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| **Date:** |  | | |  |  |  |  | |  | |  |  | |  | |  |  |
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| **Assessors Name:** | |  | | **Reference Number:** | | HSMS RA 007 | | | | **Review:** | | | Annually or sooner following an incident or significant change to the equipment/process | | | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Implemented By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | |  | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Description of task and assessment** | | | Excavations | | | | | | | | | | | | | | |  |
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| **Location Details** | | |  | | | | | | | | | | | | | | |

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| **Identified Hazards** | **Who may be affected** | **Initial Risk** | **Control measures** | **Residual**  **Risk** | **Remarks** | |
| Falls from Height | Employees  Contractors |  | The excavation must be fully fenced off to prevent people falling into it.  Deep excavations must have a ladder in place, the ladder must be secured, if a proprietary trench box type system is used then secured ladder should be fitted with a gate and the edge protection should be part of the trench box. The minimum height for the edge protection should be 950mm.  Stop blocks must be fitted if a machine has to operate close to an excavation.  Provide adequate fencing (Herras type 2m) to excavations if the excavation is outside the site perimeter.  Deep excavations must have a 2m herras fence put around them and signage stating ‘Deep Excavation’. |  |  | |
| Falling materials | Employees  Contractors  Members of public |  | Equipment must not be stored close to an excavation that could fall into it, this includes spoil. |  | |  |
| Trench collapse/crush | Contractor  Employee |  | Operatives must not enter an excavation unless adequate measures are in place to prevent the excavation from collapsing.  Trench boxes must be fitted or the sides batter back. |  | |  |
| Undermining adjacent structures | Employees  Contractors  Members of public |  | Excavations must not be dug within 1m of a scaffold structure.  When working adjacent structures, special care and planning should be taken to ensure that the excavation is supported adequately to prevent the collapse of the structure, if work must be carried out in close proximity to a structure then a structural engineer must be consulted. |  | |  |
| Electrocution  Cable strike | Contractors |  | Prior to breaking ground the excavations policy must be read and adhered too. A permit to dig must be in place. |  | |  |

**Guidance Notes**

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| **LIKELIHOOD OF HARM** | | |
| **Highly likely** | **Possible** | **Unlikely** |
| **SEVERITY**  **OF**  **HARM** | **Fatal or major injury/ illness** | **High** | **High** | **Medium** |
| **Injury/ illness resulting in lost time** | **High** | **Medium** | **Low** |
| **Minor injury/ illness** | **Medium** | **Low** | **Low** |

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| **LOW** | **MEDIUM** | **HIGH** |
| **Continue with existing control measures and ensure all reasonably practicable measures to reduce the risk to as low as possible put in place. Monitor for changes. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **May require additional reasonably practicable measures to reduce the risk to as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **Requires attention to reduce the risk, implement reasonably practicable measures to reduce the risk as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** |