Labotek GB Limited

Health & Safety Policy

Name of document
Health & Safety Policy *Wrote in conjunction with:* *PMMDA Safe System of Work document* *PMMDA Near Miss Accident at Work Report* *PMMDA Permit to Work* *RIDDOR Guidance*
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Labotek
Power in Plastics

PMMDA
Polymer Machinery Manufacturers and Distributors Association

SAFE SYSTEM OF WORK

Summary

Safe System of Work: Foreword

The Health and Safety at Work Act 1974** states that employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. Service personnel therefore have a duty of care towards those around them.

**Section 7 'General duties of employees at work'

The Health and Safety at Work Act 1974** imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. Customers therefore have a duty of care toward service personnel. A safe working environment should be provided without risk to health and adequate provision made for their welfare. There should be safe access to and egress from the workplace.

**Section 3(1) 'Employers duties to others'

Organisations need to manage health and safety with the same degree of expertise and to the same standards as other core business activities, if they are to effectively control risks and prevent harm to people. This document sets out to define a Safe System of Work for those staff engaged in service activities in the Plastics Industry.

Our aim at Labotek GB is committed to do all we can to maintain and promote a safe and healthy working environment for our employees and customers and to ensure the responsibility of everyone involved.

Our UK Director is responsible to ensure staff are aware of specific health and safety tasks and will make arrangements to cover areas such as: risk assessments, training, emergency procedures, and reporting incidents.

Contents

1. Health and Safety Policy regarding the working of long hours, driver fatigue and use of mobile phones in vehicles.

1.1 Working Time/ Driver Fatigue and Road Accidents.

1.1.1 A safe working day should consist of no more than 12 hours, including both working hours and travelling hours. Any hours worked in excess of this must be at the discretion of the employee, who should take into account the stress that they have been under and the cumulative total hours that they have worked recently.

The working hours have to be flexible, with the emphasis on the employee to make the decision if able to work. Staff appraisals should include an opportunity to discuss a safe system of work, specifically the employee's responsibility to not work excessive hours and feeling fit to work.

1.1.2 The employee is entitled to a rest period of uninterrupted 11hrs between each working day, however Working Time Regulations (WTR) Section 10 (3) states that the minimum rest period provided for in paragraph (2) may be interrupted in the case of activities involving periods of work that are split up over the day or of short duration. If an employee is required to work during a rest period (for example they are called out) the employer must wherever possible allow the employee to take an equivalent period of compensatory rest at another time. If the engineer receives an extended work-related telephone call either before, during or at the end of the working day any time spent must be included within the total daily working hours.

Section 24(WTR)

> *(a) his employer shall wherever possible allow him to take an equivalent period of compensatory rest.*
>
> *(b) in exceptional cases in which it is not possible, for any reason, to grant such a period of rest his employer shall afford him such protection as may be appropriate in order to safeguard the worker`s health and safety.*

1.1.3 It is the employee's responsibility to ensure safe travel and to conform with the relevant road traffic acts, the Highway Code and their contract of employment.

1.2 Use of mobile phones when driving.

1.2.1 Use of a hand-held phone whilst in control of a vehicle is illegal and may incur penalty points and a large fine. To use the phone safely, the engine must be switched off and the vehicle parked in a safe place.

1.2.2 Should a call be received or made whilst you are driving or in control of a vehicle, it must only be via the hands-free system and must not involve handling the phone to answer the call.

1.2.3 The company does not expect you to make and receive calls whilst driving and gives its express permission for you to pull over and make these in a safe manner whilst stationary.

1.2.4 A call should never be made or received in your vehicle if you feel unable to safely deal with the call, for example in poor weather, if you feel fatigued or in heavy traffic. If you do not feel it safe to make or receive a call even whilst hands-free do not do so.

1.2.5 While driving never touch the mobile phone to send/read text messages, send/read emails/or access any other functions or settings.

1.2.6 Calls should not be of an involved (e.g. technical/sales/project) basis and be as brief as possible. If a long/involved discussion is required, you must pull over and park in a suitable location. All staff should be aware of this and not knowingly make an involved call to someone who is driving.

1.2.7 "Driving" is any time when you are not parked in a suitable safe location with the engine switched off (e.g. Motorway services, designated lay by or car park). *You are NOT parked when stopped in a live lane of traffic (e.g. at red traffic lights or in stationary traffic) and/or engine stopped by STOP/START technology.*

2 Site arrival, method statement, risk assessment and departure guidelines.

2.1 Site arrival procedures.

2.1.1 The engineer will report to the designated contact person at the customer site, this is normally the contact provided by the customer, when the request to attend site was made. The customer is to advise the engineer if the site contact is not available for the entire site visit.

2.1.2 The engineer is required to sign in at reception or security in accordance with customer arrival procedures complying with all requirements for contractor/visitor site rules; this may include customer inductions and/or confidentiality agreements etc.

2.1.3 Any identification or badges provided must be displayed at all times while on site.

2.1.4 The customer's representative must advise the engineer of any special health and safety requirements or rules which may be in force within the company.

This would include but is not limited to:

- Parking locations and restrictions.
- Site speed limits.
- Compliance with site smoking policy
- Welfare facilities, including restrooms and canteen facilities

2.1.5 The customer's representative must ensure that the engineer is aware of the company's emergency procedures - this would include but is not limited to:

- Fire and evacuation procedure
- Customers emergency contact
- Accident and Incident reporting procedure (including "near-miss")
- Location of site first aider or first aid station

2.1.6 The engineer has been provided (see Personal Protective Equipment List in Section 7) with (PPE) personal protective equipment which is mandatory and includes but is not limited to:-

- Safety boots
- Safety Glasses
- Ear Protection
- High Visibility Garment

2.1.7 Before work commences all precautions deemed necessary for the safety of the engineer and of the employees within the company will be carried out.

2.1.8 If identified in the risk assessment the engineer will ensure a safe working exclusion zone is created using warning signs and barriers for physical exclusion of anyone other than the engineer working on machinery. Warning Signs include: Engineer working on equipment, Magnetic barriers and lock out, tag out signage.

If guarding is removed, create a physical exclusion zone around the machine, using barriers or tape to take ownership of the work area.

*Also see **2.4** for safe working procedure.*

2.1.10 There should be clear and clean sufficient free space all around the machine to allow for easy and safe access.

2.1.11 Where lone working is required suitable control measures should be implemented (Lone working devices & regular contact with site contact). **See **2.5***

2.1.12 When working on electrical supply, and pressurised systems (Capacitive Charge/Hydraulic/Pneumatic/Water) the risk assessment will determine the safety measures required to undertake the task. This could include but is not limited to the following procedures:

- Permit to work
- Lock out tag out
- Working at height
- Confined space
- Lone working

2.1.13 For fault finding activities it may be necessary to work on "live" machinery, this activity will be subject to the Risk Assessment procedure and use of suitable equipment. Work will not commence on "live" equipment without an established safe working environment.

2.2 Risk Assessment

Prior to work commencing, all work to be carried out will be subject to a risk assessment. The results of the assessment will vary depending on the nature of the work to be carried out.

The conclusion of the risk assessment may identify risks, which cannot be eliminated or reduced to a safe level. If this is the case the engineer will discuss the assessment with his site contact and work will not commence until risks have been mitigated or managed to a satisfactory level *(refer to Section 4 for more information).*

The Risk Assessment must be signed by your designated site contact who must be aware of any other works in your area and is competent to sign the document.

2.3 Method Statement

This Method Statement defines a safe system of work for those engaged in the plastics industry and should be complied with all contractors, in some cases there will a requirement for a job specific Method statement, which in these cases should contain the following information:

- Contractor nominated person and contact information
- Scope and sequence of works
- Tool and equipment
- 3rd Party contractors working within the area
- Risk assessment

2.4 Safe Working Procedure

Before commencing work the area around the machine should be clear of trailing cables, granulate, oil and any item that may cause a slip, trip or fall.

2.4.1 Safe operation of the machine, for maintenance purposes, with guarding removed or protective devices disabled — it may not be practicable to have the machine isolated when performing certain tasks (e.g., alignments).

Operation with guarding removed or protective devices disabled MUST only be undertaken for specific service activities which cannot be performed with the machine switched off, and never to save time or for convenience. Once the task is completed, the guarding and/or protective devices must be reinstated before testing.

If the machine is operated with guarding removed and/or protective devices disabled, this must be manually documented.

Both of the following scenarios must be considered and documented in the risk assessment:

- Limited visibility of the hazardous area from the operating position - should this apply, a second person must be utilised (in addition to the exclusion area) to monitor the hazardous area, they should be located outside the existing safe exclusion zone, to stop third party access to the hazardous area whilst the machine is being operated.

- Unintended machine operation during maintenance in the hazardous area - To prevent unintended operation, at least two independent protective devices must be active (e.g. emergency stop

depressed & guard door open) before work is performed in the hazardous area AND, if visibility of the operating position is limited from the hazardous area, a second person must be utilised to watch over the operating position whilst maintenance is taking place.

2.4.2 Obtain from the customer, information regarding any activities that may affect the engineer's safety whilst working within the exclusion zone.

2.4.3 Gangways should be kept clear and engineers should be aware of any overhead activities that may affect them or their work.

2.4.4 Engineers should be aware of emergency (e.g. fire), first aid and accident procedures and how to contact their on-site liaison or appointed person.

2.4.5 Containment of materials in the event of oil or granulate spillage should be available, or their near location established, before commencing work.

2.4.6 Consideration should be taken if any portable or ancillary equipment is connected to the machine as to whether it may affect the operation of equipment elsewhere and possibly cause risk to others by stopping or starting due to isolation and reconnection of the subject machine.

2.4.7 Be aware of moving vehicles, for example, forklift trucks in gangways.

2.4.8 The customer must provide safe working and environmental conditions, for example, adequate light, ventilation, temperature and reasonably dust free. The engineer must not create unsafe conditions for those in the vicinity.

2.4.9 P.P.E. must be used as appropriate as determined by the risk assessment *(see appendix 6).*

2.5 No hazardous substances may be introduced onto customer premises without a C.O.S.H.H. assessment being undertaken.

Where this is not possible, information is available on the substance material safety data sheet. Hydraulic mineral oil may cause skin disorders such as dermatitis or possibly cancer. Inhalation of oil mist may potentially lead to respiratory problems.

- Assistance should be sought when lifting heavy or awkward shaped materials, equipment or loads. Mechanical assistance

including the use of fork lift trucks and overhead cranes should be utilised where appropriate but slinging and operation should be by competent trained personnel only.

• Mechanical work may involve lifting heavy or awkward items and also pinch and shear hazards may occur. Use P.P.E. where applicable.

• When working at a height the customer should provide a safe means of access. The Engineer should carry out a visual ladder safety check to ensure it is in suitable condition for use. *(See Ladder check sheet)*

• Operation of MEWP

All operators to be hold a current IPAF certificate and comply with the IPAF MEWP OPERATORS' SAFETY GUIDE instructions. IPAF Guidance on emergency rescue UKBM 0114 002 EN to be complied with. Recommended daily safety checks to be conducted prior to use.

• Stored energy systems such as accumulators and capacitors must be discharged before working on them and the circuits they are connected to. Should the work in progress necessitate the use of a compressed air line then P.P.E. should be used.

• All electrical work undertaken where there is a significant hazard identified by the risk assessment must be controlled by a permit to work.

• The Risk Assessment and Permit to Work will include purging of any material used by the customer to which the engineer would be unfamiliar and include any appropriate PPE to be worn as identified within the risk assessment.

• Should engineers be placed in a situation where they have to work alone and it is considered safe for them to do so they should arrange with the customer to make regular welfare checks.

If this is not possible, a Permit to Work must be raised to cover the lone working. Technology is available for the provision of 'lone working' alarms in case of emergency.

3. H & S Reporting Procedures.

3.1 In order to promote a safe system of work and a safe working environment, any incidents* should be appropriately reported.

Serious incidents, as stated in the RIDDOR regulations**, must be reported to the HSE.

** Reporting Industrial Diseases Dangerous Occurrence Regulations (RIDDOR) 2013

* Incident may be a near miss, where something has the potential to cause injury or damage, or accident where actual injury or damage has occurred.

Updates to RIDDOR guidance

There are no changes to legal requirements, but the updated guidance will help you understand how and when to submit a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
The improvements are based on feedback from stakeholders.

Main changes to the guidance:

- more direct links to guidance on types of reportable incidents to help you decide whether a report is required
- improved guidance on who should and should not report under RIDDOR
- improved guidance on what is meant by a 'work-related' accident
- information on when an occupational disease is not reportable
- increased clarity on when an 'over-7-day' absence should be reported

Main changes to the forms:

- questions about severity of injuries have been frontloaded to help you quickly decide if your incident is reportable
- pop-up messages now redirect you if the incident is not reportable
- guidance has been improved to make the forms easier to use
- injured or affected people now have increased number of options when completing the gender field

RIDDOR guidance

4. Risk Assessment for Service operations at customer premises.

4.1 The following list covers examples of Service Operations including but not fully limited to:

Installation, commissioning, training, calibration, retrofit modifications, repairs to mechanical, hydraulic and electrical aspects of the machine and general working.

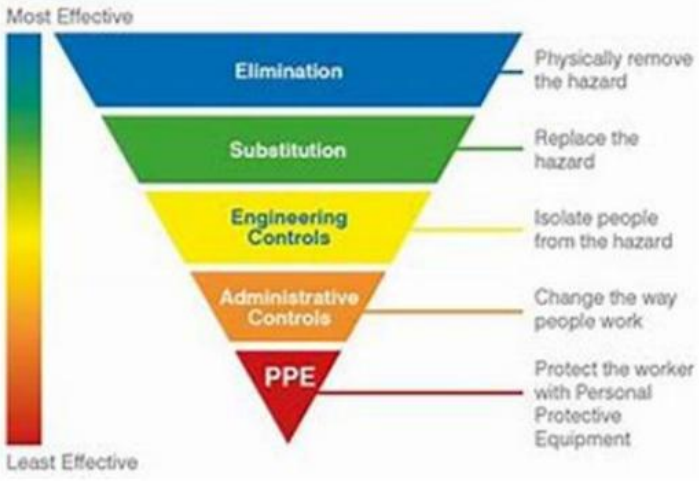
Typical Hazards may include:

- Slips, trips and falls
- Mechanical
- Electrical
- Burns
- Processing
- Fire and/or explosion
- Capacitive Systems
- Pressurised system
- Noise
- Working conditions (lighting, dust, ventilation, temperature, gangways, vehicle movements and overhead operations)
- Manual and assisted handling
- Working alone

4.2 A standard risk assessment may be provided prior to arrival. However, due to the many and varied activities undertaken by service engineers at various sites which have site-specific hazards, a standard assessment may not be suitable and sufficient.

Where this is the case, a dynamic written risk assessment must be undertaken. The risk assessment will be used in conjunction with any method statement provided.

4.3 When assessing risk and understanding how to mitigate it, the following Hazard Hierarchy Model should be followed:



See Appendix for the latest Information. Links below will provide current/up to date regulations from HSE (control and click).

5. Prior to leaving site

On completion of the work the engineer will check that the machine can be safely returned to the customer.

The work carried out should be approved and signed off by the customer before the engineer leaves site. The engineer will also ensure that:

- All customer/engineer permits to work are signed off. Permits to work should be closed off at the end of the working day and a new permit to work issued if returning on the next working day.
- The work area is clean and tidy.
- All equipment is returned or removed.
- Customer's departure procedures are completed (sign out etc.)

6. Appendix

The following are some useful guides to possible Health & Safety issues at work:

Health & Safety Law Poster Health and safety law poster (hse.gov.uk)

Intro to Managing Safely Introduction to managing health and safety: Overview - HSE

Slips, Trips and Falls https://www.hse.gov.uk/pubns/ck4.pdf

Safety at Injection Moulding Machines https://www.hse.gov.uk/plastics/machine-safety.htm.

PPE Personal protective equipment (PPE) at work (hse.gov.uk)

Working at Height Work at height - HSE

Risk Management Managing risks and risk assessment at work – Overview -HSE

COSHH Control of Substances Hazardous to Health (COSHH) – HSE

Display Screens Working safely with display screen equipment: Overview – HSE

Electricity Electrical safety - HSE

First Aid First aid - HSE

Fire Fire and explosion - HSE

H & S Basics Health and safety basics for your business (hse.gov.uk)

Human Factors Human factors and ergonomics - HSE

LOLER Lifting Operations and Lifting Equipment Regulations (LOLER) (hse.gov.uk)

RIDDOR RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – HSE

Work Equipment Equipment and machinery - HSE

Vulnerable Workers Vulnerable workers - HSE

SIMPLC SIMPLC | Composites UK

IPAF Construction - Mobile elevating work platforms health & safety (hse.gov.uk)

Mental Health Conditions https://www.hse.gov.uk/stress/mental-health.htm

Hand-Arm Vibration https://www.hse.gov.uk/vibration/hav/index.htm

PMMDA NEAR MISS & ACCIDENT REPORTING

Working on the job	What are the hazards?	What are the risks?	Near Miss *Number of incidents*	Accident *Number of incidents*
General movement around the workplace.	Obstructions, boxes, wet floors, granules, oils, pallets, chairs, desks, trailing leads.	Slips, Trips, Falls, Stairs. Engineer / Surrounding people		
Environmental factors.	Insufficient lighting levels, excessive noise levels, poor air quality, working in confined spaces.	Collision, injury, incorrect action, short term hearing loss, breathing problems, coughing Engineer/ workers		
Moving of items/objects (Using arms & body to lift and move any object (Twisting, pushing, pulling, lifting)).	Incorrect lifting of load, lifting outside of capabilities, use of non-certified equipment, insufficient planning.	Musculoskeletal injuries. Pulling muscles, back injuries, failure of equipment, dropping/ falling loads.		
Electrical work	Live conductors, screw terminals, cable and wires, working in live panel, in close proximity to live components.	Electrocution, shock, arcing, burns to individual and damage to equipment, Ignitions. Engineer/ surrounding people		
Mechanical work	Moving parts, striking, pushing, levering, and lifting.	Entanglement, nips, traps, crushing, striking, slipping, Engineer/ Surrounding people		
Evacuation procedure and alarm raising	Not having or knowing an identified or clear escape route or knowing procedures on raising the alarm.	Obstructing fire exits and equipment. Becoming trapped, burns, smoke inhalation.		

		Engineer/ Surrounding people		
Lone Working	Working alone. Not having equipment or procedures in place to gain assistance when needed.	An event may occur, and our engineer will be unable to gain assistance. Engineer/ Surrounding people		
Tools and equipment	Cuts, hand and limb injuries.	Using hand tools, Slipping, Cuts, Trapping etc. Engineer		
Working at Height	People, equipment, tools and parts falling from height damaging equipment or causing injury.	Falls from height, tools and equipment falling Engineer		
Hot work	Heat, naked flame, flammable liquid, gasses, solids, nearby combustibles. Other shop floor people.	Burns to skin, damage to tools/ equipment. Ignition. People involved with work and nearby people.		
Hazard introduction from 3rd party	Lack of communication between co-workers and other contractors working in immediate area.	Electrical or Mechanical interference for example from moving equipment moving or power supply changes.		
COSHH	Risk due to the use of chemicals eg. Cleaners, paints and greases	Serious risk to health due to incorrect usage or inability to respond to an incident, eg. spillage		
Stored energy	Risks due to residual stored energy not being apparent to people, eg. Capacitators, mechanical systems and accumulators.	Electrocution, shock, entrapment, struck by moving parts. High pressure injection injury. People involved with work and nearby people.		

Permit to Work

JOB NUMBER/REF:
_____

Part A: To be completed by competent person	Issue to:
Valid from (time/date)	
Of	

This permit is issued only for the following work :

This permit is issued only for that work at the following location:

Part B: To be completed by the host		Yes/No	N/A	Signature
B1	Contractor Safety Induction			
B2	Work to be carried out has been explained and agreed by both parties.			
B3	All staff in section made are of work to be undertaken and access restrictions.			

Part D: Host Declaration

I hereby declare that the operations detailed in parts A, B and C have been completed and that the particulars are correct and work can proceed.

Signed Date Time

Part E: Engineer Receipt/Acceptance

I have read and understand this certificate and will undertake to work in accordance with the conditions in it. Any problems or concerns arising will be referred to the issuer (part C)

Signed Date Time

B4	Contractor to supply method statement and Risk Assessments to manager			

Part C: Permit to work - To be completed by host		Yes/No	N/A	Signature
C1	Any other PPE (Please specify):			
C2	Electrical portable tools, P.A.T Tested			
C3	Working on live electrical work Permit issued			
C4	Ladder working. Permit issued			
C5	Working on live electrical work Permit issued			
C6	Confined Space Permit issued			
C7	Hot Work Permit issued			
C8	No other work in area which would affect permit			
C9	RISK ASSESSMENT CARRIED OUT			

On completion of work, permit is signed off and retained for minimum of 2 years. The customer may take a copy if required for their records.

Part F: Change of Host

I am now handing over my responsibilities as Host to:

Part G: New Host Acceptance

I hereby accept Host responsibility for this contract.

Signed Date Time

Part H: Completion of Work - Contractor

This work has been completed and a thorough inspection has been carried out. All persons under my supervision have been withdrawn and warned that it is no longer safe to work on the apparatus specified on this permit and all materials and equipment have been withdrawn and the area left safe. The apparatus is now returned to the responsibility of the customer host.

Signed Date Time

Part I: Plant Acceptance - Customer Host

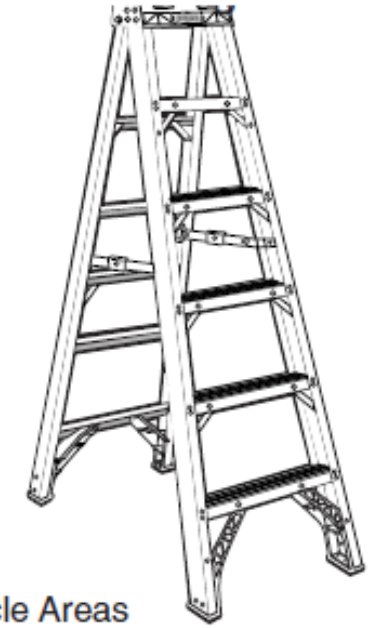
I accept responsibility for the above plant on completion of work.

Signed Date Time

Ladder Check Sheet

☐ Fibreglass

☐ Aluminium



Circle Areas of Damage

Steps:	Loose, Cracked, Bent or Missing
Rails:	Cracked, Bent, Split or Frayed Rail Shields
Labels:	Missing or Not Readable
Pail Shelf:	Loose, Bent, Missing or Broken
Top:	Cracked, Loose or Missing
Spreader:	Loose, Bent or Broken
General:	Rust, Corrosion or Loose
Other:	Bracing, Shoes, Rivets

Actions

☐ Ladder tagged as damaged & removed from use

☐ Ladder is in good condition

Risk Assessment

ENGINEER NAME	
CUSTOMER AND SITE ADDRESS	
CUSTOMER CONTACT	
PROJECT START DATE	
EXPECTED COMPLETION DATE	
MACHINE TYPE	
SERIAL NUMBER	
DATE RISK ASSESSMENT COMPLETED	
DESCRIPTION OF WORK	

PMMDA Polymer Machinery Manufacturers and Distributors Association

Labotek Power in Plastics

JOB NUMBER/REF: _____

	LIKELIHOOD				
SEVERITY	Very Unlikely	Unlikely	Moderate	Likely	Certai
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Serious	3	6	9	12	15
Major	4	8	12	16	20
Severe	5	10	15	20	25
KEY: Low Risk		Moderate Risk	Significant Risk	High Risk WORK CANNOT PROCEED	

Hazard Identification			Risk Level Estimate		Follow-up		
Task/ Activity	Working on the job	What are the hazards?	What are the risks? Who will be affected?	Risk level	Risk reduction	Adjusted Risk Level	Risk applies?
1	General movement around the workplace.	Obstructions, boxes, wet floors, granules, oils, pallets, chairs, desks, trailing leads.	Slips, Trips, Falls, Stairs. Engineer / Surrounding people	6	Good general housekeeping. Sufficient lighting. Awareness of surroundings. Regular cleaning. Tools, equipment and parts kept tidy. Spills reported and contained appropriately.	2	
2	Environmental factors.	Insufficient lighting levels, excessive noise levels, poor air quality, working in confined spaces.	Collision, injury, incorrect action, short term hearing loss, breathing problems, coughing Engineer/ workers	8	Highlight lighting level, replace bulbs, utilise a portable work light or stop work.	4	

Hazard Identification			Risk Level Estimate		Follow-up		
Task/ Activity	**Working on the job**	**What are the hazards?**	**What are the risks? Who will be affected?**	**Risk level**	**Risk reduction**	**Adjusted Risk Level**	**Risk applies?**
3	Moving of items/objects (Using arms & body to lift and move any object (Twisting, pushing, pulling, lifting)).	Incorrect lifting of load, lifting outside of capabilities, use of non-certified equipment, insufficient planning.	Musculoskeletal injuries. Pulling muscles, back injuries, failure of equipment, dropping/ falling loads.	12	Manual handling training, assess loads, use all available mechanical aids, trolley, lift, fork lift. Allocate staff to carryout lifting.	4	
4	Electrical work	Live conductors, screw terminals, cable and wires, working in live panel, in close proximity to live components.	Electrocution, shock, arcing, burns to individual and damage to equipment, Ignitions. Engineer/ surrounding people	20	Lock Out Tag Out, Isolation of circuits, cordon off area, use of signage, PPE, company approved Multi-meter, additional person supervising. Permit to work required.	4	
5	Mechanical work	Moving parts, striking, pushing, levering, and lifting.	Entanglement, nips, traps, crushing, striking, slipping, Engineer/ Surrounding people	12	Lock Out Tag Out, Mechanical aids, assistance, Cordon off area, PPE. Permit to work required.	4	
6	Evacuation procedure and alarm raising	Not having or knowing an identified or clear escape route or knowing procedures on raising the alarm.	Obstructing fire exits and equipment. Becoming trapped, burns, smoke inhalation. Engineer/ Surrounding people	20	Knowing escape routes and nearest exit, not obstructing exits and fire equipment, good housekeeping, removal of flammable items, Lock Out Tag Out.	4	
7	Lone Working	Working alone. Not having equipment or procedures in place to gain assistance when needed.	An event may occur, and our engineer will be unable to gain assistance. Engineer/ Surrounding people	12	Second worker; make contact with persons every hour. Loan worker alarm intended for engineers, if unable to use customer to provide chaperone. Permit to work required	4	

Hazard Identification			Risk Level Estimate		Follow-up		
Task/ Activity	**Working on the job**	**What are the hazards?**	**What are the risks? Who will be affected?**	**Risk level**	**Risk reduction**	**Adjusted Risk Level**	**Risk applies?**
8	Tools and equipment	Cuts, hand and limb injuries.	Using hand tools, Slipping, Cuts, Trapping etc. Engineer	6	Using only competent engineers, pre-use checks, PPE, all tools and equipment fit for purpose. Correctly identifying and using correct tool for the job.	2	
9	Working at Height	People, equipment, tools and parts falling from height damaging equipment or causing injury.	Falls from height, tools and equipment falling Engineer	20	All engineers undertaken training in working at height. Only using certified ladders or platforms, ladder check-sheet completed, fall arrest, secure all tools Permit to work required	6	
10	Hot work	Heat, naked flame, flammable liquid, gasses, solids, nearby combustibles. Other shop floor people.	Burns to skin, damage to tools/ equipment. Ignition. People involved with work and nearby people.	12	Using only competent engineers, PPE, gloves, gauntlets, goggles, mask, ensure surrounding area is protected Permit to work required	4	
11	Hazard introduction from 3rd party	Lack of communication between co-workers and other contractors working in immediate area.	Electrical or Mechanical interference for example from moving equipment moving or power supply changes.	20	Communication between all parties in work area and enquiring if other work could be happening or scheduled. Regular communication, PTW	4	
12	COSHH	Risk due to the use of chemicals eg. Cleaners, paints and greases	Serious risk to health due to incorrect usage or inability to respond to an incident, eg. spillage	20	Identify non-hazardous alternatives where possible. Limit the use of chemicals to an approved list. Consult and implement SDS recommendations.	4	

Hazard Identification			Risk Level Estimate		Follow-up		
Task/ Activity	**Working on the job**	**What are the hazards?**	**What are the risks? Who will be affected?**	**Risk level**	**Risk reduction**	**Adjusted Risk Level**	**Risk applies?**
13	Stored energy	Risks due to residual stored energy not being apparent to people, eg. Capacitators, mechanical systems and accumulators.	Electrocution, shock, entrapment, struck by moving parts. High pressure injection injury. People involved with work and nearby people.	20	Ensure energy is discharged according to manufacturer's procedures, eg. Capacitator discharge times. Verify energy has been released by multiple means.	3	
	DYNAMIC RISK ASSESSMENT	**SITE SPECIFIC** ***To be completed on site***					

By signing this Risk Assessment, the customer has agreed work can be carried out and will assist in any safety matters raised by the engineer (*TO BE SIGNED BY A 'COMPETENT' PERSON*)

SIGNED: _____ (Engineer) NAME: _____ (BLOCK CAPITALS)

SIGNED: _____ (Customer) NAME: _____ (BLOCK CAPITALS)