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| **Date:** |  |  |  |  |  |  |  |  |  |  |  |
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| **Assessors Name:** |  | **Reference Number:** | HSMS RA 025 | **Review:** | Annually or sooner following an incident or significant change to the equipment/process |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Implemented By:** |  | **Signature:** |  | **Position:** |  | **Date:** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Description of task and assessment** |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Location Details** |  |

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| **Identified Hazards** | **Who may be affected** | **Initial Risk**  | **Control measures** | **Residual****Risk** | **Remarks** |
| Falls from Height | EmployeesContractors |  | Widows should be installed from inside the plot; however if they need to be worked on from the outside then a suitable scaffold platform must be in place.Window fitters must not carry any materials or tools up ladders.The site team must ensure that the stairwell protection has been fitted prior to anyone working on the first, second floor, etc.Stairs must be in place prior to installing windows on the upper floors. |  |  |
| Manual handling  | Contractors |  | The widow fitters must be made aware of the weight of the windows and they must have a suitable manual handling assessment completed by their management.The window fitters must ensure that they have enough operatives to manually handle the window into position.First and second floor windows must not be fitted unless a set of stairs has been installed.The site team will allow the widow fitters to park their vehicle as close to the plots as far as practical in order to lower the manual handling travel distance. |  |  |
| Slips and Trips | ContractorsEmployees |  | The site team must ensure that the plots are free from rubbish and trade waste that could contribute as trip hazard, prior to the widow fitters working.The widow fitters must ensure that they keep their work are clan and tidy and that any rubbish that they generate is removed. |  |  |

**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** |

|  |  |  |
| --- | --- | --- |
| **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.** |