulations 1989.</p> <p>The Electricity Supply Regulations 1988.</p> <p>The Low Voltage Electrical Equipment (Safety) Regulations 1989.</p> <p>The IEE Wiring Regulation (Code of Practice) 16th Edition.</p>	A competent person must plan, supervise, test and inspect all electrical works and installations. Arrangements to be checked, i.e., service drawings.	Before electrical work starts. Contracts Manager & Safety Advisor		Low
		Detailed Safe Method of Work Statement required for working safely with electrical systems.			
		Competent qualified Electricians (ECA or CEE) to be engaged on electrical systems in excess of 110v. Check qualifications of personnel.	Before electrical works start. Contracts Manager & Scaffold Supervisor		
	Carry out works in accordance with the Electrical Permit to Work contained in the Appendices section of this Policy.				
	Test installation.		Initial and every 5 years or after any alteration – competent Electrician.		Low
	PPE Assessments are required to be carried out for persons involved in electrical works.		Contracts Manager & Scaffold Supervisor		Low
11	<p>Manual Handling. General arrangements covered in the Company Health & Safety Policy.</p> <p>Refer to Manual Handling Regulations and Code of Practice.</p>	<p>Provide adequate instruction on minimizing manual handling and good manual handling techniques.</p> <p>Provide manual handling aids wherever reasonably practicable.</p> <p>Ensure that personnel who have to carry out manual handling operations are suitably fit.</p> <p>Ensure personnel carrying out manual handling are aware of the weights involved.</p>	Initial assessment by Management and on-going monitoring by Management & Scaffold Supervisor		Low

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
11 cont		Carry out Manual Handling Assessments – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy.	Managers & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons involved in manual handling.	Managers & Scaffold Supervisor		Low
12	Using power tools, machines and plant. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Refer to Manufacturers guidance.	Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.	Senior Management & Scaffold Supervisor		Low
	The Provision and Use of Work Equipment Regulations 1998, The Workplace (Health, Safety & Welfare) Regulations 1992, The Management of Health & Safety At Work Regulations 1999, The Control of Work Regulations 2005.	Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc., must be fully considered to minimise dust, noise and dangers from moving parts or fragments flying-off of material being worked on.	Scaffold Supervisor & Operator		Low
	Approved Code of Practices for the Safe Use of Woodworking Machines. HSE Guidance Notes.	Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.	Scaffold Supervisor		Low
	British Woodworking Federation. British Standards BS6854.	Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity.	Scaffold Supervisor		Low
		Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This should be carried out under a Permit to Work.	Scaffold Supervisor & Maintenance Engineer/Plant Operator		Low
		Machines must be properly installed in accordance with the Manufacturers specifications	Senior Management & Scaffold Supervisor		Low
		To minimise the risks of electrical shock when using electrically powered tools, battery powered tools should be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards.	Senior Management & Scaffold Supervisor		Low
		Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information.	In accordance with manufacturers usage terms – competent Electrician		Low
		PPE Assessments are required to be carried out for persons using power tools, machines and plant.	Managers & Scaffold Supervisor		Low
13	Existing building hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Before any works commence a survey and investigation of the working areas and accessways should be carried out to ensure that all hazards are identified and that all necessary control measures are included in the Health & Safety Plan and Safe Method of Work Statements.	Senior Management, Scaffold Supervisor & Safety Advisor		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Scaffold Supervisor & the workforce		Low
14	Environmental hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Careful consideration should be given to operations to ensure that all environmental issues are complied with and that there is the least amount of effect on the environment.	Senior Management & Scaffold Supervisor		Low

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
14 cont	Environmental Regulations. Local Authority requirements.	Competent persons must carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons must carry out an Assessment and plan and supervise the works.	Management, Scaffold Supervisor & the workforce		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Scaffold Supervisor & the workforce		Low
		PPE Assessments are required to be carried out for persons carrying out works in areas where environmental hazards are present.	Managers & Scaffold Supervisor		Low
15	Control of Substances Hazardous to Health (C.O.S.H.H). General arrangements covered in the Company Safety Policy Safety Procedures. Refer to COSHH Assessment and Manufacturers Data Sheet information.	Assessments to be carried out for substances used by the Company which could be hazardous to health.	Before use. Contracts Manager, Scaffold Supervisor, Safety Advisor & Sub-contractors		Low
		Ensure COSHH Assessments are conveyed to persons who are using potentially hazardous substances and that adequate instruction and safeguards are in place to prevent ill health and hazards.	Senior Management & Scaffold Supervisor		Low
		Any potentially hazardous substances should be substituted for safer substances wherever possible.	Senior Management & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons working with substances which could be hazardous to health.	Managers & Scaffold Supervisor		Low
16	Housekeeping. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going. Office Manager, Contracts Manager & Scaffold Supervisor		Low
17	Noise. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements.	Ensure that Noise Assessments are carried out for all operations which generate noise levels which could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before Contract starts & On-going. Contracts Manager & Scaffold Supervisor		Low
		Company personnel who could be affected by noise levels should receive adequate information regarding safeguarding their hearing. This information should be given during Induction and regular Safety Tool Box Talks.	On-going. Contracts Manager & Scaffold Supervisor		Low
		Ensure that noise suppression techniques are employed where appropriate.	On-going. Contracts Manager & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 85dBA.	Managers & Scaffold Supervisor		Low
18	Fire. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. The Fire Precautions (Workplace) Regulations 1997. Management of Health & Safety Regulations 1999. Relevant British Standards.	A separate Fire Assessment is required to be carried out for the Company premises and site works. Findings to be recorded and information relayed to appropriate persons.	Senior Management and Safety Advisor		
		Fire Policy and Fire Plan required for working environments.	Senior Management and Safety Advisor		
		Fire detection system/alarms/emergency lighting.	Test and inspect as system specification – Competent Engineer		
		Training of Fire Wardens.	Initial and on-going – Safety Advisor		

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
18 cont		Appropriate fire fighting equipment at fire points.	Service annually – competent person		Low
		Fire drills required at the head office premises and sites.	Every 4 months – Fire Warden		Low
19	Hot works. General arrangements covered in the Company Safety Policy Safety Procedures.	Risk Assessments for hot works must be carried out by competent persons. Working environments which could be at risk from hot works must be under the control of a Hot Works Permit. Careful consideration and provisions must be given to the risk of fires.	Senior Management & Scaffold Supervisor		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Scaffold Supervisor & the workforce		Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers & Scaffold Supervisor		Low
20	Working with LPG & Acetylene. General arrangements covered in the Company Safety Policy Safety Procedures. Hot Works Permits contained in the Appendices Section of the Company Health & Safety Policy. Safety Instructions and precautions displayed on cylinders/ appliances and welding materials, etc.	Only competent qualified welders are allowed to carry out welding operations.	Contracts Manager & Scaffold Supervisor		Low
		Hot Works Permits to be complied with. Provide fire fighting equipment.	Contracts Manager & Scaffold Supervisor		Low
		Welding safety precautions contained in the Company Health & Safety Policy must be complied with.	Welders, Scaffold Supervisor & Sub-contractors.		Low
		Gas compound must comply fully with Manufacturers/Suppliers recommendations.	Senior Management & Scaffold Supervisor.		Low
		Gas appliances such as heaters, cookers, etc., must be operated and used in accordance with Manufacturers Guidelines and the Fire Risk Assessment for the premises.	Senior Management & Scaffold Supervisor.		Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers & Scaffold Supervisor		Low
21	Biological hazards. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that all Company personnel are adequately instructed on biological hazards with regard to risks related to vermin, food hygiene, sharps, etc.	Before personnel start work. Senior Management & Scaffold Supervisor/Office Manager		Low
		Food preparation and eating areas should be kept hygienically clean and adequate washing facilities made available to personnel.	Senior Management & Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons involved in working in the vicinity where biological hazards could be present.	Managers & Scaffold Supervisor		Low
22	Stacking and storage of materials and components. General arrangements covered in the Company Safety Policy Safety Procedures.	Detailed arrangements for the safe storage and stacking of materials to be made, in particular safe storage areas and the stability of stacked materials, etc. Personnel are to be made aware of the stacking and storage arrangements for site operations.	Before a Contract starts and on-going with regards to workshop arrangements. Contracts Manager & Scaffold Supervisor.		Low
		PPE Assessments are required to be carried out for persons involved in stacking and storing operations.	Managers & Scaffold Supervisor		Low
23	Asbestos. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to The Asbestos Regulations. HSE Guidance Notes.	Any works that involves affecting Asbestos installations must be carried out fully in compliance with The Asbestos Regulations and Local Authority requirements. Particular consideration should be given when working on older properties built prior to the early 70's.	Senior Management & Safety Advisors		Med

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
23 cont	For detailed arrangements with regards to this subject, consult with Company Safety Advisors.	Any person required to work in an area where asbestos may be present must be competent and be informed of all potential areas where asbestos could be present and what control measures will be in place to safeguard against asbestos.	Senior Management & Safety Advisors		Low
		Competent persons must supervise works in areas where asbestos is present.	Managers & Scaffold Supervisors		Low
		PPE Assessments are required to be carried out for persons working in the vicinity where asbestos is present.	Managers & Scaffold Supervisors		Low
24	Display Screen Equipment. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Health & Safety (Display Screen Equipment) Regulations 1992.	Carry out assessment of users workstation in respect of display screen equipment.	Initial and after changes to workstation, annual – Competent Assessor		Low
		Adapt workstation if required after Assessment.	On-going – office manager		Low
25	Lone Workers. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Lone workers should not be subjected to high risk activities or environments such as working in dangerous structures, working at height, working in confined spaces and deep excavations without other suitable persons being present, i.e., Contractors or Clients Management. An additional issue that needs to be considered would be where attacks on persons frequently occur. Where risks to lone workers may be present, a specific Risk Assessment for projects or tasks will be required to identify all the important factors that could put a lone worker at risk. Necessary control measures to minimise risk will need to be put in place.	Company Management, Clients & Contractors Management		Med
		Persons required to work alone in potentially hazardous situations should be made aware of all important safety issues to eliminate risks wherever possible.	Company Line Management		Med
		Ensure the competency of Company personnel who may be required to work alone.	Company Line Management		Low
		Lone workers must be made aware of suitable emergency arrangements, i.e., what they should do if they injure themselves, knowledge of first aid, regularly reporting in, being contactable by mobile phone, etc.	Company Line Management		Med
		Monitor lone workers and working environments regularly.	Company Line Management		Low
26	Confined Spaces. General arrangements covered in the Company Safety Policy Safety Procedures.	Any works carried out where access and egress is limited, where there is the potential for toxic, asphyxiating or explosive atmospheres could occur, this work must be carried out under a Permit to Enter/Confined Space Permit.	Before the contract starts. Contracts Manager & Safety Advisor		Med
		All appropriate safety measures must be in place to safeguard any persons required to work in a confined space. This includes proper training and instruction for confined space workers and emergency rescue arrangements.	Before the contract starts. Contracts Manager, Safety Advisor & workforce		Med
		PPE Assessments are required to be carried out for persons working in confined spaces.	Managers & Scaffold Supervisors		Med

Explanatory notes for the level of risk:

High: Any risk factors which are given this evaluation should be given priority to resolve or to minimise to a lower category of risk using necessary controls.

Medium: This risk evaluation is secondary to the higher risk factors, but nevertheless must be resolved to a lower category risk using necessary controls.

Low: A low risk evaluation does not mean 'safe' – it means the risks have been reduced to the practicable minimum. It will be necessary to ensure all appropriate control measures are in place.

BRIGHTCAST GROUP SERVICES							BRIGHTCAST GROUP SERVICES									
Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.																
Risk Assessment & Action Required Method Statement for General Scaffolding Works																
Assessment location							Assessment date				Date of last Assessment					
							January 2010				December 2008					
Activity / situation																
The erection of general purpose tube & fitting scaffolding																
Ref	General description of risk	TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY				LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY/ FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	
1	Scaffold Design	✓		✓	✓	✓	✓						✓			High
2	Site Environment	✓	✓	✓	✓	✓	✓						✓			Med
3	Interfacing with public areas etc.	✓	✓	✓	✓	✓	✓						✓			High
4	Scaffold materials falling	✓	✓	✓	✓	✓	✓						✓			High
5	Overloading the scaffold	✓			✓	✓	✓						✓			Med
6	Lifting operations	✓		✓	✓	✓	✓						✓			High
7	Falls from height	✓		✓			✓						✓			High
8	Suspension trauma	✓		✓			✓						✓			Med
9	Weather conditions – wind, rain, ice, etc.	✓		✓				✓					✓			Med
10	Scaffold collapse	✓	✓	✓	✓	✓	✓						✓			Low
11	The use of power tools	✓		✓									✓			Low
12	Manual handling	✓		✓				✓					✓			High
13	Incomplete scaffolding	✓	✓	✓	✓	✓	✓						✓			High
14	Children climbing scaffold structures	✓					✓						✓			High
15	Damage to structure		✓		✓	✓		✓						✓		Low
16	Damage to base area	✓		✓	✓	✓		✓					✓			Med
17	Working on potentially dangerous structures or environments	✓	✓	✓	✓	✓	✓					✓				High

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
1	<p>Calculating the design of scaffolding. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Code of Practice, British Standards, BS 5793, and / or BS EN 12811-1 and / or NASC TD20:05, etc.</p> <p>Refer to Manufacturers Product Specification.</p>	Determine from the customer what type of scaffolding is required. Advise on the correct type and specification to suit the requirements and the timescale and sequence of works. Site Survey and Risk Assessment required to be carried out.	Before work starts - Operations Manager		Low
		Non-standard scaffolds to be designed.	Before work starts - Scaffold Engineer		Low
		Provide scaffold team with drawings, Risk Assessments and Induction for site works giving clear advice on protection to the general public and loading of the scaffold whilst being erected.	Before work starts - Operations Manager		Low
		Final check when scaffold is complete for handing-over Certificate. Complete the inspection report form.	Before scaffold is used - Operations Manager or Supervisor		Low
2	Site Environment. Site construction Health & Safety Plan including site rules.	All company operatives to attend site inductions as appropriate. Significant risks specific to the site to be communicated to the workforce.	Before operations commence – Site safety Representative.		Low
3	<p>Working areas interfacing public areas, etc.</p> <p>Local Authority and Planning Supervisors Controls. General arrangements covered in the Company Safety Policy Safety Procedures. Highway Code.</p>	Agree working areas with Principal Contractor, Planning Supervisor and the Client.	Before job starts - Operations Manager		Low
		Guard-off working areas and material storage areas adequately from the general public where they could be put at risk using pedestrian barriers and signs. Use road-signs in roadways.	Before job starts – Supervisors		Low
		Set out standards so as not to obstruct access / egress routes	Before erecting scaffold – Advanced Scaffolder		Low
		Use high visibility material on standards that are grounded in public areas	ASAP – Advanced Scaffolder		Low
4	<p>Scaffold materials falling. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Work At Height Regulations 2005. Code of Practice and British Standards.</p>	Adequately guard-off working areas of potential falling materials from the occupiers and general public.	Before work starts – Supervising Scaffolder		Low
		Erect scaffold fans as soon as possible where required.	ASAP – Supervising Scaffolder		Low
		Erect netting as the job progresses wherever possible.	ASAP – Supervising Scaffolder		Low
5	<p>Loading scaffold during erection. Design drawings and Calculations by Scaffold Engineer.</p> <p>Code of Practice and British Standards. Work At Height Regulations 2005. The Lifting Operations and Lifting Equipment Regulations 1998.</p>	Calculation to be given for erection advice, bearing in mind normal construction Methods of Work.	Before work starts – Scaffold Engineer		Low
		Determine the weight of materials planned to be lifted and provide information to the Supervising Scaffolder.	Before lifting operations start – Contracts Manager		Low
6	<p>Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information.</p> <p>Work At Height Regulations 2005.</p> <p>Lifting Operations & Lifting Equipment Regulations 1998, Lifting Assessment & Lifting Plan, Test Certificates and Records of repairs and maintenance.</p>	Competent persons must plan and supervise lifting operations. Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.	Before lifting operations are carried out. Contracts Manager & Safety Advisor		Low
		All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Contracts Manager & Scaffold Supervisor		Low

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
6 cont	<p>The Provision & Use of Work Equipment Regulations 1998. The Personal Protective Equipment Regulations 2002.</p> <p>Manufacturers / Suppliers Specification & Guidance.</p>	To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Contracts Manager & Scaffold Supervisor		Low
		Competent Certificated Personnel only should be involved in lifting operations.	Contracts Manager & Scaffold Supervisor		Low
		Ensure gin wheels, ropes etc are in good condition and are adequately secured – i.e using load bearing fittings.	Scaffold Supervisor		Low
		Barrier-off fall zone areas with appropriate barriers and signs, etc.	Scaffold Supervisor		Low
		PPE Assessments are required to be carried out for persons involved or affected by lifting operations.	Contracts Manager & Scaffold Supervisor		Low
7	<p>Falls from height. General arrangements covered in Company Health & Safety Policy.</p> <p>Reference National Association Scaffolding Contractors – SG4:05.</p> <p>The Work At Height Regulations 2005</p>	Persons should not put themselves at risk from falling during surveys.	During Survey – Estimate Engineer		Low
		Ensure areas using fragile materials are adequately protected and designated with signage	Before starting during Contract Meeting		Low
		Ensure adequate guard rails and platforms are erected as work proceeds – minimum width work platform of 600mm.	During the work – scaffolder		Low
		Use appropriate PPE to control the risk.	During the work – scaffolder		Low
8	<p>Suspension trauma. General arrangements covered in Company Health and Safety Policy Procedures</p> <p>Reference National Association Scaffolding Contractors – SG4:05.</p> <p>The Work At Height Regulations 2005</p>	Use fall protection system, e.g., inertia reel block, wherever possible.	As and when required – all personnel		Low
		Ensure all operatives have been adequately trained in the use of fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
		Ensure adequate emergency & rescue plan is in place for operatives who are at risk of falling when using harness fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
9	<p>Weather conditions – wind, rain, ice, etc.</p> <p>Information obtained from The Met Office with regards to forecasts.</p>	Windy weather should be avoided wherever possible.	Planning stage – Operations Manager		Low
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Whilst working – Supervising Scaffolder		Med
		Wet conditions – suitable wet weather gear to be worn and extra care and control taken to prevent slipping.	When raining – All scaffolders.		Med
		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – Supervising Scaffolder & Scaffolders		Low

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
10	<p>Scaffold collapse. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>British Standards and Codes of Practices.</p>	Contact the Supervisor and Senior Management immediately and seek advice from the Safety Advisor.	Scaffold personnel and Supervisor		Low
		Cordon-off the area of possible danger and notify any persons who could be affected to keep clear of the cordoned-off area. Ensure that a sufficient amount of persons are put on guard to keep persons who could be affected by the scaffold collapse, away from the danger area.	Scaffold operatives and Supervisor		Low
		Prior to any rectification, clearance and reconstruction works, etc., the collapsed scaffold should be surveyed to determine a safe process to proceed.	Operations Director, Scaffold Engineer, Scaffold Supervisor & Safety Advisor		Med
		A Risk Assessment and Method Statement to be produced and precautionary measures and sequence of works to be relayed to all personnel involved in rectification works, including the customer.	Operations Director, Scaffold Engineer, Scaffold Supervisor & Safety Advisor		Low
11	<p>Using power tools, machines and plant. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Refer to Manufacturers guidance.</p> <p>The Provision and Use of Work Equipment Regulations 1998,</p> <p>The Management of Health & Safety At Work Regulations 1999</p> <p>HSE Guidance Notes.</p> <p>British Woodworking Federation.</p>	Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.	Senior Management & Scaffolding Supervisor		Low
		Ensure that power tools, machines and plant are in good order before issue and use.	Scaffolding Supervisor & Operator		Low
		Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.	Scaffolding Supervisor		Low
		Ensure the correct power tools, machines and plant are used for the job.	Scaffolding Supervisor		Low
12	<p>Manual handling. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Manual Handling Regulations 1992 and Code of Practice.</p>	Provide mechanical aids where possible to reduce the need for lifting manually.	Before job starts – Operations Manager		Low
		Vett and select Site Personnel who are in good physical condition for manual lifting.	Before job starts – Operations Manager		Low
		Ensure that site workforce have been instructed on manual handling techniques.	Before job starts – Supervising Scaffolder		Low
		Check that scaffolders are employing good manual handling techniques.	As job progresses – Supervising Scaffolder		Low
		Wear protective footwear and gloves.	Whilst working - Scaffolders		Low
13	<p>Incomplete scaffold General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Scaffolding Code of Practice and British Standards. Safety Sign Regulations.</p>	Guard off incomplete scaffold areas and display "Incomplete Scaffold" signs.	Where required – Scaffolders		Low
		Never leave a scaffold in an unsafe condition.	At any time - Scaffolders		Low
		Ensure all other members of the scaffold team are aware of incomplete areas of scaffolding.	At all times - Scaffolders		Low
		Do not allow other persons to use incomplete scaffolding.	At any time – Scaffolders		Low

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14	<p>Children climbing scaffold structures. General arrangements covered in Company Health and Safety Policy Procedures.</p> <p>Protecting the public – HSE Guidance.</p>	Discuss with the Clients Site Agent what provisions are required.	Before the contract starts – Operations Manager		Low
		Advise when provisions are inadequate.	Before the contract starts – Operations Manager		Med
		Inform scaffolders of the measures to be taken.	Before the job starts – Operations Manager		Low
15	<p>Damage to structure. General arrangements covered in the Company Health & Safety Policy Procedures.</p> <p>Scaffolding Code of Practice and British Standards.</p> <p>Refer to Products Information Booklets.</p>	Discuss with the Clients Site Agent the areas of scaffolding which need attention.	Before work starts – Supervising Scaffolder		Low
		Survey the area of works at ground level to ensure it is safe before getting onto the scaffold.	Before work starts – Supervising Scaffolder		Low
		Guard off and display "Incomplete – Do Not Use" signs until the scaffolding is in good order.	At the start of the job – Scaffolders		Low
		Inform the Site Agent when the scaffolding is back in good order. Provide hand-over Certificate.	When work is completed – Supervising Scaffolder		Low
		Give advice to Contractor to keep the scaffold in good order as work progresses.	When necessary – Supervising Scaffolder		Low
16	Damage to base areas.	After dismantling the scaffold, check that the ground is in good order. Any broken paving slabs, etc., should be reported to the Customers Site Agent.	After dismantling scaffold – Supervising Scaffolder		Low
		Guard off damaged areas if they could be hazardous.	After dismantling scaffold – Supervising Scaffolder		Low
17	<p>Working on potentially dangerous structures, including immediate emergency work.</p>	Specific Risk Assessment details will need to be included in addition to this general Risk Assessment to take into account specific risk factors and necessary safety control measures related to any particular dangerous structure and emergency work.	Before work starts – Supervising Scaffolder & Safety Advisor		Med
		Guidance from Professionals:- Structural and Mechanical Engineers; District Surveyor/Engineer from Local Authority; Fire Authority; Safety Advisor.	Before work starts – Supervising Scaffolder – Senior Management to assist with regard to emergencies		Low
		Specific Safe Method of Work Statement – this should be in a written format if possible. The safe method of working, which should include the Risk Assessment details must be communicated to the workforce carrying out the works and any other affected parties.	Before work starts – Supervising Scaffolder & Safety Advisor		Low
		The calibre of scaffolders with regard to their safety understandings must be carefully selected for dangerous structures and emergency work.	Before work starts – Senior Management & Supervising Scaffolder		Med
		Full time supervision by the Supervisor will be necessary for this type of work and the involvement of the Safety Advisor.	On-going – Supervisor & Safety Advisor		Low

REF NO.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
1	<p>Access to / from lifting equipment – See site construction phase plan and site access / egress route designation. General arrangements covered in the Company Health & Safety Policy</p> <p>The Management of Health & Safety at Work Regulations.</p>	All personnel to attend site safety induction.	On-going – Manager in charge of premises		Low
		Ensure access / egress routes and plant operator working area are free from hazards and obstructions.	On-going – Manager in charge of premises		Low
2	<p>Suitability of equipment – Pre Tender and Construction Phase Health & Safety plans. Information from Planning Supervisor.</p> <p>The Lifting Operations & Lifting Equipment Regulations.</p>	Selection of lifting equipment to be made further to consultation at Pre tender stage.	Pre tender stage – Scaffold estimator, Planning Supervisor & Site Manager		Low
		Choice of Lifting equipment to include: <ul style="list-style-type: none"> • Anticipated site environment • Operator ergonomic factors • Type of material to be lifted 	Pre tender stage – Scaffold estimator, Planning Supervisor & Site Manager		Low
3	<p>Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information.</p>	Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.	Before lifting operations are carried out. Projects Manager & Safety Advisor		Low
		All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Projects Manager & Scaffolding Supervisor		Low
		To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Projects Manager & Scaffolding Supervisor		Low
4	<p>Lifting operations using crane. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Crane Hirer's information. The Lifting Operations and Lifting Equipment Regulations 1998.</p>	Outline the requirements of the job with Crane Hire Company.	Before job starts – Supervising Scaffolder		Low
		A qualified Crane Operator to be used – check.	Before operator starts work – Supervising Scaffolder		Low
		Check Test Certificate for the crane and lifting gear.	Before use – Supervising Scaffolder		Low
		Check weather conditions (high winds, etc).	Before lift starts – Crane Operator		Med
5	<p>Lifting operations using hoist. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Hirer's information. The Lifting Operations and Lifting Equipment Regulations 1998.</p>	Outline the requirements of the job with hoist Hire Company.	Before job starts – Supervising Scaffolder		Low
		A qualified Hoist Operator to be used – check.	Before operator starts work – Supervising Scaffolder		Low
		Check Test Certificate for the hoist.	Before use – Supervising Scaffolder		Low
		Ensure 2m high minimum hoist enclosure protects the operator and all others from being crushed or struck by moving parts.	Before use – Supervising Scaffolder		Low
		Where the hoist platform is not enclosed, an enclosed hoist tower must be erected.	Before use – Supervising Scaffolder		Low
		Ensure Landing Gates are fitted, that trip switches are working, and that SWL is displayed.	Before use – Supervising Scaffolder		Low
		Check weather conditions (high winds, etc).	Before lift starts – Hoist Operator		Low

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6	<p>Lifting operations using gin wheels.</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998</p> <p>Scaffold Code of Practice, British Standards and Manufacturers information.</p>	Check the condition of the pulley wheel, ropes and fittings.	Supervising Scaffolder		Low
		Position the gin wheel where it would least affect the safety of others, i.e., occupiers of the building and the general public, as well as other site workers.	Supervising Scaffolder		Low
		Barrier-off fall zone areas with appropriate barriers and signs, etc.	Supervising Scaffolder		Low
		Ensure the gin wheel is adequately fixed and braced to the scaffold.	Supervising Scaffolder		Low
		Adequately secure loads.	Before lifting – Trained Slinger/Scaffolder		Low
		Do not exceed Gin Wheel SWL.	Operators of Gin Wheels		Low
		Do not stand directly under loads.	When lifting - Operators of Gin Wheels		Low
		Lift area to be designated with signage and barriers erected. Try to avoid lifts over others	Before the contract starts & on going. Contracts Manager, Site Agent & Foreman		Low
7	<p>Strength and stability of equipment – General arrangements set out in the company Health & Safety policy.</p> <p>Pre tender & Construction phase plan.</p> <p>British Standards guidance</p>	Ensure necessary tying or restraining components of relevant lifting equipment are adequate - check	Before lift – Site Manager/Plant operator		Low
		Where lifting equipment is tied to scaffolding ensure that necessary ties and braces are adequate and that both the scaffold handing over certificate and pull test certificate are available - check	Before lift – Site Manager/Scaffold Supervisor & Plant Operator		Low
8	<p>Banksmen Operations. General arrangements covered in Company Health and Safety Policy Procedures.</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Crane Signals recommended by The Building Employers Confederation and Federation of Civil Engineering Contractors.</p>	Ensure the general public and occupiers are not put at risk from lifting operations.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Check that communications are in order and understood between all persons involved in the lifting operation.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Check that the loading areas are suitable and safe for taking loads.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Check for obstructions and overhead power cables.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Ensure that persons involved in the lifting operation are wearing safety helmets.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Use guide ropes to control loads when required.	Before work starts – Supervising Scaffolder and Banksmen		Low
		Keep persons away from slewing areas of cranes.	Before work starts – Supervising Scaffolder and Banksmen		Low
9	<p>Slinging operations. General arrangements covered in the Company Health and Safety Policy Procedures.</p>	Check the crane operator is a competent person if crane is to be used.	Before lifting – Supervising Scaffolder		Low

REF NO.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
9 cont	The Lifting Operations and Lifting Equipment Regulations 1998.	Check the Test Certificates of the crane and lifting gear.	Before lifting – Supervising Scaffolder		Low
		Discuss communications with other persons involved in the lift.	Before lifting – Supervising Scaffolder		Low
		Check the SWL of the scaffolds and weights of the loads to be lifted.	Before lifting – Supervising Scaffolder		Low
		Check the SWL of the crane and lifting gear.	Before lifting – Supervising Scaffolder		Low
		Check the materials to be lifted are adequately banded and secured.	Before lifting – Supervising Scaffolder		Low
		Check there are no unsafe obstructions or overhead power cables.	Before lifting – Supervising Scaffolder & Slinger		Low
10	Falling from height - buildings, scaffold, platforms lorries, etc. General arrangements covered in the Company Health and Safety Policy. The Work At Height Regulations 2005	Plant operators and / or associated workers should not put themselves at risk of falling during lifting operations.	Before lift – Site Manager/ Scaffold Supervisor & Plant Operator		Low
		Ensure all working areas located at height have adequate guard rails and suitable boarded platforms with adequate access and egress	Before lift – Site Manager/ Scaffold Supervisor & Plant Operator		Low
		Highlight and discuss protection requirements with the workforce.	Before job starts – Operations Manager		Low
11	Falling Materials - General arrangements covered in the Company Health and Safety Policy.	Crane Lifts – Avoid lifting over site operatives and general public wherever possible, ensure loads are properly slung and secured.	Crane Operator / Banksman		Low
		Hoists – Ensure hoist towers are fully enclosed with a suitable barrier material.	Hoist Operator / Banksman		Low
12	Manual Handling. General arrangements covered in the Company Health & Safety Policy. Refer to Manual Handling Regulations and Code of Practice.	Provide adequate instruction on minimizing manual handling and good manual handling techniques. Provide manual handling aids wherever reasonably practicable. Ensure that personnel who have to carry out manual handling operations are suitably fit. Ensure personnel carrying out manual handling are aware of the weights involved. Carry out Manual Handling Assessments – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy.	Initial assessment by Management and on-going monitoring by Management & Scaffolding Supervisors		Med
13	Electrocution from live parts - General arrangements covered in the Company Health & Safety Policy. The Electricity At Work Regulations 1989. The Electricity Supply Regulations 1988. The Low Voltage Electrical Equipment (Safety) Regulations 1989. The IEE Wiring Regulation (Code of Practice) 16 th Edition.	Plant operators must not under any circumstances attempt to work on, alter or repair the electrical components of the associated lifting equipment.	Before lift - Site Manager / Scaffold Supervisor & Plant operator		Low
		Should it be discovered that there is an electrical fault with the equipment, the operator must contact his immediate supervisor / manager to arrange for a qualified electrical engineer to carry out the repair	Ongoing – Site Manager / Scaffold Supervisor & Plant operator		Low

REF NO.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
14	<p>Inspection of equipment - General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>The Management of Health & Safety Regulations</p>	<p>Ensure that the equipment being used (including associated components) has:</p> <ul style="list-style-type: none"> • Records of thorough examination • Maintenance records • Certificate of installation 	<p>Before lift – Site Manager / Scaffold Supervisor & Plant operator</p>		Low
	<p>The Lifting Operations & Lifting Equipment Regulations</p>	<p>Lifting equipment must be visually inspected every seven days with the results recorded in a register and / or each time the equipment is damaged or relocated</p>	<p>Weekly - Site Manager (or duty holder) & Plant operator</p>		Low
15	<p>Noise. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Refer to HSE Guidance Notes.</p> <p>Local Authority requirements.</p>	<p>Ensure that Noise Assessments are carried out for all operations which generate noise levels that could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.</p>	<p>Before Contract starts & On-going. Projects Manager & Scaffolding Supervisor</p>		Low
		<p>Company personnel who could be affected by noise levels should receive adequate information regarding safeguarding their hearing. This information should be given during Induction and regular Safety Tool Box Talks.</p>	<p>On-going. Projects Manager & Scaffolding Supervisor</p>		Low
		<p>Ensure that personnel are wearing all appropriate hearing protection and that any noise suppression techniques are employed where appropriate.</p>	<p>On-going. Projects Manager & Scaffolding Supervisor</p>		Low

BRIGHTCAST GROUP SERVICES											BRIGHTCAST GROUP SERVICES				
Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.															
Risk Assessment & Action Required															
Assessment location						Assessment date				Date of last Assessment					
						January 2010				December 2008					
Activity / situation															
Vehicle operations – flatbed and articulated vehicles															
HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME				LIKELIHOOD / PROBABILITY				LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	
Ref	General description of risk														
1	Driver qualifications	✓	✓	✓	✓	✓							✓		Med
2	Vehicle suitability	✓	✓	✓	✓	✓							✓		High
3	Vehicle maintenance	✓	✓	✓	✓	✓							✓		High
4	Depot safety	✓				✓							✓		High
5	Connecting trailer	✓	✓	✓	✓	✓							✓		High
6	Manoeuvring vehicles	✓	✓	✓	✓	✓							✓		High
7	Loading vehicles	✓	✓	✓	✓	✓							✓		High
8	Securing the load	✓	✓	✓	✓	✓							✓		High
9	Refuelling	✓	✓		✓	✓							✓		Med
10	Driver fatigue	✓	✓	✓	✓	✓							✓		High
11	Highway safety	✓	✓	✓	✓	✓							✓		High
12	Unloading operations	✓	✓	✓	✓	✓							✓		High
13	Disconnecting trailer	✓	✓	✓	✓	✓							✓		High
14	Manual handling	✓					✓						✓		High
15	Fire	✓	✓	✓	✓	✓							✓		Med
16	Crushing	✓		✓	✓		✓						✓		High
17	Struck by site vehicles	✓		✓		✓							✓		High
18	Struck by falling objects	✓		✓		✓							✓		Med
19	Falling from height	✓		✓		✓							✓		High
20	General site safety	✓				✓	✓						✓		High

REF No.	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
1	Driver qualifications - General arrangements covered in the Company Safety Policy Safety Procedures. Refer to training matrix regime	Check competency of drivers. Ensure all drivers have the relevant qualifications for the type of vehicle used – i.e. HGV, etc. Check previous experience of all new drivers. Ensure drivers undergo refresher training as required.	Ongoing Transport Manager & Training Manager		Low
2	Vehicle Suitability - General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure vehicle is suitable for the intended task. Checks to include: Anticipated load – Check vehicle capacity, etc. Site environment – Access restrictions.	Ongoing Transport Manager & Driver		Low
3	Vehicle maintenance - General arrangements covered in the Company Safety Policy Safety Procedures. Refer to vehicle service log	Planned maintenance regime to be recorded. Ensure all defects are reported to the Transport Manager.	Transport Manager Driver		Low
4	Depot safety - General arrangements covered in the Company Safety Policy Safety Procedures	Ensure all drivers have undergone a company Health & Safety induction. Give regular Tool box talks on Health & Safety issues.	Ongoing Transport Manager & Safety Advisor		Low
5	Connecting trailer - General arrangements covered in the Company Safety Policy Safety Procedures	Check that the trailer parking brake is applied. Reverse the tractor unit slowly under the trailer and listen for the locking mechanism to engage. Check that the fifth wheel locking mechanism is engaged (usually by trying to drive forwards in a low gear. Apply the parking brake on the tractor unit. Visually check the engagement of the fifth wheel and, depending on the type of mechanism, put on any safety clip. Reconnect the airlines and supplies to the trailer. Wind up the trailer legs and secure the handle. Release the trailer parking brake and, Fit the number plate as well as any necessary warning plates, check the lights, etc.	Before work starts. Driver		Low
6	Manoeuvring vehicles - General arrangements covered in the Company Safety Policy Safety Procedures. Refer to yard & site traffic / pedestrian routes	Can reversing be avoided? Exclude people from the area in which vehicles are permitted to reverse. Minimise the distance vehicles have to reverse. Ensure all staff are adequately trained Use a properly trained banksman (where applicable). Fit a reversing alarm.	Before work starts Transport Manager, Lorry Drivers & Yard Personnel		Low
7	Loading vehicles - Refer to the following Sections contained in the Company Health and Safety Policy: - Manual handling; Lifting Appliances and Lifting Gear.	Use mechanical aids wherever practicable. Ensure all mechanical lifting equipment is adequate and suitable for the task and that the driver is qualified to use the specific piece of Lifting equipment. Ensure a manual handling assessment has been undertaken where loads are to be carried out by hand.	When loading lorries - Lorry Drivers, Yard Operatives & Transport Manager		Low

REF NO	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
7 cont	Refer to the Lorry Manufacturers Handbook.	Ensure that PPE is available in the cab and worn when required.	On-going – Lorry Drivers & Transport Manager		Low
		Ensure when loading and unloading lorries that there is sufficient room in the yard to prevent cross contamination of risk with other Yard Personnel carrying out other tasks, in particular ensure that access ways are not unsafely obstructed.	Transport Manager, Lorry Drivers & Yard Personnel		Low
8	Securing the load - General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure all loads are well distributed. Ensure all loads are adequately strapped down to avoid movement when braking, etc. Where up stands are used – ensure these are secured to the trailer using the appropriate fixings	Ongoing Transport Manager, Lorry Drivers & Yard Personnel		Low
9	Refuelling - General arrangements covered in the Company Safety Policy Safety Procedures.	Drivers to comply with safety measures indicated by refuelling station.	Ongoing Driver		Low
10	Driver fatigue - General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure the deliveries and the route are well planned. Ensure a tachograph is completed and that rest breaks are taken in accordance with this	Before work starts Transport Manager & Lorry Drivers		Low
11	Highway safety - General arrangements covered in the Company Safety Policy Safety Procedures. Highway code for HGV vehicles	Ensure regular assessments are made of driver competency. Refresher training to form part of training matrix.	Ongoing Transport Manager & Driver		Low
12	Unloading. Refer to the following Sections contained in the Company Health and Safety Policy: - Manual handling; Lifting Appliances and Lifting Gear.	Use mechanical aids wherever practicable. Ensure all mechanical lifting equipment is adequate and suitable for the task and that the driver is qualified to use the specific piece of Lifting equipment. Ensure a manual handling assessment has been undertaken where loads are to be carried out by hand.	Before work starts Site manager, scaffold supervisor, scaffolders & site operatives		Low
13	Disconnecting the trailer - General arrangements covered in the Company Safety Policy Safety Procedures	The procedure for uncoupling is generally the reverse of the coupling process (refer to control measures in section 5) but always remember to set the tractor unit parking brake before leaving the cab. Also before uncoupling check that: The ground is level enough to support both the landing legs; and The parking brake is set on the trailer.	Before work starts Driver		Low
14	Manual Handling. General arrangements covered in the Company Health and Safety Policy. Refer to Manual Handling Regulations and Code of Practice.	Provide adequate instruction on minimizing manual handling and good manual handling techniques. Provide manual handling aids wherever reasonably practicable. Ensure that personnel are fit to carry out manual handling exercises. Ensure personnel are aware of the weights involved that may require manual handling. Carry out Manual Handling Assessments – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health and Safety Policy.	Before the contract starts & on-going. Contracts Manager, Site Agent & Foreman		Low

REF NO	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
15	Fire. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	A separate Fire Assessment is required to be carried out for vehicle fire safety. Findings to be recorded and information relayed to appropriate persons.	On-going Safety Advisor		Low
	The Fire Precautions (Workplace) Regulations 1997. Management of Health and Safety Regulations 1999.	Ensure all vehicles have fire-fighting equipment that is adequate and suitable for the type of fire anticipated.	Before work starts & On-going Transport Manager & Driver		Low
16	Crushing - General arrangements covered in the Company Safety Policy Safety Procedures	Where mechanical aids are in use: Refer to site-specific Risk assessment & method statement. All lifting operations to be carried out by competent persons under supervision of a banksman. Driver is not to participate in lifting operations. Driver should remain away from the lift area.	Before the contract starts & on-going. Contracts Manager, Site Agent & Foreman		Low
17	Struck by site vehicles - General arrangements covered in the Company Safety Policy Safety Procedures Refer to site traffic / pedestrian routes	Driver to undergo site induction. Physical barriers to be erected to form an exclusion zone between site vehicle routes and pedestrian areas Drivers to adhere to site traffic routes and must remain in the area designated to pedestrians.	Before the contract starts & on going. Contracts Manager, Site Agent & Foreman		Low
18	Struck by falling objects - General arrangements covered in the Company Safety Policy Safety Procedures Refer to yard and site rules.	Scaffolding operatives to ensure adequate protection is in place – i.e. scaffold fans and / or exclusion zones and signage. Driver to carry out visual inspection of area. Driver should remain away from areas where there is a risk of falling materials.	Before the contract starts & on going. Contracts Manager, Site Agent & Foreman		Low
19	Falling from height - General arrangements covered in the Company Safety Policy Safety Procedures	Eliminate the risk by not undertaking work at height. This includes working from the trailer or flatbed surface, loading gantries, etc. Where working at any height, ensure adequate protection from falling is in place – i.e. barriers, etc	Before the contract starts & on going. Contracts Manager, Site Agent & Foreman		Low
20	General site safety - General arrangements covered in the Company Safety Policy Safety Procedures. Company operative safety handbook.	Ensure all drivers have undergone both company and site Health & Safety induction training. Ensure drivers carry appropriate PPE with them in the vehicle cab.	Before the contract starts & on going. Contracts Manager, Site Agent & Foreman		Low

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Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.																	
Risk Assessment & Action Required																	
Assessment location						Assessment date					Date of last Assessment						
						January 2010					December 2008						
Activity / situation																	
Erecting traditional temporary roof structures																	
Ref	HAZARDS IDENTIFIED General description of risk	TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELI / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE	
1	Engineering, Design & planning	✓	✓	✓	✓	✓							✓			High	
2	Working in the vicinity of the general public	✓	✓	✓	✓	✓							✓			High	
3	Manual handling	✓		✓			✓						✓			High	
4	Access to high level areas	✓		✓		✓							✓			High	
5	Suitability of existing scaffold or supporting structure	✓	✓	✓	✓	✓							✓			Med	
6	Banksman operations	✓	✓	✓	✓	✓							✓			High	
7	Lifting operations using crane	✓	✓	✓	✓	✓							✓			High	
8	Lifting operations by gin wheels	✓	✓	✓	✓	✓							✓			High	
9	Falling from height	✓		✓	✓	✓							✓			High	
10	Suspension trauma	✓		✓		✓							✓			High	
11	Falling through fragile surfaces	✓		✓		✓							✓			High	
12	Assembly of modular bridge beams	✓		✓		✓							✓			High	
13	Assembling the framework (lacing, bracing & purlins)	✓		✓		✓							✓			High	
14	Sheeting	✓		✓		✓							✓			High	
15	Assembly of restraining mat	✓		✓		✓							✓			High	
16	Scaffold materials falling	✓	✓	✓	✓	✓							✓			High	
17	Loading scaffold during erection	✓			✓	✓							✓			High	
18	Weather conditions – wind, rain, ice, etc.	✓		✓			✓						✓			High	
19	Incomplete scaffolding	✓	✓	✓	✓	✓							✓			High	
20	Collapse of structure	✓	✓	✓	✓	✓							✓			Med	
21	Dismantling the structure	✓	✓	✓	✓	✓							✓			Med	

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
1	<p>Engineering, Design & Planning - General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>Code of Practice, British Standards, BS 5793, and / or BS EN 12811-1 and / or NASC TD20:05, etc.</p> <p>Refer to Manufacturers Product Specification.</p>	Carry out site survey and gather information on specific hazards associated with the building.	Before work starts - Operations Manager / Estimator		Low
		Design Engineer (or competent person) to produce working drawings with calculations.	Before work starts - Scaffold Engineer		Low
		Design Engineer to produce a design risk assessment based on hazards associated with erecting, adapting and dismantling the structure designed and those associated with the building	Before work starts - Scaffold Engineer		Low
		Provide scaffold team with drawings, task specific information and Induction for site works giving clear advice on protection to the general public and loading of the scaffold whilst being erected.	Before work starts - Operations Manager		Low
		Final check when scaffold is complete for handing-over Certificate. Complete the inspection report form.	Before scaffold is used – Operations Manager or Supervisor		Low
2	<p>Working in the vicinity of the general public etc.</p> <p>Local Authority and Planning Supervisors Controls. General arrangements covered in the Company Safety Policy Safety Procedures. Highway Code.</p>	Agree working areas with Customer, Planning Supervisor / Client.	Before job starts - Operations Manager		Low
		Guard-off working areas and material storage areas adequately from the general public where they could be put at risk using pedestrian barriers and signs. Use road signs in roadways. Erect protection fans as appropriate.	Before job starts – Supervisors		Low
3	<p>Manual handling.</p> <p>General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Manual Handling Regulations 1992 and Code of Practice.</p>	Wherever possible specify the need for mechanical lifting equipment for the manipulation of heavy duty beams, etc and to reduce the need for lifting manually	Before work starts - Operations Manager / Estimator		Low
		Vett and select Site Personnel who are in good physical condition for manual lifting.	Before job starts – Operations Manager		Low
		Ensure that site workforce have been instructed on manual handling techniques.	Before job starts – Supervising Scaffolders		Low
		Check that scaffolders are employing good manual handling techniques.	As job progresses – Supervising Scaffolders		Low
4	<p>Access to high-level areas. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>BS code of practice for installation of ladder access through scaffolding structures.</p>	Provide mechanical passenger hoists where possible.	Before job starts – Operations Manager		Low
		Where no mechanical passenger hoists are available ensure that appropriate ladder access is installed through the external supporting scaffold.	Before job starts – Supervising Scaffolders		Low
		Where no external scaffold structure exists, or where the structure does not extend to ground level erect a ladder access tower or utilize existing building access routes.	Before job starts – Supervising Scaffolders		Low
		All access / egress routes must have fall prevention guardrails fitted	Before job starts – Supervising Scaffolders		Low
5	<p>Suitability of existing scaffold or supporting structure - General arrangements covered in Company Health and Safety Policy Procedures.</p> <p>Supporting scaffold erected to Code of practice, with ties installed & checked</p>	Ensure supporting scaffold has been erected to BS code of practice. Where supporting scaffold has been previously erected check handing over certificate, weekly inspection register and any associated engineer's drawings.	Before job starts – Supervising Scaffolders		Low
		Ensure last level of ties are installed & checked. Install knee bracing as roof construction proceeds	ASAP – Supervising Scaffolders		Low
		Do not overload sections of scaffold during erection with scaffold materials.	On-going – Banksman, Slinger, Crane Operators.		Low

REF NO	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
5 cont		Ensure materials are adequately in place when stacking on the scaffold.	On-going – Banksman, Slinger, Crane Operators.		Low
6	<p>Banksmen work. General arrangements covered in Company Health and Safety Policy Procedures.</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Crane Signals recommended by The Building Employers Confederation and Federation of Civil Engineering Contractors.</p>	Ensure the general public and occupiers are not put at risk from lifting operations.	Before work starts – S/ Scaffolder & Banksman		Low
		Check that communications are understood between all persons involved in the lifting operation.	Before work starts – S/ Scaffolder & Banksman		Low
		Check that the loading areas are suitable and safe for taking loads. Check for obstructions and overhead power cables.	Before work starts – S/ Scaffolder & Banksman		Low
		Ensure that persons involved in the lifting operation are wearing safety helmets. Use guide ropes to control loads when required	Before work starts – S/ Scaffolder & Banksman		Low
		Keep persons away from slewing areas of cranes.	Before work starts – S/ Scaffolder & Banksman		Low
7	<p>Lifting operations using crane. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Crane Hirer's information.</p>	Outline the requirements of the job with Crane Hire Company – ie modular bridge units are boxed and braced on the ground and that these are suitable to be lifted.	Before job starts – S/ Scaffolder		Low
		Adequate crane to be hired – check.	Before supplied to site – Operations Manager		Low
		A qualified Crane Operator to be used – check.	Before job starts – S/ Scaffolder		Low
		Check Test Certificate for the crane and lifting gear.	Before job starts – S/ Scaffolder		Low
		Check weather conditions (high winds, etc).	Before lift starts – Crane Operator		Low
		Check and ensure that the scaffold structures under construction or dismantling are not overloaded and are adequately secured in place.	During erection and dismantling stages – S/Scaffolder.		Low
8	<p>Lifting operations by gin wheels. The Lifting Operations and Lifting Equipment Regulations 1998 and Scaffold Code of Practice, British Standards and Manufacturers information.</p>	Check the condition of the pulley wheel, ropes and fittings and position the gin wheel where it would least affect others, i.e., the occupiers of the building and the general public, etc.	Supervising Scaffolder		Low
		Barrier-off fall zone areas with appropriate barriers and signs, etc.	Supervising Scaffolder		Low
		Ensure the lift areas are not obstructed by protruding objects that could snag the lift.	Supervising Scaffolder		Low
		Adequately secure loads.	Before lifting – Trained Slinger/Scaffolder		Low
		Do not exceed Gin Wheel SWL.	Operators of Gin Wheels		Low
		Do not stand directly under loads.	When lifting - Operators of Gin Wheels		Low
9	<p>Falling from height.</p> <p>General arrangements covered in the Company Health and Safety Policy</p> <p>The Work At Height Regulations 2005</p>	Persons should not put themselves at risk from falling whilst surveying the site for the scaffold requirements.	During Survey – Estimate Engineer		Low
		Ensure all potential hazards are discussed with the occupier's representatives.	Before starting during Contract Meeting		Low
		Erect guardrails and deck out scaffold lifts as work proceeds.	Before job starts – Operations Manager		Low

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
9 cont	Reference National Access & Scaffolding Confederation – SG4:05	Wherever possible erect safe working platforms directly below the temporary roof working area.	As work progresses – Supervising Scaffolder		Low
		Where safe platforms cannot be erected fix suitable safety nets.	Before job starts – Operations Manager		Low
		Use safety harnesses and lifelines whenever it would be safe or appropriate to do so. Double lanyard system must be used when traversing beams, etc.	As and when required – all personnel		Low
10	Suspension trauma. General arrangements covered in Company Health and Safety Policy Procedures Reference National Access & Scaffolding Confederation – SG4:05 The Work At Height Regulations 2005	Use fall protection system, e.g., inertia reel block, wherever possible.	As and when required – all personnel		Low
		Ensure all operatives have been adequately trained in the use of fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
		Ensure adequate emergency & rescue plan is in place for operatives who are at risk of falling when using harness fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
11	Falling through fragile surfaces. General arrangements covered in the Company Health and Safety Policy. Information from site construction phase health & safety plan – see information from Planning Supervisor	Persons should not put themselves at risk from falling whilst surveying the site for the scaffold requirements.	During Survey – Estimate Engineer		Low
		Assessments must be carried out to verify that any surface from which work at height is carried out must be strong & stable enough that any foreseeable stress placed on it will not lead to collapse.	During Survey – Estimate Engineer & Client's agent.		Low
12	Assembly of Modular bridge beams - General arrangements covered in the Company Health and Safety Policy. The CDM Regulations The Construction (H,S&W) Regulations	Method of lifting modular beams to be agreed: <ul style="list-style-type: none"> • Can beams be boxed on ground and lifted into place by crane? • Can lightweight supporting beams be used? 	During Survey – Estimate Engineer		Low
		Where mechanical handling cannot be utilised ensure that adequate working platforms are erected in a suitable area on the roof to facilitate the construction of bridging beams.	Before job starts – Supervising Scaffolder		Low
		Ensure all working areas (including flyer support lifts) have adequate barriers and ladder access in place.	Before job starts – Supervising Scaffolder		Low
		Fix single row at a time and lift into position using adequate number of operatives.	Ongoing – Supervising Scaffolder		Low
		Secure each end of beam to flyer support lift using appropriate number of load bearing fittings	Ongoing – Supervising Scaffolder		Low
13	Assembling the framework (lacing, bracing & purlins) The Construction (H,S&W) Regulations British Standards.	Wherever possible specify/ use suitable access platform equipment to work from to carry out this task.	Ongoing – Supervising Scaffolder		Low
		Working from the safe area of the side support scaffold, starting at the pre-determined setting out point, fix the first end of the purlin tube.	As job progresses – Scaffolder		Low
		Before proceeding further, it is essential that a safety harness be worn with a double lanyard clipped off the top chord of the modular beam.	Before job proceeds – Supervising Scaffolder		Low
		Where possible fix subsequent framework from the safe area of the side scaffolding. If not possible, hook onto truss, climb up and straddle the beam and proceed.	Before job proceeds – Supervising Scaffolder		Low
14	Sheeting – Corrugated iron	Start sheeting from the safe area of the supporting scaffold until a section is completed. Fix sheets down with appropriate fittings	As job progresses – Scaffolder		Low

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
14 cont		Before proceeding further, it is essential that a safety harness be worn with a double lanyard clipped off the top chord of the Modular Beam. Lanyards must never be attached to purlin as they might not be fixed completely during erection & dismantling!	As job progresses –Scaffolder		Low
		Working from the sheeted area proceed laying the subsequent sheets from the safe area.	As job progresses –Scaffolder		Low
		Materials to be passed up from the safe area of the side scaffold.	As job progresses –Scaffolder		Low
		Any operative carrying materials along the sheeted area will be tied to a suitable fixing point with inertia-reel harness.	As job progresses –Scaffolder		Low
		Where inclement weather stops work, or at the end of the shift any sheets that have been laid MUST be secured. Erect suitable restraining mat.	At the end of each shift or in inclement weather – foreman scaffolder		Low
15	Assembly of restraining mat	Ensure adequate access to roof is available and that a suitable guardrail is in place	Before work starts – Supervising Scaffolder		Low
		Before proceeding any further it is essential that a safety harness be worn with a double lanyard clipped off an adequate fixing point	Before work starts – Supervising Scaffolder		Low
		Restraining mat materials to be passed up from the safe area of the side scaffold	As job progresses –Scaffolder		Low
		Fix mat as per engineer's specifications.	As job progresses –Scaffolder		Low
16	Scaffold materials falling. General arrangements covered in the Company Safety Policy Safety Procedures. Code of Practice and British Standards.	Adequately guard-off working areas of potential falling materials from the occupiers and general public.	Before work starts – Supervising Scaffolder		Low
		Ensure scaffolding fans and / or exclusion zones are in place prior to lift	ASAP – Supervising Scaffolder		Low
		Erect netting as the job progresses – Guidance Handbook.	ASAP – Supervising Scaffolder		Low
		Employ trained persons for Banksman, slinger duties.	When lifting – Supervising Scaffolder		Low
17	Loading scaffold during erection. Design drawings and Calculations by Scaffold Engineer. Code of Practice and British Standards. The Lifting Operations and Lifting Equipment Regulations 1998. Refer to Products Information Booklets.	Calculation to be given for erection advice, bearing in mind normal construction Methods of Work.	Before work starts – Scaffold Engineer		Low
		Principal contractor to liaise with Scaffold Engineer regarding loading capacity of any structural element of the building that may be directly effected by loads imposed on it by the scaffold and / or materials. Do not erect or load out areas of the building without prior authorisation.	Before work starts – Scaffold Engineer, Principal Contractor and Operations Manager.		Low
		Where using Cranes. Ensure that lifting gear and the crane positions are in order.	Before lifting – Banksman/Slinger/ Trained Scaffolders		Low
		Deploy Banksman where required.	Before lifting – Supervising Scaffolder		Low
		Discuss the Method of Work and communications with Operatives involved in the lift.	Before lifting – Supervising Scaffolder		Low

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
18	Weather conditions – wind, rain, ice, etc. Information can be obtained from The Met Office with regards to forecasts.	Operations involving temporary roof systems should be planned considering information on seasonal weather patters that can be obtained from the Met office.	Planning stage – Operations Manager		Low
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Whilst working – Supervising Scaffolder		Med
		Wet conditions – suitable wet weather gear to be worn and extra care and control taken to prevent slipping.	When raining – Supervising Scaffolder (s)		Med
		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – Supervising Scaffolder(s)		Low
19	Incomplete scaffolding. General arrangements covered in the Company Health and Safety Policy Procedures. Scaffolding Code of Practice and British Standards. Safety Sign Regulations.	Guard off incomplete scaffold areas and display "Incomplete scaffold" signs.	Where required – Scaffolders		Low
		Never leave a scaffold in an unsafe condition.	At any time - Scaffolders		Low
		Ensure all other members of the scaffold team are aware of incomplete areas of scaffolding.	At all times - Scaffolders		Low
		Do not allow other persons to use incomplete scaffolding.	At any time – Scaffolders		Low
20	Scaffold collapse. General arrangements covered in the Company Health and Safety Policy Procedures. Code of Practice, British Standards, BS 5793, and / or BS EN 12811-1 and / or NASC TD20:05, etc. System roofs to be built as per design.	Supporting scaffold is required to be erected in accordance with the Regulations, Codes of Practices and any Engineers Calculations/Drawings / Method Statements produced.	As job progresses – Operations Manager & Supervising Scaffolder		Low
		Cordon-off the area of possible danger and notify any persons who could be affected to keep clear of the cordoned-off area. Ensure that a sufficient amount of persons are put on guard to keep persons who could be affected by the scaffold collapse, away from the danger area.	Scaffold personnel and Supervisor		Low
		Competent, certified scaffolders are used to erect these structures	Scaffold personnel and Supervisor		Low
		Contact the Supervisor and Senior Management immediately, seek advice from the Safety Advisor.	Scaffold personnel		Low
21	Dismantling scaffolding. General arrangements covered in the Company Health and Safety Policy Procedures. Scaffolding Code of Practice and British Standards. Reference National Association Scaffolding Contractors - SG4:05. Refer to Products Information Booklets.	Discuss the requirements with the Contractors Site Agent.	Before the job starts – Supervising Scaffolder		Low
		Discuss the method of dismantling with the Scaffold Team.	Before dismantling starts – Supervising Scaffolder		Low
		Keep ties and rakers in place for as long as necessary. Note: It may be necessary to incorporate additional ties and bracing, etc., during dismantling.	Whilst dismantling – Supervising Scaffolder		Low
		Do not overload scaffold with dismantled materials.	Whilst dismantling – Scaffolders		Low
		Never stack materials on scaffold fans.	Whilst dismantling – Scaffolders		Low
		The lowering of scaffold materials must be controlled in a safe manner.	Whilst dismantling – Scaffolders		Low
		Adequately guard off working areas from the general public, occupiers and other areas of scaffolding still in use.	Whilst dismantling – Scaffolders		Low

BRIGHTCAST GROUP SERVICES											BRIGHTCAST GROUP SERVICES					
Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.																
Risk Assessment & Action Required																
Assessment location						Assessment date					Date of last Assessment					
						January 2010					December 2008					
Activity / situation																
Dismantle of traditional temporary roof structures																
HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY				LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	
Ref	General description of risk															
1	Pre-dismantle survey															Med
2	Working in the vicinity of the general public															High
3	Manual Handling															High
4	Access to high level areas															High
5	Scaffolders falling through fragile surfaces															High
6	Falling from height															High
7	Suspension trauma															High
8	Dismantling the framework															High
9	Disassembly of modular bridge beams															High
10	Lifting operations using crane															High
11	Lifting operations by gin wheels															High
12	Banksmen operations															High
13	Scaffold materials falling															High
14	Loading scaffold during dismantle															High
15	Weather conditions – wind, rain, ice, etc.															High
16	Incomplete scaffold															High
17	Collapse of structure															High
18	Dismantling the structure															High

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
1	<p>Pre-dismantle survey - General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Code of Practice, British Standards, BS 5793, and / or BS EN 12811-1 and / or NASC TD20:05, etc.</p> <p>Existing Engineer's drawings</p> <p>Refer to Manufacturers Product Specification.</p> <p>Work at Height Regulations 2005.</p>	A survey assessment must be carried out prior to any operation to establish the integrity of the structure (including the supporting scaffold structure).	Before work starts - Scaffold Supervisor & Foreman Scaffolder		Low
		Ensure all load-bearing and restraining components (such as physical / mechanical ties) are in place.	Before work starts - Scaffold Supervisor & Foreman Scaffolder		Low
		Check scaffold inspection register for evidence of regular inspections	Before work starts – Operations Manager		Low
		Check weather conditions with Met Office to ensure good weather conditions prior to carrying out this work.			
2	<p>Working in the vicinity of the general public etc.</p> <p>Local Authority and Planning Supervisors Controls. General arrangements covered in the Company Safety Policy Safety Procedures. Highway Code.</p>	Agree working areas with the customer.	Before job starts - Operations Manager		Low
		Guard-off working areas and material storage areas adequately from the general public where they could be put at risk using pedestrian barriers and signs. Use road signs in roadways.	Before job starts – Supervisors		Low
3	<p>Manual handling.</p> <p>General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>Manual Handling Regulations 1992 and Code of Practice.</p>	Provide mechanical aids where possible to reduce the need for lifting manually.	Before job starts – Operations Manager		Low
		Vett and select Site Personnel who are in good physical condition for manual lifting.	Before job starts – Operations Manager		Low
		Ensure that site workforce have been instructed on manual handling techniques.	Before job starts – Supervising Scaffolder		Low
		Check that scaffolders are employing good manual handling techniques.	As job progresses –Supervising Scaffolder		Low
4	<p>Access to high-level areas. General arrangements covered in the Company Health and Safety Policy Procedures.</p> <p>BS/EN code of practice for installation of ladder access through scaffolding structures.</p>	Ensure that where mechanical passenger hoists were used to erect the structure, these are left in to facilitate the dismantle process.	Before job starts – Operations Manager & Site Manager.		Low
		Where no mechanical passenger hoists are available ensure that appropriate ladder access is available and kept in place through the external supporting scaffold.	Before job starts – Supervising Scaffolder		Low
		Where no external scaffold structure exists, or where the structure does not extend to ground level erect a ladder access tower or utilize existing building access routes.	Before job starts – Supervising Scaffolder		Low
		All access / egress routes must have fall prevention guardrails fitted.	Before job starts – Supervising Scaffolder		Low
5	<p>Falling through fragile surfaces.</p> <p>General arrangements covered in the Company Health and Safety Policy.</p>	Persons should not put themselves at risk from falling whilst surveying the scaffold or during the dismantling process.	During survey & before job starts – Supervising Scaffolder		Low
		Assessments must be carried out to verify that any surface from which work at height is carried out must be strong & stable enough that any foreseeable stress placed on it will not lead to collapse.	During survey & before job starts – Scaffold Supervisor, Foreman Scaffolder & Site Manager.		Low
6	<p>Falling from height - General arrangements covered in the Company Health and Safety Policy</p>	Persons should not put themselves at risk from falling whilst surveying the scaffold or during the dismantling process.	During Survey – Supervisors & Scaffolders		Low
		Ensure all potential hazards are discussed with the customer.	Before starting - during Contract Meeting		Low

REF NO	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
6 cont	Reference National Access & Scaffolding Confederation – SG4:05	Highlight and discuss protection requirements with the workforce.	Before job starts – Operations Manager		Low
		Dismantle all scaffolds in a sequence that would best protect the workforce.	As work progresses Scaffolder		Low
		Use safety harnesses and lifelines whenever it would be safe or appropriate to do so. Double lanyard system must be used when traversing beams, etc.	As and when required – all personnel		Low
7	Suspension trauma. General arrangements covered in Company Health and Safety Policy Procedures Reference National Access & Scaffolding Confederation – SG4:05 The Work At Height Regulations 2005	Use fall protection system, e.g., inertia reel block wherever possible.	As and when required – all personnel		Low
		Ensure all operatives have been adequately trained in the use of fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
		Ensure adequate emergency & rescue plan is in place for operatives who are at risk of falling when using harness fall arrest equipment.	Before job starts – Operations Manager & Supervisor		Low
8	Dismantling the framework (lacing, bracing & purlins) The Construction (H,S&W) Regulations British Standards.	Wherever possible specify/ use suitable access platform equipment to work from to carry out this task.	Ongoing – Supervising Scaffolder		Low
		Before proceeding further, it is essential that a safety harness be worn with a double lanyard clipped off the top chord of the modular beam.	Before job proceeds – Supervising Scaffolder		Low
		Where possible dismantle subsequent framework from the safe area of the side scaffolding. If not possible, hook onto truss, climb up and straddle the beam and proceed.	Before job proceeds – Supervising Scaffolder		Low
		Continue working back towards the safe working area until the lacing and bracing All components dismantled must be passed to a 3 rd operative located on a fully protected access platform below the temporary roof level.	As job progresses – Scaffolder		Low
9	Disassembly of Modular bridge beams - The Construction (H,S&W) Regulations	Method of lifting modular beams to be agreed: Can beams be boxed on support scaffold and lifted off by crane?	During Survey – Estimate Engineer		Low
		Where mechanical handling cannot be utilised ensure that adequate working platforms are erected in a suitable area on the roof to facilitate the disassembly of bridging beams.	Before job starts – Supervising Scaffolder		Low
		Ensure all working areas (including flyer support lifts) have adequate barriers and ladder access in place.	Before job starts – Supervising Scaffolder		Low
		Disassemble single row at a time and lift out of position using adequate number of operatives. Do not overload roof areas or scaffold.	Ongoing – Supervising Scaffolder		Low
10	Lifting operations using crane. General arrangements covered in the Company Health and Safety Policy Procedures. Crane Hirer's information. The Lifting Operations and Lifting Equipment Regulations 1998.	Outline the requirements of the job with Crane Hire Company and produce a Lifting Plan.	Before job starts – Supervising Scaffolder		Low
		Adequate crane to be hired – check.	Before supplied to site – Operations Manager		Low
		A qualified Crane Operator to be used – check Test Certificate for the crane and lifting gear.	Before operator starts work – Supervisor		Low
		Check weather conditions (high winds, etc).	Before lift starts – Crane Operator		Med
		Check and ensure that the scaffold structures under construction or dismantling are not overloaded and are adequately secured in place.	During erection and dismantling stages – S. Scaffolder.		Low

REF No	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
11	Lifting operations by gin wheels. The Lifting Operations and Lifting Equipment Regulations 1998 and Scaffold Code of Practice, British Standards and Manufacturers information.	Check the condition of the pulley wheel, ropes and fittings and position the gin wheel where it would least affect the occupiers of the building and the general public.	Supervising Scaffolder		Low
		Barrier-off fall zone areas with appropriate barriers and signs, etc.	Supervising Scaffolder		Low
		Ensure lowering areas are not obstructed by protruding objects that could snag the lift.	Supervising Scaffolder		Low
		Adequately secure loads.	Before lifting – Trained Slinger		Low
		Do not exceed Gin Wheel SWL.	Operators of Gin Wheels		Low
		Do not stand directly under loads.	When lifting – Wheel Operators		Low
12	Banksmen work. General arrangements covered in Company Health and Safety Policy Procedures. The Lifting Operations and Lifting Equipment Regulations 1998. Crane Signals recommended by The Building Employers Confederation and Federation of Civil Engineering Contractors.	Ensure the general public and occupiers are not put at risk from lifting operations.	Before work starts – Supervising Scaffolder and Banksman		Low
		Check that communications are understood between all persons involved in the lifting operation.	Before work starts – Supervising Scaffolder and Banksman		Low
		Check that the loading areas are suitable and safe for taking loads.	Before work starts – Supervising Scaffolder and Banksman		Low
		Check for obstructions and overhead power cables.	Before work starts – Supervising Scaffolder and Banksman		Low
13	Scaffold materials falling. General arrangements covered in the Company Safety Policy Safety Procedures.	Adequately guard-off working areas of potential falling materials from the occupiers and general public.	Before work starts – Supervising Scaffolder		Low
		Ensure scaffolding fans and / or exclusion zones are in place prior to dismantle operation	ASAP – Supervising Scaffolder		Low
		Employ trained persons for Banksman, slinger duties.	When lifting – Supervising Scaffolder		Low
14	Loading scaffold during dismantle. Design drawings and Calculations by Scaffold Engineer. The Lifting Operations and Lifting Equipment Regulations 1998. Refer to Products Information Booklets.	Principal contractor to liaise with Scaffold Engineer regarding loading capacity of any structural element of the building that may be directly effected by loads imposed on it by the scaffold and / or materials. Do not load out areas of the building or scaffolding without prior authorisation.	Before work starts – Scaffold Engineer, Principal Contractor and Operations Manager.		Low
		Where using Cranes. Ensure that lifting gear and the crane positions are in order.	Before lifting – Banksman/Slinger/ Trained Scaffolders		Low
		Deploy Banksman where required.	Before lifting – Supervising Scaffolder		Low
		Discuss the Method of Work and communications with Operatives involved in the lift.	Before lifting – Supervising Scaffolder		Low
15	Weather conditions – wind, rain, ice, etc. Information can be obtained from The Met Office with regards to forecasts.	Operations involving temporary roofs should be planned considering information on weather patterns that can be obtained from the Met office.	Planning stage – Operations Manager		Med
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Whilst working – Supervising Scaffolder		Med

REF NO	EXISTING CONTROLS & INFORMATION	ACTION REQUIRED SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTIONED BY	COMPLETED	RESIDUAL RISKS
15 cont		Wet conditions – suitable wet weather gear to be worn and extra care and control taken to prevent slipping.	When raining – Supervising Scaffolder (s)		Med
		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – S. Scaffolder(s)		Low
16	Incomplete scaffolding. General arrangements covered in the Company Health and Safety Policy. Scaffolding Code of Practice and British Standards. Safety Sign Regulations.	Guard off incomplete scaffold areas and display "Incomplete Scaffold" signs.	Where required – Scaffolders		Low
		Never leave a scaffold in an unsafe condition.	At any time - Scaffolders		Low
		Ensure all other members of the scaffold team are aware of incomplete areas of scaffolding.	At all times - Scaffolders		Low
		Do not allow other persons to use incomplete scaffolding.	At any time – Scaffolders		Low
17	Scaffold collapse. General arrangements covered in the Company Health and Safety Policy Procedures. British Standards and Codes of Practices. Contact the Supervisor and Senior Management immediately, seek advice from the H & S Advisor.	Supporting scaffold to be checked for conformity in accordance with the Regulations, Codes of Practices and any Engineers Calculations / Drawings / Method Statements produced.	As job progresses – Operations Manager & Supervising Scaffolder		Low
		Cordon-off the area of possible danger and notify any persons who could be affected to keep clear of the cordoned-off area. Ensure that a sufficient amount of persons are put on guard to keep persons who could be affected by the scaffold collapse, away from the danger area.	Scaffold personnel and Supervisor		Low
		Competent, certified scaffolders are used to erect these structures	Scaffold personnel		Low
18	Dismantling scaffolding. General arrangements covered in the Company Health and Safety Policy Procedures. Scaffolding Code of Practice British Standards. Reference National Association Scaffolding Contractors - SG4:05 Refer to Products Information Booklets.	Discuss the requirements with the Contractors Site Agent.	Before the job starts – Supervising Scaffolder		Low
		Discuss the method of dismantling with the Scaffold Team.	Before dismantling s – S. Scaffolder		Low
		Keep ties and rakers in place for as long as necessary. Note: It may be necessary to incorporate additional ties and bracing, etc., during dismantling.	Whilst dismantling – Supervising Scaffolder		Low
		Do not overload scaffold with dismantled materials.	Whilst dismantling – Scaffolders		Low
		Never stack materials on scaffold fans.	Whilst dismantling – Scaffolders		Low
		The lowering of scaffold materials must be controlled in a safe manner.	Whilst dismantling – Scaffolders		Low
		Adequately guard off working areas from the general public, occupiers and other areas of scaffolding still in use.	Whilst dismantling – Scaffolders		Low

Safe Method of Work Statement			BRIGHTCAST GROUP SERVICES	
Contract Location	Generic Safe Method of Work Statement.		Date	January 2010
Activity/Situation	General site activities.			
Formulated by		Signature		Position
THIS SAFE METHOD OF WORK STATEMENT MUST BE BROUGHT TO THE NOTICE OF THE FOLLOWING PERSONNEL. TICK THE BOXES WHEN THIS HAS BEEN CARRIED OUT				
Senior Management	Site Supervisor	Safety Advisor	Operatives doing the work	
Register on the rear of this Statement, the persons names				
1	This is a General Safe Method of Work Statement which covers some of the common important safety issues for carrying out site activities. There will be situations where additional specific precautionary measures will need to be included. If they are minor, they can be included in the comment section on this Safe Method of Work Statement. Where major changes are needed, a separate specific Safe Method of Work Statement should be produced, with particular regard to sub-contracting works and special Client requirements.			
2	INDUCTION No persons are allowed to work on the Company work sites until they have received Site Safety Induction by Brightcast Group Services Management. Induction to include the following:- Emergency Evacuation Procedures, Fire Prevention, Brightcast Group Services Safety Policy and Site Rules, the Client's Safety Rules and Policy, the Risk Assessment and Safe Method of Work Statement for the job.			
3	INFORMATION Service drawings, engineering calculations and other information is to be studied by the Site Manager and operatives who will be carrying out the work, before commencement.			
4	ASSESSMENT OF RISKS Before any work starts, Risk Assessments must be carried out by the Company's Managers to ensure that all risks are fully evaluated and appropriate precautionary measures to minimise risks are incorporated into the Method of Work. A Risk Assessment should consider all persons that could be at potential risk from the works, i.e., employees, sub-contractors, Client's employees and the general public etc. The Company Safety Policy and Procedures has been written on the basis of a general Risk Assessment for all normal Company activities. Contained within the Policy are formulated Semi-generic Risk Assessment documents and a Risk Assessment system adopted by the Company which should be utilised when carrying out further assessments for the evaluation of risks involved in the Company's activities, in particular, specific risks related to individual Contracts and tasks.			
5	CDM REGULATIONS In accordance with these Regulations, Brightcast Group Services will support the Principal Contractor in providing safety information for inclusion in their Health and Safety Plan as and when requested. Information for the Safety File must be maintained by the Company's Project Team and handed over to the Client at the end of the Contract with all relevant Health and Safety information that may be useful to the end user.			
6	SAFETY MANAGEMENT The site works are planned to be audited by the Company's Health & Safety Advisors on a regular basis. If the safety standards prove to be inadequate, the frequency of visits will be increased to ensure standards are maintained to an acceptable level. The daily safety management of work is the responsibility of the Site Manager and Construction Manager.			
7	PHASING AND SCHEDULING OF THE WORKS Considerations and adequate provisions are to be given in the overall programme for the phasing of the works to avoid or minimise foreseeable risks that have been identified. Programme segregation and timing of trades are to be considered where necessary, to prevent cross contamination of risks. The Company's Project Team is to submit a detailed schedule for the work to include the phasing of design and other matters associated with planning the works for inclusion in the Safety Plan where required.			
8	CORDONING-OFF OR DEMARCATION OF WORKING AREAS Areas of work which could pose a risk to others not associated with the works will need to be adequately safeguarded. Consideration should be given to the type of security measures necessary, i.e., hoarding, fencing, bunting and signs, etc.			

Safe Method of Work Statement		BRIGHTCAST GROUP SERVICES	
Contract Location	Generic Safe Method of Work Statement.	Date	January 2010
Activity/Situation	General site activities.		
8^{cont}	<p>Hoarding:</p> <p>a) Hoarding is to be erected where specified and/or the Client to be informed where hoarding is appropriate to help protect the general public, pedestrians and occupiers etc., from the works area whilst works are being carried out. This form of protection will be adequately secured in place.</p> <p>b) Any existing signs affected by the erection of the hoarding will be suitably re-located.</p> <p>c) Appropriate warning signs will be displayed on the hoarding, i.e., "No Unauthorised Access", "Men At Work" etc.</p> <p>d) Lockable hoarding gates/doors will be provided to allow suitable transport and pedestrian access. Gates and doors should open inwards and be fitted with self-closers wherever possible.</p> <p>e) Where hoarding is erected and affects existing illumination levels, i.e., street lamps etc., additional lighting will be provided.</p> <p>f) Before digging out for upright timbers and braces etc., service drawings are to be checked and a general visual survey and cable avoidance detection survey will be carried out to ensure that existing underground services would not be affected.</p> <p>g) The erection of the hoarding will be carried out during a time when it would least affect the general public and pedestrians etc. Temporary barriers and signs will be erected to protect the general public and pedestrians etc., from any unsafe obstructions that may occur during erection stage.</p> <p>h) Any Local Authority Licencing Laws will be complied with.</p>		
a)	<p>Fencing:</p> <p>Ensure the fencing chosen is suitable to enclose the area of works, particularly from children and other trespassers.</p>		
b)	Fencing used must be adequately secured in place preventing it from giving way due to high winds or from persons leaning on it.		
c)	If interlocking fencing is used, the concrete footing blocks should not cause tripping hazards.		
a)	<p>Bunting:</p> <p>Bunting should be considered as an immediate emergency measure to demarcate an emergency working area so that the general public are kept out of possible danger areas.</p>		
b)	Bunting should be erected at a safe distance from the works.		
a)	<p>Safety Signage:</p> <p>When demarcating or cordoning-off a working area, all appropriate safety signage is to be displayed.</p>		
9	<p>WORKING ON SCAFFOLDING WORKING PLATFORMS</p>		
a)	<p>Safe Working Loads. The scaffolding working platforms and loading bays Safe Working Load specifications will be complied with at all times. Platform and loading bay Safe Working Loads requirements will be considered in detail by Brightcast Group Services's Project Team in advance of the works and as the work progresses by Site Management to ensure that the scaffolders are able to construct and maintain the scaffolding as work progresses.</p>		
b)	<p>Safe use of scaffold. Site Safety Induction and Safety Tool Box Talks will be given to the users of scaffolds on a regular basis to ensure that they are aware of the safety precautions when working on the scaffold. It will be the responsibility of Site Management to arrange necessary Induction and Tool Box Talks with the Site Safety Advisor as and when required.</p>		
c)	<p>General scaffold safety requirements. Only scaffolding in good working order will be used by site operatives. Site Management will ensure that all working platforms are in good order before they are used. Only scaffolders are allowed to erect, maintain and dismantle scaffolds, therefore it will be the responsibility for Site Management to communicate regularly with the scaffolders and the Site Safety Advisor with regards to scaffold issues to ensure the scaffolding safely meets the requirements of the works as work progresses. All Site Personnel are to be instructed to report any unsafe scaffold defects to Site Management immediately.</p>		
d)	<p>Scaffold checks.</p> <p>Ensure that the ties and braces are in place and are adequate.</p> <p>Ensure that the scaffolding is not overloaded.</p> <p>Ensure that the scaffolding is not unsafely obstructed.</p> <p>Ensure that the working platforms are fully and safely boarded out.</p> <p>Ensure that the scaffold is suitable for the works to be carried out.</p> <p>Ensure that toeboards, guardrails and brick guards are fitted.</p> <p>Ensure that scaffold fans and debris netting protection is in place for general public safety.</p> <p>Ensure access to and from the scaffold is safe, i.e., ladders are of adequate length, in good condition and secured.</p> <p>Ensure that loading bay guardrails are maintained in order to prevent persons from falling.</p>		

Safe Method of Work Statement		BRIGHTCAST GROUP SERVICES	
Contract Location	Generic Safe Method of Work Statement.	Date	January 2010
Activity/Situation	General site activities.		
e)	Erecting, maintaining and dismantling of scaffolding Detailed Safe Method of Work Statements are to be obtained from the Scaffold Sub-Contractor before work starts. These Method Statements are to be specific to the site.		
10	PROTECTING PERSONS FROM FALLING Wherever Site Personnel could be injured from falling i.e., working at the edges of the building and floor levels, working at the edges of stairways and lift shafts, working on roof areas, working near window and balcony door openings, etc., adequate safe-guards are to be provided to minimise the potential risk of falling.		
11	LIFTING APPLIANCES		
a)	Forklifts, cranes and hoists etc. Will be used where required on site to access materials and equipment to working areas. Lifting appliances will be operated at all times by authorised competent persons only and will be assisted by competent persons with regards to banksmen and slinging operations. Suitable conditions will be maintained for lifting appliances. Plant and equipment will be checked on a regular basis by the Plant Operator and Management to ensure that safety requirements are in order.		
b)	Lifting checks. Check the weights of materials required to be lifted. Ensure the lifting appliance is capable of lifting the load safely within the machines Safe Working Load. Check that the machine has no safety defects. That communications between the banksmen and the operators are understood. Check that the scaffolding or the loading area can accommodate the load safely. Ensure that loads being lifted are secure and stable. Check that competent persons are assisting in slewing loads when necessary. Check that the environment is safe to operate lifting appliances. Ensure that where lifting operations are carried that the area is cleared of any unnecessary personnel.		
12	ILLUMINATION Background lighting to illuminate accessways and general working areas sufficiently are to be provided. Task areas where work is to be carried out will be adequately illuminated so that the operatives can see clearly what they are doing and be seen by others that may be affected by their works. Lighting equipment supplied to site is to be checked before use by Site Management in accordance with The Work Equipment Regulations and Electricity At Work Regulations. Cables will be routed to prevent electrical and tripping hazards.		
13	TOOLS All tools and equipment will be checked by Site Management to ensure they are in good safe order before they are used on site. Persons operating tools and equipment will be adequately instructed on their safe use and provided with appropriate PPE. Where training may be required, Site Management will make arrangements with the Safety Advisor.		
14	OPERATIVES PERSONAL PROTECTIVE EQUIPMENT		
a)	All Site Personnel will wear all appropriate protective clothing and equipment as and when required.		
b)	Standard protection:- Safety footwear with steelcap toe protection. Safety helmets. Safety goggles for eye protection where there could be a risk of eye injury. Heavy duty gloves when handling sharp objects.		
15	MANUAL HANDLING Manual handling will be kept to the reasonably practicable minimum and where large or heavy quantities of materials are required to be lifted or positioned, mechanical aids will be used wherever possible. Where mechanical aids cannot be used to assist in lifting items, i.e., doors and frames, etc., two or more persons will carry out the lifting operation. Site Management will ensure that Site Personnel are appropriately instructed on safe manual handling techniques and be suitably fit for carrying out manual handling duties.		

Health & Safety At Work Etc. Act 1974

Under the Act - the Secretary of State is empowered to make Regulation for a number of purposes which are listed in a Schedule to the Act. The Health and Safety Commission which is now in being, may approve and issue Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. **NOTE:** Existing Acts, Orders and Regulations remain in force until such time as they may be modified or repealed, and existing Codes of Practice which may be considered as suitable for the purpose, will need to be formally 'approved' by the Commission before they can be used in the manner described.

Enforcement of the Act is now the responsibility of the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities, e.g., fire precautions. Enforcement Officers will operate along the lines of the Factory Inspectors but will be armed with **considerably more power**. If an Inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an **Improvement Notice**, requiring specified remedial action to be taken within a specified time. If the Inspector considers that the contravention involves a risk of serious injury, he may serve on that person a **Prohibition Notice**, having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months. Either of these Notices may (but need not), include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the Inspector before the date specified, or on the other hand, the period specified may be extended. An Inspector may seize any plant, article or substance he finds on any premises, if he considers it to be a cause of imminent danger.

An Inspector may give to persons employed (or their representatives), factual information obtained by him relating to the premises and anything done there and inform them of any action he is taking in connection with the premises.

A person found guilty of an offence under the Act, is liable to a fine of up to £20,000.00 (for each offence) and on conviction or indictment for certain offences, up to two years imprisonment, or a fine, or both. Continuation of an offence for which a person has been convicted, constitutes a further offence and that person is liable to a fine of up to £100.00 for each day on which the contravention continues.

Non-compliance with certain specified parts of the Act or relevant statutory provisions can give rise to prosecution in a higher court as an indictable offence. In this case, conviction may lead to an unlimited fine. The Director, Manager, Secretary or other Senior Officers of a body corporate committing an offence, may also be guilty of the offence. When an offence committed by one person is due to the acts or defaults of another, then that other person is guilty of the offence and may be charged and convicted.

An Appeal may be made to an Industrial Tribunal within the period specified in the Notice. The Tribunal may either cancel or affirm the Notice, or modify it as it thinks fit. An Appeal will automatically suspend an Improvement Notice until an Appeal is disposed of or withdrawn. A Prohibition Notice may be suspended on Appeal, but then only if the Tribunal directs it.

It is now imperative that the Safety Advisor be advised immediately if an Enforcement Officer visits any premises and that prompt action is taken to deal effectively with any faults or defects noted by him. If an **'Improvement Notice'** is issued the matter referred to must be corrected within the period specified in the Notice or an Appeal ***must be lodged**. If a Prohibition Notice is issued, then the activities specified in the Notice must cease as directed irrespective of its effects on other activities.

The Company Safety Advisor must be informed of any complaints made by an Enforcement Officer and in the event of a Prohibition Notice being issued, the Legal Department should be informed at once.

***See Form S1 1925. Industrial Tribunal's (Improvement and Prohibition Notices) Appeals Regulations 1974 - published by H.M. Stationary Office.**

ACTION TO BE TAKEN IN THE EVENT OF A MAJOR FIRE

Do not attempt to deal with the fire

Vacate the danger area immediately towards a safe fire exit and shout out "Fire, Fire, Fire" continuously

Do not use any lifts when evacuating

Sound the Fire Alarm

Go to a safe fire alarm point and sound the alarm so that all other persons who could be in danger are made aware of the fire

Inform the Supervisor and Fire Wardens

Report to the Fire Assembly Point

Follow instructions issued by the Fire Marshall or the Fire Brigade

Do not return to the site until instructed to do so

ACTION TO BE TAKEN IN THE EVENT OF A SMALL FIRE

You should only attempt to put out a fire providing you are at no risk of danger.

Shout out 'Fire, Fire, Fire' continuously to let others know the danger.

Providing you have been trained in the use of fire extinguishers, extinguish the fire using the appropriate extinguisher situated at a nearby fire point.

Ensure the Supervisor or Fire Wardens are informed as soon as possible.

Lifting Operations and Lifting Equipment Regulations 1998 - Notes

Introduction: The Reports of Inspection and Thorough Examination have been formulated to record the information required for Inspections (Section A) and Thorough Examinations (Section B) carried out under The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Thorough Examination and Inspection: The previous regime of testing, thorough examination and inspection has been replaced with new thorough examination and inspection requirements under LOLER.

A thorough examination may include visual examination, a strip down of the equipment and functional tests. Advice should be sought from Manufacturers instructions and a competent person for guidance on what a thorough examination should include for each piece of equipment. Additional Inspections will be identified by the user of the equipment. Factors that must be taken into account by the user include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of the equipment.

The level of competent will depend upon the type of equipment and the level of thorough examination or inspection required.

A thorough examination must be carried out:

1. When the equipment is put into service for the first time by you, unless:
 - 1.1 It is new equipment that has not been used before and you have received a declaration of conformity made not more than 12 months before lifting equipment is put into service.
 - 1.2 You have obtained the equipment from another undertaking and it is accompanied by a copy of the previous report of a thorough examination.
2. Where safety depends upon the installation conditions to ensure that it has been installed correctly and it is safe to operate (Installed applies to lifting equipment erected or built on site such as tower cranes, hoists or gantry cranes. It would not apply to equipment such as a mobile crane that is not 'installed').
 - 2.1 After installation and before being put into service for the first time.
 - 2.2 After assembly and before being put into service at a new site or in a new location.
 - 2.3 Lifting equipment for lifting persons must be thoroughly examined at least every 6 months.
 - 2.4 Accessories for lifting (lifting gear) must be thoroughly examined at least every 6 months.
 - 2.5 All other lifting equipment must be thoroughly examined at least every 12 months.
 - 2.6 After exceptional circumstances liable to affect the safety of the lifting equipment (required even if an examination scheme is developed).

You can follow these intervals laid down in the Regulations or there is an option for competent persons to develop an examination scheme for different pieces of plant.

Inspection: An inspection may also be required at suitable intervals for certain types of lifting equipment. Unless indicated by the Manufacturer it will be appropriate to continue inspecting lifting equipment at weekly intervals. For the majority of lifting equipment the driver should be competent to carry out the regular inspection.

Reports: The person carrying out the thorough examination must make out a report as soon as possible and the report must be in writing. The report can be contained in a register, attached to the equipment itself or stored electronically in a tamper proof form. It must be signed by the person carrying out the thorough examination (or someone on his behalf).

For each thorough examination the person making out the report must provide the report to the user and to the person from whom the equipment has been hired or leased.

For each inspection a report must be made in writing and provided to the user.

Any defects noted during the thorough examination or inspection which could become a danger to persons must be notified to the user and the equipment must not be used until the defect is rectified.

In the event of a defect being identified during a thorough examination involving an existing or imminent risk of serious injury, a copy of the report must be sent as soon as possible to the relevant enforcing authority. For the majority of construction activities this will be The Health & Safety Executive.

Reports of thorough examinations and inspections should be kept available for inspection at the place where the lifting equipment is being used. If this is not possible, the information should be readily accessible. Reports must be readily available to the HSE or Local Authority Inspectors if required.

No lifting equipment should leave any undertaking unless accompanied by physical evidence that the last thorough examination has been carried out.

Reports of thorough examinations must be kept for the following:-

1. A thorough examination for equipment first put into use by the user – until he no longer uses the lifting equipment (except for lifting accessory).
2. A thorough examination for lifting accessories first put into use by the user – for two years after the report is made.
3. All other thorough examination for equipment dependent upon the installation conditions – until the user no longer uses the lifting equipment at that place.
4. All other thorough examinations – until the next report is made or for two years whichever is the longer. If you are following the intervals laid down in the Regulations, all thorough examination reports will need to be kept for two years from the date the last report was made.

Reports of inspections must be kept available until the next report is made.

Risk Assessments - A Practical Guide

1. Legal Requirements: The Management of Health and Safety at Work Regulations 1999 (MHSW Regs) implement the EC Framework Directive and require every employer to make a suitable and sufficient assessment of:-

- a) The risks to health and safety of his employees to which they are exposed whilst they are at work;
- b) The risks to health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

For the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

There is a similar requirement on self-employed persons.

The MHSW Regulations also contain a range of other requirements, which are not addressed by this guidance. It is essential that employers comply with all parts of the Regulations.

Risk Assessment is also explicit or implicit in certain other Regulations made under the Health and Safety at Work etc., Act. Reference is made to some of these later.

2. Risk Assessment: A Risk Assessment may be defined as an identification of the hazards present in an undertaking and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. **It is essentially a three-stage process;**

- a) **identification of all the hazards**
- b) **evaluation of the risks**
- c) **measures to control the risks.**

There are different approaches which can be adopted in the workplace, for example;

- a) Look at each **activity** which could cause injury
- b) Look at hazards and risks in **groups** e.g., machinery, transport, substances/materials, electrical etc.
- c) Look at each **section/department** e.g., goods inwards, machine shops, laboratory, offices, warehouse etc.

Whichever method is manageable for you is probably best. **(N.B. do not forget non-routine activities e.g., maintenance, breakdowns etc.).**

In order to be suitable and sufficient and to comply with other legal requirements, a Risk Assessment must;

- a) Identify all the hazards associated with the operation and evaluate the risks arising from those hazards (taking account of relevant Acts and Regulations);
- b) Record the significant findings if more than five persons are employed (even if they are spread across two or more locations);
- c) Identify any group of employees (or single employees as the case may be) who are especially at risk;
- d) Identify others who may be specially at risk e.g., visitors, contractors, members of the public;
- e) Evaluate existing controls, stating whether or not they are satisfactory and if not, what action needs to be taken. This should include training and information provisions;
- f) Judge and record the probability or likelihood of an accident occurring as a result of uncontrolled risk. Also record the 'worst case' likely outcome;
- g) Record any circumstances arising from the assessment where serious and imminent danger could arise;
- h) Identify what information is needed for employees on the risks to their health and safety identified by the assessment, the precautions to be taken and any emergency arrangements;
- i) Provide an action plan giving information on implementation of additional controls, in order of priority and with a realistic timescale.

The Risk Assessment is also required to be maintained. This means that significant change to a process or activity, any new process, activity or operation should be subject to Risk Assessment and that if new hazards come to light then these should also be subject to Risk Assessment. In addition, the Risk Assessment should be periodically reviewed and updated. The frequency of review depends upon the level of risk in the operation and should normally not exceed ten years. It may be found useful to carry out review of Risk Assessment as part of Safety Policy/Manual review as the two activities are closely linked.

If a serious accident occurs in the organisation, or elsewhere but could happen in the organisation and where a check on the Risk Assessment shows no assessment or a gap in assessment procedures, then a review is necessary. Similarly, for unidentified areas resulting from Health and Safety monitoring at the workplace.

3. Definitions of Hazard and Risk: The terms 'hazard' and 'risk' are frequently used in the Regulations, Approved Code of Practice and Guidance. It is important to appreciate what these terms mean.

- a) Hazard is the potential for harm;

- b)** Risk is a function of the probability (or likelihood) of that harm actually occurring and the severity of its consequences;
- c)** The extent of the risk should also take account of the number of people exposed to the harm.

It should be carefully noted that this does not need quantified probability except for high risk activities where the outcome could be multiple fatalities.

4. Hazard Identification: There are a number of simple ways in which hazards can be identified. In order to achieve a suitable and sufficient Risk Assessment, it is essential to identify all the hazards associated with the activity. Therefore all the methods of identifying hazards will need to be assessed and the most suitable mix used.

Before going to the next stage, a check needs to be made that all the hazards have been identified. In all cases team consultation is a powerful aid. This can involve an appropriate selection from line management and safety representatives.

For complex activities it can be useful to break down the activity into its component parts, perhaps by job analysis. For example, at a large machine this could comprise:

- normal operating
- breakdown
- cleaning/spillage
- lubricating
- setting/adjustment
- overhaul
- installation
- dismantling

5. Risk Assessment: For each activity a Risk Assessment then needs to be made. There are many techniques of Risk Assessment ranging from complex techniques such as fault tree analysis and reliability studies to simple subjective judgement.

In simple terms, if there is a risk of a single event/fault killing many people, then a complex assessment method is justified. On the other hand, if the worst case is a single fatality occasionally, then a simple method is justified.

Given the needs of most employers, the method which follows is felt to be suitable for most situations, although others may be preferred by some users. The method incorporates a judgement as to whether or not a risk is acceptable.

(a) for each hazard identified for each activity/situation, ask the question 'what if?'. Realistically what is the worst likely outcome? Is it:

- a fatality?
- major injury/permanent disability including permanent ill health?
- a minor injury?
- environmental/plant damage?

Two important laws of human nature should always be taken into account. First, never rely solely on common sense as it is much less common than is generally assumed. Secondly, always rely on sod's law, "if someone can do it, sooner or later someone will".

Next, make a judgement of the probability or likelihood of harm occurring.

Probability/likelihood	Description
Likely/foreseeable	occurs repeatedly/event only to be expected.
Probable	Not surprised. Will occur several times. Could occur sometimes.
Possible	Unlikely, though conceivable.
Remote/Improbable	So unlikely that probability is close to zero.

If the judgement is 'improbable' this needs to be subject to particularly rigorous scrutiny as, in reality, it is a relatively rare situation.

Decisions as to whether or not action is needed can then be made by reference to the following matrix. This should be done assuming that any existing controls will fail. The question of adequacy of existing controls comes in a later section of this document.

	Likely	Probable	Possible	Remote	Improbable
Fatal	1st	2nd	2nd	3rd	
Major injury/ permanent disability	2nd	2nd	3rd		
Minor injury	3rd	3rd			
No injury					

KEY:

	1st rank actions*
	2nd rank actions
	3rd rank actions
	acceptable risk - no action**

*need to consider whether this constitutes 'serious and imminent danger' and therefore whether a procedure for withdrawal etc., is needed.

**the matrix given above represents a minimum standard. Some users may wish to reflect higher standards in their organisation by extending the appropriate type of shading and hence priorities for action.

Within each rank a method of deciding priorities can be made. Items from the first rank would be prioritised first, followed by those from the second rank and then those from the third rank. Bringing together a risk of injury and likelihood such that an unshaded area is reached means that the risk is acceptable, further assessment on this hazard is needed, but no action need be taken to control the risk arising from it. Such an outcome would arise when considering a hazard which, at worst, would produce a minor injury, which 'could occur sometime'.

6. Risk/Hazard Control: This selection and implementation of the most appropriate method of risk or hazard control is a crucial part of health and safety input. It is this which largely determines the success or failure of the effort to reduce the risk of injury or ill health to persons affected by work activities. However, failure of effort can also arise either if all the hazards have not been identified or if an incorrect judgement of probability/likelihood has been made.

The most common cause of failure is where reliance for hazard information is based exclusively on accident statistics. Actually observing the activity etc., under consideration is also likely to give a more accurate Risk Assessment than treating it as a desk top exercise. The latter approach can give a false sense of security as well, because what it says in the safety manual may not be what happens in practice.

Where there is more than one control option available for a similar degree of control of risk, then due account needs to be taken of the most cost effective option.

A crucial consideration is the order of rank priority for risk (or hazard) control. In the following list, item 1 is the most effective method and item 10 the least effective. Where people are involved, their level of competence needs to be taken into account. In some work, e.g., electrical work, it could be a limiting factor.

- a) Elimination (e.g., buying ready sawn timber rather than using a circular saw);
- b) Substitution by something less hazardous and risky;
- c) Enclosure (enclose it in a way that eliminates or controls the hazard/risk);
- d) Guarding/segregation of people;
- e) Safe system of work that reduces the risk to an acceptable level;
- f) Written procedures that are known and understood by those affected;
- g) Adequate supervision;
- h) Identification of training needs;
- i) Information/instruction (signs, handouts);
- j) Personal protective equipment.

In many cases a suitable combination of control methods may be necessary.

As well as the above list being in rank order of effectiveness, it is worth bearing in mind that the amount of management/Site Managery effort needed to maintain the controls is in inverse rank order. In other words, item 10 takes the most effort to maintain and item 1 the least effort.

It may be found that there is more than one control measure or combination of measures which could be used. The most risk and cost effective one should be chosen, using informal or formal cost benefit analysis (should that be helpful).

An essential part of the assessment is to look at the existing controls (if any) and judge whether or not they are adequate and to record this. It is not necessary to record all the details of existing controls if they can be dealt with by reference to other documents (for example, reference to a lock-off procedure could be dealt with by putting "see Safety Manual Section G pages 10-14", rather than by reproducing the whole procedure).

Similarly, reference can be made to other assessments where they are relevant.

Examples of this reference to existing COSHH or Noise Assessments where those are suitable and sufficient.

A further crucial aspect is to bear in mind what is the best practice for controlling the risk or hazard which is under consideration. This means that one needs to be aware of relevant practice in other employment sectors. This can best be done by reference to HSE Guidance Notes, the publications of Industry Advisory Committees, trade press, suppliers manuals etc.

7. Recording the Assessment: The assessment must be recorded (electronic methods are acceptable) where more than five persons are employed, even if these employees are spread across a number of locations. All the significant findings are required to be included.

Fundamentally this record should be activity/situation based. The overall objective is to improve controls and monitor these to ensure they continue to be applied.

Appendix 1 contains one type of record sheet, but other methods are equally acceptable provided that they cover the points listed below. It should also be noted that other UK legislation transposing other EC Directives also requires recorded assessments. Reference is made to these later.

In order to produce a suitable and sufficient assessment the following points must be recorded:-

- a) The activity/situation;
- b) The number of persons at risk;
- c) Any group of persons especially at risk (e.g., specially vulnerable employees such as disabled or lone workers, young persons, visitors, members of the public, contractors);
- d) Any serious and imminent risk (in which case written procedures are required and one or more competent persons appointed to carry out the procedure);
- e) Probability of harm occurring and the realistic worst case outcome (e.g., fatality, major injury, minor injury, no injury, environmental, plant damage);
- f) Relevant health and safety information needed by employees/others (as a minimum this would mean reviewing the provision of safety signs and audible/visual warnings);
- g) Any additional training needs;
- h) Reference to existing controls and whether or not these are satisfactory (existing controls need not be reproduced in full where they are documented elsewhere. Referring to these other documents as appropriate is sufficient);
- i) Action required in order of priority with proposed timescale and who is responsible for action.

8. Other Assessments: UK Regulations bringing into effect other EC Directives will require other assessments, some of which are capable of being integrated into the Risk Assessment, others of which are best dealt with as separate issues.

Those capable of being integrated into the Risk Assessment are:-

- a) Assessment of all factors relevant to safe working, e.g., lighting, ventilation etc., and the development of a preventive maintenance scheme including electrical system maintenance;
- b) Assessments under Provision and Use of Work Equipment Regs (HSE Guidance paras 110-120);
- c) Assessment of need/provision of personal protective equipment including the level of risk and an estimate of the performance requirement for the personal protective equipment.

Assessments which are best dealt with as separate issues are:-

- a) Manual handling;
- b) Display screen equipment/workstation;
- c) Fire precautions/fire risk.

Although the above three assessments are best dealt with as separate issues, nonetheless the general approach of this document may be found useful.

9. Generic Assessments: Generic assessments are assessments produced once only for a given activity or type of workplace. For example, where a company has several locations where the same activity is carried out, then a single generic assessment could be done for that activity to cover all the locations. Similarly, if a company has employees who work away from base, such as electricians, then generic assessments can be used for their hazardous work, rather than attempting to produce an assessment for each activity at each location.

Be warned, generic assessments can result in very poor control and no improvement in safety unless certain features are included. Worst case situations should be considered (e.g., if an activity is normally carried out at ground level but could require work above ground level at one or more locations with no permanent place of work, then this situation should be included in the generic assessment); Provision should be made on the assessment to monitor implementation of the assessment controls, which are/are not relevant at a particular location and what action needs to be done to fully implement the relevant required actions from the assessment. Particular care is

needed to add any hazards or risks apparent at a particular situation where these are not included in the generic assessment.

10. Health Surveillance: Risk Assessments need to identify where health surveillance is appropriate. This will arise where there is an identifiable disease or health condition related to the work, where there is a valid technique for its identification, where there is a likelihood that the disease or condition may occur as a result of the work and where the surveillance will improve the protection of health of the workers, (e.g., work related upper limb disorder, vibration white finger).

11. Maintenance and Effectiveness of Assessments/controls: The Regulations require Risk Assessments not only to be suitable and sufficient, but also to be maintained to ensure that they remain valid. This means that they must be kept under review and updated periodically.

This is best achieved by a suitable combination of inspection and monitoring techniques, taking corrective/additional action where the need is identified. The process of monitoring, review and corrective action for Risk Assessments is given in Appendix 3. The techniques which need to be included in this process are listed below. Two common omissions which cause this effort not to be as successful as it deserves to be, are a lack of an effective safety audit and a lack of an effective system to ensure that defects/actions really are actioned and that they remain 'flagged' until they are actioned.

- a) Preventative maintenance inspections;
- b) Safety representative/committee inspections;
- c) Statutory and maintenance scheme inspections, tests and examinations;
- d) Safety tours and inspections;
- e) Occupational health surveys/measurements;
- f) Safety audits.

Useful information on checking performance against own control standards can also be obtained reactively from the following activities:

- a) Accident and ill health investigation;
- b) Investigation of damage to plant;
- c) Incidents which did not cause these events but could have had serious consequences.

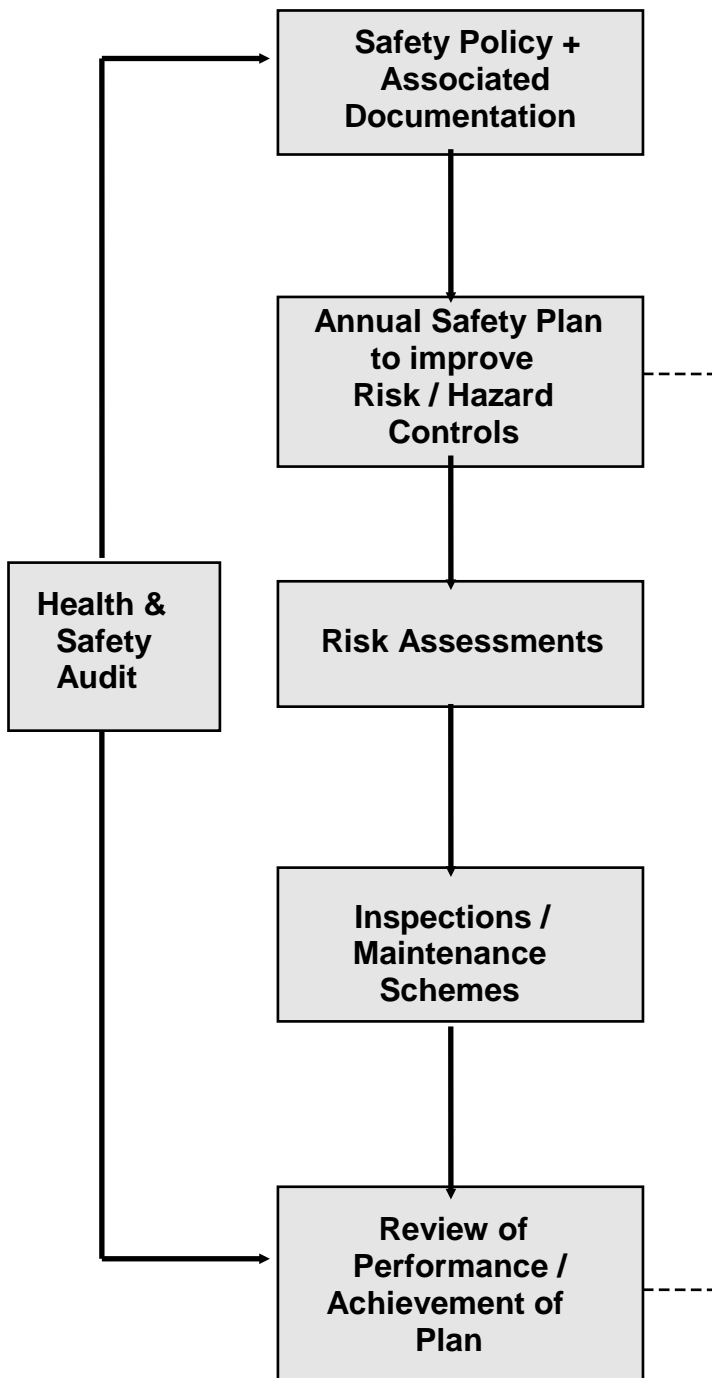
An excellent and practical publication which addresses these and other aspects of relevance to this guidance is contained in 'Successful Health and Safety Management' produced by the HSE Accident Prevention Advisory Unit (available from HMSO. ISBN No. 0 11 885988 9).

12. Timescale for Risk Assessments: The HSE expects companies to be able to demonstrate a clear commitment to carrying out risk assessments in a suitable and efficient manner.

A good way to demonstrate this is to have a realistic timetable for carrying them out (perhaps as part of an annual safety plan) with a start having been made and with existing controls reviewed plus evidence of the use of a prioritised programme of improving controls where this is shown to be necessary by the Risk Assessment.

One method for deciding on priorities is given in Appendix 4.

Appendix 3



Appendix 4 - Hazards

The following list gives the hazards which may need to be considered when carrying out Risk Assessments. It is not necessarily a comprehensive list, but is given to illustrate the extensive nature of the hazards which may need to be taken into account:

Fall of persons from height;

Fall of object/material from height;

Fall of person on same level;

Manual handling;

Use of machines;

Operation of vehicles;

Fire, including static electricity;

Electricity;

Drowning;

Excavation work;

Stored energy;

Explosions (Chemicals/dust);

Contact with cold/hot surfaces;

Compressed air;

Mechanical lifting operations;

Noise;

Biological agents;

Ionising radiation;

Non-Ionising radiation;

Vibration;

Hand tools;

Adverse weather;

Chemicals/substances;

Stacking;

Housekeeping;

Lighting;

Confined spaces;

Cleaning;

Bomb alert & emergency evacuation.

Site Safety Induction Guidance

BRIGHTCAST GROUP SERVICES

GENERAL NOTE: No persons are allowed to work on the Company work sites until they have received Site Safety Induction by Brightcast Group Services Management. A record should be kept of all persons who have received Induction. Induction to include the following:-

Company Health and Safety Policy:

Remind personnel of the Policy and its contents;
Inform personnel where a copy of the Policy is displayed on site.

Clients Health and Safety Policy:

Where appropriate, inform personnel of the Client's safety requirements.

Site Management Structure:

Outline Line Management for the site.

Welfare and First Aid facilities:

Inform personnel where canteen and toilet facilities are located;
Inform personnel where the First Aid facilities are located;
Inform personnel who are the site's First Aiders and appointed persons;
Remind personnel about good hygiene practices.

Personal Protective Equipment:

Standard requirement to wear safety footwear and Safety helmets where there is a risk of head injury;
PPE to be worn when using potentially hazardous substances;
PPE to be worn related to other risk factors and conditions.

Emergency Evacuation Procedures:

Outline the important factors of the Fire Plan for the site, in particular:-
The fire alarm, how it sounds and how to raise the alarm;
Fire escapes;
Fire fighting equipment;
Fire Wardens;
Fire prevention.

General Site Safety Rules:

Outline any agreed site safety rules to site personnel;

Risk Assessment:

Outline Risk Assessments to the workforce where necessary.

Method Statements:

Ensure that site personnel understand Method Statements for their work.

Other Safety Information:

Ensure that site personnel are provided with drawings, Manufacturers Safety Data, etc., where necessary.
Explain current and imminent works in progress, including any specific hazards and control measures.
Ensure site personnel understand they should only use plant and equipment which they have been properly instructed on.

Phasing and Scheduling of the works:

Ensure that all site personnel understand the importance of the scheduling of works in relation to the safety of themselves and others who may be working in their working environment.

General Safety Precautions and Site Rules:

All site operatives will sign in and out of the site with security or make their presence known on site to Management.
Safety footwear and safety helmets will be worn at all times.
General public safety will be maintained at all times.
Use the right tools for the job.
Plant and equipment to be kept in good order and not misused.
Report any safety defects to Site Management.
No smoking, no naked flames in areas at risk from fire and explosions.
Check the working environment for hazards before working.
Ensure instructions are fully understood before working.
Maintain personal hygiene.
Be aware of others safety - do not create hazards.
Always take precautions to prevent materials and tools etc., from falling.
Ensure that debris does not accumulate unsafely.
Do not obstruct accessways unsafely.
Do not carry loads that cannot be managed comfortably to prevent the risk of injury.
Report all accidents and dangerous occurrences immediately to the Site Supervisor.

Provision and Use of Work Equipment Regulations 1998 - Notes

Introduction: The Report of Inspection has been formulated to record the information required for Inspections carried out under The Provision and Use of Work Equipment Regulations 1998 (PUWER).

Inspection Requirements: PUWER 98 introduces a new requirement to carry out Inspections of work equipment. An Inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate, an assessment must be made of all other work equipment to determine if an inspection is needed and how often.

The minimum Inspection regime should be set by the owner / supplier of the equipment based on Manufacturers information and other statutory obligations. Additional inspections will be identified by the user of the equipment. Factors that must be taken into account by the user include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An Inspection may include visual examination, a strip down of the equipment and functional tests. Advice should be sought from Manufacturers instructions and a competent person for guidance on what an Inspection should include for each piece of equipment.

Responsibility for Inspection: A number of parties will have responsibilities for ensuring the work equipment is safe to use and that it has been inspected in accordance with the Inspection regime. The Hire Company must ensure that equipment they hire out complies with PUWER 98. The employer or self-employed person has a duty to ensure that equipment they use or provide for use complies with PUWER 98 and that includes ensuring that Inspections are carried out by a competent person. If you use equipment provided by another Contractor you have the duty to ensure the equipment is safe to use.

If the equipment is provided on site for common use, i.e., a compressor or abrasive wheel, you must establish who will take responsibility for the equipment and ensure it complies with PUWER 98. As an employer you must still establish that it is safe for use by your employees.

If you are using hired equipment you must agree with the Hire Company who will carry out the Inspections and when they will be carried out.

Types of Inspection:

Visual Check: Low risk equipment used for low risk activities will not always require a formal Inspection. A visual check may be required by the user before each use to ensure it is in good condition, e.g., a hammer should be checked to ensure that the head is not loose, a ladder should be checked for split stiles, broken rungs and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by Operatives.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check, e.g., a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Equipment that is of a higher risk and equipment with moving parts should have a visual check of the equipment before each use and may require a more formal check at specified intervals, e.g., 5/3 ½ mixer or petrol driven disc cutter. A competent person should ascertain how often these formal checks should take place.

Inspection: Equipment that poses a significant risk, i.e., dumpers, ride on rollers, etc., will need to be considered by a person competent to determine a suitable Inspection regime. These Inspections are in addition to the daily checks by the Operator and must be carried out by a competent person. For the majority of equipment, the formal Inspection will be undertaken weekly. Some equipment will require more frequent Inspections, e.g., equipment used in confined spaces may require an Inspection before each shift.

Records of Inspection: Records of Inspections must be made and you are required to keep a record of the last Inspection. These records can be contained in a Register, attached to the equipment itself, or stored electronically in a tamper-proof form. They must be easily accessible by those who use the equipment or otherwise need information.

If you use the equipment acquired from another user and it is subject to an Inspection regime, you must ensure that it is accompanied by physical evidence of the last Inspection. If you provide equipment for use by another user you must also ensure that the equipment is accompanied by physical evidence of the last Inspection.

It is good practice to keep all records of Inspection and maintenance as they may be of use in the future.

Working Time Directive – Explanation of Regulations

These Regulations are part of the Health and Safety Legislation and the HSE has the power to **prosecute** for breaches. Employees may enforce their rights to paid leave and rest in the Employment Tribunal.

There are different requirements for “adult workers” who have attained the age of 18 and “young workers”, who have attained the age of 15, but not 18. This guidance deals solely with how these Regulations affect adult workers.

Employees are restricted to an average maximum working time of 48 hours in any 7 days, including overtime, unless they have signed an agreement to the contrary. This agreement may be for a fixed period or last indefinitely. It may be cancelled by the worker at any time by giving a minimum of 7 days notice. The reference period for calculating the average weekly working time will normally be 17 weeks.

Night workers are defined as persons whose normal hours of work include 3 or more hours between 11 p.m. and 6 a.m. They must not on average work more than 8 hours in any 24 hours over a 17 week reference period. This restriction only applies to normal working hours and so excludes overtime.. If the work involves special hazards or heavy physical or mental strain posing a significant risk to health and safety, workers must not exceed 8 hours of night working in any 24 hour period. Employees are entitled (but need not accept) free confidential health checks before commencing night work, and then at regular intervals with a suggested minimum frequency of 12 months.

Rest breaks of 20 minutes uninterrupted, away from any work station are an entitlement where employees are at work for more than 6 hours. Workers are entitled to an uninterrupted **rest period** of 11 hours each day and one of 24 hours in each 7 day period. The employer may decide to provide the employees with two rest periods of 24 hours per 14 day period or one rest period of 48 hours in the same period of time.

Paid annual leave is an entitlement of workers who have 13 weeks continuous service. The entitlement will be 4 weeks annual paid leave.

Workers involved in security activities are one of a number of **special cases** to which the Regulations on night working, rest breaks and rest periods do not apply.

Adequate records must be kept by employers for 2 years showing that the requirements of a 48 hour week, night work and regular health assessments have been met. These records must be made available for inspection by any HSE or other authority appointed Inspector upon request. As regards the 17 week reference period employed to calculate average working times and nightwork, an adjustment must be made for holidays and sickness periods etc. taken in the reference period, by including in the calculation an equal period of days from the beginning of the next reference period.

I, **(name in full)**, have read the above notice and:

(1) Wish/do not wish to work in excess of the government’s maximum working hours of forty-eight hours per week. I understand that I may cancel this agreement at any time by giving Brightcast Group Services one week’s notice in writing;

(2) If I work at night I understand that I am required to complete a Health Questionnaire and failure to do so may result in termination of my engagement with the Company. I also understand that I am entitled to (but need not accept) a free confidential health check and the results of the Questionnaire may be verified by a medical examination at the Company’s expense.

Signed:.....(employee)

Date:.....

Signed:.....(For & on behalf of Employer) Date:.....

Asbestos Project Planning Checklist		BRIGHTCAST GROUP SERVICES
State if applicable or not and action required		
1	Contractor's HSE asbestos licence	
2	Requirements of client	
3	Name of Site Supervisor	
4	Address of site	
5	Location of the material(s)	
6	Number and positions of asbestos samples taken	
7	Type(s) of asbestos (blue/brown/white)	
8	Percentage of asbestos in material(s)	
9	What form it is (e.g. sprayed, lagging, cement, board)	
10	Quantity to be removed	
11	Number of persons engaged in removal work	
12	Competency of operatives and Foremen	
13	Duration and timing of works	
14	Construction, location and volume of work enclosure (sketch plan required)	
15	Location of airlocks and viewing panel	
16	Specification and positioning of negative pressure units	
17	Number of air changes per hour	
18	Expected airborne asbestos fibre concentrations	
19	Wet strip technique to be used	
20	Any additional local exhaust ventilation required	
21	Glove bags	
22	Tools to be used	
23	Assessment of non-asbestos risks	
24	Precautions for entry to confined spaces	
25	Permit to work systems	
26	Asbestos handling and bagging methods	
27	Asbestos storage, transportation and final disposal arrangements	

Asbestos Project Planning Checklist		BRIGHTCAST GROUP SERVICES
State if applicable or not and action required		
28	Skip location	
29	Assessment of RPE requirements	
30	Maintenance arrangements for RPE and other equipment used	
31	Specification of vacuum cleaners and positions	
32	Other personal protective equipment (PPE) requirements of workers	
33	Any arrangements for transit between work enclosure and hygiene facilities	
34	Hygiene and welfare facilities	
35	Entry and decontamination procedures (personnel and site)	
36	Vacuuming, removal and disposal of contaminated overalls	
37	Supervision, communication, monitoring, record keeping and other control arrangements	
38	Method of smoke testing and witnessing arrangements	
39	Air monitoring arrangements	
40	Examination and maintenance of control measures	
41	Site inspections by Company Safety Advisors and HSE Inspectors etc.	
42	Arrangements for final clearance	
43	Consultation with building occupiers, providing information	
44	Procedures for changing method statement	
45	Provision and location of warning signs	
46	Visitors to site/occupied buildings and prevention of unauthorised access	
47	Site documentation and record keeping	
48	Emergency procedures	
49	Any other steps needed to ensure health and safety and comply with legislation	

Ladder / Stepladder Inspection Checklist						BRIGHTCAST GROUP SERVICES	
Item						I.D No	
Date of Inspection		Name of Inspector					
Items to be Checked		Result			Date Repaired	Re-checked by	
		Pass	Fail	N/A			
1	Broken stop on hinges				__/__/__		
2	Broken, split or worn steps				__/__/__		
3	Bruising of any timber component				__/__/__		
4	Centre section extension guide misaligned				__/__/__		
5	Cracked, split, worn or broken stiles or braces				__/__/__		
6	Damaged or very worn non-slip end-pieces				__/__/__		
7	Identification marking missing or illegible				__/__/__		
8	Jammed or unserviceable pulleys				__/__/__		
9	Locks not seating correctly				__/__/__		
10	Loose nails/screws/bolts/rivets/other fixings				__/__/__		
11	Loose or bent hinges				__/__/__		
12	Loose steps or rungs				__/__/__		
13	Loose wedges, tie rods or reinforcement				__/__/__		
14	Loose, broken or missing extension locks				__/__/__		
15	Missing steps or rungs				__/__/__		
16	Non-clear coating applied				__/__/__		
17	Rusted or corroded metal components				__/__/__		
18	Sharp edges on stiles or rungs				__/__/__		
19	Slippery stiles, rungs or steps				__/__/__		
20	Splinters or splivers on stiles, rungs or steps				__/__/__		
21	Splitting or fraying feet				__/__/__		
22	Stop on hinges spreader broken				__/__/__		
23	Twisted or distorted stiles				__/__/__		
24	Unstable/Wobbling				__/__/__		
25	Worn, broken or missing cords				__/__/__		
Other Comments							

Management Teams Health & Safety Checklist for Sites							BRIGHTCAST GROUP SERVICES		
Contract						Date			
1	Safe places of work / access to workplaces								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
2	Scaffolds (including towers, hop-ups and internals)								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
3	Edge protection / fall protection within houses								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
4	Ladders								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
5	Hoists, mechanical lifting equipment, powered access equipment								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
6	Manual handling								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								
7	Plant, machinery, tools, etc.								
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others
	Action required								
	Reported to								
	Comments								

MANAGEMENT TEAMS HEALTH & SAFETY CHECKLIST FOR SITES continued /										
Contract					Date					
8	Electricity									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
9	Hazardous substances (COSHH)									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
10	Welfare facilities									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
11	Personal protective equipment (PPE)									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
12	Site pedestrian and traffic routes									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
13	Fire and emergency procedures									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									
14	Method Statement awareness / compliance									
	Acceptable		Unacceptable		N / A		Action by BGS		Action by others	
	Action required									
	Reported to									
	Comments									

Personal Protective Equipment Assessment Checklist & Record of Issue	BRIGHTCAST GROUP SERVICES
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Employees Name:		Occupation:	
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The Hazards	Parts of the body affected											
	Head	Ears	Eyes	Face	Lungs	Hands	Arms	Legs	Feet	Skin	Torso	All
Airborne Contaminants												
Cold Objects												
Contact with Sharps												
Crushing/Trapping												
Electricity												
Entanglement												
Falling Objects												
Falls from height												
Falls on same level												
Flying Objects												
Harmful Chemicals												
Hot objects												
Immersion/Drowning												
Hot/cold conditions												
Infectious materials												
Ionising Radiation												
Laser light/UV												
Moving Vehicles												
Noise												
Non-Ionising Radiation												
Striking Fixed Objects												
Vibration												
Wet conditions												
Other hazards												

PPE issued to safeguard against hazards identified in the Assessment

Boots		Helmet		Gloves		Dust mask		Hi-Visibility		Ear plugs		Face shield	
Goggles		Harness		Muffs		Respirator		Lifejacket		Waterproofs		Welding helmet	

Name of Manager issuing PPE	Signature	Date
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Signature of person receiving PPE	Date
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Guidance: The employee is responsible for ensuring PPE is kept in good order and should inform Management when replacements are needed. PPE checks will be carried out by Management & Safety Advisors during Safety Inspections and Audits. This Assessment and Record should be kept on site, available for inspection and a copy sent to the Head Office for the Safety File.

Portable Electrical Equipment Pre-Use Visual Inspection Checklist		BRIGHTCAST GROUP SERVICES	
Inspection carried out by		Date	
ITEM	INSPECTIONS	Pass	Fail
Socket(s)	Compliance with British Standard or equivalent.		
	Cracks		
	Missing Parts		
	Secure Mounting		
	Operational Shuttering		
	Other (please describe)		
Plug(s)	Compliance with British Standard or equivalent		
	Cracks		
	Missing Parts		
	Operational Cable Clamp		
	Burn/Heat Marks		
	Other (please describe)		
Fuse(s)	Compliance with British Standard or equivalent		
	Incorrect Rating		
	Incorrectly Installed		
	Other (please describe)		
Cable(s)	Cuts/Cracks		
	Fraying		
	Ageing		
	Oil Damage		
	Corrosives Damage		
	Incorrect Joint		
	Incorrect Current Carrying Capacity		
	Incorrect Length		
	Tripping Hazards		
	Coiled on Spool		
	Burn/Heat Marks		
	Other (please describe)		
	Cable Entry to Appliance	Excessive Wear and Tear	
Insecure			
Other (please describe)			
RCD's/Breakers	Compliance with British Standard or equivalent		
	Incorrect Rating		
	Incorrectly Installed		
	Not operating		
	Other (please describe)		
Equipment	Compliance with British standard or equivalent		
	Unsuitable for Task		
	Incorrectly Located		
	Missing Covers/Casings		
	Other (please describe)		
Other Comments			

Abrasive Wheel Hot Work – Permit to Work							BRIGHTCAST GROUP SERVICES	
Issue		Project Location						
Valid for a period of		hours		(maximum 12 hours) i.e., one shift.				
From Date	/ /	Time	am/pm	To Date	/ /	Time	am/pm	
Description of work to be carried out								
Details of Precautions required to be taken							TICK BOX	
1	Abrasive wheel machine has been examined for safe use							
2	Tests for fumes where necessary							
3	Ventilation and supply of air adequate for respiration provided by:							
4	Other precautions taken:							
5	Persons instructed and detailed to standby							
6	Others informed of work in progress							
7	Surrounding area inspected							
8	Where possible, combustible material damped, covered or removed							
9	Fire appliances at workface (state type):							
10	Signs / notices placed in position by:							
11	Hot work must be completed at least 1 hour before site is vacated							
<p>I hereby certify that the plant and area have been inspected by me and that the following Persons are authorised to carry out work as detailed.</p> <p>NAMES:</p> <p>Signed by: _____ being the Authorised person. Time: _____ Date: _____</p>								
<p>1) RECEIPT. I hereby declare that I accept responsibility for carrying out the work as detailed on this permit. No attempt will be made by me or others under my control to carry out work not detailed.</p> <p>Signed by: _____ being the person in charge of the work. Time: _____ Date: _____</p> <p>Note: Receipt copy to be retained by person in charge of work.</p>								
<p>2) COMPLETION CLEARANCE. I hereby declare that all work has been completed, made safe with men, equipment and safety measures withdrawn.</p> <p>Signed by: _____ being the person in charge of the work. Time: _____ Date: _____</p> <p>Note: Receipt copy to be retained by person in charge of work.</p>								
<p>3) CANCELLATION. I hereby declare that I have checked that the work has been completed as detailed in Item 3 of this Permit and both copies cancelled.</p> <p>Signed by: _____ being the Authorised person. Time: _____ Date: _____</p>								

Confined Spaces - Permit To Work							BRIGHTCAST GROUP SERVICES		
Section 1 – Description of Confined Space, Personnel & details of work									
Nature of Confined Space					Location				
Person in Charge/Site Manager									
Names and ages of persons entering confined space					1. Name		Age		
2. Name			Age		3. Name		Age		
Names of Attendants									
Names and ages of rescue team					1. Name		Age		
2. Name			Age		3. Name		Age		
Date		Between		am/pm	and	am/pm	Maximum Permitted Entry Period		
Description of Work:									
This work cannot be done without entry into the confined space									
Section 2 - Precautions							TICK BOX		
This permit will not be authorised until all appropriate precautions have been taken							YES	N/A	
a	Risk Assessment and Safe Working Method Statement checked and agreed								
b	Adequate safe means of access and egress								
c	All necessary work equipment, PPE, safety and rescue equipment has been provided								
d	Work equipment, PPE, safety & rescue equipment has been examined by a competent person								
e	Work equipment has all necessary test certificates								
f	All operatives are adequately fit, in good health and suitable for work in confined spaces								
g	All operatives are fully trained & competent in confined spaces procedures								
h	Trained first-aider and rescue team in attendance								
i	Hazardous deposits and sludges removed								
j	All required lock-offs carried out. No source of ingress for dangerous material, gas or fumes								
k	Gas purging completed satisfactorily and purging gas cleared								
l	Satisfactory pre-entry atmosphere test								
m	Continuous/periodic atmospheric monitoring provided								
n	Forced ventilation and extraction provided and correctly sited								
o	All sources of ignition eliminated								
p	Acceptable pipeline, trunking and cabling management arrangements								
q	All required notifications made, safety signs and barriers put in place								
r	Adequate lighting								
s	Communication link between operatives and attendants established and tested								
t	Emergency telephone located and tested								
I hereby certify that I have inspected the work area and certify that it is safe. I authorise entry into the confined space and the work described above to take place, subject to all required precautions being taken and maintained.									
Signed by (Authorised Person)					Time		am/pm	Date	
Section 3 – Receipt									
I hereby declare that I accept responsibility for carrying out the work as detailed on this permit. No other work will be carried out in or nearby the confined space. Note: Receipt copy to be retained by person in charge of work.									
Signed by (person in charge of work)					Time		am/pm	Date	
Section 4 – Completion/Clearance									
I confirm that all work has been completed and the work area cleared Note: Receipt copy to be retained by person in charge of work.									
Signed by (person in charge of work)					Time		am/pm	Date	
Section 5 – Cancellation									
I confirm that all work has been completed, the area cleared, all lock-off's removed and this Permit to Enter a Confined Space is cancelled. Note: Receipt copy to be retained by person in charge of work.									
Signed by (Authorised Person)					Time		am/pm	Date	

Electrical Permit To Work						BRIGHTCAST GROUP SERVICES		
Section A – Equipment to be worked on								
Section B – Work to be carried out								
Section C – Safety precautions taken – Declaration by competent person								
The equipment listed in Part A has been electrically isolated at the following isolation points								
The above isolation points are fitted with safety locks and the keys held by the Authorised Person								
The following tests have been carried out to confirm that the equipment listed in Part A is dead								
Access barriers and warning notices have been provided as follows								
The following additional precautions have been taken								
A Risk Assessment has been carried out and the associated Method Statement given to the electricians. All electricians are fully competent in the work involved. Only the work in Part B will take place.								
Competent Person		Signature		Date		Time		
Section D – Authorisation of work								
I have checked and confirmed the precautions listed in Part C and authorise the work stated in Part B to take place between								
	am/pm	On (date)		and		am/pm	On (date)	
Authorised Person		Signature		Date		Time		
Section E – Return of expired permit								
The work listed in Part B has/has not been completed. All electricians under my charge have been withdrawn and informed that it is no longer safe to work on the equipment. All tools and materials etc. have been removed and the area left in a safe and tidy condition.								
Competent Person		Signature		Date		Time		
Section F – Cancellation of permit								
I have checked and confirmed that all works are satisfactory. This permit to work is cancelled.								
Authorised Person		Signature		Date		Time		

Hot Works Permit						BRIGHTCAST GROUP SERVICES	
Issue No.		Project Location					
Valid for a period of		hrs (max 12 hrs)					
From Date		Time		To Date		Time	
To carry out the following work:							
You must be in a position to answer 'Yes' to the following checklist questions prior to issuing a Permit							Yes / No
1	Has a Risk Assessment and Safe Method of Work Statement been produced specifically for this work and have persons who are involved in this work been informed ?						
2	Are persons carrying out this work competent and experienced with the type of hot work ?						
3	Is the equipment to be used in good working order and fitted with all appropriate safety devices ?						
4	Has the area where work is to be carried out been checked for any additional fire hazards, such as combustible and flammable materials, flammable atmospheres, voids for combustible dust, etc. ?						
5	Have combustible or flammable materials, etc., been removed from the hot works area ?						
6	Have non-moveable combustible or flammable materials been protected, covered or dampened-down ?						
7	If the fire / smoke detection system will be affected, is there a Permit to Work in place to allow the alarm system to be isolated where necessary for the specific area where works are being carried out ?						
8	Have others who are not connected with this work vacated the area ?						
9	Is the area adequately ventilated ?						
10	Have persons who will be involved in Hot Works been made aware of emergency procedures, i.e., fire fighting, raising the alarm and escape routes ?						
11	Are working areas suitably guarded-off and appropriate signs displayed ?						
12	Have appropriate fire fighting appliances been positioned by the hot works area ?						
13	Has all appropriate PPE been provided ?						
Specific Safety Arrangements							
14	Hot Works must cease 1 hour before the end of the shift to ensure there is no potential risk of fire and a duty holder must remain present in the vicinity for 1 hour to check the area is safe before signing-off this Permit. Name person who will be allocated this duty:- (print)						
15	Other specific precautions required to be taken:-						
<p>A) I hereby certify that this Permit to Work requirements have been inspected by me and that the following Persons are authorised to carry out work as detailed. NAMES: Signed by: _____ being the Authorised person. Time: _____ Date: _____</p>							
<p>B) RECEIPT. I hereby declare that I accept responsibility for carrying out the work as detailed on this permit. No attempt will be made by me or others under my control to carry out work not detailed. Signed by: _____ being the person in charge of the work. Time: _____ Date: _____ Note: Receipt copy to be retained by person in charge of work.</p>							
<p>C) COMPLETION CLEARANCE. I hereby declare that all work has been completed, made safe with men, equipment and safety measures withdrawn. Signed by: _____ being the person in charge of the work. Time: _____ Date: _____ Note: Receipt copy to be retained by person in charge of work.</p>							
<p>D) SIGNING-OFF PERMIT. I hereby declare that I have checked that the work has been checked and completed as detailed. Signed by: _____ being the Authorised person. Time: _____ Date: _____</p>							

Work At Height Permit			BRIGHTCAST GROUP SERVICES	
<p>The Work At Height Regulations 2005 are in place to ensure the safety of persons involved in these activities and others who could be affected by these operations. The Regulations require duty holders to ensure that all necessary work at height is properly planned and organised; those involved in work at height are competent; the risks from work at height are assessed and appropriate work equipment is selected and used; the risks from fragile surfaces are properly controlled; and equipment for work at height is properly inspected and maintained. Wherever possible, avoid or minimise the need to work at height; Use work equipment or other measures to prevent falls where it is not possible to avoid working at height; and where the risk of falls cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. Ensure there are suitable emergency recovery arrangements in place where necessary. All persons involved in working at height must be competent. Ensure that risks and hazards for working at height are understood and that the Safe System of Work is complied with.</p>				
Contract No.		Permit No.		
Exact location & description of works				
Permit valid from (date & time)		Permit valid to (date & time)		
Duty Holder's Safety Checklist			Yes or No N/A (not applicable)	
Has this specific work been planned and organised by competent persons ?				
Has a Risk Assessment been carried out specifically for this task ?				
Has a Safe Method of Work Statement been produced specifically for the task ?				
Have all persons required to work at height received Safety Induction and been informed of the details of the Risk Assessment and Safe Method of Work Statement particular to this work ?				
Have persons who are required to work at height received safety and competency training for this type of work ?				
Are persons who are required to work at height suitably competent and fit ?				
Has work at height been minimised wherever possible ?				
Is access equipment for working at height suitable and safe ?				
Has access equipment for working at height been inspected by a competent person ?				
Are others in the vicinity who could be affected by this particular work at height safeguarded ?				
Are weather conditions suitable to allow this work to be carried out ?				
If crange is used, is a Lifting Plan in place ?				
Are there emergency rescue procedures in place ?				
If any of the above questions have been answered 'No', working at height must not be permitted				
Other specific control measures and conditions:				
Duty holders name:				
Position:				
Signed:		Date:		
Name of competent Site Supervisor responsible for monitoring and controlling the safety of working at height for this task:				

HEALTH SURVEILLANCE Operatives Hand & Arm Vibration Register					BRIGHTCAST GROUP SERVICES	
Site address / location					Sheet No.	
Operatives name & address						
Date	Type of Tool	ID / Serial No.	Time started	Time finished	Total time	
Action to be taken					Total hours (week)	

Electrical Installations - Forms Of Completion and Inspection Certificate			
(as prescribed in the IEE Regulations for Electrical Installations) (1) (See Notes)			
Details of the installation			
Client			
Address			
Design			
<p>I/We being the person(s) responsible (as indicated by my/our signatures below) for the Design of the electrical installation, particulars of which are described on Page 3 of this form CERTIFY that the said work for which I/We have been responsible is to the best of my knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, 17th Edition, amended to (3) (date.....) except for the departures, if any, stated herein.</p> <p>The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.</p> <p>For the DESIGN of the installation:</p>			
For and on behalf of			
Name (in block letters)		Position	
Address			
(2) Signature		(3) Date	
Construction			
<p>I/We being the person(s) responsible (as indicated by my/our signatures below) for the Design of the electrical installation, particulars of which are described on Page 3 of this form CERTIFY that the said work for which I/We have been responsible is to the best of my knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, 17th Edition, amended to (3) (date.....) except for the departures, if any, stated herein.</p> <p>The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.</p> <p>For the CONSTRUCTION of the installation:</p>			
For and on behalf of			
Name (in block letters)		Position	
Address			
(2) Signature		(3) Date	
Inspection and Test			
<p>I/We being the person(s) responsible (as indicated by my/our signatures below) for the Design of the electrical installation, particulars of which are described on Page 3 of this form CERTIFY that the said work for which I/We have been responsible is to the best of my knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, 17th Edition, amended to (3) (date.....) except for the departures, if any, stated herein.</p> <p>The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.</p> <p>For the INSPECTION AND TEST of the installation:</p>			
For and on behalf of			
Name (in block letters)		Position	
Address			
I recommend that this installation be further inspected and tested after an interval of not more than			years (5)
(2) Signature		(3) Date	

Inspection Report Form for Electrical Installations, Alterations or Additions		
Details of the installation		
Client		
Address		
Check by Management		
<p>Note: It is imperative that electrical systems that have been worked on are at all times left in a completely safe order in accordance with the IEE Regulations 17th Edition, The Electricity At Work Act 1989, etc.</p> <p>Any faults found must be clearly identified on this report and suitably rectified by a competent person before the electrical system is handed-over to the Client.</p>		
Before works start		Tick Box
1	Has a Risk Assessment been produced for the works?	
2	Has a Safe Method of Work Statement been produced for the works?	
3	Is a Permit to Work required?	
4	Have service drawings been provided?	
5	Has the competency of the electrician carrying out the works been checked?	
6	Has the Client been informed of the electrical works being carried out and the potential dangers?	
Whilst works are in progress		Tick Box
7	Are all appropriate warning notices displayed where required?	
8	Has the mains supply been made safe, i.e., locked-off so that it is not possible for other persons to make systems live whilst an electrical system is being worked on?	
Upon completion of the works		Tick Box
9	Has the form been completed for Design, Construction and Inspection & Test? - (copies of which, along with this Management Checking Form should be submitted to the Client and a copy retained in the Contract file).	
<p>Any safety defects should be recorded below on this form or otherwise attached to this form and submitted to the Company Safety Advisor.</p> <p>Electrical systems should not be handed over unless they comply fully with all current Regulations and Codes of Practices and should remain locked-off and appropriate warning notices displayed. Ensure that the Client is kept informed of the status of electrical systems.</p>		
Safety faults / defects / comments	Actioned by	Date
Signature:	Date:	page 2 of pages

Notes					
1	This document is intended for the initial certification of a new installation or of an alteration or addition to an existing installation and of an inspection.				
2	The signatures appended are those of the persons authorised by the Companies executing the work of design, construction and inspection and testing respectively. A signatory authorised to certify more than one category of work should sign in each of the appropriate places.				
3	Dates to be inserted.				
4	Where particulars of the installation recorded herein constitute a sufficient schedule for the purpose of Regulation 514-09-01 further drawings/schedules need not be provided. For other installations the additional drawings/schedules listed below apply.				
5	Insert here the time interval recommended between periodic inspections. Regard should be paid to relevant National or Local Legislation and the relevant sections of this Policy.				
6	The page numbers of each sheet should be indicated together with the total number of sheets involved.				
Printed copies of this Completion and Inspection Certificate cannot be obtained from the Institution. There is no objection to it's reproduction providing it's source, the Institution of Electrical Engineers, is acknowledged.					
(4) Schedule of additional records - particulars of the installation (delete or complete items as appropriate)					
Type of installation:	New	alteration		addition to existing installation	
Type of Earthing (312-03): (indicate in the box)	TN-C	TN-S	TN-C-S	TT	IT
Earth Electrode:	Resistanceohms				
	Method of Measurement				
	Type (542-02-01) and location				
Characteristics of the supply at the origin of the installation (313-01):	Nominal voltage.....volts				
	Frequency Hz				
	Number of phases				
Prospective short-circuit current:kA	ascertained	determined	measured		
Earth fault loop impedance (Ze):ohms	ascertained	determined	measured		
Maximum demand.....A per phase					
Overcurrent protective device - Type BS			RatingA		
Main switch or circuit breaker (460-01-02): Type BS		RatingA		No. of Poles	
(if an r.c.d., rated residual operating current 1>n mA					
Method of protection against indirect contact					
1	Earth equipotential bonding and automatic disconnection of supply				
2	Other	Describe:			
Main equipment bonding conductors (413-02-01/02, 546-01-01)				Sizemm ²	
Schedule of Test Results: Continuation Pages					
Details of departures (if any) from the Wiring Regulations (120-04, 120-05).....					

Internal Health & Safety Management System

Core Audit

**BRIGHTCAST
GROUP SERVICES**

Location:

Note: This core Audit is provided as a template, which provides a basic framework for the completion of an internal Health & Safety Audit in accordance with the Company's Safety Management System (SMS). Where appropriate, amend and/or expand this Audit document. The results of this Audit should be brought to the attention of Senior Management, the Company Safety Advisor and appropriate members of the workforce, etc. A record of this Audit should be kept in the Company's main Health & Safety File.

Ref.	Requirements	Yes	No	Observation / Evidence	Corrective Action
1	System Scope				
1.1	Has the scope of the SMS been documented within the H & S Policy / Manual	✓		Part 1.	
2	Health & Safety Policy				
2.1	A copy of the Health & Safety Policy should be available in the office(s) and other places of work. Check that it is still visible and that it is the latest revision.				
2.2	Is the Health & Safety Policy: Appropriate to the nature and scale of the Health & Safety risks?	✓		Senior Management were assisted by the Company's professional Health & Safety Advisor to revise the Company Health & Safety Policy.	
2.3	Contain commitment to prevention of injury and ill-health and continual improvement in Occupational Health & Safety management and performance?	✓		Part 1.	
2.4	Commit to comply with Health & Safety Legal and other requirements?	✓		Parts 1, 2 & 3.	
2.5	Set targets and objectives – and review them?	✓		Part 1.	
2.6	Documented, implemented and maintained?	✓		Currently scheduled to be reviewed annually or where a significant change takes place.	
2.7	Communicated to all persons working under the control of the Company?	✓		To be communicated to Employees and others during Safety Awareness Training.	
2.8	Available to interested parties?				
2.9	Reviewed periodically?	✓		Refer to 2.6.	
3	Planning				
3.1	Check that there is a procedure for identifying significant Health & Safety hazards, risks and controls	✓		Parts 2 & 3.	
3.2	Have the aspects and impacts been documented?				
3.3	Has the significance been assessed?				
3.4	Has the register for aspects and impacts Risk Assessments been kept up-to-date?			Last revision date:	
3.5	Is there a procedure for identifying relevant Legislation and other requirements?				

Ref.	Requirements	Yes	No	Observation / Evidence	Corrective Action
3.6	Is the register for relevant Legislation etc., up-to-date?			Last revision date:	
3.7	Have Health & Safety objectives and targets been documented?				
3.8	Are the targets consistent with the Policy and suitably quantified where practicable?				
3.9	Are Managers Health & Safety objectives and targets relating to their role understood by them? Do they know how to identify them?				
3.10	Are the targets consistent with the Policy, Legal requirements and identified risks?				
3.11	For each project within the Health & Safety Programme: <ul style="list-style-type: none"> ➤ Is the ownership and required action clear? ➤ Is the project record regularly updated? ➤ Is there a mechanism for dealing with delay or unseen difficulty? ➤ Is there a linkage to the targets? 				
3.12	Has an annual Company Safety Plan of Action been formulated?				
3.13	Has a Safety Management Programme been formulated to instigate the annual Company Safety Plan of Action?				
3.14	Has a Safety Training Programme been formulated to meet necessary Health & Safety Training for Company personnel?				
4.	Structure and Responsibility				
4.1	Has top Management demonstrated its commitment to the SMS?				
4.2	Is the structure and responsibility for effective Health & Safety Management clearly defined and documented?	✓		Part 1 – Organisational Chart and responsibilities and duties.	
4.3	Has a Management Representative been appointed to ensure implementation and report to Management on the performance of the system?				
4.4	Do all persons in the workplace understand their role in adhering to the Company's Health & Safety Policy?				
5.	Competence, Training and Awareness				
5.1	Have the training, awareness and competence requirements of personnel with a significant impact on Health & Safety been assessed?				
5.2	Are personnel aware of the importance of conforming to safe working practices, the possible adverse effects of departure from specified procedures?			Names of interviewees:	

Ref.	Requirements	Yes	No	Observation / Evidence	Corrective Action
5.3	Are personnel aware of their roles and responsibilities, including emergency preparedness and the potential consequences of departure from procedures?			Names of interviewees:	
5.4	Are training records up-to-date?			Date of latest entry:	
6.	Communication				
6.1	Are there obvious methods for communicating Health & Safety issues to and from employees?				
6.2	What was the date of the last Tool Box Talk (or briefing) concerning Health & Safety issues?			Date:	
6.3	Are clear procedures in place for the reporting of Health & Safety issues to the responsible person?	✓		Part 1 – Employees responsibilities. Parts 2 & 3 – Accident and Incident procedures, Safety Improvement and Consultation.	
6.4	Is there adequate provision for the communication of Health & Safety issues to Contractors and visitors?				
6.5	Do Managers and receptionists have an understanding of how a Health & Safety complaint or issue is dealt with?				
7.	Participation & Consultation				
7.1	Is there a process for involving workers in: <ul style="list-style-type: none"> ➤ Hazard identification ➤ Accident investigation ➤ Representation on H&S matters 				
7.2	Is there a process for consulting Contractors where there are changes affecting them?				
8.	SHE Documentation				
8.1	Does the SMS documentation include the Health & Safety Policy, objectives and targets, a description of the scope of the system and its main elements, their interaction and reference to related documents?				
8.2	Do Managers and Staff know the location of the head office and site Health & Safety files?				
8.3	Are the office and site Health & Safety Files being maintained and up-to-date?				
8.4	Are necessary records (e.g., accident books) available at the workplace?				
9.	Document Control				
9.1	Is there a procedure for document control?				
9.2	Are documents in the SMS reviewed and updated as necessary?	✓		Reviewed annually by Senior Management and Company Safety Advisors.	

Ref.	Requirements	Yes	No	Observation / Evidence	Corrective Action
10.	Operational Controls				
10.1	Are there operational controls in place for the hazards and risks identified as significant?	✓		Part 3 – Risk Assessment and Control Measures.	
10.2	Has the management of change been included in the implementation process for operational control?				
10.3	Have the arrangements for control been integrated into the overall SMS (e.g., testing, observations, checklists, keys)?				
10.4	Does the procurement process ensure that safety is assessed when a product or service is selected?	✓		Parts 2 & 3, COSHH. Part 3 – Assessment of Sub-Contractors.	
10.5	Are the arrangements for Sub-contractors and visitors signing-in and induction in place and operating correctly?				
10.6	Are all situations presenting a hazard and risk covered by some form of operational control?				
10.7	Are operating criteria specified where their absence could lead to a deviation from H&S Policy?				
11.	Emergency Preparedness & Response				
11.1	Does an Emergency Plan exist and does it address the likely Health & Safety emergencies adequately?				
11.2	Has an emergency drill been held?			Date of drill:	
11.3	Was the drill reviewed?			Date of report:	
11.4	Are regular Fire Risk Assessments being carried out for the office?			Date of latest Assessment:	
11.5	Are regular Fire Risk Assessments being carried out for projects?			Date of latest Assessment:	
12.	Monitoring and Measurement				
12.1	Are the key characteristics of the Company's Health & Safety impacts being measured?				
12.2	Are projects being Inspected by the Company Health & Safety Advisor?				
12.3	Are projects being Audited by the Company Health & Safety Advisor / Senior Management?				
12.4	Are Statistical Analysis of accidents and malpractices being carried out?				
12.5	Are Premises Safety Audit Inspections being carried out by the Company Health & Safety Advisor?				

Project Health & Safety Management Audit

**BRIGHTCAST GROUP
SERVICES**

Project

Date

Description		Not acceptable	In order	Good	Recommendations or comments
Pre - construction information	Copy of relevant pre-construction information on site				
	Existing service drawings				
	Existing Fire Plan & Policy for the premises, Fire Alarm and detection information, etc.				
	Applicable Survey reports, structural, site contamination, Asbestos, etc, (including Asbestos register).				
	Engineering details				
	Designers Risk Assessments				
	Design drawings				
	Pre-contract meeting minutes				
	Road & pavement licences				
	Existing plant O & M manuals and maintenance records				
	Pre-construction information understood by Site Managers				
	Signed F10 Notification to HSE				
F10 Notification displayed on site					
Description		Not acceptable	In order	Good	Recommendations or comments
Construction Phase	Construction Phase Plan on site and copies of relevant Pre-construction and Construction Phase information provided to Trade Contractors / Sub-contractors				
	Project Health & Safety Info understood by the Project Management Team and Trade Contractors / Sub-contractors				
	Construction Phase Plan developed as work progresses where appropriate				
	Health & Safety File All relevant Health & Safety information being submitted.				
	Risk Assessments produced by the Project Team and suitable control measures in place to eliminate or minimise potential hazards				
	Stages 1 & 2 Vetting of Trade Contractors and Sub-contractors for competency being performed and proof of competency available on site, i.e., Certificates of Training & up-to-date CSCS Cards.				
	Site Safety Inductions taking place for Project Team Members and Trade Contractors / Sub-contractors. Induction records available on site.				
	Fire Assessments & Fire Plan taking into account existing premises arrangements, occupiers, neighbours & construction related activities, fire signage displayed & extinguishers positioned. Fire Wardens appointed & duties performed.				

Description	Not acceptable	In order	Good	Recommendations or comments
Lifting Plan on site & understood. Appointment of a competent person to supervise lifting. Certification for thorough examination of lifting appliances and lifting gear and weekly inspections performed. Permits to Work for lifting operations being instigated.				
Traffic Management Plan developed for the site, segregating pedestrians from site traffic, off-loading provisions, appropriate barriers and signage in place.				
Working at Height Assessment and appropriate controls and supervision in place to eliminate or minimise the risk of falls.				
Hot Work Assessments being performed and appropriate Hot Work Permits being issued.				
Electrical Work Assessments being performed and appropriate Permits issued and lock-off's in place with appropriate signage displayed.				
Health Assessments & Surveillance being performed for COSHH, HAVS, Lead, Noise, Manual Handling, etc.				
PPE Assessments being performed and appropriate PPE issued and worn, including records of PPE issued.				
Health & Safety Training for Site Management and site personnel in compliance with Legal requirements & Codes of Practices				
Safety Tool Box Talks being performed on a weekly on-going basis and records kept.				
Site Safety Meetings being held with Trade Contractors / Sub-contractors on a weekly basis and minutes kept.				
Sufficient Welfare Facilities being maintained.				
Site Plant & Equipment being inspected, maintained and records kept for scaffolding, access equipment, portable appliances.				
Weekly Excavation Inspections being performed and records kept.				
Safety Notice Board displayed on site with appropriate up-to-date safety information, i.e., F10 Notification, Company Health & Safety Policy, Insurance Certificates, Safety Memo's, Safety Notices, First Aid information, etc.				
First Aid, Accidents & near misses Qualified First Aiders appointed, records kept and investigations carried out.				
Additional comments				

Construction Phase continued /

Accident Record Form				Record Sheet No: (Office use only)		BRIGHTCAST GROUP SERVICES			
An Accident Record Form must be completed for each and every accident that occurs at the workplace. This accident record form has been produced in place of the yellow and black accident book Form BI 510.									
1. About the person who had the accident			2. About you, the person filling in this form				3. About the accident		
Give full name Give the home address Give the occupation			Please sign the form and date it If you did not have the accident write your address and occupation				When it happened Where it happened		
Name		Signed		Date		Date		Time	
Address		Address				In what room or place did the accident happen?			
Occupation		Occupation							
4. Injury or illness details - state what side of the body (left or right) etc.									
5. About the accident/illness - What work process was being carried out, what led to the accident/illness, how did the accident/illness occur, give the cause if you can.									
6. What happened to the person immediately after treatment - i.e., went home/to hospital/back to work etc.									
7. Provide details of who at the Head Office a copy of this form has been sent to - a copy must be sent immediately.									
							Tick box when copy has been sent		
Date reported to H.O:			Person reporting the Incident (Print name)						
8. Head Office Management only - check compliance with The RIDDOR Regulations 1995.									
Tick if further investigation is required			Tick if F2508 is required and if so, attach a copy to this form.			Tick if copies of details have been placed in the Company's main accident file			
IMPORTANT NOTE: Please refer to the Accident Section of the Company Health and Safety Policy with regards to further requirements and contact Line Management and the Safety Advisor for further guidance when recording accidents/illnesses. Ensure you retain a copy of this report at your workplace as an appropriate Legal record.									

BRIGHTCAST GROUP SERVICES		COSHH Assessment Form				Sheet 1 of 2			
Company Name		Site Location							
Manufacturers Data Sheet Ref No		Contract No:		Date:					
Material or process									
Composition									
Trade Names									
Risk to Health									
Hazardous Contents									
Route of Exposure:		Skin		Eyes		Inhalation		Ingestion	
Company Assessment for Degree of Risk: (See Guidance Notes)							() OUT OF 10		
Workplace Exposure Limit:									
Approved Uses									
Handling Precautions (Refer to Safe Method of Work Statement or write in this section the appropriate precautions)									
Safety Controls (Refer to Safe Method of Work Statement or write in this section the appropriate precautions)									
Specify type of Protective Equipment to be worn:									
Goggles/Visor									
Gloves									
Overalls									
Respirator/Mask									
Other									
Risk to Health adequately controlled if above precautions are in force							(YES/NO)		
Risk to Health requires above precautions and further action detailed overleaf							(YES/NO)		
More information should be provided on Page 2 where further precautions are required.									

BRIGHTCAST GROUP SERVICES	COSHH Assessment Form Sheet 2 of 2 Action Plan requirements	
Are Handling Precautions described on Page 1 in place If they are not being complied with, contact Senior Management		
Briefly describe how controls will be maintained (outline arrangements and refer to other documentation where necessary)		
Monitoring of Exposures:		
How is information being relayed to the workforce and others who may be affected:		
Have written instructions been issued:		
Has necessary Training been given:		
Health Surveillance:		
Health Records:		
Other Controls:		
FIRST AID (In all cases of doubt or if symptoms persist, obtain medical attention).		
Inhalation		
Eye Contact		
Skin Contact		
Ingestion		
Hygiene Arrangements		
Fire Precautions		
Storage		
Transport		
Spillage		
Waste Disposal		
Where can further information be obtained		

General Guide for formulating C.O.S.H.H., Assessments	BRIGHTCAST GROUP SERVICES
1	Carry out surveys of the Head Office, Workshops and Sites to obtain information regarding all the substances used by the Company that could be hazardous to health. It may be useful to use a purchasing list particularly if it is based on the computer.
2	Obtain Safety Data Sheets from the suppliers/manufacturers for substances that could be hazardous to health on an on-going basis.
3	Ensure layout drawings of premises, i.e., offices and workshops are marked-up, i.e., number up and label cabinets in storage areas where hazardous substances are stored so that they can be referred to and identified in COSHH, Assessments.
4	Careful note must always be taken of unusual uses of substances, particularly those that may be in conflict with manufacturers instructions and outline the general methods of work highlighting areas of non-compliance for evaluation.
5	Record and regularly review existing control measures and working environments where they would have a bearing on the safe use of hazardous substances.
6	Assess regularly the level of understanding of persons using substances and their immediate Site Supervisor.
7	Regularly assess the level of understanding of those that purchase substances for the Company.
8	Carry out numeric assessments to prioritise substances that need immediate assessments. Assess the more hazardous substances first.
9	A simple word processing COSHH, Assessment form (which is contained within this Appendices section) has been formulated. Necessary information contained in the manufacturers/suppliers Data Sheets should be written into the appropriate sections after checking that their controls and provisions are acceptable bearing in mind, how the substances are used in a particular environment. Occupational Exposure Limits should be carefully checked against the HSE's EH40 booklet which is published annually.
10	Carry out Safety Awareness Training for Management regarding COSHH, control measures.
11	Company COSHH, Team members consist of the following: a Manager, a Senior person in purchasing, Supervisor, one or two long term operatives and the Company Safety Advisor.
12	A COSHH, file record system and library of safety information must include health records of employees using known hazardous substances
13	Regular Safety Awareness Training for Workshop and Site Operatives regarding COSHH, is to be carried out. Additionally, this will include scheduling regular Safety Tool Box Talks on COSHH All new employees are to receive Safety Induction and proper instruction on potentially hazardous substances.
14	The COSHH, files are to be maintained. The COSHH Assessment Record Sheets should be filed with the Manufacturers/suppliers Safety Data Sheets. Whenever there is a requirement to supply this information to Company Personnel, including site projects, ensure that the Assessment sheets are supplied with the Data Sheets.
15	Monitoring and Auditing employees and workplaces will be carried out to ensure control measures are effective and fully understood.

General Guide for formulating the C.O.S.H.H., Assessment numbering system	BRIGHTCAST GROUP SERVICES
The degree of risk which should be highlighted on the Assessment Sheet is a simple scaling system from 1 to 10. The higher the number the greater the risk.	
Degree of risk - 10 out of 10	
Wherever possible, these substances should be substituted for a safer product/method of work. Whenever these substances are to be used, we advise that the operatives involved in using them receive appropriate training with regards to control and precautionary measures. A record system is required for persons using these substances, a diary of who used it and when and a detailed note of the circumstances in which the substances were used (Safe Method of Work Statement).	
Degree of risk - 9 out of 10	
These substances again should be considered to be substituted for safer products wherever possible, but with good control and precautionary measures, there is no reason why they should not be used. Safe Method of Work Statements would need to be produced when using these substances and a record system kept with regards to the persons using the substances.	
Degree of risk - 8 out of 10 & 7 out of 10	
Many products fall into this category which have hazardous substances contained within them, but because of their normal use or low level of hazardous substances, they should not cause any substantial hazards or ill health problems providing the control measures are properly adhered to. If there is a safer substitute it must be considered. Operatives involved in using these substances must be supplied with appropriate Safety Information. These substances should be mentioned along with their precautionary measures in the Safe Method of Work Statement.	
Degree of risk - 6 out of 10 & 5 out of 10	
These substances would normally be of a low hazardous nature, only in unusual circumstances would hazards be present. When planning to use these substances consider the possibilities of misuse, potential hazardous applications and working environments etc. Appropriate information should be supplied to persons using these substances.	
Degree of risk – 4 to 1 out of 10	
We seldom categorise substances under these low assessment numbers in a construction industry due to the potential hazard diversity of construction environments. The hazardous nature of these substances may be dependent on volume or environmental conditions and would still need to be considered when planning works and storing etc. For example, drinking water, as we can all appreciate, in itself would not have harmful effects, but if used in a process which could come into contact with live electrical systems could impose the hazard of an electrical shock.	

Disciplinary Procedure Record Form		BRIGHTCAST GROUP SERVICES	
<p>This form is to be completed by Directors and Managers when disciplinary measures are required to be taken against employees or Sub-Contractors for breaches of Health & Safety Law, Policy, Rules, Procedures, Responsibilities or contract specific safety requirements.</p>			
Minor Breaches			
<p>Employees and Sub-Contractors employees are to be given two verbal warnings by their immediate Manager/Site Manager. Further breaches of safety requirements Managers are to give the offender a written warning. Further breaches are to be reported immediately to senior management. Appropriate action will be taken which could result in dismissal of the offender.</p>			
Major Breaches			
<p>Employees and Sub-Contractors employees are to be given immediate verbal warning followed up by a written warning. Immediate action is required to be taken by the Manager to ensure compliance by the offender. Major breaches are to be reported immediately to Senior Management where appropriate action will be taken which could result in dismissal of the offender.</p>			
General			
<p>All warnings and supportive information are to be recorded on this form and are required to be submitted to Head Office immediately. The Company Safety Advisor must be informed of all warnings issued to the employees and Sub-Contractors employees during inspection/safety meetings etc. Any employee or Sub-Contractor employee not fit to work should be removed from site immediately particularly with regards to being under the influence of alcohol or drugs.</p>			
Name of offender			
Address of offender			
Telephone No.		Date of offence	
Employer			
Employers address			
Telephone No.			
Location where offence took place			
Details of the offence Additional information enclosed, i.e., photos, statements, etc. (tick box) <input type="checkbox"/>			
Action taken			
Signature of Manager reporting this offence			
Signature of offender			

Display Screen Equipment (DSE) Workstation Assessment		BRIGHTCAST GROUP SERVICES		
Name of user				
Name of assessor				
Location of workstation				
Date of assessment				
Furniture and Equipment		Yes	No	Tick if Action needed
1	Does the chair have adjustment for seat height, backrest height and angle ?			
2	Is a footrest available/needed ?			
3	Do the users feet touch the floor or footrest ?			
4	Is there a document holder if needed ?			
5	Can the screen and keyboard be moved independently ?			
6	Is there adequate leg room to allow for a correct comfortable posture ?			
7	Is the work surface large enough to allow free positioning of any DSE equipment and paperwork ?			
8	Is the screen adjustable for contrast and brightness ?			
9	Do the screen and keyboard have angle adjustment ?			
Visual Environment				
10	Is the screen free from reflections ?			
11	Is the workstation free from glare ?			
12	Is the screen clean ?			
13	Is screen cleaning kit provided and used regularly ?			
14	Is the image on the screen clearly defined, stable and flicker free ?			
General Safety				
15	Are there electrical hazards, e.g., worn or improperly connected cables ?			
16	Are there trip hazards, i.e., trailing cables ?			
17	Is there a risk of walking into or dislodging badly positioned equipment ?			
18	Are work surfaces adequate in strength and stability ?			
19	Is the ventilation satisfactory ?			
20	Is the temperature and humidity adequate ?			
21	Is the workstation excessively noisy ?			

Employee Competence Assessment Form											BRIGHTCAST GROUP SERVICES		
Employee Name											Age		
Occupation													
Qualifications	Poor	1	2	3	4	5	6	7	8	9	10	Good	
Level of Training	Poor	1	2	3	4	5	6	7	8	9	10	Good	
Range of relevant experience	Poor	1	2	3	4	5	6	7	8	9	10	Good	
Temperament/ Maturity	Poor	1	2	3	4	5	6	7	8	9	10	Good	
State of Health/Fitness	Poor	1	2	3	4	5	6	7	8	9	10	Good	
Accident & Disciplinary Records	Poor	1	2	3	4	5	6	7	8	9	10	Good	

Permitted Tasks/Activities												
Tasks/Activities not allowed												
Required level of Supervision	High	1	2	3	4	5	6	7	8	9	10	Low
Employment development strategy												
Assessor										Date		
Checked by					Date				Review date			

Hand / Arm Vibration Assessment Record Form			BRIGHTCAST GROUP SERVICES	
Client				
Location				
Work Activity				
Type of plant / equipment				
Source(s) of vibration				
Present vibration control measures				
Type of vibration protection used				
Environmental Conditions				
Sampling Point	Published Vibration Level m/s²	Maximum Exposure Time (Per 8 Hours)	Persons Affected	
Type of Vibration				
Continuous		Intermittent		Impulsive
Recommendations				
Name of Assessor			Date	
Signature			Review Date	

Health Surveillance Questionnaire Assessment Form - confidential			BRIGHTCAST GROUP SERVICES		
In accordance with Health Surveillance Legislation, please complete the following.					
Full Name				Employee No.	
Occupation					
Usual place of work					
Do you feel you have been at risk from any of the following		Date	Brief Details		
1	Loud noises which may be affecting your hearing				
2	Hand/Arm Vibration which may be affecting your health				
3	Respiratory health problems or disease				
4	Skin irritation or disease, i.e., dermatitis or sensitisation				
5	Eye irritation or damage				
6	Hygiene ill effects				
7	Manual handling ill effects				
8	Kidney or liver damage				
9	Others				
Do you believe you are in contact or subjected to any of the following ?				Yes	No
Solvents such as thinners and other chemicals used					
Fumes from plant exhausts and chemicals used					
Dust from woods, lime, cement, etc.					
Substances such as wood preservative and other chemicals used etc.					
Biological Agents such as rats urine, pigeon guano					
Asbestos found in pipe lagging, insulation materials, roof sheeting, etc.					
Lead in old painted surfaces, pipes and flashing, etc.					
Compressed air high pressure air lines, pressurised atmospheres in tunnelling work					
Ionising radiations using lasers and x-rays, etc.					
Please provide any further information you feel may be of interest on a separate sheet.					
How many days (approx.) have you been absent owing to illness in the last two years?				Days	
Signed		Name		Date	
Managers use only		Management Review required ?		YES	NO

Health Questionnaire - Confidential				BRIGHTCAST GROUP SERVICES		
Full Name						
Occupation						
Name & address of GP						
		Yes	No	Give details		
Have you had a chest x-ray in the last 2 years?						
Have you attended an outpatients department for longer than 6 weeks?						
Please provide information relating to any of the under-mentioned illness or disorders from which you have suffered within the last five years (please attach a separate sheet of paper if required).						
	Date	Details		Date	Details	
Allergies					Fainting/dizziness	
Asthma					Hay fever	
Arthritis					Heart circulatory	
Back trouble					Hernia	
Bronchitis					Malaria	
Diabetes					Migraine	
Epilepsy					Nervous disorder	
Fits					Rheumatic complaints	
Skin disorders					Sleeping disorders	
Psychological disorders					Tuberculosis	
Please give details of any other serious illness / injury / operation / physical defect / disability you have had in the last two years which may have a Health & Safety implication in your occupation.						
How many days (approx.) have you been absent owing to illness in the last two years?					Days	
Are you a registered disabled person?					Yes	No
If yes, complete the following:		Certificate No.		Expiry date		
I certify that, to the best of my knowledge and belief, the information I have given is true and complete. I hereby give my consent to undertake any medical examination if required, the details of which may be released to Brightcast Group Services.						
Signed		Name		Date		

Incident Report Form			Incident Ref No: (Office use only)		BRIGHTCAST GROUP SERVICES		
Client							
H.O. Address							
Tel No.		Fax No.					
GENERAL DETAILS							
Site Address							
Tel No.		Date of Incident		Time of Incident		am/pm	
Exact location of Incident							
Is your Company in overall control of the site/premises?				YES		NO	
If NO, give the name of:							
a) Main Contractor/Occupier							
b) Supervisor/Manager							
Full details of plant, machinery etc., - state whether in motion at time of Incident.							
Full account of Incident – state heights, weights, etc., where appropriate.							
Names and addresses of any witnesses to the Incident							
1	Name						
	Address						
2	Name						
	Address						
Injured Person	Name		Sex	M/F	Age		
	Address						
Company employee		Other Company's employee		Self-employed		Member of public	
Employer (if no Company employee)							
Occupation		How long with Company?					
What was the injured person doing at the time of the Incident?							
Was this something he/she had been authorised to do?				YES		NO	
Was he/she authorised to be where the Incident occurred?				YES		NO	
When was the injury reported to you?				Date		Time	
What hours was employee expected to work on day of Incident?				From		To	
What hours did employee actually work?				From		To	
Anticipated absence from work?		No time lost		3 days or less		More than 3 days	
Injuries – state left or right where appropriate							
Were these injuries observed by someone elst at the time of the Incident?				YES		NO	
Was First Aid Treatment given on site/at premises?				YES		NO	
If YES, by whom?							
Was medical/hospital treatment obtained?				YES		NO	
If YES, give details?							
What was damaged?							
Extent of damage							
Owner of damaged property	Name						
	Address						
Any other details							
Report completed by		Status		Date			

Manual Handling Operations Assessment Form				BRIGHTCAST GROUP SERVICES			
Clients Name							
Location (Site)							
Assessment by (Print)		Signed					
Position		Date		Review Date			
THE TASK DESCRIPTION		ERGONOMIC CHECK LIST Does the task include:		Yes	No	Current risk	Residual risk
		Holding the load at a distance from the trunk					
		Twisting the trunk					
		Poor posture i.e., stooping / bending					
		Lifting / lowering above shoulders / below knees					
PERSONS AT RISK		Excessive lifting or lowering distances					
		Carrying / pushing / pulling more than 10 metres					
		Risk of sudden, unpredictable movement of the load					
		Frequent or prolonged physical effort					
REQUIRED CHANGES		Insufficient rest or recovery					
		Holding the load to the side of the body with 1 hand					
		Handling while seated					
		Standing with the feet too close together					
		Having the weight of the body unevenly distributed					
		Stretching / over-reaching					
		Throwing or catching					
		Hindrances by protective clothing or PPE					
		Team Handling					
THE LOAD DESCRIPTION		LOAD FACTOR CHECK LIST Is it:		Yes	No	Current risk	Residual risk
		Heavy (over 25 kg - state or estimate weight)					
		Bulky or unwieldy					
REQUIRED CHANGES		Difficult to grasp					
		Sharp, hot / cold					
		Unstable / likely to shift					
THE WORKING ENVIRONMENT DESCRIPTION		ENVIRONMENT CHECK LIST Are there:		Yes	No	Current risk	Residual risk
		Space constraints preventing good posture					
		Uneven floors / surfaces					
		Steps or slopes					
		Extremes of temperature, humidity or air movement					
REQUIRED CHANGES		Poor lighting conditions					
		Extremes of noise					
		Wet slippery floors					
		Adverse weather conditions					
INDIVIDUAL CAPABILITY REQUIREMENTS		CAPABILITY CHECK LIST Does the task:		Yes	No	Current risk	Residual risk
		Require unusual strength, size or height					
		Require special knowledge or training					
		Require more than one person					
REQUIRED CHANGES		Need mechanical assistance (lifting aids)					
		Need specific personal protective equipment					
		Create a hazard to those who are pregnant					
		Create a hazard to those who have a health problem					

Brightcast Group Services											BRIGHTCAST GROUP SERVICES						
Unit 3a Brownes Commercial Estate, 15 Edison Road, Enfield, Middlesex EN3 7BY.																	
Risk Assessment & Safety Controls for Method of Work																	
Assessment location							Assessment date				Date of last Assessment						
Activity / situation																	
HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY/ FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE	
Ref	General description of risk																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	

Risk Assessment / Method Statement Appraisal Form			BRIGHTCAST GROUP SERVICES	
Site				
Contractor				
Task				
Date received				
<p>The person carrying out this appraisal should check the Risk Assessments and Method Statements against the checklist below to ensure that the essential factors affecting safe working are included. All sub-contractor Risk Assessments and Method Statements must have received an A or B rating prior to any related work commencing.</p> <p>The first requirement is to consider whether the contractor has detailed what site and job specific hazards exist and could they cause harm. The second requirement is whether the Risk Assessment / Method Statement adequately controls these risks.</p> <p>Generic Method Statements and Risk Assessments are unacceptable in high risk areas / activities.</p> <p>Risk assessments / Method statements must be specific to a particular site and task.</p> <p>Once a Method Statement has been accepted it is important that Site Management monitors the contractors operations to ensure compliance. Site Managers responsible for monitoring the task should be identified below. Where this Supervisor responsible for monitoring differs from the person appraising the Risk Assessment / Method Statement, the Supervisor must be familiar with, and fully understand the documents.</p>				
		Y/N		
Reference to management arrangements including responsibilities and authority of Supervisor personnel at all levels. Names and qualifications of Supervisor.		Details of site features, layout and access, which may affect method of working		
Detailed sequence of work operations described in a logical manner and easily understood, sketches are acceptable.		A procedure for bringing details to the attention of those carrying out the work		
Relevant drawings and or technical information attached		Risk Assessment adequately addressed		
Details of statutory inspection regime referred to		Any other controls measures identified in Risk Assessment		
Details of protective clothing and equipment to be used		Reference to induction procedures		
Details of equipment to protect members of the public and other persons who may be affected.		Relevant competency certification details available for inspection		
Are appropriate noise, hand arm vibration, PPE, COSHH, manual handling and work equipment requirements, etc., referred to?		A Permit to Work procedure must be implemented and controlled for work on electrical circuits, entry into confined spaces, working at height, etc.		
Procedures to be undertaken in case of emergency, e.g. accident, dangerous occurrences, breakdown of essential plant, harness suspension trauma, etc.		Procedures for changing or adapting Method Statements.		
Arrangements for delivery, stacking, storing and movement on site of plant and materials, etc.		Work involving naked flames must be controlled by a Hot Work Permit.		
Result of Appraisal [✓]	A		Acceptable (work authorised to proceed)	
	B		Accepted with following conditions	
	C		Rejected – see below for actions / contents required	
Assessors comments and any additional conditions of acceptance				
Appraisal form completed by:				
Position:				
Signed:			Date:	
Name of Supervisor responsible for monitoring:				

Safety Improvement Scheme & Consultation Form		BRIGHTCAST GROUP SERVICES	
This form can be utilised by employees or Management in relation to any suggested Health & Safety improvements to the Company's existing safety arrangements, or used as general notes taken during consultation between Management and employees. This may include other Contractors, Sub-Contractors, Self-employed and Suppliers etc. This form will be considered by Management when reviewing the Company's existing Health, Safety & Environmental arrangements.			
Details of person suggesting improvement or who Managers have had consultation with			
Full Name			
Occupation			
Company			
Address			
Tel. No.			
Improvement or Consultation		Reasoning	
Reviewed by		Date	
Approved to be forwarded to Senior Management		Yes	No
Action agreed to be taken by Senior Management or comments			

Site Emergency Procedure Form		BRIGHTCAST GROUP SERVICES
<p>This procedure is required to be followed in the event of site emergencies i.e. Fire/Explosion/Road Spills/Scaffold Collapse. For accidents follow accident procedures contained in the Safety Policy Procedures Section.</p>		
Contact the appropriate services immediately		
Fire Brigade – Telephone No.		
Ambulance		
Police		
Head office		
Contracts Manager Mobile Phone No.		
Health & Safety Advisors		
Client’s Manager for the Contract		
The Local Health & Safety Executive		
The Local Environmental Health Department		
<p>Please complete the telephone numbers for the above and display on site where they can be easily seen by all persons on site</p>		

Work At Height Rescue Plan Form						BRIGHTCAST GROUP SERVICES	
Client & Work Activity							
Company Name			Client Site				
Site location			Contract No.		Date		
Work at height dates		Start Date		End Date			
Work activity / task							
Approximate height of works (tick box) ✓		3 Metres or Below		Between 3 & 6 Metres		Between 6 & 9 Metres	
		Between 9 & 12 Metres		Between 12 & 15 Metres		Above 15 Metres	
Access & egress available to working area							
Reason for wearing Fall Arrest Harness							
Have dedicated Fall Arrest Anchor Points been tested or has an Engineer identified & marked Safe Fall Arrest Anchor Points on structure						YES / NO	
Operatives carrying out the works							
1				4			
2				5			
3				6			
Communication (tick box) ✓		Direct Voice Communication			Mobile Phone		
		Whistle			Two Way Radio / Head Sets		
Rescue Procedure - Rescue of conscious uninjured person							
1	Should an operative become suspended they will hail other personnel within the area						
2	The Rescue Team in the area (including first aider) will assess the condition of the suspended person						
3	The Rescue Team will contact the Supervisor & Emergency Coordinator and inform them of the incident and the condition of suspended person						
4	If suspended person is uninjured Rescue Team will commence rescue procedure						
5	The Rescue Team will assess the best point of access for rescuing the suspended person						
6	The Rescue team will attach themselves to anchor points with inertia lines attached to their harnesses						
7	The Rescue Team who are attached to anchor points will proceed in lifting the suspended person onto the floor slab – this may take three or more persons						

Work at Height Rescue Plan Form continued /

Rescue Procedure - Rescue of conscious uninjured person continued /

8	If the Rescue Team do not anticipate to be able to lift the suspended person back onto the floor slab or decking, etc., within twenty minutes and the suspended person is suffering from pain or injuries, the Rescue Team will contact the Emergency Services or decide upon a quicker method of rescuing the suspended person
9	<p>Where it is not possible to lift a suspended person back onto the floor slab or decking etc., from which the suspended person fell, the lowering method may be adopted. This will involve sufficiently and safely securing a secondary line to the suspended person where possible and a lowering winch with a safety device preventing freefall. This winch line will need to be sufficiently and safely anchored to the anchor point. This must be carried out whilst the initial inertia line from which the person is suspended, remains attached to the anchor point. The winch line should have any slack taken up to prevent any uncontrolled drop.</p> <p>If the suspended person is conscious they should be able to attach the winch line to their harness. This would then allow the Rescue Team to lower the suspended person to a lower floor slab / decking to be retrieved. This method will require special training of the Rescue Team to practice without fault, this procedure.</p>

Rescue Procedure - Rescue of unconscious, injured or in the opinion of the Rescue Team, the suspended person cannot be rescued within 5 minutes.

10	The Rescue team in the area (including First Aider) will assess the condition of the suspended person.
11	The Rescue Team will contact the Supervisor & Emergency Coordinator and inform them of the incident and the condition of suspended person.
12	The Emergency Coordinator will call Fire Rescue Service & Ambulance Service.
13	The Rescue Team will if possible, attach a secondary winch line to the suspended persons harness, utilising safe access equipment such as ladders etc., and then follow the procedures in the above section (in Point 9) and the additional procedures below (Points 14, 15 & 16).
14	The Rescue team having consulted First Aider, will put in place suitable access equipment to relieve suspended person taking into account suspected injuries.
15	The Supervisor will be present at the site entrance to meet Emergency Services and advise them of the condition and situation of the casualty and escort them to the incident area.
16	If it is not possible for the Rescue Team to attach a secondary winch line to the suspended persons harness safely, then the rescue will be carried out by the Emergency Services.

Supervisor (name)		Tel:	
Rescuers (name)		Tel:	Tel:
First Aiders (name)		Tel:	Tel:
Brightcast Group Services Emergency Coordinator (name)		Tel:	
How will the rescuers access suspended person ? (tick box) ✓	Rescue Ladder System		Rescue Haul / Winch System
	Pull Casualty Through Window / Balcony		Aerial Access System From Ground
	Climb / Abseil / Down Building / Structure		Pull Casualty Through Floor Slab / Roof
	Crane Man & Basket		Suspended Access Equipment
	OTHER		

Work at Height Rescue Plan Form continued /

What equipment is required to ensure rescue within 5 minutes (tick box) ✓	Ropes		Podium Step Platform	
	Stretcher		Mobile Elevated Work Platform	
	Crane Man & Basket		Rescue Haul / Winch System	
	First Aid Kit		Ladder / Stepladder	

Approval for Work At Height Rescue Plan

Brightcast Group Services Site Supervisor

Name (print)		Signature		Date	
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Rescuer In Charge

Name (print)		Signature		Date	
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Emergency Co-ordinator

Name (print)		Signature		Date	
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Contractors Competency Safety Questionnaire

Stage 1 Initial Assessment

**BRIGHTCAST GROUP
SERVICES**

This questionnaire is required to be processed by Senior Management to review the competency of Contractors for inclusion on the Company's Approved List if compliant with requirements. This questionnaire has been formulated in accordance with the CDM 2007 Regulations, Appendix 4, which has been agreed by Industry and the HSE's core criteria.

1. Contractors details

Contractors Name					
Address					
Tel. No.		Fax No.		E-mail	
Company Registration No.			Website		
Trade / Nature of Work					
CIS URN Number (please enclose copy of CIS Card)					
Insurance (please enclose copy of Certificates)					
All risk Policy No.		Expiry date		Limit	
EL/PL Policy No.		Expiry date		Limit	
Bank Account details		Sort Code		Account No.	

2. Independent Safety Accreditation. If your Company has been Accredited by the following Independent Accreditation Organisation, please provide proof with copies of Certification. **Note:** The Organisations listed below are Nationally accepted Accreditation Organisations which are supported by our Company.

CHAS.	Telephone Verification No.	
ConstructionLine.	Reference details / No.	
EXOR.	Reference details / No.	
Other established Accreditation Organisations for consideration	Details	

3. Safety Achievements or Awards. If you have received Awards for safety, please provide brief details and copies of Certification if you wish the Awards to be considered.

8. Accident Reporting: Provide details of your accident reporting procedure and action that would be taken following an accident.

9. Enforcement Notices / Prosecutions: Provide details of any Enforcement Notices or Prosecutions served on your Company in the last five years by the HSE or Local Authority and what corrective action was taken.

10. Vetting of Sub-Contractors: Provide details of your procedures for vetting your Sub-Contractors / Consultants competency and how you would monitor their safety performance.

11. Hazard Elimination & Risk Control: If your Company works involves design, provide details of your procedures of hazard elimination and risk control.

12. Risk Assessments & Safe Method of Work Statements: Provide details of your procedures for producing Risk Assessments and Safe Method of Work Statements.

13. Co-operation & Co-ordination: Provide details to illustrate how your Company would co-operate and co-ordinate your works with others.

14. Welfare Facilities: Provide details of the type of welfare facilities that are required to be provided for your workforce, in particular special requirements.

15. CDM 2007 Regulations: Provide details of your procedures for complying with your duties under the CDM 2007 Regulations with regard to providing support documentation to the appointed CDM Co-ordinator and how you would ensure that appropriate information required is submitted to the Project Health & Safety File.

16. Quality Management. Do you have a Quality Policy? If YES attach a copy of your Policy. Describe how you manage the quality of the works you carry out on-site?

17. Environmental Management and Consideration.

Do you have an Environmental Policy? YES / NO IF YES attach a copy of the policy.

Do you have ISO14001 Certification? YES / NO

Please provide details on how you raise environmental awareness within your organisation and do your site staff and operatives undertake any environmental training? If Yes please provide details.

17.1 Have you ever been found in breach of any Environmental Legislation by an Enforcement Agency?
YES/NO If Yes please provide details

17.2 If you manufacture in-house, do you use resources from a renewable / sustainable resource?
YES/NO If Yes please provide details

17.3 How will you ensure that your operatives follow our procedures for Environmental and Waste Management on site?

17.4 If you remove your own waste and packaging from site, please provide details on where this is disposed of and what licences you have in place to transfer it. (please attach any licences)

18. Equal Opportunities. Do you have an Equal Opportunities Policy? If YES attach copy of Policy. Please provide details on how you raise awareness of equal opportunities within your organisation?

19. Declaration. This declaration must be signed by a Senior Manager or Safety Advisor. I confirm to the best of my knowledge that the information provided in this Questionnaire is true and accurate.

Name		Position	
Signature		Date	

Note: Contractors who receive Approval status will be required to complete Stage 2 Project Specific Assessment and supply additional Project Specific information in accordance with the CDM 2007 Regulations.

20. Approval Status (Not to be completed by Contractors)	Date	
Approved	Not Approved	
Action required or comments		

Contractors Competency Safety Questionnaire Stage 2 Project Specific Assessment

**BRIGHTCAST GROUP
SERVICES**

This questionnaire is required to be assessed by senior members of the Project Management Team to evaluate the Health & Safety resources specifically for a project contract. This questionnaire has been formulated in accordance with the CDM 2007 Regulations, Appendix 4, which has been agreed by Industry and the HSE's core criteria.

1. Project details

Project Name	
Site Address	
Brief description of the works being tendered for	

2. Contractors details

Contractors Name					
Address					
Tel. No.		Fax No.		E-mail	

3. Contractors Project Personnel responsible for safety

3.1	Name of your Senior Manager who will be responsible for overseeing Health & Safety for this project	
3.2	Name of your Site Manager who will be responsible for Health & Safety for your site works	

4. Main Safety information that will be required for the project in relation to the work you will be carrying out on site

Enclosed YES NO

4.1	Construction Phase Plan: If you are the appointed Principal Contractor for this project, a Construction Phase Plan will be required.		
4.2	Risk Assessments: Provide initial Risk Assessments and appropriate control measures for the works. Note: Detailed specific Risk Assessments will be required to be produced where required prior to potentially hazardous tasks being carried out.		
4.2	Safe Method of Work Statement: An initial outlined Method of Work Statement will be required highlighting general safety controls for potentially hazardous tasks. Note: Detailed specific Safe Method of Work Statements will be required to be produced where required prior to potentially hazardous tasks being carried out.		

5. Site Safety Advisors qualifications

Copy of Curriculum Vitae and Qualification Certification required

Name	Qualifications

6. Site Staff Safety Qualifications

Copies of Curriculum Vitae and Qualification Certification required

Name	Job Title	Qualifications

7. Lifting Operation Competent Persons

Copies of Curriculum Vitae and Qualification Certification required

Name	Qualifications

8. Site First Aider & Appointed Persons

Copies of Curriculum Vitae and Qualification Certification required

Name	Qualifications

9. Site Fire Warden & Fire Marshals

Copies of Curriculum Vitae and Qualification Certification required

Name	Qualifications

10. Site Operatives Competency

Confirm whether Site Operatives have received or will receive, prior to the project starting, Health & Safety Training for the following and provide copies of Certification where appropriate

Description	Yes	No	N/a	Description	Yes	No	N/a
Site Safety Induction				Tower Scaffold			
Safety Awareness				Confined Spaces			
Safety Tool Box Talks				Banksman / Slings			
Manual Handling				Hot Works			
Working at Height				PPE			
Asbestos Awareness				COSHH			
Hand / Arm Vibration				Other:			
Plant & Equipment							
Scaffold Appreciation							

11. Safety & Environmental Inspections / Audits

How often will your competent Safety Advisor visit site to inspect, advise and report on compliance with Health, Safety & Environmental requirements, including your own Company Policy and Procedure requirements. Copies of Reports / Audits / Minutes are required to be available on site for review.

12. Safety Meetings How often will you hold your Project Safety meetings, who will attend and who will be issuing the meeting minutes?

13. Use of Personal Protective Equipment

What procedure will you have in place on this project to ensure that the correct personal protective equipment is provided and used on site?

14. Health Surveillance

Describe how you will carry out Health Surveillance and maintain records for your employees where appropriate on this site.

15. Stage 2 Declaration

This declaration must be signed by a Senior Manager or Safety Advisor.

I confirm to the best of my knowledge that the information provided in this Stage 2 Project Specific Assessment Questionnaire is true and accurate

Name	
Position	
Signature	
Date	

16. Approval Status (Not to be completed by Contractors)	Date	
Approved		Not Approved

Action required or comments

Controlled Waste Transfer Notice							BRIGHTCAST GROUP SERVICES			
Section A – Description of waste										
What waste is being transferred?										
How is the waste contained?										
Loose		Sacks		Skip		Drums		Cartons		Other
Description of containers, numbers and weights, etc.										
Section B – Current holder of waste										
Full name					Tel. No.					
Name of Company										
Address										
Which of the following are you? (tick one or more boxes)										
Producer of waste		Importer of waste		Waste collection authority			Waste disposal authority			
Holder of waste disposal licence				Licence No.		Issued by				
Holder of waste management licence				Licence No.		Issued by				
Exempt from licencing requirements				Reason for exemption						
Registered waste carrier			Registration No.		Issued by					
Section C – Person collecting the waste										
Full name					Tele. No.					
Name of Company										
Address										
Which of the following are you? (tick one or more boxes)										
Waste collection authority			Waste disposal authority			Waste exporter				
Holder of waste disposal licence				Licence No.		Issued by				
Holder of waste management licence				Licence No.		Issued by				
Exempt from licencing requirements				Reason for exemption						
Registered waste carrier			Registration No.		Issued by					
Section D – Any broker involved in transfer										
Full name					Tele. No.					
Name of Company										
Address										
Section E – Transfer/collection point										
Address										
Date of transfer				Time(s)						
Signed (for waste holder)			Name							
Signed (for waste collector)			Name							



Health and Safety
Executive

Notification of construction project

The Data Protection Act 1998 requires the Health and Safety Executive (HSE) to inform you that this form may include information about you (this is called 'personal data' in the Act) and that we are a 'data controller' for the purpose of this Act. HSE will process these data for health, safety and environmental purposes. HSE may disclose these data to any person or organization for the purposes for which it was collected or where the Act allows disclosure. As data subject, you have the right to ask for a copy of the data and to ask for any inaccurate data to be corrected.

1. Is this the initial notification of this project or are you providing additional information that was not previously available?

Initial notification

Additional notification

2. What is the date of forwarding this notification or provision of additional information?

3. What is the exact address of the construction site? *(Full address, including postcode)*

4. What is the name of the Local Authority where the site is located?

5. Give a brief description of the project and the construction work it includes.

6. Client contact details *(name, full address, postcode, telephone number and any email address)*
(if more than one client, please attach details on a separate sheet)

Name

Email address

Address

Postcode

Telephone number

7. Please give the name and address of any designer already engaged

(name, full address, postcode, telephone number and any email address)
(if more than one designer, please attach details on a separate sheet)

Name

Email address

Address

Postcode

Telephone number

8. CDM co-ordinator contact details (name, full address, postcode, telephone number and any email address)

Name Email address

Address

Postcode Telephone number

9. Principal Contractor contact details *(name, full address, postcode, telephone number and any email address)*

Name Email address

Address

Postcode Telephone number

10. What is the time allowed by the client to the principal contractor referred to in Regulation 15(b) for the planning and preparation for construction work?

11. Please give your estimates of the following:

Please indicate if these estimates are: Original Revised

- a. The planned date for the start of the construction phase
- b. The planned duration of the construction phase
- c. The maximum number of people at work on the site at any one time
- d. The planned number of contractors on the site

12. Please give the name and address of any contractor already appointed

(name, full address, postcode, telephone number and any email address)
(if more than one contractor, please attach details on a separate sheet)

Name Email address

Address

Postcode Telephone number

13. Declaration of client

I hereby declare that I am aware of my duties under the Construction (Design and Management) Regulations 2007 (S.I. 2007/320)

Signed by or on behalf of the organisation

Print name Date

Report of an injury or dangerous occurrence

Filling in this form This form must be filled in by an employer or other reasonable person.

Part A

About you

1. What is your full name?
2. What is your job title?
3. What is your telephone number?

About your organisation

4. What is the name of your organisation?
5. What is the address and postcode?
6. What type of work does the organisation do?

Part B

About the incident

1. On what date did the incident happen ?
 / /
2. At what time did the incident happen?
(Please use the 24-hour clock - e.g., 0600)
3. Did the incident happen at the above address ?
Yes Go to question 4
No Where did the incident happen ?
 elsewhere in your organisation - give the name, address and postcode
 at someone else's premises - give the name, address and postcode
 in a public place - give details of where it happened
4. In which department, or where on the premises, did the incident happen?

F2508 (01/96)

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part E.

If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1. What is their full name?
2. What is their home address and postcode?
3. What is their home phone number?
4. How old are they?
5. male?
 female?
6. What is their job title?
7. Was the injured person (tick only one box)
 one of your employees?
 on a training scheme? Give details:

 on work experience?
 employed by someone else? Give details of the employer:

 self-employed and at work?
 a member of the public?

Continued overleaf

Part D

About the injury

1. What was the injury? (e.g., fracture, laceration)
2. What part of the body was injured?

Part G

Describing what happened

Give as much detail as you can. For instance

3. Was the injury (tick the one box that applies)
 a fatality?
 a major injury or condition? (see accompanying

notes)

- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4. Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
 - Hit by a moving, flying or falling object
 - Hit by a moving vehicle
 - Hit something fixed or stationary
-
- Injured while handling, lifting or carrying
 - Slipped, tripped or fell on the same level
 - Fell from a height
- How high was the fall?
- metres
- Trapped by something collapsing
-
- Drowned or asphyxiated
 - Exposed to, or in contact with, a harmful substance
 - Exposed to fire
 - Exposed to an explosion
-
- Contact with electricity or an electrical discharge
 - Injured by an animal
 - Physically assaulted by a person
-
- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form).

For official use
Client number

Location number

Event number

INV REP Y/N

- . the name of any substance involved
- . the name and type of any machine involved
- . the events that led to the incident
- . the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

Part H

Your Signature

Signature

Date

/ /

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

Handing Over Certificate for Scaffolding						BRIGHTCAST GROUP SERVICES	
Client / Contractor						Date	
Site					Time		
Description of section handed over							
Drawing No. (where applicable)							
Type of ties		No. of ties		No. of ties tested			
Scaffolding as described above has now been completed in accordance with Client requirements. It is structurally sound and should only be used and loaded in accordance with our Quotation No.							
a)	Used only for						Duty
b)	Loading to be		1 working lift @	kN/m ²	and	1 working lift @	kN/m ²
		Working Lifts				kN/m ² /lift	
The detailed requirements of the Work At Height Regulations 2005 with regard to guardrails – working Platforms – toeboards – bracing and ties has been complied with.							
						YES	NO
Description of any non-compliance with the Work At Height Regulations							
In order to comply with Regulation 12 of the Work At Height Regulations 2005, this scaffold must be inspected before first use, every 7 days, and after any event likely to have effected its strength or stability and after any substantial addition, dismantling or other alteration, in order to comply with Regulation 12 (7), particulars of each inspection must be recorded in a Report of Inspection.							
It is also the responsibility of every employer under Regulation 3 to ensure that the requirements of the Regulation which apply to their own employees are complied with.							
This scaffold has / has not (delete as appropriate) been designed to take sheeting / debris netting (or other windsail effects) into account.							
Name of Scaffold Contractor							
Signature on behalf of Scaffold Contractor				Print			
Signature on behalf of Client / Contractor				Print			
OR							
Certificate dispatched to Client / Contractor by post / fax						(Date)	

Inspection Report

Scaffolding (any working platform or part thereof or any personal suspension equipment), **Excavations, Cofferdams and Caissons**

*The Work At Height Regulations 2005 and Construction (Design & Management) Regulations 2007
Report of results of every inspection made in pursuance of Regulation 33(1)(b)*

1. Name and address of person for whom inspection was carried out.

2. Site address

3. Date and time of inspection

4. Location and description of workplace (including any plant, equipment or materials) inspected.

5. Matters which give rise to any health and safety risks.

6. Can work be carried out safely?

7. If not, name of person informed.

8. Details of any other action taken as a result of matters identified in 5 above.

9. Details of any further action considered necessary,

10. Name and position of person making this report.

11. Date report handed over.

Inspection Reports: Notes

Place of work requiring inspection	Timing and frequency of inspection									
	Before being used for the first time	After substantial addition, dismantling or alteration	After any event likely to have affected it's strength or stability	At regular intervals not exceeding 7 days	Before work at the start of every shift	After accidental fall of rock, earth or any material.				
Any working platform or part thereof or any personal suspension equipment – The Work At Height Regulations 2005 – Regulation 12.	✓	✓	✓	✓						
Excavations – Construction (Design & Management) Regulations 2007 - Regulation 31.			✓		✓	✓				
Cofferdams and caissons – Construction (Design & Management) Regulations 2007 - Regulation 32.			✓		✓					
Checklist of typical scaffolding faults										
Footings	Standards	Ledgers	Bracing	Putlogs and transoms	Couplings	Bridles	Ties	Boarding	Guard-rails and toe-boards	Ladders
Soft and uneven	Not plumb	Not level	Some missing	Wrongly spaced	Wrong fitting	Wrong spacing	Some missing	Bad boards	Wrong height	Damaged
No base plates	Jointed at same height	Joints in same bay	Loose	Loose	Loose	Wrong couplings	Loose	Trap boards	Loose	Insufficient length
No sole plates	Wrong spacing	Loose	Wrong fittings	Wrongly supported	Damaged	No check couplers	Not enough	Incomplete	Some missing	Not tied
Undermined	Damaged	Damaged	--	--	No check couplers	--	--	Insufficient supports	--	--

Working platforms only

1. An inspection is only required where a person is liable to fall from a place of work.
2. Any employer or any other person who controls the activities of persons using a scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before his employees or persons under his control first use the scaffold.
3. No report is required following the inspection of any mobile tower scaffold which remains in the same place for less than 7 days.
4. Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out:
 - i. before it is taken into use for the first time; or
 - ii after any substantial addition, dismantling or other alteration;
 not more than one report is required for any 24 hour period.

Excavations only

1. The duties to inspect and prepare a report apply only to any excavation which needs to be supported to prevent any person being trapped or buried by an accidental collapse, fall or dislodgement of material from its sides, roof or area adjacent to it. Although an excavation must be inspected at the start of every shift, only one report of such inspections is required every 7 days. Reports must be completed for all inspections carried out during this period for other purposes, e.g., after accidental fall of material.

General Notes

1. The inspection report should be completed before the end of the relevant working period.
2. The person who prepares the report should, within 24 hours, provide either the report or a copy to the person on whose behalf the inspection was carried out.
3. The report should be kept on site until work is complete. It should then be retained for three months at an office of the person for whom the inspection was carried out.

Premises Fire Safety Assessment

All premises that do not have a current fire certificate must comply with The Regulatory Reform (Fire Safety) Order 2005.

Under the Management of Health and Safety at Work Regulations 1999, employers are required to have regard for fire safety in the workplace. The Regulatory Reform (Fire Safety) Order 2005 reinforce that requirement by imposing a duty to specifically **assess fire risks** at premises, consider the effectiveness of any existing measures to control those risks and then make any improvements that are found to be necessary.

The assessment should include the physical fire safety measures employed, such as the adequacy of fire/smoke stop doors, fire exit doors, firefighting equipment etc., and that of **active fire safety measures**, such as fire warning systems, escape lighting, automatic fire detection systems, automatic firefighting equipment etc.

Smoke detectors provide the most effective early warning of outbreak of fire. They promptly alert occupiers to the early stages of a fire, while conditions allow for a safe escape. Most smoke detectors are of the ionising type and are particularly suitable at detecting hot blazing fires. The other type of detector i.e. the photoelectric, tend to be more sensitive to smoke from smouldering fires. Smoke detectors must not be treated as a substitute for taking precautions against fire.

Escape lighting provides sufficient illumination to allow persons to evacuate premises safely in the event of a power failure in a building used outside daylight hours, or in parts of the building, such as basements, where there is no natural light. This can easily happen in a fire if there is damage to the electrical installation. Escape lighting may consist of trickle charged, battery operated lights which switch on automatically if the mains power fails. Alternatively, or in addition, photoluminescent tapes, discs and arrows may be used.

Procedural systems (fire evacuation plans), fire safety audits and the provision of fire safety training will also form part of the assessment and satisfactory arrangements must be formulated, implemented and monitored by the employer.

If yours is a shared workplace (with other organisations) you will need to check that they know about any significant risks you have identified and what you have done about them. The reverse is also required and any co-occupiers must keep you informed of their risk assessments.

Where you do not have direct control over places or equipment in the workplace which the staff will use in the course of their work, then the person who does have control has a responsibility to make sure that these areas or items comply with the requirements of the Regulations.

There are no set, hard and fast rules on how the assessment must be carried out, but as with other types of risk assessment it must be effective and recorded. Most importantly, it should be both practical and systematic and consist of the following stages:

Stage 1 - Identify any fire hazards, i.e., anything that could cause an outbreak of fire, such as the presence of any readily combustible materials or highly flammable liquids in locations where there are sources of heat or where circumstances allow there to be malicious ignition.

Stage 2 - Identify the persons who are at risk, especially those who would be more vulnerable in the event of there being an outbreak of fire, such as the disabled or those with certain medical conditions.

Stage 3 - Consider the existing fire safety measures and assess their adequacy.

Stage 4 - Consider the findings of stages 1 to 3 and determine what else needs to be done to eliminate the detected fire hazards or reduce any associated risk of an outbreak of fire and/or an outbreak of fire leading to injury, damage and other loss.

Stage 5 - Record the findings of the risk assessment and implement any identified new control measures.

Stage 6 - Prepare an emergency plan for the premises or update the existing plan.

Stage 7 - Check that all necessary arrangements are in place to allow the emergency plan to operate effectively. Provide premises occupiers with sufficient information, instruction and training on fire safety awareness, fire precautions and hold fire drills regularly to practice the arrangements.

Stage 8 - Monitor the arrangements and periodically review the risk assessment or when there are changes to circumstances at the premises, such as building remodelling or changes to the activities at the site which could make the assessment invalid.

A competent person must carry out the risk assessment, who must be appointed by the employer in compliance with the Management of Health and Safety at Work Regulations. Anyone who delegated responsibility for performing this risk assessment, in order to be deemed acceptably competent must be temperamentally suitable, be appropriately qualified and experienced, and have been provided with specific training on the task involved.

They should use the Premises Fire Safety Assessment Checklist to assist them to address all significant factors at their premises.

Premises Fire Safety Assessment Checklist		BRIGHTCAST GROUP SERVICES		
CLIENT				
ADDRESS				
BRIEF DESCRIPTION				
No.	ITEMS TO BE CHECKED	Yes	No	N/A
1	Has there been an outbreak of fire, however minor at the site in the last five years?			
2	Are flammable liquids kept in safe and secure storage?			
3	Are there any cylinders of flammable gas?			
4	Are significant quantities of combustible waste materials allowed to accumulate in corridors?			
5	Are significant quantities of combustible materials stored or displayed?			
6	Are there arrangements to control high fire risk activities of building works contractors?			
7	Are there substantial areas of combustible linings to walls, ceilings and floors?			
8	Are there any other readily combustible materials that pose a serious fire hazard?			
9	Do the activities include cooking, welding, flame cutting or similar processes?			
10	Are all hot works controlled by a permit to work system?			
11	Does the premises have oil or gas fuelled heating?			
12	Is smoking prohibited within the premises?			
13	Are 'No Smoking' signs displayed?			
14	Is the workplace adequately compartmentalised with respect to spread of fire?			
15	Are there any light bulbs or fittings too near readily combustible materials?			
16	Are there portable electrical heaters, cooking equipment or lamps in the workplace?			
17	Is all electrical equipment tested at the appropriate intervals?			
18	If staff are allowed to bring their own electrical equipment to work is it PAT tested?			
19	Are there any faulty electrical equipment, wiring or connectors in use?			
20	Are there any temporary electrical installations such as extension leads in use?			
21	Are staff required & trained to perform a visual inspection of electrical equipment before use?			
22	Are there any multi-point adapters in electrical sockets?			
23	Where practicable, is all electrical equipment switched off and plugs removed at night?			
24	Are the fixed electrical circuits inspected and tested every 5 years by a competent person?			
25	Has arson ever been identified as a problem at your workplace?			
26	Have all staff including contractors been trained in fire safety awareness and fire procedures?			
27	Are there adequate arrangements to ensure that there is early warning of outbreak of fire?			
28	Are the travel distances to protected corridors/staircases or exit doors 50 metres maximum?			
29	Are the escape routes fire protected for at least 30 minutes?			
30	Do areas with over 60 occupiers have at least two adequate exit doors?			
31	Are the escape routes provided with escape lighting if required?			
32	Is the escape lighting system inspected and tested quarterly by a competent engineer?			
33	Are the escape routes of adequate width?			
34	Are the escape routes adequately sign posted?			
35	Are fire instruction notices prominently displayed in all areas?			
36	Are fire doors able to prevent the rapid spread of smoke, toxic gases and flame?			
37	Are fire doors properly maintained to ensure they are adequately self-closing?			
38	Are fire doors held open in any manner apart from electro-magnetic holders?			
39	Are fire doors free from large gaps around them and from damaged or obstructed glazing?			
40	Have fire doors been provided with intumescent strips and smoke seals, are these checked?			
41	In corridors is the distance between fire doors a maximum of 30 metres?			
42	Is the glazing between rooms and corridors fire resistant?			
43	Are the doors to rooms leading directly off stairwells, fire resistant and self-closing?			
44	Are there sufficient staff to carry out special functions in a fire i.e. evacuation marshals?			
45	Have the evacuation marshals been adequately trained in their roles?			
46	If there are wheelchair users on upper floors, can they be quickly evacuated?			

No.	ITEMS TO BE CHECKED	Yes	No	N/A
47	Are occupiers aware of the location of any fire evacuation lifts and refuges?			
48	If one is required, is there a modern electrical fire alarm system?			
49	Can the fire alarm be clearly and distinctively heard above ambient noise, in all areas?			
50	In the workplace, is the maximum travel distance to a fire alarm call point 30 metres?			
51	Are occupiers aware of the locations of the call points and how to use them?			
52	Is each call point tested at least once each quarter?			
53	Is the fire alarm system in full working order?			
54	Is the fire alarm system tested quarterly by a competent engineer?			
55	Is the fire alarm function checked weekly by a trained member of staff?			
56	Are there adequate contingency arrangements to cope with failure of the fire alarm?			
57	Are all tests and checks of the fire alarm and escape lighting recorded in a log book?			
58	Is the fire alarm log book kept available for inspection next to the fire alarm panel?			
59	Is the fire alarm panel kept locked, is it vulnerable to tampering?			
60	Are there sufficient and appropriate portable or fixed fire-fighting equipment?			
61	Is the fire-fighting equipment suitably located and unobstructed?			
62	Is all fire-fighting equipment tested by a competent engineer every 12 months?			
63	Is there a register of the fire-fighting equipment and the names of those trained to use it?			
64	Is the firefighting equipment regularly checked for missing, damaged or discharged items?			
65	Are staff aware of the correct priorities for action in a fire?			
66	Are there sufficient fire exits for the number of occupiers?			
67	Can all buildings be evacuated in less than 4 minutes?			
68	Do all fire exits lead to a place of safety outside the workplace?			
69	Are emergency final assembly points at least 400 metres from the building?			
70	Are people at the assembly point protected from flying debris if there is an explosion?			
71	Are all escape routes kept free from obstruction?			
72	Is the amount of combustible display materials in the escape routes kept to a minimum?			
73	Are dead-end corridors etc. kept totally free from readily combustible materials?			
74	In escape routes, does the decorative finish prevent surface spread of flame?			
75	Are all fire doors clearly labelled 'Fire Door-Keep Closed' or as appropriate?			
76	Do the fire doors slam and pose a risk of finger-trap and other injuries?			
77	Are fire drills held three times per year?			
78	Do all doors on escape routes open in the direction of escape?			
79	Are all doors on escape routes readily openable in direction of escape without use of a key?			
80	Are the floors on escape routes free from slipping and tripping hazards?			
81	Are all ducts/vents/conduits/voids etc. protected to prevent spread of fire, heat and smoke?			
82	Are the locations of the main isolation points (gas, electricity & water) known and marked?			
83	At the end of the day is a check made that all outside doors and windows are secure?			
84	Is a check made that all heat producing appliances are turned off at the end of the day?			
85	Is the perimeter of the site secure against night time intruders?			
86	Are waste bins, builders skips etc. placed and secured well away from any building?			
87	Are waste combustibles kept secure from potential fire raisers?			
88	Are letter boxes fitted with metal receptacles inside as a precaution against arson attack?			
89	Are there clearly marked fire hydrants in the vicinity of the workplace?			
90	Are new employees given first day site health and safety induction training?			
91	Have the premises been checked by the Fire Brigade for adequate access for their vehicles?			
Fire Safety Improvements required				
Name of Assessor		Signed		
Date		Review Date		

Scaffold Tie Pull Test Declaration of Conformity		Sheet		of		BRIGHTCAST GROUP SERVICES
Customer						
Your Ref / Order No.			Our job No.			
Location						
Test dates			Expiry date			
Description of the scaffold, type of tie and type of pull test carried out						
Test results of pull tests, including numbering sequence and exact location						
Comments						
I certify on behalf of Brightcast Group Services that the above particulars are correct						
Name			Position			
Signature				Date		