

## GENERAL RISK ASSESSMENT FORM



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Contractors on site (small projects)

**Location of activity:** Lancashire County Council Establishments

<b>Team/School name: Address &amp; Contact details:</b>		<b>Name of Person(s) undertaking Assessment:</b>	
		<b>Signature(s):</b>	
<b>Line manager/Head Teacher (Name &amp; Title):</b>		<b>Date of Assessment:</b>	
<b>Signature:</b>		<b>Step 5 Planned Review Date:</b>	
<b>How communicated to staff:</b>		<b>Date communicated to staff:</b>	

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
<b>Contractor Induction to premises</b>	Service users Pupils Staff Visitors Contractors	Major, Minor injuries, safeguarding issues	<ul style="list-style-type: none"> <li>Contractor induction is completed with premises manager/designated member of staff and contractor;</li> <li>Contractors are made aware of existing site rules e.g. no-go areas, time restrictions;</li> <li>Contractors are made aware of fire and other emergency procedures adopted at the establishment;</li> <li>Asbestos report is made available to contractors and they are requested to sign the Asbestos Register Inspection Record; An asbestos location plan is available;</li> </ul>

			<ul style="list-style-type: none"> <li>• A Service location plan illustrating service provision and shut off for gas, electricity, water. Etc is available and provided to contractor as required;</li> <li>• Need for DBS clearance is considered and acquired where necessary ;</li> <li>• If a contractor turns up without previously arranging if it is not convenient for the establishment, the visit is rearranged;</li> <li>• It is ensured the establishment has an emergency point of contact with the contractor, and the contractor with the establishment;</li> <li>• Construction work is undertaken out of normal working hours wherever possible or in a separate secure area;</li> <li>• Contractors are instructed not to engage in conversation with pupils / service users;</li> <li>• Adequate supervision is provided in the vicinity of the work area where vulnerable service users/pupils may be affected;</li> <li>• A programme of work is agreed between the premises manager/designated employee and the contractor;</li> <li>• Provide relevant information about any risks particular to the premises to enable contractors to control risks.</li> </ul>
<b>Access / egress</b>	Service users Pupils Staff Visitors Contractors	Blocked emergency exit routes Unauthorised access Interface with children or vulnerable adults safeguarding	<ul style="list-style-type: none"> <li>• Access routes to and from work area are designated before works commence;</li> <li>• Access to construction areas is restricted and all staff are advised;</li> <li>• Service users/pupils are advised of hazards and risks;</li> <li>• Contractors report to staff if service users/pupils breach area;</li> <li>• All debris is removed from walkways and disposed of safely and appropriately;</li> <li>• Daily inspection is carried out by contractors and premises manager/designated employee.</li> </ul>

<b>Vehicular access</b>	Service users Pupils Staff Visitors Contractors	Ineffective vehicle pedestrian segregation	<ul style="list-style-type: none"> <li>• Restricted access is enforced and contractors advised accordingly ;</li> <li>• Parking arrangements are agreed with the contractor before works commence;</li> <li>• If vehicular access is required during the normal working day, permission is obtained from the premises manager/designated employee and assistance is provided if necessary;</li> <li>• Restrictions on any deliveries to site are discussed;</li> <li>• Pedestrian walkways are maintained;</li> <li>• The establishment vehicular/pedestrian risk assessment is shared with contractors as appropriate;</li> </ul>
<b>Security</b>	Service users Pupils Staff Visitors Contractors	Trespassers on site	<ul style="list-style-type: none"> <li>• All contractors are asked to sign in on arrival and out on departure;</li> <li>• Contractor induction is undertaken at the point of signing in;</li> <li>• Operatives are required to be clearly identified by visitors badges issued by establishment;</li> <li>• All staff and relevant persons are informed of contractors' presence on site;</li> <li>• This risk assessment is brought to the attention of the contractor on site before works commence;</li> <li>• The Principal contractor records all contractors on site and advises them on all information on the site as given to them by premises manager;</li> <li>• Adequate site security, fencing etc is in place.</li> </ul>
<b>Asbestos</b>	Service Users Pupils Staff Visitors Contractors	Ill Health, asbestosis	<ul style="list-style-type: none"> <li>• A copy of asbestos survey is available at the premises and is shown to contractor Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) the asbestos survey is to be given careful consideration by the contractor and, if required, a further asbestos survey carried out;</li> <li>• Contractors are required to read and sign the Asbestos Register Inspection Record prior to commencing the work;</li> <li>• All work on fabric of building authorised by premises manager or authorised person and convenient time agreed.</li> </ul>

<b>Contact with pupils / vulnerable service users</b>	Service users, Pupils	Safeguarding issues	<ul style="list-style-type: none"> <li>• Consideration is given as to whether DBS checks are required and undertaken where decided necessary;</li> <li>• Where possible work to be carried out outside of school / establishment hours;</li> <li>• Agreed programme of work with school / establishment;</li> <li>• Work area to be fenced off at a distance to prevent pupils / service users from being in close proximity of contractors;</li> <li>• Adequate supervision is provided in the vicinity of the work area if contact is possible.</li> </ul>
<b>Contractors on Site: General</b>	Service Users Pupils Staff Visitors Contractors	Ill health, risk of accidents, incidents and near misses	<ul style="list-style-type: none"> <li>• Contractors are asked to observe site rules as specified at induction;</li> <li>• Contractors are required to maintain a high level of hygiene and cleanliness during their visit;</li> <li>• Contractors to provide their own Personal Protective equipment required to complete the work activity safely;</li> <li>• Any hazards identified to be discussed with the Premises Manager/designated employee.</li> </ul>
<b>Contractors on site Electrical Equipment</b>	Service users Pupils Staff Visitors Contractors	Slips, trips, falling debris, falls from height, electrocution,	<ul style="list-style-type: none"> <li>• Contractors to use their own equipment and not that belonging to the establishment;</li> <li>• All electrical equipment must have been subject to a Portable Appliance Testing (PAT) regime;</li> <li>• Contractors requested to ensure they do not leave trailing cables; However, when this cannot be avoided they should be identified and secured to floor with hazard tape;</li> <li>• When tools or equipment are not being used on the site contractor requested to ensure that they are stored in a secure place out of reach of pupils and service users. Tools and equipment must not be left unattended.</li> </ul>
<b>Hazardous substances</b>	Service Users Pupils Staff Visitors Contractors	Burns, ill health, slips, trips	<ul style="list-style-type: none"> <li>• Contractor required to inform premises manager or appointed person of any hazardous substances brought onto the site;</li> <li>• Contractors are required not to leave Hazardous substances unattended. They are to be clearly labelled and securely stored;</li> <li>• Contractor required to ensure dust/fume production is minimised;</li> <li>• Appropriate PPE is required to be provided and worn by contractors;</li> <li>• Visitors to site are made aware of hazards and not allowed on site unless wearing suitable PPE.</li> </ul>

<b>Work at Height</b>	Service Users Pupils Staff Visitors Contractors	Falls from height, falling debris	<ul style="list-style-type: none"> <li>• Work area agreed between contractor and premises manager/designated employee;</li> <li>• Contractors required to use their own ladders and not those belonging to the establishment;</li> <li>• Contractors are required to ensure ladders are adequately secured /removed at the end of each working day;</li> <li>• Areas underneath 'work at height' are securely fenced off with warning signs displayed or kept free unoccupied;</li> <li>• Access to area is restricted and service users, pupils, staff and visitors are reminded of hazards;</li> <li>• Working platforms used are required to have toe boards and mesh panels to prevent falling objects.</li> </ul>
<b>Noise</b>	Service users Pupils Staff Visitors Contractors	Deafness, ill health	<ul style="list-style-type: none"> <li>• Noise is required to be kept to a minimum or to the times that are agreed for noisy activities to be undertaken;</li> <li>• If noise is likely to affect neighbouring properties they are informed.</li> </ul>
<b>Contractors found to be working in an unsafe manner</b>	Service users Pupils Staff Visitors Contractors	Accidents, ill health	<ul style="list-style-type: none"> <li>• On occasions that contractors are found to be working in an unsafe manner, the premises manager or appointed person will ask for improvement or if felt necessary, work will be stopped immediately and follow up action taken in line with LCC Guidance;</li> <li>• Contact will be made with the operatives' manager if necessary;</li> <li>• Lancashire County Council Building Design &amp; Construction/Diocese property management/other interested parties will be contacted to inform them of the unsafe manner in which their contractors are working;</li> </ul>
<b>Stored materials</b>	Service users Pupils Staff Visitors Contractors	fire risk, injury	<ul style="list-style-type: none"> <li>• Materials stored on site kept to a minimum;</li> <li>• Storage only in agreed designated secure compound where applicable;</li> <li>• No unauthorised access is allowed to storage areas or site;</li> <li>• Appropriate fire fighting equipment is available and maintained for purpose.</li> </ul>
<b>Waste material</b>	Service users Pupils Staff Visitors Contractors	health , fire	<ul style="list-style-type: none"> <li>• So far as possible waste is removed from the site daily or stored in secure containers in a secure area;</li> </ul>

<b>Fire</b>	Service users Pupils Staff Visitors Contractors	Burns, scalds, fatality, major injuries, Property damage / loss	<ul style="list-style-type: none"> <li>• All Staff, other building users and contractors are advised of procedures and any alternative routes during contract work;</li> <li>• Combustible materials only stored in agreed areas;</li> <li>• Flammable liquids / compressed gases are appropriately stored;</li> <li>• Smoking is strictly prohibited on site;</li> <li>• Hot works permits are used where applicable;</li> <li>• Appropriate fire extinguishers are available.</li> </ul>
<b>Contractors leaving site</b>	Service users Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> <li>• Contractors are asked to advise when the works have been completed;</li> <li>• Contractors are asked to sign out when leaving the site;</li> <li>• Contractors asked to leave the establishment as they found it, safe and tidy;</li> <li>• Premises manager or appointed person inspects the condition the area has been left in.</li> </ul>

This general risk assessment will apply to this area/task/activity in most teams/schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in .....  
(Name of team/school)

Signed:

Name:

Risk Assessor.

**If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.**

<b>PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>Further significant hazards</b>	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable .....(name of Team /School).

Signed:

Name:

(Line Manager/Headteacher).

<b>PART C: ACTION PLAN Step 4 Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>