

## Installation Work Activites

### Risk Assessment Summary:

Safety measures when carrying out installation activities.

<b>Risk Assessment Number</b>	<b>31</b>
<b>Location</b>	<b>Installations</b>
<b>Assigned To</b>	<b>r.evans@envirovent.com</b>
<b>Status</b>	<b>Published</b>
<b>Completed Date</b>	<b>01-Aug-2023</b>
<b>Next Review Date</b>	<b>29-May-2025</b>
<b>Collaborators</b>	<b>Mr Wayne Garbutt wgarbutt@envirovent.com</b>

## Attachments

Mark Knight.pdf

Main Risk assessment review South West 2024.-pdf

Risk\_assessment\_review\_\_Sign\_Off\_M Knights - RA review Sign Off Tony Searsons team 2024.pdf

Sshand main Risk assessment.pdf

Risk\_assessment sign off Gary Allmans Team.pdf

Risk\_Assessment\_-\_RA\_31\_Installation\_Activities\_-\_reviewed\_05th\_Feb\_24.pdf

## Hazards and Controls

Ref No	What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Initial Risk Score	Risk controls (! denotes Hard Control)	Remaining Risk Score
1	Serious Injury/fatality from Carbon monoxide being bought back into the property.	Customers, Employees	Death	<b>S5 X P3 = 15</b>	! 1. Installer fully trained in the installation Environment products the dangers of carbon monoxide and the proximity of the positive input to the boiler flue. Point of Work Risk Assessment to be Carried out. Flues to have a gas spillage test before commission of the loft unit, warning labels to be put onto the unit.	<b>S5 X P1 = 5</b>
					! Pre work survey carried out by competent person	
2	Minor or long term skin irritations due to prolonged exposure to solvents and silicone during installation.	Employees	Skin irritation acute and chronic.	<b>S3 X P3 = 9</b>	! <ol style="list-style-type: none"> <li>1. Each product will have an individual COSHH Assessment carried out. Suppliers MSDS are used to complete a COSHH assessment.</li> <li>2. All COSHH assessments are reviewed annually.</li> <li>3. COSHH assessments are made available to all installation employees.</li> <li>4. Training and instruction on COSHH products is completed with all installation employees during - induction and probationary training.</li> <li>5. Disposable gloves must be used when using - COSHH products. No COSHH identified will be present to cause pollution, no spill kit required.</li> </ol>	<b>S3 X P1 = 3</b>

3	Minor or serious long term muscular skeletal injuries through various manual handling activities.	Employees	Broken and fractured bones, Crushing injuries, Cuts and grazes, Sprains and strains	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>1. Manual Handling Training is completed with all-new installation employees during their induction-training and probation training.</li> <li>2. Muscular skeletal injuries (MSD) injuries are included in the installer vibration training including; posture, position, taking breaks, tool selection.</li> <li>3. Utilise Manual Handling trolley to reduce distance equipment is carried</li> </ol>	S3 X P1 = 3
4	Possible Smoke inhalation, minor burns or serious injury and fatality through outbreak of fire.	Customers, Employees	Burns, Ingestion and inhalation	S5 X P3 = 15	<p>!</p> <ol style="list-style-type: none"> <li>1. A visual wiring check is to be completed on all equipment and tools prior to use.</li> <li>2. Ensure there is a means of escape at all times, maintain good housekeeping.</li> <li>3. If there is a fire in the property you are working in raise the alarm immediately, call the fire brigade, if the fire is in the early stages Fight the fire (<b>- if you feel safe</b>)</li> <li>4. leave the property closing doors and windows on your way out.</li> <li>5. Remain outside in a safe place and pass on information to Fire Brigade</li> </ol>	S3 X P1 = 3
5	Dangers from working at height.	Customers, Employees	Broken and fractured bones, Bruises, Cuts and grazes, Impact injuries, Scratches and abrasions	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>1. Work at height including ladder and hop up - up training provided for all installers.</li> <li>2. Ladders within 6 monthly inspection &amp; checked- before use.</li> <li>3. Working on ladders short duration (no more than 30 minutes) &amp; light work only</li> <li>4. In lofts where there is no floors Use crawl boards.</li> <li>5. Tether tools where practicable</li> <li>6. create an exclusion zone around the base of the ladder.</li> <li>7. Inform residents of your work location.</li> <li>8. Lofts with limited head room suitable head protection must be worn.</li> </ol>	S3 X P1 = 3

6	Serious Injury or fatality from being hit by plant equipment or run over/hit by a vehicle on site.	Customers, Employees	Broken and fractured bones, Crushing injuries, Death, Impact injuries, Trapping injuries	S3 X P3 = 9	<p>! 1. Check parking locations to ensure vehicle is parked in an Authorised parking space with ease of access when moving tools and equipment to the property.</p> <p>2. When working on a new build site, Ensure you receive a full site safety induction</p> <p>3. Report any hazards, incidents or near misses on the Notify reporting system.</p>	S3 X P1 = 3
7	Minor to serious injury from use of power tool. Muscle fatigue. Unbalance or injury. Muscle aches and fatigue Potential of Upper Limb Disorders (USD)	Employees	Potential upper limb disorders	S3 X P3 = 9	<p>! 1. Drilling technique training provided</p> <p>2. Initial HAV assessment on recruitment and surveillance carried out annually.</p> <p>3. Installers are instructed not to use power tools for a long period without a rest. If use is to be more than 10 minutes, take a break every 10-15 minutes to rest your muscles.</p> <p>4. Check area to be drilled with a cable finder.</p> <p>5. Report any hazard via the Notify reporting system.</p>	S3 X P1 = 3
8	Minor or major eye injury from dust and debris entering the eye or the eyeball getting scratched.	Employees	Loss if sight	S3 X P3 = 9	<p>! 1. Safety glasses &amp; dust masks Mandatory.</p> <p>2. When emptying vacuums ensure that you empty this into a 500 grade bags before putting it into a bin.</p> <p>3. Do not empty vacuums straight into bins as the dust can be blown into other peoples eyes and faces when the bin is opened.</p> <p>4. Any incidents, hazards or near misses must be reported on Notify.</p> <p>5. Any waste is to be removed from site and disposed of properly</p>	S3 X P1 = 3

9	Mould Spores Inhalation of mould spores Mould - contact on skin.	Employees	Ingestion and inhalation	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>All installers are instructed not to clean any mould or fungi growth.</li> <li>If mould or fungi growth is in the area of work instructions have been provided to open any windows or doors where possible, wear nitrile gloves and if required wear a FFP3 face fit - dust mask.</li> <li>PPE waste is to be bagged, removed from the property and disposed of at the local store.</li> <li>Severe mould that affects your work will be reported to the office for further instruction.</li> </ol>	S3 X P1 = 3
10	Minor or serious long term ill health Acute hearing loss with the possibility of this leading to chronic hearing loss and occupational deafness	Customers, Employees	Hearing Loss	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>It is mandatory for installers to wear hearing protection whilst drilling. This includes drilling, using an SDS Drill and whilst using the Multi Tool.</li> <li>All installers are issued with hearing protection in the form of ear defenders and ear plugs. <ul style="list-style-type: none"> <li>•3M Peltor Optime - 27dB protection or 3M Peltor 4XA which provide 32bD protection</li> <li>•Ear plugs - UVEX Whisper or 27dB protection</li> </ul> </li> <li>Where multiple types of PPE are worn ensure that the PPE fits correctly.</li> <li>Advise residents that you will be using high noise equipment and ensure that doors where you are working remain closed.</li> </ol>	S3 X P1 = 3

11	<ul style="list-style-type: none"> <li>1. Contact with live electrics</li> <li>2. Electric shock or burns</li> <li>3. Electrical fire Explosion</li> <li>4. Incorrect isolation</li> <li>5. Injury from faulty electrical equipment</li> <li>6. Water near electrical equipment</li> <li>7. Electrical Control Failure</li> <li>8. Damage to property</li> </ul>	Customers, Employees	Burns, Death	S3 X P3 = 9	<p>!</p> <ul style="list-style-type: none"> <li>1. Installers Qualified to 18th Edition.</li> <li>2. All work electrical Equipment subjected to 3 monthly Portable Appliance Test .</li> <li>3. Electrical minor works certificate issued to client - when job completed. All test equipment is regularly inspected as per GS38 guidelines.</li> <li>4. Residents aware of work taking place</li> <li>5. Circuit being worked on fully isolated as per safe working procedure before any work takes place.</li> <li>6. Isolator locked off with warning "anti-tamper" signs fitted.</li> <li>7. Confirm isolation before work starts. Installers - will carry out visual inspection of surroundings and condition of household wiring - along with fuse box. If existing electrics/fuse box unsafe then install stops work.</li> <li>8. Before re-energising the installer would carry out all dead test as per 18 edition BS7671 IET wiring Regs</li> </ul>	S3 X P1 = 3
12	<p>Dust Inhalation  Minor or serious ill health, extreme cases being nasal cancer.  Coughing/Choking</p>	Employees	Ingestion and inhalation	S3 X P3 = 9	<p>!</p> <ul style="list-style-type: none"> <li>1. Ensure the vacuum is attached to the drill before drilling so dust can be removed at source during the drilling process.</li> <li>2. FFP3 dust masks are to be worn whilst drilling.</li> <li>3. Dustsheets are to be used during the installation.</li> <li>4. When cutting plasterboard use an empty box to catch any dust or debris created whilst cutting.</li> <li>5. When emptying and cleaning the vacuum and filters FFP3 dust masks are to be worn..</li> <li>6. Waste that including any brick dust should be disposed of by double bagging a bag inside a large box to reduce the risk of yourself &amp; others possibly inhaling the dust.</li> </ul>	S3 X P1 = 3

13	<p>Hand Injury, Minor injuries from Use of Conduit/-Mini-Trunking Cutter. Injuries from waste disposal including cardboard and old units. Tools left lying around.</p> <p>Injuries from sharp edges of tools. Minor or serious injuries to the hand from misuse of tools.</p>	Employees	Cuts and grazes, Scratches and abrasions	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>Operative experienced and trained in specialist-tools, all tools are to be put away correctly.</li> <li>Hold tools so the sharp edge is facing away from the body.</li> <li>Keep fingers away from areas whilst cutting and if blades get stuck or caught do not put your other fingers too close or around the blade.</li> <li>Always wear gloves</li> <li>Old fans and units to be returned should be checked for any sharp edges and care is to be taken when handling them. Where required these are to be double bagged to reduce the risk of cuts.</li> </ol>	S3 X P1 = 3
14	<p>Slips, Trips or Falls Injuries from slipping on wet or slippery surfaces Injuries from tripping on uneven surfaces Injuries from tripping over obstacles</p> <p>Loose mats and decking Moveable electrical equipment</p> <p>Greasy floors</p> <p>Due to poor housekeeping</p> <p>Trailing leads supplying kitchen implements</p> <p>Unseen obstacles</p>	Customers, Employees	Broken and fractured bones, Bruises, Cuts and grazes, Sprains and strains	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>Maintain good housekeeping at all times.</li> <li>Keep walkways clear.</li> <li>Clean up any spillages immediately</li> <li>Any wet surfaces place a warning sign.</li> <li>No Horseplay or running.</li> <li>Have men at work signs in place prior to work commencing.</li> <li>When setting up work take into account environmental factors i.e. rain, wind, ice.</li> <li>Wear safety footwear</li> </ol>	S3 X P1 = 3

15	Contact with Needles, Bat , pigeon waste & wasps nest	Employees	Bites or stings, Ingestion and inhalation, Disease	S3 X P3 = 9	<p>!</p> <ol style="list-style-type: none"> <li>1. If you discover either a wasps nest, a large accumulation of insects i.e. flies, or vermin (mice or rats) within a loft space, do not disturb record on your survey report form, take photographs of the work area and advise client/customer</li> <li>2. The work area has to be clear.</li> <li>3. All bats are protected species and it is illegal to disturb contact client to advise.</li> <li>4. Recommend that Barrier cream is applied to hands and open cut covered with a water proof dressing, Wear gloves, If you receive any scratches, scraps or bites you must wash them with soap and warm water.</li> <li>5. Seek medical advise especially if there are early flu like symptoms.</li> </ol>	S3 X P1 = 3
16	Accidental Injury to customer due to them coming into the work area	Customers	Bruises, Cuts and grazes, Scratches and abrasions	S3 X P1 = 3	<p>!</p> <p>Inform customer where you will be working, advise them to stay in a safe location, Utilise Barriers if practicable, close doors if possible.</p>	S2 X P1 = 2
17	Minor or major injury sustained during work activities	Customers, Employees	Bites or stings, Bruises, Cuts and grazes, Scratches and abrasions, Sprains and strains	S3 X P1 = 3	<p>!</p> <ul style="list-style-type: none"> <li>- Installers to wear fingerless gloves when working in Loft spaces</li> <li>- Installer trained in Emergency response first aid-level. Topics covered include:</li> <li>- Safety of First aider &amp; casualty</li> <li>- Calling Emergency services</li> <li>- Basic life support</li> <li>- Dealing with other injuries</li> <li>- First Aid Kit contents</li> <li>- Accident reporting</li> <li>- Installer receives eLearning first aid awareness training within 3 months of recruitment.</li> <li>- First Aid Kit issued</li> <li>- Toolbox talk at start of task by manager</li> </ul>	S2 X P1 = 2

18	Asbestos	Customers, Employees	Exposure to hazardous substances	S4 X P2 = 8	<p>All the installation team are trained to in CATB n-on licensed work. The installation team will receive training in the c-ompany's Asbestos Emergency Procedures.</p> <p>The installation team receive training in the dealing with hazardous waste. All Asbestos training in reviewed annually.</p>	S4 X P1 = 4
19	Buried Services	Employees	Burns, Death	S5 X P2 = 10	<p>!</p> <ul style="list-style-type: none"> <li>- Before work begins, cables must be located, identified and clearly identified.</li> <li>- The position of the cable in or near the proposed work area should be pinpointed as accurately - as possible by means of a locating device, using plans, and other information as a guide to the possible location.</li> <li>- Locators will be used frequently and - repeatedly during the course of the installation.</li> <li>- All the installation team who use a cable finder locator will receive training in its use and limitations.</li> <li>- The cable finder will be used used in accordance with the manufacturer's instructions.</li> <li>- The cable finder will be regularly checked and maintained in good working order.</li> </ul>	S3 X P2 = 6

17-25	High Risk, Do not undertake task until risk has been reduced
10-16	Priority, reduce risk before going ahead
4-9	Reduce risk if reasonably practicable
1-3	Acceptable, very low risk

**Risk Score = Severity \* Probability**

## Linked Records

#	Type	Description	Assignee	Status
279	Incident	Injury - Somebody Injured using work equipment > Something not on the list	Rachael Tranter	Open

## Activity

When	Who	Description	Status
01-Aug-2023	Mr Rob Evans r.evans@envirovent.com	Risk assessment created and assigned to: r.evans@envirovent.com	Created
01-Aug-2023	Mr Rob Evans r.evans@envirovent.com		Draft
01-Aug-2023	Mr Rob Evans r.evans@envirovent.com		Published
22-Sep-2023	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Emergency arrangements V3 21 06 23-.pdf	Published
22-Sep-2023	Mr Rob Evans r.evans@envirovent.com		Published
05-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
05-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Published
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05-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Published
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06-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Published
09-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
09-Oct-2023	Mr Rob Evans r.evans@envirovent.com		Published
02-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
02-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Published
06-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
06-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Published
06-Nov-2023	Mr Rob Evans r.evans@envirovent.com	Attachment Deleted: MS - Emergency arrangements V3 21 06 2-3.pdf	Published

06-Nov-2023	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Emergency arrangements V3 21 06 23-.pdf	Published
08-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
08-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Published
10-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Reviewing
10-Nov-2023	Mr Rob Evans r.evans@envirovent.com		Published
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com		Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Application of Mould Wash & Paint v1 01-12 20.pdf	Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Eco dM-EV Extract Fan v3 15 05 20.pdf	Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Electrical Isolation and Lockoff V3 21 06-23.pdf	Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - MVHR - Unit v2 16 09 23.pdf	Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Added: MS - Wall Unit V11 20 06 23.pdf	Reviewing
05-Feb-2024	Mr Rob Evans r.evans@envirovent.com		Published
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11-Jun-2024	Mr Rob Evans r.evans@envirovent.com	Attachment Deleted: MS - Application of Mould Wash & Paint v1 - 01 12 20.pdf	Published
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04-Oct-2024	Rachael Tranter rtranter@envirovent.com		Published
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