



Risk Assessment - Air Conditioning

Installation of a New Air Conditioning System

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 1 Commissioning System	Exposure to dust/debris	<i>Cuts, abrasions, eye injuries and breathing difficulties</i>	Those in the immediate vicinity of ducting outlet	Med / Low	Persons not required to be in the vicinity of the duct outlets will be kept out of the area	<input type="checkbox"/> Dust masks, gloves and eye protection to be worn by those in the vicinity of duct outlets during commissioning	<input type="checkbox"/> Negligible
<input type="checkbox"/> 2 " " "	" " "	" " "	" " "	Med / Low	Ducting system cleaned on a regular basis during installation and immediately prior to commissioning	<input type="checkbox"/> Warning signs to be placed around duct outlets during system commissioning	<input type="checkbox"/> Negligible

Installation of Air Conditioning Plant

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 3 Handling plant	Poor handling technique	<i>Muscular skeletal injuries</i>	Persons doing the work	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/>	Low
<input type="checkbox"/> 4 " " "	Sharp or jagged edges	<i>Cuts/abrasions</i>	" " "	Med / Low		<input type="checkbox"/> Appropriate gloves suitable for the task provided	<input type="checkbox"/> Low
<input type="checkbox"/> 5 Installing plant at height	Fall of Person	<i>Death or serious injury</i>	Persons doing the work	Med / High	Refer to risk assessment for specific access equipment used	<input type="checkbox"/>	Low
<input type="checkbox"/> 6 " " "	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone passing below	Medium	Refer to risk assessment for specific lifting equipment used	<input type="checkbox"/>	Low
<input type="checkbox"/> 7 Lifting plant with mechanical equipment	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Operatives and those passing below	Medium	Refer to risk assessment for specific lifting equipment used	<input type="checkbox"/>	Low



Risk Assessment - Air Conditioning

Installation of Air Conditioning Ductwork

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
							Confirm	Confirm
<input type="checkbox"/>	8 Installing ductwork	Contact with sealants	<i>Long term health problems - fatal</i>	Persons doing the work and those in the immediate area	Med / Low	Refer to COSHH assessment for use of sealants	<input type="checkbox"/>	Negligible
<input type="checkbox"/>	9 Installing ductwork at height	Fall of Person	<i>Death or serious injury</i>	Persons doing the work	Med / High	Refer to risk assessment for specific access equipment used	<input type="checkbox"/>	Low
<input type="checkbox"/>	10 — " —	— " —	— " —	— " —	Med / High	Only competent persons will carry out these works	<input type="checkbox"/>	Low
<input type="checkbox"/>	11 — " —	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone passing below	Medium	Barriers and signage will be positioned to exclude persons from the area below the works	<input type="checkbox"/>	Loose materials and equipment will be cleared regularly <input type="checkbox"/> Low
<input type="checkbox"/>	12 — " —	— " —	— " —	— " —	Medium	Refer to risk assessment for specific lifting equipment used	<input type="checkbox"/>	Low

Air Conditioning - Record comments and variations here.

Name Position Date



Risk Assessment - Extract/Supply

Installation of a New Supply/Extract System

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 13 Commissioning System	Exposure to dust/debris	<i>Cuts, abrasions, eye injuries and breathing difficulties</i>	Those in the immediate vicinity of ducting outlet	Med / Low	Persons not required to be in the vicinity of the duct outlets will be kept out of the area	<input type="checkbox"/> Dust masks, gloves and eye protection to be worn by those in the vicinity of duct outlets during commissioning	<input type="checkbox"/> Negligible
<input type="checkbox"/> 14 — " —	— " —	— " —	— " —	Med / Low	Ducting system cleaned on a regular basis during installation and immediately prior to commissioning	<input type="checkbox"/> Warning signs to be placed around duct outlets during system commissioning	<input type="checkbox"/> Low / Neg

Installation of Extract/Supply Plant

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 15 Handling plant	Poor handling technique	<i>Muscular skeletal injuries</i>	Persons doing the work	Med / Low	Manual Handling assessment carried out	<input type="checkbox"/>	Low
<input type="checkbox"/> 16 — " —	Sharp or jagged edges	<i>Cuts/abrasions</i>	— " —	Med / Low		<input type="checkbox"/> Appropriate gloves suitable for the task provided	<input type="checkbox"/> Low

Installation of Supply/Extraction Ductwork

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 17 Installing ductwork	Contact with sealants	<i>Long term health problems - fatal</i>	Persons doing the work and those in the immediate area	Med / Low	Refer to COSHH assessment for use of sealants	<input type="checkbox"/>	Negligible
<input type="checkbox"/> 18 Installing ductwork at height	Fall of Person	<i>Death or serious injury</i>	Persons doing the work	Med / High	Refer to risk assessment for specific access equipment used	<input type="checkbox"/>	Low
<input type="checkbox"/> 19 — " —	— " —	— " —	— " —	Med / High	Only competent persons will carry out these works	<input type="checkbox"/>	Low
<input type="checkbox"/> 20 — " —	Unintended falls of material/tools/debris	<i>Serious injuries - possibly life threatening</i>	Anyone passing below	Medium	Refer to risk assessment for specific lifting equipment used	<input type="checkbox"/>	Low
<input type="checkbox"/> 21 — " —	— " —	— " —	— " —	Medium	Barriers and signage will be positioned to exclude persons from the area below the works	<input type="checkbox"/> Loose materials and equipment will be cleared regularly	<input type="checkbox"/> Low



Risk Assessment - Extract/Supply

Extract/Supply - Record comments and variations here.

Name

Position

Date

SAMPLE



Risk Assessment - Tower Scaffolds

Using Mobile towers

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
							Confirm	Confirm
<input type="checkbox"/>	22 Erecting a tower	Collapse due to incorrectly erected tower	<i>Death or serious injury</i>	All persons in the work area	Med / Low	Erection of tower must be supervised by a competent person. Manufacturers assembly instructions must be made available and followed.	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	23 Moving the tower	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Persons working on tower and those below	Med / Low	Materials and equipment not to be left on the tower whilst it is being moved	<input type="checkbox"/>	No Risk
<input type="checkbox"/>	24 " " "	Overturning of tower	<i>Death or serious injury</i>	Any person on tower while it is being moved and those below	Medium	Persons not allowed to travel on the tower while it is being moved	<input type="checkbox"/>	Negligible
<input type="checkbox"/>	25 Using tower exceeding recommended least base to height ratio	Overturning/collapse of tower	<i>Death or serious injury</i>	All persons in the work area	Med / High	Tower tied to structure ensuring stability	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	26 Working on a tower scaffold	Collapse of tower through overloading	<i>Death or serious injury</i>	All persons in the work area	Low	The safe working load will not be exceeded	<input type="checkbox"/>	Negligible
<input type="checkbox"/>	27 " " "	Fall of material/equipment/tools	<i>Serious injuries - possibly life threatening</i>	Anyone passing below	Medium	Toeboards and guardrails fixed in place	<input type="checkbox"/> Loose materials and equipment to be cleared regularly and not thrown from the platform	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	28 " " "	Fall of Person	<i>Death or serious injury</i>	Persons working on tower and those below	Med / High	Guardrails and toeboards fitted where operatives can fall more than 2 metres	<input type="checkbox"/> Additional fall protection e.g. safety harness provided where guardrails/toeboards impractical	<input type="checkbox"/> Low / Neg
<input type="checkbox"/>	29 " " "	Fall of person due to unintended movement of tower	" " "	" " "	Medium	Wheel or caster brakes applied when tower is in use	<input type="checkbox"/>	Low / Neg
<input type="checkbox"/>	30 " " "	Overturning of tower	" " "	All persons in the work area	Med / Low	Only trained persons will use the tower	<input type="checkbox"/>	Low / Neg

Tower Scaffolds - Record comments and variations here.

Name Position Date



Risk Assessment - Power Tools

Using Abrasive Wheels

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 31 Using an abrasive wheel	Contact with the disc during use	Death or serious injury	Persons doing the work	Med / High	Fully trained and experienced operatives only carry out this work	<input type="checkbox"/> A check of equipment guards, etc, is carried out before work starts	<input type="checkbox"/> Low
<input type="checkbox"/> 32 -- " --	Disc shattering due to incorrect mounting	-- " --	-- " --	Medium	The correct abrasive wheel is selected for the particular application	<input type="checkbox"/> Disc speed is always greater than the tool speed	<input type="checkbox"/> Low / Neg
<input type="checkbox"/> 33 -- " --	-- " --	-- " --	-- " --	Medium	Only fully trained and experienced persons change the disc	<input type="checkbox"/> Carry out a check of equipment before work starts	<input type="checkbox"/> Low / Neg
<input type="checkbox"/> 34 -- " --	Flying debris during a grinding process	Death/Permanent Disability	-- " --	Medium	Only competent, trained persons to carry out this work.	<input type="checkbox"/> PPE including eye protection must be worn	<input type="checkbox"/> Low

Using Hand Tools

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 35 General use	Damaged or inappropriate tool	Major cuts/bruises, etc	Persons doing the work	Medium	Only trained persons to use the equipment	<input type="checkbox"/> The correct tool for the job is used, tools are maintained regularly, damaged tools are not used	<input type="checkbox"/> Low / Neg

Using Electrically Powered Hand Tools

Tick those that apply

Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
<input type="checkbox"/> 36 Operating electrically powered hand tools	Electric shock	Major - life threatening	Person using tool and anyone in the immediate area	Medium	Hand tools must be inspected prior to each use.	<input type="checkbox"/> Damaged tools are not to be used	<input type="checkbox"/> Low
<input type="checkbox"/> 37 -- " --	-- " --	-- " --	-- " --	Medium	Reduced voltage equipment used where practicable (110v)	<input type="checkbox"/> Extension, trailing leads kept to a minimum, tool unplugged when not in use.	<input type="checkbox"/> Low / Neg

Power Tools - Record comments and variations here.

Name

Position

Date



Risk Assessment - The Site

Site adjacent to an Occupied Building

Tick those that apply

	Activity	Hazard	Worst Case	Persons at Risk	Risk before any controls in place	Control Measures that should be already in place	Additional Control Measures Needed	Residual Risk
							<input type="checkbox"/> Confirm	<input type="checkbox"/> Confirm
<input type="checkbox"/>	38 Working adjacent to an occupied building	Dust and Fumes	<i>Stress/anxiety</i>	Occupants of adjacent building	Low	Controls already in place for activity creating the dust/fumes	<input type="checkbox"/> Works programmed to reduce the number of people exposed	<input type="checkbox"/> Negligible
<input type="checkbox"/>	39 — " —	Fire as a result of work activities/nature of materials	<i>Death/severe burns</i>	— " —	Med / Low	Site fire plan includes co-ordination with building occupants and allows for alterations changes to their existing emergency procedures	<input type="checkbox"/> Sufficient numbers of appropriate fire extinguishers.	<input type="checkbox"/> Low
<input type="checkbox"/>	40 — " —	Noise	<i>Stress/anxiety</i>	— " —	Low	Noise Assessment carried out	<input type="checkbox"/> Works programmed to reduce the number of people exposed	<input type="checkbox"/> Negligible

The Site - Record comments and variations here.

Name Position Date

