

Description of Work Activity or Hazard		Reference Number	
Assembly and installation of sectional chambers, ducts, or shafts.		RDT-H&S 001	
Workplace Location			
Generic			
Assessed by	Assessment Date	Review Date (3 yr. max)	
Approved for Use by Signature:		Date:	
Approved for Use By Name:		Date:	

Comparative Risk Rating = Likelihood x Severity					
	1	2	3	4	5
Likelihood	Very Unlikely	Unlikely	Likely	Very Likely	Certain
Severity	Minor Injury	Moderate Injury	Reportable Injury	Major Injury	Fatality
Comparative Hazard Guide					
1 to 5 – Not significant	6 to 10 - Low	11 to 15 - Medium	16 to 20 – High	21 to 25 - Extreme	

Five Step Guide to Risk Assessment

 1. *Look for the hazards*

Attention should be paid to hazards that could result in serious harm or affect several employees or visitors. Consulting employees or their representatives working within that environment is important, as they may know of hazards that are not immediately obvious.

 2. *Decide who might be harmed and how*

Included should be those people who are not in the workplace all the time or who are there out of normal working hours such as cleaners, contractors and maintenance workers. Consideration should be given to trainees and expectant mothers who are at particular risk and also members of the public.

 3. *Evaluate the risks and decide whether existing precautions are adequate or more should be done*

For each hazard encountered, consideration needs to be given as to how likely it is that it will cause harm and whether more action needs to be taken to reduce the level of risk. In order to control the risk, the following hierarchy of control should be considered with the listing order indicating the most effective control:

- ? Eliminate the hazard
- ? Reduce the hazard by substitution or use a safer alternative method
- ? Isolate the hazard by preventing access to the hazard
- ? Control exposure to the hazard
- ? Personal protective equipment is a low level control
- ? Discipline staff to ensure the controls implemented are effective

 4. *Record the findings*

For organisations with five employees or more the results of the assessment such as the hazards that exist and the steps taken to reduce risks must be recorded in writing. Employees need to be informed of the findings.

 5. *Review the assessment and revise it if necessary*

Risk assessments need to be reviewed periodically to make sure that the precautions are still working. In addition they particularly need monitoring and updating as new equipment, procedures and substances are brought in, as new or different hazards could arise as a result.

Important Note.

This risk assessment addresses issues arising from the assembly and installation of the RDT sectional chamber, shaft or duct into a prepared excavation. It is assumed that any excavation work, ground supports and shoring, foundation and base preparation, backfilling, the fitting of covers and frames, and reinstatements, is covered elsewhere and is not the responsibility of RDT Chamber Solutions Ltd. This risk assessment is provided as a guidance document only and can be incorporated into a project specific risk assessment.

Identified Hazard (A)		Incorrect lifting / moving of Sections					
Existing Controls							
1. Make an assessment of any significant manual handling operation that cannot be avoided;							
2. Train persons in manual handling techniques							
3. Reduce the risk from those operations either by providing mechanical assistance or through improvements to the task, the load or working environment							
4. Assess individual capabilities							
5. Assess load size and weight							
6. Reduce load size and weight where reasonably practical to do so.							
7. Identify the centre of gravity of a load							
8. Maintain a safe working area free of trips, slips etc. ensure good lighting.							
9. Provide appropriate supervision during movement of trolleys or large items.							
Specific Area of Risk and Risk Rating (taking into account existing controls)				Severity	Likelihood	Risk Rating	Action Required?
1. Injury to muscles and / or skeleton				4	1	4	No
2. Hernia				4	1	4	No
Persons at Risk	Employees and / or Contractors Staff		General Public		Vulnerable Persons		
Action Plan (refer to risk identification number) and New Risk Rating				Severity	Likelihood	Risk Rating	Action Required?

Identified Hazard (B)		Slipped spanner, rubber mallet & file						
Existing Controls								
1. All tools used (spanners, rubber mallet & files) to assemble the sections must be assessed to ensure that they are fit for purpose. Tools must be properly maintained by competent persons.								
2. Prior to use operatives must complete a visual check of tools to ensure they are in good working order, in particular spanners should be checked for splayed jaws.								
Specific Area of Risk and Risk Rating (taking into account existing controls)					Severity	Likelihood	Risk Rating	Action Required?
1. Slipped spanner					1	1	1	No
2. Rubber mallet					1	1	1	No
3. File (used when smoothing around edges after pre-determined duct entries have been knocked out)					2	2	2	No
Persons at Risk	Employees and / or Contractors Staff		General Public		Vulnerable Persons			
Action Plan (refer to risk identification number) and New Risk Rating					Severity	Likelihood	Risk Rating	Action Required?

*

Identified Hazard (C)		Positioning of sections in excavation.						
Existing Controls								
1. Train persons in manual handling techniques								
2. For excavations less than 1.2m deep sections can be handed to the person in the existing chamber or excavation. They should be passed as either individual sections, or pre-assembled units that have been assessed and approved under the manual handling section of this document.								
3. For excavations deeper than 1.2m sections should be lowered to the person in the chamber or excavation utilising a fall arrest system, rope, net or chain etc.								
4. Care should be taken to “bed” the first section to ensure it is level, stable, and equally supported at all bedding faces.								
5. The chamber should be built up one section depth at a time.								
6. Chamber should not be backfilled while operative is in the chamber.								
Specific Area of Risk and Risk Rating (taking into account existing controls)					Severity	Likelihood	Risk Rating	Action Required?
1. Falling sections and movement of sections while under construction.					3	1	3	No
Persons at Risk	Employees and / or Contractors Staff		General Public		Vulnerable Persons			
Action Plan (refer to risk identification number) and New Risk Rating					Severity	Likelihood	Risk Rating	Action Required?