RISK ASSESSMENT & METHOD STATEMENT Example 1

Customer	Another Limited	Site	Any town House, Any town, A123 4ZX
Contact Name(s)	Andy Person	Customer Order No.	Example 4
No. of pages	17	Description of work	Stables plant room heating efficiency project
Date Issued	Thursday 28th October 2010	Date(s) of Work	Works commencing Monday 1st November 2010

Please find Method Statement & Risk Assessment herewith for the above works.
A copy of this document will be available on site with the nominated ECEX Supervisor at all times.

Please confirm your acceptance by signing below and returning this page to us by fax / email (scan) today. If there are any risks which ECEX have not covered then please let us know as soon as feasibly possible to eliminate all potential hazards. (NB: We cannot work on site without your acknowledgment).

Surveyed by: A Safety Person
Risk Assessment and Method Statement completed by: A Safety Person
Approved by: A Manager

Best Regards
ECEX
A Manager

I confirm our acceptance of this Risk Assessment & Method Statement and that we will undertake our responsibilities as listed on Page 2			
Signature		Print Name	
On behalf of (Company)		Date	

Unit 3
Ashfields Farm
Priors Court Road
Thatcham RG18 9XY

T: 01635 244 100
F: 01635 244 101
E: sales@ecex.co.uk
W: www.ecex.co.uk

Registered in England No. 3002134
Registered address: Clifton House, Bunnian Place, Basingstoke, Hampshire, RG21 7JE

facilities > management > engineering > support

Client responsibilities: Please confirm that the following are/will be in place to avoid delays / aborted visits and consequential additional costs		
Request #	Request details	To be completed when?
1.	Confirm your site contact (nominated in item 3 below) will be available on agreed date / time of works (or notify us of alternative contact)	Prior to ECEX arrival at site
2.	Provision of 110V or 240v power supply adjacent or within 10M of the work area.	Prior to ECEX arrival at site
3.	Provide parking for vehicle registration numbers 1, 2, 3 (initial project phases) – others TBC for next phase of works	Upon ECEX arrival at site
4.	Provide all access / keys that are required	Upon ECEX arrival at site
5.	Provide all necessary permits to work including hot works and roof works	Upon ECEX arrival at site
6.	Provide any such induction as is required and details of site specific health & safety, access / egress, emergency etc. rules / equipment incl. fire exits / assembly points and location of first aid facilities.	Upon ECEX arrival at site
7.	Allocation of suitable on site welfare facilities.	Upon ECEX arrival at site
8.	Isolate all smoke headers within work area or areas to prevent accidental activation by planned works.	As required.

Contact numbers – for use in the event of a problem or emergency on site at anytime outside of normal office hours.			
Contact name	Title	Location	Contact number
A Site Person	Operations Manager	ECEX, 85, Crawford St, London, W1H 2HB	000000000000000
A Safety Person	Contracts Manager	ECEX, Unit 3 Ashfields Farm, Priors Court Road, Hermitage, Thatcham, RG18 9XY	000000000000000
A Manager	Health and Safety Director	ECEX, Unit 3 Ashfields Farm, Priors Court Road, Hermitage, Thatcham, RG18 9XY	000000000000000

PPE SUMMARY SHEET

Minimum PPE requirements will consist of: Safety Footwear (boots or shoes), high visibility vest or jacket with addition of:

PPE Checklist	Usage
Gloves to EN388	When handling materials, removing boilers, cutting, drilling or grinding
Safety goggles or glasses to BS EN 166 1B349 CE2	When cutting, drilling, grinding
Anti splash safety goggles to CE EN166-1B349 CE0196	When painting, dealing with gas associated services before the system has been drained
Dust inhalation protective masks to EN149	Whilst drilling into pipe work
Ear defenders	Whilst grinding and drilling
Safety head protection	As required, mandatory for phase 6
Safety aural mask	Whilst dealing with gas related services
Task lighting	As required

All site personnel to be responsible for their own PPE and regulatory requirements under the Health and Safety at work act 1974 to be adhered to at all times.

1.0	Scope of work		
	a. Stables plant room heating efficiency project		
2.0	Access		
	a. Work location is the stables boiler room		
	b. Access to the work locations to be via Another Limited office and then through courtyard into stables plant room		
	c. Materials to be kept at site for duration of works will be safely stored as directed by Another Limited personnel, ensuring no access / egress or other route is obstructed		
3.0	Management / Labour Force		
	a. The Main Contractor is	Another Limited	
	b. Client Site contact	A Person	Contact No. 123456789
	c. ECEX Head Office contacts	A Safety Person	Contact No. 01635 244100 (see emergency contact page for out-of-hours contact)
	d. Site operatives and personnel (initial phases)		Mr 1, 2, 3 ,4
	e. Site operatives and personnel		Mr 5, 6
	f. Site Management		Mr Safety and Mr Health
	g. Health and Safety, Risk Assessment Surveyor		Mr Safety and Mr Health
	h. Health and Safety – auditor		Mr Health
4.0	Training / Competence		
	All personnel have received training in the Safe Use of Work Equipment; Provision and use of Work Equipment Regulations 1998.		
	PASMA		Mr 1
	17th Edition Electrical Installations		Mr Supervisor
	HV/LV training		Mr Site Person
	NEBOSH – National general certificate in Health and Safety		Mr Safety
	NEBOSH – National general certificate in Health and Safety		Miss Health and Safety
	First Aid		Mr Operative
	First Aid		Mr Operative 2
	Working at Height		Mr Operative 3
	Asbestos Awareness		Mr Operative 2
	Working at Height		Mr Operative 3
	Asbestos Awareness		Mr Operative 1
	Gas safety		Mr Operative 1, 2, 3
	Gas safety		Mr Operative 4, 5, 6
5.0	Emergency Procedures		
	a. First Aid equipment will be carried by ECEX at all times.		
	b. Any accident or incident will be notified immediately to the Main Contractor's representative		
	c. The ECEX Site Supervisor will be responsible for the Health and Safety of all ECEX staff whilst they are executing these works		

6.0	Sequence of Work
	a. <u>Phase one</u> *a. Report to Another Limited representative and obtain all necessary permits (to be completed for each phase)* *b. Sit site specific induction if new to site & obtain details of specific access / egress, emergency etc. rules with particular emphasis to fire exits and assembly points. (to be completed for each phase)* *c. Assemble tools, equipment & materials in work area and commence use of PPE per Risk Assessment (see Item 8.0 below) (to be completed for each phase)* *d. Erect suitable signage for works in progress outside the stables plant room door including barrier tape (to be completed for each phase)* *e. Erect necessary barriers as required as discussed with Another Limited representative (to be completed for each phase)* *f. Lay out all Fire Protection equipment (Water/CO^2 fire extinguishers + Fire Blanket – BS5041 part 1) (to be completed as required for each phase)* g. All services to the boiler room to be phased isolated and physically disconnected including the gas, water, electrics and data h. Drain down and vent the system i. Remove pipe work and electrical connections and store safely ready for disposal j. Remove the lagging and boiler casing and store in "lay down" area paying attention not to block any fire escape routes k. Remove the casing on the calorifier l. Unbolt into manageable sections the boiler and calorifier and remove from the plant room into a safe zone ready for disposal m. Heavier items of the boiler and calorifier will be placed on a sack barrow and transported to the "lay down area" *n. Remove tools, redundant / surplus equipment & materials from site and leave in a clean & tidy condition (to be completed for each phase)* *o. Report to Another Limited representative upon completion and leave site. (to be completed for each phase)* *p.* Remove pipe work and electrical connections and store safely ready for disposal *b.* <u>Phase two</u> a. Ensure all services are fully isolated b. Erect step ladders to access pipe work c. Remove the existing pumps and associated pipe work and flanges d. These will be cut into smaller sections and then removed safely by ECEX specialist contractor for asbestos containing materials "A.s.b.e.s.t.o.s.p.e.o.p.l.e" e. These will be removed, bagged, labelled and certified as appropriate f. Remove the chemical dosing pot c. <u>Phase three / four</u> *a.* With use of manual handling aids transport boiler sections and casing to loading bay and load on to transport. *b.* With use of manual handling aids transport new boiler to boiler room and position on existing plinth. *c.* Following manufactures instruction assemble new boiler case complete with insulation. *d.* With use of manual handling aids transport new calorifier to Plant room ready for connection *e.* Following manufactures instruction assemble new calorifier complete with insulation. *f.* Adjust pipe work as required and connect to new calorifier as per manufactures instructions. *d.* <u>Phase five</u> a. Erect step ladders as required b. Install new pumps c. Carry out any pipe work modifications d. Install new dosing pot

6.0	Sequence of Work continued
	e. Phase six - Installation of the new gas safety valve and flue a. Scaffold will be erected in order to gain access to the roof area b. Once accessed to roof an anchor point will be fitted and testing / certified accordingly c. ECEX engineers to attach harness and lanyard to anchor point d. Lay young men boards to the roof in order to keep the load spread evenly e. From boiler room cut access hole in existing roof f. Offer up flue and secure through roof g. Operatives will carry out works from young men boards to secure flue through the roof h. Remove young men boards from the roof i. Decent from scaffold and remove harness / lanyard j. Scaffold specialists to dismantle scaffold f. Phase seven / eight a. Isolate all supplies b. Remove electrical control panel c. Install new electrical control panel d. De-isolate services g. Phase nine a. Isolate all supplies b. Erect ladders to access area c. Install new electrical isolators for all of the pumps and the associated wiring d. De-isolate all of the supplies h. Phase ten a. Test and commission new boiler and calorifier and controls i. Phase eleven / twelve a. Gain access via a ladder to determine if wireless sensors can be installed for Another Limited offices for the heating controls b. If the wireless sensors cannot be installed then carry out installation of hard wired sensors j. Phase thirteen / fourteen a. Gain access to redundant pipe work b. Strip out redundant pipe work to prevent L8 issues c. Store safely and then dispose of appropriately k. Phase fifteen a. Isolate services b. Using a step ladder gain access to each light fitting on ceiling c. Replace each fitting as per specification l. Phase sixteen a. Erect ladder to access ceiling b. Replace ceiling panel c. Carry out all final paint works to wall, ceiling and floors. d. COSHH data sheets will be provided in due course HAND OVER

7.0	PPE/Tools / Equipment / Materials
	1) The minimum PPE requirement for all work will be Safety Footwear (boots or shoes), high visibility vest or jacket with additional PPE comprising of Gloves to EN388 Abrasion, Blade Cut, Tear and Puncture Safety goggles or glasses to BS EN 166 1B349 CE2 (particulate) Anti splash safety goggles to CE EN166-1B349 CE0196. Dust inhalation protective masks to EN149 Ear defenders Safety head protection and safety aural mask 2) Tools will be standard engineering hand tools 110V Grinder with disc cutting blades, 110v mag drill, 110v reciprocating saw, Soldering equipment for brazing of copper pipework. 110v impact wrenches, 110V corded power drills, battery powered cordless tools, with transformer, leads, electrical testing equipment with associated plugs and sockets. 3) All portable electrical equipment will be under 12 months' appropriate test. 4) Equipment will consist of GRP steps, aluminium access ladder, aluminium Access Tower lift with platform height of 6M,lifting equipment with hoist, sack trolley 5) Materials will be Boiler, Calorifier ,Valves, Pumps, Pipe work, Dirt/Air Separator, fixings, associated fittings, nuts bolt etc..

Site contact directory

NAME	Mobile contact no	Landline contact no	Emergency contact no.	Address
A Person	000000000000	000000000000		
Mr Safety	000000000000	000000000000		
Mr Health	000000000000	000000000000		
Mr Supervisor	000000000000			
Mr Operative	000000000000			
Mr Operative 1	000000000000			
Mr Operative 2	000000000000			
Mr Operative 3	000000000000			
Mr Operative 4, 5, 6	000000000000			
Mr Operative 4, 5, 6	000000000000			
Mr Operative 4, 5, 6	000000000000			
Anytown A&E	000000000000	000000000000	000000000000	Hospital Road, Anytown, A123 4XG

8.0	Risk Assessment - *Any person found to be working in an unsafe manner whilst on site or disregarding the control measures identified below will be immediately removed from the work area. Failure to adhere to an ECEX risk assessment is a disciplinary offence and may result in immediate dismissal.*

Likelihood (L) Process or Item	Severity of injury (S)	Risk Level (R)	Consequence
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3 = Medium	3 = serious	9 – 12	Undesirable – must be avoided if reasonably practicable
2 = Small	2 = marginal	3 – 8	Acceptable – can be accepted provided that risk is managed
1 = Very Small	1 = negligible	1 – 2	Negligible – ensure risk level is maintained.
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No.	Activity	Applies to:	Risk identified	Initial	Control measure(s) to be taken	Final
1.	The use of hand tools	All personnel	The use of hand tools with risk of cut, abrasion, personal injury	2x2=4	When using hand tools ensure that gloves are worn at all times to EN388 standard. Ensure that tools are stored in a safe place and covers placed where appropriate. All hand tools to be used only by competent personnel.	1x2=2
2.	The use of mobile telephones when working.	All personnel	The use of mobile telephones when working within a hospital environment. Multiple risks of injury increased due to loss of concentration.	2x2=4	On arrival all mobile telephones must be cleared for use by Estates Office. If used all mobile telephones must be used from a secure and safe position and not answered during work phase.	1x2=2
3.	Lone working	ECEX Operative on Site	Working without second man back up	2x3=6	One man leaves, second man stands down and terminates active work immediately.	1x3=3
4.	Materials storage	All personnel	Incorrectly or poorly stored materials and equipment which can fall, slip or otherwise move causing injuries	2x3=6	All materials must be stored safely and out of pedestrian routes. All materials must be stored on a flat surface when not being used.	1x3=3
5.	Slips / Trips	ECEX personnel and others on site.	Miscellaneous rubbish and redundant materials related to execution of works	2x3=6	Identify a suitable storage location on arrival at work site. Ensure all materials kept out of pedestrian routes. Clean up all waste to storage area regularly. Ensure work area clean and all rubbish removed prior to leaving site.	1x3=3

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6.	Restricted Access/egress problems	ECEX personnel	Awkward or difficult access or egress to and from any work area due to restricted space or narrow escape route	3x4=12	Attend site induction and ensure all personnel aware of building emergency procedures at all times. Ensure all personnel are signed in with site security or reception and receive instruction re designated work area emergency signals/alarms. Identify and assess access routes prior to works commencing and ensure all trip/fall hazards identified and if possible removed.	1x4=4
7.	Access problems using “as installed equipment”.	ECEX personnel	Access to work area via roof for installation of plant	4x4=16	Site Supervisor to assess all designated ladders or walkways prior to works commencing to ensure fit for purpose. All personnel to adopt site procedures for access and materials movement (where applicable). All personnel working in roof areas must obtain the necessary “Roof Working Permit” or approval and identify emergency procedures prior to commencing.	1x4=4
8.	Slips / Trips	ECEX personnel and others on site.	Trailing cables when using corded tools or extension leads etc.	2x3=6	Keep leads tidy and out of pedestrian routes	1x3=3
9.	Slips / Trips	ECEX personnel and others on site.	Slippery surfaces within work area caused by wet, greasy or other potential slip risks. Change from wet to dry floor surface.	2x3=6	All spills to be cleared immediately and before commencing work. Supervisor to assess area and warn other operatives of slippery surfaces Safety boots or shoes with non-slip soles to be worn	1x3=3

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10.	Falling objects	ECEX personnel and others on site. (please specify)	Materials and plant falling to lower level with serious risk of injury	4x4=16	All plant to be broken down into manageable sections before removal. ECEX will demarcate with necessary tapes and barriers ensuring only authorised personnel allowed within the works area ECEX operatives to wear appropriate head protection when in the work area. Site Supervisor to notify building personnel of works locations and ensure that non ECEX personnel are excluded or adhere to PPE requirements at all times. Areas below work area to be cordoned off to identify risk to any personnel.	2x8=8
11.	Asbestos (lagging/insulation/ceiling tiles)	All personnel on site	Removal of old valves or pipe work flanges with potential for asbestos gaskets. Removal of existing tiles or insulation materials.	3x5=15	"A.s.b.e.s.t.o.s.p.e.o.p.l.e" (ECEX specialist contractor) will be removing all existing asbestos containing materials from gaskets and associated areas before the second phase of works commences. The first phase of works does not involve movement or interference with any asbestos found within the gaskets. If during works any asbestos is found then ECEX staff to stop all works immediately and report to on sire engineer. All roof areas have been appropriately tagged and labelled as successful asbestos removal. Another Limited to provide report. Certificates from Asmatt are available on request	1x5=5

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12.	Fire (hot works/flammables/explosion)	ECEX Personnel or Building Occupiers	The low risk of fire when grinding (possible spark generation and/or debris), cutting of materials with a reciprocating saw (possible spark, flammable debris and hot blades)	3x4=12	A Hot Works Permit must be applied for in advance of any work commencing and signed off on completion. ECEX to ensure that: Any fire points, doors or escape routes are not obstructed. Any potentially flammable materials are removed from the work area. ECEX to provide: Fire Protection equipment (Water & CO2 fire extinguishers + Fire Blanket – BS5041 part 1). Firewatcher throughout and for a minimum of 60 minutes following completion of hot works. All PPE in accordance with health and safety policy and HSE recommendations.	1x4=4
13.	Internal traffic (pedestrians)	Other building personnel	Third party personnel risk when in ECEX work area.	2x3=6	ECEX to restrict access and clearly demarcate work area with hazard tape and barriers ensuring potential risk identified to other site personnel. ECEX to erect “Men working” and other appropriate signage to clearly identify the risk area.	1x3=3

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14.	Working at height using steps, ladders/ stepladders	ECEX Personnel	Falling from steps, ladders or other access equipment with risk of personnel injury.	3x4=12	Use industrial grade equipment only. All equipment must be inspected for damage prior to use. If damage identified do not use. Use ladders for short term access only. Maintain three points of contact at all times when using ladders or steps. Place on a firm and level surface and check stability prior to use. Ensure steps or ladders footed at all times. Ensure the top of a step ladder is not used for access and only for materials to be temporarily stored.	1x4=4
15.	Working at height using work platforms, aluminium towers etc.	ECEX personnel	Falling from work platforms with risk of personnel injury.	3x4=12	All equipment should be inspected for damage prior to use and each day if in continuous use. . If damage identified do not use. All temporary platforms must be erected by PASMA qualified personnel only.	1x4=4
16.	Fall risk from a fragile Roof	ECEX personnel and others	unstable fragile roofing with potential for fall and serious injury/death to all personnel	4x4=16	All personnel have received Work at Heights Training. A thorough inspection of fragile area (roof or skylight) to be carried out by NMS and ensure fully secure in order to carry out works. If any area is in poor condition or highlights the risk of a potential fall then ECEX PERSONNEL DO NOT PROCEED	2x4=8

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17.	Dust / Debris (nuisance/harmful/ eye injury)	ECEX personnel	The risk of swarf (eg: Metal) or other debris (eg: Sand/ Brick dust) generated by work on site causing serious eye injury.	2x3=6	All personnel to wear safety eyewear to BS EN 166 1B349 CE2 when in vicinity of any drilling, grinding, cutting or other task likely to cause airborne debris.	1x3=3
18.	Tools (power tools/leads)	ECEX personnel	The use of electrically powered equipment with a risk of electrical shock injury.	3x3=9	On each first use during a working day all staff will make a visual check of the equipment they are to use. If there is any evidence of damage to the case, cabling or plug return to toolbox for off site inspection / repair Use only 110v tools with transformer / RCD.	1x3=3
19.	Use of Lifting Equipment	All personnel	Use of lifting hoist with risk of falling and causing serious injury to ECEX personnel.	3x4=12	All personnel to wear hard hats and high visibility jackets. All lifting equipment must be visually inspected for faults and if in doubt should not be used. All lifting equipment must be marked with safe working load which must never be exceeded. Ensure all loads are stable and secure prior to lift. Never stand under a suspended load. Control movement under suspended loads to create an exclusion zone.	2x4=8
20.	Head injury (overhead objects)	ECEX personnel	The risk of head injury from overhead objects or falling objects and the likelihood of cuts, abrasions or concussion.	2x3=6	All personnel to wear head protection at all times.	1x3=3

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21.	Manual handling (heavy/awkward/sharp objects)	ECEX personnel	Potential for muscular injury, cuts and crushing injuries when carrying, lifting and installing materials, tools and equipment related to the task in hand.	2x3=6	All personnel have received manual handling training in accordance with current regulations. All personnel will carry out a site risk assessment of access routes and ensure area clear of obstructions. All personnel will wear foot and hand protection. Do not carry loads that will obscure vision. Loads will be reduced to a minimum and moved in stages. Multi man lifts will be used wherever possible. Manual handling will be reduced where possible by using additional mechanical aids where possible.	1x3=3
22.	Gas / Fire / Explosion	ECEX personnel	Risk of fire or explosion from gas services causing serious injury / death	3x5=15	All services and supplies to be fully isolated before ANY work commences. All services and works will be carried out by Gas safety registered personnel. ECEX personnel to wear aural masks and safety goggles to CE EN166-1B349 CE0196 standard. All redundant materials to be removed from works area and barriers and signage to indicate works. SMOKING IS STRICTLY FORBIDDEN OUTSIDE THE STABLES PLANT ROOM	1x5=5
23.	Slips / Trips	ECEX personnel and others on site.	Changes of level / Slopes – entering the plant room	2x3=6	Upon arrival at site, ECEX Supervisor to note condition of all work areas, access & egress routes and adopt site specific measures to reduce the risk to an acceptable level.	1x3=3

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24.	Electricity - live cabling	ECEX personnel	The contact with electrical supply cabling and it's potential to cause electrical burns or shock injury.	3x4=12	Identify the source of supply Switch off isolator and lock off with a red padlock Attach caution sign advising that plant is being worked on Test plant being worked on to confirm that all electrical supplies have been Get Isolation Permit from client Commence work After the work has been carried out and the isolation permit or permit to work has been cancelled no further work can be carried out unless the points above are re – instigated NO ECEX PERSONNEL WILL WORK ON ANY SITE WHICH HAS LIVE SUPPLY CABLING!	2x4=8
25.	COSHH Awareness	Client and ECEX	Disposal of stored water to drain from pipework containing any additives.	2x3=6	Site Facility Engineer to confirm approval to Dispose to drain.	1x3=3

8.0	Risk Assessment - *Any person found to be working in an unsafe manner whilst on site or disregarding the control measures identified below will be immediately removed from the work area. Failure to adhere to an ECEX risk assessment is a disciplinary offence and may result in immediate dismissal.*

Likelihood (L) Process or Item	Severity of injury (S)	Risk Level (R)	Consequence
5 = Very Dangerous	5 = catastrophic	Risk level = L x S	Likelihood x Severity gives results and determines if controls are required.
4 = Dangerous	4 = critical	13-25	Unacceptable, significant risk – must be eliminated or moved to a lower level
3 = Medium	3 = serious	9 – 12	Undesirable – must be avoided if reasonably practicable
2 = Small	2 = marginal	3 – 8	Acceptable – can be accepted provided that risk is managed
1 = Very Small	1 = negligible	1 – 2	Negligible – ensure risk level is maintained.
0 = removed	0 = removed	0	Risk removed

No.	Activity	Applies to:	Risk identified	Initial	Control measure(s) to be taken	Final
26.	Use of, contact with hazardous materials or substances	All personnel on site.	The use of chemicals or other substances such with the potential to cause harm if ingested, inhaled or absorbed through skin Specific COSHH data sheets will be provided when next phase of works commence	2x3=6	Read labels on all containers (if no label then do not use!) A copy of the Material Safety Data Sheet data sheet must be available on site at all times. Always wash hands after use. Ensure that first aid and washing facilities are available on site prior to commencing work. Always clean up spillages in accordance with data sheet immediately.	1x3=3
27.	High noise levels (<85dbA/>85dbA)	ECEX personnel	Drilling, grinding equipment.	2x2=4	All personnel to be issued with ear plugs or ear defenders as determined by Site Supervisor or Workshop Supervisor.	1x2=2
28.	Slips / Trips	ECEX personnel and others on site.	Poor lighting	2x3=6	Use Task lighting as required	1x3=3

Dynamic Risk Assessment (to be completed if a new hazard is identified when commencing work on site)					
Hazard identified	Injury risk identified	Control measure adopted	Proceed with work (Y/N)	Supervisor signature	Client signature

Please note a copy of this Dynamic risk assessment must be returned to ecex Head office complete with signatures