

Activity Being Assessed: Electrical modifications – SP Global						Area: SP Global all areas				
Title and Number of Persons Who Perform the Activity: Mark Shannon, Fergal Power, Ivan Sherlock, Alan O Connell, Cathal Byrne, Adam Bowles, Darragh Cunningham. Gareth Williamson, Robert Mitham						Assessed by: Mark Shannon				
Equipment Required for the Activity: Ladders. All plant must be 110v and in good working order) MEWP						Date issued: 22/06/2023		Date of work 07/07/23-06/09/23		
Activity/Task/Step/Change Description	Potential Hazards	Current Controls	Current Risk (CR)		CR	Action	Action Owner & Due Date	Residual Risk (RR)		RR
			Consequences	Likelihood				Consequences	Likelihood	
Manual Handling	Spinal Injuries Hernias Cuts, crushing of hands or fingers Injuries to toes and feet Various sprains, strains etc.	Wherever practicable Waveguide will provide, and use, mechanical handling devices for the handling of materials. Such devices will include material handlers, cranes, and hoists. All personnel involved in manual handling will wear safety shoes, and gloves as appropriate. Walkways and access points will be kept clear, and lighting will be adequate. Sharp edges will be protected. If possible, break the load down into smaller items and provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc. Secure items that are loose to prevent the load shifting when being carried. Avoid carrying awkward items up and down steps. Where mechanical devices cannot be used, and operators must move heavy loads they must receive adequate manual handling training.	Moderate	Possible	Low	Use of trolleys where possible or 2 people carrying , manual handling training	IS	Moderate	Unlikely	Low

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Housekeeping	Slips, trips, and falls. Unsafe access and egress Fire Collapse of stored material. Falling materials	All subcontractors will be informed by Site Management that they will be required to clean up their rubbish as they go. Facilities will be available, such as skips, debris chutes etc., to ensure that rubbish can be removed safely. Material will not be thrown from height. Skips should be sheeted to reduce dust/fallout. All main access routes, such as all stairwells, will be kept clear and adequately lit. Sufficient labour will be available for clearing up operations, cleaning of welfare facilities etc. Care should be taken to reduce trailing/hanging leads or hoses, especially near stairwells. Combustible waste should not accumulate. Fire escape routes must be always kept clear. Food litter is an invitation to vermin and will not be tolerated. Waste bins are provided, and the canteen and office areas are swept clean at regular intervals	Moderate	Unlikely	Low	Clean as you go policy and stack old lights on pallets in designated area.	IS – throughout project	Minor	Low	Low

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Selection of Personal Protective Equipment Covid 19	Eye – dust, projectiles, Head – Impact from Falling or flying objects, risk of bumping head Hands/Arm – Abrasion, cuts and bruises, electrical shock, skin infection, disease, or contamination Feet/Legs – Falling objects, cuts, and punctures, slipping, abrasion, electrostatic build-up, wet	Waveguide shall ensure that all employees use personal protective equipment where required. All safety equipment purchased by the company will be to approved standards. Gloves, overalls, shoes, face masks, caps/hats, safety helmets and harnesses will be available where appropriate. It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided to all employees. Whenever appropriate manufacturer's guidance will be heeded. In cases where this is inadequate, additional information will be provided by the company. The company will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required and that when issued to employees a signature is obtained for the equipment. The Supervisor will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and company policy requirements, and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. All PPE must be kept clean and use of hand sanitiser regularly as part of covid19 guidelines	Severe	Unlikely	M	Waveguide to ensure that appropriate consideration is given to dust, handling of materials, cleaning issues on site. Gloves, appropriate footwear, head protection and eye protection must be worn when required	MS – in advance of start	Moderate	Unlikely	L

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Disposal	Contamination/Material Segregation	Waste shall be disposed of in accordance with the Site Regulations. It is expected that there shall be limited waste accrued because of these works Bins and skips shall be loaded only to the appropriate fill level. Adequate precautions shall be to avoid spillages prior to removal of the materials.	Moderate	Unlikely	Low	Clean as you go policy	IS – throughout project	Minor	Unlikely	Low
Communication	Personal Injury	Work closely with each other but keeping to covid 19 guidelines of 2m apart Ensure all activities are appropriately communicated to each other and relevant trades DRA documentation must be completed and signed off prior to commencement of the works Continuously monitor the safe system of work Ensure all personnel are aware of the safety statement and associated documentation Ensure toolbox talks cover relevant issues on site	Minor	Possible	Low	Always ensure communication with PM and CBRE Team – they will issue PTW and monitor works to ensure compliance with PTW.	IS	Minor	Unlikely	Low

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Hand Tools	Lacerations Cuts/Bruises Burns Eye damage	Operatives must be trained in the use of all hand tools and AWM as appropriate to their work. Only battery-operated equipment hand tools will be used although 110v equipment may be acceptable for certain tasks. All electrical apparatus will be subject to portable appliance testing as recommended by the ETCI. Regular visual inspections will occur before tool use commences. All tools must be PAT tested and current Cable lengths where used will be kept to the absolute minimum and will not cross walkways or paths. All statutory guards to be in place prior to tool use commencing Use of PPE in the form of gloves and overalls. Only personnel trained can use the abrasive wheel machinery whilst cutting the metal materials onsite.	Moderate	Unlikely	L	Weekly inspection /tool talk	MS - Weekly	Minor	unlikely	L

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Work at Height	Fall of persons Fall of materials/plant/equipment	Ensure that there is a safe method of access and egress Only people who have received the site induction will be allowed to work on site. Sufficient materials and labour will be available on site to protect edges and openings. All edges, from which it is possible to fall, will be protected by guard-rails and toe boards as far as possible. Middle rails will also be fitted where practicable. All guard-rails (and their uprights) will be of adequate strength. All work will be supervised by Site Management. Site Management will ensure that work is planned so safe access/egress and working places are provided for operatives to work at height. Materials must not be dropped or thrown down from a height.	Severe	Unlikely	M	Weekly inspection of ladders use of ladders for short duration only	MS weekly	moderate	Low	L

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Electricity/live services	Electrocution	Care to be taken when working on lighting circuits There will be other live services in the ceiling where Waveguide will be working. Care is to be taken to be aware of these when working.	severe	unlikely	M	Only trained personnel to work on live distribution boards LOTO in conjunction with CBRE onsite tech's if required	Mark Shannon 02/05/2023	Moderate	Unlikely	L
Live working environment	Movement of equipment and materials	As this is a live building, onsite staff may not be familiar with onsite contactors, Waveguide to ensure that care is taken when bringing in and out materials for works. Areas to be cordon off using barriers. 1 toilet area to be closed at a time Minimum noise	Moderate	Unlikely	L	Use of PPE always so as all electricians are highly visible and to liaise with CBRE and onsite security when moving materials on or off site.	Mark Shannon 02/05/2023	Minor	Unlikely	L

CONSEQUENCE CATEGORIES	
Severity	Description
Catastrophic	Fatality, loss of limb, loss of sight in one or more eyes, permanent severe disablement
Severe	Lost time – Serious injury / ill-health effect such as breaking a major bone / temporary serious disablement requiring hospitalisation and significant time off-work
Moderate	Medical Treatment – Moderate injury / ill-health effect such as breaking a minor bone or minor temporary illness requiring hospital / casualty treatment and time off-work
Minor	First Aid treatment – injury such as minor cut / laceration or mild ill health
Negligible	No or very minor injury not requiring first aid

LIKELIHOOD CATEGORIES	
Category	Description
Certain	It is almost certain that an incident will occur
Likely	The occurrence of an injury is to be expected
Probable	Injury is sufficiently probable or no surprise when it happens
Possible	Injury could occur, but its occurrence would be unusual
Unlikely	It is conceivable that injury could happen though it is unlikely

Risk Assessment Matrix Risk Acceptance Criteria

		CONSEQUENCE >>>				
		Negligible	Minor	Moderate	Severe	Catastrophic
LIKELIHOOD >>>	Certain	M	H	E	E	E
	Likely	M	H	H	E	E
	Probable	L	M	H	H	E
	Possible	L	L	M	H	H
	Unlikely	L	L	L	M	M

	E	Extreme – Unacceptable; stop operations and rectify immediately
	H	High – Undesirable; Upper-management (Area Manager or higher) decision required to accept or reject risk
	M	Medium – Acceptable; maintain current controls, management review to determine if additional controls are required
	L	Low – Acceptable; no further controls required