

Maintenance Risk Assessment Manual

Contents

1. Power Tools
2. Manual Handling
3. Use of Ladders
4. Use of Steps/Hop-Ups
5. Housekeeping
6. Use of Mobile Towers on Site
7. Hand Tools

Power Tools

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Power Tools							

[Your Church Name Here] Maintenance Risk Assessment Manual

Parts being ejected from machine when in use i.e., Abrasive wheel disintegrating or sparks flying from machine when in use; fumes from petrol or diesel engine; short circuit of electrical power tool.	Employees, Contractors and Official Visitors	Medium	<u>Before using the Power Tool</u> - It will be ensured that the equipment to be used is the correct item to be used for that job. - Pre-start checks will be carried out to ensure all safety devices are in place and in good order. - The operative will have been trained to use that particular piece of equipment and to correctly mount the attachments (abrasive wheels, drill bits, etc). - The operative will be in possession of the correct PPE to use a power tool- head protection, safety footwear, eye protection, hearing protection and respiratory protection.	Medium	Review control measures in 6 months.	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	
Parts being ejected from machine when in use i.e., Abrasive wheel disintegrating or sparks flying from machine when in use; fumes from petrol or diesel engine; short circuit	Employees, Contractors and Official Visitors	Medium		Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person]	

			• If the PPE requires the operative to have training in its correct use, they will be trained. <u>Whilst using the Power Tool</u> • The operative will take account of any other persons in the nearby area and take appropriate measures to ensure that they are not in an area where they may be put at risk by the usage of this tool. • Depending on the power tool used, dust suppression or other associated control measures will be put in place.				
--	--	--	--	--	--	--	--

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
of electrical power tool. Parts being ejected from machine when in use i.e., Abrasive wheel disintegrating or sparks flying from machine when in use; fumes from	Employees, Contractors and Official Visitors		• If the power tool is going to be used in a confined space or a flammable atmosphere the power tool will conform to the requirements of working in that particular hazardous area. • If the power tool gives off sparks or fumes when in use, control measures will be put in place to deal with these. • All attachments used will be compatible with the power tool the operative is using and the job it is required to do. • The equipment will be properly maintained and serviced.			responsible in line with the specific control measure bullet point] [Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put	

[Your Church Name Here] Maintenance Risk Assessment Manual

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
petrol or diesel engine; short circuit of electrical power tool.						the name of each person responsible in line with the specific control measure bullet point]	

Manual Handling

[Your Church Name Here] Maintenance Risk Assessment Manual

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Manual Handling							
Lifting heavy or awkward loads and Slips, trips or falls	Employees, Contractors, Official Visitors	Medium	<u>Before you start</u> - Identify operations which involve lifting heavy or awkward loads, or repetitive lifting operations. - Find ways of either avoiding the handling altogether or using mechanical aids to minimise the amount of manual handling. <u>When handling</u> - Sharing loads which have to be lifted by hand- whilst some workers are stronger than others, no	Low	Review control measures in 6 months.	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

[Your Church Name Here] Maintenance Risk Assessment Manual

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Lifting heavy or awkward loads and Slips, trips or falls	Employees, Contractors, Official Visitors	Medium	one is immune from injury. • Loads will be positioned by machine and planned to reduce the height from which they have to be lifted and the distance over which they have to be carried. • Workers will be trained in safe lifting techniques and sensible handling of loads. • Workers will not be permitted to lift items weighing more than 20kg on their own. • Workers will wear appropriate PPE- overalls and safety footwear. • Where possible, materials will be ordered	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

[Your Church Name Here] Maintenance Risk Assessment Manual

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			to come in bags that are small and easy to handle sizes.				

Use of Ladders

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Use of Ladders							
Operatives falling from the ladder Materials falling from ladders onto people below	Employees, Contractors, Official Visitors	Medium	<u>Before Use</u> - A ladder will only be used where a risk assessment has been completed which demonstrates that the use of more suitable work equipment is not justified because of the low risk and short duration of the work the ladder is being used for. <u>During Use</u> - Ensure that any surface upon which a ladder rests is stable, firm, of sufficient strength and of	Low	Review control measures in 6 months.	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Operatives falling from the ladder Materials falling from ladders onto people below	Employees, Contractors, Official Visitors	Medium	suitable composition to safely support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it. • The ladder will be positioned to ensure its stability during use. • A suspended ladder will be attached in a secure manner and so that (with the exception of a flexible ladder) it cannot be displaced and swinging is prevented. • Any portable ladder must be prevented from slipping during use by: a) securing the stiles at or near their upper or lower ends and b) an effective	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Operatives falling from the ladder Materials falling from ladders onto people below	Employees, Contractors, Official Visitors	Medium	anti-slip, other effective stability device or any other arrangement of equivalent effectiveness. - Any ladder used for access will be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm hand hold. - No interlocking or extension ladder will be used unless its sections are prevented from moving relative to each other while in use. - Any mobile ladder must be prevented from	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Operatives falling from the ladder Materials falling from ladders onto people below	Employees, Contractors, Official Visitors	Medium	moving before it is stepped on. - Where a ladder or run of ladders rises a vertical distance of 9m or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms. - Every ladder will be used in such a way that: a) a secure handhold and secure support are always available to the user and b) the user can maintain a safe handhold while carrying a load. - Appropriate PPE will be worn by the operative- head protection, hand	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
		Medium	protection and safety footwear. In case of a step ladder, where the maintenance of a handhold is not practicable when a load is carried, a risk assessment should be undertaken to demonstrate that the use of a stepladder is justified because of the low risk and the short duration of use. For example, utilising the second rung of a ladder to access electrical/plumbing work could be classed as low risk. Alternatively standing on the top rung to pull cable on a refurbishment can be considered high risk.	Low			
			Operatives should be competent persons, the person undertaking				

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			the task should have such practical and theoretical knowledge and actual experience of the type of the ladder which he has to examine as well enable him to detect defects or weaknesses which it is the purpose of the examination to discover and to assess their importance in relation to the strength and functions of the ladder. In other words, the competent person must not only be able to discover defects but must be able to tell what effect they are likely to have. Information instruction and training can be achieved through bespoke courses and/or tool box talks etc				

Use of Steps/ Hop-ups

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action.	When action to be completed by:
Physical or Management Area or Activity: Use of Steps/ Hop-ups							
Falls of operatives from steps/ hop-ups Falls of materials from steps/ hop ups onto people below	Employees, Contractors, Official Visitors	Medium	- A Step/hop-up must only be used where a risk assessment has been completed which demonstrates that the use of more suitable work equipment is not justified because of the low risk and short duration of the work. - Ensure that any surface upon which a Step/ hop-up rests is stable, firm, of sufficient strength and of suitable composition safely to support the Step/ hop-up so that its rungs or steps	Low	Review control measures in 6 months	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action.	When action to be completed by:
Falls of operatives from steps/ hop-ups Falls of materials from steps/ hop ups onto people below	Employees, Contractors, Official Visitors	Medium	remain horizontal, and any loading intended to be placed on it. • Ensure the Step/ hop-up is so positioned to ensure its stability during use. • Every Step/ hop-up shall be used in such a way that, a) a secure handhold and secure support are always available to the user; b) the user can maintain a safe handhold when carrying a load. • When using this equipment, the operative will wear appropriate PPE- head protection, hand protection and safety footwear.	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

[Your Church Name Here] Maintenance Risk Assessment Manual

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action.	When action to be completed by:
Falls of operatives from steps/ hop-ups Falls of materials from steps/ hop ups onto people below	Employees, Contractors, Official Visitors	Medium	Where the maintenance of a handhold is not practicable when a load is carried, a risk assessment should be undertaken to demonstrate that the use of a stepladder is justified because of the low risk and the short duration of use. For example, utilising the second rung of a ladder to access electrical/plumbing work could be classed as low risk. Alternatively standing on the top rung to pull cable on a refurbishment can be considered high risk.	Low			
			Operatives should be competent persons, the person undertaking the task should have such practical and theoretical knowledge and actual experience of the type of the				

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action.	When action to be completed by:
			ladder which he has to examine as well enable him to detect defects or weaknesses which it is the purpose of the examination to discover and to assess their importance in relation to the strength and functions of the Step/hop-up. In other words, the competent person must not only be able to discover defects but must be able to tell what effect they are likely to have. Information instruction and training can be achieved through bespoke courses and/or tool box talks etc.				

Housekeeping

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Housekeeping							
Rubbish and waste material	Employees, Contractors, Official Visitors, General Public	Medium	- Plan how the site will be kept tidy. In particular, walkways and stairs should be kept free of tripping hazards such as trailing wires and loose materials. - It is especially important to ensure that emergency routes are kept free from trip hazards. - Clear paper, recycling products and other materials to reduce fire risks. - Ensure that all substances which are	Medium	Review control measures in 6 months	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Rubbish and waste material	Employees, Contractors, Official Visitors, General Public	Medium	hazardous to health are locked away in a secure room, when they have been used and finished with. • Ensure that skips are removed from site when they are full, and where necessary closed skips should be used to prevent rubbish being blown over the site. • Workers will wear appropriate PPE- head protection, hand protection, safety footwear.	Medium		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	
			Ensure all staff are inducted into the housekeeping rules and systems to be employed on the site.				

Use of Mobile Towers on Site

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Use of Mobile Towers on Site							
Falling from tower	Employees, Contractors, Official Visitors	Medium	- Ensure the base is not on soft and uneven spots; the supporting ground should be made solid or be bridged. Where it is appropriate to use sole plates or base plates, they should be checked to see that they are properly installed. The foundation should be checked to see that there is no possibility of undermining. - Ensure that castors/wheels are	Low	Review control measures in 6 months	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Falling from tower	Employees, Contractors, Official Visitors	Medium	restrained in the tower frame, and any adjustable legs should be checked for correct seating. While the tower is in use the wheels should be in a parked position. For tube and fitting towers, standards and ledgers should be checked to ensure that they are vertical and level, respectively: similar checks should be carried out for systems and prefabricated towers. Damaged or grossly corroded tubes should be replaced or reinforced with sound members.	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Falling from tower	Employees, Contractors, Official Visitors	Medium	Bracing and other members on prefabricated towers should be checked to ensure that latching hooks are seated properly and functioning correctly. Joints should be inspected for damage to tubes, welds or connections, or looseness of fit. Any damaged couplers on tube and fitting towers should be replaced, and loose or incorrectly fitted ones should be rectified. Sleeve couplers should always be used for connecting members end to end.	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Falling from tower	Employees, Contractors, Official Visitors	Medium	- A check should be made that there is the correct number of boards in the width of the scaffold, and that they are adequately supported. Boards should be examined for excessive damage, and any faulty boards replaced as necessary. Platform boards should be (950mm) checked for the correct operation of any trap doors. - The height of the guardrail should be checked and any loose, defective or missing items corrected. - Check for plan and facade bracing, depending on the type of	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			tower scaffold and manufacturer's instructions. Missing braces should be replaced and loose braces tightened. Workers will wear appropriate PPE- safety footwear and head protection.				
Tower in connection with electricity cables/Light fittings Overturning of tower	Employees, Contractors, Official Visitors	Low	The attachment and positioning of stabilisers or outriggers should be checked. On mobile towers the eight to base ratio or the manufacturer's recommended maximum height should not be exceeded. On static towers, ties, when	Low		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the	
	Employees, Contractors,	Low		Low			

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Tower in connection with electricity cables/Light fittings Overturning of tower	Official Visitors	Low	required, must be fixed and maintained. - When moving a mobile tower: 1) Check that there are no power lines or overhead obstructions in the way; 2) Check that there are no holes or dips in the ground; 3) Do not allow people or materials to remain on it as towers tip over very easily when being moved. Many U.K. manufacturers of aluminium alloy towers normally recommend a maximum height to least base ratio of 3:1 (if the tower is to be used outside) and 3.5:1 (if the tower is to be used inside): these ratios will not	Low		specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			apply, however if the towers are likely to be exposed to anything more than light winds. Manufacturer's recommendations must be followed.				
			Training Required: Towers are to only be erected by trained/instructed staff. Instruction on the erection of scaffold towers and awareness of associated risks and hazards. Manufacturers' guidance on the erection of the tower must be available and adhered to.				

Risk Assessment- Use of Hand Tools

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
Physical or Management Area or Activity: Use of Hand Tools							
Broken/defective hand tools causing injury	Employees, Contractors, Official Visitors	Low	- Hand tools should be visually inspected for defects, prior to use. - Simple hand tools usually require minimal maintenance, but where necessary this should be carried out as and when required. - Where necessary, defective hand tools should be replaced if it is not economical to have an effective repair carried out. - When using hand tools, workers will wear appropriate PPE- hand protection, eye	Low	Review control measures in 6 months	[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			protection, safety footwear and hearing protection.				
Using incorrect hand tool for the job	Employees, Contractors, Official Visitors	Medium	- Hand tools should only be used for the job they were designed to do, e.g. Screwdrivers should not be used as chisels. - Where specialist hand tools are to be used, training may be necessary prior to their use.	Medium		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action?	When action to be completed by:
			Where specialist hand tools are to be used instruction in their correct use may be necessary, i.e. Some woodworking hand tools used by an apprentice may need to be under the instruction and guidance of a trained joiner/tradesman.				