



VIS Security Solutions Risk Assessment
Document Reference: RA101
Electrical Connections

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field Engineers

Persons at risk: Employees, Client Employees, Sub Contractors, Others

Previous review date: Dec 2020



Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
 Uncontrolled document if downloaded

Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Electrical Connections - Making New Connections at 240/415 Volts	3	5	15 HIGH	<p>PERSONS ARE NOT PERMITTED TO WORK LIVE.</p> <p>This assessment relates to the connection of new and replacement equipment. For testing and service of live systems Use a 'volt stick' or 'voltage indicator' to check any metal casing or housing to ensure the metal work is not live prior to commencing works. Identify the breaker or fuse for the circuit that you need to connect to or work on that needs to be switched off. After switching this off FOLLOW the LOTO (see set procedures - isolation LOTO) procedure & attach a locking device for this circuit. Retain the lock's key with you at all times to prevent anyone else rom re-energising circuit. Test for dead at point of work prior to starting task. Approved tester must be used and calibrated as per company procedures. Cordon of the works area and place signage out of men at work</p> <p>Electrician must ensure all conductive jewellery i.e. watches, rings, bracelet's, necklaces etc are removed</p> <p>Information, instruction, training & supervision to be given to all employees</p> <p>Young persons/apprentices to be supervised at all times by a competent electrician/supervisor</p>	1	5	5 LOW
COVID 19 - Where social distancing cannot be maintained i.e. switchroom, risers, etc.	3	5	15 HIGH	<p>Information & instruction must be given to all employees on the ever changing COVID-19 pandemic.</p> <p>Supervisor in conjunction with the Principal Contractor/Supervisor etc. on site is to ensure control measures are followed.</p> <p>Only limited & selected electrical personnel should be allowed into the areas of works i.e. Switchroom, risers, etc.</p> <p>Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes.</p> <p>Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible.</p> <p>Supervisors (where possible) must ensure where personnel are working together the teams stay the same.</p> <p>Engineers are to avoid sharing tools where possible and are to wipe down their tools & company equipment at regular intervals.</p> <p>Protective gloves are to be worn whilst working in higher risk areas with them disposed of directly before leaving site</p> <p>Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained</p> <p>Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes or less.</p> <p>PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the sites mandatory PPE.</p> <p>On completion of works PPE is to be disinfected or disposed of and hands washed.</p>	1	5	5 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required				<p>Minimum PPE to be worn:</p> 	<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> 		

* glove type depends on works being undertaken, 'Showa type' suitable if making connections.



VIS Security Solutions Risk Assessment
Document Reference: RA101/1
Electrical Connections (Live)

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field Engineers

Persons at risk: Employees, Client Employees, Sub Contractors, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Electrical Connections - Making New Connections at 240/415 Volts	3	5	15 HIGH	<p>PERSONS ARE NOT PERMITTED TO WORK LIVE. However it is accepted in some acute situations that this is unavoidable.</p> <p>The following PPE must be Worn at all times and without exception</p> <ol style="list-style-type: none"> 1 Full Face flash guard 2 1000v rated electrical Gloves 3 Rubber sole safety shoes <p>The following equipment must be used at all times and without exception</p> <ol style="list-style-type: none"> 1 Rubber Mat 2 1000v Rated Screwdrivers 3 1000v Rated spanners 4 1000v rated sockets <p>Operative must have the relevant skills, knowledge, experience, training & supervision for the works Area of works must be cordoned off to prevent unauthorised access to the works area Permit to Work system must be in place before works can commence. Housekeeping must be maintained - All tools materials and equipment must be in a suitable safe place</p>	2	5	5 MED
COVID 19 - Where social distancing cannot be maintained i.e. switchroom, risers, etc.	3	5	15 HIGH	<p>Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Supervisor in conjunction with the Principal Contractor/Supervisor etc. on site is to ensure control measures are followed. Only limited & selected electrical personnel should be allowed into the areas of works i.e. Switchroom, risers, etc. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Engineers are to avoid sharing tools where possible and are to wipe down their tools & company equipment at regular intervals. Protective gloves are to be worn whilst working in higher risk areas with them disposed of directly before leaving site Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes or less. PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the sites mandatory PPE. On completion of works PPE is to be disinfected or disposed of and hands washed.</p>	1	5	5 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p> <div style="display: flex; justify-content: space-around;">    </div>	<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <div style="display: flex; justify-content: space-around;">      </div> <p>* glove type depends on works being undertaken, 'Showa type' suitable if making connections.</p>
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VIS Security Solutions Risk Assessment

Document Reference: RA102

Occupational Road Risk

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Company Drivers

Persons at risk: All Company Drivers, Other Road Users, Pedestrians

Previous review date: May 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Employee Unaware of the Requirements of the Vehicle Policy, Procedures and Guidelines	2	4	8 MED	All drivers will be trained on the safe use of vehicles, their responsibilities and the company rules for vehicle use All drivers will be given refresher training at regular intervals on these requirements and specific safety driving issues. Further information is given in the Company Road Safety Policy. All employees who drive on company business issued with a copy of the Road Safety Policy.	1	4	4 LOW
Employee Driving Whilst Not in Possession of Valid Driving License, or While Serving a Driving Ban	2	4	8 MED	A copy of the driving licence will be taken upon starting work with the company. Licence details will then be verified with the DVLA. Employee may be requested to provide copy of their driving licence at any time or sign a mandate to enable electronic checking by the company.	1	4	4 LOW
Employee Using Their Own Vehicle on Company Business That is Not Roadworthy	2	4	8 MED	Copy of the following documents to be kept on file and information renewed on an annual basis: 1/ Vehicle registration document; 2/ Insurance document indicating that the vehicle has been insured to travel whilst on company business. 3/ Valid MOT certificate if the vehicle is over 3 years of age; 4/ Valid Road Fund Licence or exemption certificate if the vehicle is over 25 years of age.	1	4	4 LOW
Employee Using a Company Vehicle That is Not Roadworthy	2	4	8 MED	All company vehicles are to be serviced at intervals recommended by the manufacturer. The Company has a fleet insurance policy for company vehicles. Copy is available on request. All road fund licences are renewed by the vehicle leasing company and forwarded to the appropriate driver. Rental vehicles will be obtained if a lease vehicle has to go into a garage for repair. Daily checks are to be carried out on the vehicle by the driver, as recommended by the manufacturer. Report all defects to your Manager and the Fleet Department.	1	4	4 LOW
Employee Driving While Under the Influence of Drugs or Alcohol	3	5	15 HIGH	Employees are to inform their manager if they are required to take any prescribed medication that may effect their ability to drive safely. No one should drive whilst taking any medication that may effect their ability to drive safely. If in any doubt seek the advice of your GP. No one should drive whilst under the influence of alcohol or drugs.	1	5	5 LOW
Employee Driving Whilst Tired	3	5	15 HIGH	Stop driving if you are feeling tired. Take breaks every 2 hours, get some fresh air, walk around and have some refreshment if required. Do not take stimulants to overcome tiredness. If necessary take a nap provided you can park at a safe and legal location, i.e. a service station.	1	5	5 LOW
Driving with Unsecured or Unevenly Distributed Loads	2	4	8 MED	Ensure that all equipment is loaded correctly into all vehicles. Equipment is not to be carried on the rear or front passenger seat. Always use the rear compartment of a van, boot or estate compartment of the vehicle. For vans ensure that the maximum axle weights are not exceeded.	1	4	4 LOW
Driving with Equipment in Vehicle That is not Packaged in Accordance with ADR Regulations	2	4	8 MED	Always transport any equipment that falls within the ADR regulations as per ADR Safe System of Work. ADR training is given to all employees that will fall under the remit of ADR transport Chemical Safety Cards (previously called TREM cards) be carried at all times where required	1	4	4 LOW
Using Mobile Phone, PDA or Satnav Whilst Driving	3	4	12 MED	DO NOT use a hand held phone or other hand held means of communicating whilst driving. Information on this is given in the Company Mobile Device Policy. DO NOT use mobile phones at a petrol forecourt or if instructed not to by safety signage or a representative from the premises you are visiting on company business. Enter Satnav coordinates before setting off or pull over at a safe place to make changes.	2	4	8 MED
Obscured Vision Through Vehicle Windows	2	4	8 MED	Ensure that visibility is not obscured by pendants, window stickers, fluffy dice, etc. and in inclement weather, clear windows of snow and ice Ensure that rear window is not obstructed by items stored on the shelf or rear compartment of estate car. If temporary loads in an estate car restrict the rear view remove these as soon as possible.	1	4	4 LOW
Obstructing Visibility of Other Road Users or Pedestrians	2	4	8 MED	DO NOT park vehicle where it may obstruct the visibility of other road users or pedestrians. Only use designated parking areas	1	4	4 LOW
Adjusting Seating Arrangement/Position & Other Devices While Driving	2	4	8 MED	Always adjust the seating arrangement whilst the vehicle is stationary. NEVER alter the steering wheel height adjustment whilst driving.	1	4	4 LOW
Smoking, Eating or Drinking Whilst Driving	3	4	12 MED	Smoking, eating and drinking are not allowed while driving on company business. All drivers will be given training on these requirements. Smoking is not allowed in company vehicles at any time. A no smoking sign is to be displayed in vehicles	1	4	4 LOW
Loading and Towing of Company Trailers	2	4	8 MED	Do not exceed the maximum load indicated on the trailer weight plate fitted by the trailer manufacturer Ensure the trailer is correctly loaded to ensure sufficient downward load onto the tow ball. Carry out the recommended weekly user checks on trailer. Trailer to be serviced at regular intervals by a competent person. DO NOT drive in the outside lane of a motorway whilst towing a trailer.	1	4	4 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA102

Occupational Road Risk

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Company Drivers

Persons at risk: All Company Drivers, Other Road Users, Pedestrians

Previous review date: May 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Not Wearing Seat Belts	2	5	10 MED	Seat belt are to be worn at all times by all passengers, except for those who hold a medical exemption certificate. The medical exemption certificate is to be carried at all times when travelling on company business. A copy of the medical exemption certificate is to be kept by the HR Department.	1	5	5 LOW
Driving in Adverse Weather (Snow, fog, ice, rain, strong winds)	3	4	12 MED	Use head lights when visibility is seriously reduced, generally when you cannot see more than 100 meters or in rain. Use front and rear fog lights when required, but ensure you turn them off when visibility improves. Increase your distance from the vehicle in front and drive at a safe appropriate speed. Ensure that all windows are free from ice, snow or mist before driving off. Try to avoid sudden braking as this may result in the vehicle skidding. Obey instructions given by roadside signals regarding weather conditions. DO NOT drive if you consider the weather may affect your ability to drive safely. Information, instruction & training must be given to all company vehicle drivers on driving in adverse weather conditions	2	4	8 MED
Fire	2	5	10 MED	To avoid risk of injury from trying to tackle fires, only vehicles needing to comply with ADR road safety requirements will be issued with fire extinguishers. Regular servicing to be carried out as per manufactures guidance with weekly visual inspections completed and recorded Information, instruction & training must be given to all company vehicle drivers. Company vans are to comply with ADR requirements	1	5	5 LOW
Exceeding Speed Limits	2	4	8 MED	ALWAYS drive within the speed limit for the area you are travelling in taking account of the road conditions. Be guided and obey any change of speed limit signs in road works. Drivers who tow company trailers or drive vans should be aware that the maximum speed limits are different. When using a roof rack the Company Speed limit requirement is 60mph . All company vans to be fitted with a tracking device which monitors speed.	1	4	4 LOW
Driving at Night	2	4	8 MED	Ensure that all headlights are working correctly and use only in the dipped position when traffic is approaching. Visually inspect before journey Drive at an appropriate speed, this may be slower than in daylight and do not drive if tired (see above). Do not drive in glasses with tinted lenses that may effect your vision.	1	4	4 LOW
Vehicle Breakdowns	2	4	8 MED	Vehicles must be properly maintained and inspected. If vehicle breaks down, get it off the road if possible. Use vehicle hazard lights to warn other road users if you are causing an obstruction. Ensure that the side lights are also turned on if you break down in the dark or if the visibility is poor. Do not let anyone stand between the vehicle and the oncoming traffic. If you break down on the motorway, pull onto hard shoulder as close as you can get to an emergency road side telephone and use this to summon assistance. Inform the police/highway officers of your location via emergency road side or mobile phone. Exit the vehicle by the near side door of the vehicle. Wait for help well away from the vehicle preferably up the bank of the motorway or road.	1	4	4 LOW
COVID 19	2	5	10 MED	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Company vehicles are to be single person use only with employees travelling to work alone Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. Employees are to ensure the hygiene within their allocated vehicle is to the highest standard. Alcohol based sanitiser or anti bacterial wipes are to be used regularly to clan frequently touched objects. Employees should wash hands or sanitise visibly clean hands where possible before entering their vehicle.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required



Minimum PPE to be carried in vehicle:
for possible use in breakdowns

Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):

N/A



VIS Security Solutions Risk Assessment

Document Reference: RA103

Use/Storage/Transportation of Batteries

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Storeman, Sub Contractors & Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 Issue No: 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Electrical Burns	3	4	12 MED	Instruction, information and training will be given to all VIS Security Solution employees on the safe use of batteries. Remove all metal objects such as watches, ring, chains, bracelets, etc. to avoid a short circuit. Ensure battery terminals are taped appropriately or cover with plastic transport covers Ensure all tools that are used are sufficiently insulated for the works to prevent heat transfer. Skin must be covered where possible with the appropriate PPE worn.	1	4	4 LOW
Chemical Burns	4	4	16 HIGH	All engineers must have the relevant information, instruction, training & supervision (COSHH). Batteries are to be visually inspected for any leaks or damage before use. Suitable PPE to be worn whilst handling high risk batteries.	1	4	4 LOW
Fire	3	5	15 HIGH	All engineers must have the relevant information, instruction, training & supervision. Ensure battery terminals are taped appropriately or cover with plastic transport covers Batteries are to be visually inspected for any leaks or damage before. Batteries not to be store by metal objects, heat sources, spark sources or combustible materials. Ensure all tools that are used are sufficiently insulated for the works to prevent heat transfer.	1	5	5 LOW
Explosion	3	5	15 HIGH	All engineers must have the relevant information, instruction, training & supervision. Storage of the batteries is to as per manufactures guidance. Batteries to be charged in a well ventilated area with a suitable charger. Ensure battery terminals are taped appropriately or cover with plastic transport covers Batteries are to be visually inspected for any leaks or damage before use. Any faults to be reported immediately with batteries disposed of. Batteries stored or located away from heat producing/spark sources	1	5	5 LOW
Making & Braking Connections	3	5	15 HIGH	All engineers must have the relevant information, instruction, training & supervision. Avoid contact with metal objects as can cause short circuit. Isolate the battery by turning off all switches in the circuit Disconnect the earth terminal of the battery first for breaking connection. Reverse for making connections Isolate the terminal of the batteries as necessary to avoid arcing, short circuiting etc.	1	5	5 LOW
Manual Handling	3	4	12 MED	Must Follow VIS Security Solutions set manual handling procedures. Refer to Risk Assessment 106.	1	4	4 LOW
Transportation of batteries	3	4	12 MED	All engineers must have the relevant information, instruction, training & supervision. Limited stock is to be held in vehicles as per company procedures Batteries are to be stored in suitable containers with all packaging for transportation Batteries to be stored in a safe area of the vehicle to avoid unnecessary movement in transit	1	4	4 LOW
Storage	3	5	15 HIGH	Storage of batteries is to be as per manufactures guidance Batteries to be limited to what is required in the stores and vehicles Storage areas to be free from water/heat/spark producing sources Batteries are not to be stacked to an unsafe height or in unsafe packing to avoid falling of batteries Batteries are to be stored in suitable containers with all packaging for transportation	1	5	5 LOW
Charging	3	4	12 MED	Batteries are to be charged in a well ventilated area free from combustible materials Ensure the charging equipment is suitable for the batteries Do not smoke, carry out hot works or use a mobile phone whilst charging Batteries should be disconnected from the mains as soon as the battery is fully charged (Do not overcharge) Ensure batteries are charge away from electric lights or any other ignition sources	1	4	4 LOW
COVID-19	2	5	10 MED	Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Batteries must be wiped down when the person receiving the batteries takes them from the store Face coverings must be worn when using batteries in an occupied building with social distancing of 2m maintained PPE is to be worn when handling batteries at all times.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment

Document Reference: RA105

Use of Display Screen Equipment

Job / Operation:

APPLICABLE TO WORK TASK FOR: Display Screen Equipment

Persons at risk: Office Employees, Engineers, Sub-Contractors, Others

Previous review date: May 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Visual Fatigue	4	3	12 MED	Instruction, information and training will be given to all J D McGeown employees on the safe use of display screen equipment. Regular breaks throughout the working day. Eye tests must be made available for all DSE users Maintain the working environment i.e. lighting, glare, provide blinds etc	1	4	4 LOW
Musculoskeletal Disorders (WRULDs)	4	4	16 HIGH	Instruction, information and training will be given to all J D McGeown employees on work related upper limb disorders (WRULD). Maintain the working environment i.e. heating, lighting etc Reasonable adjustments to workstations to ensure the work environment is adapted to the individual Regular breaks throughout the working day.	1	4	4 LOW
Stress	3	5	15 HIGH	Instruction, information and training will be given to all J D McGeown employees on the health effects/symptoms of stress. Maintain the working environment i.e. lighting, heating, noise etc. Training for management on stress i.e. mental health first aid	1	5	5 LOW
Eye Strain	3	5	15 HIGH	Eye tests must be made available for all DSE users Maintain a healthy working environment such as lighting, glare etc Regular breaks throughout the working day. Adopt the 20/20/20 rule Company to provide suitable equipment to all users of DSE	1	5	5 LOW
Working on Site - Laptop Users	3	5	15 HIGH	Instruction, information and training will be given to all J D McGeown employees on the safe use of display screen equipment. Maintain a healthy working environment such as lighting, glare etc Regular breaks throughout the working day. Good Posture to be adopted by the user with a safe working environment provided to complete the works	1	5	5 LOW
Manual Handling (Portable DSE)	3	4	12 MED	Instruction, information and training will be given to all J D McGeown employees on manual handling. Refer to Risk Assessment 106.	1	4	4 LOW
Poor Ergonomics	3	5	15 HIGH	Company to provide suitable equipment to set out each employee workstation Maintenance of facilities such as lighting, heating etc. Housekeeping within the environment to be maintained especially within individuals workstations GH&SO to complete regular assessments of working environments and workstations	1	5	5 LOW
COVID 19	2	5	10 MED	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Operator of the DSE should ensure a suitable area is used to ensure social distancing Where possible no direct face to face contact should be made. Regular cleaning of the keyboard, mouse and computer accessories should be completed. Suitable anti bacterial wipes can be used. On completion of works hands should be washed or visible clean hands can be sanitised..	1	5	5 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p>	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <div style="display: flex; justify-content: space-around; align-items: center;">         </div>
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VIS Security Solutions Risk Assessment

Document Reference: RA106

Manual Handling - Field Work

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees working in the field
 Persons at risk: Employees, Client Employees, Sub Contractors, Others
 Previous review date: Dec 2020
 Current Assessment Date: Jan 2021 Issue No: 3
 Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Manual Handling (General)	3	4	12 MED	Manual handling training will be given to all staff and records will be kept. Refresher training will be provided regularly. Safe manual handling techniques will be used at all times. Suitable PPE will be worn when loading/unloading and handling equipment and tools. Mechanical handling aids will be used wherever possible Toolboxes will not be overloaded with unnecessary tools, only the tools required for the job will be carried. It is the responsibility of the persons handling all stock and equipment to use correct lifting techniques must be used when handling or carrying equipment, weighing extinguishers, or transporting stock. Any issues regarding manual handling must be reported to a supervisor and the Group H&S officer immediately.	1	4	4 LOW
Over Stretching or Reaching for Stock and Equipment in Awkward Places or Vans	3	4	12 MED	Take reasonable safe steps to access equipment when at customers premises. Remove any obstacles that may impede access to equipment. Agree with customer to the re-sitting of equipment for safe access. Load vehicle so that the heaviest equipment is within easy access therefore avoiding overstretching. Place toolbox in a position to allow safe access avoiding over stretching. Follow manual handling techniques as per annual Health & Safety training.	1	4	4 LOW
Injury Caused by Incorrect Loading/Unloading of Equipment	3	4	12 MED	All persons to receive Manual Handling instruction and regular refresher training. Use handles provided on cardboard cartons. Hold load as close as possible to body. Load directly into roll cage to reduce carrying distance. Avoid twisting - move feet. Be aware of individual capability, do not try to lift something that is too heavy. Always wear gloves and safety footwear. Ensure that vehicle is correctly loaded initially to assist in safe unloading methods.	1	4	4 LOW
Injury Caused by Incorrect Loading/Unloading of Equipment into Vehicle	3	4	12 MED	Gloves and safety footwear to be worn. Where practicable, a trolley or roll cage should be used to transport equipment close to the vehicle. Correct Manual Handling techniques to be used at all times.	1	4	4 LOW
Slips, Trips and Falls	3	4	12 MED	All spillages are to be cleaned up immediately no matter how small. Areas will be inspected for trip and slip hazards Good housekeeping procedures must be adopted Spillages must be reported and cleaned up immediately. Correct safety footwear must be worn at all times Correct manual handling procedures will be followed to maintain visibility of route	1	4	4 LOW
Injury Caused by Sharp Edges on Equipment or Stock	3	4	12 MED	Check equipment to see if it has sharp edges before manual handling commences. Items of equipment with sharp edges to be packaged correctly & labels attached informing contents have sharp edges. Gloves and safety footwear to be worn at all times.	1	4	4 LOW
Over Stretching to Service/Install Equipment on Customer Premises	3	4	12 MED	Park as close as possible to reduce carrying distance. Gloves and safety footwear to be worn at all times. Correct Manual Handling techniques to be used at all times.	1	4	4 LOW
Injury Caused by Manual Handling of Toolbox	3	4	12 MED	Advise customer of any obstacles that require to be moved to gain access. Correct Manual Handling techniques to be used at all times.	1	4	4 LOW
Injury Caused by Twisting the Body at the Waist While Lifting/Carrying	3	4	12 MED	Keep body in the natural position and DO NOT twist. Swivel on the heels of the feet to assist in twisting prevention. Management to remind employees to move feet not twist body when they are not doing so.	1	4	4 LOW
Injury Caused by Slipping on Wet Surface of Door Wells/Vehicle Luggage Compartments	3	4	12 MED	Anti-slip mats to be fitted to all door wells. Employees to ensure foot well is kept clean and free from slippery substances and report any damage to fitted anti-slip mats.	1	4	4 LOW
Injury Caused by Manual Handling with Insufficient Grip	3	4	12 MED	Gloves to be worn at all times so as to assist in obtaining a good grip on equipment being lifted. Carrying handles of boxes/packaging to be used at all times.	1	4	4 LOW
				Ensure all floor surfaces at J.D.McGeown premises are in good condition and free from pot holes.			



VIS Security Solutions Risk Assessment

Document Reference: RA106

Manual Handling - Field Work

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees working in the field
Persons at risk: Employees, Client Employees, Sub Contractors, Others
Previous review date: Dec 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
 Uncontrolled document if downloaded
 Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Injury Caused by Manual Handling on Uneven or Unsuitable Floor Surfaces	3	4	12 MED	Employees are to report any signs of floor damage to their manager or customer. Good housekeeping techniques to be employed at all times. Management to ensure employees use good housekeeping techniques. Floor surfaces at customer's premises are to be assessed before lifting to ensure they are suitable	1	4	4 LOW
Injury Caused by Manual Handling in Areas Where There Are Space Constraints	3	4	12 MED	No work to be performed on customers premises where there are work space constraints unless technician has ensured it is safe.	1	4	4 LOW
Injury/Illness Cause by Manual Handling in Poor Environmental Conditions	3	4	12 MED	No work will be performed in weather conditions that affect safety Employees are issued with clothing to be worn in cold conditions. Employees to report any environment problems to manager. Manager to investigate any environment problems reported by employees. Report environmental conditions to your manager and the customer that may cause a hazard for manual handling operations. First aid and reporting procedures to be available at all times;	1	4	4 LOW
Re-occurrence of Injury Caused by Manual Handling by Persons With History of Injuries or Health Problems That Could Affect Their Manual Handling Capability	3	4	12 MED	All employees who have lost time from work are not to resume work until they have been declared fit to do so by their GP. No person shall start back to work following injury unless they provide certification to do from their GP. Back to work interview to be performed by manager/supervisor before return to work to ensure the person is fit and able to do so. Any arising health problems with employees must be reported to management immediately	1	4	4 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Supervisor in conjunction with the Principal Contractor on site is to ensure control measures are followed and tasks planned. On assessing manual handling activities using the T.I.L.E. process operatives must take social distancing into account when planning the route to be taken. Suitable PPE should be worn if social distancing cannot be maintained at all times. Personal hygiene to be of the highest standard with employees avoiding touching their mouth, nose & eyes during manual handling activities. Hands to be washed before the activity or suitable hand sanitiser used. Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the sites mandatory PPE. Note where possible latex gloves should be worn and disposed of after the activity however for certain tasks latex gloves will not provide suitable protection i.e. handling gal trunking. Suitable gloves must be selected for these tasks. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p> <div style="display: flex; justify-content: space-around;">    </div>	<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <div style="display: flex; justify-content: space-around;">      </div> <p style="font-size: small;">* Rigger or 'grip gloves' to be used for carrying items or manual handling.</p>
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VIS Security Solutions Risk Assessment
Manual Handling - Stores & Offices
Document Reference: RA107

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		




Job / Operation:

APPLICABLE TO WORK TASK FOR: All Office Employees
Persons at risk: All Office Employees
Previous review date: Jan 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Manual Handling (General)	3	4	12 MED	Manual handling training will be given to all staff and records will be kept. Refresher training will be provided regularly. Safe manual handling techniques will be used at all times. Suitable PPE will be worn when loading/unloading and handling equipment and tools in store rooms or similar areas. Mechanical handling aids will be used wherever possible. Shelving and storage areas should not be overloaded and large fixed shelving should be marked with the maximum load. It is the responsibility of the persons handling all stock and equipment to use correct lifting techniques must be used when handling or carrying equipment, or transporting files or stock. If using access ladders, hop-ups or platform ladders these must be used in accordance with the separate ladder risk assessment. Any issues regarding manual handling must be reported to a supervisor and the Group H&S officer immediately.	1	4	4 LOW
Injury Caused by Incorrect Loading/Unloading or Carrying of Items	3	4	12 MED	Use handles provided on cardboard cartons. Hold load as close as possible to body. Load directly into roll cage to reduce carrying distance. Avoid twisting - move feet. Be aware of individual capability, do not try to lift something that is too heavy. Check equipment to see if it has sharp edges before manual handling commences. Items of equipment with sharp edges to be packaged correctly & labels attached informing contents have sharp edges. Gloves to be worn if items are slippery, wet, greasy or if there is the possibility of sharp edges, large staples, etc. Items to be stored at height appropriate to weight and frequency of required access to item, i.e. heavy items to be stored at waist or below shoulder height, but if very infrequently required it may be preferable to place these on lowest shelf with smaller daily items at waist height. An assessment of requirements should be locally made (taking account of the shelving capacities).	1	4	4 LOW
Slips, Trips and Falls	3	4	12 MED	All spillages are to be reported and cleaned up immediately no matter how small. Areas will be inspected regularly for trip and slip hazards. Good housekeeping procedures must be adopted. Correct safety footwear must be worn at all times in stores areas. Correct manual handling procedures will be followed to maintain visibility of route.	1	4	4 LOW
Injury Caused By Twisting the Body At the Waist While Lifting/Carrying	3	4	12 MED	Keep body in a natural line and DO NOT twist. Swivel on the heels of the feet to assist in twisting prevention. Management to remind employees to move feet not twist body when they are not doing so.	1	4	4 LOW
Injury Caused By Manual Handling On Uneven or Unsuitable Floor Surfaces	3	4	12 MED	Ensure all floor surfaces at VIS Security Solutions premises are in good condition and free from pot holes. Employees are to report any signs of floor damage to their manager or customer. Good housekeeping techniques to be employed at all times. Management to ensure employees use good housekeeping techniques. Floor surfaces are to be assessed as part of regular premises inspections to ensure they are suitable.	1	4	4 LOW
Re-occurrence of Injury Caused by Manual Handling by Person who is pregnant or is nursing mother or Persons with History of Injuries or Health Problems That Could Affect Their Manual Handling Capability	3	4	12 MED	All employees who have lost time from work are not to resume work until they have been declared fit to do so by their GP. No person shall start back to work following injury unless they provide certification to do from their GP. Back to work interview to be performed by manager/supervisor before return to work to ensure the person is fit and able to do so. Any arising health problems with employees must be reported to management immediately.	1	4	4 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. On assessing manual handling activities using the T.I.L.E. process operatives must take social distancing into account when planning the route to be taken. Suitable PPE should be worn if social distancing cannot be maintained at all times. Personal hygiene to be of the highest standard with employees avoiding touching their mouth, nose & eyes during manual handling activities. Hands to be washed before the activity or suitable hand sanitiser used & directly afterwards. Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:	Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):
	  <p align="center">* in stock/stores rooms</p>	 <p align="center">* Rigger or 'grip gloves' to be used for carrying items or manual handling if required.</p>



VIS Security Solutions Risk Assessment
Document Reference: RA108
Climbing Vertical Ladders

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others
Previous review date: Sept 2020
Current Assessment Date: Jan 2021 **Issue No:** 4
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Climbing Vertical Ladder Without Authorisation.	2	3	6 MED	Always obtain permission from customer if you require to climb vertical ladder to gain access. Enquire from client if a permit to work is required for the climbing vertical ladder and obtain one if necessary.	1	3	3 LOW
Risk of Fall from Height - Ladder or Working Platform	3	5	15 MED	Work at height is a Company CARDINAL RULE . Any person working at height must undertake a self risk assessment of the place of work to verify that any standard practices, procedures or risk assessment is correct and relevant to the place of work. Information, instruction, training and supervision are to be given to all operatives using vertical ladders. Company set procedures are to be followed at all times whilst climbing vertical ladders. Ladder to be placed on suitable ground at the required angle of 75 degrees/ 1:4 3 points of contact must be maintained at all times. Guidance on ladders can be found using INDG402 If the client provides the lanyard or any part of fall protection equipment, this must be checked to verify the inspection certification is in date. Check that the final working platform and any resting platforms have correct fall protection, i.e. guard rails, toe boards etc. Close any hatch or access point if possible to do so.	1	5	5 LOW
Carrying Tools or Equipment Whilst Climbing or Descending a Ladder	3	3	9 MED	No tools or equipment are to be carried in the hands whilst climbing or descending vertical ladder. Use a tool belt. Three points of contact to ladder are to be maintained at all times while climbing or descending ladder. Any large tools and equipment are to be raised and lowered by means of a hoist or rope. Assistance may need to be sought from customer if persons are faced with this issue when working alone. Guidance on this should be given during any information, instruction & training i.e. TBT	1	3	3 LOW
Impact of the body whilst climbing the ladder	3	3	9 MED	Safety helmet to be worn at all times when climbing or descending a vertical ladder that has a risk of a head injury Safety helmet to be secured to operatives head by means of a chin strap at all times.	1	3	3 LOW
Injury or Contamination to Hands, or Slip Hazard on Rungs	3	3	9 MED	General purpose gloves to be worn at all times when climbing or descending a vertical ladder. Ensure that the sole of your footwear is clean so as not to contaminate the rounds of the vertical ladder with mud, grease oil or any other could cause contamination or a slipping hazard.	1	3	3 LOW
Climbing External Vertical Ladders in Inclement Weather Conditions	3	3	9 MED	DO NOT attempt to climb any external vertical ladders in poor weather conditions such as snow, ice, rain or high winds. Vertical ladders must be visually inspected for damage before it can be used.	1	3	3 LOW
Equipment That is Being Raised or Lowered Falling Onto Person Below	3	3	9 MED	Persons at bottom of a ladder attaching tools/equipment to hoist are to wear safety helmet at all times. When the load is being raised, the person at the bottom is to stand in a safe place. Cones or other barriers to be placed around bottom of vertical ladder to warn persons that work is in progress if there is a risk of falling objects.	1	3	3 LOW
Using Vertical Ladder as a Working Platform	2	3	6 MED	Never use a vertical ladder as a working platform, it is a method of access and egress only. Information, instruction, training and supervision are to be given to all operatives using vertical ladders.	1	3	3 LOW
Collapse of vertical ladder	3	5	15 HIGH	Ladder to be placed on suitable ground at the required angle of 75 degrees/ 1:4 Working area must be cordoned off to protect the ladder from a risk of impact i.e. vehicle/pedestrian Where possible the ladder is to be tied to the structure using the styles of the ladder not the rungs. Ladder to be visually inspected before each use and monthly inspected via the Group Health & Safety officer Company set procedures are to be followed at all times whilst climbing vertical ladders. Guidance found INDG402	1	5	5 LOW
COVID 19	2	5	10 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Ladders should not be positioned side by side. Suitable distance of 2m must be maintained. Where this cannot be maintained suitable PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the sites mandatory PPE. Vertical ladders are normally shared equipment on site. These should be subject to regular cleaning such as tea times, lunch time & at the end of the working day. Suitable based alcohol substances or anti bacteria spray is to be used. Area of works around the ladders are to be cordoned off to abide by social distancing where not possible personnel are to be limited. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA108
Climbing Vertical Ladders

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others
Previous review date: Sept 2020
Current Assessment Date: Jan 2021 **Issue No:** 4
Next Review Date: Jan 2022

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

Uncontrolled document if downloaded

Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Ladder Security - Misuse of equipment by others	3	5	15 HIGH	Information & instruction must be given to all employees on ladder safety in a public area Ladders are not to be left unattended on site where there is public access Where possible cordons and signage is to be positioned around each works area Ladders are not to be left in their vertical works position unattended where public have access When ladders are not in use they must be secured to the engineers vehicle using ladder clamps and suitable locks.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



* glove type depends on works being undertaken, 'Showa type' suitable

Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment
Document Reference: RA109
Use of Hand Tools

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field Engineers

Persons at risk: Employees, Client Employees, Sub Contractors, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Incorrect Use or Application of Hand Tools	3	4	12 MED	All hand tools must only be used for their intended purpose. Do not use any non-conforming hand tools. Do not apply any added leverage to any hand tools. Do not strike any hand tool with a hammer that is not intended for that purpose.	1	4	4 LOW
Slip, Trip & Falls	3	4	12 MED	Tools are to be kept to a minimum requirement on site (Only what is needed) Information, instruction, training and supervision to be given to all employees Tools are to be stored in a suitable safe place (Preferably in a lockable area)	1	4	4 LOW
Impact - Falling Tools	3	4	12 MED	Information, instruction, training and supervision to be given to all employees Areas to be cordoned off to prevent unauthorised access when working at height with tools Mini mum personnel within the works areas with all relevant PPE worn Tools are to be secured in a tool belt or other means such as SWR/Clips/Collective fall protection	1	4	4 LOW
Use of Sub-standard or Defective Hand Tools	3	4	12 MED	Only company supplied or quality recognised brands of approved hand tools are to be used. All new supplied hand tools are field tested to assess their suitability before being given "Company Approval". Hand tools to be kept in a toolbox to protect against damage and deterioration. This tool box must be kept in a decent condition. All tools are to be visually inspected by the user before use for signs of obvious defects and damage. Do not use any hand tool that shows signs of defects or damage. Company set procedures are to be followed at all times. Report all damaged or defective hand tools to your Manager and obtain a replacement.	1	4	4 LOW
Electrocution	3	4	12 MED	Use a 'volt stick' or 'voltage indicator' to check any metal casing or housing to ensure the metal work is not live prior to commencing work . Identify the breaker or fuse for the circuit that you need to connect to or work on that needs to be switched off. After switching this off FOLLOW the LOTO (see separate method statement if more detail required) procedure & attach a locking device to the circuit. Retain the lock's key with you at all times to prevent anyone else from re-energising circuit. Test for dead at point of work prior to starting task with approved testing device	1	4	4 LOW
COVID 19	2	5	10 MED	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Engineers provide their own hand tools which should not be shared. These should be subject to cleaning at least at the end of the working day. Suitable based alcohol substances or anti bacteria spray is to be used. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using their hand tools. If a hand tool is shared it should be cleaned before being returned to its owner. This process should be avoided where possible. Tools should be stored in their tool box when not in use and secured daily. Tool boxes should be subject to cleaning at least once a day. On completion of works PPE is to be disinfected or disposed of and hands washed or sanitised.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):



* glove type depends on tools being used, 'Showa type' suitable for light use, Rigger or 'grip gloves' to be used for



VIS Security Solutions Risk Assessment

Document Reference: RA110

Lone Working

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives who work alone

Persons at risk: Lone Worker, Client Staff, Public, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Issue No: 3

Next Review Date: Jan 2022

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

Uncontrolled document if downloaded

Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Falling Ill or Sustaining Injury on Site and Being Unable to Raise Alarm.	3	4	12 MED	High risk sites will be individually assessed and appropriate measures taken. Advice to be sought from EH&S dept. Ensure that mobile phone is fully charged, TAKEN WITH YOU , and turned on so that contact can be made. Only turn off phone if client site rules require it. Turn on when safe to do so. Manager or Call Centre to be informed of all occasions when persons are working alone. Provide estimate of time you will be on site. If the task takes longer phone and inform Manager/Call Centre. Customer contact to be informed if working alone on one of their unmanned sites. When leaving site ensure notification given to Manager or Call Centre informed.	2	4	8 MED
Weather	2	4	8 MED	Check the weather forecast before leaving home/base & plan your journey. Check oven company vehicle Ensure company mobile phone is fully charged in the event of an emergency. Ensure management has been informed of the job, location, time of departure, time of arrival etc Consider re-booking the job for a more appropriate time or wait until weather improves.	1	4	4 LOW
Assault/Attack	3	5	15 HIGH	Areas of works to be self risk assess before works are started. Ensure company mobile phone is fully charged in the event of an emergency. Ensure management has been informed of the job, location, time of departure, time of arrival etc Ensure vehicles, tools, materials & equipment are kept out of site where possible	1	5	5 LOW
Tripping and Slipping Hazards Within Working Area.	3	4	12 MED	Working area to be kept clean at tidy at all times. Any spillages to be cleaned up immediately no matter how small. Work area to be self risk assessed before any works are conducted. Any uncontrolled hazards must be reported immediately. Any problems encountered upon arrival must be immediately reported to customer. Do not enter work area if there is inadequate lighting, contact customer immediately.	1	4	4 LOW
Working in Close Proximity to Electrical Supplies.	3	5	15 HIGH	Electrical work restricted to the service and maintenance of security equipment only. No live working permitted at any time. All operatives to be competent with the relevant information, instruction & training. All persons working alone to check in with Manager/Call Centre on a regular basis as determined by the risk. Observe all Health & Safety warning signs that are displayed. Never use metal ladders in close proximity of electric supply's.	1	5	5 LOW
Treatment of Minor Injuries While Working Alone.	2	3	6 MED	Lone workers provided with individual First Aid Kits in vehicles. Used items to be reported immediately so they can be replenished Inform Manager & Group Health & Safety Officer of accident to fill in Accident Report Book/Accident Investigation Form.	1	3	3 LOW
Person Suffering Side Effects from Prescribed Medication.	2	4	8 MED	Never attempt to go and work alone on an unmanned site if you are on prescribed medication that could have side effects. Inform your Manager to ensure that they are aware of this. Persons should be medically fit when attending unmanned sites. If you feel unwell inform your manager.	1	4	4 LOW
Inadequate Information and Training on Working Alone	3	4	12 MED	Information, instruction and training given on a regular basis. All persons who attend Health & Safety training are given information on the this subject. Managers to use subject as part of tool box talks to reiterate the importance.	1	4	4 LOW

VIS Security Solutions Risk Assessment

Document Reference: RA110

Lone Working

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives who work alone

Persons at risk: Lone Worker, Client Staff, Public, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Issue No: 3

Next Review Date: Jan 2022



Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Operatives are to self risk assess each work place to ensure social distancing of 2m can be maintained. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Works areas are to be cordoned off to prevent unnecessary personnel entering the area (where applicable) Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. Operatives are to wear disposable gloves and face mask for the situation. PPE to be disposed of accordingly. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required				<p>Minimum PPE to be worn:</p> 	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>  <p>* glove type depends on works being undertaken, 'Showa type' suitable for works requiring dexterity. Rigger or 'grip gloves' to be used for carrying items or manual handling.</p>		



VIS Security Solutions Risk Assessment

Document Reference: RA111

Engineers On Call

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees on call

Persons at risk: Employees on call, Client Employees, others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

Uncontrolled document if downloaded

Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Driving at Night	4	5	20 HIGH	Only drive at night if it is necessary and the clients problem cannot be resolved over the phone Carry out vehicle inspections before journey - particularly that lights are clean and working & fuel reserve sufficient for journey Plan the route/check the weather forecast - avoid rural roads where possible Leave ample time to get to work locations therefore avoiding stressful situations Be aware of unlit roads and use headlight dip/full beam when required. Be aware of dazzle from oncoming traffic Reduce speed to allow increased reaction time to hazards (poor visibility of cyclists/pedestrians/debris etc)	1	5	5 LOW
Tiredness and Fatigue	3	5	15 HIGH	Ensure you get sufficient sleep during rest periods. Plan normal work days to avoid early starts or late finishes Do not drive if you are feeling excessively tired or fatigued - inform your line manager Take regular breaks during a journey Comply with the company work instruction for on-call / late starts	1	5	5 LOW
Work in poorly Illuminated Areas	4	3	12 MED	Carry a torch and spare batteries Where possible avoid isolated areas (rear of buildings / remote locations) Wear high visibility clothing and safety footwear as a minimum. If possible use a hand lamp and RCD to illuminate the work location	1	3	3 LOW
Assault/Attack	2	4	8 MED	Always check the area before getting out of vehicle If at any time you feel threatened, suspend work immediately and leave the area. Contact your line manager Where possible arrange for the clients representative to be present	1	4	4 LOW
Ill-health	2	5	10 MED	Never attempt to drive or work alone if you are taking medication that could have adverse effects. Inform your manager If you are on medication that if taken poses no risk ensure you have it with you and take it at the required intervals If you become ill seek assistance (as appropriate) from customer, line manager, or emergency services - if no longer able to drive contact your manager to make arrangements to return home and have your vehicle collected.	1	5	5 LOW
Sudden Freak Weather Patterns (Snow/Ice)	4	3	12 MED	Check weather reports for travelling and avoid areas that may be at risk from severe weather warnings Carry a blanket, some spare warm clothing and some form of food and drink that could be used in an emergency. If the weather is so severe to prevent travel inform your manager. If you become isolated contact your manager and arrange to book into local accommodation Ensure mobile phone is charged - if possible take a back-up for emergency use	1	3	3 LOW
Vehicle Breakdown	4	2	8 MED	Contact fleet support group as per the company vehicle policy If you are too far away from home to be transported back, contact your manager and arrange to book local accommodation	1	2	2 LOW
Personal Injury	3	4	12 MED	Ensure you carry a basic first aid kit at all times to be used for self-administration only (held in vehicle) If serious injury occurs contact the emergency services for assistance If unable to drive after an incident contact your manager to make arrangements to return home and your vehicle collected Report all incidents by contacting the accident hot-line (ensure you have the number) and your manager	2	4	4 LOW
Lone Working	2	5	10 MED	Avoid lone working whenever possible If required to work alone check in with your manager and out when finished. If it's possible that the job may take a long time make arrangements with your manager for regular contact Refer to the company risk assessment for lone working	1	5	5 LOW
Site Specific Hazards	4	4	16 HIGH	Ensure you have relevant risk assessments for the work to be done Conduct an on-site visual risk assessment to survey your work area for additional hazards (SAFE) Site specific hazards could include - chemicals, asbestos, nightshift plant & equipment, pathogens or disease from rodents Take precautions against any identified hazards. Ensure you have all required PPE. Follow site safety signage at all times	1	4	4 LOW

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

CONTINUED:









PAGE 2

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Work at Height	4	5	20 HIGH	Avoid work at height where possible Only use company approved and inspected access equipment Do not work from powered access equipment (even if qualified) without a second person in attendance If using harnesses do not use fall arrest equipment - it must be fall restraint (short lanyard)	1	5	5 LOW
Electrical Work	3	3	9 MED	Follow company procedures for isolation and lock out tag out. Follow company procedures for electrical primary and secondary testing Always use insulated tools and equipment Only work of a service / maintenance nature is permitted	1	3	3 LOW
Manual Handling	3	3	9 MED	Do not attempt to move, lift or carry anything beyond your capabilities. Do not move clients equipment to gain access to the work area.	1	3	3 LOW
Call out Job Takes Excessively Longer Than Expected.	3	3	9 MED	Inform your manager Comply with the company work instruction for on-call / late starts	1	3	3 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Operatives are to self risk assess each work place to ensure social distancing can be maintained. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Works areas are to be cordoned off to prevent unnecessary personnel entering the area. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings where applicable at all times or when social distancing cannot be maintained Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. Operatives are to wear disposable gloves and face mask for the situation. PPE to be disposed of accordingly. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn:</p>  	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>      
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* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or



VIS Security Solutions & JD McGeown Offices

Risk Assessment

Document Reference: RA112

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Applicable to Work Task for:
Persons at risk:

All office based works
Employees, Contractors, Public, Customers, Others

Assessors Name / Title: Darren Semple Health & Safety Officer

Previous review date: Mar 2020
Current Assessment Date: Jul 2020
Next Review Date: Jan 2021

Issue No: 1

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Slips, Trips & Falls	3	5	15	Information is to be given to all employees on slips, trips, and falls Housekeeping must be maintained with employees ensuring walkways are not obstructed Weekly checks must be completed via the GH&SO with any areas of concern actioned immediately. Set procedures are to be implemented for adverse weather such as ice & snow. Gritting procedures to be followed. Entrance and exit doors are to be left unobstructed and the buildup of alga is to be maintained through power washing and chemicals Handrails must be used when moving along stairs of slopes. Employees must take their time. Pre-determined walkways are to be used where possible. Where not possible maintenance is to be conducted i.e. back lane Lighting is to be maintained with any faults rectified as soon as practical	2	5	10 Med
Manual Handling - Office Stores	3	3	9 Med	All employees are to be given the relevant information, instruction & training. Refresher training to be given every 3 years. Where possible heavier stores should be stored at waist level with lighter stores stored at low to high level Employees must adopt the T.I.L.E. process when moving bulk items such as office paper. Mechanical aids to be used where practical i.e. store man	2	3	6 Med
Display Screen Equipment	2	3	6 Med	All employees are to be given the relevant information, instruction & training. Employees must set the workstations up as advised. GH&SO can advise on how to complete this. Eye tests must be made available on request via the employee. Lighting is to be maintained with any faults rectified as soon as practical. Screens should be adjusted to avoid glare. Regular breaks should be adopted using the 20/20/20 rule	1	3	3 Low
Working at Height (WAH)	3	4	12 Med	All employees are to be given the relevant information, instruction & training. Where possible working at height should be avoided and where unavoidable the correct working at height equipment should be used. Employees should visually inspect the WAH equipment before use ensuring that the equipment is placed on suitable ground Employees should only use WAH equipment that they are trained to use. Any damage is to be reported immediately to the GH&SO and the WAH equipment will be removed from service.	2	4	8 Med
Stress	4	4	16 High	Information must be given to all employees regarding stress management Senior management are to be trained on mental health first aid. This is to be refreshed every 3 years. Working environment must be maintained i.e. lighting, noise, heating etc. Workload must be achievable with support given where required.	2	4	8 Med
Electrical	3	5	15 High	Employees who are not trained are not to work on an electrical system Fixed wire testing is to be completed every 5 years by a competent electrician GH&SO is to complete weekly walk rounds of the offices actioning any areas of concern as soon as practical Employees are to be encouraged to report any electrical issues immediately to the GH&SO. Regular PAT testing is to be completed in accordance with company policy. Any faults are to be rectified as soon as practical.	2	5	10 Med
Asbestos	2	5	10 Med	All employees are to be given the relevant information instruction and training regarding disturbing asbestos. Asbestos register is to be available on site and is in reception No intrusive works are to be conducted in the office without authorisation from the EHS department	1	5	5 Low



VIS Security Solutions & JD McGeown Offices

Risk Assessment

Document Reference: RA112

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		



Applicable to Work Task for: All office-based works
 Persons at risk: Employees, Contractors, Public, Customers, Others

Assessors Name / Title: Darren Semple Health & Safety Officer

Previous review date: July 2020
 Current Assessment Date: Jan 2021 Issue No: 1
 Next Review Date: Jan 2022

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Fire	3	5	15 High	Information is to be given to all employees on fire safety within the office. Weekly checks must be completed via the GH&SO with any areas of concern actioned immediately. Locking up procedures must be adopted to prevent unauthorised personnel entering the site. Access control system is to be maintained Waste areas are to be controlled with all waste disposed of via company set procedures. This will help prevent arson on site Fire risk assessment must be completed and any points actioned appropriately by a competent person/s Scheduled maintained is to be arranged for the fire alarm systems, fire extinguishers etc. Fire safety procedures are to be implemented and all employees informed of the procedures. Fire drills to be completed at least annually.	2	5	10 Med
Lone Working	3	3	9 Med	Lone working must be authorised within the office by senior management Information must be given to all employees who may lone working outside of normal working hours Lone working procedures must be adopted by all lone workers within the office.	2	3	5 Low
Infection Control-COVID-19, Flu, Norovirus, etc.	2	5	10 Med	Information & instruction must be given to all employees on infection control. Company to follow emergency response plan for COVID-19 Vulnerable employees are to make themselves aware to the EHS department via the screening form. Where possible employees are to work from home. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the building or when social distancing cannot be maintained Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Safe distance of 2m must be adopted. Where not possible planning must be in place to mitigate the risk of an infectious spread Employees must follow government guidance for COVID-19 symptoms take sick leave if carrying a contagious infection to avoid the spread to others in the workplace. Visitors/customers/contractors etc. are to be advised to only attend site if necessary. All personnel attending site must be aware of all company procedures on arrival. Hygiene must be promoted in the workplace to prevent the spread of infection. Rigorous cleaning schedule is to be adopted Signage to be positioned within the offices	1	5	5 Low

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p> 	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> 
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VIS Security Solutions Risk Assessment
Document Reference: RA113
Installation of Cable Trays & Trunking

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, others

Previous review date: May 2020

Current Assessment Date: Jan 2021

Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Injury Caused by Using Hand Tools	3	4	12 MED	ALWAYS use correct tools for job. NEVER use an open bladed knife or Stanley knife. Use hacksaw or hose cutter (part number 81/02613) to cut plastic trucking. Wear the appropriate PPE, safety glasses, general purpose gloves.	1	4	4 LOW
Working at Height	3	5	15 HIGH	Ensure that pre-work checks are carried out on ladders and step ladders. All Engineers must have the relevant information, instruction, training & supervision If required collective and personal fall protection is to be in place and visually inspected Only trained authorised persons to operate Mobile Elevated Working Platforms. Refer to appropriate Risk Assessment on Mobile Elevated Working Platforms. Only trained persons (PASMA) are to erect mobile scaffold towers. As per company set procedures Refer to Risk Assessment on Access Scaffold and Risk Assessment on Scaffolding Towers.	1	5	5 LOW
Injury Caused by Manual Handling or Contact with protruding objects	3	4	12 MED	Carry out correct Manual Handling techniques as demonstrated in annual Health & Safety training. Obtain assistance when handling heavy or awkward shaped items. Always wear the appropriate PPE, safety glasses, general purpose gloves, safety footwear and helmet	1	4	4 LOW
Drilling/Grinding Operations.	3	4	12 MED	Ensure that pre-work checks are carried out on drills/grinders before commencing work. Refer to RA130 & RA133 Drilling Operations & Grinding Operations. Evidence of PAT testing if applicable Always wear the appropriate PPE as stated in the appropriate risk assessments Regular plant inspections to be conducted via the Group Health & Safety Officer. Only competent trained Engineers to use drills/grinders.	1	4	4 LOW
Noise	3	4	12 MED	Information, instruction, & training is to be given to all employees on noise To protect others use the hierarchy of control - reduce noise at source, reduce noise to employees, PPE ALWAYS wear ear protection when instructed to do so by mandatory Health & Safety signage.	1	4	4 LOW
Slipping and Tripping.	3	4	12 MED	Information, instruction, & training is to be given to all employees Housekeeping to be maintained - Supervisor to conduct regular checks of works areas. Cordon off the works areas to prevent unauthorised access and minimise the personnel where possible.	1	4	4 LOW
Asbestos	3	5	15 HIGH	Always ask to see the site Asbestos Register/survey before drilling operation commences. All Engineers to receive asbestos awareness training as per the Control of Asbestos Regulations (NI) 2012 Refer to appropriate Method Statement & Risk Assessment for Asbestos exposure.	1	5	5 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA113
Installation of Cable Trays & Trunking

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, others

Previous review date: May 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
COVID 19 - Where social distancing cannot be maintained i.e. corridors, risers, side rooms, confined areas etc.	3	5	15 HIGH	<p>Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Supervisor in conjunction with the Principal Contractor on site is to ensure control measures are followed. Works should be planned to limit the amount of personnel in the area of works especially between other contractors. If works areas can be cordoned off to control this they must be.</p> <p>Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be. Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Engineers are to avoid sharing tools where possible and are to wipe down their tools & company equipment at regular intervals.</p> <p>Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. PPE must be worn i.e. Goggles & FFP3 mask. This is to include the sites mandatory PPE. Note due to confined areas above ceilings face shields will not be appropriate. CUT 5 gloves are to be worn as latex gloves are not suitable. On completion of works PPE is to be disinfected or disposed of and hands washed.</p>	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:	Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):
	 	     

* glove type depends on task, 'Showa type' suitable for connections, but Rigger or 'grip gloves' to be used



VIS Security Solutions Risk Assessment
Document Reference: RA114
Use of Access Scaffold

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field Engineers
Persons at risk: Employees, Client Employees, others
Previous review date: Dec 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Scaffold Being Erected by Unauthorised Persons.	4	5	20 HIGH	Scaffold only to be erected by a competent person(s). Competent person(s) to be in possession of Construction Industry Scaffolders Record Scheme card and produce this document upon the request of any enforcing authority or site Management team member. Areas to be cordoned off and controlled where appropriate Appropriate supervision to be provided whilst scaffold is being erected.	1	5	5 LOW
Scaffolder Falling Whilst Erecting Scaffold Structure.	3	4	12 MED	All persons involved in the erection, altering & dismantling of scaffold structure are to wear & be trained in the use of fall arrest equipment. Full body harness with a fitted shock absorbing lanyard of the correct length and both manufactured to the relevant British standards to be worn All fall arrest equipment to be examined before use and by a competent person, and daily records kept. A suitable anchor point is to be used at all times. It is recommended that the body harness has the attachment point for the shock absorbing lanyard at the front of the harness. This is to allow the wearer to be able to pull themselves up in the event of being suspended following a fall, thus relieving the constriction of the harness on the blood supply to the lower legs and reducing the risk of "Suspension Trauma".	1	4	4 LOW
Scaffold Becoming Unsecured.	3	4	12 MED	Scaffold to be examined by a competent person upon completion of erection. Scaffold to be examined by a competent person every seven days. Scaffold to be examined by a competent person following high winds. Scaffold to be examined by a competent person following the discovery of any problems by person(s) working on scaffold. Scaffold to be "Scaffagged" at every inspection. The ground is to be examined daily and any defects reported, and the scaffold not used until remedial action has been carried out.	1	4	4 LOW
Equipment or Persons Falling from Scaffold	3	5	15 HIGH	Guardrails must be fitted at least 950mm above working platform. Additional guardrails may be needed required where there is a risk that persons might fall between the main guardrail and the toe board All access ladders/step should be regularly inspected and secured appropriately Toe boards must be fitted that rise at least 150mm and the gap between any guardrail and toe board should be less than 470mm. Areas to be cordoned off and controlled where appropriate to prevent unauthorised access. Additional boards, brick guards or mesh to be fitted if equipment is to be stored above toe board height.	1	5	4 LOW
Not Wearing PPE.	3	4	12 MED	All person(s) erecting a scaffold or working on a completed scaffold must wear the appropriate PPE: safety footwear, safety helmet and any other item of PPE required to carry out their duties , or items of PPE they are instructed to wear by site safety rules.	1	4	4 LOW
Collapse of Scaffold	3	5	15 HIGH	Materials only to be loaded onto an authorised purpose built loading bay. Scaffold to be erected and inspected by a competent person as per Regulations with evidence of inspection shown near scaffold access points. Scaffold to be inspected before use after adverse weather conditions or evidence of unauthorised access. Scaffold to be erected on suitable ground in order to support the structure. Scaffold must be protected where possible to avoid contact with vehicles or machinery etc.	1	5	5 LOW
COVID 19 - When social distancing cannot be maintained	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools. Due to the platform it will be impossible to maintain social distancing. Full PPE will be required such as goggles/face shield, FFP3 mask/face coverings, gloves and all site related PPE. Note where possible Engineers should work alone on the platforms. Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Principal Contractor is to ensure limited personnel is on the access scaffold at any one time. Works is to be planned to accommodate this. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn:</p>	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>
	<p>* by contractor during erection</p>	<p>* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'arip gloves' to be used for general works or manual handling.</p>



VIS Security Solutions Risk Assessment
Document Reference: RA115
Setting up Site Facilities - Large Projects

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
 Persons at risk: Employees, Client Employees, others
 Previous review date: Jan 2020
 Current Assessment Date: Jan 2021 Issue No: 3
 Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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 Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Unauthorised Access to Working Area.	3	4	12 MED	Security fence to be set up around perimeter of working area. Appropriate safety signage to be displayed. Signing in/out system to work area must be put into operation.	1	4	4 LOW
Setting up of Site Buildings.	3	4	12 MED	Location of buildings to be planned in early stages. Suitable crane for lifting cabins into place to be obtained. Crane only to be operated by trained persons. No unauthorised access allowed whilst crane is carrying out lifting operations. Ground to be checked to ensure that it is firm enough to support weight of crane whilst operating and crane stabilisers to be used during all lifting operations. Crane not to operate in the close vicinity of overhead power supplies. Area must be surveyed first.	1	4	4 LOW
Inadequate Welfare Facilities.	2	2	4 LOW	Ensure that there is adequate access to suitable toilet and washing facilities. Area to be available for people to sit down and eat meals, and kept clean at all times. Supply of suitable drinking water to be available. Ensure there is adequate heating, lighting and ventilation in available welfare areas or those provided. Welfare facilities in accordance with the Construction Design Management Regulations	1	2	2 LOW
Unable to Receive First Aid Treatment Following Injury	3	4	12 MED	Appropriate number of trained First Aiders to be appointed to site. First Aid kits and eye wash stations to be provided. Contents of First Aid kits and eye wash stations to be checked on a weekly basis by person on site and items replenished that have been used. All accidents to be reported to central accident reporting line and branch manager to keep records. All incidents to be reported to the clients representative. An accident report/Investigation form to be completed for all accidents. If necessary, the EHS team will determine if incidents required reporting as per Reporting Regulations.	1	4	4 LOW
Manual Handling Equipment Whilst Setting up Site	3	4	12 MED	Follow correct manual handling techniques as demonstrated in regular Health & Safety training. ALWAYS use mechanical handling devices wherever possible. Split loads into smaller manageable parts for easier handling if possible. ALWAYS wear the appropriate PPE when carrying out manual handling operations; gloves, safety footwear.	1	4	4 LOW
Fire	3	4	12 MED	All highly flammable materials to be correctly stored in a fire resistant cabinet. Good housekeeping methods to be adhered to at all times. NO SMOKING allowed on site except in authorised areas. Fire detection equipment and fire extinguishers to be installed in all cabins. The devices must be serviced by competent person and records maintained. Persons are to be trained in the use of fire extinguishers. A Fire Risk Assessment is to be carried out of the site and actions to control risk implemented, or if part of a larger site, comply with the assessment of any Project Manager/Client. All persons on site to be given fire evacuation training. A register is to be kept of all employees and visitors on site to act as a roll call. For long running projects, a Fire Warden to be trained and appointed. Escape routes are to be kept clear at all times. Emergency lighting to be supplied where required. All fire escape routes are to be identified with directional signage.	1	4	4 LOW
Injury Caused Due to PPE Not Being Worn.	3	4	12 MED	Health & Safety training to be given regarding the wearing of PPE and as a regular refresher training. Safety footwear is to be worn at all times. Safety helmet to be worn when indicated to do so by site health & safety signs or task specific risk assessment identifies the need. Ear defenders are to be used when indicated to do so by site health & safety signs or task specific risk assessment identifies the need. Eye protection to be worn as indicated by site safety signs. It MUST ALWAYS be worn where there is a risk of flying debris, swarf particles, drilling operations & when filling extinguishers. Dust masks are to be worn when indicated to do so by the site health & safety signs. They MUST ALWAYS be worn for drilling operations, filling extinguishers, handling dry powder, removal of head from a dry powder extinguisher, or when working in a dust laden atmosphere. A dust mask WILL NOT protect against harmful or toxic vapours. Gloves are to be worn when handling heavy, dirty, sharp, cold, hot or awkward shaped items. A hi-visibility vest is to be worn when working in the vicinity of mobile plant or vehicles or if required by site rules. DO NOT CARRY OUT WORK DUTIES IF YOU ARE NOT WEARING THE APPROPRIATE PPE. Report any damaged/missing items of PPE and obtain a replacement. ONLY company approved PPE is to be worn. DO NOT use damaged or non-conforming PPE. Refer to Risk Assessment on PPE.	1	4	4 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA115
Setting up Site Facilities - Large Projects

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
Persons at risk: Employees, Client Employees, others
Previous review date: Jan 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Working at Heights.	3	4	12 MED	Working at heights is to be avoided wherever possible. Where possible design out the need for work at heights or future maintenance at height. If applicable, refer to risk assessment on Access Scaffolding. If applicable, refer to risk assessment on Mobile Scaffold Towers. If applicable, refer to risk assessment on Ladders and Step ladders. If applicable, refer to risk assessment on Mobile Elevated Working Platforms.	1	4	4 LOW
Working with Substances That May be Hazardous to Health	3	4	12 MED	All hazardous substances are to be substituted for a type that poses no or less hazards wherever possible. COSHH Risk Assessments to be held on site and will be completed for all substances to be used on site and be available for anyone requiring them. Instruction, information & training to be given to all personnel working with hazardous substances. All substances are to be stored in approved packaging and containers and correctly labelled. Appropriate PPE to be worn at all times when working with hazardous substances. Clean up any spillages immediately with an appropriate spillage kit. Dispose of all used spillage kit material by means of an approved environmentally safe method.	1	4	4 LOW
Injury Caused by Working with Hand Tools and Power Tools	3	4	12 MED	Only company approved hand & electric tools to be used on site. Whenever possible, battery drills to be used. All electrical equipment will be PA Tested. User checks to be carried out before use. If applicable, refer to risk assessment on Hand Tools. If applicable, refer to risk assessment on Electric Operated Hand Tools. If applicable, refer to risk assessment on Smoke Poles.	1	4	4 LOW
Noise Being Emitted from Plant and Machinery	3	4	12 MED	ALWAYS wear ear protection in mandatory areas and as indicated by site signs or where task specific risk assessment identifies the need.. If applicable, refer to risk assessment on Noise RA129.	1	4	4 LOW
Injury Caused by Slips, Trips and Falls.	3	4	12 MED	Be aware of slip, trip and fall hazards within work area. Information, instruction, training & supervision to be given to all employees. Always ensure good housekeeping methods are enforced. Clean up any spillages immediately, no matter how small.	1	4	4 LOW
Infection Control-COVID-19, Flu, Norovirus, etc	3	5	15 HIGH	Information & instruction must be given to all employees on infection control. Company to follow emergency response plan for COVID-19 Vulnerable employees are to make themselves aware to the EHS department via the screening form. Engineers are to wipe down their tools after each job and after moving locations as required. Protective gloves are to be worn whilst working in higher risk areas with them disposed of directly before leaving site Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Safe distance of 2m must be adopted. Employees must self isolate if carrying a contagious infection to avoid the spread to others in the workplace as per government guidance. When social distancing cannot be maintained full PPE must be worn i.e. Goggles, mask, full suit & surgical gloves. Confirmation via the GH&SO Hygiene must be promoted in the workplace to prevent the spread of infection i.e. posters, verbal, email etc Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes adopting social distancing Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Managers (where possible) must ensure where personnel are working together the teams stay the same. Regular cleaning must take place with a set cleaning schedule introduced. VIS Security Solutions are not to send employees travelling to regions that have been deemed high risk. VIS employees must comply with all clients procedures for the virus before attending site and not attend if ill or sick	2	5	10 MED

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p>	<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <p>* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves' to be used for general works or manual handling.</p>
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VIS Security Solutions Risk Assessment

Document Reference: RA117

Cable Pulling

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, Sub Contractors, others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Risk of Asbestos in Ceiling and Wall Cavities/Spaces	3	5	15 HIGH	Always check the Asbestos register/survey for the premises before starting work. Asbestos Awareness training to be conducted with all employees as per CAR (NI) 2012 SEE RISK ASSESSMENTS FOR IDENTIFICATION AND AVOIDANCE OF ASBESTOS.	1	5	5 LOW
Risk of Dust and Debris When Pulling Cables	3	2	6 MED	Eye protection to be worn when risk of dust debris in eyes If dust present then wear appropriate dust mask. Information is to be given to all operatives on dust via a Tool Box Talk.	1	2	2 LOW
Injury Due to Manual Handling When Carrying out Cable Pulling Activities.	3	4	12 MED	ALWAYS follow correct manual handling techniques as demonstrated in Health & Safety training. Eliminate the need for manual handling where ever possible. Use mechanical handling equipment where ever possible to carry drums. Use an appropriate drum feeder, stands and brakeman when pulling from a large drum of cable. ALWAYS wear the appropriate PPE when cable pulling: gloves, safety footwear, safety glasses. SEE ALSO RISK ASSESSMENT ON MANUAL HANDLING.	1	4	4 LOW
Injury Caused by Entanglement with Drum Cable.	3	3	9 MED	Fence/Cordon off around drum when drum feeder is in use to prevent unauthorised access. Place appropriate safety signage on fencing/cordon. Operatives to have the correct information, instruction, training and supervision.	1	3	3 LOW
Injury Due to Sharp Edges on Cable or Drum.	3	3	9 MED	Gloves to be worn at all times when handling drums or cable. Be aware of damage to wooden drums causing them to splinter. Store drums in a manner to prevent them from becoming damaged and splintered. Defect reporting procedure to be followed to ensure damaged drum is repaired before next use.	1	3	3 LOW
Injury Due to Slip and Trip Hazards.	3	4	12 MED	ALWAYS be aware of slip and trip hazards in working area. Self risk assess the area of works prior to works commencing. ALWAYS ensure that good housekeeping methods are adhered to. ALWAYS ensure that cable and drums are not causing a slip or trip hazard. Place a warning sign close to work area informing others that work activities are taking place. Always wear safety protective footwear and ensure they are in good condition. Ensure where possible areas of work are cordoned off ensuring all staff/public etc. are informed.	1	4	4 LOW
Risk of Fall From Height During Cable Pulling	2	4	8 MED	When working from a ladder pulling cable always have 3 points of contact. When working from step-ladder pulling cable always have 3 points of contact with both feet and one hand. NEVER pull from a sideways direction when pulling cable from a safety ladder or step-ladder as this may cause the ladder/step ladder to fall.	1	4	4 LOW
Risk of Fall From Height From Incorrect Use of Access Equipment	3	4	12 MED	See relevant RA for working at height Only use correct equipment for work at height. All working at height to be properly planned as per company set procedures.	1	4	4 LOW
COVID 19 - Where social distancing cannot be maintained i.e. corridors, risers, side rooms, confined areas etc.	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Supervisor in conjunction with the Principal Contractor on site is to ensure control measures are followed. Works should be planned to limit the amount of personnel in the area of works especially between other contractors. If works areas can be cordoned off to control this they must be. The cable pull should be planned and broke down into stages. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. PPE must be worn i.e. Goggles & FFP3 mask. This is to include the sites mandatory PPE. Note due to confined areas above ceilings face shields will not be appropriate. CUT 5 gloves are to be worn as latex gloves are not suitable. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p><small>Protective footwear must be worn</small> <small>Wear gloves</small> <small>High-visibility safety vest</small></p>	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p><small>Wear helmet</small> <small>Wear eye protection</small> <small>Wear dust mask</small> <small>Wear ear protection when applicable</small> <small>Wear safety harness</small></p>
<p>* Rigger or 'grip gloves' to be used for general works or manual handling</p>		

VIS Security Solutions Risk Assessment

Document Reference: RA118

Confined Spaces: HIGH RISK

likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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REFERENCE MUST BE MADE TO CARDINAL RULE PROCEDURE

GENERIC RA ASSESSMENTS ARE NOT ACCEPTABLE FOR THIS TYPE OF OPERATION.

WHILST THIS DOCUMENT IS THE START OF THE RISK ASSESSMENT PROCESS, A SITE SPECIFIC ASSESSMENT AND PERMIT TO WORK MUST BE USED FOR EACH CONFINED SPACE

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Unauthorised Persons Entering Confined Spaces to Carry out Work	3	5	15 HIGH	Eliminate the need for confined space entry wherever possible. Only persons who have attended a recognised confined space entry training course are to enter and work in such areas. NO WORK is to commence until a full site or location specific risk assessment has been undertaken. OBTAIN A PERMIT TO WORK BEFORE WORK COMMENCES. Evidence of training to be carried at all times and produced for inspection upon request of any official, enforcing authority or the client.	1	5	5 LOW
Presence of Toxic, Asphyxiating, Poisonous and Flammable Gas or the Possibility of Ingress of Water, Slurry or Sludge Into the Confined Space	3	5	15 HIGH	Checks are to be carried out using the appropriate monitoring equipment for the presence of any gas. Assessment should identify gas likely to be present. Confined space to be purged whenever possible. Adequate mechanical ventilation equipment is to be provided wherever possible. Self-contained breathing apparatus may be required to be worn. Only persons trained in the use of this equipment should be entering area if this equipment is required. Emergency escape breathing apparatus may be required to be carried by persons in confined space. Constant environmental monitoring MUST BE carried out whilst persons are inside confined space. All liquids, slurry and sludge to be pumped out of confined space wherever possible. This may need the assistance of the client. All liquid, slurry and sludge inlets to a confined space are to be isolated (Lock Out Tag Out Process applies) to prevent any ingress. Relevant PPE must be made available with information, training, instruction and supervision given to all operatives.	1	5	5 LOW
Tools and Equipment Creating a Spark and Igniting Flammable Gases/Vapours	3	5	15 HIGH	All tools being used inside confined space are to be manufactured from materials that will not cause any frictional sparks if they come into contact with another surface. All electrical equipment used within confined space is to be intrinsically safe. Confined space to be purged and ventilated to a level where the concentration of any flammable vapours/gas are below ignition point.	1	5	5 LOW
Injury Due to Not Wearing Basic Items of PPE.	3	4	12 MED	Safety helmet to be worn at all times, with chin strap if required. Gloves to be worn at all times. Safety footwear to be worn at all times. Other items of PPE deemed necessary to be worn at all times.	1	4	4 LOW
Injury Due to Fall	3	5	15 HIGH	Company set procedures for working at height must be followed at all times firstly taking into account the hierarchy of controls. Working on or using a fixed vertical ladder or working on a raised work surface - see appropriate risk assessment and wear fall protection harness with correct type of lanyard. Using ladders or mobile scaffold - see appropriate risk assessment	1	5	5 LOW
Emergency Evacuation Required for Persons Within Confined Space	3	5	15 HIGH	Person at entry point to be in constant contact with persons inside confined space via an appropriate communications system. Fully trained emergency rescue teams to be on standby with appropriate rescue equipment. Site specific assessment must detail full emergency procedures. PTW system to be in place before any confined space works with information, training, instruction and supervision given to all operatives.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves' to be used for general works or manual handling.

Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment

Document Reference: RA119

Electrically Operated Hand Tools

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Next Review Date: Jan 2022

Issue No: 3

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Injury Sustained Due to Incorrect Use.	3	4	12 MED	All operatives to be given the correct information, instruction, training & supervision in the correct use of electrically operated hand tools Ensure that manufacturers operating instructions are followed, and pre-work checks are completed. Report all damage to your Manager and obtain replacement equipment if repair is not possible.	1	4	4 LOW
Electrocution	3	5	15 HIGH	Battery operated equipment to be used whenever possible. All equipment must be of a good standard, i.e. reputable brand, double insulated and CE marked. 110v equipment to be used in conjunction with a transformer with either a built in Residual Current Device or an RCD between the mains and the transformer. Electrical equipment not to be used in exceptional wet or damp conditions unless it is completely protected and rated for such use. All equipment to undergo Portable Appliance Testing at regular intervals and marked to show last/next test date. DO NOT use non-conforming electrical equipment. RCD's used must be rated to 10mA. RCD's are to be used in conjunction with all portable electrical equipment used in field operations or where a risk is deemed present. DO NOT DRILL OR EXCAVATE unless you have checked for hidden or buried cables or services.	1	5	5 LOW
Injury Caused Due to Not Wearing PPE.	3	4	12 MED	ALWAYS wear the appropriate PPE when using electrically operated hand tools. Drills or other equipment that will generate dust or swarf requires the use of goggles and dust masks. If extended use of noisy equipment required then use hearing protection. Refer to Risk Assessment on PPE for specific tasks or tools. Refer to Provision and Use of PPE Policy.	1	4	4 LOW
Using Electrically Operated Hand Tools in Prohibited Areas	3	4	12 MED	Obtain a permit to work if required and always work within the boundaries of its instructions. If undertaking HOT WORKS, ensure appropriate precautions and permits followed - see separate procedure including fire and PPE precautions.	1	4	4 LOW
Injury Caused by Incorrect Manual Handling of Electrically Operated Hand Tools	2	4	8 MED	Always follow the manual handling techniques demonstrated in regular Health & Safety Training. Use mechanical handling equipment wherever necessary if moving large amounts of equipment. DO NOT exceed you own physical capabilities. Split loads into smaller more manageable items. Wear the appropriate PPE when manual handling: gloves, safety footwear.	1	4	4 LOW
Causing Damage to Electrically Operated Hand Tools Due to Incorrect Storage	2	4	8 MED	ALWAYS store electrically operated hand tools in the appropriate storage container. GH&SO to complete regular checks of all electrically operated tools. DO NOT store or throw other items on top of the storage container as this may result in damage. Report all damaged equipment to Manager and obtain replacement equipment if repair is not possible.	1	4	4 LOW
Injury to Operator Due to Electrically Operated Hand Tool Being Repaired by Unauthorised Persons	2	4	8 MED	Repairs are only to be carried out by an authorised person/dealership. DO NOT carry out makeshift repairs on any electrically operated hand tools.	1	4	4 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. These should be subject to regular cleaning as certain electrical tools are shared cleaning. Suitable based alcohol substances or anti bacteria spray is to be used. Electrical equipment should be isolated before any cleaning. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Set areas are to be in place in accordance with social distancing throughout the site to avoid electrical equipment having to be moved. Only 1 person to use the equipment at any time. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn:</p>	<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>
	<p>* gloves - not to be worn whilst drilling, Rigger or 'grip gloves' to be used for general works or manual handling.</p>	



VIS Security Solutions Risk Assessment

Document Reference: RA120

Mobile Scaffold Towers

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, Public

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Mobile Scaffold Tower Being Erected By Unauthorised / Untrained Person(s)	3	5	15 HIGH	Mobile Scaffold Towers only to be erected by a competent person(s), i.e. PASMA qualification. Competent person(s) to be in possession of recognised training/competence documentation (i.e. PASMA card) and produce this document upon request of any enforcing authority or site Management team member. Erection of tower to be supervised by a competent person. Checks to be carried out whilst on site via the Group Health & Safety Officer	1	5	5 LOW
Assembling Mobile Scaffold Tower That Has Components Showing Signs of Damage	3	4	12 MED	Inspect all components before erecting tower to ensure that they are free from defects. Where components of the tower are connected by latching hooks, ensure that the spring and trigger release are operating correctly. Report all damaged/defective components to hire company and obtain replacements. DO NOT commence erecting the tower if any of the components are damaged/defective. Operatives must have been given the relevant training and the training must be in date i.e. PASMA qualification. Operatives are to ensure company set procedures are followed at all times.	1	4	4 LOW
Equipment or Persons Falling From Mobile Scaffold Whilst Working	3	4	12 MED	Guardrails must be prefabricated into design of structure at least 950mm above working platform. Guardrails must be in place at all times whilst working Toe boards must be prefabricated into design of structure that rise at least 150mm above working platform. Toe boards must be in place at all times whilst working. Where there is no second guardrail prefabricated into the design of the structure, the hire company is to be contacted and enquiries made regarding the availability of fittings capable of attaching either a second guardrail or a wire mesh section that can be clipped on. Operative must never climb the outside of the scaffold tower as it could overturn. Tower to be climbed from the inside using appropriate ladder DO NOT lean over the top guardrail to carry out work duties. Information, instruction, training & supervision must be given to all operatives working on a mobile scaffold tower.	1	4	4 LOW
Equipment or Persons Falling From Mobile Scaffold Tower Whilst It Is Being Moved	3	4	12 MED	NEVER move a mobile scaffold tower when person(s) are on the working platforms. All equipment and tools should be removed from the platform prior to moving it. Lower the platform to less than 4m prior to moving with the outriggers lifted 25 mm above ground level The area where mobile scaffold tower is to be moved into/through will be assessed for hazards prior to moving. In particular check for overhead power lines. Lead man is to be appointed to move the mobile scaffold tower in order to oversee the safe movement i.e. trained & competent operative.	1	4	4 LOW
Injury Due to Not Wearing Appropriate PPE Whilst Working on or Around Mobile Scaffold Tower	3	4	12 MED	All person(s) erecting or working on a mobile scaffold tower must wear the appropriate PPE: gloves, safety footwear, safety helmet, and any other item of PPE required to carry out their duties, or items of PPE they are instructed to wear by site safety rules and/or Health & Safety signage and other activity risk assessments.	1	4	4 LOW
Injury Caused By Incorrect Manual Handling Methods	3	3	9 MED	Follow the manual handling techniques as demonstrated in Health & Safety training. Refer to Risk Assessment on manual handling. DO NOT try to exceed your own physical capabilities. Use mechanical handling equipment wherever possible. Split loads into smaller manageable items. Obtain the help of work colleagues to lighten the load when lifting. Only carry small sections at one time. Mobile scaffold towers generally comprise of components that are manufactured from aluminium and are easy to manually handle individually. ALWAYS wear the appropriate PPE when carrying out manual handling activities: gloves, safety shoes and any other items of PPE requested by site safety rules and Health & Safety signage. Always wear gloves during assembly and dismantling operations.	1	3	3 LOW
Falling From Mobile Scaffold Tower Due To It Not Being Adequately Stable	3	4	12 MED	DO NOT exceed the manufacturers/suppliers recommendations relating to the maximum height that a mobile scaffold tower should be erected. DO NOT exceed the manufacturers/suppliers recommendations relating to the maximum height to least base ratio. This is generally 3.5:1 for internally used towers and 3:1 for externally used towers. Outriggers are to be correctly fitted and used to increase stability when person(s) are working on the tower. Check the surface is level prior to tower erection. The mobile scaffold tower should only be erected on suitable level ground Brakes to be applied to castors at all times when person(s) are working on the tower or erecting the tower Prior to works commencing a final check of the tower must be completed by a trained competent person.	1	4	4 LOW
Collapse/Fall of a Mobile Scaffold Tower	3	4	12 MED	Only trained and competent operatives are to erect and inspect a mobile scaffold tower. Inspections are to take place as per company set procedures with the inspection recorded onto the company set inspection forms and scaff tag. In the event of working outside in adverse weather conditions work is to stop immediately if there is a possibility the tower may become unstable Area of works where the mobile scaffold tower is erected is to be cordoned off and protected where possible from vehicles, machinery, opening doors etc. Ground conditions are to be regularly checked for stability whilst the mobile scaffold tower is in place	1	4	4 LOW

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives

Persons at risk: Employees, Client Employees, Public

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022







Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Injury Due To Mobile Scaffold Tower Coming Into Contact With Overhead Power Supplies	3	5	15 HIGH	Be aware of all overhead power supplies prior to assembly and ensure adequate clearance . BEFORE MOVING any tower to a new position, check any clearance to overhead power lines. Isolate all power supplies until work is completed. Obtain a permit to work if required and liaise with appropriate client/authorities if required and ALWAYS check if unsure if wires present.	1	5	5 LOW
COVID 19 - When social distancing cannot be maintained	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools. Due to the platform it will be impossible to maintain social distancing. Full PPE will be required such as goggles/face shield, FFP3 mask, gloves and all site related PPE. Note where possible operatives should work alone on the platforms. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout when social distancing cannot be maintained Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Frequently touch components of the scaffold should be added to the rigorous cleaning schedule such as the ladder, handrails, outriggers etc. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required. Regulations in place: Working at Height (Northern Ireland) 2005. All operatives must be aware of this</p>	<p><u>Minimum PPE to be worn:</u></p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div> <p style="text-align: right;">*</p> <p>*during assembly/dismantling - Rigger or 'grip gloves' to be used for general works or manual handling.</p>	<p><u>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</u></p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
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VIS Security Solutions Ltd Risk Assessment

Document Reference: - RA121

Mast Climbing

Job/Operation

APPLICABLE TO WORK TASK FOR: ALL ENGINEERS AND FIELD STAFF

Persons at Risk: Engineers, Staff, Public, Others

Previous Review Date: July 2020

Current Assessment Date: Dec 2020 Issue No: 1

Next Review Date: July 2021

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name: Darren Semple H&S Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Adverse Weather Conditions	4	5	20	Supervisor/Project Manager to complete weather checks before and during works (met office). Works to be planned in accordance to the weather All climbers to be briefed before the climb on the potential weather conditions. Works to be halted immediately in the event the weather changes throughout the climb. Wind meter to be on site with no climbing conditions above 20 knots (23mph). Communication with the climbers from the base location (2 way radio)	1	5	5
Slips & Trips	3	5	15	Works areas to be cordoned off with slip and trip hazards identified and briefed to all operatives on site. Housekeeping maintained throughout the project with minimal tools, materials and equipment on site. Nominated tools and stores area with the supervisor ensuring the area is kept tidy Safety footwear with an anti slip sole to be worn at all times. Operatives to complete self risk assessment on site using S.A.F.E. Operatives to be given information, instruction, training & supervision	1	5	5
Falling Materials/Tools	3	5	15	Operatives to be given information, instruction, training & supervision Minimal tools and materials to be used whilst climbing. Plant and materials are to be carried in a suitable rucksack during the climb. The rucksack is to be tied to the mast at the works location. No operatives within the base of the mast or inner cordon when the climb is in progress. Hard hats/safety helmets are to be worn at all times whilst in the nominated works area.	1	5	5
Falls From Height	4	5	20	All operatives are to be given the correct training with refresher training completed as necessary All climbing equipment is to be inspected as per company procedures and recorded. Climber must always be clipped to the tower using the correct climbing method as trained. Visually inspections of all climbing equipment to be completed before each climb. All PPE is to be worn at all times.	1	5	5

Job/Operation

APPLICABLE TO WORK TASK FOR: ALL ENGINEERS AND FIELD STAFF

Persons at Risk: Engineers, Staff, Public, Others
 Previous Review Date: July 2020
 Current Assessment Date: Dec 2020 Issue No: 1
 Next Review Date: July 2021

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name: Darren Semple H&S Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Fatigue	3	5	15	Operatives must be physically and mentally fit to climb the mast. Rotation of the climbing pairs throughout the project for each of the climbs Set interval breaks whilst climbing as per the climber sees fit. Emergency arrangements must be in place with a rescue pair and rescue kit available. Information, instruction, training & supervision	1	5	5
Collapse of Mast	2	5	10	Mast to be visually inspected before works with areas of concern (if any) passed onto the client. Client to confirm mast fit to climb before the climb Works to cease in the event of adverse weather conditions.	1	5	5
Freezing Cold Injuries	2	5	10	Operatives to be given information, instruction, training & supervision PPE to be worn as stated. Correct protective clothing must be issued and worn for the duration of the works Rotation of the workers with regular breaks and welfare facilities provided	1	5	5
Heat Injuries	3	5	15	Operatives to be given information, instruction, training & supervision PPE to be worn as stated. Correct protective clothing must be issued and worn for the duration of the works Rotation of the workers with regular breaks and welfare facilities provided Sun cream must be worn for exposed parts of the skin. At least SPF15.	1	5	5
Attack by Birds	3	3	9	Operatives to be given information, instruction, training & supervision Operatives to complete self risk assessment on site using S.A.F.E. Limited personnel to climb mast (x 2) at any time unless a rescue situation Groundsman on site communicating with climbers throughout the climb. Works to cease if situation regarding birds changes i.e. nesting	1	3	3
COVID 19 - Where social distancing cannot be maintained	3	5	15	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Hands must be washed or visibly clean hands can be sanitised before and after the works. Works should be planned to limit the amount of personnel in the area of works especially between other contractors. If works areas can be cordoned off to control this they must be. The cable pull should be planned and broke down into stages. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Contracts Manager (where possible) must ensure where personnel are working together the teams stay the same. Employees should avoid where possible direct face to face contact. Climbers are to maintain social distancing whilst climbing the tower. Climbers are to ensure a suitable mask is worn as social distancing will not be able to be maintained. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn: Areas with statutory signs must be followed</p> <div style="display: flex; justify-content: space-around; align-items: center;">       </div>	<p>Additional PPE to be available and used as required (non-exhaustive list, Additional items may be required in accordance with area specific risks):</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">*</p> <p>* Glove type will depend on task being undertaken.</p>
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VIS Security Solutions Risk Assessment
Document Reference: RA122
Ladders, Step Ladders & Hop-Ups

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
Persons at risk: Employees, Client Employees, Sub Contractors Public
Previous review date: Dec 2020
Current Assessment Date: Jan 2021 **Issue No:** 5
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Falling Due to Incorrect Ladder Use	3	5	15 HIGH	All ladders/step-ladders must be rated to EN 131 (150kgs) or BS 131 or BS 'Class 1' Ladders are only to be used for short duration work in one position. Short duration is considered to be 30 minutes. All persons using ladders will be given Information, instruction, & training on correct use as well as regular refresher training. Three points of contact will be maintained when climbing or descending ladders. Use a tool belt to keep hands free when ascending or descending. NEVER lean over or out from a ladder, step-ladder or hop-up. Reposition the ladder, etc. if required. Ensure company set procedures are followed. Do not work facing sideways or backwards on a step-ladder if the task requires effort or exertion that may make the ladder topple. Only one person to work from the ladder or step-ladder at any given time. NEVER USE OTHER PERSONS LADDERS; As we can not be sure of condition or faults, the use of other persons ladders, clients or contractors is prohibited. Never use a step ladder to access another level such as a roof space.	1	5	5 LOW
Using a Ladder or Step Ladder That is Defective.	3	4	12 MED	Visually inspect ladders/step-ladders/hop-ups before use. Check for damage to the rounds or steps & for twisting, distortion or damage to the frame & feet. DO NOT use any ladder or step ladder that shows any signs of damage or defects. Report all damaged & defective ladders/step-ladders/hop-ups via management and the Group Health & Safety Officer so replacement equipment can be obtained. All ladders to be examined every 7 days (min) by a competent person, tagged with inspection date or 'next' due date & details recorded on the 'ladder register'. Any damaged or defective WAH equipment is to be disposed of and made unusable as to stop the equipment being used unintentionally.	1	4	4 LOW
Ladder Pitched at Incorrect Working Angle.	3	4	12 MED	ALWAYS ensure that extension ladders are pitched at correct angle; approx 75 degrees or 1:4 ratio where 1 is the foot of the ladder from the base of the structure. NEVER climb a ladder that is not pitched at the correct angle. If correct angle cannot be obtained report to your manager immediately so alternative WAH equipment can be sought Guidance must be followed as per company set procedures and INDG402	1	4	4 LOW
Overloading Ladders	3	4	12 MED	NEVER have more than one person on the ladder at any given time. Heavy items of equipment are to be raised by rope or a hoist mechanism. This must be properly planned and the correct WAH equipment selected. Guidance must be followed as per company set procedures and INDG402	1	4	4 LOW
Ladder/ Step-Ladder / Hop-up Moving Due to Not Being Secured or Set-up Correctly.	3	4	12 MED	ALWAYS place the foot of all ladders or hop-up on a firm level surface. NEVER place foot of device on loose material such as gravel or stone chippings, wet or greasy surfaces, oil or snow/ice. NEVER place foot of ladders on items such as bricks in an attempt to gain extra height. DO NOT work from top platform of a step ladder unless it is designed for this and do not use the top 3 rungs of an extension ladder. ALWAYS ensure that ladder is positioned on the feet of the stiles not on the rounds. NEVER place the head of the ladder against any structure that appears to be unsafe or unstable. Always spread step-ladder to the fullest extent and the legs 'locked' or fully open to ensure that the stays are in place to prevent it from over-spreading. Whenever using an extension ladder, if possible use a 'J.D.McGeown Safety Ladder' fitted with a stand-off device and adjustable non-slip feet. If possible lash the head or mid-point of the ladder to the structure, lashing around the stiles not the rungs. If you are not using a ladder with a stand-off device and anti-slip feet or base and are unable to lash/secure the ladder consider securing it by other means. Extension ladders should not be used to work at a height of more than 4m to the level of your feet when stood on the ladder. Consider safer means of access. DO NOT climb ladders before checking the ladder is properly secured or stable.	1	4	4 LOW
Working with Makeshift Ladders and Stepladders	3	4	12 MED	DO NOT use any form of makeshift ladder or step ladder. DO NOT carry out any modifications or repairs to any ladder or step ladder. Report any makeshift ladder you discover to the Group Health & Safety Officer so it can be rendered unusable.	1	4	4 LOW
Overhead Electrical Power Supplies.	3	5	15 HIGH	Before use check for and be aware of any overhead power supplies. DO NOT work in the close vicinity of overhead power supplies with a ladder unless the power has been isolated and you have been informed that it is safe to do so. Working at Height equipment is to be used as per company set procedures by only trained competent operatives	1	5	5 LOW
Ladder or Step Ladder Rungs/Steps Becoming Slippery	3	4	12 MED	Ensure that all parts of the ladder or step ladder are clean and are not covered in mud, grease, oil etc.. Ensure that the bottom of your footwear is clean as to not contaminate ladder and step ladder causing it to become slippery. All Working at Height equipment must be visually inspected before use.	1	4	4 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA122
Ladders, Step Ladders & Hop-Ups









Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and field operatives
Persons at risk: Employees, Client Employees, Sub Contractors Public
Previous review date: Dec 2020
Current Assessment Date: Jan 2021 **Issue No:** 5
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Ladder or Step Ladder Struck by Mobile Plant, Traffic or pedestrians	3	4	12 MED	Cone or barrier off around work area & place warning signs to inform people that work is taking place. Take care not to obstruct footpaths or exit routes if vehicle movement in area if possible use own vehicle as a barrier. Always wear a hi-visibility vest/jacket when working in the vicinity of mobile plant or traffic. Inform others of your presence in the work area so there are aware especially if in an area with restricted views.	1	4	4 LOW
Working in the Vicinity of Electrical Hazards	3	5	15 HIGH	Ladders and stepladders made from metal or contain metal components or any ladder that is wet MUST NOT be used where electrical hazards exist. Where possible electrical supplies to be isolated before work commences if there is a risk of electric shock or arcing.	1	5	5 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. WAH equipment should not be positioned side by side. Suitable distance of 2m must be maintained. Where this cannot be maintained suitable PPE must be worn i.e. PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the sites mandatory PPE. WAH equipment is normally shared equipment on site by JD McGeown employees. These should be subject to regular cleaning such as tea times, lunch time & at the end of the working day. Suitable based alcohol substances or anti bacteria spray is to be used. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Area of works around the WAH equipment is to be cordoned off to abide by social distancing where not possible personnel are to be limited into the area. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required		Minimum PPE to be worn:   			Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):     		

* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves' to be used for



VIS Security Solutions Risk Assessments
DOCUMENT REFERENCE: RA123
CONFINED SPACES: LOW RISK

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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**REFERENCE MUST BE MADE TO CARDINAL RULE PROCEDURES FOR;
 CONFINED SPACE AND/OR FALL PROTECTION IF REQUIRED. SITE SPECIFIC RISK ASSESSMENTS AND
 SSOW MUST BE IN PLACE BEFORE ANY HIGH RISK CONFINED SPACE**

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Incorrectly Identifying a Low Risk Confined Space	3	5	15 HIGH	A low risk confined space is where there would normally be no risk of hazardous chemicals or gases being present or a lack of oxygen. Examples are; loft spaces, basements, cellars, ducts. Check with the client what services may be present in the location. OBTAIN A PERMIT FROM THE CLIENT IF THIS IS REQUIRED BY SITE PROCEDURES. If there is any doubt then the space should be treated as High Risk and the appropriate precautions and tests undertaken. All operatives must be given the correct information, instruction, training & supervision.	1	5	5 LOW
Potential For Altered Atmosphere in the Low Risk Confined Space	3	5	15 HIGH	Ensure there are no near by hazards that could affect the space, such as the proximity of chemicals, chemical or gas storage tanks; i.e. CO2 gas tanks. If the above is present then the space - even an open pit - must be treated as a High Risk Confined Space . If generators or other powered equipment are in use, ensure that any exhaust is vented well away from the confined space or any vents into it. If there are tanks or chemicals present that you are unsure of or that are not labelled, liaise with the client to ascertain what they are.	1	5	5 LOW
Asbestos	3	5	15 HIGH	Ensure that you have checked the Asbestos Register prior to entering any restricted space such as lofts, cellars or under floor ducting. If you see any substance that appears to be asbestos then check with the client and/or your manager before continuing. When entering a space or ceiling void where dust of any type may be present then an FFP3 dust mask should be worn whilst inspecting a space. Use a torch when inspecting an enclosed space to increase the chance of spotting hazards.	1	5	5 LOW
Injury Due to Not Wearing Basic Items of PPE.	3	4	12 MED	Safety helmet/bump hat to be worn at all times. Due to bending and stooping that is probably required, a chin strap should also be worn. Safety footwear to be worn at all times. Other items of PPE deemed necessary - such as fall protection - to be worn if required, i.e. risk of a fall not prevented by collective protection. When checking a space or ceiling void and lifting ceiling tiles where dust may be present wear safety glasses and an FFP3 dust mask whilst inspecting the space.	1	4	4 LOW
Injury Due to Fall	3	4	12 MED	If working at height within a confined space procedures for preventing a fall must also be followed, i.e.: Working on a fixed vertical ladder or raised work surface - see appropriate risk assessment and wear fall protection harness with correct type of lanyard. Using ladders or mobile scaffold - see appropriate risk assessment If in a loft, close the loft hatch or cover the opening to prevent a fall. Do not walk on open beams where no floor is fitted. If necessary use a temporary floor surface or boarding to be used. Ensure there is adequate lighting or use a good torch or temporary lighting. Any mains powered electrical equipment should be powered via a 10mA RCD.	1	4	4 LOW
Presence of Electrical Cables	3	5	15 HIGH	Look carefully for the presence of electrical or other cables prior to entering or looking into a restricted space - including ceiling voids. If you are unsure if a cable is live, check for current using your multi meter supplied by VIS Use a torch when inspecting an enclosed space to increase the chance of spotting hazards.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):



* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves' to be used for general works or manual handling. Disposable latex/nitrile for wet or contaminated areas.



VIS Security Solutions Risk Assessment
Document Reference: RA124
Asbestos - Identification & Avoidance

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Others
 Previous review date: Jan 2020
 Current Assessment Date: Jan 2021 Issue No: 3
 Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Drilling Operations & Activities on Customer Premises Liable to Disturb Asbestos Containing Materials	3	5	15 HIGH	Work likely to disturb asbestos is not to be carried out in any premises without an asbestos survey/ register, or confirmation in a formal document that there is no asbestos present. All operatives to receive Asbestos Awareness Training Ask if the customer or property manager if asbestos information is available or if they have carried out an asbestos survey of the premises. Ask to see a copy of the Asbestos Register for the premises. IF ASBESTOS IS PRESENT - Ensure that you clearly understand the locations. If there are asbestos containing materials is located in a specific area you need to access, or if the customer has not had an asbestos survey carried out, DO NOT DRILL , or carry out any activity that would disturb the asbestos. Asbestos removal/treatment is only to be carried out by an approved licensed contractor. Airborne asbestos is to be monitored by an approved accredited analytical company during removal. If entering an area asbestos is present, but not intending to disturb material, check that there is no damage to asbestos material that could put you at risk. WHERE ANY DOUBT REMAINS, SEEK TO USE APPROVED SURFACE FIXING METHODS FOR CABLES AND EQUIPMENT THAT WILL NOT DISTURB POSSIBLE ASBESTOS OR SEEK ALTERNATIVE ROUTING. Check if work can be done in areas where materials are known or easily visually verified, i.e. brick walls, wooden frames (be aware of lining or filling material in walls and doors), plastic and similar. SEE 'ARTEX COATINGS' for information on dealing with installations into aertex material. Persons to report any form of damage to materials at client sites suspected of containing asbestos. In the event of exposure, medical surveillance will be arranged if appropriate. All engineers should have completed an Asbestos Awareness training course and receive regular refresher training on this topic. The full course should be completed at least every 3 years and refresher training annually. As with all drilling works - a dust mask should be worn at all times. If in an area where there is still a very remote risk of disturbing material an FFP3 rated mask should be worn.	1	5	5 LOW
Managing Asbestos on Company Premises	3	5	15 HIGH	All controlled premises to be surveyed to establish location, type and condition of any asbestos containing materials. An asbestos register is kept on all Company premises and made available for inspection to persons whose work activities could disturb asbestos containing materials. Persons to report any form of damage to materials suspected of containing asbestos at Company premises. The condition of any asbestos containing materials remaining on premises are to be managed correctly and its location identified clearly with the appropriate signage.	1	5	5 LOW
Aertex Coatings	3	5	15 HIGH	Avoid mounting items on 'aertex' surfaces when ever possible. A separate works procedure exists for works that involve the requirement to fix devices to or replace items on surfaces with aertex surface coatings. Read and apply this work method at all times. If in doubt speak to the Group Health & Safety Officer	1	5	5 LOW
Asbestos Fire Blankets on Customer Premises.	3	5	15 HIGH	Do not remove the blanket or container from site. Inform customer to contact licensed asbestos removal company to safely remove it from the premises. If operative is in any doubt they are to contact the Group Health & Safety Officer	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:	Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):
	  	    

* glove type - Rigger or 'grip gloves' to be used for general works or manual handling.



VIS Security Solutions Risk Assessment

Document Reference: RA125

Service and Maintenance of CO2 Fixed Suppression Systems

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Client Employees, Sub Contractors, Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022









Assessors Name/Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Risk	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Fire, Explosion, and Asphyxiation.	3	4	12 MED	All Cylinders must be secured and not left free standing. "NO SMOKING" zones are to be established and clearly marked where flammable gases are used and stored. Gas cylinders are to be stored separately from flammable gases and materials to help reduce the risk of fire.	1	4	4 LOW
Gas release into premises while occupied	4	5	20 HIGH	Notify control room or VIS Service before entering Switch Safety lockout to vent gas outside if system operates Insert Safety Lockout Pin to prevent weight drop.	1	5	5 LOW
Unauthorised Persons servicing fixed suppression systems	3	4	12 MED	Only trained authorised persons are to service fixed suppression systems Training records to be retained as proof.	1	4	4 LOW
Cylinders Being Used That Show Signs of Damage or Corrosion	3	4	12 MED	Gas cylinders are to be obtained from a reputable Company approved supplier. DO NOT use any gas cylinder that shows signs of damage or corrosion.	1	4	4 LOW
Gas Cylinders Becoming Damaged Due to Falling Over.	3	4	12 MED	All cylinders are to be stored upright and secured with a chain, strap or clamping bracket to prevent them from falling over. NO SUPPRESSION CYLINDERS ARE TO BE TRANSPORTED OR MOVED WITHOUT THE TRANSPORT CAP BEING SECURELY IN PLACE. Gas cylinders must be mounted/stored on suitable hard level ground and protected from impact by others	1	4	4 LOW
Equipment Used in Association With Gas Cylinders Becoming Defective	3	4	12 MED	All equipment to be tested and maintained at regular intervals specified by the manufacturer or a Planned Preventative Maintenance Scheme. Gas regulators to be replaced in accordance with manufacturers instructions DO NOT use equipment that has not been tested and maintained.	1	4	4 LOW
Manual Handling of Gas Cylinders	3	3	9 MED	Follow the Manual Handling techniques as per regular Health & Safety Training. Use an appropriate mechanical handling device e.g. Cylinder trolley, pallet truck. General purpose gloves and safety footwear to be worn at all times when manual handling gas cylinders.	1	3	3 LOW
Gas Leaking From Cylinder.	3	4	12 MED	In the event of a leak, if the gas supply cannot be isolated evacuate area and call the emergency services. Warn others within the area and prevent any other access until the emergency services arrive	1	4	4 LOW
Not Transporting Gas Cylinders in Accordance With ADR	3	4	12 MED	Always ensure that gas cylinder is transported in accordance with current ADR legislation and Safe System of Work. NO CYLINDERS ARE TO BE TRANSPORTED OR MOVED WITHOUT THE TRANSPORT CAP BEING SECURELY IN PLACE. All persons given ADR awareness information and Emergency cards carried for appropriate gas. Full ADR training given to appropriate business sections where required. Company employs a Dangerous Goods Advisor on a contract basis. Health & Safety Manager attends regular meetings with Dangerous Goods Advisor to discuss changes in legislation and adopting approved transport methods for gas cylinders. Remove the regulator from the cylinder used for charging fire extinguishers when filling completed prior to driving. Do not drive vehicle with regulator fitted as in a rear impact the valve could be sheared off.	1	4	4 LOW

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p> <div style="display: flex; justify-content: space-around;">    </div> <p>* glove type - Rigger or 'grip gloves' best for general cylinder movement or manual handling.</p>	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> <div style="display: flex; justify-content: space-around;">      </div>
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VIS Security Solutions Risk Assessment

Document Reference: RA126

Use of Podiums

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives
Persons at risk: Employees, Client Employees, Others
Previous review date: Jan 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Reference to latest version advised, uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Fall From Height	3	5	15 HIGH	All podiums must meet requirements of the Working at Height Regulations 2005. All persons using equipment will be given training on correct use as well as regular refresher training. Only one person to work from a standard podium at any given time. For larger platforms only apply any limits indicated by the manufacturer. Ensure the podium is on a level base before use. NEVER lean over or out from the enclosed area. Reposition the podium, etc. if required. If the device has wheels then ensure these are locked prior to use. Ensure the handrail/gate is closed at all times when podium is used (if fitted). All work involving application of force or effort should be done along the axis of the base. Keep one hand free for ascending and descending from the platform. Where a tool belt if necessary. Limited equipment and materials are to be loaded onto the podium at any given time. Operatives to ensure company set procedures are followed at all times.	1	5	5 LOW
Using a Podium That is Defective.	3	4	12 MED	Visually inspect podium before use. Check for damage to steps & for twisting, distortion or damage to the frame &/or feet. DO NOT use any podium that shows any signs of damage or defects. Report all damaged & defective podiums to your manager and obtain a replacement, or ensure that it is repaired before use. All podiums to be examined every 7 days (min) by a competent person, tagged with inspection date or 'next' due date & details recorded on the 'ladder register'.	1	4	4 LOW
Overloading Podiums	3	4	12 MED	NEVER have more than the stated limit for the number of persons on the podium at any given time. Heavy items of equipment are to be raised by rope or a hoist mechanism. Limited equipment and materials are to be loaded onto the podium at any given time. Maximum weight must not exceed 150 Kg. Manufactures guidance is to be followed as per loading of the podium with person, equipment and materials.	1	4	4 LOW
Podium Moving Due to Not Being Secured or Setup Correctly.	3	4	12 MED	ALWAYS place the feet of the podium on a firm level surface. NEVER place foot of device on loose material such as gravel or stone chippings, wet or greasy surfaces, oil or snow / ice. NEVER place foot of podium on items such as bricks or planks in an attempt to gain extra height. ALWAYS ensure that podium is positioned so that weight is only placed on the feet of the device and not on the steps or supports. DO NOT climb podium before checking it is properly secured or stable. Operatives to be given the correct information, instruction, training and supervision. Podiums only to be used as per company set procedures. If the device has wheels, ensure all brakes are applied prior to ascending.	1	4	4 LOW
Working with Makeshift Podiums	3	4	12 MED	DO NOT use any form of makeshift podiums, all podiums to meet the requirements of the Working at Height Regulations 2005. DO NOT carry out any makeshift repairs to any podium. Report any makeshift podiums you discover to your manager and Group Health & Safety Officer so they can be removed and rendered unusable.	1	4	4 LOW
Electrical Power Supplies.	3	5	15 HIGH	Before use ALWAYS check for and be aware of any power supplies. DO NOT work in the close vicinity of power supplies with any podium or work platform unless the power has been isolated and you have been informed that it is safe to do so. Set isolation procedures should be followed.	1	5	5 LOW
Steps or Platform Becoming Slippery	3	4	12 MED	Ensure that all parts of the podium are clean and are not covered in mud, grease, oil etc. Ensure that the bottom of your footwear is clean as to not contaminate podium steps causing it to become slippery.	1	4	4 LOW
Podium Struck by Mobile Plant or Traffic.	3	4	12 MED	Cone or barrier off around work area & place warning signs to inform people that work is taking place. Take care not to obstruct footpaths or exit routes If vehicle movement in area is possible, consider using own vehicle as a barrier. Use vehicle hazard lights to increase visibility. Always wear a hi-visibility vest/jacket when working in the vicinity of mobile plant or traffic. Operative to inform personnel working within the area especially if working with restricted views.	1	4	4 LOW
Manual Handling	3	4	12 MED	Operative must refer to Manual Handling RA 106 Information, instruction, training & supervision must be given	1	4	4 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA126
Use of Podiums

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		









Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives
Persons at risk: Employees, Client Employees, Others
Previous review date: Jan 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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COVID 19	2	5	10 MED	<p>Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. As podiums are a shared piece of equipment these must be regularly wiped down with anti bacterial spray i.e. tea time, lunch time, end of the day. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained.</p> <p>Podiums should not be placed side by side wherever possible to keep the 2m social distance space. If this is required a face covering must be worn and the time limit kept to below 15 minutes.</p> <p>On completion of works PPE is to be disinfected or disposed of and hands washed.</p>	1	5	5 LOW
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Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:	Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):
	  	    

* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves'



VIS Security Solutions Risk Assessment

Document Reference: RA128

Working In Public Areas

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Public, Sub Contractors, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Next Review Date: Jan 2022

Issue No: 3

Reference to site hazard identification, and detailed company policies and procedures must be made.

Assessors Name / Title: Darren Semple Health & Safety Officer

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Slips and Trips - Public/Others	3	4	12 MED	Always liaise with the client regarding cordoning off the work area. Fence/Cordon off around work area to prevent unauthorised access. Assess whether cones, barriers, tape or other security is sufficient for type of area worked, i.e. if moving vehicles present use a solid visible barrier, i.e. company vehicle or van plus hazard lights, metal or plastic barriers at sufficient distance to prevent intrusion into work space. If children likely to be around use sufficient barriers to keep them out of any area. ALWAYS be aware of slip and trip hazards in working area and avoid placing hazards such as cables across paths or walkways. ALWAYS ensure that good housekeeping methods are adhered to. Supervisor to complete regular checks of the works areas. Operatives to ensure they self risk assess the area before works to ensure all control measures are in place. Ensure all tools, materials & equipment are kept to a minimum where possible and placed in a suitable safe place.	1	4	4 LOW
Objects Falling On Public/Others	3	4	12 MED	Ensure area of works are controlled for unauthorised access that in the event of a falling object, it will be within cordoned off area. Take steps to minimise risk of falling objects; secure any tools, use a tool belt, ensure mobile towers or podiums are fitted with toe-boards and railings and only take what equipment, tools & materials that are required for the task. Any person working in cordoned off work area are to ensure that a hard hat is worn at all times. Planning must be in place to ensure control measures are suitable and sufficient before works take place.	1	4	4 LOW
Contact With Plant/Machinery By Public/Others	3	5	15 HIGH	Always inform the client of works and the area you are working in. Place a warning sign close to work area informing others that work activities are taking place. If possible arrange with client to re-route paths and walkways. Always take in to account the furthest reach of plant or equipment being used, i.e. MEWP, Boom Lift or other extending plant. If using plant in an area where public (i.e. not a private site) may be present, a second person should be used as a lookout and to keep persons clear. If in an area where children may be present a second person should always be present.	1	5	5 LOW
Electric Shock	3	5	15 HIGH	Always apply Lock-Out/Tag-Out CARDINAL RULE. Never leave powered equipment unattended with covers off even if no exposed live parts immediately evident. All operatives are to receive the relevant information, instruction, training & supervision When using plant, scaffold or ladders always check for overhead power lines before commencing work. Follow correct procedures when carrying out any testing of equipment.	1	5	5 LOW
Being Struck By Doors	3	4	12 MED	Do not work directly behind doors or over doorways without taking steps to prevent door from being used unexpectedly. If possible wedge open door and provide signs to warn others you are working there. Where doors must be kept closed, provide a temporary wedge or barriers and signs; for example lightly fixed plastic 'hazard tape' across door which will still enable door use in an emergency. Always liaise with the client before taping doors or wedging open.	1	4	4 LOW
Moving Plant Operated By Others.	3	5	15 HIGH	Always liaise with the client regarding cordoning off the work area. Use vehicle or other solid barrier if moving plant or vehicles operating. If possible arrange with client to re-route plant/vehicles temporarily, suspend works completely or barrier of all paths/roads in area Place a warning sign close to work area informing others that work activities are taking place. Always wear safety protective footwear, high visibility vest or coat and ensure they are in good, clean condition. If there are several access points or roads, provide warning beyond immediate area taking into account all approaches, corners, bends & other 'blind' spots.	1	5	5 LOW
Physical Attack on Staff	2	4	8 MED	See RA on 'Lone Working' and 'Operatives on Call' for controls on these aspects. Always inform the client of works and the areas to be worked in. If you are working alone or feel vulnerable, ensure you inform your manager of arrival on site and departure time. If necessary arrange hourly 'check -in' calls.	1	4	4 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA128

Working In Public Areas

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Public, Sub Contractors, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021

Next Review Date: Jan 2022

Issue No: 3

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Working on, by or near water	2	4	8 MED	Operatives are to self risk assess the works areas and ensure all control measures are in place. Collective protection must be in place to avoid a fall into the water Correct PPE must be work if working in trenches to avoid ill health such as Weils disease Information, instruction, training & supervision must be given to all employees PTW must be in place and held with the person in charge. Emergency procedures and rescue arrangements in place if risk is deemed high. Life Jackets to be worn	1	4	4 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Supervisor in conjunction with the Principal Contractor on site is to ensure control measures are followed. Planning in advance with the Principal contractor and client to segregate areas as much as possible. Access to the building/works area should be controlled and segregation between personnel should be in place. Contractors should be segregated from staff, visitors & others wherever possible. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Signage/posters must be positioned around the areas of works such social distancing, washing hands, PPE etc. Where possible physical barriers should be erected and as a last resort guidance tape on flooring should be installed. Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. Employees must wear a face covering as per the government guidance in all enclosed public places. Face covering must also be worn if specified by the client or the Principal Contractor. Where social distancing cannot be maintained PPE must be worn i.e. Goggles or Face shield, gloves & FFP3 mask. This is to include the sites mandatory PPE. On completion of works PPE is to be disinfected or disposed of and hands washed	1	5	5 LOW
Plant & Equipment Security	3	5	15 HIGH	Information & instruction must be given to all employees on plant & equipment security in a public area Plant is to be minimised within a public area with the engineer/s only taking which plant & equipment that is required Areas of works must be adequately cordoned off to prevent unauthorised access into the works areas. Plant & equipment must be counted onto and off site to ensure all plant and equipment has been removed from each works location Regular checks are to be completed on the plant and equipment throughout the working day via the engineers, supervisors, etc. Plant must never be left unattended or must always be in a secure location away from public access i.e. agreed lockable store, works vehicle etc. When working in a high risk environment such as a police station, hospital, government building their set procedures must be followed.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):



* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip'



VIS Security Solutions Risk Assessment

Document Reference: RA129

Noise Assessment - General

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Public, Sub Contractors, Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022



Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Noise Emitted from Plant, Machinery or Equipment Used	3	4	12 MED	<p>All noise above guideline limits will be subject to a detailed noise risk assessment. GH&SO to ensure assessments are completed on site. Instruction, information and training will be given on noise exposure for any VIS Security Solutions locations where there is a significant exposure. It has been established that from drilling and other routine activities undertaken by engineers that there is no risk of exceeding an 80dBA exposure level Time Weighted Average (TWA). This will be continually assessed via onsite supervisors</p> <p>Always wear ear protection when instructed to do so by Health & Safety signage, customer representative or by VIS Security Solutions Management and Supervisors. Always inspect your ear protection before use and store it safely. Obtain a replacement if it becomes damaged or lost via Group Health & Safety Officer</p> <p>DO NOT WAIT UNTIL THE NEXT PPE CHECK.</p> <p>If you can't comfortably hold a normal conversation at a distance of 2 meters, then it is recommended that ear protection is worn.</p> <p>Report any noise emissions that you regard to be excessive, where there are no controlled measures in place.</p> <p>Noise surveys will be carried out at periodical intervals where required on VIS Security Solutions premises where EHS Department has identified a risk.</p> <p>Inform customer that drilling operations may result in temporary noise emissions that may effect employees.</p>	1	4	4 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn:</p>  <p>If required</p>			<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>  <p>* glove type depends on works being undertaken, 'Showa type' suitable if making connections. Rigger or 'grip gloves' to be used for general works or manual handling.</p>			



VIS Security Solutions Risk Assessment
Document Reference: RA130
Drilling Operations

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 **Issue No:** 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Drilling Operations	3	4	12 MED	<p>If drilling operations need to be carried out YOU MUST enquire if the customer has had an Asbestos Survey carried out for the premises and check that all sections of the building where asbestos has been identified are clearly marked and that the details are entered into the Asbestos Register for that specific site.</p> <p>Refer to detailed risk assessment on asbestos identification</p> <p>If there are Asbestos Containing materials located at the site/area you are required to drill OR if the customer has not had an asbestos survey carried out and there is uncertainty to the presence of asbestos, DO NOT DRILL - this may disturb any asbestos causing it to become airborne.</p> <p>If it is confirmed that NO asbestos containing materials are present:</p> <p>Normal operations use a battery operated drill for drilling. Only 110v equipment can be used and must show evidence of PAT testing.</p> <p>Obtain a Permit to Work if required. Information regarding this needs to be obtained from the customer.</p> <p>Always visually inspect drill before use. If drill is found defective DO NOT use, report it to your manager and obtain a replacement immediately. Do not wait until the next equipment check. Company set procedures are to be followed at all times.</p> <p>Ensure that you have the correct size/type drill bit and that it is not damaged.</p> <p>Always use a pipe/cable detector before drilling.</p> <p>If possible use a dust bubble to collect debris/dust when drilling.</p> <p>Always wear eye protection when drilling.</p> <p>Always wear ear protection when drilling for prolonged periods (over 5 minutes continuously) AND always wear when using a hammer drill.</p> <p>Always wear a dust mask when drilling.</p> <p>Be aware that the drill bit will be very hot following drilling operations. When you remove it from drill chuck always ensure that you are wearing gloves and that the hot end of the drill bit does not come into contact with anything until it has cooled down sufficiently.</p> <p>Inform customer that drilling operations may result in noise that may affect employees.</p> <p>DO NOT wear gloves while drilling as these could become entangled in the moving parts.</p>	1	4	4 LOW
COVID 19	2	5	10 MED	<p>Information & instruction must be given to all employees on the ever changing COVID-19 pandemic.</p> <p>Operatives provide their own drills which should not be shared if possible. These should be subject to cleaning at least at the end of the working day.</p> <p>Suitable based alcohol substances or anti bacteria spray is to be used.</p> <p>Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible.</p> <p>Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained</p> <p>Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using their hand tools.</p> <p>Operatives should maintain social distancing in all areas of works. Where this is not possible Suitable PPE should be worn i.e. goggles/face shield and FFP3 mask. Areas of works may be able to be cordoned off to avoid unnecessary personnel entering.</p> <p>If a drill is shared it should be cleaned before being returned to its owner. This process should be avoided where possible.</p> <p>Drill should be stored in their box when not in use and secured daily. Tool boxes should be subject to cleaning at least once a day.</p> <p>On completion of works PPE is to be disinfected or disposed of and hands washed.</p>	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):



* Gloves not to be worn whilst operating drill. Rigger or 'grip' gloves suitable for heavier tasks.



VIS Security Solutions Risk Assessment

Document Reference: RA131

Portable Generator

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractor, Public, Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Noise Emitted from Generator	3	4	12 MED	All noise above the recommended guidelines will be subject to a detailed noise risk assessment Instruction, information and training will be given on noise exposure for any VIS Security Solutions locations where there is a significant exposure. Always inspect your ear protection before use and store it safely. Obtain a replacement if it becomes damaged or lost. Generator must be placed as far away as possible from the work area to ensure minimum noise for the engineers. If you can't comfortably hold a normal conversation at a distance of 2 meters, then it is recommended that ear protection is worn. Report any noise emissions that you regard to be excessive, where there are no controlled measures in place. Noise surveys will be carried out at periodical intervals where required on VIS Security Solutions premises where EHS Department has identified a risk. Generator to be regularly serviced to ensure any unwanted noise is kept to a minimum.	1	4	4 LOW
Carbon Monoxide	4	5	20 HIGH	Generator to be used outside at all times where possible. If not possible to use the generator outside an exhaust hose must be fitted to emit the fumes out to the environment. All engineers using the generator must have the relevant information, instruction, training & supervision. Generator must be subject to regular inspection. Engineer to ensure pre start and running checks are carried out whilst generator is being used.	1	5	5 LOW
Fire	3	5	15 HIGH	All engineers using the generator must have the relevant information, instruction, training & supervision. Generator must be subject to regular inspection. Engineer must insure a visual inspection is carried out before using any generator. Generator must never be refuelled whilst in operation. (Must be given time to cool down if generator warm before refuelling) Any faults must be reported to line management straight away a works stopped immediately. Generator must be placed in a suitable safe location.	1	5	5 LOW
Vibration	3	4	12 MED	All engineers using the generator must have the relevant information, instruction, training & supervision. Generator must be subject to regular inspection. All vibration mounts should be in place without damage. Generator must be placed on firm level ground as far away from the work place as possible. All engineers using the generator must have the relevant information, instruction, training & supervision. Generator must be subject to regular inspection.	1	4	4 LOW
Refuelling	4	5	20 HIGH	All engineers using the generator must have the relevant information, instruction, training & supervision. Generator must be placed on firm level ground, must be fuel in a designated area & free from any fire hazards. Generator must never be refuelled whilst in operation. Generator must be refuelled in a well ventilated area. Measure must be in place in the event of a spillage. PPE must be worn by all engineers refuelling as stated by risk assessment. No smoking in and around the area of the generator. Minimum distance 20m. Smoking must only be conducted in designated smoking areas.	1	5	5 LOW
Manual Handling	3	4	12 MED	Must Follow VIS Security Solutions set manual handling procedures. Refer to Risk Assessment 106.	1	4	4 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment

Document Reference: RA132

Provision & Use of PPE

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractor, Public, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Persons Not Wearing PPE When Required.	3	5	15 HIGH	Information, instruction, training and supervision will be given to all operatives. Training will be refreshed as required. Safety footwear is to be worn by engineers at all times. Safety helmet to be worn when indicated to do so by the customer or health & safety signs or task specific risk assessments. Ear defenders are to be used when indicated to do so by the customer or health & safety signs or task specific risk assessments. Eye protection is to be worn when indicated to do so by the customer or health & safety signs. It MUST ALWAYS be worn when there is a risk of flying debris, swarf particles drilling operations, filling extinguishers and as indicated by task specific risk assessments. Dust masks are to be worn when indicated to do so by the customer or health & safety signs. They MUST ALWAYS be worn for drilling operations, filling extinguishers, handling dry powder, removal of head from a dry powder extinguisher, or when working in a dust laden atmosphere. A dust mask WILL NOT protect against harmful or toxic vapours. Gloves are to be worn when handling heavy, dirty, sharp, cold, hot or uncomfortable items. A hi-visibility vest is to be worn when working in the vicinity of mobile plant or vehicles and on all construction sites or indicated by health & safety signs. Regular checks will be carried out via supervisors and the Group Health & Safety Officer	1	5	5 LOW
Sub-Standard PPE Issued.	3	3	9 MED	All items of PPE are obtained from a reputable supplier. Items should be on the approved list from the Purchasing Dept agreed by the EHS Department. All items of protective equipment carry the appropriate standard endorsement (BS or EN Standard). PPE will be regularly checked to ensure operatives are wearing the PPE that has been issued via J D McGeown.	1	3	3 LOW
PPE That is Issued is Uncomfortable to Wear.	3	3	9 MED	All items of protective equipment are field tested to see which is the most comfortable to work with. Selected items of protective equipment are available in different styles as to account for the comfort of individuals. Operatives given the information, instruction, training and supervision in order to wear PPE as intended.	1	3	3 LOW
PPE Becoming Damaged or Worn and Not Affording Adequate Protection	3	3	9 MED	A replacement program is in place to ensure that PPE can be replaced if it becomes damaged or worn. DO NOT use PPE that has become damaged or worn. Operatives informed how to obtain any damaged or worn PPE. PPE is inspected on a monthly basis via the Group Health & Safety Officer and all operatives visually inspected each item of PPE before use. Operatives informed how to store PPE in a manor to keep the PPE in the best possible order.	1	3	3 LOW
PPE Becoming Lost or Mislaid.	3	3	9 MED	NEVER start a job where PPE is required if you have lost or mislaid any item that you may need to use. Inform your manager straight away and obtain replacement items of PPE.	1	3	3 LOW
Persons Using Non-Conforming PPE	3	3	9 MED	NEVER use any items of PPE other than the ones issued or approved by J.D.McGeown. Exceptions to this would include items such as client specific and issued fall arrest lanyards for specific areas such as fixed vertical ladders, confined space access. If in doubt contact the EHS Dept.	1	3	3 LOW
COVID 19 - Preventing the Spread	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. All PPE provided must be suitable for the task that is being performed. Supervisors must ensure the correct PPE is worn in conjunction with the Principal Contractor. Operatives are to be shown how to don and doff PPE safely to avoid cross contamination Operatives are to dispose of any disposable PPE as per the sites set procedures for COVID-19. PPE should be double bagged and disposed of after at least 72 hours. Reusable PPE is to be disinfected with a suitable based alcohol spray or anti bacteria wipe. PPE is a last resort and operatives will still be required to ensure the hygiene is of the highest standard, Operatives should avoid adjusting there PPE too often and avoid touching their mouths, noses or eyes. PPE should not be shared with any other operative.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Types of PPE to be available and used as required for service activities (non-exhaustive list).





VIS Security Solutions Risk Assessment

Document Reference: RA134

Working on a Flat Rooftop

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Client Employees, Sub Contractors

Previous review date: Nov 2019

Current Assessment Date: Jan 2020 Issue No: 1

Next Review Date: Jan 2021

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Lone Working	3	5	15 HIGH	All engineers must have the relevant information, instruction & training Engineers must have a means of communication i.e. mobile phone charged, radio etc There is to be no lone working on any flat roof as per company procedures	1	5	5 LOW
Slips, trips & falls	4	5	20 HIGH	All engineers must have the relevant information, instruction, training & supervision. Engineers must complete a self risk assessment of the works areas using the S.A.F.E. process. Relevant Safety Footwear must be worn to prevent slips Housekeeping must be maintained to prevent trips and falls. Collective or personal fall protection must be in place where works are required by the edging of the rooftop Correct PPE must be worn for personnel fall protection i.e. harness with suitable length fall restraint lanyard PTW system may be required depending on the clients set procedures. If required PTW must be followed, opened and closed daily. Weather forecast must be accessed before works can commence and continually assess during works.	1	5	5 LOW
Adverse Weather Conditions	4	5	20 HIGH	All engineers must have the relevant information, instruction, training & supervision. Supervisor is to review the weather forecast for the works expected start and finish dates. Engineer is to review the weather forecast daily with a self risk assessment continually throughout the day. Engineer are to stop works immediately in the event the weather becomes unsafe to work on the flat roof Management are to be informed of any change in the weather forecast where works will be stopped Engineers to wear appropriate clothing and PPE for the weather conditions i.e. waterproofs, PPE, warm clothes, sun screen etc	2	5	10 MED
Fire	2	5	10 MED	All engineers must have the relevant information, instruction & training All electrical and battery powered equipment must be subject to regular inspections Housekeeping must be maintained to prevent fires during hot works. PTW system must be in place for any hot works on the rooftop Only competent engineers are to work with electrical circuits.	1	5	5 LOW
Electrocution	3	5	15 HIGH	All engineers must have the relevant information, instruction & supervision. All equipment must be visually inspected before and after use as per company procedures Regular maintenance must take place as per company procedures. No works to be conducted in adverse weather conditions i.e. lightning storms, rain storms etc	1	5	5 LOW
Manual Handling	3	4	12 MED	Must Follow VIS Security Solutions set manual handling procedures. Refer to Risk Assessment 106.	1	4	4 LOW
Access & Egress	3	4	12 MED	All engineers must have the relevant information, instruction & training Areas of works must be easily accessible at all times Clients access arrangements must be followed at all times Suitable access and egress arrangements must be in place such as permanent i.e. staircases, or suitable temporary ladders Lighting must be adequate for access and egress throughout the working areas.	1	4	4 LOW
Nesting Animals	3	4	12 MED	Engineers are to self risk assess the works areas for any nesting birds in the works areas before starting works. Any issues are to be reported immediately to their manager and the client with works ceased until nesting animals have been removed	1	4	4 LOW
COVID 19	2	10	10 MED	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings if access to the roof top is through the building Limited personnel must be on the roof at any one time to allow social distancing of 2 m to be maintained. This is to be controlled via the supervisor. On completion of works PPE is to be disinfected or disposed if applicable and hands washed or sanitised.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment

Document Reference: RA135
Working in roof void or Underground Chamber (Low Risk)

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Client Employees, Sub Contractors, Others

Previous review date: April 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022


Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Falls from Height	3	5	15 HIGH	Information, instruction, training & supervision must be given to all operatives Where risk of a fall from height i.e. roof space suitable walkways must be in place or crawl boards Suitable access and egress must be in place with the operatives competent to use the equipment safely Where possible slip & trip hazards must be identified and controlled. Housekeeping must be maintained within the area. Fragile areas are to be identified and protected where necessary No lone working at any time with the works areas Minimum PPE must be worn as stated in the risk assessment. The PPE must be suitable for use i.e. non slip sole on the safety footwear.	1	5	5 LOW
Fire	2	5	10 MED	Information, instruction, training & supervision must be given to all operatives Housekeeping must be maintained with combustible materials cleared from the works areas at regular intervals All power tools (electrical/battery) must be regularly inspected for damage and PAT tested as per company procedures Any hot works such as grinding operations must be controlled via a PTW system All fire procedures must be briefed to all operatives before works in the areas can take place.	1	5	5 LOW
Asbestos	3	5	15 HIGH	Information, instruction, training & supervision must be given to all operatives Contract Manager/Supervisor/GH&SO to request asbestos information before works. All relevant information is to be passed to the operatives. Where the above control measure is not possible the operatives are to review the asbestos register on site. No intrusive works are to start until the most up to date asbestos information has been reviewed Additional information can be found on RA124	1	5	5 LOW
Lighting	3	3	9 MED	Where lighting is available this is to be used and assessed to ensure it is adequate for the works. Where no lighting is available temporary lighting is to be provided by either the Principal Contractor, Client or VIS Security Solutions. Lighting checks are to be made via a lux meter by the person in charge i.e. supervisor. Any faults in the lighting system are to be reported immediately to the POC on site for repair. Works are to halt in the event the lighting in the works area is not adequate for the works.	1	3	3 LOW
Heat	3	4	12 MED	In the event of a hot environment access hatches/entry doors etc. are to be left open where applicable for ventilation Engineers will be permitted to take on water only within the works areas to ensure they are hydrated. Personnel are to be rotated within the hot works areas with regular breaks allowed outside of the works area. Operatives will be allowed to wear lighter clothing however this is to be assessed for each area of works as there could be heating pipes etc.	1	4	4 LOW
Slips & Trips	3	5	15 HIGH	Information, instruction, training & supervision must be given to all operatives Limited tools, material and equipment is to be within the works areas with housekeeping maintained throughout the works. Any wet or slippery areas are to be cleaned immediately with any other spillages cleaned as the works moves forward. Lighting within the working environment is to be adequate before entering the works areas.	1	5	5 LOW
Dust, Silica, Fibre glass, etc.	4	4	16 HIGH	Information, instruction, training & supervision must be given to all operatives Areas of works are to be reviewed before works commence to identify any potential hazards. Where possible areas to be clean of any debris that may enter the air whilst working Operatives are to wear appropriate PPE i.e. FFP3 mask, goggles, gloves Operatives are to adopt a clear as you go policy.	2	4	8 MED
Electrocution	3	5	15 HIGH	Information, instruction, training & supervision must be given to all operatives Self risk assessment of the works area/s are to be completed looking for any electrical hazards, electrical supplies, water leaks etc Only trained competent electricians are to work with electric or apprentices under the direct supervision of a supervisor. No live working to be completed unless authorised by the Contracts Manager/Client Safe isolation procedures are to be followed under Guidance note 2.	1	5	5 LOW
Confined Space (Low Risk)	3	3	9 MED	Information, instruction, training & supervision must be given to all operatives Area of works is to be self risk assessed before entry with all hazards identified and a point of work SSOW completed. Safe access and egress must be in place into the area and throughout	1	3	3 LOW
Over head/Under Foot Obstructions	3	3	9 MED	Adequate lighting must be provided in the works area to allow the operatives to identify any potential hazards Safe access and egress must be in place before works take place i.e. walkways, crawl boards, etc. Operative must be wearing appropriate safety footwear and headwear whilst moving throughout the works areas			

<p>Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required</p>	<p>Minimum PPE to be worn:</p>  <p>Bump cap to be worn for over head hazards</p>	<p>Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):</p> 
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VIS Security Solutions Risk Assessment

Document Reference: RA136

NIE - Substation

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: June 2020

Current Assessment Date: Jan 2021 Issue No: 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Security	2	4	8	All engineers are to have the relevant NIE training (D1 & D2) Engineers are to be issued their own set of NIE keys. These keys are only to be kept with the engineer in a secure place at all times. Engineer is to self risk assess the surrounding area before opening the substation gate. Engineer is to secure the gate on entering as soon as possible double checking the lock has engaged. Engineer is to not let any other personnel into site whilst completing works. Engineer is to ensure the gate is secured before leaving the site by double checking the padlock. Any security issues i.e. padlock not engaging or opening, damage to the outer fencing etc. the engineer is to inform NIE Contract Manager	1	4	4 LOW
Slips, Trips & Falls	3	5	15 HIGH	Engineers are to be given the relevant information, instruction and training including D1 & D2 Engineers are to self risk assess the routes to be taken into the substation bld and within the substation. Note if there is any wooden flooring missing it is to be replaced if safe to do so, if not it is to be reported to NIE Contract Manager Engineers are to follow all company set procedures for WAH Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area. Suitable footwear must be worn at all times as per the company policy i.e. safety footwear.	1	5	5 LOW
Weather	2	5	10 MED	Engineers are to self risk assess the weather before entering all substations. Where there is a lighting storm works must not go ahead or if works have started they must cease immediately and the engineer must inform the GH&SO (07810440459) & NIE Contract Manager All engineers are to have the relevant NIE training (D1 & D2) Where they is adverse weather conditions the engineer is to contact the GH&SO (07810440459) for advice on the course of action.	1	5	5 LOW
COVID-19	2	5	10 MED	Engineers are to follow company guidance on COVID-19. Any issues the engineer is to get in contact with the GH&SO (07810440459) & NIE Contract Manager Engineers are to wear disposable gloves into each site and dispose of the gloves in a double bag when finished the works. Gloves are to be changed when the engineer feel he requires i.e. moving into a different area of the substation. Hands must be washed regularly where possible for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Where engineers are working with others social distancing of 2m is to be maintained at all times. If this is not possible a FFP3 face mask & goggles should be worn in addition with the other PPE. Engineers should limit the time to 15 minutes or less where possible Engineers will be limited with handwashing facilities so where they are not available engineers are to sanitise visible clean hands. Where hand washing facilities are available this is to be the preferred option.	1	5	5 LOW
Electrocution	4	5	20 HIGH	All engineers are to have the relevant NIE training (D1 & D2) Only authorised plant and equipment is to be used on a substation. Authorisation is to be sought via the NIE Contract Manager. Engineers are to self risk assess the substation before entering and continually whilst on site. The NIE contract manager NIE Contract Manager is to authorised any WAH using equipment before it takes place. Engineers are to ensure they do not encroach within the recommended safety distances of any live services - Up to 33 Kv 0.8m, 110 Kv 1.2m & 275 2.4m. This includes where there is any risk of plant or equipment coming into contact with live services.	1	5	5 LOW
Lone Working	4	5	20 HIGH	Engineers are to ensure they book on & off site via the CASH system in place. All engineers are to have the relevant NIE training (D1 & D2) Regular contact is to be kept with the engineers working in a substation via their manager/supervisor. Engineers are to ensure there is adequate charge on their mobile phones & that there is signal. If no signal an area of signal is to be found. Engineers are to ensure full PPE is worn as per the NIE mandatory procedures i.e. hard hat, safety glasses, high visibility vest & safety footwear.	1	5	5 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA136

NIE - Substation

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: June 2020

Current Assessment Date: Jan 2021 Issue No: 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Manual Handling	3	4	12 MED	Engineers are to be given the relevant information & instruction on manual handling. This training is to be refreshed as per company procedures. Where an excessive load is to be lifted such as the NIE fibreglass A-Frame Ladders consideration should be to provide 2 x engineers depended on the individuals capabilities. WAH equipment must be carried in the long arm and never upright or over the shoulder when moving throughout the substation. If required the engineer should plan for regular breaks when carrying materials or plant and equipment over long distances or rough terrain. Engineer is to minimise his plant and equipment wherever possible only taking in what he requires. Suitable footwear must be worn at all times as per the company policy i.e. safety footwear.	1	4	4 LOW
Working at Height	3	5	15 HIGH	Engineers are to avoid working at height wherever possible i.e. smoke poles; NOTE smoke poles cannot be used if there is a risk of contact with live services. The smoke pole must be authorised for the works by the NIE Contract Manager and they must be tested by the NIE. Engineers must be given the relevant information, instruction and training for WAH. Engineer must ensure the correct WAH equipment is selected to ensure they are following company procedures. Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area. WAH equipment must be visually inspected before the works and as per company procedures. Any WAH equipment must be made of a non conductive material such as fibreglass non conductive ladders and stepladders.	1	5	5 LOW
Lighting	2	4	8 MED	NIE maintain all their substations lighting ensuring the lighting designed is adequate. Where an engineer attends site and the substations lighting is not in operation of adequate they are to cease works immediately and inform NIE Contract Manager & their manager. Works is not to be completed until adequate lighting is provided. Where out of hours work or works in poor natural lighting engineers are to use an aid such as a torch to make their way to the sub station building.	1	4	4 LOW
Lyme's Disease	2	4	8 MED	Engineers are to be given the relevant information & instruction on Lyme's disease from tick bites Engineers are to self assess their bodies to ensure there is no ticks at the end of the working day. If so they are to inform their GP immediately then informing the GH&SO (07810440459) & their manager. Engineer are to ensure any exposed skin is covered up where possible when working in rural locations	1	4	4 LOW
Asbestos	3	5	15 HIGH	Engineers are to receive Asbestos awareness training as per the company procedures NIE contract manager is to inform VIS of any high risk areas of concern within the substations. GH&SO will then inform the engineers Engineers are to stop work immediately and inform the GH&SO (07810440459) & NIE Contract Manager NIE procedures are to label and mark all asbestos present within their substations.	1	5	5 LOW
Power Cut - Essential Services within the Bld	3	3	9 MED	Engineers are to self risk assess the sub station bld before moving any plant of equipment into the building. Engineers are to avoid working directly beside or above the essential services that could be shut down. Adequate lighting is to be in place to ensure that essential services can be seen. If the lighting is not operating the GH&SO (07810440459) & NIE Contract Manager immediately and stop works.	1	3	3 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment
Document Reference: RA137
Exposure to Pathogens & Diseases

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees & Persons working within affected areas

Assessors Name / Title: Darren Semple Health & Safety Officer

Previous review date: Aug 2020

Current Assessment Date: Jan 2021 Issue No: 3

Reference to site hazard identification, and detailed company policies and procedures must be made.

Next Review Date: Jan 2022

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Working Close to Water/Ditches/etc	2	4	8 MED	Leptospirosis (Weils Disease) may be present anywhere rats have access to. Be aware of symptoms and if you experience these consult your GP. Cover all cuts and open wounds. Wash hands after completing task and before eating. On water treatment works and refuse sites take particular care and on WT Sites carry the 'water safety' card as required by most water authorities. Information, instruction, training & supervision must be given to all operatives.	1	4	4 LOW
Working on Roofs and Close to Air Conditioning Plant or Release of Water Droplets	2	4	8 MED	Avoid breathing vapour being emitted from rooftop plant. Be aware of wind direction if obvious water spray present from rooftop plant. Information, instruction, training & supervision must be given to all operatives.	1	4	4 LOW
Contact with Bird Droppings	3	4	12 MED	Carry out a visual inspection of flat surfaces where birds may have roosted, i.e. camera mountings, ledges and roof tops. Where gloves to prevent direct contact if necessary. Disposable latex / non-latex are suitable. Wash hands after completing task.	1	4	4 LOW
Injury from Needles	2	3	6 MED	If working in areas where needles may have been discarded always carry out a visual examination of the area before commencing work. Be careful when accessing ceiling voids in secluded areas that normally have public access. Operatives to ensure they conduct a self risk assessment of the area before work commences. Areas of concern identified and reported.	1	3	3 LOW
Infection Control-COVID-19, Flu, Norovirus, etc	2	5	10 HIGH	Information & instruction must be given to all employees on infection control. Company to follow emergency response plan for COVID-19 Vulnerable employees are to make themselves aware to the EHS department via the screening form. Engineers are to wipe down their tools after each job and after moving locations as required. Protective gloves are to be worn whilst working in higher risk areas with them disposed of directly before leaving site Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Safe distance of 2m must be adopted. Employees must self isolate if carrying a contagious infection to avoid the spread to others in the workplace as per government guidance. When social distancing cannot be maintained full PPE must be worn i.e. Goggles, mask, full suit & surgical gloves. Confirmation via the GH&SO Hygiene must be promoted in the workplace to prevent the spread of infection i.e. posters, verbal, email etc Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes adopting social distancing Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Managers (where possible) must ensure where personnel are working together the teams stay the same. Regular cleaning must take place with a set cleaning schedule introduced. VIS Security Solutions are not to send employees travelling to regions that have been deemed high risk. VIS employees must comply with all clients procedures for the virus before attending site and not attend if ill or sick	1	5	5 LOW
Infected Tick Bite - Lyme's Disease	1	5	5 LOW	Information & instruction must be given to all engineers working in an environment with the possibility of tick bites. Where possible vegetation is to be cut to prevent engineers brushing up against. Exposed skin especially in the legs and arms are to be covered before working in any environment that may house ticks & consider using insect repellent. Engineers are to review there body's after works in any environment that may house ticks. Any ticks found are to be removed as instructed. If the engineer is showing any signs or symptoms of Lyme's Disease they are to contact their GP & the GH&SO.	1	3	3 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:	Additional PPE to be available and used as required (non-exhaustive list,
		additional items may be required in accordance with site specific risks):

* glove type depends on works being undertaken, disposable latex or nitrile gloves suitable for protection



VIS Security Solutions Risk Assessment

Document Reference: RA138

NIE - RT Site

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: May 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

Uncontrolled document if downloaded

Reference to latest version advised. uncontrolled if in hard copy

Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Security	2	4	8	<p>Engineers are to be given the relevant information, instruction and training.</p> <p>Engineers are to contact security before entering site in order to get the alarm disabled and again when leaving site to get the alarm enabled.</p> <p>Engineers are to be issued their own set of NIE keys. These keys are only to be kept with the engineer in a secure place at all times.</p> <p>Engineer is to self risk assess the surrounding area before opening the RT site gate.</p> <p>Engineer is to secure the gate on entering as soon as possible double checking the lock has engaged.</p> <p>Engineer is to not let any other personnel into site whilst completing works.</p> <p>Engineer is to ensure the gate is secured before leaving the site by double checking the padlock.</p> <p>Any security issues i.e. padlock not engaging or opening, damage to the outer fencing etc. the engineer is to inform the NIE Contract Manager</p>	1	4	4 LOW
Slips, Trips & Falls	3	5	15 HIGH	<p>Engineers are to be given the relevant information, instruction and training.</p> <p>Engineers are to self risk assess the routes to be taken into the RT site. Engineer to plan the safest route throughout the site.</p> <p>Engineers are to follow all company set procedures for WAH i.e. 3 points of contact for ladders, placed on suitable level ground, selecting correct equipment etc.</p> <p>NIE is to ensure measure are in place to control the undergrowth within the RT sites. Any issues on site the engineer is to inform the NIE Contract Manager.</p> <p>Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area.</p> <p>Suitable footwear must be worn at all times as per the company policy i.e. safety footwear.</p>	1	5	5 LOW
Weather	2	5	10 MED	<p>Engineers are to self risk assess the weather before entering all substations. Where there is a lighting storm works must not go ahead or if works have started they must cease immediately and the engineer must inform the GH&SO (07810440459) & the NIE Contract Manager</p> <p>Managers to take into account the recent weather conditions i.e. rainfall as sites can be in remote locations with limited access for certain vehicles</p> <p>Where there is adverse weather conditions the engineer is to contact the GH&SO (07810440459) for advice on the course of action.</p>	1	5	5 LOW
COVID-19	2	5	10 MED	<p>Engineers are to follow company guidance on COVID-19. Any issues the engineer is to get in contact with the GH&SO (07810440459) & the NIE contract manager.</p> <p>Engineers are to wear disposable gloves into each site and dispose of the gloves in a double bag when finished the works. Gloves are to be changed when the engineer feel he requires i.e. moving into a different area of the substation.</p> <p>Hands must be washed regularly where possible for at least 20 seconds and the hand sanitiser used as often as possible.</p> <p>Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained</p> <p>Where engineers are working with others social distancing of 2m is to be maintained at all times. If this is not possible a FFP3 face mask & goggles should be worn in addition with the other PPE. Engineers should limit the time to 15 minutes or less where possible</p> <p>Engineers will be limited with handwashing facilities so where they are not available engineers are to sanitise visible clean hands. Where hand washing facilities are available this is to be the preferred option.</p>	1	5	5 LOW
Electrocution - LV	3	5	15 HIGH	<p>All engineers are to have the relevant information, instruction & training</p> <p>No live working permitted above 50v at any time safe isolation procedures must be followed.</p> <p>Engineers are to self risk assess the substation before entering and continually whilst on site.</p> <p>Any electrical circuits i.e. 50 - 240v must be isolated, proved dead and LOTO as per company procedures before works</p>	1	5	5 LOW
Lone Working	4	5	20 HIGH	<p>Engineers are to ensure they book on & off site via the CASH system in place.</p> <p>Engineers are to be given the relevant information, instruction and training.</p> <p>Regular contact is to be kept with the engineers working in a substation via their manager/supervisor.</p> <p>Engineers are to ensure there is adequate charge on their mobile phones & that there is signal. If no signal an area of signal is to be found.</p> <p>Engineers are to ensure full PPE is worn as per the NIE mandatory procedures i.e. hard hat, safety glasses, high visibility vest & safety footwear.</p>	1	5	5 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA138

NIE - RT Site

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: May 2020

Current Assessment Date: Jan 2021 Issue No: 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Manual Handling	3	4	12 MED	Engineers are to be given the relevant information & instruction on manual handling. This training is to be refreshed as per company procedures. Where an excessive load is to be lifted such as the NIE fibreglass A-Frame Ladders consideration should be to provide 2 x engineers depended on the individuals capabilities. Engineers are to park as close the site as safely possible to limit the distance of manual handling. All manual handling must be access using the S.A.F.E. process. If required the engineer should plan for regular breaks when carrying materials or plant and equipment over long distances or rough terrain. Engineer is to minimise his plant and equipment wherever possible only taking in what he requires. Suitable footwear must be worn at all times as per the company policy i.e. safety footwear.	1	4	4 LOW
Working at Height	3	5	15 HIGH	Engineers are to avoid working at height wherever possible i.e. smoke poles, CCTV cleaning poles. Engineers must be given the relevant information, instruction and training for WAH. Engineer must ensure the correct WAH equipment is selected to ensure they are following company procedures. Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area. WAH equipment must be visually inspected before the works and as per company procedures.	1	5	5 LOW
Lighting	2	4	8 MED	NIE maintain all their RT site lighting ensuring the lighting designed is adequate. Where an engineer attends site and the lighting is not in operation of adequate they are to cease works immediately and inform the NIE Contract Manager & their Works is not to be completed until adequate lighting is provided. Where out of hours work or works in poor natural lighting engineers are to use an aid such as a touch to make their way to the sub station building.	1	4	4 LOW
Lyme's Disease	2	4	8 MED	Engineers are to be given the relevant information & instruction on Lyme's disease from tick bites Engineers are to self assess their bodies to ensure there is no ticks at the end of the working day. If so they are to inform their GP immediately then informing the GH&SO (07810440459) & their manager. Engineer are to ensure any exposed skin is covered up where possible when working in rural locations	1	4	4 LOW
Asbestos	3	5	15 HIGH	Engineers are to receive Asbestos awareness training as per the company procedures NIE contract manager is to inform VIS of any high risk areas of concern within the RT sites. GH&SO will then inform the engineers Engineers are to stop work immediately and inform the GH&SO (07810440459) & the NIE Contract Manager NIE procedures are to label and mark all asbestos present within their substations.	1	5	5 LOW
Damage of Services Within the Bld	3	2	6 MED	Engineers are to self risk assess the RT site bld before moving any plant of equipment into the building. Engineers are to avoid contact with the services on site that may be damaged or shut down. Adequate lighting is to be in place to ensure that essential services can be seen. If the lighting is not operating the GH&SO (07810440459) & the NIE Contract Manager immediately and stop works.	1	2	2 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment

Document Reference: RA139

NIE Office

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: May 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Security	2	3	6	Engineers are to be given the relevant information, instruction and training. Engineer is to ensure all external door are closed on entering or leaving site. Engineers are to sign into site obtaining security pass. Pass must be on display at all times. Engineer must not open any external doors into site to let personnel in.	1	3	3 LOW
Slips, Trips & Falls	3	5	15 HIGH	Engineers are to be given the relevant information, instruction and training. Engineers are to ensure that they only use routes that are adequately lit. Any issues are to be reported to the POC especially if isolations impact the lighting. Information must be communicated to all on site. Engineers are to follow all company set procedures for WAH i.e. 3 points of contact for ladders, placed on suitable level ground, selecting correct equipment etc. Areas where WAH is required the area must be cordoned off and the POC informed. Engineers are to ensure there tool, materials and equipment is stored in a suitable safe area with all tools, materials and equipment minimised where possible. NIE are to ensure the housekeeping is maintained on site with all walkways and escape routes free from obstruction. Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area. Suitable footwear must be worn at all times as per the company policy i.e. safety footwear.	1	5	5 LOW
Fire	2	5	10 MED	NIE are to ensure a suitable and efficient fire risk assessment is completed for site. All fire information is to be communicated via display or verbal on entering site. NIE to ensure their electrical systems are maintained. Engineer must ensure their tools, materials or equipment is not left by a source of heat. All escape corridors/walkways must be kept clear. Engineer must only use VIS issued equipment. Any damage to plant of equipment must be reported immediately to the GH&SO (07810440459) Any fire hazards seen by the engineer is to be reported immediately to the POC.	1	5	5 LOW
COVID-19	2	5	10 MED	Engineers are to follow company guidance on COVID-19. Any issues the engineer is to get in contact with the GH&SO (07810440459) & POC. Engineers are to maintain social distance of 2m for all staff and contractors on site. Engineer must communicate with the POC to plan in areas of works. Engineers are to wear disposable gloves into each site and dispose of the gloves in a double bag when finished the works. Gloves are to be changed when the engineer feel he requires i.e. moving into a different area of the substation. Hands must be washed regularly where possible for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the building at all times or when social distancing cannot be maintained Where engineers are working with others social distancing of 2m is to be maintained at all times. If this is not possible a FFP3 face mask & goggles should be worn in addition with the other PPE. Engineers should limit the time to 15 minutes or less where possible Engineers are to wash their hands for 20 seconds on entering site, at regular intervals throughout the works and before leaving site. Hand sanitiser can be used on visibly clean hands.	1	5	5 LOW
Electrocution	3	5	15 HIGH	All engineers are to have the relevant information, instruction & training No live working permitted above 50v at any time safe isolation procedures must be followed. Engineers are to communicate and isolations with the POC for the emergency lighting works. This is to be agreed before the works. Any electrical circuits i.e. 50 - 240v must be isolated, proved dead and LOTO as per company procedures before works	1	5	5 LOW
Lone Working	3	5	15 HIGH	Engineers are to ensure they book on & off site via the CASH system in place. Engineers are to be given the relevant information, instruction and training. Engineer to communicate with the POC on site of the are of works. Regular contact is to be kept with the engineers working via their manager/supervisor & the POC on site Engineers are to ensure there is adequate charge on their mobile phones & that there is signal. If no signal an area of signal is to be found. Engineers are to ensure full PPE is worn as per the NIE mandatory procedures i.e. high visibility vest & safety footwear. Additional PPE may be required such as mask & gloves.	1	5	5 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA139

NIE Office

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Sub Contractors, NIE Staff

Previous review date: May 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Manual Handling	3	4	12 MED	Engineers are to be given the relevant information & instruction on manual handling. This training is to be refreshed as per company procedures. Where an excessive load is to be lifted such as A-Frame Ladders consideration should be to provide 2 x engineers depended on the individuals capabilities. Engineers are to park as close the site as safely possible to limit the distance of manual handling. All manual handling must be access using the S.A.F.E. process. If required the engineer should plan for regular breaks when carrying materials or plant and equipment over long distances. Engineer is to minimise his plant and equipment wherever possible only taking in what he requires. Suitable PPE must be worn at all times as per the company policy i.e. safety footwear/gloves.	1	4	4 LOW
Working at Height	3	5	15 HIGH	Engineers are to avoid working at height wherever possible i.e. smoke poles. Engineers must be given the relevant information, instruction and training for WAH following all company set procedures. Engineer must ensure the correct WAH equipment is selected to ensure they are following company procedures. Areas of works must be cordoned off where there is other subcontractors or NIE staff working within the works area. WAH equipment must be visually inspected before the works and as per company procedures.	1	5	5 LOW
Lighting	2	4	8 MED	NIE maintain all their office sites lighting ensuring the lighting designed is adequate. Where an engineer attends site and the lighting is not in operation of adequate they are to cease works immediately and inform the POC Works is not to be completed until adequate lighting is provided. Where the engineer is to impact lighting for emergency lighting works this is to be agreed via the POC and the POC is to implement control measures to allow safe movement or the areas cordoned off for the duration of the works.	1	4	4 LOW
Asbestos	3	5	15 HIGH	Engineers are to receive Asbestos awareness training as per the company procedures Engineers are to review the onsite asbestos register for the offices that are being worked. Any issues are to be reported to the GH&SO (07810440459) & the POC with works halting immediately. Engineers are to stop work immediately and inform the GH&SO (07810440459) & POC if they suspect there is asbestos in the works area. NIE procedures are to label and mark all asbestos present within their substations.	1	5	5 LOW
Damage of Services Within the Bld	3	2	6 MED	Engineers are to self risk assess the works areas before moving any plant of equipment into the building. Engineers are to avoid contact with the services on site that may be damaged or shut down. Adequate lighting is to be in place to ensure that essential services can be seen. If the lighting is not operating the GH&SO (07810440459) & the POC with works halting immediately.	1	2	2 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):





VIS Security Solutions Risk Assessment
Document Reference: RA140
Mobile Elevated Working Platforms (MEWP'S)
- including Van Mounted Static Booms

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others

Previous review date: May 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
MEWP Operated by Unauthorised Persons.	4	4	16 HIGH	All operators are to be trained as competent in the use of MEWP's with a recognised scheme such as the Construction Industry Training Board (CITB) or International Powered Access Federation (IPAF). Refresher training to be carried out as to the recommendations of the recognised scheme which is usually every 3-5 years. Records of training and competence to be kept as proof. Operator to carry and display proof of competence. For van mounted static booms:- the driver must have the correct class of licence to drive on public roads - the user must hold an IPAF certificate for Static booms. Information, instruction, training & supervision given to all operatives.	1	4	4 LOW
Defective MEWP Being Used.	2	4	8 MED	Before being used for the first time on site, MEWP's should be thoroughly examined by a competent person & a copy of the report made available to the hirer/operator. A copy of the pre use inspection form must be completed and kept for record. All faults if any must be reported immediately and the MEWP not operated until rectified. Any faults found whilst MEWP is in used the operator is to cease works immediately and report via company set procedure.	1	4	4 LOW
Entrapment	3	5	15 HIGH	Information, instruction, training & supervision given to all operatives (IPAF). Operatives to self risk assess the works areas for any potential entrapment hazards Banks man to be available on site for an emergency situation and to provide an eye on the ground for the operative	1	4	4 LOW
Over Loading Platform with Equipment or People.	3	4	12 MED	The Safe Working Load (SWL) and the maximum number of people that may be safely carried should be clearly marked on the platform. A set of operating instructions must be available to the operator for reference when ever the MEWP is in use. Information, instruction, training & supervision given to all operatives.	1	4	4 LOW
Operator/User or Equipment Falling From Platform.	3	5	15 HIGH	For all boom lifts, small hoists, MEWP's or lifts where the platform extends and does not just operate vertically, a body harness is to be used with a fall RESTRAINT LANYARD and NOT A FALL ARREST LANYARD . Correctly rated anchor point to be fitted to platform to attach body harness lanyard. Alternatively, if using a 'SCISSOR LIFT' that has a large working platform for two plus persons (i.e. where it is intended that the user(s) can move up and down the platform) and a solid enclosing rail or mesh sides are fitted to the platform with a rail at least 910mm high and mid rail that ensures the gap is no greater than a 470mm, then fall restraint is not required as collective fall protection is provided. UNLESS CLIENT RULES REQUIRE IT . Toe boards should also be provided at the edge of the platform at least 150mm high. NEVER STAND ON THE RAILING OR CLIMB OUTSIDE THE CAGE OR PLATFORM, whatever type is used. Information, instruction, training & supervision given to all operatives.	1	5	5 LOW
Access Gates Opening Whilst Persons Operating MEWP	3	4	12 MED	Access gates on MEWP should not open outwards. Access gates should return automatically to the closed position and lock shut. A vertically sliding section of mid-rail can also be an acceptable means of access.	1	4	4 LOW
Operating MEWP in High Winds in the Elevated Position.	3	4	12 MED	Never work outside the parameters of the maximum permissible wind speeds recommended by manufacturer or hire company. Wind speed should be checked by using a calibrated manometer. If for whatever reason one is not available check weather considerations carefully. If it is a still or calm day with no wind or a steady, slight breeze then even without an anemometer you will be able to judge it is safe to use.	1	4	4 LOW
MEWP Overturning Due to Working on a Steep Gradient.	3	4	12 MED	Maximum gradient on which the MEWP may operate safely should be clearly marked on the platform. Inclinometers should be provided on the MEWP to enable the operator to establish the gradient of the ground. For van mounted static booms the levelling legs must always be correctly positioned and locked off.	1	4	4 LOW
MEWP Overturning Due to Sinking into Soft Ground.	3	4	12 MED	Work on soft ground to be avoided where possible. If work on soft ground can not be avoided then the MEWP is to be fitted with stabilisers/outriggers with suitable soleplates.	1	4	4 LOW
MEWP Overturning due to Wheels Falling into Ground Hazards Such as Ducts, Manhole Covers, Holes, Voids or Trenches	3	4	12 MED	Check full extent of ground that is going to be travelled on before operating the MEWP. Ensure that all manhole and drain covers are fitted in position. All holes and voids are to be filled with a suitable material such as concrete. Access plates placed over trenches are to be examined to ensure that they will withstand the weight of the MEWP travelling over them. Trenches that are to be travelled over must be covered with a metal plate of suitable strength not wooden boards, planks or other material of inadequate strength.	1	4	4 LOW
Operator Slipping on Surface of Working Platform.	3	4	12 MED	The upper surface of the platform should be made from a slip resistant material. Any spillage of liquid to be cleaned up immediately. Operator to ensure that footwear is free from mud, oil, grease, etc. before entering platform to reduce risk of contaminating platform with a slippery substance.	1	4	4 LOW



VIS Security Solutions Risk Assessment
Document Reference: RA140
Mobile Elevated Working Platforms (MEWP'S)
- including Van Mounted Static Booms

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others

Previous review date: May 2020

Current Assessment Date: Jan 2021 Issue No: 3









Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Contact with overhead power supplies	3	5	15 HIGH	Never operate or work from a MEWP in the vicinity of overhead power supplies unless the supply is isolated & you are authorised to do so by means of a permit to work. Relevant parties to be involved. Information, instruction, training & supervision given to all operatives. Survey the area of work prior to use of the lift to check for overhead cables or wires.	1	5	5 LOW
Object Falling from Above the Working Platform onto the Operator	3	4	12 MED	Recommended PPE (safety helmet, safety footwear, high visibility vest or jacket) to be worn at all times. Other PPE is task dependant, i.e. mask and glasses for drilling. Safety helmet should be worn with a chin strap so that it does not fall off when you bend over.	1	4	4 LOW
Working by/near/over a water hazard	4	5	20 HIGH	Trained competent operative to use MEWP with the relevant information, instruction & supervision. Set emergency/rescue procedures must be in place before any works take place. Emergency rescue equipment must be maintained and readily available Working area must cordoned off with barriers, cones or tape. Operatives must ensure they give way to pedestrians and vehicles whilst working MEWP must only be used on a suitable safe place on firm level ground to prevent overturn. Life jacket must be worn at all times whilst working by water. Harness is not to be connect whilst working over deep flowing water.	1	5	5 LOW
MEWP Overturning Due to Being in Collision with a Vehicle	3	4	12 MED	Ensure that no part of the MEWP is protruding into any areas where other vehicles operate. If operating on a roadway - apply all precautions as per the Code of Practice for working on the highway - SEE separate risk assessment for this activity. Place cones or barriers around the area in which MEWP is allowed to operate. A car or vehicle can provide a barrier, use hazard warning lights to increase visibility. Ensure that safety signs are in place to warn of the presence of areas where other vehicles operate. If there are several access points or roads, provide warning beyond immediate area taking into account all approaches, corners, bends & other 'blind' spots.	1	4	4 LOW
Collision with overhead crane	3	5	15 MED	Trained competent operative to use MEWP with the relevant information, instruction & supervision. PTW system must be in place before works with all crane works stopped, the crane must be isolated and LOTO Communication between MEWP operators and operatives within the works area to be carried out Cordon put in place to protect the MEWP & the operator. Potentially put a stop in place to prevent the crane moving. SSOW to be in place with set working procedures followed at all times.	1	5	5 LOW
COVID 19	3	5	15 HIGH	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. Where possible due to the size of the platform there should only be one operative in the basket. Employees should avoid where possible direct face to face contact. If contact is required it should be limited to 15 minutes. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. Face coverings must be worn when moving throughout the buildings at all times or when social distancing cannot be maintained Supervisors (where possible) must ensure where personnel are working together the teams stay the same. Where social distancing cannot be maintained in the basket PPE must be worn i.e. Goggles or Face shield & FFP3 mask. This is to include the task mandatory PPE. On completion of works PPE is to be disinfected or disposed of and hands washed. Where possible PPE to be reused due to shortage.	1	5	5 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:    			Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):    			

* glove type depends on works being undertaken, 'Showa type' suitable if making connections.



VIS Security Solutions Risk Assessment

Document Reference: RA185

Legionella

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others

Previous review date: Jan 2020

Current Assessment Date: Jan 2021 Issue No: 3

Next Review Date: Jan 2022

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.


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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Legionella	2	4	8 MED	<p>Always confirm with client if any history of legionella on site and if water quality monitoring is current.</p> <p>Avoid water temperature between 20 - 45 degrees which promotes bacteria and growth</p> <p>Always use a container with a restricted opening to contain water when opening the nozzle under pressure. Open nozzle under water wherever possible to prevent spray.</p> <p>DO NOT use a bucket to collect water from nozzle under pressure.</p> <p>If operating hose outdoors be aware of wind direction and strength.</p> <p>Using water treatment techniques</p> <p>Clean and disinfect hose reel in accordance with British standard and servicing manual.</p> <p>Prevent spray from coming into contact with others.</p> <p>Special care must be taken in high risk locations such as hospitals, clinics, schools and residences for the elderly.</p> <p>Correct and safe maintenance of the water system</p> <p>Information, instruction, training & supervision given to all operatives.</p>	1	4	4 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Protective footwear must be worn



Wear dust mask

Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):



High visibility vest must be worn if site



Wear eye protection



Wear gloves



Wear ear protection must be worn if noise levels



Wear safety harness



Wear helmet

* glove type depends on works being undertaken, disposable latex or nitrile gloves suitable for protection against dirt and contaminants, Rigger/'grip'



VIS Security Solutions Risk Assessment
Document Reference: RA186
Health Surveillance Assessment - General

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:









APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives
Persons at risk: All Employees and Field Operatives
Previous review date: Jan 2020
Current Assessment Date: Jan 2021 **Issue No:** 3
Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Hazard of Dermatitis, Respiratory Illness or Any Other Type of Ill Health	3	4	12 MED	<p>All chemicals used are assessed using standard COSHH procedures. Instruction, information and training given on use of chemicals and requirements for PPE after risk has been reduced as low as possible. There is not considered to be any significant dermatitis use for the limited substances used. Drills supplied are mostly battery drills. Use is limited to only a few minutes at a time with regular gaps in between. There is not considered to be any significant vibration hazard for the limited equipment used. There is not considered to be any significant respiratory hazard from the activities undertaken. Each location is assessed for risks from the clients activities. Appropriate PPE is issued to all engineers, checked every month and issued free to the user. Always wear PPE when instructed to do so by Health & Safety signage, customer representative or by VIS Security Solutions Management and Supervisors. Always inspect your PPE before use and store it safely. Obtain a replacement if it becomes damaged or lost. DO NOT WAIT UNTIL THE NEXT PPE CHECK. Appropriate risk assessments are in place for drilling operations. Report any health issues that you have to your manager and Group Health & Safety Officer immediately.</p>	1	4	4 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	Minimum PPE to be worn:  			Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):      			
				* Glove type will depend on task being undertaken.			



VIS Security Solutions Risk Assessment
Document Reference: RA200
Use of Cable Jacks

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Employees and Field Operatives

Persons at risk: Employees, Client Employees, Sub Contractors, Public, Others

Previous review date: May 2020









Current Assessment Date: Jan 2021 **Issue No:** 2

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.
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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Crushing of fingers and other Limbs. Back & muscle strains. Splinters from cable drums. Manual Handling	4	5	20 HIGH	<p>Cable drum jacking equipment must be inspected prior to use</p> <p>The cable drum jacking equipment must be positioned at a convenient position ready for use. The wheel must be locked to prevent it moving. The jacking equipment and cable drum to be positioned on firm level ground.</p> <p>A minimum of two operatives or mechanical means used to position the cable drum within the cable jacking equipment.</p> <p>Operative must carefully enter the lifting bar through the centre of the cable drum and ensure the lifting bar is positioned correctly onto the lifting spigots. Once the lifting bar has been positioned the cable drum can be raised using the hydraulic equipment. Operatives must stand clear and keep hands away from the lifting bar/lifting spigot.</p> <p>Only raise the cable drum to a sufficient height to allow the drum to rotate unrestricted.</p> <p>Under no circumstances must the cable drum jacking equipment loaded with a cable drum be moved manually, it must only be moved using mechanical means.</p> <p>Never operated loaded cable drum jacking equipment on a slope or on soft/unstable ground.</p> <p>Wear required PPE at all times which has been visual inspected before use and is free from damage.</p> <p>Cable drum to be cordoned off and the area controlled to prevent unauthorised access. Drum to be situated in a suitable and safe place.</p> <p>Information, instruction, training and supervision</p>	1	5	5 LOW
COVID 19	2	5	10 MED	<p>Information & instruction must be given to all employees on the ever changing COVID-19 pandemic.</p> <p>Minimal time will be required to set up the jacks- Due to the weight it will require two operatives working side by side for a short duration. Operatives are to don PPE for the set up & dismantling process. PPE required - Gloves, FFP3 mask, goggles - additional site PPE.</p> <p>Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes when using electrical hand tools.</p> <p>Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible.</p> <p>Face coverings must be worn when moving throughout the building or when social distancing cannot be maintained if applicable</p> <p>Jacks and accessories should be cleaned daily with a suitable alcohol based spray.</p> <p>Where an operative is working at the jacks to control the cable real suitable cordons must be in place to adhere to social distancing.</p> <p>On completion of works PPE is to be disinfected or disposed of and hands washed. Where possible PPE to be reused due to shortage.</p>	1	5	5 LOW
Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required	<p>Minimum PPE to be worn:</p>   			<p>Additional PPE to be available and used as required for service activities (non-exhaustive list, additional items may be required in accordance with site specific risks):</p>     			

* glove type depends on works being undertaken, 'Showa type' suitable if making connections.



VIS Security Solutions Risk Assessment

Document Reference: RA133

Grinding Operations - Electrical/Battery

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Client Employees, Sub Contractors, Public, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Noise Emitted from Grinding Operation	3	4	12 MED	All noise above the recommended guidelines will be subject to a detailed noise risk assessment Instruction, information and training will be given on noise exposure for any J D McGeown locations where there is a significant exposure. Always inspect your ear protection before use and store it safely. Obtain a replacement if it becomes damaged or lost. If you can't comfortably hold a normal conversation at a distance of 2 meters, then it is recommended that ear protection is worn. Report any noise emissions that you regard to be excessive, where there are no controlled measures in place. Noise surveys will be carried out at periodical intervals where required on J D McGeown premises where EHS Department has identified a risk. Regular maintenance must take place as per company procedures.	1	4	4 LOW
Material Flying Debris	4	4	16 HIGH	All engineers must have the relevant information, instruction, training & supervision. Grinding blades must be inspected regularly ensure there is no damage and that the blade is sharp. All guards must be present and of good condition. Guards are only to be removed or maintenance purposes by a competent person. Materials to be cut in a isolated area to where there is risk from impact to others. PPE must be worn as stated in the risk assessment as it is the last line of defence i.e. goggles, gloves and ear defence	1	4	4 LOW
Fire	3	5	15 HIGH	All engineers must have the relevant information, instruction, training & supervision. All grinding equipment must be subject to regular inspection & maintenance i.e. vents to be cleaned regularly Engineer must ensure a visual inspection is carried out before using any grinding equipment. All works must be in a suitable safe place free from combustible materials. Any faults must be reported to line management straight away a works stopped immediately. Hot works PTW system is to be in place for all grinding operations.	1	5	5 LOW
Vibration	3	4	12 MED	All engineers must have the relevant information, instruction, training & supervision. Grinder must be used as per manufactures guidance ensuring with a hand held grinder the handle is in place for all works Job rotation must be in place if grinding operations are to be constant. Supervisor to ensure this is completed. Gloves must be worn whilst conducting grinding operations. Grinding equipment must be subject to regular inspection.	1	4	4 LOW
Electrocution	3	5	15 HIGH	All engineers must have the relevant information, instruction, training & supervision. All equipment must be visually inspected before and after use as per company procedures Regular maintenance must take place as per company procedures. Any faults must be reported to line management straight away a works stopped immediately. Existing electrical services must be isolated and proven dead with an appropriate testing device before grinding works are conducted in the area.	1	5	5 LOW
Manual Handling	3	4	12 MED	Must Follow J D McGeown set manual handling procedures. Refer to Risk Assessment 106.	1	4	4 LOW
Impact from blade while in rotation	3	4	12 MED	All engineers must have the relevant information, instruction, training & supervision. All equipment must be visually inspected before and after use as per company procedures Regular maintenance must take place as per company procedures & only complete by a competent person All guards must be present and of good condition. Guards are only to be removed or maintenance purposes by a competent person Grinding equipment is only to be used by a competent authorised person. No young persons to use any grinding equipment.	1	4	4 LOW



VIS Security Solutions Risk Assessment

Document Reference: RA133

Grinding Operations - Electrical/Battery

Likelihood of accident (L)		Severity of accident (S)		Risk= (L x S)	
VERY UNLIKELY	1	FIRST AID INJURY	1	LOW	1-5
UNLIKELY	2	MINOR INJURY	2	MEDIUM	6-14
LIKELY	3	3 DAY + INJURY	3	HIGH	15-25
VERY LIKELY	4	MAJOR INJURY	4		
CERTAIN	5	FATALITY/DISABLING	5		

Job / Operation:

APPLICABLE TO WORK TASK FOR: All Engineers and Field Operatives

Persons at risk: Engineers, Client Employees, Sub Contractors, Public, Others

Previous review date: Dec 2020

Current Assessment Date: Jan 2021 **Issue No:** 1

Next Review Date: Jan 2022

Assessors Name / Title: Darren Semple Health & Safety Officer

Reference to site hazard identification, and detailed company policies and procedures must be made.

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Hazard	Before Control Measures			Action to Control Risk	After Control measures		
	L	S	Risk		L	S	Risk
Explosion	3	5	15 HIGH	Areas of work are to be inspected before works with a PTW system in place. Any gas services must be isolated and purged before works can take place. All engineers must have the relevant information, instruction, training & supervision. Areas of work must be self risk assessed before grinding operations. Grinding works to be completed in a designated area isolated and protected if possible.	1	5	5 LOW
Slips, trips & falls	3	4	12 MED	Areas of work are to be inspected before works with a PTW system in place. Materials are to be stored in a suitable safe place with areas cordoned off where possible. Regular housekeeping is to be maintained	1	4	4 LOW
Dust & Vapours	3	5	15 HIGH	Works to be conducted in a well ventilated area Regular housekeeping is to be maintained with dust cleared and disposed of safely.	1	5	5 LOW
COVID 19	2	5	10 MED	Information & instruction must be given to all employees on the ever changing COVID-19 pandemic. All hot works on site must be controlled via a PTW. PTWs should implement control measures for COVID-19. Personal hygiene must be of the highest standard with employees avoiding touching their mouth, nose & eyes. Operatives should maintain social distancing in all areas of works. Where this is not possible Suitable PPE should be worn i.e. goggles/face shield, gloves and FFP3 mask/face covering. Set hot works areas should be able to be cordoned off to avoid unnecessary personnel entering. If a grinder or cross cut saw is shared it should be cleaned before being returned to its owner or used by other personnel. Hands must be washed regularly for at least 20 seconds and the hand sanitiser used as often as possible. On completion of works PPE is to be disinfected or disposed of and hands washed.	1	5	5 LOW

Reference to detailed risk assessments, company policies, company procedures and British standards must be made as required

Minimum PPE to be worn:



Additional PPE to be available and used as required (non-exhaustive list, additional items may be required in accordance with site specific risks):

