

ASSESSMENT AND MANAGEMENT OF RISKS

All members involved with the tasks of the activity must review the risk assessment before starting activities.



Activity/Event _____

Date of Activity _____

HAZARDS	WHO IS AT RISK AND HOW	RISK LEVEL High/Medium/Low	SAFETY ASSURANCE ACTION	BY WHOM

Example Only

Activity/Event Installing a NW Road Sign

Date of Activity _____

HAZARDS	WHO IS AT RISK AND HOW	RISK LEVEL High/Medium/Low	SAFETY ASSURANCE ACTION	BY WHOM
Collision of ladder with passer-by or fixed object during transport.	Passers-by, other team members, windows, parked vehicles, etc. Contusions to people, breakages or surface damage to inanimate items.	Low	Ladders that are too long to be carried vertically (eg over 2.5 metres) should be carried by two people, one at each end.	Team members
Ladder failure or ladder toppling	Installer leaning away from the line of the steps.	Low	Review site and check ladder stability before starting installations. Correct positioning and orientation of the ladder. Second team member holds the ladder and warns of any emerging instabilities.	Installer and Supporter
Falls off the ladder	Installer leaning away from the ladder Installer slipping or tripping Installer blown off-balance by the slipstream of passing vehicles.	Low	Installer to stay within the footprint of the ladder. The second team member holding the ladders advises of any sub-optimal positioning. Wear appropriate footwear If the traffic threat is evident, withdraw and find a time without traffic problems	All team members.
Falling tools	Other team members Tool falling onto the head or body of another team member	Medium	Pliers and wire cutters to have short lanyards attached to the installer's belt. Team members below the installer to consider wearing safety hats.	Installer Other and team members

HAZARDS	WHO IS AT RISK AND HOW	RISK LEVEL High/Medium/Low	SAFETY ASSURANCE ACTION	BY WHOM
Sign being dropped by the installer	Other team members being hit by a falling sign.	Medium	Cable ties threaded though clamp (or sign holes) before being taken (or passed) up the ladder. Sign with ties in place held by team member until installer is in position to secure the sign.	Installer Team members
Other pavement users knocking the ladder	Partially sighted or young children on cycles not observing the ladder.	Medium	Ladder is continually supported. Third team member watching and advising others. Wearing Hi-visibility clothing	Other team members