Example Method Statement (Plan of Work)

for Asbestos Surveying
(Re-inspection Survey)

and bulk material sampling

at School build one

Prepared by (print):	**Helen Fisher**
Title:	**Project Manager**

Project Number:	Various	Version Number:	02	Date produced:	30 Sept xxxx

Contents

Method Statement for Asbestos Surveying

1.0 Assessment of Work

1.1 Introduction

This method statement relates to surveying of premises for asbestos and the taking of bulk material samples prior to their analysis for asbestos content. Brief details of the methodologies adopted during the undertaking of asbestos surveying and bulk material sampling can be seen within section 3 of this method statement. Further details are available within the company's Limited UKAS accredited Technical Procedures.

All works will be undertaken in accordance with the requirements of the following guidance documents and the company's' UKAS accredited in-house procedures, which may be referenced within this method statement and should be referred to in conjunction with this document:

- The Health and Safety at Work, etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Control of Asbestos Regulations 2012, and Approved Code of Practice L143;
- Control of Substances Hazardous to Health Regulations 2002;
- Construction (Design and Management) Regulations 2015;
- HSG264 Asbestos: The survey guide;
- HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures;
- the company's in house Technical Procedure 002
- the company's Health and Safety Policy.

1.2 Types of Asbestos

During the course of the works being undertaken, employees are likely to encounter any of the following six regulated types of asbestos:

- Crocidolite (blue asbestos)
- Grunerite (Amosite) (brown asbestos)
- Chrysotile (white Asbestos)
- Asbestos Actinolite
- Asbestos Anthophyllite
- Asbestos Tremolite

These asbestos types may be encountered within any form of asbestos containing material that has been used within building construction.

1.3 Expected levels of exposure

The company's deem it as unlikely that their employees undertaking asbestos surveying and bulk material sampling, will be subject to levels of exposure to asbestos which will exceed the control limit as defined within the Control of Asbestos Regulations 2012. This is mainly due to the safe surveying and bulk material sampling procedures that are in place, and to which the Company's employees adhere to at all times.

The control limit for all forms of asbestos is currently 0.1 fibres per cubic centimetre of air (equivalent to fibres per millilitre (f/ml) of air) taken as a time weighted average over a continuous 4-hour period.

All the company's employees who are authorised to undertake asbestos surveys and bulk material sampling have regular personal assessment air tests carried out whilst undertaking their duties in order to keep a record of exposure levels.

An assessment of likely levels of exposure which details precautionary measures undertaken during asbestos surveying and bulk material sampling has been compiled, and is available upon request.

1.4 Provision and use of PPE and RPE

All the company's employees are provided with and have access to adequate levels of personal and respiratory protective equipment (PPE and RPE), which will be worn where deemed necessary by internal procedure and individual risk assessment.

The following items are provided and are available for all employees:

- Disposable Type 5/6 category 3 coveralls with elasticated hoods and sleeves;
- *Full face power assisted respirator with P3 filter cartridges;
- *Half face respirator with P3 filter cartridges;
- Disposable over-boots;
- Safety boots/shoes;
- Safety glasses;
- Ear protection;
- Hard hats; and
- High visibility clothing.

All the company's site based employees are quantitatively fit tested for their assigned RPE, to ensure that it is suitable for them to wear. All staff carry copies of their relevant face fit certification with them at all times.

All PPE and RPE is suitably stored to prevent damage, and will be suitably inspected prior to each use. All employees are instructed that defective equipment must not be used under any circumstance, and must be replaced.

1.5 Emergency procedures

In the event of a general emergency on a client's site, the company's employees will follow specific site emergency procedures as communicated within the site safety induction.

In the unlikely event of a potential escape of asbestos fibres into the air during a survey, either through the discovery of asbestos in a poor condition or the accidental damage of a material, the immediate vicinity will be evacuated (if required) and an assessment made as to the required levels of de-contamination needed. A class H vacuum cleaner and other appropriate methods deemed necessary will be used. The area will then be subject to air sampling in order to confirm that the levels of airborne respirable fibres are below the clearance Indicator threshold of 0.01 fibres per millilitre of air (f/ml).

A licensed asbestos contractor will be commissioned if the level of any contamination is thought to require specialist abatement.

1.6 Waste disposal

Any asbestos waste produced during asbestos surveying and bulk material sampling will be disposed of in accordance with the Hazardous Waste Regulations 2005 (in England and Wales), or the Special Waste Regulations 1996 (in Scotland).

Disposable PPE and any waste produced from the decontamination of equipment or personnel will be double bagged using labelled asbestos waste bags on site and either disposed of using facilities on site or returned to the Company office for disposal.

2.0 Specific Plan of Work

2.1 Customer details

Name and address:	
Telephone Number(s):	

2.2 CDM details (if applicable)

CDM F10 Project	No
EEL CDM role	N/A

Principal Contractor details

Name and address:	N/A N/A
Telephone Number(s):	N/A

2.3 not used

Regional Office:	

Specific contact details:

Position:	**Name:**
Project Manager:	Helen Fisher
Lead Surveyor	TBC
Assistant Surveyor	

2.4 Sub-contractor details

Where a sub-contractor organisation have been employed by the company's to provide services outside of its expertise, the details of this organisation and the exact scope of their involvement will be detailed below:

Name:	N/A
Telephone Number(s):	N/A
Work being undertaken:	N/A

2.5 Location of the work

Work Location:	all areas throughout school
Site Contact Name:	
Telephone Number(s):	

The site address is detailed on the cover of this document.

2.6 Planned duration of the work

Project start date:	tbc	**Project completion date:**	tbc
Working hours:	0800-1700	**Inclusive of weekend working?**	No

2.7 Description of the work

reinspection of known acms and access previously inaccessible areas as far as reasonably practicable

3.0 Survey and sampling methodology

3.1 Survey methodology

The scope and purpose of a survey

An asbestos survey comprises of three main elements:

1 – It must as far as reasonably practicable locate, describe the presence and extent of, and assess the condition of any suspected or presumed asbestos containing materials,
2 – It must inspect and record information on the product type, condition and any surface treatment of any presumed or suspected asbestos containing materials,, along with the accessibility and/or vulnerability of the materials,
3 – It should determine and record the asbestos type, either by sampling for laboratory analysis, or by making a presumption based upon the product type and its appearance.

The purpose of the survey is to identify all potential asbestos containing materials within the fabric of a building or area surveyed, as far as is reasonably practicable.

Types of survey

HSE guidance document HSG 264 Asbestos: The survey guide describes the following types of asbestos survey:

Management survey

A management survey is described as the 'standard survey', and its purpose is to locate and record as far as reasonably practicable, the presence, condition and extent of suspected asbestos containing materials within a building that may become damaged or disturbed during the normal occupancy of a building. A management survey must also consider and include areas where routine or simple maintenance activities are undertaken.

Any materials encountered during a management survey that are suspected of containing asbestos will be sampled using documented methods in order for analysis of the material to be carried out, which will confirm either the presence or absence of asbestos. The Control of Asbestos Regulations allows materials to be "presumed" to contain asbestos where sampling of materials is not possible (health and safety implications for example). A Management survey will also include recording the following:

- *A material risk assessment assessing the product type, condition and surface treatment of any asbestos containing materials that are encountered,*
- *Description of the location and position of the material(s),*
- *Estimations of material extents,*
- *Accessibility and /or vulnerability of the material(s),*
- *Asbestos type(s),*
- *Recommendations based upon the condition of materials and their exposure potential,*
- *Photographs of sample locations,*
- *Marked up site plans showing sample locations.*

Refurbishment and Demolition surveys

As the titles suggest, refurbishment and demolition surveys are required prior to any refurbishment or demolition works being carried out or any planned works or intrusive maintenance or repair work which may disturb the fabric of a building or items of plant, where a management survey has not been intrusive.

These types of survey will be fully intrusive and will involve destructive inspection methods to gain access as they are intended to locate and describe, as far as reasonably practicable, all asbestos containing materials within the area or within the whole building where refurbishment or demolition is planned. Refurbishment and demolition surveys will also include the following:

- *Asbestos product type,*
- *Description of the location and position of the materials,*
- *Estimations of material extents,*
- *Asbestos type(s),*
- *Photographs of sample locations,*

Material risk assessment is usually not deemed necessary for refurbishment and demolition surveys as it is assumed that any materials identified will be removed. If the proposed works are not due to take place for a significant period of time (for example 3 months), then additional information such as material risk assessment should be obtained in order to assist with the short term management of the asbestos containing materials.

Order of a survey

Upon arrival on site a survey team shall read and digest all information made available to them within the project pack, this method statement and the survey scoping information, which will have been compiled by the relevant Project Manager.

This information will provide an accurate instruction to the survey team of the work that is required, and will include applicable desk top information to assist the survey team such as:

- Client contact details
- Age/construction details of the building(s)
- Location of any known or presumed ACMs or previous ACM removal
- Type of survey to be undertaken
- Specific areas included within the survey (if not the whole building)

Once all available information has been considered the survey team will undertake an initial walk around the building or site, to familiarise themselves with the layout, to assess the accuracy of any site plans provided (or to produce a sketch plan), to identify and assess potential hazards and to identify any access issues that may hinder the completion of the survey.

Any issues identified will be reported to the Project Manager/Client at the earliest opportunity so that any necessary corrective action can be instigated.

The building(s) will be inspected by the survey team methodically, systematically, diligently and consistently both internally and externally, to ensure that all areas of the premises are adequately covered and to ensure that as far as is reasonably practicable, all asbestos containing materials are identified within the scope of the survey.

All relevant structural elements and items (walls and ceilings for example), will be checked either by ‘tapping’ or ‘prodding’ using basic hand tools such as a wood chisel, so that the surveyor is able to accurately identify the material(s) present. Some areas may require checking in more than one location where a surveyor is unsure as to the consistency of the composition of a building element, following their initial assessment.

A surveyor will use their knowledge and experience of building material characteristics when undertaking their initial assessment which assists them to ascertain the likelihood of a material containing asbestos. Surveyors will always proceed with caution when checking the composition of building elements and will always ensure that appropriate and suitable procedures are followed to control the creation of any dust or debris through dust suppression and the protection of immediate surfaces.

All surveyors carry a Class H vacuum with them at all times to assist with cleaning up any small fragments or debris that may have been accidentally created during their inspection.

The survey team

In normal circumstances a survey team will comprise of a two man team, a lead surveyor and an assistant. The lead surveyor will take charge of the survey, will collate all data relevant to the survey and will direct the assistant surveyor accordingly. The assistant surveyor will in the main be tasked with such things as assisting the inspection (provision of access), the sampling of any suspect materials and the annotation of survey plans.

Asbestos surveys and building occupancy

Due to the operational requirements of some premises, it is not always feasible to ensure that buildings are completely vacant during the time that an asbestos survey is in progress. Levels of likely occupancy will be assessed and discussed during the point of designing the scope of the survey, and also during the initial walk around site by the survey team. It is important during the process of undertaking a survey that the immediate areas are occupied by the survey team only and any occupants will be requested to leave the area until it has been completed. Any access points will be locked where possible and warning notices will be placed appropriately to try and prevent any access.

The possibility of inspecting occupied areas out of normal working hours, during break times or even during a weekend should always be considered and agreed.

Accessing behind or above asbestos containing materials

During refurbishment and demolition surveys there may be a requirement to inspect above or behind known asbestos containing materials such as for example, above gridded asbestos insulating board ceilings, to permit inspection for additional materials within the void above.

Identification of such areas and the planning of the required removal during the initial scoping phase of a survey is important, particularly where licensable asbestos materials are involved which have a prior 14 days period of notification to the enforcing authority before any works can commence. In all instances where accessing above or behind asbestos containing materials is required, arrangements will be made for a suitably qualified, trained and authorised analyst to carry out the necessary air sampling and/or clearance testing during and following the work and the inspection, as is commensurate with the material(s) removed.

Making good during and following an intrusive asbestos survey

During refurbishment and demolition surveys the amount, type and size of intrusions will be dictated by the scope and purpose of the survey and also any specific client requirements. Prior to intrusions being created the survey team will ensure that moveable objects or items are removed and immediate surfaces are protected using polythene sheeting. The survey area will be left as safe as possible and any materials removed (e.g. floor boards or service riser covers) will be either replaced or put to one side so as not to create any slip, trip or fall hazards.

During intrusive surveys the survey team will clean the immediate area using for example, cloth tape, wet wipes or a Class H vacuum (if required) and then use either laminated timber patches or cloth tape to cover over any intrusions made. The desired method will be discussed and agreed with the client at the scoping stage.

Areas omitted from asbestos surveys

Asbestos contaminated areas

Any areas that are either known or found to be grossly contaminated with asbestos, prior to or during a survey, will be excluded from the survey until such time that suitable decontamination arrangements are made. Any such areas identified will be communicated to the Project Manager and the client. The client may be satisfied that information from an existing survey report is accurate enough to formally exclude the area from the survey or that the retrieval of one sample close to the access point and presuming all other materials to be identical is sufficient.

Environmental hazards

Areas where hazards to health are discovered such as discarded syringes, exposed live cabling, biological or chemical hazards are present will be excluded from a survey until the hazards have been removed and suitable protective clothing is made available.

Unsafe structures

Any buildings or structures considered to by unsafe will not be entered and will be excluded from a survey until they are either made safe or confirmed as being safe by a qualified structural engineer.

Inaccessible areas

Despite every effort made during the course of a survey, certain areas may still remain inaccessible, for example locked rooms or voids where no key is available, secure or strong rooms and areas such as floor voids or wall cavities.

The agreed scope of a survey may dictate some of the inaccessible areas, but any inaccessible areas that would normally be included within a survey or that are required under the agreed scope, will be communicated to the client as soon as possible so that access arrangements can either be made or the area(s) formally excluded.

Sampling of materials encountered during an asbestos survey

Sampling methodology

The company's documented sampling strategies are based upon guidance provided within the following documents:

- HSG 264 Asbestos: The survey guide,
- HSG 248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures.

Departures from these documented strategies will normally only be considered when requested by the client or if they are dictated by site conditions.

All staff are trained and authorised to undertake bulk sampling of asbestos materials and are aware of the different methods of sampling the many potential asbestos materials they may encounter.

Prior to commencing with any sampling the survey team will suitably prepare both themselves and the immediate environment. Survey staff will apply appropriate PPE (unless wearing it already) and their assigned RPE appropriate to surveying and sampling. The immediate floor area and surfaces will be covered with polythene sheeting as appropriate, and any moveable obstructions will be moved.

Materials suspected of containing asbestos will be sampled using simple hand tools (e.g. wood chisel, retractable utility blade or non-serrated pliers), to extract a suitable portion of the material for analysis purposes. In all instances the material will initially be sprayed with a mixture of water and surfactant administered through a hand held atomiser spray, to dampen the area and reduce the potential for any fibre release. Once taken, the sample will be placed directly into a double sealable bag containment system which will have been pre-labelled with unique sample identification. Once this is completed, the area where the sample was taken will be sealed normally using either spray adhesive, cloth tape or paint and a sample location label (unless the client has requested that labels are not to be used). The immediate area will then be wiped clean as appropriate.

All surveyors carry a Class H vacuum with them at all times which can be used to provide local exhaust ventilation where necessary during sampling (shadow vacuum technique), and also to assist with cleaning up any small fragments or debris that may have been accidentally created during sampling.

4.0 Facilities and Equipment

4.1 Access and Enabling Equipment Requirements

Various items of access or enabling equipment may be required for a part or the duration of the project, for example; mobile elevated work platform (MEWP), generator, mobile or fixed scaffolding, a hygiene facility or site security. The client will be responsible for ensuring the provision of all access and enabling equipment necessary for the project, however where it has been agreed that any such items are to be provided by the contracted company, details are provided below.

Access and enabling equipment comments:	N/A

4.2 Electrical Equipment

The survey team may use one or all of the following items of electrical equipment during the course of the survey:

Class H vacuum
Cordless drill
Inspection camera

(NB – cordless drill and inspection camera require mains electricity for charging).

All items are portable appliance tested at least annually and carry labels which indicate the date of test and re-test. Class H vacuums are also subject to six monthly DOP testing in order to ensure the efficiency of the filtration system. The vacuums carry labels indicating the date of test and re-test.

4.3 Inspection and sampling equipment

During the course of a survey the following standard items of equipment will be used by the site survey team:

6-sectional survey ladders or telescopic A-frame stepladders,
Hand chisels,
Non serrated pliers,
Screwdrivers,
Claw hammer,
Crow bar,
Telescopic magnet,
Core sampling kit,
Cloth tape,
Warning signage,
Polythene sheeting and sample bags,
Timber patches to cover intrusions,
Battery powered torch.

All tools are cleaned following each use particularly those used for sampling purposes in order to prevent cross contamination.

4.4 Substances

The following substances will be used during the course of surveying and material sampling activities:

Spray adhesive,
Hand held atomiser spray consisting of water and diluted surfactant,
Filler,
Grab adhesive.

These substances are carried in suitable containers which are labelled accordingly. Specific hazard and risk assessment data sheets are available and accessible to the survey team via the the company's Company Intranet site.

5.0 Health and Safety

5.1 Site Induction Arrangements

Site induction required?	No	**Carried out by:**	N/A
Date:	N/A	**Time:**	N/A
Location:	N/A		

5.2 Personal Protective Equipment (PPE)

In addition to the standard levels of Personal Protective Equipment mentioned within Section 1.4 that the company issues and makes available to all employees, the company's will also ensure that any additional task specific items of PPE that are required for the project are made available as appropriate.

Item:	**Required:**
Safety harness	No
Confined space access equipment	No
Fire retardant coveralls	No
Gas monitors	No
Specialist RPE (e.g. line fed)	No
Transmitter radios	No

5.3 Provision of Welfare Facilities

During the course of the project the company's employees will require access to suitable welfare facilities which will be provided by the client or asbestos/principal contractor unless otherwise specified as below:

Provision of welfare facilities comments:	welfare available on site

5.4 Emergency and First Aid Arrangements

All the company's site based employees carry basic first aid equipment in their vehicles at all times. Site staff will adhere to specific on site arrangements with regard to the provision of first aid, and will familiarise themselves with the necessary details communicated during site inductions including fire arrangements and any other emergency information and procedures.

Address of the nearest accident and emergency department:	

6.0 Accreditations and Training

6.1 UKAS Accreditation

The contracting company holds UKAS (United Kingdom Accreditation Service) accreditation as a testing laboratory, for the sampling of air for fibre counting, fibre counting, the sampling of bulk materials, bulk sample analysis and the analysis of aggregates and track side ballast.

The contracting company also holds UKAS accreditation as an inspection body, for the undertaking of all types of asbestos survey.

This accreditation formally demonstrates the compliance of our Quality Management System with the requirements of both the BS EN ISO 17025 and BS EN ISO 17020 International Standards.

6.2 Staff Training and Qualifications

All staff undergo formal and documented training before being authorised to undertake any unsupervised site works. The training is structured towards the successful completion of either the BOHS (British Occupational Hygiene Society) Proficiency Modules or the equivalent qualifications offered by RSPH (Royal Society for Public Health). All staff also participate in annual in-house refresher training sessions for all technical activities that they undertake on behalf of the Company.

Staff also participate in a range of task relevant training schemes such as CSCS Certification, PASMA (mobile scaffold erection), IPAF MEWP operator, and confined space entry. Staff carry copies of all qualifications and certification verifying their capabilities within their personally issued hardcopy site files.

7.0 Summary and declaration

7.1 Declaration

Supervisor (Lead surveyor)			
I have read this plan of work and fully understand the procedures set out within it and have informed the operatives of the contents			
Name	Company	Signature	Date

Operatives (assistant surveyor/s) / Visitors			
I have been briefed by the supervisor of the details of this plan of work and will work in accordance with the contents			
Name	Company	Signature	Date

APPENDIX 1

RISK ASSESSMENT

The undertaking of a sufficient risk assessment is a requirement under health and safety law, in particular that of the Management of Health And Safety at Work Regulations 1999.

All employees have access to risk assessments and control measures for all generic activities and hazards which are perceived to present a risk during the undertaking of their technical activities on a site. These have been compiled by the Company's Compliance Team based upon the following 5 x 5 scoring matrix .

This section of the document identifies and controls not only those generic hazards which are seen as applicable, but also identifies and controls any site specific hazards that have been considered as pertinent to this particular project, always following the method as detailed below.

Step 1 : Determines the severity of consequences score by categorising , as closely as possible, the identified hazard into one of the scenarios below.

1 - Negligible	2 - Minor	3 - Moderate	4 - Major	5 - Fatal
Minor injury No lost time	Significant injury Time off work for <7 days.	Serious injury Time off work for >7 days.	Major injury or multiple permanent injuries or irreversible health effects.	Incident leading to death of one or more persons

Step 2 : Determines the likelihood of occurrence score by categorising , as closely as possible, the identified hazard into one of the scenarios below.

Score	Likelihood
1 - Unlikely	Has not occurred before
2 - Rare	Rarely occurs
3 - Possible	Possible but not common
4 - Likely	Has occurred before and will again
5 - Almost Certain	Occurs frequently

Step 3 : Determines the overall risk score by multiplying the scores identified in steps 1 & 2 to give the final score which determines risk level.

	Likelihood				
Severity	**1- Unlikely**	**2- Rare**	**3- Possible**	**4- Likely**	**5- Almost Certain**
5- Fatal	5 - Low	10 - Medium	15- High	20- Very High	25- Very High
4- Major	4 - Low	8- Medium	12-Medium	16- High	20- Very High
3- Moderate	3 - Low	5- Low	9- Medium	12- Medium	15- High
2- Minor	2 - Low	4- Low	6- Low	8- Medium	10- Medium
1- Negligible	1- Low	2- Low	3- Low	4- Low	5- Low

ACTIVITY COVERED:	Re-Inspection Survey					
Item	Hazard	At risk	Additional information	Initial risk rating (severity x likelihood)	Brief description of control measures:	Residual risk rating (severity x likelihood)
1.	**Asbestos**	EE, C, V, P	Exposure to Asbestos will normally only be during sampling procedures and should only be a risk to Surveyors.	**3 x 3 = 9** **(Medium Risk)**	1. Adequate Information, Instruction and training provided to all staff. 2. Areas to be cleared of all non essentials personnel if deemed necessary.. 3. PPE and RPE issued to staff and to be used inline with procedures.	**2 x 3 =6** **(Low Risk)**
2.	**Fire and Emergency**	EE, C, V, P	Injury or death may arise from fires within buildings being surveyed. Burns may occur from contact with flames or heated articles. Asphyxiation may occur from smoke inhalation.	**5 X 5 = 25** **(Very High Risk)**	1. Staff to establish means of escape and familiarise themselves with site emergency procedures and muster points should they be in place. 2. Non flammable substances to be carried by EEL personnel. 3. Follow all site smoking rules. 4. Staff to sign in and attend induction if required.	**5 x 2 = 10** **(Medium Risk)**
3.	**Falls from Height**	EE, C, V, P	Serious injury can result from falls at height. Falls can be caused by incorrect use or incorrect erection of access equipment. Ladders will be used often during a survey.	**5 x 4 = 20** **(Very High Risk)**	1. Correct selection of access equipment for the job. 2. Ladders to be correctly secured, ideally at the top if this is not possible footed at the base. 3. No work to be carried out of ladders over 4.5m, anything exceeding this will require the use of a MEWP/ tower scaffold etc. 4. All access equipment is to be formally inspected as advised by the manufacturer an pre-use checks to be completed before every use by the surveyor. 5. When working on roofs, correct edge protection to be in place. 6. Training and Information will be provided to all required employees.	**5 x 2 = 10** **(Medium Risk)**

ACTIVITY COVERED:	Re-Inspection Survey					
Item	Hazard	At risk	Additional information	Initial risk rating (severity x likelihood)	Brief description of control measures:	Residual risk rating (severity x likelihood)
4.	**Falls of Materials**	EE, C, V, P	Materials may fall from height from others working in the vicinity (Especially when sampling Ceilings) Falling objects can cause injury by striking any persons below.	**4 x 4 = 16** **(High Risk)**	1. Hard Hats to be worn when a risk of falling objects is present. 2. Foot protection to be worn at all times. 3. Awareness of others working in the same area.	**4 x 2 = 8** **(Medium Risk)**
5.	**Work Equipment**	EE	Faulty equipment can lead to various forms of injury. i.e. - Cuts, electrocution, burns, broken bones etc. During a re-inspection survey, minimal tools should be required.	**5 x 4 = 20** **(Very High Risk)**	1. All work equipment shall be checked prior to use. 2. Work equipment only to be used for its designed purpose. 3. Care to be taken when using any work equipment.	**4 x 2 = 8** **(Medium Risk)**
6.	**Electricity**	EE, C, V, P	Death or Serious injury can occur through faulty/ improper use of electrical equipment or contact with Live Electrics.	**5 x 4 = 20** **(Very High Risk)**	1. Electrical equipment should be 110v where possible. 2. Care to be taken when working close to electrical services.	**5 x 2 = 10** **(Medium Risk)**
7.	**Manual Handling**	EE	Injuries can occur from lifting and moving materials/ work equipment.	**3 x 4 = 12** **(Medium Risk)**	1. Information and Training given to all staff on Manual Handling. 2. No objects exceeding employees' personal capabilities would be expected to be handled. 3. Mechanical aids to be used where available and deemed necessary.	**3 x 2 = 6** **(Low Risk)**

ACTIVITY COVERED:		Re-Inspection Survey				
Item	Hazard	At risk	Additional information	Initial risk rating (severity x likelihood)	Brief description of control measures:	Residual risk rating (severity x likelihood)
8.	**Slips and Trips**	EE, C, V, P	Slips and trips can lead to injuries due to incorrect stored/stacked materials, uneven/slippy surfaces, poor ground conditions or weather conditions.	**3 x 3 = 9** **(Medium Risk)**	1. All work areas should be well lit either by fixed lighting within the building or portable lighting shall be provided 2. Housekeeping on site to be kept to a high standard and work area kept clear of obstructions. 3. Suitable safety footwear to be worn at all times and cleaned/ dried where necessary. 4. Site awareness and care taken when working, paying attention to any slip or trip hazards. 5. Where practical segregate or mark out any areas that pose a risk. 6. Any spillages by surveyors shall be cleaned up immediately 7. Report any slip or trip hazards inherent on site to the site contact or immediately.	**3 x 2 = 6** **(Low Risk)**
9.	**Hazardous Substances**	EE, C, V, P	e.g. MMMF, Dust/s, Chemicals, etc.	**5 x 4 = 20** **(Very High Risk)**	1. Information and Training to be given to all survey staff. 2. COSHH assessments to be available for all hazardous substances used or carried by our employees. 3. PPE and RPE to be worn in accordance to COSHH assessment. 4. Good hygiene to be practiced. 5. All substances correctly labelled and stored.	**5 x 2 = 10** **(Medium Risk)**

ACTIVITY COVERED:		Re-Inspection Survey				
Item	Hazard	At risk	Additional information	Initial risk rating (severity x likelihood)	Brief description of control measures:	Residual risk rating (severity x likelihood)
10.	**Lone Working**	EE	Risks may arise from, for example: • Un-safe conditions • Acts of violence of aggression. • Sudden onset of illness • Accidents/incidents occurring.	**4 x 3 = 12** **(Medium Risk)**	1. Lone working to be avoided where possible 2. Lone working policy is in place and will be followed at all times implemented. 3. When lone working in high risk areas, surveyor will inform site contact, other persons on site, or regional office staff in case of incident occurring. 4. Mobile phones to be carried at all times. Where possible liaison with tenants/clients to identify potential issues will take place during survey planning stage.	**3 x 2 = 6** **(Low Risk)**
13.	**Confined Spaces**	EE	Death or serious injury due to- Fire or Explosion Gas Exposure Drowning Asphyxiation (Working in confined spaces will not often form part of a re-inspection survey)	**5 x 4 = 20** **(Very High Risk)**	1. No works within confined space without prior planning and notifying compliance department. 2. All Employees expected to work within a confined space will hold adequate training. 3. An emergency plan will be in place and personnel advised on it. 4. Minimum of 2 man team. 5. Appropriate equipment will be in place e.g., Gas detectors, walkie talkies .	**4 x 3 =12** **(Medium Risk)**
14.	**Moving Vehicles**	EE, C, V, P	Death or Serious Injury	**5 x 3 = 15** **(High Risk)**	1. Personnel to make themselves aware of any traffic management plan on site. 2. Employees to be vigilant at all times.	**5 x 2 = 10** **(Medium Risk)**
15.	**Adverse Weather Conditions**	EE	Adverse weather of any form may affect the Health and Wellbeing of personnel.	**4 x 3 = 12** **(Medium Risk)**	1. Staff not to put themselves at risk during such conditions. 2. Appropriate clothing and PPE provided by EEL to be worn.	**3 x 2= 6** **(Low Risk)**

ACTIVITY COVERED:	Re-Inspection Survey					
Item	Hazard	At risk	Additional information	Initial risk rating (severity x likelihood)	Brief description of control measures:	Residual risk rating (severity x likelihood)
16.	**Various Minor injuries.**	EE	Small injuries may occur during normal surveying procedures e.g. minor cuts or grazes, dust and debris in eyes.	**n/a**	3. Personal use first aid kits issued to all surveyors to deal with minor injuries. 4. Full PPE kits including googles and gloves issues. 5. Ongoing training, instructions and toolbox talks given to all surveyors. 6. Good working practices to be followed by all.	**n/a**
Assessment carried out by:	Helen Fisher				Date:	Sept xxxx