


RISK ASSESSMENT FORM		Assessed by:	Date:		Final Assessment								
		[redacted]	21/05/2018		Risks Assessed:								
		Manual Survey - Road Side Interviews (RSI)											
HAZARDS	WHERE	WHO MIGHT BE HARMED	Likelihood		Severity		IS THE RISK ADEQUATELY CONTROLLED	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK					
Those which could reasonably expect to result in harm e.g.: SLIPS, TRIPS, MOVING PARTS, NOISE, TEMPERATURE, PRESSURE, ELECTRICITY, VEHICLES, HEIGHTS, MANUAL HANDLING, LIGHTING	ROOM, AREA, LOCATION, BUILDING, NUMBER/NAME	What groups of people e.g.: OFFICE STAFF, TECHNICIANS, CONTRACTORS, CLEANERS, PUBLIC, VISITORS	1. Extremely Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Almost certain to happen		1. Minor Injury/disease no lost time 2. Injury/disease up to 3 days lost 3. Reportable under RIDDOR 2013 over 7 days 4. Major Injury/Long term absence 5. Death		Have you already taken precautions against the risk from the hazards listed e.g. Provided adequate information / instruction / training. Do the precautions: 1. Meet the legal requirements ? 2. Comply with the industry standards ? 3. Represent good practice ? 4. Reduce the risk as far as reasonably practicable.	What more could you reasonably do for those risks which are not controlled. Give priority to high index risks or those which effect a large number of people. Try:- 1. Removing the risk completely 2. Prevent access (e.g. guarding) 3. Organise work to reduce exposure 4. Issue personal protective equipment 5. Provide welfare facilities (wash etc)					
LIST HAZARDS HERE	LOCATION OF HAZARD	WHO AFFECTED	ENTER LIKELIHOOD HERE	ENTER SEVERITY HERE	RESULT	RISK CATEGORY	CONTROLS	FURTHER ACTION NECESSARY	ENTER LIKELIHOOD HERE	ENTER SEVERITY HERE	RESULT	RISK CATEGORY	ACTION REQUIRED WITHIN
Setting up RSI's. Hazard - causing obstruction and potential danger to road users and pedestrians.	Survey location(s)	Technicians, vehicle drivers, possibly other pedestrians	3	5	15	HIGH	1. Procedural instructions for technicians to take extreme care when moving around the road area in the vicinity of the survey location. 2. Technicians must wear PPE clothing including high visibility jacket/vest, trousers, safety boots, hard hat, gloves as appropriate.	1. Managers/Supervisors are to monitor and provide guidance in this area. 2. Comprehensive briefings must be given which highlight relevant hazards.	1	5	5	LOW	
Conducting RSI's. Movement in and around interview area, directing traffic in and out of area. Hazard - moving around area of traffic whilst concentrating on survey interviews.	Survey location(s)	Technicians, vehicle drivers, possibly other pedestrians	3	5	15	HIGH	1. Procedural instructions for technicians to take extreme care when around the road area in the vicinity of the survey location. 2. Technicians must wear appropriate PPE.	1. Managers/Supervisors are to monitor and provide guidance in this area. 2. Comprehensive briefings must be given which highlight relevant hazards.	1	5	5	LOW	
Experiencing verbal/physical abuse whilst interviewing. Confrontational/irate interviewees. Hazard - potentially suffering mental or physical harm.	Survey location(s)	Technicians (all)	2	5	10	MEDIUM	1. Procedural instructions contained in Vol 2 Sec 2b are to be adhered to. 2. Technicians will be aware of how to conduct themselves in such circumstances,	1. Managers and Supervisors are to monitor and report any feedback to senior managers for review.	1	5	5	LOW	
Air pollution, Hazard - constant exposure to vehicle fumes	Survey location(s)	Technicians	3	3	9	MEDIUM	1. Maximum duration of staff at roadside is 60 minutes. Survey staff may be issued with smog masks if appropriate.	1. This must be communicated to the survey staff.	1	5	5	LOW	
WELFARE - Toilet facilities are to be identified and communicated to the survey staff.	Survey location(s)	Technicians	2	2	4	LOW	1. In the event of the facilities being on location care must be taken when moving from the survey area to the facilities.	1. This must be communicated to the survey staff.	1	5	5	LOW	
Health risks from contact Weils disease, Hepatitis A, SHARPS	Traveling to or at Survey location	Technicians, members of the public	3	5	15	HIGH	1. Cover all wounds with a waterproof dressing 2. Wear company safety gloves. 3. Wash hands before touching eyes, face, mouth, and eating. 4. Upon Discovering ant SHARPS do not touch, Inform your supervisor immediately and await instructions. 5. If any SHARPS penetrate the skin then inform your supervisor and seek medical attention immediately	1. Should you feel ill at any time then contact your doctor for medical advice ,Report any illness to you manager/HSEQ dept as soon as possible. 2. First aid kits and instructions are available in all technicians vehicles.	1	5	5	LOW	

Accident caused by loss of task control	company locations, Survey locations	Company staff, Pedestrians, members of the public and other road users	2	5	10	MEDIUM	1. If required ensure you sign in/register your attendance at the station. 2. All staff MUST be aware of the station arrangements relating to the work that you are undertaking . 3. in doubt then <b>stop</b> , seek advice from your supervisor, station supervisor or project manager.	HSEQ to monitor/review any feedback form events.	1	5	5	LOW	
Working long hours. Risk of tiredness and loss of concentration.	Station area.	Survey staff	2	5	10	MEDIUM	1. Survey location supervisors are to ensure working schedule is devised in order to avoid tiredness and loss of concentration.	1. Project managers to monitor.	1	5	5	LOW	
Trips, slips and falls working near roadside	Survey locations	Technicians/Public	3	5	15	HIGH	1. An inspection of the location area is to be conducted to ensure no hazards exist at ground level. 2. All company staff are to wear safety boots which provide toe, sole and ankle protection and protective gloves where practicable. 3. If removing obstructions from the location this must be undertaken wearing gloves. 4. Do not attempt to move anything unless you are sure it will not cause injury. 5. Do no walk around with hands in pockets. 6. All events to be reported to HSEQ.	1. HSEQ to monitor and review feedback form events.	1	5	5	LOW	