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P	art 1 Design S	tage		
1.1	Operations Instruction No.(s):		Description of activities	to be undertaken:
	Route No. and Location:			
1.2	Road Type: Motorway	Dual Carriageway	Single Carriageway Rural	Urban (please tick)
1.3	Was site visited before desig	n commenced?	IF NO, please explain why:	
	Yes No		ехрын үчнү.	
1.4	provided, e.g. in relation to thei electricity cables, pressure of ga	quate and clear on the service drawings r position and depth; the voltage of s mains or diameter of water pipes?	<b>IF NO</b> , what action has been taken?	
	Yes No	-		
1.5	Site Details:  Available Road/ Lane Width (m)	Junction(s) Nearby	Yes No Bend(s)	) in Road Nearby Yes No
	Speed Limit (mph)	One-way System	Yes No Near Pe	edestrian Facility Yes No
	Other(s) (Please provide details):			
1.6	Hazards: Please tick boxes belo	w to indicate presence of Hazards on site	and those People likely to be affected by	the activities to be undertaken:
Hea	lth & Safety Hazards		People li	kely to be affected by the activities
	Cables Pipe( Elect. Underground Cables INEO Cables Oil Pi Cables Oil Pi Cables Oil Pi Cables Wate  Underground Telecom Cables  Other Underground Cable  Interview of the pipe	S Pipeline Noise / Vibration	Railway Line Scho Injurious Weeds Nurse Waste Materials Hosp Poor Forward Visibility Shop Restricted space on site Poor site access/ egress Cyclic Interview of activities in a safe manner?	opers Local residents
1.8	Declaration: Lam caticfied th	at the activities to be undertaken can be	completed in a safe manner	
Signe		Print Name:	Position:	Date:
1,9	Was a briefing provided as a of significant hazards on site Yes No		mmary of the significant hazards and br	iefing given:
Atter	ndees (Print Name):	Signature:	Print Name:	Signature:
Briefi	i <b>ng given by</b> (Print Name):	Signature:	Position:	Date: . Time:

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P	art 2 Planning	Stage				
2.1	Was the site visited by the Op- IF NO, please explain why:	erations Supervisor, or so	omeone acting	on his behalf, before starting	to complete Part 2?	Yes No
2.2	Temporary traffic managements allow the activities to be con-		e utilised	Have site specific temporal drawings been prepared al IMS-F07 form?	nd attached to this	Yes No
	t No.(s):	+		IF YES, provide Drawing 1	Fitles and Reference Numb	ers below:
the a	ne standard layouts adequate ctivíties to be undertaken?		No			
IF NO drawi	<b>),</b> then a site specific temporary tr ngs need to be prepared and atta	raffic management layout iched to this IMS-F07 form	drawing or 1.			
2.3	Details of Relevant Generic I	Risk Assessment for the	activities to b	e undertaken.		
Ref	erence Numbers	ļ.				
	And Ann. 64					
	ll of the hazards and activitie		-	<u> </u>	No	
IF NO	<b>),</b> complete the Risk Assessment ed by the Generic Risk Assessme	Section 2.4 below in acc nts.	ordance with IN	S-P14 Risk Assessments for th	nose hazards and activitle	s not adequately
IF YE	<b>S.</b> do not complete the Risk Ass	essment Section 2.4 belo	w and proceed	to Section 2.5.		
2.4	Risk Assessment					
Acti	vity Haza	rds	Initial Risk	People Exposed	Controls	Residual Risk
			H/M/L	0		H/M/L
2.5	Were discussions held with your IF YES, please provide the name	our line manager to clar e of the line manager and	rify completion the outcome of	of activities in a safe manne your discussions:	er? Yes No	
2.6	<b>Declaration:</b> I am satisfied that	at the activities to be unde	ertaken can be co	ompleted in a safe manner.		
Signe	<u>d:</u>	Print Name:		Position:	Date:	
2,7	<b>Briefing.</b> Please provide a short	summary of the briefing	given to the Ch	arge-hand:		
	<b>J</b> ,	,	3			
Atten	dees (Print Name):	Signature:		Print Name:	Signature:	Annoance
						A. Carrella de la Car
Briefi	ng given by (Print Name):	Signature:		Position:	l Date:	Time:
						]

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Pa	art 3	Construction Sta	ige (This MUST	be completed	and signed	BEFORE works start	on site)
3.1	Operations Instruction No.( Route No. and Location:	(s):			Description	of activities to be under	taken:
Those Other	Affecting:	ease tick the relevant boxes Carriageway   Own Workforce	oelow: Footway Other Workers	Verge Visitors to	o site	Structure Public	Other Other
3.3	Site Spe	cific Risk Asse	ssment				· · · · · · · · · · · · · · · · · · ·
	Parts 1 and 2 co Site Informal Is there safe acc Is the appropria employees on s Traffic Mana Are the traffic r satisfactory? Is there safe put through and ar Are the safety at they be properly	nation provided with omplete and satisfactory?  tion cess to and from site? set PPE available for all site?  gement management arrangements blic access to be provided ound the site if required? cones adequate and will y delineated?	Yes Yes Yes Yes N/A Yes Yes re are further hazards	No Are wo Are No Are elected Are Corn No Harcorn No Mo	rk/Underground all controls in vicinity of over all controls in trical circuits in all controls in fined spaces? vironmental ve all the environsidered and su	place for working in head electricity cables? place for working on cluding shared circuits? place for working in himental hazards been itable controls identified?	N/A Yes No No N/A Yes No No N/A Yes No No N/A Yes No Yes No Yes No Ees you have implemented to
3.4	What is the se	e Briefing by Charge-han equence of tasks to be com provide answers)			nat are the crit		need to be put in place?
Con	nments raised b	ry Site Team regarding the	day's tasks:				
LRrief	ing given by (P	rint Name): Signature:		Position:		Date:	Time:

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3.5	Location	۸£	Consider
3.3	Location	nτ	Services

Service Detection Equipment	to be used on site	Serial Number(s)		
3.6 After reviewing the inforr do you consider it safe to	nation available to you for the continue with the required w	e job and completing the site specifi orks?	ic risk assessment,	Yes No
If NO, contact your	Operations Superviso	or before work starts.		
Please provide the name of t	he Operations Supervisor, if cont	acted, and the outcome of your discuss	ions:	
7 This wast be also all facts			1941	,
3.7 This must be signed before Declaration: I consider it s	<b>re works start.</b> safe to continue with the works a	and I am satisfied that the activities to b	e undertaken can be completed	l in a safe manner.
igned:	Print Name:	Position:	Date:	
f conditions the provide above a visual	AUCT main and the forman and the			·
f conditions/hazards change, you IV	1UST review this form and record	relevant details in the box below.		
3.8 I understand the critical sa	afety controls and pledge to	carry these out on the day's tasks.	I also understand the safe s	ystems of work
for the tasks to be undert	aken and have the required i	nformation and competency to car	rry out the work safely.	
Print Name:	Signature:	Print Name:	Signature:	
		1		
	***	——————————————————————————————————————	I	
.9 Briefing provided to visito	ors, suppliers and others comi	<b>ng to site.</b> Please provide a short sumi	mary of the briefing given:	
and the same of the same of				
Details of those attending the b	riefing (s):			
vetails of those attending the b attendees (Print Name):	riefing(s): Signature:	Print Name:	Signature:	
	_	Print Name:	Signature:	
	_	Print Name:	Signature:	
	_	Print Name:	Signature:	
	_	Print Name:	Signature:	
	_	Print Name:	Signature:	
ttendees (Print Name):	Signature:			Time:
ttendees (Print Name):	_	Print Name:  Position:	Signature:  Date:	Time:
	Signature:			Time:
Attendees (Print Name):	Signature:			Time:
Attendees (Print Name):	Signature:			Time:

	Risk Assessment	Litter Picking	
RA-038	9	All Contracts	1 of 3
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Risk Evaluation: When applying the risk rating H M L – use the method opposite 2
Risk = The severity x the probability = risk rating of the hazard causing harm 3
Key to Risk Level: L = 1 – 4 M = 5 – 8 H = 9 – 16

1 Minor cuts and bruises
2 Over 7 days (Manual Handling)
3 Major (Fractures/breakages/amputation)
4 Fatal

Possible Occasional Frequent Likely

× - 4 4 4

Assessment No: 038			<b>-</b>			
Activity:		Litter Picking		Assessment by:		Kenny Rowan
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Access site	Traffic and other road users	Staff, operatives and general public	4 × 3 = 12	Use beacons on vehicles Correct PPE to be worn Protect operatives using vehicles	4 x 2 = 8	Refer to Vehicle Assessments Refer to Method Statement for Working on Verges and Hard Shoulders
Set up traffic management	Traffic and other road users	Staff, operatives and general public	4 x 4 = 16 H	Traffic management to be erected to relevant Chapter 8 layout of contract requirements	4 x 2 = 8 M	Only to be carried out by Sector Scheme Approved TM operatives.
Scavenging/litter picking prior to grass cutting operations	Manual handling	Operatives	3 x 4= 12 H	All operatives to be trained in manual handling	3 x 1 = 3 L	Refer to Manual Handling Assessment
	Sharps injuries	Operatives	4 × 2 = 8	Correct PPE to be worn	4 × 4 × 4 × 4 × 4 × 4 × 4 × 4 × 4 × 4 ×	Take small yellow sharps bin and handle sharps with tongs only.

	Risk Assessment	Litter Picking	
RA-038	9	All Contracts	2 of 3
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 Risk Evaluation: When applying the risk rating H M L – use the method opposite
 1

 Risk = The severity x the probability = risk rating of the hazard causing harm
 3

 Key to Risk Level: L = 1 – 4 M = 5 – 8 H = 9 – 16
 4

Minor cuts and bruises
Over 7 days (Manual Handling)
Major (Fractures/breakages/amputation)
Fatal

Possible Occasional Frequent Likely

- 0 o 4

Assessment No: 038	- Company of the Comp	and the state of t	The state of the s			
Activity:	1	Litter Picking		Assessment by:		Kenny Rowan
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
	Chemical hazards	Operatives	4 x 3 = 12 H		4×1=4 L	Refer to COSHH Assessment (Substance needs to be known)
Scavenging/litter during the hours of	Manual handling	Operatives	3×4=12 H	3 x 4 = 12 All operatives to be trained in manual handling	3×2=6 M	Take small yellow sharps bin and handle sharps with tongs
	Sharps injuries	Operatives	4 x 3 = 12 H	4 x 3 = 12 Correct PPE to be worn H	4 x 2 = 8	only. Ensure safe distance from carriage way and when
	Chemical/foxic hazards	Operatives	4 x 3= 12 H	Provide mobile vehicle mounted illumination	4 × 1 = 4	possible always face the oncoming traffic. Ensure spare batteries are available for torches.
	Trips/falls	Operatives	4 x 3 = 12 H	Operatives to carry head torches and/or hand held torches.	4 x 2 = 8	

	Risk Assessment	Litter Picking	
RA-038	9	All Contracts	3 of 3

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osite 1 Minor cuts and bruises 2 Over 7 days (Manual Handling)	ausing harm 3 Major (Fractures/breakages/amput 4 Fatal	
Risk Evaluation: When applying the risk rating H M L – use the method opp	Risk = The severity x the probability = risk rating of the <u>hazard causing</u>	Key to Risk Level: L=1-4 M=5-8 H=9-16

Possible	Occasional	Frequent	Likely
-	8	ო	4
		×	:
Minor cuts and bruises	Over 7 days (Manual Handling)	Major (Fractures/breakages/amputation)	Fatal
_	N	ო	4

Kenny Rowan	Comments	Ensure safe distance from carriage way and when possible always face the oncoming traffic			Ensure safe distance from carriage way and when possible always face the oncoming traffic	
	Residual Risk Level (H, M, L)	3 x 2 = 6 M/L	4 × 1 = 4 L	4 × 1 × 4	4 × 2 = 8	4 × 2 = 8
Assessment by:	Controls	Use beacons on vehicles park off the carriage way (not on hard shoulder) Wear correct PPE				Follow the rules of the Highway Code
	Risk Level (H, M, L)	3 x 4 = 12 H	4 × 2 = 8	4 × 2 = 8	4 x 3 = 12 H	4 x 3 = 12 H
Litter Picking	Who might be harmed	Operatives	Operatives	Operatives	Operatives	Operatives
	Hazards	Manual handling	Sharps injuries	Chemical/toxic hazards	Trips/falls	Traffic and other road users
Activity:	Activity	Drop off and Pick up			Drop off and Pick up (continued)	
	Litter Picking Assessment by:	Litter Picking Assessment by: Kenny Hazards Who might be Risk Controls Risk Level Level (H, M, L) (H, M, L)	Litter Picking  Hazards Who might be Risk harmed Level (H, M, L)  Manual handling Operatives 3 x 4 = 12 Use beacons on vehicles park off the H, M, L)  H carriage way (not on hard shoulder)  H Msessment by:  Residual Residual Risk Level (H, M, L)  H Carriage way (not on hard shoulder)  M/L	Hazards Who might be Risk Controls Risk Level (H, M, L)  Manual handling Operatives 3 x 4 = 12 Use beacons on vehicles park off the carriage way (not on hard shoulder) M/L  Sharps injuries Operatives 4 x 2 = 8  Massessment by:  Residual Risk Controls Risk Level (H, M, L)  (H, M, L)  Wear correct PPE  A x 1 = 4  Level (H, M, L)  Wear correct PPE  A x 1 = 4  Level (H, M, L)  A x 2 = 6  H  Wear correct PPE  A x 1 = 4  Level (H, M, L)  A x 2 = 6  A x 2 = 8  A x 2 = 8  A x 2 = 8  A x 2 = 8  A x 2 = 8  A x 1 = 4	Lifter Picking  Hazards Who might be Risk harmed Level (H, M, L)  Manual handling Operatives Sharps injuries  Chemical/toxic  Chemical/toxic  Chemical/toxic  Chemical/toxic  Controls  Risk Level (H, M, L)  Controls  Controls  Controls  Risk Level (H, M, L)  Chemical/toxic  Operatives  A x 2 = 8  Chemical/toxic  Operatives  A x 2 = 8  Chemical/toxic  Operatives  A x 2 = 8  M  Chemical/toxic  Operatives  A x 2 = 8  Chemical/toxic  Operatives  A x 1 = 4  A x 1 = 4  Chemical/toxic	Hazards Who might be Risk Level (H, M, L)  Manual handling Operatives 3 x 4 = 12 Use beacons on vehicles park off the Sharps injuries Operatives 4 x 2 = 8  Chemical/toxic Operatives 4 x 2 = 8  Trips/falls Operatives 4 x 3 = 12  Trips/falls Assessment by:  Residual Residual Risk Controls (H, M, L)  Who might be Risk Controls (H, M, L)  Whear correct PPE 4 x 1 = 4  A x 1 = 4  A x 1 = 4  A x 2 = 8  Trips/falls Operatives 4 x 3 = 12  Trips/falls Operatives 4 x 3 = 12

