

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score and record N/A in the comments box

Enter any comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Construction Health & Safety Risk Assessment

Date	
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Company Name	
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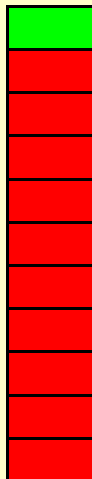
Assessor	
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Key

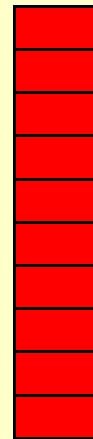
Performance Acceptable - no action required
 Performance marginal - ongoing action required
 Performance not acceptable - urgent action required



CDM Regulations
CDM Duties fulfilled
Access on Site
Scaffolds
Ladders
Roof Work
Excavations
Manual Handling
Traffic, Vehicles and Plant
Tools and Machinery
Powered Access Equipment



Hoists
Cranes
Fires and Emergencies
Hazardous Substances
Confined Spaces
Noise
Hand Arm Vibration
Welfare
Electricity and Other Services
Protecting the Public



Construction Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
CDM Regulations				
[Score 1 = Yes or Score 0 = No..for this section only]				
Is the construction project likley to last for more than 30 days	1		0	
Is the construction project likley toinvolve more than 500 person days.	1		0	
Is the construction project likley to involve demolition work of any kind	1		0	
			0	
If any of the answers to the above three questions is yes then the project is subject to the CDM Regulations. If this is the case have you: [Score 1 = Yes or Not applicable, Score 0 = No]				
Have you appointed a Planning Supervisor	1		0	
Have you appointed a Principle contractor	1		0	
Have you prepared a Health & Safety Plan	1		0	
Have you notified the HSE using the appropriate form	1		0	
			0	
For the remaining sections Score as indicated in the column heading either 1 = marginal; 2 = mostly; 3 = fully compliant				
Access on Site				
Can everyone get to their place of work safely - and work there safely?	3		0	
Are access routes in good condition and clearly signposted?	3		0	
Are edges which people could fall from provided with double guard rails or other suitable edge protection?	3		0	
Are holes protected with clearly marked and fixed covers to prevent falls?	3		0	
Are temporary structures stable, adequately braced and not overloaded?	3		0	

Construction Risk Assessment

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Will permanent structures remain stable during any refurbishment or demolition work?	3		0	
Is the site tidy, and are materials stored safely?	3		0	
Is lighting adequate, especially when work is being carried on after dark outside or inside buildings?	3		0	
	24	0	0	

Construction Risk Assessment

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Scaffolds				
Are scaffolds erected, altered and dismantled by competent people?	3		0	
Are all uprights provided with base plates (and, where necessary, timber sole plates)?	3		0	
Are all uprights, ledgers, braces and struts in position?	3		0	
Is the scaffold secured to the building or structure in enough places to prevent collapse?	3		0	
Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling?	3		0	
Are additional brick guards provided to prevent materials falling from scaffolds?	3		0	
Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping?	3		0	
Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded?	3		0	
Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?	3		0	
Are scaffolds being properly maintained?	3		0	
Does a competent person inspect the scaffold regularly, eg at least once a week; and always after it has been altered or damaged and following extreme weather?	3		0	
Are the results of inspections recorded?	3		0	
Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions?	3		0	
Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?	3		0	
	42	0	0	
Ladders				

Construction Risk Assessment

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Are ladders the right way to the job? Don't work from a ladder if there is a better way!	3		0	
Are they in good condition?	3		0	
Do ladders rest against a solid surface and not on fragile or insecure materials?	3		0	
Are they secured to prevent them slipping sideways or outwards?	3		0	
Do ladders rise a sufficient height above their landing place? If not, are other hand-holds available?	3		0	
Are the ladders positioned so that users do not have to overstretch?	3		0	
	18	0	0	
<p>Roof Work</p>				
Is there edge protection to stop people or materials falling?	3		0	
During industrial roofing, have nets been provided to stop people falling from the leading edge of the roof and from partially fixed sheets?	3		0	
Where nets are used, have they been hung safely?	3		0	
Have you identified fragile materials such as cement sheets and roof lights?	3		0	
Have you taken precautions to stop people falling through fragile materials when working on the roof eg by providing barriers, covers or working platforms?	3		0	
Are people kept away from the area below the roof work? If this is not possible, have additional precautions been taken to stop debris falling onto them?	3		0	
	18	0	0	

Construction Risk Assessment

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Excavations				
Is there adequate support for the excavation, or has it been sloped or battered back to a safe angle?	3		0	
Is there a safe method used for putting in the support, without people working in an unsupported trench?	3		0	
Is there safe access into the excavation, eg a sufficiently long, secured ladder?	3		0	
Are there barriers or other protection to stop people and vehicles falling in?	3		0	
Are properly secured stop blocks provided to prevent tipping vehicles falling in?	3		0	
Could the excavation affect the stability of neighbouring structures or services?	3		0	
Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse?	3		0	
Is the excavation regularly inspected by a competent person?	3		0	
	24	0	0	

Construction Risk Assessment

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<p>Manual Handling</p>				
<p>Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products which could cause problems if they have to be moved by hand?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>If so, can you choose lighter materials?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>If so, can you use wheelbarrows, hoists, telehandlers, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>If so, can you order materials such as cement and aggregates in 25 kg bags?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>If so, can you avoid the repetitive laying of heavy building blocks weighing more than 20 kg?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Have people been instructed and trained how to lift safely?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p></p>	<p>18</p>	<p>0</p>	<p>0</p>	<p></p>

Construction Risk Assessment

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Traffic, Vehicles and Plant				
Are vehicles and pedestrians kept apart?	3		0	
If not, do you separate them as much as you can and use barriers?	3		0	
If not, do you tell people about the problem, and what to do about it?	3		0	
If not, do you display warning signs?	3		0	
Is there adequate clearance around slewing vehicles?	3		0	
Can reversing be avoided, eg by using a one-way system or, if not, are properly trained signallers used?	3		0	
Are vehicles and plant properly maintained eg do the steering lights, handbrake and footbrake work properly?	3		0	
Have drivers received proper training and are they competent for the vehicles or plant they are operating?	3		0	
Are loads properly secured?	3		0	
Have you made sure that passengers are only carried on vehicles designed to carry them?	3		0	
Have you made sure that plant and vehicles are not used on dangerous slopes?	3		0	
	33	0	0	
Tools and Machinery				
Are the right tools or machinery being used for the job?	3		0	
Are all dangerous parts guarded, eg gears, chains drives, projecting engine shafts?	3		0	
Are guards secured and in good repair?	3		0	
Are tools and machinery maintained in good repair and are all safety devices operating correctly?	3		0	
Are all operators trained and competent?	3		0	
	15	0	0	

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<p>Powered Access Equipment</p>				
<p>Has the equipment been installed by a competent person?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Are the operators trained and competent?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Is the safe working load clearly marked?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Is the equipment inspected by a competent person?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Does the working platform of the powered access equipment have adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Have precautions been taken to prevent people being struck by the moving platform;</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Have precautions been taken to prevent people being struck by projections from the building; or</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p>Have precautions been taken to prevent people being struck by falling materials?</p>	<p>3</p>	<p></p>	<p>0</p>	<p></p>
<p></p>	<p>24</p>	<p>0</p>	<p>0</p>	<p></p>

Construction Risk Assessment

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Hoists				
Has the equipment been installed by a competent person?	3		0	
Are the operators trained and competent?	3		0	
Is the rated capacity clearly marked?	3		0	
Are the hoists inspected by a competent person?	3		0	
Does the hoist have a current report of thorough examination and a record of inspection?	3		0	
Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?	3		0	
Are the landing gates kept shut except when the platform is at the landing?	3		0	
Are controls arranged so that the hoist can be operated from one position only?	3		0	
	24	0	0	
Cranes				
Is the crane suitable for the job?	3		0	
Has the lift been properly planned?	3		0	
Is the crane on a firm level base; are the riggers properly set?	3		0	
Are the crane driver and signaller trained and competent?	3		0	
Is the load secure?	3		0	
Has the signaller/slinger been trained to give signals and to attach loads correctly?	3		0	
Have you made arrangements to make sure the driver can see the load or has a signaller been provided to help?	3		0	
Are people stopped from walking or working beneath a raised load?	3		0	
Does the crane have a current report of through examination and record of inspection?	3		0	
	27	0	0	

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Fires and Emergencies				
Are there emergency procedures eg for evacuating the site in case of fire, or for rescue from a confined space?	3		0	
Do people on site know what the procedures are?	3		0	
Is there a means of raising the alarm, and does it work?	3		0	
Is there a way to contact the emergency services from site?	3		0	
Are there adequate escape routes and are these kept clear?	3		0	
Is there adequate first-aid provision?	3		0	
Is the quantity of flammable materials, liquids and gases on site kept to a minimum?	3		0	
Are they properly stored?	3		0	
Are suitable containers used for flammable liquids?	3		0	
Are flammable gas cylinders returned to a ventilated store at the end of the shift?	3		0	
Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?	3		0	
Are gas cylinders, associated hoses and equipment properly maintained and in good condition?	3		0	
When gas cylinders are not in use, are the valves fully closed?	3		0	
Is flammable and combustible waste removed regularly and stored in suitable bins or skips?	3		0	
Are suitable fire extinguishers provided?	3		0	
	45	0	0	

Construction Risk Assessment

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<p>Hazardous Substances</p>				
<p>Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust?</p>	<p>3</p>		<p>0</p>	
<p>Have you checked whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some very limited work with material which contain asbestos without one.)</p>	<p>3</p>		<p>0</p>	
<p>Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely</p>	<p>3</p>		<p>0</p>	
<p>Have you controlled exposure to hazardous substances, by using a less hazardous material</p>	<p>3</p>		<p>0</p>	
<p>Have you controlled exposure to hazardous substances, by using tools fitted with dust extraction?</p>	<p>3</p>		<p>0</p>	
<p>Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?</p>	<p>3</p>		<p>0</p>	
<p>Have you got procedures to prevent contact with wet cement (as this can cause both dermatitis and cement burns)?</p>	<p>3</p>		<p>0</p>	
<p>Have you arranged health surveillance for people using certain hazardous substances (eg lead)?</p>	<p>3</p>		<p>0</p>	
<p></p>	<p>24</p>	<p>0</p>	<p>0</p>	
<p>Confined Spaces</p>				
<p>Do you work in confined spaces where there may be an inadequate supply of oxygen or the presence of poisonous or flammable gas? If so, have you taken all necessary precautions?</p>	<p>3</p>		<p>0</p>	
<p>Confined spaces include tanks, sewers and manholes: they do not have to look dirty to be dangerous!</p>	<p>3</p>		<p>0</p>	
<p></p>	<p>6</p>	<p>0</p>	<p>0</p>	

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<p>Noise</p>				
<p>Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?</p>	<p>3</p>		<p>0</p>	
<p>Have you identified and assessed workers' exposure to noise?</p>	<p>3</p>		<p>0</p>	
<p>Can the noise be reduced by using different working methods or selecting quieter plant eg by fitting breakers and other plant or machinery with silencers?</p>	<p>3</p>		<p>0</p>	
<p>Are people not involved in the work kept away from the source of the noise?</p>	<p>3</p>		<p>0</p>	
<p>Is suitable hearing protection provided and worn in noisy areas?</p>	<p>3</p>		<p>0</p>	
<p>Have hearing protection zones been marked?</p>	<p>3</p>		<p>0</p>	
<p>Have you arranged health surveillance for people exposed to high levels of noise?</p>	<p>3</p>		<p>0</p>	
<p></p>	<p>21</p>	<p>0</p>	<p>0</p>	

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Hand Arm Vibration				
Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills?	3		0	
Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?	3		0	
Are reduced-vibration tools used whenever possible?	3		0	
Have vibrating tools been properly maintained?	3		0	
Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?	3		0	
	18	0	0	
Welfare				
Are toilets readily available and are they kept clean and properly lit?	3		0	
Are there washbasins, hot and cold (or warm) running water, soap and towels?	3		0	
Are the washbasins large enough to wash up to the elbow and are they kept clean?	3		0	
Is there somewhere to change, dry and store clothing?	3		0	
Are drinking water and cups provided?	3		0	
Is there a place where workers can sit, make hot drinks and prepare food?	3		0	
Can everyone who needs to use them get to the welfare facilities easily and safely?	3		0	
	21	0	0	

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<p>Electricity and Other Services</p>				
<p>Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?</p>	<p>3</p>		<p>0</p>	
<p>Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems?</p>	<p>3</p>		<p>0</p>	
<p>Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment?</p>	<p>3</p>		<p>0</p>	
<p>Are RCDs checked daily by users and properly maintained?</p>	<p>3</p>		<p>0</p>	
<p>Are cables and leads protected from damage?</p>	<p>3</p>		<p>0</p>	
<p>Are all connections to the system properly made and are suitable plugs used?</p>	<p>3</p>		<p>0</p>	
<p>Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?</p>	<p>3</p>		<p>0</p>	
<p>Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?</p>	<p>3</p>		<p>0</p>	
<p>Have hidden electricity cables and other services been located (eg with a locator and plans) and marked, and have you taken precautions for safe working?</p>	<p>3</p>		<p>0</p>	
<p></p>	<p>27</p>	<p>0</p>	<p>0</p>	

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Protecting the Public				
Is the work fenced off from the public?	3		0	
Are roadworks barriered off and lit?	3		0	
Are the public protected from falling material?	3		0	
When work has stopped for the day is the boundary secure and undamaged?	3		0	
When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used?	3		0	
When work has stopped for the day are excavations and openings securely covered or fenced off?	3		0	
When work has stopped for the day is all plant immobilised to prevent unauthorised use?	3		0	
When work has stopped for the day are bricks and materials safely stacked?	3		0	
When work has stopped for the day are flammable or dangerous substances locked away in secure storage places?	3		0	
	27	0	0	