



## Facilities – Significant Risk Information Pack

## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-1 Aluminium Tower Scaffolds 4&6 Section & 'Clima'

### Typical Tasks covered by Assessment

Working a height carrying out Building, Electrical & Mechanical Maintenance work, Painting and decoration Works etc.  
To be erected and used by trained & Competent Staff Only

### Risks caused by

Insecure or poorly placed access equipment  
Dropped tools and equipment  
Faulty access equipment  
Inadequate or poor maintenance of equipment  
Inappropriate use of access equipment  
Lack of training in use of access equipment  
Area of work not segregated  
Inappropriate or inadequate barriers  
Unauthorized persons in the area of work

### Safe Systems of Work

Manufacturers & HSE Guidance Note GS42 give full safety details  
ASK - Can the job be done more safely in a different way.  
Consider the conditions on the site - weather, movement of persons and vehicles etc. Consider the nature of the work - the type of tools to be used and the weight of any article to be fixed.  
Ensure tower is fully erected Boards should be adequately secured.  
DO NOT clutter the walkways with tools or materials and clean spillage's immediately. DO NOT overload the platforms.  
Only use the equipment for the designed task.  
DO NOT misuse the equipment - take appropriate care when in use.  
Use only equipment that is regularly inspected and tested

### Physical Safeguards, Guards, Protective Equipment and Devices

Tower must be erected by a Competent Person  
The surface on which the tower is placed should be sound and level.  
The tower should be close enough to the work.  
The tower should have good access.  
Toe boards and guard rails MUST be fitted.

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-2 Biological / Hygiene Risks

### Typical Tasks covered by Assessment

Working on drainage, Unblocking wastes, Drains, WC.s  
Working in areas that are infectious or contaminated or where contaminated with pigeon droppings  
Working in equipment having exposed body fluids

### Risks caused by

Contaminated surfaces / products  
Uncovered cuts and abrasions  
Inhalation of aerosols  
Eating / drinking in contaminated environment  
Impact injuries (stabbing, puncture etc.)  
Ineffective personal hygiene  
Splashing of contaminated liquids  
Cross infection between departments

### Safe Systems of Work

Observe safe working procedures  
Observe hospitals control of infection procedures  
Wash hands or shower following at risk tasks  
Do not eat, drink or smoke whilst carrying out at risk tasks  
Avoid activities that would generate aerosols  
Observe local departmental hygiene instructions  
DO NOT transfer contaminated PPE, work wear, tools, etc. between departments

### Physical Safeguards, Guards, Protective Equipment and Devices

Availability of correct PPE  
Adequate washing and changing facilities

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

Steam Boiler Houses

### Significant Risk Reference and Description

SRI-3 Boiler Explosion Risk

### Typical Tasks covered by Assessment

Boiler safety / Flame out tests ; Gas Booster pumps leak tests. Emergency shut down tests  
Evaporation tests ; Boiler safety PPM.

### Risks caused by

Failure of engineering safety devices  
Inattention when carrying out tests  
Un-safe working practices  
lack of training & supervision  
in-action  
Lack of ventilation

### Safe Systems of Work

Observe safe working procedures  
Never leave the Boiler House when tests are carried out  
Never override or disconnect safety devices  
Adjust controls with absolute care  
Allow purge cycles to run for their full extent

### Physical Safeguards, Guards, Protective Equipment and Devices

Boiler safety devices

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-4 Confined Spaces Sewage Pits And Drains

### Typical Tasks covered by Assessment

Entry into restricted access areas to carry out maintenance tasks  
Release blockages from sewage pumps and drains

### Risks caused by

Lack of oxygen / displacement by gases  
Falling objects  
Infection Risk  
Sewage and vermin  
Wet surfaces etc.  
Open manhole or access  
Observe lifting and handling techniques

### Safe Systems of Work

Observe safe working procedures  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Test atmosphere before entry  
Wear safety line and harness  
Wear breathing apparatus  
Safety man to be available outside the access at all times  
Ensure access rungs are secure and free from mud etc.  
Use appropriate lifting equipment  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter  
Wear PPE as required

### Physical Safeguards, Guards, Protective Equipment and Devices

Atmospheric test equipment  
Permit to enter  
Safety line, harness and winch  
Cuts and abrasions are covered or sealed  
Isolated low voltage or battery equipment  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls, helmet etc.  
Suitable access equipment  
Suitable lifting equipment  
Access protection barriers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Lifts

### Significant Risk Reference and Description

SRI-5 Crushing Risk - Maintenance Of Lifts

### Typical Tasks covered by Assessment

Working on car tops or in lift pit  
Maintenance and inspection within lift shafts, car tops and lift pits including cleaning also Maintenance and inspection of lift doors.

### Risks caused by

Insecure or inadequate lift shaft barriers  
Inadequate barriers to openings  
Failure of controls / Inadequate or poor maintenance of equipment  
Grease and oil contamination of work area  
Lack of training in lift maintenance  
Area of work not segregated  
Unauthorised persons in the area of work  
Failure to wear safety equipment

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Always use car top control overrides when carrying out maintenance  
All maintenance by trained personnel only  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working on car tops  
Identify any restrictions of use of equipment  
Restrict access to essential personnel only. Segregate work area  
Always use the correct barriers – NEVER USE CHAIRS AS A BARRIER  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work system  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Plant rooms, Electrical switch & DB positions

### Significant Risk Reference and Description

SRI-6 Electric Shock Risk Live Control Panels

### Typical Tasks covered by Assessment

Connecting additional circuits, PPM connection inspections  
Circuit testing, Component replacement, Fault finding, Fuse replacement and test.

### Risks caused by

Inadequate protection of circuits / Exposed electrical components  
Poor access to control gear  
Faulty / poor direct contact protection  
Incorrect indirect protection  
Inadequate & poor maintenance practices  
Inappropriate / faulty test equipment  
Lack of training  
Faulty equipment leads  
Inadequate provision of PPE

### Safe Systems of Work

Observe Low Voltage safe working procedures  
Observe permit to work instructions  
Use control schematics and circuit identifications  
Update any changes made or circuits found marked incorrectly  
Always isolate and test for voltage before component replacement  
Always use tested and verified test equipment  
Never leave bare conductors exposed  
Use non conductive access equipment  
Ensure you are adequately trained to perform the work  
Remove metal objects from hands i.e. rings etc.  
Observe correct safety procedures at all times  
Observe all electrical safety notices.

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work system  
Individual lock off locks  
Electrical safety mats  
Provision of protective clothing  
Protective barriers  
Insulated tools and test equipment

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Facility:

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Location:

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### Significant Risk Reference and Description

SRI-7 Electric Shock Risk - Working On

### Typical Tasks covered by Assessment

Lamp and tube replacement, 13A socket replacement, Window fan maintenance, Electrical installation checks, PPM and repair of fixed equipment / laundry machines. Electrical installation checks, PPM and repair of bedpan macerators, Replacement of lighting switches, PPM and repair of Nurse call system, emergency lighting, etc.

### Risks caused by

Inadequate isolation of circuits and/or equipment  
Faulty or incorrect earthing arrangements  
Faulty / incorrect direct contact protection  
Incorrect indirect protection  
Inadequate maintenance  
Poor maintenance practices  
Lack of training  
Faulty equipment leads

### Safe Systems of Work

Observe Low Voltage safe working procedures  
Use distribution boards schematics and circuit identifications  
Update any changes made or circuits found marked incorrectly  
Always test for voltage following isolation  
Ensure distribution board is locked following isolation  
Always use tested and verified test equipment  
Never leave bare conductors exposed  
Ensure any portable equipment you use is tested and in good condition  
Ensure you are adequately trained to perform the work  
Observe permit to work instructions (if a permit is used)  
Always test the circuit before reinstating the supply  
Use non conductive access equipment  
Observe correct safety procedures at all times  
Observe all electrical safety notices.

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### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work system; Individual lock off locks  
All distribution boards are lockable  
Protective barriers  
Electrical safety mats  
Provision of protective clothing

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

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### Significant Risk Reference and Description

SRI-8 Electric Shock Risk Distribution Boards

### Typical Tasks covered by Assessment

Connecting additional circuits, PPM connection inspections  
Circuit testing.  
OLDER TYPE DISTRIBUTION BOARDS ETC.

### Risks caused by

Inadequate isolation of circuits  
Poor access to distribution boards  
Faulty / poor direct contact protection  
Incorrect indirect protection  
Inadequate maintenance  
Poor maintenance practices  
Lack of training  
Faulty equipment leads

### Safe Systems of Work

Observe Low Voltage safe working procedures  
Use distribution boards schematics and circuit identifications  
Update any changes made or circuits found marked incorrectly  
Always test for voltage following isolation  
Ensure main switch/ distribution board is locked following isolation  
Always use tested and verified test equipment  
Never leave bare conductors exposed  
Ensure any portable equip used is tested and in good condition  
Ensure you are adequately trained to perform the work  
Observe permit to work instructions (if a permit is used)  
Always test the circuit before reinstating the supply  
Use non conductive access equipment  
Observe correct safety procedures & electrical safety notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work system  
Individual lock off locks  
All Main switches / distribution boards are lockable  
Protective barriers  
Electrical safety mats  
Provision of protective clothing

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

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### Significant Risk Reference and Description

SRI-9 Electric Shock Risk Installations/Equipment

### Typical Tasks covered by Assessment

13A socket replacement, Electrical installation checks  
Replacement of lighting switches, etc. Connection of additional circuits / equipment  
Adverse Environment

### Risks caused by

Inadequate isolation of circuits and/or equipment  
Faulty or incorrect earthing arrangements  
Faulty / incorrect direct contact protection  
Incorrect indirect protection  
Inadequate or poor maintenance practices  
Inadequate access equipment  
Lack of training  
Faulty equipment leads

### Safe Systems of Work

Observe Low Voltage safe working procedures  
Use distribution boards schematics and circuit identifications  
Update any changes made or circuits found marked incorrectly  
Always test for voltage following isolation  
Ensure distribution board is locked following isolation  
Always use tested and verified test equipment  
Never leave bare conductors exposed  
Ensure any portable equip you use is tested and in good condition  
Ensure you are adequately trained to perform the work  
Observe permit to work instructions (if a permit is used)  
Always test the circuit before reinstating the supply  
Use non conductive access equipment  
Observe correct safety procedures& electrical safety notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work system  
Individual lock off locks  
All distribution boards are lockable  
Protective barriers  
Electrical safety mats  
Provision of protective clothing

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-10 Confined Spaces Boilers and Tanks, Entry Into

### Typical Tasks covered by Assessment

Entry into boilers and tanks to carry out maintenance and inspection tasks.

### Risks caused by

Lack of oxygen / displacement by gases  
Hot surfaces  
Low head height and projections  
Wear suitable PPE  
Wet surfaces etc.  
Incorrectly rated electrical equipment  
Inappropriate access equipment  
Lack of barriers

### Safe Systems of Work

Observe safe working procedures  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Use forced ventilation  
Test atmosphere before entry  
Allow hot surfaces to cool before working as appropriate  
Safety man to be available outside the access at all times  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter  
Wear PPE as required

### Physical Safeguards, Guards, Protective Equipment and Devices

Atmospheric test equipment  
Permit to enter  
Ventilation equipment  
Isolated low voltage or battery equipment  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls  
A suitable access ladder  
Access protection barriers

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-11 Confined Spaces General, Entry Into

### Typical Tasks covered by Assessment

Entry into restricted access areas to carryout maintenance tasks e.g. steam traps, pipework repairs, tracing pipework and cables etc.  
Replacement of lamps etc. Repair replace sump pump.

### Risks caused by

Lack of oxygen / displacement by gases  
Steam and hot insulated surfaces  
Low head height and projections  
Risk from sewage leakage and vermin  
Wet surfaces etc.  
Damaged and wet electrical equipment  
Open manhole or access

### Safe Systems of Work

Observe safe working procedures  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Test atmosphere before entry  
Allow hot surfaces to cool before working as appropriate  
Safety man to be available outside the access at all times  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter  
Wear PPE as required

### Physical Safeguards, Guards, Protective Equipment and Devices

Atmospheric test equipment  
Permit to enter  
Isolated low voltage or battery equipment  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls  
A suitable access ladder  
Access protection barriers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Laundry Wash Area

### Significant Risk Reference and Description

SRI-12 Continuous Batch Washer, Entry Into

### Typical Tasks covered by Assessment

Entry into batch washer to release blocked or tangled laundry

### Risks caused by

Lack of oxygen  
Steam  
Bleach  
Infected Laundry  
Compressed air  
Inappropriate access equipment

### Safe Systems of Work

Observe safe working procedures  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Observe manufacturers instruction about entry into machine  
Allow machine to cool before entry  
Time limit of 30 minutes inside machine before a break  
Safety man to be available outside the machine at all times  
Use only non electrical hand tools  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter into machine  
Arrangements for used and infected linen should be in operation  
Wear full PPE as required  
Ref. SAB(90)70 Entry into Laundry Tunnel Washers

### Physical Safeguards, Guards, Protective Equipment and Devices

A lockable main electrical isolator  
Two steam isolation valves in series  
A water isolation valve  
A valve to isolate the input of bleach  
Two compressed air isolation valves in series  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls  
A suitable access ladder

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-13 Electric Shock [ 240 Volt] Equipment Risk

### Typical Tasks covered by Assessment

Using electrical equipment to carry out gardening duties

### Risks caused by

Faulty cables and extension leads  
Faulty or incorrect earthing arrangements  
Faulty RCD's  
Failure to test RCD's  
Inadequate maintenance  
Poor maintenance practices  
Lack of training  
Working in inclement weather conditions

### Safe Systems of Work

Ensure any portable equipment you use is tested and in good condition  
Ensure RCD circuits are tested before connecting equipment  
Ensure you are adequately trained to perform the work  
Use non conductive access equipment  
Observe correct safety procedures at all times  
Observe all electrical safety notices.  
Ensure portable generators are earthed correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Provision of protective clothing  
Use of RCD protection for mains services

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-14 Falling Risk > 2 M - Step Ladders

### Typical Tasks covered by Assessment

Working on step ladders up to 12 rungs. Calorifiers & A.C plant, replacement of valves etc. Flues and ducts maintenance. Exterior luminaires on wall & luminaires. Painting and Decorating. Domestic Work - checking curtain rails etc.

### Risks caused by

Insecure or poorly placed access equipment  
Dropped tools and equipment  
Faulty access equipment  
Inadequate or poor maintenance of equipment  
Inappropriate use of access equipment  
Lack of training in use of access equipment  
Area of work not segregated  
Inappropriate or inadequate barriers  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures  
Refer to work equipment risk assessment for equipment to be used  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working off access equipment  
Use only access equipment that is maintained, tested and marked thus  
Identify any restrictions of use of equipment  
Do not use the equipment unless you are adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

As relevant to task:  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-15 Falling Risk > 2m Clambering

### Typical Tasks covered by Assessment

Working at height without access equipment \* On top of boilers, opening main steam valve ; On top of DHW calorifiers ; Vent plant

Hotwell condensate tank/valves ; Any task involving clambering onto / over equipment at heights above 1.5 metres

\* - Avoid - Use access equipment if possible

### Risks caused by

Falling off

Slipping on surfaces

Overreaching

Lack of training in use of access equipment

Inadequate barriers. Area of work not segregated

Dropped tools and equipment

Unauthorised persons in the area of work

### Safe Systems of Work

Work involving clambering should be avoided wherever possible

Observe safe working procedures

Safety harness to be worn and secured at all times

Examine area to ensure equipment is secure & safe to climb on

Identify any possible slipping and tripping hazards

Never over reach when working

Restrict access to essential personnel only. Segregate work area

Always wear approved PPE

Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety harness

Safety helmets

Footwear

Provision of barriers

Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-16 Falling Risk > 3m Ladders

### Typical Tasks covered by Assessment

Working on ladders up to 24 rungs. Calorifiers & A.C plant, replacement of valves etc. Flues and ducts maintenance  
Replacement of zone valves, high limit trips etc. heating and DHW systems Working on water storage tanks in plant  
rooms, ball valve replacement etc. Exterior luminaires on wall & luminaires

### Risks caused by

Insecure or poorly placed access equipment  
Dropped tools and equipment  
Faulty access or Inappropriate use of access equipment  
Inadequate or poor maintenance of equipment  
Lack of training in use of access equipment  
Area of work not segregated  
Inappropriate or inadequate barriers  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures  
See work equipment risk assessment for equipment to be used  
Examine before use to ensure access equipment is secure & safe  
to use  
Never over reach when working off access equipment  
Use only access equipment that is maintained, tested and marked  
Identify any restrictions of use of equipment  
Do not use the equipment unless you are adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Ladder securing system  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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Location:

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### Significant Risk Reference and Description

SRI-17 Falling Risk > 3m Access Platform

### Typical Tasks covered by Assessment

Working on access platform. Calorifiers & A.C plant, replacement of valves etc. Flues and ducts maintenance. Replacement of zone valves, high limit trips etc. heating and DHW systems. Working on water storage tanks in plant rooms, ball valve replacement etc. Luminaires mounted @ > 2.5 m high.

### Risks caused by

Insecure or poorly placed access equipment  
Outriggers not used or correctly adjusted  
Dropped tools and equipment  
Faulty access equipment  
Inadequate or poor maintenance of equipment  
Inappropriate use of access equipment  
Lack of training in use of access equipment  
Inadequate barriers. Area of work not segregated  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures  
Refer to work equipment risk assessment for equipment to be used  
Safety harness to be worn when on the platform  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working off access equipment  
Use only access equipment that is maintained, tested and marked thus  
Identify any restrictions of use of equipment  
Do not use the equipment unless you are adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety harness  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

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Location:

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### Significant Risk Reference and Description

SRI-18 Falling Risk > 3m Scaffolding

### Typical Tasks covered by Assessment

Working on Scaffolding  
Building Works, Replacement of glazing, Gutter work, etc. Roof edge working  
Painting, etc.

### Risks caused by

Insecure or poorly placed access equipment  
Incorrectly assembled scaffold  
Scaffolding not secured correctly  
Toe boards not used. Dropped tools and equipment  
Faulty scaffolding and access equipment  
Inadequate or poor maintenance of equipment  
Inappropriate use of scaffolding  
Lack of training in use of scaffolding  
Inadequate barriers. Area of work not segregated  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Scaffolding must only be erected by competent scaffolders  
Safety harness to be worn when and if appropriate  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working off scaffolding  
Use only access equipment that is maintained, tested and marked  
Identify any restrictions of use of equipment  
Do not use or assemble the equipment unless adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Scaffolding regularly inspected  
Safety harness  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

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Location:

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### Significant Risk Reference and Description

SRI-19 Falling Risk > 3m Tower Scaffold

### Typical Tasks covered by Assessment

Working on Tower Scaffolds

Changing HL fan unit ; Calorifiers & A.C plant, replacement of valves etc. Replacement of zone valves, high limit trips etc. heating and DHW systems Working on water storage tanks in plant rooms, ball valve replacement etc.

### Risks caused by

Insecure or poorly placed access equipment  
Incorrectly assembled scaffold  
Outriggers not used or scaffold not secured at top  
Toe boards not used Dropped tools and equipment  
Faulty access equipment  
Inadequate or poor maintenance of equipment  
Inappropriate use of access equipment  
Lack of training in use of access equipment  
Inadequate barriers. Area of work not segregated  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures  
Refer to work equipment risk assessment for equipment to be used. Safety harness to be worn when on the platform  
Examine before use to ensure access equipment is secure & safe to use. Never over reach when working off access equipment  
Use only access equipment that is maintained, tested and marked thus. Identify any restrictions of use of equipment  
Do not use or assemble the equipment unless you are adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety harness  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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Facility:

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Location:

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### Significant Risk Reference and Description

SRI-20 Falling Risk > 3m Trestles And Boards

### Typical Tasks covered by Assessment

Working on Trestles and boards  
Painting, etc.

### Risks caused by

Insecure or poorly placed access equipment  
Incorrectly assembled Trestles  
Trestles not secured correctly  
Dropped tools and equipment  
Faulty Trestles and boards  
Inadequate or poor maintenance of equipment  
Inappropriate use of Trestles and boards  
Lack of training in use of Trestles and boards  
Inadequate barriers. Area of work not segregated  
Unauthorised persons in the area of work

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Trestles and boards must be erected by trained personnel only  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working off Trestles and boards  
Use only Trestles and boards that are maintained, tested and marked thus  
Identify any restrictions of use of equipment  
Do not use or assemble Trestles and boards unless adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Trestles and boards regularly inspected  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-21 Falling Risk Flat Roofs

### Typical Tasks covered by Assessment

Access to plant and equipment, patch roof repairs, condition inspections, roof light repair and inspection.

### Risks caused by

No edge protection or protected access  
Slipper surfaces  
High winds  
Roof protrusions (trip hazard)  
Inadequate or faulty access equipment  
Incorrect use of access equipment  
Lack of training in roof working  
Unauthorised persons in area of work

### Safe Systems of Work

Observe safe working procedures for roof working  
Observe Permit to Work instructions  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working near roof edge  
Wear correct and appropriate footwear  
Ensure you are adequately trained and competent in roof working  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE.  
No-one is to approach within 1 metre of the edge of a flat roof where it is possible to fall greater than 2 metres unless there is protection provided. The protection should be rails at a minimum height of 950mm with mid-rails at 470mm and with toeboards at least 100mm / 150mm or an up-stand of at least 1100mm.

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work  
Adequate permanent or temporary edge protection  
Safety Harness if working within 1 metre of the edge of a flat roof where it is possible to fall greater than 2 metres  
Provision of PPE  
Provision of barriers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-22 Falling Risk Ice And Snow Conditions

### Typical Tasks covered by Assessment

Gritting paths and roadways by hand.

### Risks caused by

Low external temperatures causing ice/snow and slippery conditions to result.  
Ice and snow clearance not yet commenced  
Moving gritter/wheelbarrow with sand/salt

### Safe Systems of Work

Observe safe working procedures  
Observe care and observation of others  
Be aware of conditions – do not rush – wear non-slip footwear  
Always wear approved PPE  
Observe Health and Safety warning & Information notices  
Observe correct manual handling techniques

### Physical Safeguards, Guards, Protective Equipment and Devices

Non-slip footwear  
Gloves

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-23 Falling Risk Maintenance In Lift Shafts

### Typical Tasks covered by Assessment

Working on car tops or in lift pit  
Maintenance and inspection within lift shafts, car tops and lift pits including cleaning also Maintenance and inspection of lift doors.

### Risks caused by

Insecure or inadequate lift shaft barriers  
Inadequate barriers to openings  
Failure of controls  
Dropped tools and equipment  
Inadequate or poor maintenance of equipment  
Grease and oil contamination of work area  
Lack of training in lift maintenance  
Area of work not segregated  
Unauthorised persons in the area of work  
Failure to wear safety equipment

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Always use car top control overrides when carrying out maintenance  
All maintenance by trained personnel only  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working on car tops  
Identify any restrictions of use of equipment  
Restrict access to essential personnel only. Segregate work area  
Always use the correct barriers – NEVER USE CHAIRS AS A BARRIER  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-24 Falling Risk Pitched Roofs

### Typical Tasks covered by Assessment

Patch roof repairs, condition inspections, Roof light repair and inspection.  
Ridge / valley repairs. Chimney inspections.

### Risks caused by

No edge protection  
No or inappropriate use of roof ladder  
Slipper surfaces  
High winds  
Inadequate or faulty access equipment  
Incorrect use of access equipment  
Lack of training in roof working  
Unauthorised persons in area of work

### Safe Systems of Work

Observe safe working procedures for roof working  
Observe Permit to Work instructions  
Examine before use to ensure access equipment is secure & safe to use  
Ensure correct and secure use of roof ladder for minor repairs.  
Never over reach when working near roof edge  
Wear correct and appropriate footwear  
Ensure you are adequately trained and competent in roof working  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to work  
Adequate temporary edge protection  
Roof access ladders  
Safety Harness as appropriate  
Provision of PPE  
Provision of barriers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & gardens

### Significant Risk Reference and Description

SRI-25 Garden Chemical Sprayers (Powered/Manual)

### Typical Tasks covered by Assessment

General Gardens Spraying  
Weed Control, Pest Control

### Risks caused by

Ignorance of COSHH data sheet information  
Inappropriate / ineffective protective clothing worn  
Eye protection not worn  
Sprayer over pumped  
Persons within the spray area  
Sprayer not inspected for damage before use

### Safe Systems of Work

Observe Ground and Gardens safe working procedures  
Inspect sprayer before use. DO NOT use if any sign of damage.  
Ensure that the sprayer is not over pressure. DO NOT over pump.  
Always release pressure when spraying is finished.  
Be aware of the dangers of the chemicals being sprayed (See your COSHH information) When using chemicals on site, they must not be left unattended. If for any reason you have to leave site take the chemicals to the Gardens department first.  
Use chemicals in accordance with the manufacturers instructions  
- NEVER MIX CHEMICALS.  
Keep everyone, especially children and pets away from the area of operation. Only use the equipment for the designed task.  
Keep chemicals away from naked flames, and exposure to heat.  
Refer to Manufacturer's handbook for detailed information.

### Physical Safeguards, Guards, Protective Equipment and Devices

All chemicals/weed killers must be stored correctly  
All chemicals/weed killers must be clearly labelled  
Protective clothing, gloves, facemasks must be used  
Always wash your hands after using chemicals before eating, drinking or smoking.  
Never put chemicals in any unmarked plastic containers.  
Always use approved containers.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & gardens

### Significant Risk Reference and Description

SRI-26 Garden Shredder

### Typical Tasks covered by Assessment

Shredding Gardens Waste i.e. Branches etc.  
Includes portable and tractor mounted equipment

### Risks caused by

Ineffective Tractor PTO is screen / guard  
Unrestricted hours of use and lack off PPE in use  
Reckless mounting of tractor  
Missing / ineffective shields, guards and safety devices  
Keep everyone away from the area of operation  
Ineffective hearing , head and eye protection  
Vibration of Shredder

### Safe Systems of Work

Inspect shredder before use. DO NOT use if any sign of damage.  
Do not use for long periods - Danger of White finger Disease  
Do not run the tractor (shredder) in a confined space - carbon monoxide. Take care when mounting/dismounting to tractor. Danger of crushing.  
Ensure all shields, safety devices are in place.  
Ensure tractor P.T.O. is screened/ guarded, keep well clear  
Be familiar with the controls and know how to stop the drive in an emergency.  
Keep hands and clothing away from moving parts.  
Keep everyone, especially children and pets away from the area of operation. Only use the equipment for the designed task.  
Refer to Manufacturer's handbook for detailed machine information

### Physical Safeguards, Guards, Protective Equipment and Devices

Wear Gloves, eye protection and ear defenders  
Wear head protection  
Tractor P.T.O. guards  
Limit period of use

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & gardens

### Significant Risk Reference and Description

SRI-27 Gardeners Slips And Trips

### Typical Tasks covered by Assessment

Working in shrubbery – cutting and trimming shrubbery, trees etc., - using powered equipment etc.,

### Risks caused by

Projections in ground, roots etc.,  
Wet and boggy ground  
Wet leaves etc.,

### Safe Systems of Work

Observe Safe Working Procedures  
Do NOT work in areas of extreme conditions  
Care and attention in Work area

### Physical Safeguards, Guards, Protective Equipment and Devices

Correct footwear

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Boiler House

### Significant Risk Reference and Description

SRI-28 Heavy Fuel Oil Risk

### Typical Tasks covered by Assessment

Work on pressurised oil system involving isolation and opening up of oil plant, equipment and pipelines.

### Risks caused by

Pressure release of hot oil  
Oil on components, equipment etc.  
Oil spillage of floor etc.  
Skin contact with oil

### Safe Systems of Work

Observe safe working procedures  
Do not enter any tank or vessel containing fuel oil  
A Permit to work must be used  
Pressure systems regulations should be followed  
Ensure system is fully isolated and locked off  
Ensure trace heating system is fully isolated and locked off  
Ensure system is at atmospheric pressure  
Post danger notices and no naked lights notices  
Purge to remove dangerous fumes / explosive gases if appropriate  
Take extra care when opening the first joint - open away from you  
Carry out the work in the open air if possible  
Clear up spilled oil immediately; Do not leave oil soaked rags  
around. Dispose of waste in a safe manner  
Observe COSHH risk assessments for heavy oil. Wear full PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Individual lock off locks  
Protective apron / disposable overalls  
Chemical gloves  
Eye protection  
Fire extinguishers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-29 Hot Working Risk

### Typical Tasks covered by Assessment

Use of exposed flame to carry out :-  
Plumbing tasks ; Lead work ; Welding tasks, Electric and Gas ; Heating of metal

### Risks caused by

Fire - Blow torch igniting combustible materials  
Fire - Flammable solvents and gases  
Touching a hot workpiece  
Isolation of fire alarm detectors

### Safe Systems of Work

Observe safe working procedures  
Complete permit to work for hot works  
Examine area before work for combustible materials - fire risk  
Ensure adequate ventilation  
Always observe safety notices  
Stop hot work at least 1 hour before leaving work area  
Ensure you are adequately trained  
Always have to hand a suitable fire extinguisher  
Always wear approved PPE  
Restrict access to essential personnel only  
If in doubt seek advice

### Physical Safeguards, Guards, Protective Equipment and Devices

Provision of protective clothing  
Provision of PPE  
Provision of barriers  
Provision of fire extinguishers

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-30 Manual Handling Risk

### Typical Tasks covered by Assessment

Moving large objects where there is an appreciable danger of physical injury:

Heating calorifier tube removal. Large electric motor/pump removal.

All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inappropriate maintenance of lifting equipment

Incorrect lifting posture

Incorrect use of lifting equipment

Lack of training in use of equipment

Inadequate or poor maintenance of equipment

### Safe Systems of Work

Use the specific risk assessments, completed for Manual Handling

Follow guidance within the manual handling policy

Reduce or eliminate inappropriate manual handling tasks

Minimise risks by working in teams or by using mechanical aids

Ensure you are adequately trained in manual handling techniques

Do not stand under suspended loads

Use the PPE provided. This may include gloves, boots etc.

Have you received refresher training

Store materials as near as practical to the point of use

### Physical Safeguards, Guards, Protective Equipment and Devices

Correct number of staff for task

Specialist lifting jigs

Chain blocks and slings

Fork lift trucks

Cranes as required

Gloves, Toe protector Boots

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-31 Noise

### Typical Tasks covered by Assessment

Test Run of Main generators - Work on portable and fixed generators ; Use of woodworking machinery ;  
Powered gardening tools and equipment

### Risks caused by

Exposure to noise in excess of set levels  
Inadequate sound attenuation  
Incorrectly positioned / located equipment

### Safe Systems of Work

Always wear ear defenders as identified by noise assessments  
Always wear ear defenders in designated zones of protection  
Regularly inspect ear defenders for damage / deterioration  
Observe warning notices displayed  
Check continued adequacy of sound attenuation equipment  
Do not locate sound generating equipment such that the sound pressure wave is amplified  
Restrict access to designated 'noisy' areas'  
Provision of adequate training on noise and its effect and measures to be observed

### Physical Safeguards, Guards, Protective Equipment and Devices

Provision of ear defenders in suitable containers  
Attenuation of plant and equipment  
Locked doors to restrict access

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & gardens

### Significant Risk Reference and Description

SRI-32 Garden Machinery (Petrol/Diesel) Powered

### Typical Tasks covered by Assessment

General Grounds and gardens maintenance

Rotary Mowers, Cylinder mowers, Strimmers, Leaf blowers/loaders, Hedge Trimmers, Rotavators, etc.

### Risks caused by

Missing All shields, guards and safety devices  
overrun when switching off

Leaving sparkplug in place when cleaning or maintenance

Unauthorised persons the area of operation

Insufficient protective clothing and PPE worn

Using equipment for too long a period

Rotating blades, Damaged blades, Refuelling, Carbon monoxide poisoning, Unseen obstructions.

Inadequate ventilation

### Safe Systems of Work

Inspect equipment before use. DO NOT use if any sign of damage.

Ensure all shields, and safety devices are in place.

Be familiar with the controls and know how to stop the engine in an emergency.

Make sure the work area is clear of objects that might cause sudden jolting or be thrown up by the cutters.

Keep hands, feet and clothing away from moving parts.

Fill fuel tank outside, when the engine is NOT running. - DO NOT overfill.

Keep everyone, especially children and pets away from the area of work. Only use the equipment for the designed task.

Disengage the cutterhead drive, switch off engine, and apply the parking brake before dismounting the machine

Check brakes, steering, and tyres are in good working order

Hold the equipment firmly with both hands with thumb and fingers encircling the handles

Refer to Manufacturer's handbook for detailed machine information.

### Physical Safeguards, Guards, Protective Equipment and Devices

Do not run the equipment in a confined space - carbon monoxide.

Wear eye protection, safety shoes, ear defenders and appropriate protective clothing.

Stop the engine and disconnect the spark plug before working on the machine.

Hold equipment firmly with both hands with thumb and fingers encircling the handles

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Path lab

### Significant Risk Reference and Description

SRI-33 Sterilizers Glass Bottle Explosion

### Typical Tasks covered by Assessment

Sterilizer testing  
Maintenance and of bottle fluid [and multi-cycle] sterilizers.

### Risks caused by

Control failure  
Thermocouple failure  
Inadequate cooling cycle  
Faulty glass bottle  
Inadequate or poor maintenance of equipment

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Always observe machine indicator gauges  
All maintenance by trained personnel only  
Never open door when internal pressure is greater than atmospheric pressure  
Never attempt to open door if any doubt of internal conditions  
Never stand in front of opening sterilizer doors  
Restrict access to essential personnel only.  
Segregate work area  
Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Footwear  
Provision of barriers [ as appropriate]  
Provision of personal protective equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & gardens

### Significant Risk Reference and Description

SRI-34 Tractor (Diesel)

### Typical Tasks covered by Assessment

Using Tractor for gardening duties

### Risks caused by

Ineffective shields, guards and safety devices  
Safety Cage / cab missing / damaged  
Sparkplug not removed before cleaning or maintenance  
Hydraulic system - damaged hoses etc  
Ineffective hearing protection  
Used for extended periods. Used one handed  
Carbon monoxide poisoning, Unseen obstructions  
• Persons in the area of operation

### Safe Systems of Work

Inspect equipment before use. DO NOT use if any sign of damage.  
Ensure all shields, and safety devices are in place.  
Know how to stop the engine in an emergency.  
Make sure the work area is clear of objects  
Keep hands, feet and clothing away from moving parts  
Fill fuel tank outside, when engine is NOT running. DO NOT overfill.  
Keep everyone, especially children and pets from the area of work.  
Only use the equipment for the designed task.  
Check brakes, steering, tyres and lights are in good working order  
Make sure your field of vision is clear and adequate  
Never carry passengers in any way. Do not use the equipment on steep slopes which could lead to loss of control or overturning.  
Refer to Manufacturer's handbook for detailed machine information

### Physical Safeguards, Guards, Protective Equipment and Devices

Wear ear defenders and appropriate protective clothing.  
Stop the engine and disconnect the spark plug before working on the machine.  
Guards and safety cage are intact

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds

### Significant Risk Reference and Description

SRI-35 Traffic Risk Working On Internal Roadways

### Typical Tasks covered by Assessment

Marking car parking and road-lining etc.

Application of road marking paint or tape to internal grounds and roadways etc. Working adjacent to roads and traffic areas

### Risks caused by

Road traffic

Inadequate barriers

Area of work not segregated

Unauthorised persons in the area of work

Failure to wear safety PPE

Inadequate lighting

### Safe Systems of Work

Observe safe working procedures and warning & Information notices

Always use correct and adequate barriers to segregate the work area

Ensure adequate lighting / warning signs

Restrict access to essential personnel only. Segregate work area

Always wear approved PPE

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety helmets

Footwear

Provision of barriers

Provision of personal protective equipment

Provision of warning lights / signs

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-36 COSHH - See your COSHH Risk Assessment

### Typical Tasks covered by Assessment

Any task involving the use of Chemicals and Other Substances

SEE YOUR SEPARATE COSHH RISK ASSESSMENTS AND SUBSTANCE DATA SHEETS

### Risks caused by

The use of hazardous substances is not controlled or supervised

The storage of hazardous substances is inadequate

The quantity of the hazardous substance kept is inappropriate

A substitute to the hazardous substance is not be used

No training or inadequate training is provided on the safe use of hazardous substances

Obsolete hazardous substances have not been correctly disposed of from site. Inadequate ventilation is provided when using evaporative hazardous substances. Inadequate PPE is provided

### Safe Systems of Work

Ensure that systems of work are in place

Provide and monitor safe working procedures and processes

Provide health surveillance and adequate supervision

Provide adequate of training.

No one is to use Hazardous Substances without training

Provision of appropriate PPE and/or clothing

Implement changes to rectify shortfalls

Competent persons only to assess risks

All staff involved with Hazardous substances are to be retrained at regular intervals

Manufacturers data sheets and COSHH Risk assessments freely available

### Physical Safeguards, Guards, Protective Equipment and Devices

Barriers

Safe storage cupboards / containers

Protective clothing

PPE

Forced ventilation

Warning notices

Provide additional forced ventilation [fans]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-37 Access Platforms - wheeled trailer type

### Typical Tasks covered by Assessment

Working at Heights: Electrical & Mechanical Maintenance Work, Building repairs, painting etc., To be erected and used by trained & Competent Staff Only

### Risks caused by

Ties & Stabilisers incorrectly set up or not used  
Transporting with insufficient staff  
Platform overloaded or cluttered  
Uneven ground giving rise to toppling  
Work area not protected with barriers  
Misuse of equipment and over reaching

### Safe Systems of Work

ONLY trained persons shall be permitted to operate the platform.  
Consider the conditions on the site - weather, movement of persons and vehicles etc.  
Consider the nature of the work - the type of tools to be used and the weight of any article to be fixed. DO NOT overload the platform. DO NOT use the platform in wind speeds exceeding 14 metres per sec.  
Ensure stabilisers are fully extended and that the ground is even.  
Ensure there are no overhead hazards i.e. live cables, electrical cables  
Ensure cage drop down entry bar is closed securely after entering cage.  
DO NOT clutter the platform with tools or materials and clean up spillages immediately. Only use the equipment for the designed task.  
Only transport with sufficient people: Beware of running away  
Refer to Manufacturer's handbook for detailed platform information.

Assessed By

### Physical Safeguards, Guards, Protective Equipment and Devices

Stabilisers must be extended  
Work area barriers  
The surface on which the platform is placed should be sound and level. The platform should be close enough to the work. The platform should have good access. Safety Harnesses must be worn on platform Platform must be used by a Competent Persons

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-38 Ladders Extension - 24 rung Aluminium

### Typical Tasks covered by Assessment

Working at Heights: Electrical & Mechanical Maintenance Work, Building repairs, painting. etc. To be erected and used by trained & Competent Staff Only

### Risks caused by

A ladder is not the right equipment for the task  
The ladder is not in good condition and free from slippery substances  
Ladder is not the right length  
Ladder is not secured either at the top or the bottom  
The ladder is not used correctly when ascending & descending

### Safe Systems of Work

ASK - Can the job be done more safely in a different way.  
Consider the nature of the work - the type of tools to be used and the weight of any article to be fixed.  
Consider the conditions on the site - weather, movement of persons and vehicles etc.  
DO NOT set the ladder too steeply - a rough guide is four up - one out. i.e. 8 mtrs up - 2 mtrs out.  
DO NOT extend a ladder beyond its design length e.g. up to 18 rungs 4 rungs overlap. Get help when moving a long ladder  
DO NOT overreach - move the ladder!  
Only one person to use the ladder at any one time.  
Use a hoist line to carry tools and materials up and down - NEVER throw things. Only use the equipment for the designed task.  
Face the ladder when climbing or descending

### Physical Safeguards, Guards, Protective Equipment and Devices

Work area  
Barriers must be provided  
The surface on which the ladder is placed should be sound and level. Always secure the ladder at the top or have someone foot the ladder. Restrict access to the area by notices / screens. Carry ladders with front end elevated and allow for rear end swing.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-39 Ladders - Roof, Aluminium or Wood

### Typical Tasks covered by Assessment

Working at Heights: Electrical & Mechanical Maintenance Work, Building repairs, painting. etc. To be erected and used by trained & Competent Staff Only

### Risks caused by

A ladder is not the right equipment for the task  
The ladder is not in good condition and free from slippery substances  
Ladder is not the right length  
Ladder is not secured either at the top [ridge] or the bottom  
The ladder is not used correctly when ascending & descending

### Safe Systems of Work

ASK - Can the job be done more safely in a different way.  
Consider the nature of the work - the type of tools to be used and the weight of any article to be fixed.  
Consider the conditions on the site - weather, movement of persons and vehicles etc.  
Ensure the ridge hook is properly positioned over the ridge so that it is Supported on the opposite slope.  
Do not use the ladder if it is not the correct length for the slope involved. DO NOT overreach - move the ladder!  
Only one person to use the ladder at any one time.  
Use a hoist line to carry tools and materials up and down - NEVER throw things. Only use the equipment for the designed task.  
Face the ladder when climbing or descending

### Physical Safeguards, Guards, Protective Equipment and Devices

Work area  
Barriers must be provided  
Pads of resilient material must be placed to the underside of the ladder to prevent damage and sudden movement.  
Always hook the ladder over the ridge. Carry ladders with front end elevated and allow for rear end swing. Restrict access to the area by notices / screens. Use only equipment that is regularly inspected and tested

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-40 Drain Cleaning - using draining rods

### Typical Tasks covered by Assessment

Cleaning and Unblocking all Drains

### Risks caused by

Inadequate or missing barriers to protect open manhole  
Excessive force used  
Inadequate safety clothing / PPE  
Broken skin allowing infection  
Contaminated equipment  
Inadequate safe working procedures

### Safe Systems of Work

Inspect Drain rods before use.  
Erect barriers around the manhole.  
Wear protective clothing including gloves.  
Work from the surface DO NOT enter the manhole.  
Any further work must comply with Confined spaces regs 1997  
Personnel likely to be in contact with raw sewage should be aware of the risks of Weils Disease (Leptospirosis) and carry a medical instruction card. (Any cuts should be securely covered)  
Wash boots, equipment etc. Hands, arms and face and change protective clothing on completion of the work.  
Only use the equipment for the designed task.

### Physical Safeguards, Guards, Protective Equipment and Devices

Manholes  
Provision of barriers required  
Protective Barriers. Restrict access to the area.  
Inoculation of Staff against Leptospirosis.  
Gloves and protective clothing should be worn, cuts and abrasions must be covered.  
Rods to be thoroughly cleaned after use.  
Warning notices

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

All locations

### Significant Risk Reference and Description

SRI-41 Gas Welding (O<sup>2</sup>/Acetylene) & Equipment

### Typical Tasks covered by Assessment

General Gas Welding and Brazing in workshop and out on site Pipework repairs, Sheet metal repairs, Vehicle repairs etc.

### Risks caused by

Inadequate welding screens . goggles or face visors  
Inadequate fume extraction equipment installed  
Faulty or missing Flashback arrestors  
Inadequate ventilation  
Inadequate or missing PPE

### Safe Systems of Work

Wear / Use suitable eye protection, gloves and protective clothing.  
Ensure adequate ventilation in work area especially ducts and voids  
Ensure protective screens are available and in place to shield the working area.  
Ensure there are no combustible materials etc. in the area of the work.  
Only use the equipment for the designed task, with correct gas settings for the work / rods. Use correct welding rods for the task.  
DO NOT misuse the equipment - take appropriate care when in use.  
Use only equipment that is regularly tested.

### Physical Safeguards, Guards, Protective Equipment and Devices

Welding operation [flashes] use screens Flashback arrestors  
MUST be fitted to gas cylinders.  
Protective screens. Use fume extraction equipment. Use Hot Work permit in appropriate locations. Wear gloves and protective aprons.  
Eye protection must be worn

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-42 Gas Blowlamps and torches (LPG)

### Typical Tasks covered by Assessment

General plumbing and painting work in workshop and out on site., Sheet metal Pipework repairs, Soldering, Stripping paint etc.

### Risks caused by

Inadequate safety precautions – permits etc.  
Inadequate PPE and Eye protection  
Inadequate ventilation  
Gas cylinder not sited correctly – too near source of heat  
Lit gas burners left unattended  
Inadequate Protective barriers

### Safe Systems of Work

Wear / Use suitable eye protection, gloves and protective clothing.  
Ensure adequate ventilation in work area especially ducts and voids  
Ensure protective barriers are available and in place to protect the working area.  
Ensure there are no combustible materials etc. in the area of the work.  
Only use the equipment for the designed task, with correct gas settings for the work  
DO NOT misuse the equipment - take appropriate care when in use.  
Use only equipment that is regularly tested.  
Be aware of surfaces being heated

### Physical Safeguards, Guards, Protective Equipment and Devices

Provide protection against ignition of flammable Materials – use heat resistant mats etc.  
Hot work Permit should be used if appropriate. Always assess the fire risk. Never leave unattended. Take care not to over heat surfaces. Site gas bottle well away from burner. PPE and Eye protection

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-43 Bitumastic Gas Ring and Buckets

### Typical Tasks covered by Assessment

Heating Bitumastic for roof and floor repairs

### Risks caused by

Inadequate safety precautions – permits etc.  
Inadequate PPE and Eye protection  
Inadequate ventilation  
Gas cylinder not sited correctly – too near source of heat  
Lit gas burners left unattended  
Inadequate Protective barriers

### Safe Systems of Work

Wear / Use suitable eye protection, gloves and protective clothing.  
Ensure adequate ventilation in work area.  
Ensure protective barriers are available and in place to protect the working area.  
Do not overheat - Bitumen flash point 170C - Auto ignition point 420C  
Site gas bottle at least 3 metres away from burner  
Ensure correct gas regulator fitted  
DO NOT misuse the equipment - take appropriate care when in use.  
Use only equipment that is regularly tested.  
Be aware of surfaces being heated

### Physical Safeguards, Guards, Protective Equipment and Devices

Provide protection against ignition of flammable Materials – use heat resistant mats etc.  
Hot work Permit should be used if appropriate. Always assess the fire risk. Never leave unattended. Take care not to over heat surfaces. Site gas bottle well away from burner. PPE and Eye protection. Place on steel tray -must hold 25% bucket capacity, ensure bucket is free from sediment & water

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-44 Electrical Generator - Small Unit

### Typical Tasks covered by Assessment

Electricity supply to portable tools or lighting. e.g. Gardens equipment etc.

### Risks caused by

Incorrect earthing methods and installation  
Inappropriate refuelling methods – eg. whilst hot or engine running  
Carbon Dioxide Fumes  
Heat from hot engine parts

### Safe Systems of Work

Earth the Generator in accordance with good practice, British Standard and the 16th edition/ BS of the IEE regulations.  
DO NOT use or site near combustible materials.  
DO NOT operate in confined spaces. Danger of Carbon Monoxide fumes.  
Use only equipment that is regularly tested.  
Only use the equipment for the designed task.  
DO NOT use in wet or damp conditions.  
Do not operate in a confined space Use ONLY in well ventilated areas  
Do not smoke when handling petrol

### Physical Safeguards, Guards, Protective Equipment and Devices

All shields, guards and safety devices in place  
Correct earthing must be carried out. Always refuel outside.  
Ensure guards are in place. Place where hot parts will not cause damage or injury

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Grounds & Gardens

### Significant Risk Reference and Description

SRI-45 Chain Saw (Petrol)

### Typical Tasks covered by Assessment

Cutting and felling trees and other course work with timber

### Risks caused by

Inadequate shields, guards and safety devices  
Not being aware of overrun when switching off  
Not remove sparkplug before cleaning or maintenance  
Other persons in or near the work area  
Cutters and blades etc.  
Inappropriate refuelling methods  
Never pick up by Blade, Damaged blades, Refuelling,

### Safe Systems of Work

Inspect equipment before use. DO NOT use if any sign of damage.  
Ensure all shields, and safety devices are in place.  
Know how to stop the engine in an emergency.  
Make sure the work area is clear of objects that might cause sudden jolting or be thrown up by the cutters.  
Keep hands, feet and clothing away from moving parts  
Fill fuel tank outside, when engine is NOT running. DO NOT overfill.  
Keep everyone, especially children and pets from the work area  
Only use the equipment for the designed task.  
Beware of inertia [kickback] in system.  
Do not use in wet weather - danger of slipping  
Make sure your field of vision is clear and adequate

### Physical Safeguards, Guards, Protective Equipment and Devices

All shields, guards and safety devices in place  
Do not run the equipment in a confined space - carbon monoxide. Wear eye protection, safety shoes, ear defenders and special protective clothing. Limit hours of use. Stop the engine and disconnect the spark plug before working on the machine. Hold the equipment firmly with both hands with the thumb and fingers encircling the handles. Never pick up by Blade, Damaged blades, Refuelling.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-46 Lifting Equipment

### Typical Tasks covered by Assessment

Lifting Plant and Equipment Calorifier Tube removal, Electric Motor removal, New Plant Installation

### Risks caused by

Over loaded hoist and lifting beam  
Unwise actions – passing under suspended loads etc.  
Using ad-hoc and untested suspension points  
Poor lifting and handling techniques  
Safety lashings on equipment not used  
Inappropriate or not used safety equipment / PPE

### Safe Systems of Work

All lifting tasks will be assessed for risk via Manual Handling Regs  
Training on Lifting and Handling including lifting aids  
All lifting equipment must have a current test certificate  
No temporary suspension points should be used  
Do not subject lifting tackle to shock loading  
Lifting tackle must be capable of the range of lift required  
Never stand under a suspended load  
Use lifting tackle to lift vertically only  
Lifting equipment must be stored correctly  
Never backhook the load chain and use as a sling- (choke hitched)  
Never drop or throw lifting tackle to the floor  
Safety lashings should be used where lifting tackle is likely to become displaced from its mountings i.e. under light load

### Physical Safeguards, Guards, Protective Equipment and Devices

Barriers to be erected around open spaces  
Observe Manual Handling risk assessment SWL must not be exceeded. Tested and certified lifting tackle only used.  
Correct and marked suspension point used. Safety Helmets must be worn. Adequate communication between persons involved in the lifting operation

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Joiners Workshop

### Significant Risk Reference and Description

SRI-47 Woodworking Machines

### Typical Tasks covered by Assessment

General joinery work, cutting and planing timber etc.,

### Risks caused by

Damaged leads and inappropriate supply  
Changing cutters / blades when still connected to supply  
Eye and ear protection not used  
Work not secure allowing Kickback  
Blunt cutters will snatch and cause more noise  
Dust masks not worn

### Safe Systems of Work

Always observe manufacturers safety information  
Ensure machine guards are in place and correctly adjusted.  
Examine blade / Cutters for sharpness.  
Do not use excessive force when cutting.  
Keep long hair away from machine.  
Do not operate while wearing loose clothing.  
Eye protection and ear defenders should be worn.  
Dust bags or other system should be fitted  
Before changing the blade / cutters always unplug the machine.  
Be sure to fit the correct sized blades or cutters  
Wear gloves when handling Blades / Cutters.  
Only use the equipment for the designed task.  
Further guidance is provided in HSE {PUWER} ACOP L114 - Safe use of woodworking machinery

### Physical Safeguards, Guards, Protective Equipment and Devices

Cutters – protected by guards etc  
Use only when Heat / Light / Space is good. Ensure work area is clear from debris. Do not use if the blade / cutter is blunt or worn.  
Never use machine without eye and ear protection. Use only when dust extraction is fitted. Examine cable and plug before use. Wear eye and ear protection when using. Wear dust mask if appropriate.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-48 Sump Pumps - portable 240v

### Typical Tasks covered by Assessment

General pumping, sewage blockages, minor flooding, etc.,

### Risks caused by

Damaged leads and inappropriate supply  
Inattention to work area, loose leads and projections  
Uncovered cuts and abrasions  
Poor manual handling techniques  
Misuse of equipment  
Barriers not provided

### Safe Systems of Work

Inspect Pump and cables before use. DO NOT use if any sign of damage.  
An ELCB socket outlet MUST be used to supply this equipment.  
Erect barriers around the manhole/ excavation.  
Ensure discharge does not cause pollution  
Work from the surface DO NOT enter the manhole.  
Any further work must comply with Confines spaces regs 1997  
Personnel likely to be in contact with raw sewage should be aware of the risks of Weils Disease (Leptospirosis) and carry a medical instruction card. (Any cuts should be securely covered)  
Only use the equipment for the designed task.  
Ensure discharge does not cause pollution  
Pump must be cleaned thoroughly after use

### Physical Safeguards, Guards, Protective Equipment and Devices

Rotating parts – guards and covers  
Manholes and excavations should be protected  
Take extra care with cables and leads - 240 V in this environment will kill. Restrict access to the area. Wash boots, equipment etc. Hands, arms and face. Wear protective clothing including gloves. Change protective clothing on completion of work. ELCB socket must be used with pump. Cover cuts and abrasions.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Steam Boiler Houses

### Significant Risk Reference and Description

SRI-49 Water Hammer - Valve Fracture

### Typical Tasks covered by Assessment

Starting up and shutting down steam boiler plant and ancillary equipment

### Risks caused by

Water hammer and subsequent valve fracture Caused by water in contact with steam, Rapid condensation of steam in cold pipelines or valve bodies, Agitated water surfaces in contact with steam flowing thro pipes, Steam pressure at ones section of pipework and a vacuum at another

Boiler Priming caused by [a] Too high a boiler water level,[b] Exceeding MCR, [c]Too low a boiler pressure - causes steam volume to increase which in turn causes steam velocity to increase

Inattention when carrying out tests

Opening and closing valves too quickly

### Safe Systems of Work

Strictly Observe safe working procedures

Strictly observe boiler house safe operating & working procedure

Adjust controls with absolute care

Open and close valves very slowly

Ensure that equipment is warmed thro to prevent condensation

Ensure drainlegs are opened to remove condensate build up

Ensure all traps are fully serviceable

### Physical Safeguards, Guards, Protective Equipment and Devices

Gantry / walkway handrails

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-50 Gas Explosion Risk

### Typical Tasks covered by Assessment

Gas main fracture

### Risks caused by

Fracture of gas main due to subsidence  
Fracture of gas main due to heavy loads  
Failure of gas main due to corrosion  
Failure of gas main component  
Smoking / naked flames

### Safe Systems of Work

Observe safe working procedures  
Follow agreed contingency plan  
Turn off the gas supply  
Never Turn Off electrical appliances in area of gas leak  
Never Turn ON electrical appliances in area of gas leak  
Evacuate the area  
Ventilate the building / duct etc by creating a through draft  
Do not smoke  
Extinguish naked flames

### Physical Safeguards, Guards, Protective Equipment and Devices

Gas leak detection systems

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Roofs

### Significant Risk Reference and Description

SRI-51 Flat Roof Working - Aerials

### Typical Tasks covered by Assessment

Working on Step ladders up to 12 rungs. Or using access platform to repair and maintain radio transmitting / receiving aerials

### Risks caused by

Insecure or poorly placed access equipment  
Dropped tools and equipment  
Faulty access or Inappropriate use of access equipment  
Inadequate or poor maintenance of equipment  
Lack of training in use of access equipment  
Area of work not segregated / Inappropriate or inadequate barriers  
Unauthorised persons in the area of work  
Non-ionising radiations - Radio source not isolated  
Weather conditions - wet , Cold & Slippery  
Pigeons and flying insects [bees etc]

### Safe Systems of Work

Observe safe working procedures  
See work equipment risk assessment for equipment to be used  
Examine before use to ensure access equipment is secure & safe to use  
Never over reach when working off access equipment  
Use only access equipment that is maintained, tested and marked  
Identify any restrictions of use of equipment  
Do not use the equipment unless you are adequately trained  
Restrict access to essential personnel only. Segregate work area  
Always wear approved PPE, Wear safety harness  
Observe Health and Safety warning & Information notices  
Turn off radiating source

### Physical Safeguards, Guards, Protective Equipment and Devices

Ladder securing system  
Safety helmets  
Footwear  
Provision of barriers  
Provision of personal protective equipment  
Pigeon scaring device  
Safety harness falling restraint equipment

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-52 Service Ducts - Entering and working in

### Typical Tasks covered by Assessment

Any work involving entering Services Ducts and walking.

### Risks caused by

Walking into projections in service ducts etc.  
Confined spaces  
Lack of observations  
Lack of training  
Poor lighting  
Projections within a service duct  
Restricted work areas

### Safe Systems of Work

Care and observation on work duties  
Follow safe working procedures  
Training in working in restricted areas  
Use the PPE provided. Wear head protection

### Physical Safeguards, Guards, Protective Equipment and Devices

Adequate lighting  
Safety helmets  
Protective clothing

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-53 Medical Gas Cylinders - Transporting

### Typical Tasks covered by Assessment

Moving medical gas cylinders.

### Risks caused by

Oil and grease on connections

Damage to regulator / valves

Inexperienced churning of cylinders

Incorrect transport methods [unsecured on wheelchairs]

Incorrect transport methods [unsecured in vehicles]

Lack of training in manual handling techniques

Slippery surfaces

Opening valves quickly on oxygen cylinders can cause adiabatic compression and possibly cause the materials of the pipeline to ignite explosively.

Using wheelchairs and other poor methods of transportation

### Safe Systems of Work

Care and attention in use

Correct manual handling techniques

Observe safe working procedures

Wear gloves

Wear non-slip footwear

Use correct transport – use cylinder trolleys

Store cylinders in vehicles using correct storage racks

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves, Toe protector Boots

Racks in vehicles

Cylinder trolleys

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-54 Medical Gas Cylinder Trolley

### Typical Tasks covered by Assessment

Moving medical gas cylinders.

### Risks caused by

Inadequate or poor maintenance of equipment  
Lack of training in use  
Locking chain not secured

### Safe Systems of Work

Always Observe safe working procedures  
Do not use the equipment unless you are adequately trained  
Examine before use.  
Care and attention in use

### Physical Safeguards, Guards, Protective Equipment and Devices

Wear gloves

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-66 Manual Handling - Gardening items

### Typical Tasks covered by Assessment

Moving heavy plant pots other large or awkward objects where there is an appreciable danger of physical injury  
All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment  
Incorrect lifting posture  
Incorrect use of lifting equipment  
Lack of training in manual handling techniques  
Incorrectly stacked goods  
Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques  
Follow guidance within the manual handling policy  
Refresher training  
Minimise risks by working in teams or by using mechanical aids  
Reduce or eliminate inappropriate manual handling tasks  
Store materials as near as practical to the point of use  
Use the PPE provided. This may include gloves, boots etc.  
Use the specific risk assessments, completed for Manual Handling  
Correct number of staff for task  
Ensure goods / produce are stacked correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves  
Safety Shoes [Toe protector Boots]  
Trolleys etc.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-56 Manual Handling - Boxes

### Typical Tasks covered by Assessment

Moving boxes where there is a danger of physical injury

All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment

Incorrect lifting posture

Incorrect use of lifting equipment

Lack of training in manual handling techniques

Incorrectly stacked goods

Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques

Follow guidance within the manual handling policy

Refresher training

Minimise risks by working in teams or by using mechanical aids

Reduce or eliminate inappropriate manual handling tasks

Store materials as near as practical to the point of use

Use the PPE provided. This may include gloves, boots etc.

Use the specific risk assessments, completed for Manual Handling

Correct number of staff for task

Ensure goods / produce are stacked correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves

Safety Shoes [Toe protector Boots]

Sack barrow

Trolleys etc.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-57 Manual Handling - Equipment

### Typical Tasks covered by Assessment

Moving equipment / Furniture and other large or awkward objects where there is an appreciable danger of physical injury  
All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment  
Incorrect lifting posture  
Incorrect use of lifting equipment  
Lack of training in manual handling techniques  
Incorrectly stacked goods  
Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques  
Follow guidance within the manual handling policy  
Refresher training  
Minimise risks by working in teams or by using mechanical aids  
Reduce or eliminate inappropriate manual handling tasks  
Store materials as near as practical to the point of use  
Use the PPE provided. This may include gloves, boots etc.  
Use the specific risk assessments, completed for Manual Handling  
Correct number of staff for task  
Ensure goods / produce are stacked correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves  
Safety Shoes [Toe protector Boots]  
Sack barrow  
Trolleys etc.

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-58 Manual Handling - Objects

### Typical Tasks covered by Assessment

Moving objects where there is a danger of physical injury

All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment

Incorrect lifting posture

Incorrect use of lifting aids

Lack of training in manual handling techniques

Incorrectly stacked goods

Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques

Follow guidance within the manual handling policy

Refresher training

Minimise risks by working in teams or by using mechanical aids

Reduce or eliminate inappropriate manual handling tasks

Store materials as near as practical to the point of use

Use the PPE provided. This may include gloves, boots etc.

Use the specific risk assessments, completed for Manual Handling

Correct number of staff for task

Ensure goods / produce are stacked correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves

Safety Shoes [Toe protector Boots]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-59 Manual Handling - Cages

### Typical Tasks covered by Assessment

Moving cages where there is a danger of physical injury

All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment

Incorrect lifting posture

Lack of training in manual handling techniques

Incorrectly stacked goods

Poor storage arrangements - Goods stored at front of cage - causing unstable conditions

### Safe Systems of Work

Adequate training in manual handling techniques

Follow guidance within the manual handling policy

Refresher training

Minimise risks by working in teams or by using mechanical aids

Reduce or eliminate inappropriate manual handling tasks

Store materials as near as practical to the point of use

Use the PPE provided. This may include gloves, boots etc.

Use the specific risk assessments, completed for Manual Handling

Correct number of staff for task

Ensure goods / produce are stacked correctly - centre of gravity correct

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves

Safety Shoes [Toe protector Boots]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-60 Pallets Unstable / Collapse

### Typical Tasks covered by Assessment

Pallets. Get & aside using fork lift truck

### Risks caused by

Untrained Fork Lift Truck Operator.  
Inattention  
Poor condition of pallet  
Unstable load  
Pallet lifted to an inappropriate height

### Safe Systems of Work

Do not use the equipment unless you are adequately trained  
Observe safe working procedures  
Care and attention in work duty and other persons  
Ensure pallet is correctly loaded  
Ensure pallet load is secure  
Ensure pallet is in good condition before moving [no broken parts]  
Ensure pallet is lifted correctly  
Ensure pallet is not lifted to an inappropriate height  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety shoes  
Gloves  
Safety helmet [Fork lift Truck]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-61 Electric Shock [ 240 Volt] [Power Tools]

### Typical Tasks covered by Assessment

Using 240 Volt Power tools

### Risks caused by

Faulty cables and extension leads  
Faulty or incorrect earthing arrangements  
Faulty RCD's  
Failure to test RCD's  
Inadequate maintenance  
Poor maintenance practices  
Lack of training  
Incorrect working practice - not making sure lead is not in way of work process  
Working in inclement weather conditions

### Safe Systems of Work

Ensure any portable equipment you use is tested and in good condition  
Ensure RCD circuits are tested before connecting equipment  
Ensure you are adequately trained to perform the work  
Use non conductive access equipment  
Observe correct safety procedures at all times  
Observe all electrical safety notices.  
Ensure portable generators are earthed correctly if used

### Physical Safeguards, Guards, Protective Equipment and Devices

Provision of protective clothing  
Use of RCD protection

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Site

### Significant Risk Reference and Description

SRI-62 Crushing Risk - Plant & Equipment

### Typical Tasks covered by Assessment

Working on vehicles , plant & equipment

Maintenance and inspection including jacking up heavy loads and removing and replacing parts

### Risks caused by

Insecure or inadequate Physical barriers

Inadequate lifting equipment

Failure of controls / Inadequate or poor maintenance of equipment

Grease and oil contamination of work area

Lack of training in work duty

Failure to wear safety equipment

### Safe Systems of Work

Observe safe working procedures and warning & Information notices

Always use approved and tested lifting tackle / hydraulic jacks

Examine before use to ensure equipment is secure & safe to use

Always place physical barrier between plant / vehicle / equipment lifted and lower back on to barrier to obviate collapse

Identify any restrictions of use of equipment

Restrict access to essential personnel only. Segregate work area

Always wear approved PPE

Never work beneath or place limbs under plant / vehicle / equipment unless any collapse is prevented from trapping or crushing body / limbs etc

### Physical Safeguards, Guards, Protective Equipment and Devices

Correct lifting equipment

Provision of Physical barriers

Provision of personal protective equipment

Safety helmets

Footwear

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Site

### Significant Risk Reference and Description

SRI-63    Crushing Risk - Heavy objects

### Typical Tasks covered by Assessment

Loading & unloading vehicles  
Transporting goods on wheeled equipment  
Moving by man-handling - heavy loads - see manual handling

### Risks caused by

Insecure or inadequate restrained load  
Good stacked too high  
Inappropriate lifting equipment  
Poor surface conditions - potholes / adverse camber / slopes inappropriate  
Lack of training in work duty  
Failure to wear safety equipment

### Safe Systems of Work

Observe safe working procedures and warning & Information notices  
Always use approved and tested lifting equipment  
Examine before use to ensure equipment is secure & safe to use  
Always use correct manual handling techniques  
Always use correct loading techniques  
Always secure loads correctly  
Always wear approved PPE  
Never stack goods high  
Never place yourself between the load and the ground or a wall or a fixed object

### Physical Safeguards, Guards, Protective Equipment and Devices

Correct lifting equipment  
Provision of adequately maintained equipment  
Provision of personal protective equipment  
Safety helmets  
Footwear

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-67 Manual Handling - Sacks

### Typical Tasks covered by Assessment

Get & aside sacks of salt / woodust or similar

### Risks caused by

Inadequate or poor maintenance of equipment  
Incorrect lifting posture  
Incorrect use of lifting aids  
Lack of training in manual handling techniques  
Incorrectly stacked goods  
Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques  
Follow guidance within the manual handling policy  
Refresher training  
Minimise risks by working in teams or by using mechanical aids  
Reduce or eliminate inappropriate manual handling tasks  
Store materials as near as practical to the point of use  
Use the PPE provided. This may include gloves, boots etc.  
Use the specific risk assessments, completed for Manual Handling  
Correct number of staff for task  
Ensure goods / produce are stacked correctly

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves  
Safety Shoes [Toe protector Boots]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Estates

### Significant Risk Reference and Description

SRI-68 Manual Handling - Radiator / Radiator covers etc

### Typical Tasks covered by Assessment

Get & aside radiators / Radiator covers / guards where there is an appreciable danger of physical injury  
All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Inadequate or poor maintenance of equipment  
Incorrect lifting posture  
Incorrect use of lifting equipment  
Lack of training in manual handling techniques  
Incorrectly stacked goods  
Poor storage arrangements

### Safe Systems of Work

Adequate training in manual handling techniques  
Follow guidance within the manual handling policy  
Refresher training  
Minimise risks by working in teams  
Reduce or eliminate inappropriate manual handling tasks  
Use the PPE provided. This may include gloves, boots etc.  
Use the specific risk assessments, completed for Manual Handling  
Correct number of staff for task

### Physical Safeguards, Guards, Protective Equipment and Devices

Gloves  
Safety Shoes [Toe protector Boots]

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-69 Falling Risk - External stone steps

### Typical Tasks covered by Assessment

Access to plant rooms basements etc. when steps may be slippery due to rain, ice, or vegetation - leaves, algae etc

### Risks caused by

Rain

Leaks

Low external temperatures causing ice/snow and slippery conditions to result.  
vegetation - leaves, algae etc

### Safe Systems of Work

Be aware of conditions – do not rush – wear non-slip footwear  
Observe Health and Safety warning & Information notices  
Observe correct manual handling techniques

### Physical Safeguards, Guards, Protective Equipment and Devices

Handrail

Non-slip footwear

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

Significant Risk Reference and Description

SRI-70 Falling Risk - Slips & trips

Typical Tasks covered by Assessment

Working in plants rooms / ducts when floor could be slippery due to water or grease etc.

Risks caused by

Leaks  
Grease  
Projections

Safe Systems of Work

Be aware of conditions – do not rush – wear non-slip footwear  
Observe Health and Safety warning & Information notices  
Mop up excess liquid

Physical Safeguards, Guards, Protective Equipment and Devices

Non-slip footwear

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-72 Confined Spaces - Service ducts

### Typical Tasks covered by Assessment

Entry into restricted access areas to carry out maintenance tasks

### Risks caused by

Lack of oxygen / displacement by gases  
Projections

### Safe Systems of Work

Observe safe working procedures  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Test atmosphere before entry  
Safety man to be available outside the access at all times  
Ensure access rungs are secure and free from mud etc.  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter  
Wear PPE as required

### Physical Safeguards, Guards, Protective Equipment and Devices

Atmospheric test equipment  
Permit to enter  
Isolated low voltage or battery equipment  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls, helmet etc.

Date Accepted:

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-71 Biological / Hygiene Risks - Pigeons

### Typical Tasks covered by Assessment

Working on drainage, Unblocking wastes, Drains, WC.s

Working in areas that are infectious or contaminated or where contaminated with pigeon droppings

Working in equipment having exposed body fluids

### Risks caused by

Contaminated surfaces / products

Uncovered cuts and abrasions

Inhalation of aerosols

Eating / drinking in contaminated environment

Impact injuries (stabbing, puncture etc.)

Ineffective personal hygiene

Splashing of contaminated liquids

Cross infection between departments

Pigeon droppings - Three human diseases are known to be associated with pigeon droppings: histoplasmosis, cryptococcosis, and psittacosis.

### Safe Systems of Work

Observe safe working procedures

Observe hospitals control of infection procedures

Wash hands or shower following at risk tasks

Do not eat, drink or smoke whilst carrying out at risk tasks

Avoid activities that would generate aerosols

Observe local departmental hygiene instructions

DO NOT transfer contaminated PPE, work wear, tools, etc. between departments

### Physical Safeguards, Guards, Protective Equipment and Devices

Availability of correct PPE

Adequate washing and changing facilities

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Roof voids

### Significant Risk Reference and Description

SRI-73 Falling Risk > 2m Clambering in roof voids

### Typical Tasks covered by Assessment

Any task involving clambering over timber roof structure to get to plant & equipment

### Risks caused by

Impact to head  
Impact to body  
Stepping onto unprotected walkway [ no safe working boards]  
Poor lighting  
Hot location - services  
Hot location - summer time  
Lack of ventilation

### Safe Systems of Work

Observe safe working procedures  
Examine area to ensure it is secure & safe to access  
Identify any possible slipping and tripping hazards  
Never over reach when working  
Ensure adequate ventilation  
Ensure adequate lighting - Use torches as a back-up  
Always wear approved PPE  
Observe Health and Safety warning & Information notices

### Physical Safeguards, Guards, Protective Equipment and Devices

Safety / bump helmets  
Footwear  
Provision of personal protective equipment  
Adequate lighting  
Open access doors to give through ventilation  
Provide additional fan ventilation as appropriate  
Crawl boards / additional boards around work area

Date Accepted:

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70

Date Review:

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-65 Confined Spaces - Vent plant degrease

### Typical Tasks covered by Assessment

Entry into restricted access areas to carryout maintenance tasks e.g. degrease vent plant etc.

### Risks caused by

Lack of oxygen / displacement by gases / chemicals  
Hot insulated surfaces  
Low head height and projections  
Wet surfaces etc. [slips & trips]

### Safe Systems of Work

Observe safe working procedures  
Ensure plant is isolated and locked off  
Work to be controlled by the Authorised Person  
Confined space permit to work must be completed  
Allow hot surfaces to cool before working as appropriate  
Safety man to be available outside the access at all times  
Use only torches or extra low voltage lamps  
Use appropriate access equipment to enter  
Wear PPE as required  
Use ventilation fans to provide free air movement

### Physical Safeguards, Guards, Protective Equipment and Devices

Permit to enter  
Isolated low voltage or battery equipment  
Provision of suitable PPE - goggles, rubber gloves, waterproof overalls  
Additional ventilation fans

Date Accepted:

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71

Date Review:

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## SIGNIFICANT RISK INFORMATION

Facility:

ESTATES

Location:

Anywhere throughout the hospital sites

### Significant Risk Reference and Description

SRI-64 Manual Handling - Ladders & Scaffold

### Typical Tasks covered by Assessment

Moving ladders and scaffold sections where there is an appreciable danger of physical injury:  
All manual handling tasks should be assessed in accordance with the manual handling regulations

### Risks caused by

Incorrect lifting posture  
Lack of assistance  
Lack of training in use of equipment  
Inadequate or poor maintenance of equipment

### Safe Systems of Work

Use the specific risk assessments, completed for Manual Handling  
Follow guidance within the manual handling policy  
Reduce or eliminate inappropriate manual handling tasks  
Minimise risks by working in teams  
Ensure you are adequately trained in manual handling techniques  
Ensure training is current

### Physical Safeguards, Guards, Protective Equipment and Devices

Correct number of staff for task  
Gloves, Toe protector Boots

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