



HEALTH & SAFETY RISK ASSESSMENT RECORD

Site/Premises: EXAMPLE	Record Number: EXAMPLE
Work Activity: Data & Voice Network Cabling Infrastructure	Area/Section: All

Persons Affected	✓	✓	Classification	✓	✓
	Yes	No		Yes	No
Employees	✓		Experienced	✓	
Other Workers	✓		Inexperienced		✓
Public		✓	Disabled		✓

Comments.....

Hazard Type	✓	✓		✓	✓
	Yes	No		Yes	No
Physical Injury	✓		Biological (eg Micro Organism)		✓
Health Hazard (e.g. Harmful Substance)	✓		Natural (e.g. Weather)		✓

Comments.....

Identified Hazards - tick as appropriate

Contact with:					
a) Moving Machinery Parts	<input checked="" type="checkbox"/>	Fire	<input type="checkbox"/>	Weather	<input checked="" type="checkbox"/>
b) Moving Materials	<input checked="" type="checkbox"/>	Explosion	<input type="checkbox"/>	Temperature	<input type="checkbox"/>
c) Moving Vehicles	<input checked="" type="checkbox"/>	Burns	<input type="checkbox"/>	Manual Handling	<input checked="" type="checkbox"/>
d) Fixed Machinery	<input checked="" type="checkbox"/>	Falls from Heights	<input checked="" type="checkbox"/>	Lone Working	<input type="checkbox"/>
Electrical		Slips, Trips, Falls	<input checked="" type="checkbox"/>	Remote Working	<input type="checkbox"/>
a) Shock	<input checked="" type="checkbox"/>	Pressurised Systems	<input type="checkbox"/>	Hand Tools	<input checked="" type="checkbox"/>
b) Burns	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Confined Spaces	<input type="checkbox"/>
c) Explosion	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	Restricted Access/Egress	<input type="checkbox"/>
Radiation		Micro-organisms	<input type="checkbox"/>	Crush/Trapping	<input type="checkbox"/>
a) Ultraviolet	<input type="checkbox"/>	Harmful Substances	<input checked="" type="checkbox"/>	Power Tools	<input checked="" type="checkbox"/>
b) Ionising	<input type="checkbox"/>	Vermin	<input type="checkbox"/>	Sharp Objects	<input checked="" type="checkbox"/>
c) Lasers	<input checked="" type="checkbox"/>	Particles	<input type="checkbox"/>	Posture	<input type="checkbox"/>

Comments.....

Significant Risks Identified: See enclosed.

Protective & Preventative Measures To Be Taken: See enclosed.

HEALTH AND SAFETY RISK ASSESSMENT NO: EXAMPLE

Site : EXAMPLE

Risks identified :

1. The risk of contact with moving machinery parts.
2. The risk of contact with moving materials.
3. The risk of contact with moving vehicles.
4. The risk of contact with fixed machinery.
5. The risk of electrical shock while working in the vicinity of live cabling / dangerous power tools.
6. The risk to operatives when using lasers for testing fibre optical cables.
7. The falling of TWDData Limited operatives / tools / equipment while working above head height.
8. The risk to TWDData Limited operatives / others due to materials / tools / equipment lying about floor areas.
9. Damage to hearing by drilling / cutting tools / site in general.
10. Risk to health by use of harmful substance.
11. Risk of Slipping due to wet weather outside and between buildings.
12. Risk of injury to TWDData Limited operatives/others by manual handling of equipment on site.
13. Risk of injury to TWDData Limited operatives/others by use of handtools at ground level and at heights.
14. Injury from power tools to TWDData Limited operatives/others.
15. Risk of damage by sharp objects all over site to all persons on site.

Protective and preventative measures to be taken :

1. All TWDData Limited engineers are to follow Specific Site H & S guidelines where applicable and take great care in the vicinity of moving machinery parts.
2. All TWDData Limited engineers are to follow Specific Site H & S guidelines where applicable and take great care in the vicinity of moving materials.
3. All TWDData Limited engineers are to follow Specific Site H & S guidelines where applicable and take great care in the vicinity of moving vehicles.
4. All TWDData Limited engineers are to follow Specific Site H & S guidelines where applicable and take great care in the vicinity of fixed machinery.
5. TWDData Limited operatives will not work directly on any live electrical equipment within the building except PAT tested 110v power tools belonging to CCI, care should be taken when working in the vicinity of electrical switches / components.
6. All operatives working with lasers are fully trained and experienced and follow the safety guidelines at all times, no inexperienced engineers are allowed access to laser equipment at any time.
7. Any TWDData Limited engineers working at height should follow Specific Site H & S guidelines and use barriers to make their presence known to others, any cherry pickers used will be operated by trained personnel only. Safety harnesses are to be used on any works above 2mts, a second man should foot the steps or ladder until the ladder or steps have been secured to a solid structure. Any tools used are to be secured in purpose made tool belts when not in use.
8. Great care is to be taken across the complete site to reduce risk of injury due to open trunkings / cables / materials / wastage left on floor areas, no running by any TWDData Limited staff will be tolerated whatsoever.
9. Earplugs / Eardefenders are to be used whenever drills and power equipment are operated to safeguard operatives hearing. And wherever Specific Site H & S policy states that they should be used.
10. All staff are to adhere to the attached safety sheet for cement / gripfill used to secure metal / bakelite back boxes. And attached safety sheets for Fibre Optical Epoxy resin used for connecting F/O cable to connectors (f/o termination engineers only).
11. Wet weather clothing is to be worn where necessary, great care is to be taken when walking between buildings and where cables are to be installed between buildings.
12. Any movement of materials / equipment by manual handling is to be carried out with great care to avoid injury to TWDData Limited operatives / others on site.

13. To reduce the risk of injury to TWDATA Limited operatives / others using hand tools we request that all operatives take great care with hand tools especially when working at heights, all hand tools should be stored within purpose made tool belts when not in use.
14. Any power tools used on site by TWDATA Limited engineers supplied by the company must have a current PAT test label and to be visually in good working order. All possible safety measures are to be taken for the safety of themselves and all other personnel on site.
15. All engineers are to take great care not to leave any trunking / trunking lid / equipment / plant / floor tiles etc with sharp edges which could cause injury to anyone whatsoever, also to take care when working near sharp objects such as floor trunking lids / ceiling supports machinery etc.