

PROJECT HAZARD & RISK REGISTER

Project Name & No.:	Downley Road, Havant - 23_102	Project Manager:	TBC
Project Address:	Downley Road, Havant PO9 2JD		
Risk Register Completed by:	Si King (Contracts Director)	Revision Date & Number:	Date: 25/04/2024 No.: 1
Signed:		Date:	

Activities, operations, materials, products, or services	Potential safety, health, or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
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Abrasive wheels - use of	Bursting of wheel, flying fragments, use of wrong wheel / disc, misalignment, entanglement, noise, vibration, dust, spillage, competence of operatives, fire	Low	• Only trained & competent persons to operate, select & change abrasive wheels. • Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's – hearing protection, goggles etc. • Operatives to be made aware of the effects and levels of vibration exposure. • Regular maintenance and before use checks by operatives to ensure equipment is fit for purpose. • Dust suppression systems used to reduce creation of dusts. • Segregated areas, barriers, netting or screening provided to prevent ejected materials / residues from cutting process impacting on third parties or other operations [task specific]. • Hot works permits in use, fire fighting equipment available – all works in line with the Permit.
	Injury due to slips, trips & falls, contact with materials or with mechanical plant, unauthorised access by public	Medium	• Develop a site specific TMP when PC or in control of the site. • Co-operate and co-ordinate with the PC to work within their TMP and advise of requirements to complete Metro works. • Identify safe access routes, discuss any changes at weekly project co-ordination meeting. • Site map placed on site boards, in welfare units & access routes highlighted site specific site maps. • All contractors to inform Metro of access / egress requirements or modifications required for deliveries of plant and equipment. • All access areas are to be secured & only authorised operatives & accompanied visitors allowed on-site. • Suitable accesses to be created at workplaces for all trades;
Access / Egress – site & workplace			

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Asbestos removal / working with	Inhalation of airborne fibres, contamination of atmosphere, hazardous waste disposal, duty of care	Medium- High	- Ensure that an intrusive survey have been carried out & information is available for review prior to commencement of any works. - Arrange for licensed competent contractor to remove asbestos [where required / applicable]. - Any areas containing asbestos to be marked & site operatives made aware of presence – suitable signage to be used in the work area. - Operatives to report immediately any suspect material & to stop work until material identified. - All works to be completed within the guidelines of the relevant legislation and regulations. - All operatives are to be trained and competent in the completion of works with asbestos removal. - Daily checks completed of the work areas to ensure all control measures are working effectively and as required to eliminate / reduce the risk; - Substitute with less hazardous alternatives, use different product and ensure other products are investigated to eliminate the risk where available. - Specific risk assessment to be carried out with Control of Substances Hazardous to Health (COSHH) assessment to ensure safe system is operated. - Correct PPE to be supplied by operative's employer & used by operatives, as identified in COSHH assessment and SSOW. - Store in chemical unit & in line with storage requirements. - Ensure suitable and sufficient emergency spill kits are available for use where the need arises;
Chemicals, Hazardous Substances - use of	Corrosive, toxic, flammable, explosive, spillages, storage, occupational health, waste disposal of products after use or spillage	Medium	- Check with local authority for tree protection orders etc. - Ensure ecological checks are made prior to the removal of vegetation to ensure protected species are not disturbed or inferred with. - Use of plant & equipment for clearance of trees & shrubs must be by trained & competent operators. - Operatives made aware of potential for sharps and needles. SSOW for localised removal of sharps, and LA contacted where issue is of concern. - All equipment must be fit for purpose & regularly inspected & maintained. - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's. - Surveys for hazardous & invasive vegetation (i.e., Japanese Knotweed & Giant Hogweed) must be completed prior to commencement of works;
Clearance - of site	Removal of protected trees, shrubs, invasive weeds, unidentified wastes or fly tipped materials, sharps & needles, trespassers or vagrants, contaminated soils & land	Low	- Check with local authority for tree protection orders etc. - Ensure ecological checks are made prior to the removal of vegetation to ensure protected species are not disturbed or inferred with. - Use of plant & equipment for clearance of trees & shrubs must be by trained & competent operators. - Operatives made aware of potential for sharps and needles. SSOW for localised removal of sharps, and LA contacted where issue is of concern. - All equipment must be fit for purpose & regularly inspected & maintained. - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's. - Surveys for hazardous & invasive vegetation (i.e., Japanese Knotweed & Giant Hogweed) must be completed prior to commencement of works;

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Crushing Operations – use of	Untrained operatives, unguarded or poorly maintained machinery, noise, dust, vibration.	Medium	- Crushing operations to be agreed with local Environmental Health Officer (EHO) and current licences held. - Dust suppression in use and equipment positioned with consideration for local community. - Method statement / SSoW on the operations and management of the crusher operations. - Operator must be trained & competent in the operation of the crusher. - A suitable working area and exclusion zone to be placed around the crusher, to ensure third parties are eliminated from loading and crushed material ejection points; - Thorough survey & examination of structure to be carried out prior to demolition (i.e., asbestos survey / structural surveys). - Relevant statutory authorities to be notified as applicable. - Detailed method statement to be produced highlighting demolition sequence. - No works to commence until all utility's services are isolated. - Building & demolition area secured to protect the public and operatives. - Site secured to prevent ease of access and security to the site. - Regular checks completed for trespassers, children, vagrants and potential thieves. - Suitable and sufficient signage to be erected on secured fence line warning of dangers. - Suitable collapse zone to be provided. - Structure to be left in a stable position at end of day. - Dust suppression to be used to prevent nuisance and inhalation by operatives and to local affected parties. - Noise abatement used around high impact tasks and consideration for others in the local community; - Only competent persons to drive dumpers (CPCS card) - Dumpers to be regularly maintained. - Driver to carry out daily inspections of dumper. - Authorised routes to be identified and separation from pedestrians. - Materials must not be overloaded leading to loss of containment during travel or impact on the line of sight whilst travelling. - Vision in direction of travel must be clear at all times. - Seatbelts to be worn at all times by operatives. - All plant must be made secure when not in use. - Keys to be removed from equipment when not in use or operative leaves the seat. - When tipping materials, a suitable ground condition must be maintained and provided to reduce risk of overturning - Stop blocks or suitable earth or materials bunds will be used as appropriate for the work areas dumpers and dump trucks are being used;
Demolition – completion of	Types of structure, falls of persons, falls of materials, services, collapse of structure, health hazards, confined spaces, fire, vibration, explosion, noise, chemicals, dust, biological diseases, sharps & needles, trespassers or vagrants	Medium	
Dumpers / Dump Trucks - operating	Untrained operators, poor maintenance, overloading with materials, carrying passengers, unloading into poorly supported excavations, site conditions, pedestrian vehicle segregation, overturning, creation of dust, crush zones.	Low	

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Dust – from stripped soil areas, vehicle movements, stockpiled aggregates, demolition works etc.	Inhalation, visibility, potential for explosion / explosive atmosphere, nuisance	Low	- Regular dampening of haul roads where necessary. - Wheel washing facilities to be considered. - Road sweepers to be utilised if necessary. - Local contact to be made with local community & fostering of good relationship to provide means of communications. - Stockpiles sealed to reduce risk of up lifts from stockpiles. - Speed limits adhered to and applied to sites;
Electricity - use of	Electric shock, fire, management of cables, trailing cables / leads – slip, trips & falls, poor maintenance of equipment.	Low	- All equipment used on-site to be 110v, only equipment used in site cabins & welfare unit to be 240v. - All portable equipment must be tested, certificated & regularly inspected for condition prior to use. Any equipment not meeting the desired standards must be removed for repair or replacement. - All leads must be managed and hung at high level or covers placed over leads to prevent trip hazards. - All leads must be regularly inspected to ensure they have not been damaged during use o site. Equipment found to be faulty removed from use immediately. - Battery operated equipment used where available. - Workstations positioned to prevent leads trailing across walkways;
Excavations - working in	Underground services, collapse of sides, falls of persons & materials, ground water, asphyxiation, movement of plant, adjacent buildings / structures, tipping of materials & surcharging of excavations.	Low	- Method statement to be produced to identify works & scope. - Work to be carried out under the control of a competent person experienced in the type of work. - Proximity of services, structures to be located before works commence. - Permit to Dig / Break Ground to be issued prior to work commencing. - Consideration of the temporary works requirements of the work – review and consult with TW Engineer. - All excavations to be adequately protected with suitable edge protection & left safe overnight by either backfilling or securing with suitable fencing. - All excavations to be inspected daily or after changes in conditions or environment, and a record of weekly inspection completed. - Suitable access & egress into the excavation must be created for the workforce. - Suitable barriers placed around the work area to ensure operatives are prevented from accessing the excavation except by the designated means / route. - Vehicle routes to be placed at a suitable distance away from the excavation to ensure they do not surcharge the works;

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Excavators - use of	Untrained operators, poor maintenance, site conditions, reversing, loading / unloading, falls of materials, incorrect use of lifting gear, defective equipment, overhead cables, underground services, operatives adjacent to working area, failure to use 'dead mans' handle to prevent uncontrolled movements.	Medium	- Only Competent drivers to operate plant (CPCS) - No plant to be allowed to work completing lifting operations until test certificate provided & inspected for thorough examination. Where no lifting to be completed, evidence of planned maintenance or on hire check sheets must be held. - Regular maintenance to be carried out & daily recorded check to be made. - No plant to be operated unless all round 360 visibility is available – all equipment provided must be fit for purpose and operational. - If used as a lifting appliance lifting plan to be produced & the correct lifting point used for operations. - No lifting to be completed beyond the safe working load of the excavator and within the lifting plan. - Operators must be trained & familiar with the workings of the quick hitch attachment. All QH's must be fully automatic or fully manual. NO SEMI-AUTOMATIC QH's allowed within Metro operations; - All plant must be made secure when not in use. Keys to be removed from equipment. - No working or slewing above operators. - Exclusion zone provided around the equipment and banksman provided in congested areas or where RA dictates; - Metro to produce site fire plan & risk assessment; - Emergency escape route and muster point identified and known by all. Briefed in inductions and clearly signed. - Site fire call points & fire fighting equipment to be provided in convenient locations. - Instigate Hot Works regime. - Identify any flammable materials / containers and provide appropriate protection. Eliminate or substitute materials for non-flammable or retarded alternatives. - Provide flammable stores and designate no smoking or hot works areas. - Maximise mechanical cutting where possible. - Obtain isolation certificates where necessary. - Ensure good housekeeping standards & clear as you go work ethic. - Waste to be removed on a daily basis. - No smoking on site and in offices – designated controlled areas; - Assessment of the vibration risks to operatives required together with a record that operatives do not exceed the 'exposure limit value'. - OH, assessments completed on vulnerable operatives and those persons that are exposed to vibration above the 'exposure action value' regularly. - Information must be communicated to operatives on the exposure levels from equipment and visual indicators used. - All tools used must take into account the latest technical advances & apply the hierarchy of control for vibration. - Equipment must be well maintained, and sharp tool bits used to reduce vibration levels;
Fire Prevention – management & control of	Badly positioned heating appliances, discarded cigarettes / matches, arson, misuse / faulty LPG equipment, faulty electrical apparatus, welding operations, poor housekeeping & storage of materials, storage of flammable materials, management of hot works, ventilation.	Low	- Assessment of the vibration risks to operatives required together with a record that operatives do not exceed the 'exposure limit value'. - OH, assessments completed on vulnerable operatives and those persons that are exposed to vibration above the 'exposure action value' regularly. - Information must be communicated to operatives on the exposure levels from equipment and visual indicators used. - All tools used must take into account the latest technical advances & apply the hierarchy of control for vibration. - Equipment must be well maintained, and sharp tool bits used to reduce vibration levels;
Hand Arm Vibration – prevention of	Damage to blood circulation, identification of historic OH exposure / conditions, Hand Arm Vibration Syndrome (HAWS).	Low	- Assessment of the vibration risks to operatives required together with a record that operatives do not exceed the 'exposure limit value'. - OH, assessments completed on vulnerable operatives and those persons that are exposed to vibration above the 'exposure action value' regularly. - Information must be communicated to operatives on the exposure levels from equipment and visual indicators used. - All tools used must take into account the latest technical advances & apply the hierarchy of control for vibration. - Equipment must be well maintained, and sharp tool bits used to reduce vibration levels;

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LPG - use of	Fire, explosion, asphyxiation, cold burns, poor storage, theft or third-party interference, incorrect storage.	Low	- Only a quantity of one day's advance supply should be stored on site in an approved store; - All storage areas should be lockable and clearly signed. No smoking near storage areas. - All storage areas must be away from natural hollows, cellars and drains. - LPG cylinders to be stored separate to oxygen cylinders. - Adequate ventilation is required in areas where LPG is being used to prevent gas build up / oxygen depletion; - Wherever possible materials to be moved mechanically and manual handling eliminated; - Specific risk assessment for manual handling operations required for all operations. - Assessment of whole operation required, from the task to the load, the environment, the individual; - All operatives should be trained in manual handling and kinetic handling techniques. - Suitable routes provided for movement of materials to reduce likelihood of slip, trips and falls;
Manual Handling – management & elimination	Excessive stress & strain, cuts & abrasions, repetition, dropping or falls of materials, musculoskeletal disorders, slips & trips.	Medium	- Operators must be trained & competent (CPCS or International Powered Access Platform (IPAF) card). - Copy of six-monthly test certificates to be produced prior to work commencing; - Equipment to be inspected on a daily basis to ensure fit for purpose. - A plan for emergencies & rescue must be included. - Operatives to wear fall arrest / restraint system to prevent overreaching and fall from basket when working in Cherry Pickers, as per training guidance; - Operatives should not climb out of or up basket handrails or toeboards. - Avoid crush zones and ensure works do not place operative at risk of crush between basket and overhead obstacles. - Ground / working area should be assessed for loading requirements (i.e., drainage and manholes lids); - Correct equipment to be selected for correct operations – i.e., rough terrain / external works / wind conditions / reach and height; - Exclusion zones to be created around working areas to eliminate unauthorised operatives from working area and risk of materials falling to ground in working areas. - Tool lanyards used or considered for all working at height. Where tools are required at height, they will be stored in a suitable receptacle to prevent falls of materials or equipment from height. - Identification of overhead services and hazards prior to works;
Mobile Elevated Working Platform (MEWP's) (Booms / Scissor Lifts) - use of	Collision / collapse or crushing during use, encroachment into traffic lanes, overhead cables or electrical sources, falls of persons or materials, incorrect use, unguarded moving parts, work at height rescue plans, competence.	Medium	

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Mobile Towers - use of	Collapse, falls of persons or materials, overhead cables or electrical sources, site conditions, overloading defective materials, poor foundations / footing, unsuitable surfaces, incorrectly built, competence of erectors;	Low	- Towers to be erected by competent persons with Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) card to the manufacturer's recommendations. - Working areas to be assessed for suitability of use. - Ground should be stable, firm and level. - No operatives are to remain on scaffold during movement around working area. Wheels will be locked when equipment is in use. - Base to height ratio and use of rakers to manufacturers recommendations. - Visual and recorded assessment should be made of towers on a regular basis and after significant change, alteration or movement. - Mobile tower must be suitable for the operations to be completed;
Personal Protective Equipment (PPE) - Provision & use of	Identify need for, equipment provides adequate level of protection & suitable, equipment fits properly, different equipment worn together are compatible, equipment causes additional hazards i.e., reduced sense of touch, PPE used rather than elimination of risk.	Low	- All contractors to identify the specific PPE required in their risk assessments. - PPE should be compatible & personnel trained in its use. - Minimum PPE on site is helmet, safety boots, high visibility vest / jacket, safety glasses and gloves. - PPE identified as being required for an operation to be provided free of charge by employer. - All PPE should be of a suitable quality, undamaged or modified and should be worn as per manufacturers guidance at all times. - PPE must not be interfered with or altered;
Petrol / Fuel - use of	Fire, explosion, spillages, theft.	Low	- Fuel must be stored in appropriate containers in banded areas. - Fuel to be handled in accordance with risk & COSHH assessment. - Spill nappies must be used under equipment being filled / re-fuelled. - Containers used for dispensing and carrying fuels must be appropriate, funnels provided for refilling and dispensing to reduce the risk of spillages. - Fire extinguisher & emergency spill kit to be available. - Metro must be informed of any requirements or storage of products on-site;

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Public Protection	Prevention of unauthorised access to site, hoarding & perimeter fence control & stability, protection of site excavations from public, securing scaffolding from trespassers, falls of materials beyond perimeter, movement of plant, vehicles & equipment.	Low	- Secure the site to prevent unauthorised access. - Security guards used where appropriate to control access to the site. - All hoarding and fencing must be suitable and sufficient, double clipped and secured against movement in extreme weather conditions. - Areas to be left safe as identified in the specific work assessment if members of public could be at risk. - All excavations, ladders and access points to be made secure, protected or fenced to avoid unauthorised trespass or access. - Excavations and holes must be secured and protected. - Clear signage to be provided to ensure all persons are warned of risks and hazards. - Site will be suitably fenced off to prevent unauthorised access and trespass.
Reversing Vehicles – completion of	Poor visibility, uncontrolled or monitored movements, excavations, physical obstructions, separation of plant & pedestrians, untrained banksmen, operators & personnel.	Low	- Traffic management plan to eliminate reversing where possible. Turning circles, one-way routes will be used where possible. - Vehicles required to reverse must be under the control of a trained banksmen. - Plant must have all round visibility or cameras fitted or audible warnings that vehicle is reversing. - Works requiring continuous reversing of vehicles (i.e., tarmacing) will be separated from other operations where possible and managed by a trained and competent banksmen. - Suitable pedestrian routes will be provided that are separate from vehicle movements.
Roof work - completion of	Falls of persons, falls of materials, equipment, work at height & rescue procedures, psittacosis, asbestos sheeting, fragile roofs, weather conditions, access & egress to workplaces.	Medium	- All roof work will be assessed for condition and structural stability prior to the commencement of any works. - Detailed method statement highlighting safe system of work to be followed by operatives. - All works to follow HSE guidance for safe working at height. - Works will be eliminated where possible. - All operatives will be trained, competent and familiar with roof works. - A suitable designated access route will be used to roof works. - Fragile roofs will be signed, all works will be planned and where possible, access and works on fragile roofs will be avoided. A site specific SSoW will be developed for fragile roof works;
Site Access – control of	Traffic numbers & movements, visibility, reversing vehicles, TM plans, signage & guarding, urban areas, transfer of materials outside the site on to local road networks.	INSERT	- Designate Site Access points. - Signage to be displayed to make public aware of danger of construction sites and site requirements (i.e., visitors to report to site office); - Where possible access will allow vehicles to pull off road to site entrance to reduce disruption, prevent impact on localised traffic and ensure sight lines, where possible are not impacted. - TM signage will be placed to warn road users of construction site entrance; - Where possible, all works will be completed to allow good sight lines for those entering and leaving the site and have minimum impact on third parties. - Inspections to be carried out regularly to ensure signage still erected and clean;

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Tidiness - Site	Poor storage, rubbish left to accumulate, blocked or restricted access, trailing cables, protruding nails, slips, trips & falls, fire.	Low	- All Contractors must remove their debris / waste on a daily basis. - Suitable waste receptacles will be provided, and wastes will be segregated as required; - Duty of Care requirements will be followed to ensure all wastes are processed and removed as required by Environmental Legislation and Regulations. - Metro will give 24 hours notice of housekeeping improvement & compliance, if no change, Metro labour will be used to remove waste and contra-charged;
Waste Management	Fly tipping, segregation & Duty of Care, fire, pollution, attraction of vermin, biological diseases	Low	- Metro & its contractors will ensure that when waste changes hands, a transfer note is completed; - Duty of Care requirements will be followed to ensure all wastes are processed and removed as required by Environmental Legislation and Regulations. - All waste transfers will be checked for 'Duty of Care' compliance. - General & hazardous wastes will be separated to ensure compliance with Waste legislation. - Site will be registered as a hazardous waste producer. - Exemptions will be applied for and implemented as required; - Hot works permit to be issued. - Welding equipment to comply with manufacturers recommendations & be operated by competent persons. - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's; - Task specific screening will be used to protect workers in the local area. - All gas bottles will be removed to the designated storage area as required at the end of works. - All gas bottles will be secured as required. - Suitable earthing points will be used during works. - Fire extinguishers will be available for use and fully charged to ensure they are suitable for the works;
Welding & burning – use of	Fire, burns, fumes, explosion, electric shock, eye injuries, trailing hoses / cables, incorrect storage of gases – securing of.	Low	- Work equipment to be used in accordance with manufacturer's guidance & recommendations. - It must be fit for purpose & used by competent personnel. - Debris must not be allowed to accumulate in & around work equipment. All cleaning will be completed when equipment is isolated / turned off. - All equipment will be checked and inspected as required under PUWER. - Any equipment that is not fit for purpose will be segregated and removed from use. - All guards will be in place and will not be removed for any reason. Where the equipment does not fit or guards hinder operations, the equipment is not suitable for the task and new selection made. - A suitable working area, platform or bench should be provided for the works to be completed on / from;
Work Equipment - use of	Untrained operators, poorly maintained, flying fragments or materials, no safety system of use or training, incorrect use or equipment for task, unguarded moving parts or guards removed, poor working areas & benches / workstations.	Low	

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		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]	
Working at Height - completion of		Falls of persons or materials, rescue plans & emergency arrangements, correct equipment for the job or requirements;	Medium • Work at height will be eliminated where possible • A method statement & risk assessment detailing suitable equipment, control measures to prevent falls of persons & objects will be provided. • Weather conditions must be considered for all operations. • Legislation, regulations and guidance for working at height must be followed and hierarchy of controls followed and justified where applicable. • A plan for emergencies & rescue must be included in the SSOW. • Equipment must be appropriately inspected, fit for purpose and operatives trained in its use and operation. • Operatives must be trained in the use of Fall Arrest PPE, as applicable;	

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