

DSI Power Ltd

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATION 1999 – RISK ASSESSMENT

**NOTE: COMPLETION OF ASSESSMENT FOR H & S CONVERTS THIS DOCUMENT INTO A
SITE SPECIFIC ASSESSMENT**

Personal Protection Equipment is required for all activities

Assessment Ref: **01**

Date: **25/9/2007**

Activity: **GROUND CONDITIONS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RP
Poor Ground Conditions	Transport Traction	Ensure ground conditions are capable of withstanding pressures exerted.	L.O.L.E.R 1998 BS 7121 Part 1 Company Safety Policy	Competent Person/ Lift Superintendent	5
Uneven Ground	Unsuitable Equipment	Ensure crane Set-up area Level. Set crane as per manufactures instruction, risk & Method Statement, competent operator holding CITB/CPCS card with relevant category.	P.U.W.E.R. 1998 Health and Safety Construction Sheet 19	Competent Person/ Lift Superintendent	5
Interface with others	Damage to plant or property	Ensure that set-up area cordoned to prevent access to others. Clear instructions and signs to be displayed in areas of restricted movement. All vehicle movement to be controlled by a banksman. Area checked for overhead obstructions and underground hazards.	Health and Safety Guidance Note GS39. Health, Safety and Construction Welfare Regulations 1996.	Safety Advisor Operators shall be fully trained competent & CITB Certified	5 5

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Assessment Ref: **02**

Date: **23/9/2007**

Activity: **ACCESS & EGRESS FROM SITE**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Plant and vehicle coming in contact with each other or people and property.	Crushing, serious or fatal injury. Damage to plant equipment and property.	Access to and egress from all site compounds shall under space restriction areas, be controlled by a Banksman. Where possible a one-way circuit shall be created with marked out parking and waiting areas. At all times pedestrians and vehicles must be segregated with particular attention being paid to restricted and confined space areas. When necessary the correct and appropriate high visibility vests shall be worn. The Works depot compound must have a yard plan available and displayed giving information on arrangements. Any approach to vehicles in yard compounds must be from the front so that drivers can be aware of your presence. Maintenance to be carried out as per Manufacturers Manual	The Construction (Health, Safety and Welfare) Regulations 1996. H.S.E. Leaflet 1/94 WD (G) 148L L750 - reversing vehicles. The Company Safety Policy.	All employees to be made aware of hazards and risks from transport entering and leaving site compounds through Induction Training and Toolbox Talks and notices/plans display on company notice boards. Records of all training must be maintained.	4

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Assessment Ref: **03**

Date: **25/9/2007**

Activity: **UNDERGROUND SERVICES**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Electrical Cables. Water Services. Telecom cables. C.A.T.V. services.	Fire Explosion Flooding Asphyxiation Electrocution Disruption of services to the public.	In the event that digging may be necessary the area of works shall be checked for services through surveys, maps, drawings, local authorities, scanning equipment, customer and clients. When necessary a permit to work system shall be implemented between the customer, client and management of persons carrying out the works. Where heavy vehicles have to cross over known areas of water pipes and gas pipes steel plates shall be used to protect against crushing and fracturing. All supplies may be at risk through crossing of heavy plant or digging shall be clearly marked up.	Highways Act 1980. New Roads and Steel Works Act 1991. Construction (Health, Safety and Welfare) Regulations 1996. H.S.E Guidance Booklet HS (G) 47- Avoiding Danger from Underground Services. National Joint Utilities Group Publications. No 3 Cable Locating Devices No 42 Identification of Small Buried Mains and Surfaces. The Company Safety Policy.	All operatives shall be made fully aware of the hazards and risks associated with underground services through Induction Training and Tool Box Talks. Records of all training shall be maintained.	5

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Assessment Ref: **04**

Date: **25/9/2007**

Activity: **PLANT OPERATIONS & MOVEMENT**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Moving Plant</p> <p>Contact between plant & property.</p> <p>Contact between plant & people.</p> <p>Contact between plant & plant.</p> <p>Breakdown of plant on public highways.</p>	<p>Serious or fatal injury.</p> <p>Damage to plant and/or property.</p> <p>Increase of danger to public highway users.</p>	<p>Clear instructions and signs to be displayed in areas of restricted movement.</p> <p>Banksman to be provided in all areas of restricted movement.</p> <p>Where possible maximum use must be made of one-way circuits.</p> <p>All plant should be approached so that the Driver/Banksman/Slinger is aware of your presence.</p> <p>All plant will be fitted with amber beacons & or reversing alarms.</p> <p>In the event of breakdown on public highways, hazard lights & amber beacon will be activated. Dependant on crew members, the availability of signage & PPE, a suitable traffic control system shall be maintained to keep traffic flow moving.</p>	<p>The provision and Use of Work Equipment Regulations 1998.</p> <p>Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Road vehicles (Construction & use) Regulations 1986.</p> <p>The Construction (Health, Safety and Welfare) Regulations 1996.</p> <p>BS 6912 – Safety of Earth Moving Machinery.</p> <p>Code of Practice – Safety of Loads on Vehicles.</p> <p>The Company Safety Policy.</p>	<p>All employees to be made aware of the hazards and risks from moving plant through Induction Training and Tool Box Talks. Records shall be maintained of such Training. All operators shall be competent and hold all necessary CITB/CPCS Certification. When in control of the premises the site Superintendent shall monitor plant movements.</p>	5

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Assessment Ref: **05**

Date: **25/9/2007**

Activity: **WORKING AT HEIGHTS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Working at any heights at which any person falling a distance is liable to cause personal injury.	Falling resulting in possible fatal injury, serious injury, broken bones, cuts and bruising.	<p>Each crane shall carry a ladder of suitable length & strength to enable where possible works at any heights at which any person falling a distance is liable to cause personal injury to be carried out without the requirement to climb. Ladders shall be secured & or footed.</p> <p>Where not practical with ladders operators shall wear a body harness and shall clip on in all cases at any heights at which any person falling a distance is liable to cause personal injury & where there is no provision of edge protection.</p> <p>Should neither of the above be practical access shall be via a man-rider basket suspended from suitable crane, a mobile access platform or in extreme cases a scaffold tower. The two later are subject to provision of adequate working area.</p>	<p>Construction (Health, Safety and Welfare) Regulations 1996.</p> <p>The Working at Heights Regulations 2005.</p> <p>H.S.E Guidance Note G.S.15 H.S.E Guidance Note G.S.31 H.S.E Guidance Note G.S.42 The Company Safety Policy.</p>	<p>Operators must be fully trained competent and certified through the CITB/CPCS /CSCS system.</p> <p>Operators shall be fully aware of the content of this assessment.</p> <p>Records of the above certification shall be held on site by the operator at all times</p>	4

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Assessment Ref: **06**

Date: **25/9/2007**

Activity: **SETTING UP OF CRANES**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Crane Stability	<p>Overturning of the crane.</p> <p>Collapse of the ground beneath outriggers.</p> <p>Injury to operator in control cab.</p> <p>Injury to personnel in crane radius.</p>	<p>Crane outriggers shall be deployed in accordance with manufacturer's instructions.</p> <p>Outriggers (where applicable) shall only be deployed on firm level ground.</p> <p>Outriggers feet shall be fully supported on purpose made Pans or adequate timbers.</p> <p>When riggers are fully deployed the crane shall be level with all wheels clear on the ground.</p> <p>Sufficient Ballast/Counter-weight shall in place.</p> <p>A.S.L.I./RCI shall be in good working order/control. Cab computer readout shall match that of the crane configuration. Cranes shall stop operating in wind speeds greater than those laid down by the manufacturer.</p>	<p>Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Provision and Use of Work Equipment Regulations 1998 BS 7121.</p> <p>H S E Construction Sheet No 19.</p> <p>H S E Guidance Note G.S.39</p> <p>The Company Safety Policy.</p> <p>C.I.R.A. Publication – Crane Stability.</p> <p>Company Crane Drivers Safety Guide.</p>	<p>Operators shall be fully trained, competent & CITB certified operators shall be fully aware of the content of this assessment.</p> <p>The following records shall be held in the crane file:- 12 monthly certificate 6 monthly certificate Daily weekly inspection All certification for associated lifting gear. A copy of this Risk Assessment.</p> <p>The operator shall have his CITB/CPCS card on his person at all times.</p>	4

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Assessment Ref: **07**

Date: **25/9/2007**

Activity: **LOADING AND UNLOADING OF VEHICLES**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Contact and/or collision between vehicles and people.</p> <p>Contact and/or collision between vehicles and plant or property.</p>	<p>Serious or fatal injury from trapping crushing and falling objects.</p>	<p>Only the minimum number of persons to be engaged during the operation. Ensure no public interface during operations - make use of barriers, tape etc.</p> <p>Vehicles must be in good efficient state and repair.</p> <p>Loading/un-loading to be controlled by a Banksman, Appointed person or Supervisor.</p> <p>Vehicles shall not be overloaded, only carrying the capacity that it was designed for.</p> <p>No vehicle shall be loaded to such an extent that it may interfere with the safe driving or operation of the equipment.</p> <p>When lifting appliances are used, a minimum clearance of 600mm shall be maintained between any moving part of the appliance & a proximity hazard. If this is not achievable, barriers of a suitable nature will be installed to prevent access to any area which may pose a risk to plant or personnel.</p>	<p>The Construction (Health, Safety, and Welfare) Regulations 1996.</p> <p>Road Traffic Legislation and The Highway Code.</p> <p>Road Traffic (Carriage of Dangerous Substances in Packages etc.) Regulations 1986 and Associated Guidance (HSCR) 24 and COP 17.</p> <p>HSE Leaflet Ind (G) 78 CL) - Transport of LPG Cylinders by Road.</p> <p>Department of Transport - Code of Practice - Safety of Loads on Vehicles.</p> <p>The Company Safety Policy.</p>	<p>All Operators shall be fully trained and competent with all necessary CITB/CPCS certification.</p> <p>All operatives shall be made aware of the hazards & risks involved via induction training and tool box talks.</p> <p>All training shall be recorded.</p>	4

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Assessment Ref: **08**

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Activity: **USE OF LIFTING/PULLING GEAR**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Chains, Slings, Straps, Shackles, Ropes, Pulleys, Eye Bolts, Spreader Beams, under tension.</p>	<p>Equipment failure.</p> <p>Incorrect Slinging.</p> <p>Incorrect use.</p> <p>Accident fall.</p> <p>Cutting and bruising of the hands.</p> <p>Damage to equipment.</p> <p>Crush injuries to personnel.</p>	<p>All lifting gear to have relevant test and inspection certification in order and available for inspection.</p> <p>All lifting gear shall be clearly marked with identity number and safe working load.</p> <p>All lifting gear shall be subject to visual examination prior to and after use.</p> <p>All lifting equipment shall be protected from sharp edges.</p> <p>No piece of equipment shall be overloaded.</p> <p>All hooks shall be of the “C” type or to be fitted with a safety device.</p> <p>When attached all lifting gear to be checked for security prior to lifting/pulling.</p> <p>Appropriate PPE shall be used at all times with particular attention being paid to hands, feet and eyes.</p>	<p>Provision and Use of Work Equipment Regulations 1998.</p> <p>Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>BS 3481 - Specification for Flat Woven Webbing Slings.</p> <p>BS6166 Part 3 - Guide to Selection and Use of Lifting Slings for Multi Purpose.</p> <p>BS 6120 - Code of Practice for the safe Use of wire Rope Slings for General Purposes.</p> <p>BS7121 - Safe Use of Cranes - Part One.</p> <p>The Company Safety Policy.</p>	<p>All operatives who are likely to use or control lifting gear shall be fully trained and competent in its use and conditions.</p> <p>All operatives shall be made aware of the hazards and risks involved with the use of lifting gear through Induction Training and Tool Box Talks.</p> <p>All operatives who sling loads shall be fully trained and competent with all necessary CITB/CPCS certification.</p>	5

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Activity: **USE OF LADDERS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Falls. Slipping. Falling Objects.</p>	<p>Serious or fatal injuries from falls slips or falling objects. Damage to property and equipment.</p>	<p>Ground base for ladders must be firm and level. Ladders must be in good order and inspected prior use. All ladders must be of sufficient length to extend 1.05m above the landing platform or step-off point. Ladders must be set up at the correct angle of 75° or a base to height ratio of 1:4. Ladders must be securely lashed or footed at all times. Over reaching from ladders shall be avoided. Ladder work shall be restricted to operations that can be carried out with one hand. Damaged ladders shall be removed from the place of work immediately. Painted ladders shall not be used. Aluminium ladders shall not be used in close proximity to electronic power cables.</p>	<p>The Construction (Health, Safety and Welfare) Regulations 1996. Provision and Use of Work Equipment Regulations 1998. H.S.E.Guidance Note GS31 - Safe Use of Timbers, Step Ladders BD Trestles. BS 1129: 1990 - Timber s steps and trestles. BS 2037: 1990 - Aluminium ladders steps and trestles. The Company Safety Policy.</p>	<p>All employees involved in the use of ladders shall be made fully aware of the hazards and risks with ladders through Induction Training and Tool Box Talks. Records shall be maintained of all such training.</p>	4

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Activity: **USE OF HAND TOOLS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Broken handles and shafts. Splinters from impact. Sharp blades and edges. Sparks from impact.	Eye injury. Injury to hands, feet and body. Fire. Explosion.	All hand tools must be fit for purpose in the environment in which used. All tools shall be in good condition with damaged equipment taken out of service. Eye protection shall be used whenever work is done using cold chisels, drills, grinders and other tools where there is a risk of flying particles or pieces of the tool breaking off. Also when any air operated tool is in use. Open blade knives, screwdrivers and other sharp tools are to be carried out and used so as not to cause any injury to users or others. Non-ferrous (spark free) tools are to be used in flammable atmospheres. Insulated tools must be used where there is a possibility of live electrical work.	Provision and Use of Work Equipment Regulations 1998. Personal Protective Equipment Regulations 1992. Good Engineering Practice and Trade Training. The Company Safety Policy.	All employees involved in the use of hand tools shall be fully aware of the hazards and risks through Induction Training and Tool Box Talks. Records of all such training shall be maintained.	4

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Assessment Ref: 11

Date: 25/9/2007

Activity: WORK ON SCAFFOLD PLATFORM/TOWERS

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Height Stability. Fall of materials.	Falling from a height. Collapse of the platform. Materials falling from the platform. Overloading of the platform.	All scaffolds shall be erected in compliance with BS5973 and BS5674. Upon erection completion a handover certificate shall be obtained where necessary weekly inspections shall be carried out with the results being recorded on an appropriate document. Proper access shall be provided to working platforms at all times. Ladders shall be of suitable length (1.05m above the landing platform) and be adequately secured. No platform shall be overloaded by equipment. All ladders shall be removed at the end of each working day. Scafftag Systems shall be implemented where required.	The Construction (Health, Safety and Welfare) regulations 1996. British Standards 5973 & 5974. HSE Guidance - GS15 - General access Scaffolds. HSE Guidance - GS31 - Safe Use of Ladders, Step Ladders and Trestles. HSE Guidance - GS42 - Tower Scaffolds. The Company Safety Policy.	All employees are to be made aware of the hazards and risks from working from scaffold platforms through Induction Training and Tool Box Talks. Only trained and competent persons shall inspect and record findings of inspections. Records of training shall be maintained.	4

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Assessment Ref: 12

Date: 25/9/2007

Activity: **MANUAL HANDLING OPERATIONS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Lifting Pushing Pulling of Materials and Equipment.	Injury to hands, feet and back through cuts, bruising, sprains, and strains.	<p>Where possible the requirements to manual handle shall be eliminated by making use of mechanical means such as cranes, hoists, forklifts, sack barrows, and other propriety lifting, pushing and pulling tools.</p> <p>Where lifting, pushing and pulling cannot be avoided assessment shall identify a safe system of work which shall include the use of more than one person to carry out the required operation.</p> <p>Suitable periods of work and rest in order to prevent fatigue shall be planned into all operations.</p> <p>Use shall be made of Kinetic Lifting Techniques.</p> <p>Appropriate personal protective equipment shall be worn at all times.</p>	<p>The Manual Handling Operations Regulations 1992.</p> <p>The Construction (Health, Safety, and Welfare) Regulations 1996.</p> <p>Personal Protective Equipment Regulations 1992.</p> <p>The Company Policy.</p>	<p>All employees to be made aware of the hazards and risks from manual handling operations through Induction Training and Tool Box Talks.</p> <p>Appropriate training shall be given to those who require it on Kinetic Lifting Techniques.</p> <p>Records shall be maintained of all training.</p>	5

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Date: 25/9/2007

Activity: WORKS NEAR OVERHEAD POWER LINES

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Overhead Power Lines	Shock Explosion Fire Electrocution through contact by people, plant, metal objects and arching.	<p>All overhead lines shall be considered live unless a certificate from the plant owner declares it otherwise.</p> <p>Barriers and goal posts shall be erected as required and agreed with the line owners with all appropriate warning signs being displayed.</p> <p>Where circumstances require it a permit to work shall be put into use i.e. - where cranes, long metal objects are used.</p> <p>All movement of vehicles which are at risk shall be strictly controlled.</p> <p>Plant/line owners, must always be consulted on safe working distances from overhead power cables.</p>	<p>Electricity at Work Regulations 1989.</p> <p>The Construction (Health, Safety, Welfare) Regulations 1996.</p> <p>H.S.E. Guidance Note GS6 - Avoidance of Danger from Overhead Power Lines.</p> <p>B.S.7121 - Code of Practice for Safe Use of Cranes.</p> <p>The Company Safety Policy.</p>	<p>Employees to be made aware of the hazards and risks from overhead lines through Induction Training and Tool Box Talks.</p> <p>Employees to be made aware of the requirement of the content of G.S.6 and BS7121.</p> <p>Drivers of visiting vehicles are to be made aware of the hazards and risks. Records of all training to be maintained.</p>	5

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Activity: **GENERAL WORKS - ENVIRONMENTAL**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Viruses, Bacteria, Fungi, Anthrax, Leptospirosis	Contact with any of the hazards may result in suffering through related diseases.	<p>Beware of any growing organisms or spores.</p> <p>Beware of any bird droppings which may have been allowed to accumulate.</p> <p>Beware of water which has been left standing and become stagnated.</p> <p>Beware of any area which has been subject to rat infestation.</p> <p>Ensure all cuts and grazes are covered over.</p> <p>Ensure a high standard of personal hygiene when working in any of the above conditions.</p> <p>Ensure that all personal protective equipment issued is worn.</p> <p>Seek medical advice should you become ill.</p>	<p>The Construction (Health, Safety and Welfare) Regulations 1996.</p> <p>Health, Safety and Welfare Regulations 1992.</p> <p>C.O.S.H.H. Regulations 1996.</p> <p>HSE Guidance Note - EH23 - Anthrax.</p> <p>The Company Safety Policy.</p>	<p>All operatives shall be made aware of hazards and risks from the environmental conditions they must work through induction training and tool box talks.</p> <p>Refer to Risk Assessment No. 24</p> <p>Records shall be maintained of such training.</p>	5

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Activity: **NOISE**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Noise levels exceeding 80dB(A)	<p>Noise induced deafness to operatives and others who may be exposed to high levels of noise.</p> <p>Noise pollution which may affect the working conditions of others.</p>	<p>Every effort shall be made to reduce noise levels to less than the first action level of 80dB (A).</p> <p>Noise level assessment shall be carried out on all equipment when necessary.</p> <p>Any area which reaches the 2nd action level of 85dB (A) shall be clearly marked with the appropriate signs.</p> <p>Where levels cannot be maintained at or below the 1st action level, ear protection to B.S.5108 will be issued on request & is to be worn. At levels 85dB (A) and over ear protection shall be issued & worn.</p>	<p>Noise at Work Regulations 1989.</p> <p>The Construction (Health, Safety and Welfare) Regulations 1996.</p> <p>HSE Guidance Note Number 1 HSE Guidance Note Number 2 HSE Guidance Note Eh14 HSE Guidance Note 0 - Leaflet - Introducing The Noise at Work Regulations.</p> <p>The Company Safety Policy.</p>	<p>All employees are to be made aware of the hazards and risks from noise levels above the 1st action level through induction training and tool box talks.</p> <p>All employees to be trained in the correct use and fitting of any issued ear protection.</p> <p>Records shall be maintained of all such training.</p>	4

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Activity: DEALING WITH FIRE

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Overheating of mechanical parts. Accumulation of rubbish. Sparks from welding operations. Discarded cigarette ends. Failure of electrical equipment.	Explosion of fuel oils. Trapping in burning buildings. Explosion from industrial gases. Major injury, death, burns, suffocation.	All mechanical plant shall be properly maintained and fitted with either an internal fire fighting system or carry the appropriate type of fire extinguisher. Rubbish shall not be allowed to accumulate in buildings. All buildings shall have a full compliment of fire fighting equipment. All flammable materials shall be removed from areas where welding operations are carried out. . Each welding plant shall carry the appropriate type of fire extinguisher. Areas of welding operations shall be checked half an hour after works are complete. Cigarettes should only be smoked in and extinguished in the areas provided for smoking. Electric sockets shall not be overloaded and extension leads must be fully laid out to eliminate heat build up.	Fire Precautions Act 1971. Fire Prevention on Construction Sites - The Joint Code of Practice. The Company Safety Policy.	All employees shall be provided with suitable and sufficient training through induction tool box talks and specialist courses where necessary. To allow good understanding and use of the different types of fire extinguisher available. Employees shall be made fully aware of fire hazards and risks. Records of all training shall be maintained.	4

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Activity: BURNING/CUTTING/WELDING BY USE OF LPG

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Oxygen Propane Acetylene	Explosions Burns Fire Asphyxiation Cold Burns Inhalation of toxic fumes. Serious or fatal injury	All welding gases shall be stored in proper suitable areas. All welding plants shall be equipped with flashback arresters. Screens shall be used to protect others from welding glare. All flammable materials shall be removed from the area of welding / cutting works. All cylinders shall be secured in the upright position with a suitable fire extinguisher available at work site. No works shall be carried out in areas of confined or restricted space without the provision of fume extractors and circulation for fresh air. Do not allow grease to come in contact with oxygen supplies. Gauges and valves shall have frequent inspections for leaks and damage. Appropriate eye, head, body, hand and foot protection shall be worn at all times during work operations. Oxygen cylinders shall be stored at least 3m away from propane/acetylene cylinders.	The Construction (Health, Safety & Welfare) Regulations 1996. Provision and Use of Work Equipment Regulations 1998. HFI and LPG Regulations 1992. HSE Guidance Booklet - HS CG 5 - Hot Work - Welding and Cutting. HSE Guidance Notes - MS 15 - Health Risks Associated with Welding. HSE Guidance Notes - EH55 Control and Exposure to Fumes from Welding and Allied Processes. The Company Safety Policy.	All operators of burning / cutting / welding equipment shall be fully trained and competent in their duties. All operatives shall be made aware of the hazards and risks from the works process through induction training and toolbox talks. Records shall be maintained of all training.	4

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Personal Protection Equipment is required for all activities

Assessment Ref: **18**

Date: **25/9/2007**

Activity: **DISCOVERY OF HAZARDOUS MATERIALS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Asbestos. Lead. Chemicals. Acids. Paints. Sprays. Oils. Fuels. Old drums and empty containers.	Death or injury due to Pollution. Fire. Explosion. Burns. Poisoning. Inhalation and ingestion of fumes/dusts/ fibres. Skin contact causing diseases.	Upon discovery of any un-identified substances take the following action:- Where necessary cordon of the area/keep people clear of area, display warning signs or post sentries. Where safe to do so remove container drums etc to one area bringing your actions to the attention of a supervisor or member of management who shall make arrangements for identification and safe removal. Spillage of any liquids should be contained by use of sand/dirt etc. Splash from any liquids should be washed off immediately, seek medical advice if necessary. Where necessary the assistance of consultants shall be used to identify substances and advise of correct disposal procedures. Appropriate P.P.E shall be worn at all times. If in doubt - leave - call assistance.	The Control of Substances Hazardous to Health regulations 1994. Control of Substances Hazardous to Health - Code of Practice - COP29. The Company Safety Policy.	All employees shall be made aware of the hazards and risks from un- identified substances and the procedures which must be implemented to deal with such situations. Training shall be carried out through Induction Training and Tool Box Talks. Records shall be maintained of all such training.	5

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Personal Protection Equipment is required for all activities

Assessment Ref: **19**

Date: **25/9/2007**

Activity: **DISPOSAL OF WASTE MATERIALS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Contact with dangerous material.</p> <p>Damage to environment.</p> <p>Incorrect disposal procedure.</p>	<p>Disease from contact.</p> <p>Pollution to ground/rivers etc.</p> <p>Build up of potential fire and explosive situations.</p> <p>Attraction of vermin.</p>	<p>All waste materials shall be placed in appropriate skips/containers.</p> <p>Where possible skips/containers should be emptied daily or alternatively ensure they are covered or sealed to prevent spillage etc.</p> <p>All waste shall be removed from site and deposited in land fill sites.</p> <p>Materials identified as unacceptable to normal landfill sites shall be disposed off in suitable approved tips.</p> <p>Transfer notes shall be retained for all waste removed from depots and sites. They shall be kept for a minimum period of 2 years.</p> <p>Appropriate PPE shall be worn at all times whilst handling waste materials. Where burning is allowed a fire extinguisher shall be available.</p>	<p>Special Waste Regulations 1996.</p> <p>Environmental Protection Act 1990.</p> <p>Environmental Protection Act (Duty of Care) Regulations 1991.</p> <p>Department of Environment Code of Practice: Waste Management - The Duty of Care.</p> <p>The Company Safety Policy.</p>	<p>All employees to be made aware of the hazards and risks from waste materials through Induction Training and Tool Box Talks.</p> <p>All employees to be made aware of correct disposal procedures for waste materials.</p> <p>Records to be maintained of all training.</p>	5

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Assessment Ref: **20**

Date: **25/9/2007**

Activity: **HANDLING AND STORAGE OF L.P.G.**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Acetylene. Propane. Butane. Oxygen.	Leaking cylinders. Fire. Explosion. Asphyxiation.	<p>Cylinders must not be lifted by the valves.</p> <p>Cylinders must not be rolled or used as a roller.</p> <p>All valves to be closed when not in use.</p> <p>All valve connections to be inspected or damage and leaks prior to use.</p> <p>Never allow grease to come into contact with oxygen valves.</p> <p>All cylinders to be stored in a well ventilated secure storage area. All must be in the upright position and out of direct sunlight away from sources of ignition. Empty and full cylinders should be stored separately. All areas to be marked with the appropriate warning signs. Oxygen shall be stored at least 3m away from L.P.G. cylinders unless a fireproof wall separates them.</p> <p>Fire fighting equipment shall be available.</p>	<p>H.F.L. and L.P.G. Regulations 1972.</p> <p>Pressure Systems and Transportable Gas Containers Regulations 1989.</p> <p>HSE Guidance Booklet (R) 30 - Guide to PS & TGC Regulations.</p> <p>Hse Guidance Notes CS4 - Keeping L.P.G. in cylinders.</p> <p>HSE Guidance Note CS6 - Storage and Use of LPG on Construction Sites.</p>	<p>All users and handlers of LPG and oxygen cylinders shall through Induction Training and Toolbox Talks be made aware of the hazards and risks from both storage and handling.</p> <p>Records shall be maintained of all training carried out.</p>	4

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Assessment Ref: **21**

Date: **25/9/2007**

Activity: **NEAR MISS INCIDENT ACTION**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Any situation that may have come close to an incident which could have caused damage or an accident that could have caused injury.	Fatal injury. Serious injury. Danger to site staff and/or the general public. Damage to property & equipment.	All situations deemed to be of a “near miss” situation shall be investigated with results made known to the workforce along with revised methods to ensure no recurrence of the situation. Any employee who sees or witnesses a ‘near miss’ situation is duty bound to report it to his immediate supervisor or a member of the management team.	The Construction (Health, Safety and Welfare) Regulations 1996. Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995. The Company Safety Policy.	All employees to be made aware of the hazards with risks along with the company procedure for reporting of such. Information shall be passed through Induction Training and Tool Box Talks with records being maintained.	4

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Assessment Ref: **22**

Date: **25/9/2007**

Activity: **WORKS NEAR OR AROUND ELECTRICITY**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Electricity Poor insulation High voltage Poor maintenance Water	Shock Electrocution Fire Explosion Damage to equipment	<p>All portable appliances shall have a identifying number and be tested annually.</p> <p>All high voltage systems shall be suitable marked.</p> <p>Where possible only 110V tools shall be used on sites.</p> <p>Extreme care shall be exercised when working around water.</p> <p>All damaged or non working tools shall be labelled as such and placed in a quarantine area to await repair/replacement.</p>	<p>Provision and Use of Work Equipment regulation 1998.</p> <p>Electricity at Work Regulations 1989.</p> <p>HSE Guidance Note H.SR25 BS2769 - Hand Held Electric Motor Operated Tools.</p> <p>HSE Guidance Note PM32 Safe Use of Portable Electrical Apparatus.</p> <p>The Company Safety Policy.</p>	<p>Only persons trained and authorised in the use of power tools shall be made known to operatives through induction training and tool box talks.</p> <p>Training shall include recognition of and ability to know faults, adjustments and routine maintenance.</p>	4

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Assessment Ref: **23**

Date: **25/9/2007**

Activity: **PROTECTION OF THE PUBLIC**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Public Interface	Public entering into the works area. Public suffering injury due to gaining entry into the work area.	The area in which the lifting operation shall be completely barriered off to prevent the public gaining access. Warning signs shall be displayed at prominent places warning the public of danger from lifting operations. The lifting operations shall be halted immediately if any member of the public gains access inside the barriered area. Only members of the lifting operations team shall be permitted within the barriered area. Particular attention to be paid to the presence of children.	The Road Traffic Act. Safety at Street Works and Road Works. The New Roads and Street Works Act 1991. Chapter 8	All members of the Lifting Operation team shall be fully experienced and competent with all the necessary knowledge and training to implement a safe system of works to protect the general public from any risks from the lifting operation.	4

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Assessment Ref: **24**

Date: **25/9/2007**

Activity: **HEAT EXHAUSTION / CLIMATE CONDITIONS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Heat Exhaustion/ Sun Burn Eye Exposure to Sun Light	Fainting Passing out Skin Burn Impaired Vision	Avoid prolonged periods in direct sunlight. Keep skin covered and apply protective creams. Maximum Use of Sun Glasses	Health, Safety and Welfare Regulations 1992. C.O.S.H.H. Regulations 1994. Health, Safety, and Construction Welfare Regulations 1996.	All operatives to be instructed through tool box talks and made aware of the content of this Risk Assessment	5

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Assessment Ref: **25**

Date: **29/9/2007**

Activity: **STORAGE OF OILS AND FLAMMABLE FUELS**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Diesel oils Engine oils Hydraulic oils Grease Brake and clutch fluids.	Fire Explosion Contamination Pollution Skin disease Spillage.	All fuels should be stored in a safe area with all relevant signs displayed. Where it may be necessary emergency procedures and evacuation procedures shall be displayed. Stocks should be kept to a minimum level. Appropriate fire fighting equipment to be available. A spillage absorbent shall be available for use in all storage areas this shall include a special package to be held on all cranes if required by site conditions. Appropriate protective clothing shall be worn whilst handling all types of fuel and lubricants.	Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972. The Construction (Health, Safety, and Welfare) Regulations 1996. HSE Guidance Booklet (G) 3 – Highly Flammable Materials in Construction Sites. The Personal Protective Equipment Regulations 1992. The Company Safety Policy	All employees to be made aware of hazards and risks through Induction Training and Toolbox Talks. All employees to be trained in the fire fighting equipment.	4

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Personal Protection Equipment is required for all activities

Assessment Ref: **26**

Date: **25/9/2007**

Activity: **HOUSE KEEPING**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Slips Trips Falls	Personal Injury	All tools and equipment to be properly stored immediately after use. All unwanted packing materials to be correctly disposed off. All tripping obstructions to be cleared from work area. Appropriate lighting to be available for all relevant works.	Provision and Use of Work Equipment Regulations 1998.	All operatives to be instructed through Toolbox Talks and made aware of the content of this Risk Assessment.	5
Hygiene	Disease and Contamination	Maximum use to be made of all waste disposable facilities. All work areas to be cleared on completion of work daily. All welfare facilities to be kept in a clean and tidy condition.			

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Assessment Ref: 27

Date: 25/9/2007

Activity: Working Near Water

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Deep Water	Drowning	<p>Complete area of works adjacent to water must be barriered off prior to commencement of any works.</p> <p>Life saving equipment to be immediately available in close vicinity to the works area.</p> <p>Where works are to be carried out over water life-jackets must be worn and a rescue boat available for the duration of the works.</p>	<p>Management of Health, Safety, and Welfare Regulations 1992.</p> <p>Health, Safety and Welfare Regulations 1996.</p>	<p>All operatives to be inducted on risk whilst working near water.</p> <p>All operatives to be inducted and trained in the use of Life Saving Equipment.</p>	4

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Assessment Ref: **28**

Date: **25/9/2007**

Activity: **Working near Rail Lines**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Coming into contact with Overhead electrical power lines.</p> <p>Working in the vicinity of rail lines.</p> <p>Crossing live unmanned crossings</p>	<p>Electrocution</p> <p>Fire</p> <p>Collision</p>	<p>All crange operated within the confinements of the site shall have the boom deployed parallel with the main rail lines only.</p> <p>All crange parked on site shall be parked in such a manner that the crane boom cannot be inadvertently deployed towards a rail line for maintenance or other duties.</p> <p>Operatives will be instructed, or slew restrictors used so as not to encroach over a rail line at any time.</p> <p>Adequate lighting will be provided.</p> <p>All staff are to wear the correct florescent clothing when on site.</p> <p>Depot managers to liase with EWS staff to identify track opening times and security access procedures.</p>	<p>Lifting Operations and Lifting Equipment Regulations 1998.</p> <p>Provision of Work Equipment Regulations 1998.</p> <p>Guidance Note GS 6 (Avoidance of danger from overhead electric power lines).</p> <p>E.W.S Local policy</p> <p>Company Policy</p> <p>Railtrack Safety and Standards Directorate (GO/RT3070).</p>	<p>All operatives to be instructed through Toolbox Talks and made aware of the content of this Risk Assessment. Documented evidence of the above will be maintained.</p>	<p>4</p>

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Assessment Ref: **29**

Date: **25/9/2007**

Activity: **Car Parking and Visitors**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Gaining access to and egress from Depot Car Parks	Plant and vehicles coming in contact with each other, people and property Collision, crushing, serious or fatal injury	All private cars are to be parked in designated car park areas. All displayed signs and speed limits must be adhered to at all times. Any required movement of a private vehicle around the Depot area shall be on designated routes only. All visitors to the Depot shall be booked in and issued with induction passes and directed into the car park by Security Personnel. Visitors to the Depot Shall be Directed to Reception by Security.	The Health and Safety at Work Act 1974. The Management of Health, Safety and Welfare Regulations 1999. Company Policy and Procedure	Security Personnel to be trained and familiar with Company Policy and Procedure. All employees to be fully aware of Company Policy and Procedure. All employees to be made aware of the contents of this Risk Assessment.	5

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Assessment Ref: **30**

Date: **25/9/2007**

Activity: **Movement of Plant - Yard Area**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Moving Plant within the Depot Yard area.	Plant and vehicles coming into contact with each other, people and property. Collision, crushing or fatal injury.	All yard areas shall be controlled by use and display of signs, markings and speed limits, which shall be adhered to at all times. A Banksman shall control movement of any plant in a restricted area. All plant shall be equipped with amber beacons & or reversing alarms. All plant shall be parked in an orderly manner. All movement around the Yard shall be by designated routes. High visibility clothing to be worn by all within the confines of the yard. Sufficient lighting to be provided at all times.	The Health and Safety at Work Act 1974 The Management of Health, Safety and Welfare Regulations 1999 Provision and use of Work Equipment Regulations 1998 HSE Guidance Notes on Vehicle Movements Company Policy and Procedure	All employees to be aware of the content of this Risk Assessment. All operatives using/driving plant to be trained and competent in its use. All persons engaged in the movement of plant to be trained and competent.	5

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Assessment Ref: **31**

Date: **25/9/2007**

Activity: **Access to the Jetty**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Access to Jetty in restricted and confined area.	Plant and vehicles coming into contact with each other, people and property. Collision, crushing, serious or fatal injury. Falling into water. Drowning.	Approach to the Jetty shall be controlled by the Yard Supervisor. The Jetty shall be accessed by the designated route with all notices, signs and speed limits being adhered to. All contractor plant requiring access to the Jetty shall check in with Security to undergo induction and obtain a pass. Life saving equipment shall be readily available on the quayside. Adequate lighting shall be available at all times. High visibility clothing shall be worn at all times. The Yard Supervisor shall abandon all works on the quayside if in his opinion wind conditions warrant such.	The Health and Safety at Work Act 1974. The Management of Health, Safety and Welfare Regulations 1999. The Provision and Use of Work Equipment Regulations 1998. The Docks Regulations 1988. HSE Guidance Note – Movement of Plant and Vehicles. HSE Guidance Note – Working over Water. Company Policy and Procedure.	All operatives of Plant must be trained and competent in its use. All operatives working on the jetty must be trained in the use of life saving equipment. All operatives working on the jetty must be aware of the content of this Risk Assessment.	4

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Assessment Ref: **32**

Date: **25/9/2007**

Activity: **TRANSPORT OF LPG BY ROAD**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Highly flammable. Overheating of containers. Gasses are lighter than air. Gases are asphyxiates.	Fire Explosion. Asphyxiation. Skin burns, hot or cold. Serious or fatal injury.	<u>Emergency action.</u> Notify Emergency Services immediately. Stop vehicle engine(s)-no naked lights or smoking. Notify depot of origin. Keep public away from danger area. Keep up wind where possible and contact local B.O.C Branch. <u>Spillage/leakage Action.</u> Close off tanks if safe/possible. Drains to be covered, Basements to be evacuated. Attempt to contain leaks with sand/earth & allow to evaporate. <u>Fire Action.</u> Do not extinguish leaking gas flame unless it is possible to shut off at source. Keep containers cool by spraying with water if exposed to fire or risk of fracture. Do not move cylinders, even when cold, unless advised to do so. All vehicles shall be suitably marked, carry fire extinguisher(s) & where required a trem card.	H.F.L & L.P.G Regulations 1972. Pressure Systems & Transportable Gas Containers Regulations 1989. The Construction (Health, Safety & Welfare) Regulations 1996. HSE Guidance Booklet HS(R) 30 Guide to P.S & T.G.S Regulations. HSE Guidance note CS4- Keeping of L.P.G in Cylinders. HSE Guidance note CS6-Storage & Use of L.P.G on Construction Sites. The Company Safety Policy.	All operatives who transport LPG shall be fully trained & competent in their duties & undertakings of trem cards. All operatives shall be made aware of the hazards & risks associated with the transport of Flammable gases through induction & toolbox talks. Records are to be maintained of all training.	5

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Assessment Ref: **33**

Date: **25/9/2007**

Activity: **LONE WORKING**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
Segregation from others should there be a requirement for any emergency actions.	Suffering from any form of injury which may require the assistance of others to gain help.	<p>Every effort must be made to ensure that the need for lone working is eliminated.</p> <p>Where lone working is necessary a member of the supervisory management team must be aware of the situation.</p> <p>Where necessary a Permit to Work System may be required to ensure that regular checks & or contact is made with persons working in remote circumstances.</p> <p>In extreme circumstances an alarm or communication system may be required to be implemented.</p>	<p>The Construction (Health, Safety & Welfare) Regulations 1996.</p> <p>The Workplace (Health, Safety & Welfare) Regulations 1992.</p> <p>The Company Safety Policy.</p>	All operatives to be instructed through Toolbox Talks and made aware of the content of this Risk Assessment. Documented evidence of the above will be maintained.	5

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Assessment Ref: **34**

Date: **25/9/2007**

Activity: **FITTING SWINGROUND BOOM EXTENSION**

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR
<p>Fitting swing round boom extension. (Fly)</p> <p>Use of Ladders</p>	<p>Destabilising hook block whilst removing hoist rope. Boom extension could swing out of control when releasing the securing mechanism.</p> <p>Hoist rope incorrectly reeved, could cause rope to jam & possibly snap.</p> <p>Persons/tools falling.</p>	<p>Ensure that hook block is stable and positioned safely on the ground prior to removing hoist rope.</p> <p>Ensure the telescopic boom is in the horizontal position and a tag line is attached for the purpose of controlling the fly jib prior to securing mechanism release.</p> <p>Ensure hoist rope is reeved as per manufactures instruction. (Operator/Manufactures Manual to be held in crane)</p> <p>Ensure Ladders are serviceable, when in use ladders will be footed until such time the ladder is secured.</p> <p>Two persons will be in attendance when swing round fly jibs are fitted or removed.</p>	<p>Provision & Use of Work Equipment Regulations 1998.</p> <p>Workplace (Health, Safety & welfare) Regulations 1992.</p> <p>Manual Handling Operations Regulations 1992.</p> <p>BS7121 Safe use of Cranes.</p> <p>Manufactures Manual.</p> <p>The Company Safety Policy.</p>	<p>Operators will be fully trained, competent & working to manufactures instructions. Operators are to be made fully aware of this assessment.</p> <p>Operators are to carry out a final inspection ensuring that all securing pins are in the correct position & safety clips fitted where required prior to any use. Always ensure enough space is available for the task in hand.</p>	

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Personal Protection Equipment is required for all activities

Assessment Ref: **35**

Date:

Activity:

HAZARDS	RISKS	REQUIRED CONTROL MEASURES PHYSICAL ACTIONS	SPECIFIC LEGAL REQUIREMENTS INFORMATION AND REFERENCE	TRAINING RECORDS	RR