

J.T SERVICES

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Generic Risk Assessments

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Introduction

The Management of Health and Safety at Work Regulations 1999 requires that suitable and sufficient assessments of risks arising out of or in connection with Jake Tynan Services operations are carried out.

Jake Tynan Services has completed these assessments and the 'Generic' risk assessments, controls and the resulting safe work practices are contained within this document.

Additional Generic Risk Assessments may be added to this manual following changes to the Company's operations or following accident, incidents or the ongoing audit and review process.

It is Company policy that all shall ensure that a site specific risk assessment is carried out for all work sites and for any activity not covered by the Generic Risk Assessments, before work starts.

Procedures

All must familiarise themselves with the Generic Risk Assessments for which they are currently responsible.

When starting a new activity the relevant Generic assessments must be consulted at the planning stage.

The planned operations and the work site must be assessed for potential hazards. Additional hazards may be present that are not listed in the Generic assessments therefore a site specific risk assessment will be completed on the controlled document current at the time which will detailed the safe system of work to be implemented in order to eliminate the additional hazards and reduce risks to an acceptable level.

Work operations will be monitored as part to ensure that site specific risk assessments are carried out to identify any additional risks to those identified in this document.

The hazards and the safety controls put in place must be communicated to the operators and any other contractors or third parties that could be affected.

All work sites should have provision for the evacuation of personnel from 'serious and imminent danger. If a site presents a problem with this, procedures must be included in the risk assessment.

Risk Assessment Methodology

Risk assessments are completed initially on a 'worst case scenario' basis with no controls in place. When the control measures and precautions detailed are in place and safe working methods are used, the risks are reduced to an acceptable level.

The Risk Assessment Hazard Matrix (see below) has been used to quantify the level of risk and shows the quantified figures for the relationship between personal injury and machine damage.

In addition to the risk assessments contained in this document, it is essential that all employees remain alert and vigilant to potential risks developing as the work progresses and act accordingly and report any concerns to their supervisor.

Risk Assessment Hazard Matrix	Likely	Probable	Possible	Remote	Improbable
Fatal	1	1	2	3	3
Major Injury or Disease	1	1	2	3	4
Minor Injury or Disease	2	2	3	4	4
Machine, Property Damage, No Injury	3	3	3	4	4

Consequence Scale

Fatal	Fatality
Major	RIDDOR; major or over 3 day injury. Permanent disability
Minor	Any other injuries
Machine	Damage to machinery, plant or property. No injuries

Likelihood Scale

Likely	Occurs repeatedly / event expected
Probable	Not surprising, will occur several times
Possible	Could occur at some time
Remote	Unlikely to occur, although conceivable
Improbable	So unlikely that probability is close to zero

Risk Control Required

Risk Class	Tolerability	Actions required
1 - High	Intolerable	Work not started or immediately stopped
2 - Moderate	Substantial	Work not started or immediately stopped
3 - Minor	Reasonable	Harmful consequences require further controls. Risk reduction measures should be implemented within a defined period. Monitor to ensure controls are maintained.
4 - Low	Tolerable	No action required. No further controls needed. Monitor to ensure controls are maintained.

Risk Assessment & Safe Work Procedures		Ref No.	GRA 01
Work Activity	Felling, snedding, de limbing and taking down of trees		
Relevant Information and Assessments: AFAG 203, 301, 302, 303, 305, 310, 505, Emergency planning and first aid. All other risk assessments except WCENS/GRA 023 & 029.			
Hazard : Risk Level		Controls and safe work procedures	
To: The Operator			
Maintenance: Cuts, bruises.		Refer to WCENS/GRA 014	
Risk Level 3		Risk Level: 4	
Fuels, explosion		Refer to GRA 035 Use approved fuel containers and secure in transit.	
Risk Level 2		Risk Level 3	
Operation : Cuts from moving chains Kickback - higher risk in de limbing or snedding Moving stems - sprung material Effect of other operations e.g. felling Poor working techniques - assessment Inadequate maintenance - chain tension Terrain and weather conditions Inadequate First Aid Response Splinters, cuts and abrasions. Low Light		All operators must hold the relevant NPTC certificate or an individual holding a current training record may be supervised by an authorised person No lone operations Passing systems to be used All sites inspected for hazards, environmental factors, difficulty of operations Information from site risk assessments, any specific work methods Where suitable gloves, helmet, visor & ear muffs Safety coordination with others on sites, agreed with all operators. Use point light head torches and portable flood lights powered by generator if necessary	
Risk Level 2		Risk Level 3	
Impact crush and traps from : Felled trees, rolling stems, sprung material Unauthorised take down techniques Trees felled by other operators Falling material or dead branches Terrain and weather conditions		All operators are issued, are familiar with, and follow the work techniques and procedures in AFAG 310, 302, 303, 304, 305 Monitoring of techniques by supervisors Operators have personal first aid kits Marking of electric danger zones	
Risk Level 2		Risk Level 3	
Contact with overhead or underground electric, conductors, electrocution Indirect or direct contact		Risk assessment and safe working methods agreed with electric company Underground services – obtain cable plans/maps, Safety features on machines: correct size saw for the operation.	
Risk Level 1		Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 01
Work Activity	Felling, snedding, de limbing and taking down of trees, All other risk assessments except All other risk assessments except GRA 023 & 029.		

Continued

Hazard : Risk Level	Controls and safe work procedures
To : Employees, Contractors, Visitors or the Public	
Hit by felled trees, trees rolling, un removed hung up trees or broken branches <i>Risk Level 1</i>	PPE as for AFAG 301. Correct felling cuts and escape routes Operators 2 x tree lengths apart Operators: work assessments and selection of suitable aid tools. Unauthorised take down techniques are not used All hazard signing and guarding is in place Operators must make thorough assessments of the material, the effect of terrain and any weather conditions before starting any activity. Operators may postpone or abandon operations if temporary unforeseen hazards <i>Risk Level 3</i>
Other Risks to Operators :	
Noise induced hearing loss <i>Risk Level 3</i>	Refer to GRA 028 <i>Risk level 4</i>
Hand, arm vibration syndrome <i>Risk Level 3</i>	Refer to GRA 027 <i>Risk level 4</i>
Manual handling of machines Strains, sprains, back injuries <i>Risk Level 3</i>	Refer to 034 <i>Risk level 4</i>
Non-use or misuse of felling aids Strains, sprains, back injuries <i>Risk Level 2</i>	Selection of correct felling systems handling techniques Correct use of felling aids, care of overexertion <i>Risk Level 4</i>
Hazardous substances/agents Inhalation of exhaust fumes Fuels and oils. <i>Risk Level 3</i>	Operators must be aware of hazards and controls from COSHH Assessments Specific hazards detailed on Work Instructions Cover any cuts or wounds with waterproof dressings. Clean hands before eating or drinks. Check for nesting insects as part of site risk assessment. Specialist nest removal contract If required. Use insect repellent creams and sprays – check if allergic reaction is likely – antihistamines. <i>Risk Level 4</i>
To : The Environment	
Damage to protected sites/species Damage or obstruction to watercourses Spillage of oils or fuels Inorganic waste from operations <i>Risk Level 2</i>	Identification of statutory/protected sites, TPO's, SSI's. Felling licence approved if required Site Assessment - protected species; watercourses etc. (see consent form). Operators aware of spillage response - absorbent material Waste Licence – Hierarchy for removal (see method statement) <i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 02
Work Activity	Felling large hardwood & softwood trees		
Relevant Information and Assessments: AFAG 307. Also see AFAG 301 - 305, 310, 501, 502 & 503. All other risk assessments except GRA 023 & 029.			
To : Employees, Contractors, Visitors or the Public			
Hazard : Risk Level	Controls and safe work procedures		
Inexperience of operators with large timber weight and distribution of crown	Selection of experienced operators with appropriate proven competence, holding CS30 or 30.1, 31, 32 & 33		
Diseases affecting older trees	Site and individual tree assessments AFAG 307		
Species liable to split during felling	Provision for machinery and winch use; partial sectioning of the tree		
Difficulty of dealing with takedown	Operators individual control of operations		
Movement of crown during de-limbing	Team briefing - safe work methods; communication and signals		
Increased risk to underground services	Written method statement on complex operations Ongoing work assessments		
Impact, crush, traps by trees or limbs during felling or de limbing operations Cuts caused by moving material affecting chainsaws in use	Operators who de limb large crowns will be suitably trained (see above competence) and experienced on breakdown of crowns and under authorised supervision		
<i>Risk Level 1</i>	<i>Risk Level 3</i>		

Risk Assessment & Safe Work Procedures		Ref No.	GRA 03
Work Activity	Clearance of windblown trees		
Relevant Information and Assessments: AFAG 306. Also see 301 - 305. All other risk assessments except GRA 023 & 029.			
HAZARD : RISK LEVEL		CONTROLS AND SAFE WORK PROCEDURES	
Individual windblown stems, storm damaged trees or Multi stemmed crop windblown stems and damage		Site and environmental assessment : Extent, difficulty, tree size and terrain factors Work methods and machinery requirements Selection of experienced site supervisor, controlling work zones, sequence of operations and machine operations	
To : Operators			
Impact, trap and crush injuries from : Falling broken tops, branches Falling partial blown or leaning trees Root plates return or rolling Movement of material under tension Unexpected movement of connected stems Inexperienced or non practice of operators <i>Risk Level 1</i>		Individual windblown stems - proven experience and CS34 multi stemmed crop damage. Proven experience andCS35. All operators must hold relevant NPTC unit, felling for the size of material All operators issued and familiar with AFAG 306 Safe Work Methods include: “Clear from above to below” all hazardous material aloft e.g. leaning trees, broken tops must be cleared first <i>Risk Level 3</i>	
Contact with machinery in use Hit by material moved by machines Hit by ejected machine parts or material <i>Risk Level 1</i>		Normally work in the direction of the wind throw, unless terrain, positioning require alternatives Constant operator vigilance Clearance of material to inspect stem formation and tensions <i>Risk Level 3</i>	
Chainsaw cuts caused by : Cutting highly sprung material Movement of stems while cutting. Low light conditions <i>Risk Level 2</i>		Use of reduction and step cuts on tensioned Use of machines to hold tension or removed shattered stems Use of machines to secure root plates over operators or severing in saw logs. Use point light head torches and portable flood lights powered by generator if necessary <i>Risk Level 3</i>	
Trips, slips, falls caused by windblown, terrain and exposed cavities <i>Risk Level 2</i>		All root plates returned to ground leaving no hazards Offsetting on winches during slope work All danger zones signed and guarded appropriately 2 x tree height or 2 x winch cable and produce <i>Risk Level 4</i>	
To: Other Employees, Contractors, Visitors or the Public			
Hit by trees felled or being worked on Hit by machinery or ejected parts Impact/crush by unsafe material left Root plates unreturned. Broken tops. Leaning, partially blown trees <i>Risk Level 1</i>		Warning signs and barriers. Look outs to stop persons entering site Visitors to site briefed on hazards and controls and signed on to the risk assessment and wearing correct PPE at all times. <i>Risk Level 3</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 04
Work Activity	Tree surgery		
Relevant Information and Assessments: AFAG 401, 402. Also see 301 – 305. All other risk assessments except GRA 023 & 029. All work in accordance with BS3998			
Hazard : Risk Level		Controls and safe work procedures	
Inexperience of climbers Inappropriate equipment or techniques Unstable dangerous trees Groundsman unable to affect rescue Unsuitable weather conditions, rain, wind, ice, snow. Contact with overhead or underground electricity or services. Low light conditions <i>Risk Level 2</i>		All trees individually inspected by manager/supervisor and the working climber Weather assessments All climbers will hold CS38, CS30 or 30.1, CS 31,CS 41 dismantling options) All equipment meets CE and AFAG standards. Refer to GRA. 022. Use point light head torches and portable flood lights powered by generator if necessary <i>Risk Level 3</i>	
Fuels, explosion <i>Risk Level 1</i>		Keep quantities to a minimum in approved containers, secure in transit, no smoking/naked lights. Spill prevention measures <i>Risk Level 3</i>	
To : The Climber			
Falls of over 2 metres causes: Un roped ascent/descent Cut to safety rope - rope failure Failure of anchor/belay point Uncontrolled descent - short ropes Tree collapse Karabiners unfasten during work Fall from unsecured ladder <i>Risk Level 1</i>		All climbing, pruning and sectioning operations must comply with NPTC standards Thorough inspection of the tree, belay points, anchor points and soundness of the tree Karabiners - spring loaded self locking gate - at least 3 distinct movements Climbers and formal equipment inspection Correct ladder erection and removal. AFAG 401 <i>Risk Level 3</i>	
Chainsaw cuts to climber Inappropriate techniques Movement of branches <i>Risk Level 1</i>		AFAG 401 - NPTC - Techniques CE - All round protection and groin protection EN381 : Design C <i>Risk Level 3</i>	
Falls on slack ropes - swinging falls Inappropriate techniques or harness selection <i>Risk Level 1</i>		Tree assessment - use of fall arrest systems and energy absorber or work positioning harness Climbers use of secondary anchors - climbing ropes kept taut or minimum slack <i>Risk Level 3</i>	
Climbers hit or trapped by removed material <i>Risk Level 1</i>		Correct work positioning, accurate attachments of lowering ropes and stops. Correct saw cuts and use. <i>Risk Level 3</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 04
Work Activity	Tree surgery		

Continued

Hazard : risk level	Controls and safe work procedures
To : Ground staff	
Hit by swinging or falling material Hit by material, initially trapped, through use of incorrect techniques Hit by falling tools, equipment <i>Risk Level 1</i>	Trained and experienced ground staff. PPE as AFAG 401 Confirmed communication methods and signals agreed and used with climber. Use of sound anchors and lowering rope, attachments. Use of winches, machinery where necessary. <i>Risk Level 3</i>
To : Other employees, contractors, visitors or the public	
Hit by falling materials or tools. <i>Risk Level 1</i>	Exclusion/danger zone - signed and guarded where necessary All non operational individuals kept away from tree works (AFAG guides). Communication and information passed to other working contractors - danger zones marked. <i>Risk Level 3</i>
To : The Environment	
Damage to protected trees or statutory protected sites Disturbance or damage to protected species including birds <i>Risk Level 2</i>	Site, tree and environmental assessments completed by managers/supervisors/surveyors and provided in work pack. Specific method statement for the site may be required. <i>Risk Level 4</i>
Oil, fuel spillage or contamination <i>Risk Level 2</i>	Use of bio-degradable oils by water courses Emergency spillage procedures - supply of absorbent materials. <i>Risk Level 4</i>
Noise causing nuisance to the public <i>Risk Level 3</i>	Noise Assessments - timing of operations on sensitive sites - warning of operations to neighbours etc. where necessary. <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 05
Work Activity	Tree cutting management and supervision, surveying, estimating, site inspections & audits.		
Relevant Information and Assessments: All other risk assessments.			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Identification of site and operational hazards expected. Experience of individual to recognise when additional hazards are developing or are present. Lack of provision or use of required PPE .Lone working, provision for effective communication or reporting procedures. First aid provision - emergency response		Safety information inspected, collated, communicated Maps, terrain, features, known hazards e.g. highways, deep water, effects of adverse weather problem urban areas Identification of operational hazards expected, knowledge of controls, access procedures, selection and use of PPE, first aid provision Machinery, operational and site specific risk assessments. Individuals trained in relevant health and safety procedures, experience in visiting operational activities.	
To : Manager, Supervisor			
Terrain, soil conditions, vegetation with or without adverse weather conditions. Slips, trips, falls - sprain, strain, fracture, lacerations. Impact with branches, thorns, material under tension released - eye, head, arm injuries through lack of PPE, inappropriate route or weather conditions, lack of attention – haste. Low light conditions		Individuals trained and competent in use of work equipment, hand tools, surveying equipment, use of spray paints, measuring equipment COSHH assessments Selection and use of PPE, safety boots, gloves, eye protection, safety helmet Emergency planning and first aid. See GRA 025. Use point light head torches and portable flood lights powered by generator if necessary.	
<i>Risk Level 2</i>		<i>Risk Level 4</i>	
Individual approaches known high fall. Risk areas (gorges, cliffs, valleys, drops), exposed holes (mines, quarries, features). Trips, slips, edge gives way. Weather effects rain, fog, snow, ice.		Site Specific Risk Assessment – maps of area. Appropriate PPE. Lone Worker System.	
<i>Risk Level 2</i>		<i>Risk Level 3</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 05
Work Activity	Tree cutting management and supervision, surveying, estimating, site inspections & audits.		
Relevant Information and Assessments: All other risk assessments			

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Lone working, remote site. Adverse weather - ill health <i>Risk Level 1</i>	GRA 024 <i>Risk Level 4</i>
Contamination with hazardous substances via plants, insects, snakes, materials, tetanus, Weils, toxiocariasis, Lymes disease, ringworm Site specific : HIV, hepatitis Bees, hornets, wasps, Cleggs, adders, dogs, <i>Risk Level 2</i>	Individuals trained and aware of potential hazardous substances. Environmental hazard sheet. COSHH assessments Identification of hazardous sites, plants, animals Safety information communicated form previous visits if made – Site Specific Risk Assessment Form. Refer to COSHH Assessments.
Individual receives violent abuse, physical attack <i>Risk Level 2</i>	GRA 025

Risk Assessment & Safe Work Procedures		Ref No.	GRA 06
Work Activity	Use of chainsaws and cross cutting		
Relevant Information and Assessments: Manufacturers Manuals. AFAG 301, 304. PUWER. All other risk assessments except GRA 023 & 029.			
Hazard : risk level		Controls and safe work procedures	
Organisational : Inexperienced operators - fitness of operators. Machine suitability - engine and bar size. Machine fitness and maintenance. Hazards from material being cut. Site hazards - terrain and weather conditions. Other employees, contractors, the public. Environmental considerations		Selection, work instructions, supervision Contract and site risk assessment - environmental assessments. Operators hold NPTC certificates. First Aid provision. AFAG (or equivalent) trained with supervision. Machine maintenance and inspection programme Authorised work methods – AFAG 301 & 304. PPE - EN381 - Design A - ground based : C - Ariel Communication of safety information - employees, contractors Danger zone 5m + produce : signing and guarding Completion checks	
To : The Operator			
Maintenance: Cuts, bruises, contamination Risk Level 2		Manufacturer's procedures. AFAG 301 Risk Level 4	
Explosion when refuelling Risk Level 2		AFAG 301. Manufacturer's procedures. Machine off No smoking zones. Approved fuel containers with anti-spill nozzles. Designated refuelling area. Risk Level 3	
Operation: Cuts from moving chain Kickback - length of bar, use of tip Tip hits adjacent material or vegetation Hit by disengaged chain or broken chain parts Terrain, weather conditions Inadequate first aid response. Low light conditions Risk Level 2		NPTC operating standards - PPE – AFAG 304. Use of class 1 type C trousers, chain saw boots, chain saw gloves except in wet conditions or climbing where alternative protective gloves may be worn. Operator work-site inspection - site risk assessment Machine safety features - operator safety checks Machine maintenance and inspections. First aid training. Safe work positioning - no cutting close to feet. Use of chain brake when in motion. Slope, terrain assessment: material moved to level ground. Use point light head torches and portable flood lights powered by generator if necessary. Risk Level 3	
Hit, crushed by material being cut Material under tension - heavy material Risk Level 2		Safe work positioning on slopes Assessment of material tension - compression - foreign bodies Use of reducing cuts, wedges, propping and winching. Risk Level 3	
Hit by material ejected by chain, nails, chips, shattered wood - bruise, eye injuries Risk Level 2		Assessment of hazardous material - creosote, treated material dried before cutting. COSHH assessments - additional PPE as required. Provision RPE and safety goggles EN166. Risk Level 4	
Contaminated by materials - creosote, tannalised treated timber – hazardous woods - hardwood, softwood dust Risk Level 2		Operator discretion to halt or postpone operations for weather conditions Avoidance of heat stress, staggering work operations Additional water supplies Risk Level 4	

Risk Assessment & Safe Work Procedures	Ref No.	GRA 06
Work Activity	Use of chainsaws and cross cutting	

Continued

Hazard : risk level	Controls and safe work procedures
Hand, arm vibration (HAVS) Vibration, white finger <i>Risk Level 3</i>	GRA 027 <i>Risk Level 4</i>
Noise injury <i>Risk Level 3</i>	GRA 028 <i>Risk Level 4</i>
Lone working - delayed first aid response <i>Risk Level 1</i>	GRA 024 <i>Risk Level 4</i>
Musco skeletal - handling procedure - materials, sprain, strain, contamination Terrain, weather conditions <i>Risk Level 2</i>	GRA 034 <i>Risk Level 4</i>
To : Other Employees, Contractors, Visitors or the Public	
Hit or cut by moving chain <i>Risk Level 1</i>	AFAG 301 & 304 - enforcement of 5m+ produce danger zone Site assessments - signing and guarding <i>Risk Level 4</i>
Hit by ejected chain or broken parts Hit by ejected material, foreign bodies. Hit by cut material, rolling - slopes <i>Risk Level 2</i>	Communication of safety information to other employees, contractors. Authorised approved storage. Safe produce stacking - 2m max height – signing. Site security - third party access. <i>Risk Level 3</i>
Cross cut material causes trips, falls Stacked material falls - impact Third parties climb on stacked material fall or stack collapses <i>Risk Level 2</i>	Completion safety checks <i>Risk Level 4</i>
Unauthorised access to fuel storage Improper storage - explosion, fire <i>Risk Level 2</i>	Refer to GRA 035 <i>Risk Level 3</i>
Contamination by oils, lubricants <i>Risk Level 3</i>	
To : The Environment	
Damage to protected, sensitive sites Oil or fuel spillage Arisings - leaking preservatives, blocking watercourses Noise nuisance to environment <i>Risk Level 3</i>	Site assessments - environmental assessment Emergency spillage procedures Noise assessment - timing of operations <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 07
Work Activity	Use of clearing saws and strimmers in woodland, amenity, urban and on highways		
Relevant Information and Assessments: Manufacturers Manuals. All other risk assessments except GRA 023 & 029. Manufactures Operators Manuals, AFAG 203 & 301.801 Emergency Planning and First Aid). PUWER. Noise at Work Regs			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Inexperienced operators. Machine fitness and maintenance. Machine suitability. Site hazards and terrain conditions. Other employees, contractors, the public		Operators - AFAG, In-house training - PPE. Site assessments - hazards identified - safety controls. Work instructions - methods of statements. Machine selection - CE Standards - maintenance programme. Site risks and for communication with contractors	
To : The Operators			
Maintenance: - Cuts Bruises, Contamination. Low light conditions <i>Risk Level 2</i>		GRA 014 AFAG 301, & 203. Use point light head torches and portable flood lights powered by generator if necessary <i>Risk Level 4</i>	
Explosion during refuelling <i>Risk Level 2</i>		AFAG 203, 301 - No ignition sources during refuelling. No smoking zones. Machine controls switched off. Approved fuel containers with anti-spill nozzles. Designated refuelling area. <i>Risk Level 3</i>	
Operation:- Hit by flying debris - stones, flints, glass. Hit by shattered blades, unsecured blade <i>Risk Level 2</i>		Site inspection - machine selection. Operators - partial clearance to allow inspection - removal of hazardous materials Machine guarding and safety checks, AFAG 203. Machine maintenance schedules: PPE - visors (EN1731): faceshield, goggles EN166 (shrub blade and strimmer). Signing and guarding of 15m danger zone. No entry permitted into danger zones. Communications with other contractors. <i>Risk Level 3</i>	
Contamination hazardous substances. Giant hogweed, Toxiocariasis. Bracken <i>Risk Level 3</i>		Site inspections - COSHH Assessments Supply of PPE Hygiene procedures <i>Risk Level 4</i>	
Hand, Arm Vibration Syndrome (<i>Risk Level 3</i>		GRA 27 <i>Risk Level 4</i>	
Noise Induced Hearing Loss <i>Risk Level 3</i>		GRA 028 <i>Risk Level 4</i>	
Terrain - slips falls <i>Risk Level 2</i>		Site specific risk assessment <i>Risk Level 4</i>	
To : The Environment			
Sensitive wildlife sites - damage oil, fuel, spillage Effect of noise – nuisance <i>Risk Level 3</i>		Site environmental assessment. Emergency spillage procedures Noise assessments - timing of operations <i>Risk Level 4</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 08
Work Activity	Use of Chipper - : Includes revolving disc or drum with blades, feed rollers, PTO or self powered		
Relevant Information and Assessments: All other risk assessments except GRA 023 & 029. Manufacturers Operator Manuals: AFAG 604. Emergency Planning and First Aid. COSHH. Noise at Work Regs. PUWER.			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Inexperienced operators. Machine fitness and maintenance. Machine suitability. Site hazards and terrain conditions. Other employees, contractors, the public		Operators AFAG, In-house trained - PPE Site Assessments - hazards identified - safety controls Work instructions - controls and methods of work Machine selection - CE Standards - maintenance programme Site risks and for communication with contractors	
To : The Operator			
Maintenance: Cuts, traps, amputations Risk Level 1		GRA 014 Risk Level 3	
Fire, explosion when refuelling Risk Level 2		AFAG 604: manufacturer's procedures. Storage secure, approved containers with anti-spill nozzles, no smoking zones. Risk Level 3	
Operation : Unloading, unhitching, positioning Traps, cuts, sprains, fractures Crush Low light conditions Risk Level 1		GRA 017 & 034. Machine hitching, maintenance and inspection. Manufacturer's procedures. Use of jockey wheel, jack, hand brake, chocks. Site risk assessment - positioning on level ground. Use point light head torches and portable flood lights powered by generator if necessary. Risk Level 3	
Hit by ejected parts, loose guarding Safety features become inoperative Risk Level 2		maintenance - safety checks. Maintenance schedules. Periodic operational machine checks. Operator competence AFAG 604 - supply and use of PPE. Risk Level 3	
Caught in engine or PTO moving parts. Hit by material, tools or parts when freeing jammed material Risk Level 1		Machine guarding, statutory manufacturers in place Danger zones enforced. Authorised procedures including immobilisation. Authorised maintenance personnel. Risk Level 3	
Caught in cutting mechanism Operator places hands, feet in chute Entangled clothing draws in operator Operator trips, falls into chute Risk Level 1		AFAG 604 - safe work methods and machine feeding. Non-slag clothing. Feeding bay clear of trip hazards. Machine positioned level. Feeding from lower side on slopes. Feeding from side of chute. Material cut to correct size for the machine Use of push stick for short material. Risk Level 3	
Hit by ejected material or foreign bodies hidden in material Risk Level 2		Material cut to machine specification All material inspected prior to feeding Risk Level 4	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 08
Work Activity	Use of Chipper - : Includes revolving disc or drum with blades, feed rollers, PTO or self powered		

Continued

Hazard : risk level	Controls and safe work procedures
Hit by vibrating material being fed into machine <i>Risk Level 2</i>	Material cut to machine specification. Correct handling and side feeding. Use of reverse drive. Supply and use of PPE. <i>Risk Level 4</i>
Manual handling of materials Excessive loads. Turning with a load Sprains, strains. Thorn material - cuts, punctures <i>Risk Level 2</i>	Refer to Manual Handling Assessments. GRA 033. Operator training - material reduced in size. Correct techniques used and monitored. PPE as AFAG 604. <i>Risk Level 4</i>
Noise injury. <i>Risk Level 3</i>	GRA 028 Machine noise assessments. Supply and use of PPE - AFAG 801. Rotation of feeding operatives, work tasks. <i>Risk Level 4</i>
Hand, arm vibration syndrome Holding vibrating material <i>Risk Level 3</i>	GRA 029. Material cut to machine specification. Correct feed and release techniques. Supply and use of work gloves – PPE <i>Risk Level 4</i>
Contamination via hazardous plants, dusts, giant hogweed, wood dusts <i>Risk Level 3</i>	Site hazard assessments. COSHH assessments. Operator work positioning. Prohibition on hogweed. Supply of PPE. <i>Risk Level 4</i>
To : Other Employees, Contractors, Visitors & the Public	
Hit by ejected material or machine parts <i>Risk Level 2</i>	Position chipper so that material is ejected down wind. Enforcement of danger / safety zones and supervision Signing and guarding as for site assessment. Communication with contractors. <i>Risk Level 3</i>
Hit by trailed chipper unit - runaway on slopes when unhitched. Poor securing of unit. Action by vandal / trespassers <i>Risk Level 2</i>	Secured with hand brake and chocks if required Parked on level ground Security of unit - site risk assessment Personal supervision of machine if necessary. <i>Risk Level 4</i>
Third parties, children. Vandals, trespassers. Start unattended, chipper units <i>Risk Level 2</i>	Security of machinery not in use. Immobilisation of machinery Removal of ignition keys when not in use. Site risk assessment. <i>Risk Level 4</i>
Trips, falls, injury from materials awaiting chipping - unfinished work Piles of chipped material covering hazards e.g. glass, sharp edges <i>Risk Level 3</i>	Work planning Chips projected to non hazardous areas Safe disposal of arisings. <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 08
Work Activity	Use of Chipper - Includes revolving disc or drum with blades, feed rollers, PTO or self powered		

Continued

To : The Environment	
Damage to statutory protected, sensitive sites including watercourses Arisings, materials left in watercourses, dry ditches Arisings presenting fire risk in extreme conditions Oil, fuel spillage Noise nuisance <i>Risk Level 3</i>	Site and environmental assessment Designated traffic routes Safe disposal of arisings Emergency spillage procedures Noise assessment - site assessment Timing of operations Alternative methods <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 09
Work Activity	Use of Stump Grinders – front & rear mounted cutter wheels, PTO or self driven.		
Relevant Information and Assessments: All other risk assessments except GRA 023 & 029.Manufacturers Manuals. (Unloading Machinery). SH3 (Electric Hazards). PUWER 1			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Suitability of machine - site hazards Access and egress from site. Terrain Underground electric cables and services Operator competence - experience Machine fitness - maintenance Other employees, contractors, the public		Selection, work instruction and supervision Contract and site assessments Environmental assessment CAT Scanning - assessment SH3 - signing, marking Operators AFAG and in-house training Machine maintenance and inspection programme Communication and safety information with other contractors, employees, signing and guarding third party access Completion safety inspection	
To : The Operator			
Maintenance: Cuts, traps, amputations <i>Risk Level 2</i>		WCENS/GRA 014. Machine Maintenance. Operators manual AFAG 606. PPE. <i>Risk Level 3</i>	
Refuelling explosion <i>Risk Level 2</i>		Ignition sources removed. Machine switched off. Manufacturer’s procedures. No smoking zones. Approved fuel containers with anti-spill nozzles. <i>Risk Level 3</i>	
Operation: Unloading, loading machinery. Low light conditions <i>Risk Level 2</i>		GRA 017. Use point light head torches and portable flood lights powered by generator if necessary <i>Risk Level 4</i>	
Hit and caught in moving parts or cutting mechanism. Entangled clothing, poor work method. Terrain - trip and slip <i>Risk Level 1</i>		Machine guarding - operator safety checks, maintenance Manufacturers approved techniques. Danger zones enforced. <i>Risk Level 4</i>	
Contact with electric underground cables, services electrocution <i>Risk Level 1</i>		Site inspections. Use of schematics. CAT scanning. Signing and marking of cables. AFAG 606. WCENS/GRA 022. HSG 47. <i>Risk Level 3</i>	
Hit by ejected debris, glass etc. <i>Risk Level 2</i>		Site inspection - clearing of debris. Correct work methods. PPE. <i>Risk Level 4</i>	
Musco skeletal - machine cutters jam. Incorrect use of cutter disc. Kickback. Machine jams while manoeuvring. Sprains etc. <i>Risk Level 2</i>		Correct feed of cutter blade - use of 3 - 6 o’clock selection Cutters stopped during positioning. Slow speeds when manoeuvring. Material checked for nails. Avoid undercutting. <i>Risk Level 4</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 09
Work Activity	Use of Stump Grinders – front & rear mounted cutter wheels, PTO or self driven.		

Continued

Hazard : risk level	Controls and safe work procedures
Hand, Arm vibration syndrome - HAVS <i>Risk Level 3</i>	GRA 027. Machine maintenance programme. Vibration assessment. CE standards. Issue and use of PPE. <i>Risk Level 4</i>
Noise induced hearing loss <i>Risk Level 3</i>	GRA 028. Noise assessments - machine purchasing standards. Issue of ear defenders. Maintenance inspections. <i>Risk Level 4</i>
Terrain - slips and falls <i>Risk Level 3</i>	Site assessment. Machine suitability. <i>Risk Level 4</i>
Contamination - hazardous plants, organisms <i>Risk Level 2</i>	Site inspections. COSHH assessments. Supply of PPE. Hygiene procedures. <i>Risk Level 4</i>
To : Other Employees, Contractors, Visitors and the Public	
Machine or mechanism contact third parties in working area cuts, traps, fractures <i>Risk Level 2</i>	Enforcement of danger zones – signing. Workforce, contractors not below site on slopes. Site assessments re: children, pets. Risk Assessment. <i>Risk Level 3</i>
Hit by debris or ejected machine parts Impact, cut, bruises <i>Risk Level 2</i>	Enforcement of danger zones - 10m. Erection of containment boards 3m x 2m in exposed public areas. Maintenance schedules. <i>Risk Level 3</i>
Hit by machine runaway on slopes <i>Risk Level 1</i>	Machine selection. Clearance of personnel below work sites. <i>Risk Level 3</i>
Injuries through material / debris left on work site on completion - glass, twine etc. <i>Risk Level 2</i>	Completion safety checks. Removal of debris exposed, hazards, arisings. <i>Risk Level 4</i>
To : The Environment	
Sensitive wildlife sites - damage oil, fuel, spillage. Effect of noise – nuisance. <i>Risk Level 3</i>	Site environmental assessment. Emergency spillage procedures. Noise assessments - timing of operations. <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 010
Work Activity	Use of winches – vehicle mounted, motorised and hand.		
Relevant Information and Assessments: GRA 014. Manufacturers Manuals. AFAG 310. LOLER. AFAG 504			
Hazard : risk level			
Organisational :		Controls and safe work procedures	
Suitability and SWL Terrain Factors Competence, experience of operator Machine fitness		Site - Work Assessments. Trained operators. AFAG, or Winch testing certificate CS34 FMO 4; SWL on hooks, pulleys etc. Maintenance programme. Operator Pre Use Checks	
To: The Operator			
Maintenance : Cut traps in moving parts - cable Risk Level 1		WCENS/GRA 014. Immobilise operation - Manufacturers procedures. Use of PPE – gloves. Cable maintenance programme. Correct working techniques. Risk Level 3	
Cuts from parts, broken cables Risk Level 3		Operator to wear gloves when handling cables. Risk Level 4	
Operation : Struck by winched material Struck by broken parts, cable Risk Level 1		Work method assessment, assessment of load - SWL rating Offset positioning of operators for motorised winches if not guarded - use of offset pulleys on slopes. PPE. Cable and Equipment operator checks. Correct attachment of load - use of strops. Risk Level 3	
Directional felling, sectioning Hit by felled sectioned material Struck/Crush by vehicle or anchor of winch Risk Level 2		Operator 2 x tree length away. Secured attachment - sufficient height for pivoting. Vehicles - on level ground if possible. Use of chocks as recommended by manufacturer. Load Assessment. Terrain Ground Anchor. Purpose built or tree adequately secure. Risk Level 3	
To: Chokerman			
Hands, feet traps in cable load Struck by load. Hit by breaking cable, hooks, and sliders. Hit by vehicle positioning winch Risk Level 1		Clear communication systems. Hand signals as AFAG 504 - Use of 2 way radios communication. Cable and equipment inspections. Safety distances maintained. Risk Level 3	
To: Other Employees, Contractors Visitors or the Public			
Struck by winched material, broken parts, cable, anchors. Risk Level 2		Danger Zone - 2 x length of winch rope and load min Look outs where necessary. Signing: guarding as required. Risk Level 3	
Directional felling - Struck by tree Risk Level 1		Danger Zone - 2 x tree lengths enforced. Risk Level 3	
To : The Environment			
Oil, Lubricant Leakage Risk Level 4		Emergency spillage procedures. Absorbent Material. Risk Level 4	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 011
Work Activity	Tree/branch removal by mobile crane - Arboricultural operations where a crane is used to support, lift and lower trees, sectioned trunks or branches after chainsaw cutting operations		
Relevant Information and Assessments: AFAG 504: AFAG 401. LOLER. HSG 150 - H&S in Construction. All other risk assessments except /GRA 023 & 029.			
Organisational risk	Controls and safe work procedures		
High Crane operator, Arboricultural team, public, contractors, visitors	Crane: Insufficient lifting capacity. Failure of parts or lifting equipment. Inappropriate crane design. Incorrect operation and stabilising - impact - crush injuries. Certification of inspection and testing. (Lifting operations and equipment, work equipment regulations). Certification of crane operator. Assessment of loads.		
	Terrain gradients or ground conditions cause instability and crane overturning. Impact - Crush Injuries. Assessment of crane suitability with lifting contractor. Terrain classification and stability. Use of base-plates and stabiliser arms. Low light conditions - Use point light head torches and portable flood lights powered by generator if necessary		
Risk to employees & persons on site	Controls and safe work procedures		
Struck by vehicles manoeuvring, loads, falling branches, falling trees, damage to underground services due to movement of crane and falling material.	Access, egress of sites, manoeuvring on site. Highways impact - crush injuries to all site personnel and public .Full traffic management plan - Chapter 8. DOT Regs. Agreed traffic routes on site. Safety zone of 6m. Audible crane warning systems. Use of Banksman. Communication of routes/zones to site personnel. Operation communication - signs and signal Electric cables and overhead lines. Other utilities, communication cables/lines. Site assessment. CAT scanning. Demarcation of zones as for HSE. GS6. Assessment with relevant Electric Company Poor assessments or inappropriate actions by operators. Injuries to climbers and chainsaw operators via crane or chainsaw operations. Selection criteria of working team. Experienced team leader/manager with crane experience. All personnel NPTC chainsaw operators. Work organisation, site risk assessments, work instruction sheets. Site meeting. Ongoing operational risk assessments. <i>Risk Level 3</i>		
<i>Risk Level 1</i>			
Tree Climber. Groundsman	Impact with crane parts or equipment. Trapping of body or parts with straps or chains. Dislodging, damage to tree and falling material Prior tree inspection. Agreed working methods crane operator - climber. Communication signs - radio. Certificated climber. Approved techniques. Ground safety zones. <i>Risk Level 3</i>		
<i>Risk Level 2</i>			

Risk Assessment & Safe Work Procedures		Ref No.	GRA 012
Work Activity	Use of Mobile Elevated Work Platform (MEWP's)		
Relevant Information and Assessments: All other risk assessments except GRA 023 & 029. Manufacturer's manuals. AFAG 403. LOLER. Work at Height Regulations 2005. Construction (HSW) Regs, PUWER, HSE HSG144, HSG150, HSG151, CS6, BS 5323 Scissors Lift ACOP, BS 7171 Specification for MEWP & Safety Harnesses.			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Unsuitable machine - Terrain – overturning, size site hazards. Height - improper work techniques Inexperienced operator, machine fitness. Low light conditions. <i>Risk Level 1</i>		right selection criteria. Machine certification - maintenance schedules. Operator CITB certificate. Machine signing/guarding. SWL on platform. Level indicators clear. Alarms of fitted chucked. MEWP operators CITB/IPA trained. Use point light head torches and portable flood lights powered by generator if necessary <i>Risk Level 3</i>	
To : The Operator			
Maintenance operations Note: Hydraulics. Crush. Collapse <i>Risk Level 2</i>		Operators Manual Information. Limits of Maintenance stated maintenance & safety checks. <i>Risk Level 3</i>	
Contact with overhead electric lines <i>Risk Level 1 electrocution</i>		Site Inspection: contact REC G55 Signage. Goal Posts GS6 Safety Zone marking or shutdown. <i>Risk Level 3</i>	
Machine overturning, terrain manoeuvring. Unsuitable work position. Non-use of stabiliser legs. Excessive wind speed. Stabiliser legs sinking, manhole covers <i>Risk Level 1</i>		Competent assessment of site, traffic routes : Banksman Operate on level ground wherever possible. Fitted stabiliser legs always used. Use of spreader plates Stabilisers on firm/solid ground. <i>Risk Level 3</i>	
Platform collapse. Heavy branch or material lands on platform, platform secured to branch/material <i>Risk Level 2</i>		Work positioning - tree surgery - small sections. Platform never tied to branches/material. No lifting or towering of material by platform. <i>Risk Level 3</i>	
Operator falls from platform, losses footing on platform, overreaching. Unauthorised egress during breakdown <i>Risk Level 1</i>		No operators in platform whilst in motion. Tools secure. Assessment of activity, fall arrest system (harness and energy absorber) if there is any risk of falling. Safe means of descent provided if controls fail. <i>Risk Level 3</i>	
Unfamiliarity of controls by others in an emergency or breakdown <i>Risk Level 2</i>		Minimum of 2 people per team. Groundsman trained in control mechanism and emergency controls. <i>Risk Level 3</i>	
To: Groundsman, contractors, & public.			
Other hazards listed above level 2 Material tools fall impact <i>Risk Level 2</i>		Safety Zones enforced. Communication signal agreed/radio use. PPE for Groundsman as min AFAG 403. <i>Risk Level 3</i>	
To : The Environment			
Oil, Fuel, Spillage. Sensitive sites. <i>Risk Level 3</i>		Environmental Assessment – Spill kits & procedures. <i>Risk Level 4</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 013
Work Activity	Pedestrian Operated Machinery – mowers, cultivators, rollers, augers, hedgecutters, trimmers and brushcutters		
Relevant Information and Assessments: Manufacturers Operators Manuals. PUWER. All other risk assessments except GRA 012, 023 & 029.			
Hazard : risk level		Controls and safe work procedures	
To : The Operator			
Maintenance - Injuries from moving parts, crush trap injuries, burns. Low light conditions Risk Level 2		GRA 014. Trained operator - machine operator manual available Limitation of maintenance operations. Use point light head torches and portable flood lights powered by generator if necessary Risk Level 3	
Explosion / fire when refuelling Risk Level 2		No smoking / fire danger zone enforced. GRA 035. Authorised storage containers fitted with anti-spill nozzles. Risk Level 3	
Operator contacts moving parts on use. Improper use Risk Level 2		Selection appropriate machine. Operator trained and certified for type of machine. Specified PPE worn. Risk Level 3	
Operator contacts moving parts or parts ejected Machine fitness Risk Level 2		Manager's selection of trained, experienced operator Maintenance Schedule. Daily Maintenance safety checks – operator's manual available. Manufacturers work procedures followed. Site debris cleared before use Risk Level 3	
Operator hit by arisings or debris while operating Risk Level 2		Safety distances. All guards in place and use correct PPE. Risk Level 4	
Contact with underground electric utility or communication cables Risk Level 1		Site Assessment - Utility etc. maps information. CAT scanning and cable marking. GRA 022. Risk Level 3	
Noise induced - hearing loss Risk Level 3		Noise Assessments. Maintenance schedules: Use of PPE issued. GRA 022. Risk Level 4	
Hand, Arm Vibration Damage Sprains and strains while in use. Risk Level 2		Machine CE standards. Manufacturer's information. Maintenance schedules. Use of PPE. Surveillance. On site monitoring. GRA 027 Risk Level 3	
To : Other Employees, Contractors, Visitors & the Public			
Struck by flying debris. Machine - runaway, loss of control. Unauthorised use. Risk Level 2		Danger Zone signed, appropriate guarding. Communications with landowners, contractors. Maintenance of machine Machines secured from unauthorised use. Risk Level 4	
To : The Environment			
Sensitive wildlife sites - damage oil, fuel, spillage, effects of noise – nuisance. Risk Level 3		Site environmental assessment. Emergency spillage procedures and preventive measures. Noise assessments - timing of operations. Risk Level 4	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 016
Work Activity	Loading and unloading materials/equipment in to & out of vehicles and stores, including fencing, plants, consumables, tools, equipment etc.		
Relevant Information and Assessments: All other risk assessments except GRA 023 & 029. HSE 36 Workplace Transport Safety & 143L. Manual Handling Operations Regulations and MHO assessments.			
Hazard : Risk Level		Controls And Safe Work Procedures	
Organisational :			
Excessive manual handling requirements Inexperienced, unfit operatives Suitability of materials for manual handling Individual abilities of operatives Contamination of operatives, other employees, contractors or the public Access to working area by other employees, contractors or the public Site hazards, including electricity, public areas, terrain, slopes, soil conditions The effects of adverse weather Environmental considerations		COSHH assessments. Site, work and manual handling assessments. Use of machinery AFAG 604. Carriage of dangerous goods & Use of Transportable Pressure Equipment Regulations 2004. Work instructions, Operatives trained and in-house. First Aid. Hygiene provision. PPE. Security of stacking Placement of materials Signing and guarding as required Operatives on-going assessments Discretion to temporarily halt or postpone operations	
To : The Operator			
Musco skeletal - Back injuries, trapped nerves, slipped discs Muscle strains, whole body, limbs, neck, ligament sprains, joint damage Fractures, bruises, lacerations caused by: excessive loads, sharp edges, load shifting. Incorrect assessment of load and hazards Terrain, slopes, soil conditions or adverse weather - slip, trip or fall Awkward handling, twisting and stretching. Inappropriate task, work positioning. Use of incorrect techniques, individual or team lifts. Lack of or incorrect use of lifting aids Operative exceeds personal ability The effects of using incorrect techniques over a long period of time. Increased risk with tired or stiff muscles. Low light levels. Risk Level 3		Site, work and manual handling assessments Identification of machinery lifting aids requirements Operatives trained in-house. Identification of labelling Hazard warnings Operators on-going assessment, load, task, environment Use of lifting aids or team lifts GRA 034 Use point light head torches and portable flood lights powered by generator if necessary. Risk Level 4	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 016
Work Activity	Loading and unloading materials/equipment in to & out of vehicles and stores, including fencing, plants, consumables, tools, equipment etc.		

Continued

Impact, crush from collapsing stacks of materials. On vehicles, trailers or storage on ground <i>Risk Level 2</i>	Control of security and height of stacked material. Use of stanchions, enclosed sides on transportation. Use of machinery. <i>Risk Level 3</i>
Contact with hazardous substances, materials. Breakage of packaging materials. Treated products, preservatives <i>Risk Level 3</i>	Identification of hazardous materials. Carriage of dangerous goods & Use of Transportable Pressure Equipment Regulations 2004. COSHH and manual handling assessments. Use of PPE. <i>Risk Level 4</i>
Operatives crushed, trapped by wheels or parts of vehicle during unloading. Tying down material and equipment. Operatives caught by protruding parts of trailer. Operatives caused to fall <i>Risk Level 2</i>	Operatives positioning behind the axle wheels while unloading on the move. Terrain assessment. Inspection and removal of potential hazards on trailers, vehicles. Operatives wear non-snag clothing. Communication system agreed with driver. Operations completed slow speed. Use of hand brake, gear selected - stationery unloading. <i>Risk Level 3</i>
To : Other Employees, Contractors, Visitors or the Public	
Impact, crush from unloading/loading materials. Materials being dropped, thrown or from collapsing stacks. <i>Risk Level 2</i>	Enforcement of prohibition areas Signing and guarding as appropriate <i>Risk Level 3</i>
Mud, soils deposited on highway, cycle path, footpaths during distribution. Vehicle slide, cyclists, falls, impacts <i>Risk Level 3</i>	Operational assessment Security or removal of contaminates <i>Risk Level 3</i>
To : The Environment	
Damage to sensitive wildlife sites including watercourses through traffic routes, operations. Breakage of packaging of hazardous materials Loading of stored products. <i>Risk Level 3</i>	Site and environmental risk assessments Identification of watercourses Selection of unloading areas Emergency spillage procedures Operational and machine risk assessment <i>Risk Level 4</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 017
Work Activity	Loading/unloading machinery		
Relevant Information and Assessments: Machine risk assessment - safe working procedures : Manufacturers Operators Manual. All other risk assessments except GRA 023 & 029.			
To : Machine Operator			
Machine falls off ramps or purpose build tailgate. Inexperienced operator. Unsuitable, insecure or faulty ramps. <i>Risk Level 2</i>	Trained, experienced machine operator. PPE. Maintenance, inspection and use of authorised ramps - load from higher side. Securing pins or designed fittings. Correct gear and speed selected. Use of look out - signals confirmed. <i>Risk Level 3</i>		
Pedestrian machines operator crushed on trailer or vehicle sides Low light conditions <i>Risk Level 1</i>	Correct selection gear speed. Machine in front of operator where possible. Trailer - vehicle on level ground. Use point light head torches and portable flood lights powered by generator if necessary. <i>Risk Level 3</i>		
Look out - guide crushed by falling machine in trailer, vehicle <i>Risk Level 1</i>	Guide positioned away from danger zone Guide does not enter trailer or vehicle. <i>Risk Level 3</i>		
To : Other Employees, Contractors, Visitors or the Public			
Use of mounted winch. Operator crushed by machine. Inexperienced operator. Unsafe positioning Cable or equipment breakage impact. <i>Risk Level 1</i>	Refer to GRA 10. AFAG 310 Operator trained in winch use. SWL stated Safe positioning as per manufacturer's instructions <i>Risk Level 3</i>		
Impact from flying broken parts <i>Risk Level 2</i>	Winch maintenance and checks. Safety zones enforced where relevant. <i>Risk Level 3</i>		
Machine topples injuries to third parties <i>Risk Level 2</i>	Enforcement of safety zones Look outs, signing and guarding if possible. <i>Risk Level 3</i>		
To : The Environment			
Oils, fuel – spillage. <i>Risk Level 3</i>	Oil, fuel emergency spillage prevention and clean up procedures. Supply of absorbent materials (Spill kit). <i>Risk Level 4</i>		

Risk Assessment & Safe Work Procedures		Ref No.	GRA 019
Work Activity	Operations Adjacent to the Public Highway - activities completed on or having effect on all types of highway		
Relevant Information and Assessments: New Roads and Street Works Act 1991. The Code of Practice (Blue Book) City and Guilds. G156. Machinery and Operational Assessments			
Hazard : risk level		Controls and safe work procedures	
To : Operators Adjacent to or on the Highway			
Vehicle, motor-cycle, HGV hits operators working or standing on or crossing the highway Working or standing on pavement, roadside. Driver has no warning of operators. Driver steers to avoid cars, equipment Driver steers to avoid arisings Driver loses control - blow out etc. - wet roads - poor visibility - unfit - excessive speed. Vehicle hits operator(s) in vehicle(s) parked, slowed down or moving off from site. Operators in mobile equipment. Vehicle caused to collide with other vehicles. Vehicle(s) hit operators. Low light conditions <i>Risk Level 1</i>		Compliance with procedures within Traffic Management Act, New Roads and Street Works Act 1991 - The Code of Practice (Blue Book) Chapter 8. Site inspection - identification of highways, work operations: alternative access egress routes. Site risk assessment - classification of highways and hazards i.e. visibility, speed, carriageways, intended width restrictions. Traffic warning and control. Traffic management plan created - notification to highways consultation One operative on the site trained and competent in signing and guarding CG 6156 Unit 2 Signing and guarding : Traffic lights, stop-go boards to BS-EN Standards All operatives' high visibility clothing BSEN 471. Use additional lighting if required by conditions. <i>Risk Level 3</i>	
Vehicle impact or near miss causes loss of control of operational machinery. Machinery overturns or loss of control. Chainsaw, chipper, stump-grinder, tractor, mowing, excavating, MEWP. Operators affected by air turbulence, winds, vacuums - high speed roads, HGV's - trip, fall in close proximity to highway <i>Risk Level 2</i>		Operatives trained in safe access/egress from work sites Supervisory checks on signing - guarding compliance with MOT Chapter 8 Provision and use of approved lights for night time activities Designated supervisor/maintenance personnel <i>Risk Level 3</i>	
Air flow - vehicles tyres cause particles, dust, stones to strike operative <i>Risk Level 3</i>		Site and work on-going assessment. Supply and use of PPE Head protection, visor, safety goggles EN166 as required. <i>Risk Level 4</i>	
Contamination from noxious fumes Slow moving roads, weather and atmospheric conditions <i>Risk Level 2</i>		Site and on-going work assessment Temporary supervision <i>Risk Level 4</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 019
Work Activity	Operations Adjacent to the Public Highway - activities completed on or having effect on all types of highway		

Continued

Hazard : risk level	Controls and safe work procedures
To : Ground Staff	
Noise injury - specific to slow traffic, hill sites. High speed roads – cuttings. Stressor effect <i>Risk Level 3</i>	Refer to GRA 028. Site and on-going assessment Use of hearing protection - ear muffs. <i>Risk Level 4</i>
Traffic noise interferes with on site verbal communication during critical work operations or emergency response <i>Risk Level 3</i>	Refer to GRA 028. Site and on-going assessment Agreed approved signals Use of radios on complicated operations <i>Risk Level 4</i>
To : Other Contractors on Site	
Vehicle impacts/debris. <i>Risk Level 1</i>	As for operators Safety information communicated to contractors before operations. Pre start briefing/meeting Agreed emergency response procedures Agreed signs and signals used Identify effective means of communication. <i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 019
Work Activity	Operations Adjacent to the Public Highway - activities completed on or having effect on all types of highway		

Continued

To : Road Users, Pedestrians including Cyclists, Motor-Cycles, Horses	
Impact with machinery, equipment, operators or felled timber, branches, arisings Impact with natural features, road or utility infra-structure Impact with other vehicles, pedestrians Causes as listed for ‘operators’ <i>Risk Level 1</i>	Compliance with new Roads and Street Works Act 1991 Controls as listed to operators <i>Risk Level 3</i>
Arisings ejected or blown on highway Work operations alarm road users, pedestrians Distraction or evasive action Stacked arisings, tools, equipment roll onto highway - embankments, slopes	Site risk assessment Positioning of chipper chutes, vehicles Site tidiness on-going clearance Operatives on-going assessment Materials, equipment placed in defined work zone. Safety zone to guarding maintained Materials/arising stacked and secured where required to avoid rolling on slopes Material removed from site during operations if terrain or vandalism risk is present.

Road Traffic Accident during operations or after operators have left site <i>Risk Level 1</i>	Risk Level 3
Materials or equipment left close to highway Operators not on site day or night Vehicle collision <i>Risk Level 1</i>	Materials and equipment removed from highway Safety zone always maintained from storage areas. Risk Level 3

Risk Assessment & Safe Work Procedures		Ref No.	GRA 024
Work Activity	Lone Working		
Relevant Information and Assessments: Machine and operational assessments. AFAG 802 (emergency planning and first aid). GRA 025. Workplace (Health & Safety) Regulations 1992 (as amended). HSE INDG 73L (Working Alone)			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Identification of operations that increase risks from lone working Establish effective communication or reporting systems for permitted lone working Work organisation covers the effects of sudden adverse conditions, weather or other incidents Individuals not completing hazardous operations place themselves at risk e.g. speed of movement over terrain, choice of pedestrian or traffic route, unfit through illness etc.		Operations where lone working is not permitted - Chainsaw use, felling, harvesting, wind blow, Aerial arboriculture operations, All overhead electric line clearance work operations, All work operations adjacent to deep water, Application of cymag or highly toxic pesticides, Work activities in confined spaces, Where site hazards present unacceptable risk, Operations where lone working is permitted, however risk levels require failsafe reporting procedures. The effects of remoteness, terrain, soil conditions, adverse or changeable weather must be assessed. A pairing system should be arranged wherever possible if site conditions require it. Deployment of GIS and Man down technology systems	
To : Individual who is Working Alone			
Accident and injury during work operations (see assessments) Delayed first aid - recovery Individual walks away - collapses Individual immobilised or trapped Increased injury trying to get free Hazard increases - machinery topples, explosion, water levels rise Exposure - cold temperature, winds, rain, snow Risk Level 1		This is a required assessment for any work activity planned The operations listed below present a known risk: ● harvesting machinery operations ● tractor operations, vegetation, grass clearance, ride on mowers ● mechanical excavation, ditching, hedging ploughing ● ATV, ATC use, rangers, surveying ● work operations involving sharp edged tools ● management or supervisory activities in forests, amenity, line clearance, highways, Railtrack and other relevant environments Risk Level 3	
Individual collapses through ill health, heart attack Hazards included with accident Risk Level 1		All employees working alone have increased responsibility not to put themselves at risk Considered route planning after assessment and a sensible speed of movement are always essential Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 024
Work Activity	Lone Working		

Continued

Hazard : risk level	Controls and safe work procedures
Individual is violently assaulted by another <i>Risk Level 2</i>	Communication and reporting procedures Provision and use of mobile phone (check reception) Agreed times for individual to call in to a responsible person/office. See GRA 025. <i>Risk Level 3</i>
Individual becomes disorientated in remote areas, poor weather conditions, become lost Individual working unable to be informed of imminent danger, fire, flash flood. <i>Risk Level 2</i>	Designated, identified work area or traffic route to be used Location and/or grid references required for emergency planning Responsible person contacted or met on completion of lone working For many operations a household arrangement will suffice The site/work assessment may require contact with a supervisor or an office Details on work instructions where required See SH5 - violence to employees Additional requirements covering lone working must be recorded Additional PPE provision for individuals in remote areas with inclement weather Survival bag, torch, compass, high energy food, candle and ignition source <i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 025
Work Activity	Violence		
Relevant Information and Assessments: HSE Violence to Staff INDG69L Violence at Work. Reducing the risks, Suzy Lamplugh Trust. Violence is covered by RIDDOR 95. For the majority of the company operations the risk of violence to employees from other employees or others is very low. However in some work situations the potential does increase (land owners). This assessment covers a variety of situations and details fundamental procedures for avoidance and prevention. Work Instructions and contract risk assessments will detail any known risk if present. These procedures do not remove the responsibility of employees to ensure their own safety so far as possible. Also see GRA 025.			
Hazard : risk level		Controls and safe work procedures	
Physical : Violent Attack Predetermined, theft, sexual attack on employees carrying out duties Female employees lone working meeting unvetted clients <i>Risk Level 2</i>		Site and contract assessments by managers Theft response - do not 'have-a-go' Clients meeting female lone workers must be vetted Other controls: Office has diary dates Changes of plans are notified As with all lone working and responsible persons informed or met on completion. In many cases of low risk this may be family <i>Risk Level 3</i>	
Verbal abuse, physical intimidation Socio or site orientated Clients or others concerning work activities Electric line clearance – permissioners and some employees. Incidents have shown an increased risk level Night time operations (Railtrack) increase risk level <i>Risk Level 2</i>		Socio-site : Avoid entering into discussion/argument where possible Do not act in hostile or confrontational manner Retire from any confrontation Report to supervisor or call for assistance/advice Clients or others Act courteously, avoid provocation Refer to supervisor When discussion is unavoidable try to diffuse the situation If the individual becomes abusive or threatening retire from the situation Managers may suggest communications in writing. <i>Risk Level 3</i>	
Physical violence developing from verbal abuse and confrontation <i>Risk Level 2</i>		Avoiding this should be possible following the above actions. Body language and atmosphere may give signals early in an event that retiring and calling for assistance or advice is required. In case of personal danger take responsible defensive measures and call for assistance <i>Risk Level 3</i>	
Physical attack on managers from disaffected contractor employed <i>Risk Level 2</i>		Selection criteria and procedures reduce the risk Assessments completed by managers on their activities. <i>Risk Level 3</i>	
Physical attack/intimidation between employees <i>Risk Level 2</i>		Supervisors will be informed of developing problems in confidence. Manager's assessment and selection procedure. <i>Risk Level 3</i>	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 026
Work Activity	Effects of weather conditions and terrain - elements that may arise during all operations outdoors. Weather includes rain, snow, electric storms, fog, mist; hot and cold weather Terrain includes slopes, soil conditions, vegetation.		
Relevant Information and Assessments: All other risk assessments			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Identification of potential hazards from operational and machinery operations. Selection of work methods, suitable machinery pedestrian and traffic routes, access and egress. Experience and competence of employees or contractors to recognise hazardous situations and take appropriate action. Provision for alternative action or postponement. Lone working. Violence. Livestock/pets. Insect bites and biological hazards. Environmental damage		Obtain information about specific site risks from land owner/landlord before carrying out a site risk assessment. Identify location of specific hazards on map. Identify the limitation of machine operations in work area. Machine operators training and competence Employers induction and health and safety training Provision, training in use and maintenance of PPE Communication of safety information - Work Instructions - pre work briefings Supervisors and operators on-going assessments Refer to GRA024 and 025.	
The effects of awkward terrain or adverse weather. In many circumstances the combination increase risk levels. These may affect operators, other employees, contractors and the public.		Relevant machinery and operational controls as listed Site, maps or work instructions identify hazards and controls Communication of safety information to individuals effected Operators on-going assessment Discretion to temporarily halt or postpone operations. Assess possibility of adverse/severe weather from MET Office and local sources prior to commencement of work.	
Risk Level 2		Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 026
Work Activity	Effects of weather conditions and terrain - elements that may arise during all operations outdoors. Weather includes rain, snow, electric storms, fog, mist; hot and cold weather Terrain includes slopes, soil conditions, vegetation.		

Continued

Weather	
<i>Rain, Wet Conditions</i> - increase in slides, slips. Loss of control of work equipment, machine, pedestrian and motor. Manual handling risks increased - electrical risks increased - environmental risks increased. <i>Heavy, Persistent Rain</i> - visual impairments in all operations – Low light hazards and obscuring warning signs - poor observation - exposure - terrain subsidence - flash floods, high river flows - traffic routes inaccessible <i>Snow/Ice/Blizzards</i> - as rain, loss of body temperature, manual handling risks - temperature of materials <i>Fog/Mist</i> - as rain <i>Electric Storms</i> - exposure via landscape of machinery, individuals close to high materials - operations halted. <i>Sun/Excessive Heat/Humidity</i> - ultra violet rays - sunburn - heat stress.	Monitor possibility of adverse/severe weather developing from MET Office and local sources. Suitable outdoor wet weather clothing. Safety footwear in good condition with good grip soles. Identify site specific risks – take heed of information provided by land owner/landlord. Torch with spare batteries, head point light or additional flood lighting powered by portable generator. Identified stream and river levels before starting work if severe weather is forecast. Suspend work if lightening is forecast or develops HSE keep your top on policy. Cover exposed skin where possible. Use high factor sun screen on exposed skin. Ensure adequate supply of water. Organise work activities to rotate staff on demanding physical work.
<i>Risk Level 2</i>	<i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 026
Work Activity	Effects of weather conditions and terrain - elements that may arise during all operations outdoors. Weather includes rain, snow, electric storms, fog, mist; hot and cold weather Terrain includes slopes, soil conditions, vegetation.		

Continued

Terrain	
<i>High Falls/Drops</i> - gorges, cliffs, chasms, caves, steep valleys, rock faces, landslide, subsidence Including features - embankments, quarries, bridges <i>Low Falls</i> - boulders, dry ditches, gullies, ground depressions, animal burrows <i>Inclination/Slope</i> - loss of control, of work equipment, loss of stability, increase in speed, slides and slips - mobile and pedestrian operations <i>Ground and Soil Conditions</i> - leading to loss of control - slip, trip, fall. Lack of manoeuvring Loose soil, gravel, rocks, uneven ground Naturally wet surfaces - river, stream, ditch, pond environments Waterlogged ground High dense vegetation, ground cover foliage obscuring hazards Ground cover debris increasing trip hazards. <i>Hazardous agents/substances</i> Tetanus, Lyme Disease, Weils Disease, Giant Hogweed. Individual's allergy to saps and plants. Insect bites – allergic reactions. Dumped rubbish. <i>Risk Level 2 -</i>	Obtain information about specific site risks from land owner/landlord before carrying out a site risk assessment. Identify location of specific hazards on map. Identify traffic access routes which avoid bogey ground and steep gradients, disused wells and mine shafts. Suitable off-road capability vehicles Safety footwear in good condition with good grip soles. Suitable outdoor clothing Means of communication – carry out test calls to emergency contact before starting work as par of the emergency action plan. Check adequate first aid provision is available. Identify hazardous plants as part of site risk assessment – mark location on site map and inform others working on the site. Check for nesting insects and identify location on site map and inform others. Assess if work can continue or whether a specialist contract is engaged to remove nest. Identify if individuals have any allergies to specific plants or insect bites. Anti histamines available. Use insect repellent. Cover open wounds with waterproof dressings and clean hands before eating or drinking. <i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 027
Work Activity	Vibration		
Relevant Information and Assessments: GRA 027 (Machine Maintenance). Control of Vibration at Work Regulations 2005. HSE Guidance on controlling risks from vibration. PUWER. RIDDOR.			
Hazard : risk level		Controls and safe work procedures	
Organisational :			
Hand Arm Vibration Syndrome (HAV's) and Vibration White Finger (VWF) suffered by employees		Identify if work can be carried out using methods not involving contact with vibratory tools. Purchase of tools and equipment with low vibration characteristics and vibration damping. Ensure tools are maintained in accordance with manufacturer's recommendations. Initial medical assessment of employees to identify if individuals are suffering from HAV's or VWF conditions. Assessment of vibration exposure of employees to identify if likely levels exceed the Exposure Action Level (EAV) or the Exposure Limit Value (ELV) – use HSE exposure calculator. If EAV is not exceeded – no action necessary other than monitoring to confirm activities stay below the EAV. EAV exceeded : • Reduce levels to the lowest level reasonably practicable by rotating workforce to limit trigger time. • Provide health surveillance for affected employees – assess suitability of affected employees for continuing using vibratory tools. • Provide information and training. ELV exceeded: • Reduce levels below the ELV by reviewing the work activity and introducing lower vibration characteristic tools, reassessing exposure to confirm levels reduced below the ELV and to the lowest level reasonably practicable. Provide gloves for employees.	
To: Equipment operators:			
Hand Arm Vibration Syndrome (HAV's) Vibration White Finger (VWF)		See organisational Reduce trigger times by rotating usage of the tool amongst employees. Carry out regular maintenance on tools in accordance with manufacturer's recommendations. Wear gloves when operating vibratory tools and keep hands as warm as possible. Report defects in tools and equipment to supervisors. Report any HAV's or VWF symptoms to managers.	
Risk Level 3		Risk Level 4	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 030
Work Activity	Occupational Driving		
Relevant Information and Assessments: GRA 025 & 026. Road Traffic Act 1971, Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999 (as revised), RIDDOR 1995, HSE IND (G) 69L “Violence at Work” (revised).			
Hazard : risk level		Controls and safe work procedures	
Road Traffic Accidents – injuries to drivers, passengers, other road users and pedestrians		Appropriate class of licence & experience for the type of vehicle & task. Vehicles insured & maintained by competent motor vehicle technicians. Vehicle checking routine for drivers. Monitoring vehicle-checking routine by management. Vehicle familiarisation training by management. Defensive Driver Training or Driver Evaluation Programmes.	
Risk Level 1		Risk Level 3	
Off road driving.		Specialist off road 4X4 vehicles only. Information from land owner on site hazards. Assess safe access routes. Specialist off-road driving training.	
Risk Level 2		Risk Level 4	
Violence – road rage – physical attack.		Use non-confrontational defensive driving techniques. Keep vehicle windows shut and doors locked. GRA 025	
Risk Level 2		Risk Level 4	
Attempted vehicle theft or hijack		Do not leave mobile phones, laptops or other valuables on view. Lock all doors when the vehicle is stationary in queues, at traffic lights etc. Park in well lit well populated places. Do not carry large amounts of cash. Do not open doors or windows if approached by persons. Inform people where you are going and use check in calls.	
Risk Level 2		Risk Level 4	
Mobile Plant – Tractors, Towing trailers, Chippers, etc		Driver must hold the appropriate class of licence for the vehicle/type of plant and/or trailers to be towed, and where appropriate will have completed an industry approved training course and possess a valid competence certificate.	
Risk Level 2		Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 031
Work Activity	Work at Height		
Relevant Information and Assessments: Work at Height Regulations 2005. PUWER, Work Place (HS&W) Regs 1992 (as amended), CDM Regs 2007, LOLER, PPE Regulations 2002, Manual Handling Regs 1992 (as amended), HSG 33, HSG 150, HSG 168.AFAG. 401, 403, NPTC CS38. Specification BS EN 131 or equivalent, BS1129 timber ladders & steps, BS2037 aluminium ladders & steps.			
Hazard : risk level		Controls and safe work procedures	
To: Tree Climbers			
Falls from trees, due to failure of equipment, anchorage failure. Hit by falling branches/equipment Contact with chainsaw Adverse weather.		GRA 01, 02, 03, 04, 011, & 012. Site specific risk assessment to be carried out before work commences. 2 certified climbers at all times to at least CS38. Work positioning techniques – no climbing above 250mm of anchor point, tight climbing rope with slack not exceeding 500mm. Only one climber to access the tree with suitable anchor points chosen and supplementary anchor points installed as required. Second climber and/or Groundsman to assist the tree climber with handling equipment and cut material to avoid affecting other operatives, members of the public and prevent damage to property. Maintain effective communication between climber in tree and groundsman. Harnesses, ropes and all climbing and lowering gear to be LOLER inspected once every 6 months and checked before use by the climbers. Damaged/defective gear must not be used and the supervisor informed. Damaged/defective gear to be taken out of use and destroyed. Restrict working in high winds or lightening. Wet weather protective clothing.	
Risk Level 1		Risk Level3	
To: MEWP Operators			
Contact with Power lines Falls from MEWP's or overturning. Struck by falling branches Risk Level 1		GRA 012 & 022. Risk Level 3	
To: Other employees, contractors and members of the public			
Struck by falling branches, equipment and persons Risk Level 1		Only allow authorised persons in the work area. Identify safety zones below cutting operation and exclude persons from this area. Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 031
Work Activity	Work at Height		

Continued

Hazard : risk level	Controls and safe work procedures
To: Persons using ladders (including step ladders)	
Falls due to ladder slipping, overreaching, incorrect use, and electrical conductivity.	Consider alternatives to ladder – working platforms or MEWP's. Use ladders only for light work of short duration. Correct specification for the task (non conducting if electrical risk). Formal inspections & users checks before use. Erected correctly as per maker's instructions & industry practice 3 points of contact at all time Secure against slippage Provide tool belts Safety exclusion zone. Check for overhead power lines before use. Isolate adjacent power supplies before use. Safety zone – exclude other persons from work area. Prohibit use in adverse weather conditions. Never stand on the top step of the step ladder, unless it has a working platform with integral hand rails.
<i>Risk Level 2</i>	<i>Risk Level 3</i>
To: Persons working on structures or in a place where a fall is likely to result in injury.	
Falls from unprotected edges or openings or other places.	Do not work closer than 2 metres to a place where you could fall a distance likely to cause injury unless: Secure edge protection to prevent falls of persons, tools/equipment/materials is installed. Persons are restrained against falling by use of a proprietary securely anchored fall restraint or arrest system. Persons using the aforementioned systems are suitably trained and experienced. Tools/equipment/materials should be secured against falling. All openings through which a person could fall a distance likely to result in injury must be securely covered and conspicuously marked.
<i>Risk Level 1</i>	<i>Risk Level 3</i>

Risk Assessment & Safe Work Procedures		Ref No.	GRA 033
Work Activity	Lifting Operations		
Relevant Information and Assessments: WCENS/GRA 014 & 032 GS6. LOLER. CDM Regs 2007. Personal Protective Equipment Regulations. PUWER.			
Hazard : risk level		Controls and safe work procedures	
To: Person operating lift equipment			
Overturning and failure of lifting appliances, equipment, slings & gear.		All lifting appliances, slings, gear & equipment to be inspected in accordance with current legislation & standards. Check LOLER inspection certificates of all gear to be used in the operation. Pre-use check for damage or defects. Use appropriate slings, chains etc for the item to be lifted.	
Risk Level 1		Qualified persons only to sling loads. Pre lift planning to establish at risk areas – assess if ground is suitable to take the weight or whether sinkage is likely.	
		Check weather forecast for lightening risk or severe gales – suspend operation if high risk of aforementioned. Monitor for changes in weather conditions throughout the work Risk Level 3	
Falling objects.		Establish safety zones around operation, erect signs and barriers. Operators and other involved to wear safety helmets, safety footwear and high visibility clothing.	
Risk Level 2		Risk Level 3	
Overhead electric cables & services. Collision with vehicles & plant.		Establish no enter safety zones and clearances – GS 6. Turn off power if safety zones need to be entered.	
Risk Level 1		Risk Level 3	
Struck by load. Entrapment in slings and gear		As for falling objects above. Qualified Banksman only to direct the lift – establish good communication and agree the meaning of signals to be given before commencing the lift. 'Hands of the lift' – use point lines if necessary to control the load.	
Risk Level 1		Risk Level 3	
To: Other workers, contractors and members of the public			
Overturning and failure of lifting appliances, equipment, slings & gear. Falling objects Overhead electric cables & services. Collision with vehicles & plant. Struck by load. Entrapment in slings and gear		Establish safety zones around operation, erect signs and barriers. Members of the public to be kept out of the lift area. Operators and other involved to wear safety helmets, safety footwear and high visibility clothing.	
Risk Level 1		See controls for persons operating equipment. Risk Level 3	

Risk Assessment & Safe Work Procedures		Ref No.	GRA 034
Work Activity	Manual Handling		
Relevant Information and Assessments: Manual Handling Operations Regulations. PPE Regulations.			
Hazard : risk level		Controls and safe work procedures	
To: Organisation			
Heavy, bulky & unwieldy loads. Unevenly balanced loads. Loads with sharp edges, Rough, slippery, hot or cold surfaces. Fluid loads. Restricted working space. Prolonged duration tasks. Repetitive tasks		Identify activities involving risk of manual handling injuries. Refer to manual handling assessments. Hierarchy of controls: 1. Eliminate the need to lift the object manually. Can the task or process be redesigned to eliminate or reduce the risk? 2. Provide mechanical lifting equipment or aids where practicable. 3. Provide training in manual handling techniques. 4. Rotate workforce to reduce risk from prolonged or repetitive task. 5. Persons must wear safety footwear and gloves.	
To: Employees and contractors			
Muscular skeletal disorders – strains to muscles and connective tissue. Prolapsed spinal discs. Impact injuries. Lacerations. Contusions.		1. Use mechanical equipment and aids where practicable. 2. Break loads down in to smaller manageable sections where practicable. 3. Use team lifting (one person to act as leader). 4. Wear safety footwear and gloves 5. Rotate team members to reduce risk from prolonged or repetitive tasks. 6. Lift using good handing methods: - Assess the weight of the load and identify centre of gravity. - Identify if there are any sharp edges. - Check condition of any packaging for security. - Stand close to the load with feet at shoulder width apart one foot slightly in front of the other with the heaviest side of the object towards you. - Maintain the natural posture of the spine and bend the knees and not from the hips. - Lift using the thigh muscles and pull the load close in to the body as you straighten the legs.	
Risk Level 3		Risk Level 4	