# General Site Risk Assessment Guidance

(Revised January 2016)

<table>
<thead>
<tr>
<th>Likelihood (L)</th>
<th>1 = Low (Unlikely)</th>
<th>2 = Medium (Possible)</th>
<th>3 = High (Probable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severity (S)</td>
<td>1 = Slight (Up to 3 days off work)</td>
<td>2 = Serious (More than 3 days off work)</td>
<td>3 = Major (Death or Major injury)</td>
</tr>
<tr>
<td>Risk (R) (Calculated L x S)</td>
<td>1 - 3 = Low</td>
<td>2 - 6 = Medium</td>
<td>7 - 9 High</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity/Element</th>
<th>Potential Hazards</th>
<th>Person at Risk</th>
<th>Control Measures</th>
<th>Action Taken</th>
</tr>
</thead>
</table>
| Delivery to site including General Site access routes | * Vehicle movements  
* Trips, slip and fall hazards | Company staff. Site staff. Public | * Agree vehicle and access routes with site staff  
* Use help or extra staff to guide vehicle when required  
* Do not enter working areas and walkways unless free from obstructions, eg. Stored material, waste, etcetera  
* Tread carefully, checking ground ahead  
* Wear steel toe capped boots, hi-vis jacket or waistcoat | Company staff, and site staff if necessary |
| General material movement and storage | * Risk of back and muscle or other injury  
* Trapping of hands  
* Impact crushing injuries  
* Fractures to feet  
* Slips, trips and falls  
* Obstruction in walkways/routes  
* Falling or dropping  
* Insecure stacking or leaning of The Playhouse Company components | Company staff | * Care to be taken to plan route by which all components are to be carried and that it is clear of people and obstacles  
* Ensure items are removed from vehicle sequentially  
* Panels r section larger than 1.2m square to be carried by 2 people if present. If carried by one person, care to be taken to ensure the route is clear of people and obstacles  
* All sections and components to be laid on the ground or stacked securely within the direct area of the site.  
* Suitable carry gloves and safety boots to be provided | Company staff |

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**General control of harmful substances**
- Solvent based paints, glue and silicon may be required for the construction of a product which can be irritant and harmful if consumed.

<table>
<thead>
<tr>
<th>Activity/Element</th>
<th>Potential Hazards</th>
<th>Person at Risk</th>
<th>Initial</th>
<th>Control Measures</th>
<th>Modified</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>General control</td>
<td>Company staff</td>
<td>Company staff</td>
<td>L=1 S=2 R=2</td>
<td>Ensure substances are carried only along the agreed route.</td>
<td>L=1 S=1 R=1</td>
<td>Company staff</td>
</tr>
<tr>
<td>of harmful</td>
<td></td>
<td></td>
<td></td>
<td>To be used only by The Playhouse Company staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>substances</td>
<td></td>
<td></td>
<td></td>
<td>To be stored at all times within the designated site and away from the perimeter</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General housekeep</td>
<td>Slips, trips and falls</td>
<td>Company staff</td>
<td>L=2 S=2 R=4</td>
<td>Keep the area organised and tidy at all times</td>
<td>L=1 S=1 R=1</td>
<td>Company staff</td>
</tr>
<tr>
<td>ing of the site</td>
<td>Discarded materials and waste</td>
<td>Site staff</td>
<td></td>
<td>Waste to be immediately placed in waste containers/receptacles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials poorly stored and or untidy</td>
<td></td>
<td></td>
<td>Store all materials securely and tidy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work areas not maintained</td>
<td></td>
<td></td>
<td>Ensure all work areas are properly lit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poorly lighted work area</td>
<td></td>
<td></td>
<td>Wear appropriate footwear and clothing to prevent or inhibit movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inappropriate footwear and clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manuel handling</td>
<td>Risk of back and muscle or other injury</td>
<td>Company staff</td>
<td>L=3 S=2 R=6</td>
<td>Training to be given for safe lifting and handling</td>
<td>L=1 S=1 R=1</td>
<td>Company staff</td>
</tr>
<tr>
<td>operations</td>
<td>Trapping go hands</td>
<td></td>
<td></td>
<td>Factors to be considered when lifting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Impact crushing injuries</td>
<td></td>
<td></td>
<td>Seek assistance if too heavy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fractures to feet</td>
<td></td>
<td></td>
<td>Ensure any electrical equipment is disconnected prior to moving</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stips, trips and falls</td>
<td></td>
<td></td>
<td>Always check the environment where the object is to be positioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obstructions in walkways and routes</td>
<td></td>
<td></td>
<td>Check all access routes are clear</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>Person at Risk</th>
<th>L</th>
<th>S</th>
<th>R</th>
<th>Control Measures</th>
</tr>
</thead>
</table>
| General use of electrical equipment | • Electric shock  
• Electrocuton  
• Use of portable equipment  
• Contact with sharp cutting equipment  
• Manuel handling injuries  
• Contact with water or moisture  
• Damaged equipment  
• Loose wires  
• Overloaded circuits  
• Short circuits | Company staff | 2 | 3 | 6 | • Use battery powered tools wherever possible  
• Regular PAT & inspection of portable appliances  
• Equipment to be checked before use  
• Only staff trained in use of equipment to use it  
• Use in accordance with supplier guidelines  
• Protective equipment supplied  
• Staff trained in lifting and handling  
• Where damage presents a risk of injury, the equipment should not be used |
| Delivery vehicles driving onto delivery site. Unloading vehicles | • Delivery vehicle  
• Insecure loads  
• Collision with persons and or objects  
• Collision with other vehicles  
• Adverse weather conditions  
• Trapping of hands  
• Impact crushing injuries  
• Fractures to feet  
• Slips, trips and falls  
• Death or major injury | Company staff. Site staff | 3 | 3 | 9 | • Check the load is stable and secure  
• Before removing ropes etc. check the load will not move  
• Keep bystanders and passers-by away from the vehicle during unloading operations  
• Safety footwear to be worn by persons unloading  
• Ensure that pedestrians are kept clear from vehicles when reversing  
• Where possible, avoid the need for reversing onto site  
• Where possible, avoid the need to reverse back onto the public highway |

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| Hand excavation  | • Contact with underground services  
• Manual handling injuries  
• Risk of weils disease                                                          | Company staff  | • Consider the site carefully looking at layout of drains, external lights and features etc.  
• Careful hand digging to avoid contact with underground services  
• Wear suitable PPE, steel toe capped boots and hi-vis jacket or waistcoat  
• Keep excavations clear of water  
• Do not make excessive excavations and do not use mechanical digging equipment  
• Clean hands once work is complete and before eating, drinking or smoking  
• Washing facilitates provided                                          | Company staff  |
| Site work        | • General hazards when visiting construction sites  
• All the hazards as identified within this risk assessment                      | Company staff  | Site staff  
• Enter the site through the designated entrance/access route                  | Company staff  |
| Working at height| • Falling from height  
• Falling materials from height  
• Bone fracture  
• Concussion  
• Flesh wound  
• Impact injuries                                                             | Company staff  |  
• Use only suitable equipment  
• Ensure it is set up on safe secure ground  
• Test stability prior to climbing steps  
• Seek assistance to steady equipment if required                                 | Company staff  |
| Use of hand tools | • Cuts and abrasions  
• Impact injuries  
• Eye injuries  
• Foot injuries                                                               | Company staff  |  
• Site of works to be kept neat and tidy at all times  
• Appropriate PPE, steel toe capped boots, gloves, hi-vis jacket or waistcoat  
• Eye protection to be worn                                                  | Company staff  |
### Dis-assembling and moving products

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<th>Control Measures</th>
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<tbody>
<tr>
<td>Cuts and abrasions</td>
<td>Company staff</td>
<td>Care to be taken to plan route by which all components are to be carried and that it is clear of people and obstacles</td>
</tr>
<tr>
<td>Falling form height</td>
<td>Site staff</td>
<td>Panels or section larger than 1.2 square to be carried by 2 people if present. If carried by one-person case to be taken to ensure the route is clear of people and obstacles</td>
</tr>
<tr>
<td>Risk of back and muscle or other injury</td>
<td>Public</td>
<td>All sections and components to be laid on the ground or stacked securely within the direct area of the site</td>
</tr>
<tr>
<td>Trapping of hands</td>
<td></td>
<td>Suitable carrying gloves and steel toe capped boots to be provided</td>
</tr>
<tr>
<td>Impact crushing injuries</td>
<td></td>
<td>Take care of removal of screws and transport them carefully in a container to the new location</td>
</tr>
<tr>
<td>Fractures to feet</td>
<td></td>
<td>Ensure old site is completely clear before leaving</td>
</tr>
<tr>
<td>Slips, trips and falls</td>
<td></td>
<td></td>
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<tr>
<td>Obstruction in walkways and route</td>
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<td>Falling or dropping</td>
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<tr>
<td>Insecure stacking or leaning of playhouse</td>
<td></td>
<td></td>
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<tr>
<td>components</td>
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</table>

**Potential Hazards:**
- Cuts and abrasions
- Falling form height
- Risk of back and muscle or other injury
- Trapping of hands
- Impact crushing injuries
- Fractures to feet
- Slips, trips and falls
- Obstruction in walkways and route
- Falling or dropping
- Insecure stacking or leaning of playhouse components