RAMS004-CEN

Use Of Mobile Elevated Working Platforms

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LINKED DOCUMENTS

Document Name	Location
ARTSM Guidance on the Use of Portable Traffic Signals	Documents/QHSE/Support Documents/Traffic Management Support Docs
Guidance Note GS6 (Fourth edition) Avoiding danger from overhead power lines.	Documents/QHSE/Support Documents/VRS and Fencing Support Docs
HS016-CEN Product Familiarisation Authorization Form	Documents/Shared/FORMS) HS_Health_&_Safety
OF20-CEN Task Briefing Sheet	Documents/QHSE/Approved RAMS
OF022-CEN MEWP Emergency Rescue Plan	Documents/Shared/FORMS) OF Operations
PY002-CEN Vehicle Policy	Documents/QHSE/Policies/Policies
PY003-CEN Incident Reporting Policy	Documents/QHSE/Policies/Policies
PY007-CEN Lone Working Policy	Documents/QHSE/Policies/Policies
PY036-CEN Health & Well Being Policy	Documents/QHSE/Policies/Policies
PY051-CEN Working at Height Policy	Documents/QHSE/Policies/Policies
PY053-CEN Personal Protection Policy (PPE)	Documents/QHSE/Policies/Policies
RA015-CEN Working Near Water	Documents/QHSE/Approved RAMS
RAMS025- Works at or near a level crossing in place.	Documents/QHSE/Approved RAMS
Safety at Streetworks and Road Works Code of Practice (Red Book)	Documents/QHSE/Support Documents/Traffic Management Support Docs
The selection, management, and use of mobile elevating work platforms GEIS6	Documents/QHSE/Support Documents/Traffic Management Support Docs
Traffic Signs Manual Chapter 8 Part 1 & Part 2 2009.	Documents/QHSE/Support Documents/Traffic Management Support Docs
Traffic Signs Manual Chapter 8 Part 3 2016	Documents/QHSE/Support Documents/Traffic Management Support Docs
TR001-DHB (Drivers Handbook)	Documents/QHSE/Drivers Handbook

Note: All the above documents can also be found on the field service tablets, if you are unable to locate it on your field service tablet please speak to your line manager.

SUMMARY

This generic RAMS document covers working at height from a Mobile Elevated Working Platform (MEWP) with self-propelled booms, hydraulic van mounts & scissor lifts.

The Operative(s) working under this RAMS document must have undergone suitable training and competency assessments to satisfy the requirements of the nationally recognised standard, **International Powered Access Federation (IPAF).** A minimum of 1 trained operative is required, that person operating the machine **MUST** hold the IPAF qualification.

IPAF – Approved Training - Static Vertical (1a), Static Boom (1b), Mobile Vertical (3a), Mobile Boom (3b), Specialist Machines (SPECIAL).

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If traffic management is required, this will be installed in accordance with the Safety at Street Works / Road Works Code of Practice, Traffic Safety Measures for Road Works, and Temporary Situations: Chapter 8, and company approved RAMS for the task. Where significant traffic management is required, including all high-speed, road static and mobile lane closures, this is to be provided by specialist traffic management crews.

A Task Briefing including the OF022-CEN MEWP Emergency Rescue Plan will be given for all MEWP works, detailing any site-specific information relevant to the specific works being undertaken.

Ares of importance to be added to the TBS but not limited to:

- Over Head Cables
- Over Head Structures
- Not to travel with the working Platform raised

Risk Assessments with continuous monitoring, are essential to safe operation of MEWP works.

Any deviation from this method statement or any linked documents mentioned below, must be agreed with the Hatton QHSE Manager.

WHAT THE LAW REQUIRES

The Work at Height Regulations 2005 require an assessment to be conducted before starting any work at height. If the assessment determines that the work can be conducted in a way that avoids having someone working at height, then this must be done.

However, if the assessment confirms that there is no alternative to working at height then the work must be meticulously planned and organised in advance by a competent person to ensure that the most suitable work equipment is chosen.

When choosing the most suitable work equipment, you must follow the fall protection hierarchy. This states the order in which protective measures should be considered to prevent and mitigate the risks when working at height cannot be avoided.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require the risks from using equipment at work to be prevented or controlled and specifically focuses on minimising the overturning risks associated with mobile work equipment such as MEWPs. This is particularly relevant when considering the ground, environmental and operating conditions that the MEWP may experience.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that all lifting operations be to be planned by a competent person and that any equipment used for lifting or lowering loads or people (including MEWPs) should be of adequate strength and stability and thoroughly examined at regular intervals thereafter.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum requirements on site for these RAMS for all personnel are:

Hard Hat	Eye Protection	Hi-Vis Clothing	Safety Gloves	Safety Boots
				
Colour dependent on role, with 4-point chin strap that meet EN397 & EN12 492 standards. Head torch to be worn for night working and poor visibility	Safety glasses or goggles To be worn for task specific work or when required by client / site	Long sleeve Hi-Vis Jacket EN 20 471 class 3 Hi-Vis trousers EN ISO 20 471 class 1	Minimum of cut level F	(laced only) metatarsal if required by client / contractor S3 steel toe cap with ankle support

Black	White	Blue
		
SMSTS Managers and SSSTS Supervisors	General use, Managers, Clients and Competent Operatives	Trainee workers and Site visitors

Serviceable and tested Harnesses and Lanyards are required to be worn and secure at all times when working from the MEWP platform

Note	The above PPE requirements apply to either Yellow or Orange (this could depend on Client's requirements). PPE is to be clean, fit for purpose and identifiable with the company logo.

PRE WORKS

Supervisor/Line Manager

Before allocating work that involves any MEWP the Supervisor/ Line Manager **MUST** ensure that:

- A site-specific risk assessment will be undertaken by the any competent supervisor or manager prior to works commencing. The purpose of this is to record special risk considerations e.g., overhead obstructions, near railways, waterfront, area with high pedestrian traffic, etc.
- A MEWP Emergency Rescue Form is filled out fully and the IPAF Operative(s) understand it.
- The Operative(s) are trained to the IPAF standard before using the MEWP and competent to operate it.
- The IPAF Operative has been given a Task Briefing and has read the generic and site-specific method statements and risk assessments.
- The IPAF Operative attends a site induction when required before works are undertaken.
- The IPAF Operative is not lone working.
- The IPAF Operative(s) know the emergency and evacuation procedures so that they know what to do, for example, if the power to the platform fails, or a fire breaks out in the building or area worked in.
- Ensure all MEWPs have an in date thorough examination certificate that is always available with the vehicle, this examination certificate can be obtained from the supplier or through the logistics department
- All harnesses & lanyards have been inspected using the OF025-CEN Document with check sheets in date. Prior to use, they have been visually inspected, and inspection recorded. Example on page 11, the form is in SharePoint\Documents\Shared\Forms\OF _Operations Forms.
- That any works near too or adjacent to existing overhead structures/cables have the required specific permit to work, before works commence on site and is allocated to the Job Pack on the Field Service System. (Read **Guidance Note GS6 (Fourth edition) Avoiding danger from overhead power lines.)**

IPAF Operative

Prior to leaving the depot the IPAF Operative(s) **MUST** ensure the following:

- Full PPE is always worn – Steel Toe capped boots, Hi-Visibility Jacket & Trousers, Hard Hat, Gloves, Harness, lanyard (Inspected and in date) & Goggles
- They have in their possession their relevant IPAF training record card.
- All the required documentation is available on the Field Service System for the works they are to undertake.

- They understand what is required of them through the Task Briefing, if in doubt they are to speak to their Supervisor/Manager.
- They understand RAMS and other associated documentation for the works.
- Completed, Vehicle Daily Walk around check, including all MEWP equipment and controls. (Any safety critical defect found on the walk around check MUST be repaired before the MEWP is used.
- Kit is suitable for the works to be undertaken; defective kit is not to be used.
- Kit is securely loaded on to the vehicle.
- Correct quantities of 2-way radios are available, tested and that they are fully charged, a spare radio and at least 1 spare battery (fully charged) per radio are available.

MEWP

The IPAF Operative(s) **MUST** check before the use of the MEWP that:

- The IPAF Operative will have conducted the pre use safety checks in line with the platform manufacturer's and IPAF guidance prior to leaving the depot to ensure the machine is safe to use on site.
- The work platform that is provided has guard rails and toe boards or other suitable barriers.
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated.
- Any outriggers are extended and chocked as necessary before raising the platform.
- Where MEWP's have meshed platform floors, the mesh is fine enough to prevent materials, especially nails and bolts from slipping through.
- Work platforms are clean and tidy.
- That a safe space around the MEWP when elevated is not occupied.
- Operatives to ensure they have checked that the lanyard anchor points are present on the MEWP and free from damage, and check that their lanyards fit the anchor point

ARRIVING ON SITE

- The MEWP is to be parked as close to the working area as possible by the IPAF Operative to reduce the amount of transit required by the access platform.
- The IPAF Operative shall assess the site to identify all potential risks hazardous to health. If significant hazards are found not previously identified, the Operative shall refer to the Supervisor for further instruction before proceeding.
- Take Pre-Work photos from a safe location.

COMMENCING WORK

- On site the IPAF Operative will conduct /survey and plan the route to the outcome position.

- IPAF Operative to check for obstructions overhead and within operating radius of MEWP and care to be taken to avoid any part of the MEWP encountering these obstructions, passing traffic or members of public.
- The IPAF Operative is to ensure legs are lowered and are located on suitable stable ground, spreader plates may be required if on softer ground.
- The IPAF Operative is to ensure the MEWP is levelled and bubble is within the operating circle. Stabilizer legs are **NOT** to be placed on manholes or ground level service ducts of any kind.
- Ensure remote controls are accessible and emergency lowering motor and emergency switches all function correctly.
- All Operatives working with a MEWP to have understanding and training in Operating emergency ground controls in case of emergency.
- If both crew members need to use MEWP, they must ensure they have a mobile phone with them in case of emergency.
- The IPAF Operative will ensure that the safe working load of the machine is always observed.
- The IPAF Operative is responsible for ensuring that all occupants in the access platform cage wear a suitable harness & Lanyard that has been inspected, in date with no visual damage to it and they are always clipped on to the MEWP specific anchor points.
- Once in position the IPAF Operative can operate the machine and elevate the platform to the height required to conduct the operation safely.
- Once the machine is in place the work can then continue from the platform.
- Once work is completed the IPAF Operative will return the platform to its docking location, deactivate the machine and the occupants will leave the access platform.

NOTE – If the MEWP is to be moved to access another work area, the platform **MUST** be returned to its docked location and deactivated, under **NO** circumstances **MUST** the MEWP be moved whist elevated.

END OF SHIFT

- The working platform is to be free of tools and equipment.
- All power is to be turned off, and keys removed from the bucket by the IPAF Operative.
- Signing and guarding removed in a safe manner (refer to CoP) and ensure the site is free from surplus materials, debris, and equipment.
- Return to the depot and hand in any relevant paperwork that is not covered within the field service system.

EMERGENCY RESCUE GUIDANCE

Normal and auxiliary control systems built into a mobile elevating work platform (MEWP) will allow the IPAF Operator to bring the platform of the machine safely to ground level under controlled conditions. It is extremely unusual not to be able to lower the platform using these controls or for all these systems to fail.

The following is an example of a rescue plan for people who work at height using a MEWP, this form can be found in **SharePoint\Documents\Forms\OF _Operations Forms – OF022-CEN MEWP**

MEWP details - Manufacturer/model/ID:

Location of use:

Date and duration of rescue plan: From / / to / /

Emergency	Proposed Action
Failure of upper control functions while elevated	Where the normal upper control functions fail, the IPAF Operator will use the upper auxiliary controls to lower the platform safely
Failure of the IPAF Operator to be able to operate the MEWP functions while elevated due to one of the following reasons: A. IPAF Operator incapacitated. B. Auxiliary functions fail to operate from the upper control station	Where the IPAF Operator is incapable of lowering the raised platform using the upper controls, appointed person familiarized in the use of the 'ground' controls will lower the platform safely using the normal ground controls
Failure of normal ground controls	Where the normal ground controls fail, appointed person familiarized in the use of the 'ground' controls will use the ground auxiliary controls to safely lower the platform
Failure of ALL normal and auxiliary lowering functions	Where all normal and auxiliary functions have failed, a competent and authorized service engineer should be called using the details below. **Name:** **Contact details:**
Names of nominated ground person(s) on site, familiarized and authorized to lower the work platform in the event of an emergency or a machine malfunction	

Name	Signature
This rescue plan should be brought to the notice of those exposed to the risk of working at height, and those supervising and managing working at height.	

MID-AIR RESCUE

A mid-air, platform to platform rescue should only be undertaken in exceptional circumstances and only after:

- All normal and auxiliary lowering procedures have been attempted and these are unable to lower the platform.
- Site Management have contacted the competent and authorized service engineer listed in the rescue plan, to report failure of normal and auxiliary lowering systems and request engineering assistance.

If after inspection by the competent engineering assistance, it is not possible to affect a timely repair to allow the machine to be brought to the ground safely, Senior Site Management should be contacted for permission to conduct mid-air rescue.

Or

Where competent engineering assistance is not readily available and an immediate risk exists to the health and safety of any of the occupants from remaining in the elevated basket until an engineer can attend, then Senior Site Management should be contacted for permission to conduct mid-air rescue.

Code of practice for mid-air rescue:

- Rescue using another MEWP should only be performed once a site-specific risk assessment has been conducted and a specific plan has been documented and approved by Senior Management.
- The rescue machine must be positioned to enable the rescue procedure to be conducted without compromising the safety of any personnel involved in the rescue procedure.
- The platforms of both machines must be adjacent to each other with a minimal gap between them, unless exceptional circumstances mean this is not possible. (Where this is not possible, the circumstances shall be documented onto the risk assessment form.)
- Where reasonably practicable, precautions should be taken to prevent inadvertent movement of both platforms during the transfer.
- The person being rescued (transferred from basket to basket) should wear a full body harness with an adjustable lanyard – the lanyard should be attached to the anchor point on the rescue machine before transfer takes place.
- Care must be taken not to overload the rescue machine during transfer. This may mean making more than one journey to complete the rescue.
- Further guidance on mid-air rescue can be found in ISO 18893:2014 - 6.1.2.8.

WORKING AT HEIGHT SAFETY ASSOCIATION

Technical Guidance Note 1 – Considerations for the use of personal fall protection equipment.

INTRODUCTION

This information sheet gives very brief guidance on points to consider when selecting and using personal fall protection equipment such as anchor devices, harnesses, and lanyards.

It is intended for employers, supervisors, and users of such equipment, as an indication of the types of issues which should be considered. It is summary guidance only. The order of items is not significant.

WHAT TRAINING IS REQUIRED

WAHSA strongly recommend that all users of fall protection equipment are trained by a competent organization. Training should include information on the selection of the correct products for the intended work situation and pre-use checks for specific equipment.

CONSDIERATIONS FOR THE USE OF FALL PROTECTION EQUIPMENT

- Suitability – have you got the right equipment and is it fit for purpose?
- Condition – has the equipment suffered any damage and is it fit for use?
- Traceability – do you know the history of the equipment and has it looked after properly?
- Compatibility – does it function effectively with other products?

- Security – is the equipment (both the individual item and the system) fastened properly to prevent release?
- Anchorages – are proper anchors available for the intended method and have you considered their strength and position?
- Fit – does the equipment fit you and are you the right size and weight according to the manufacturer's specification?
- Age – has the equipment exceeded it recommended lifespan?
- Clearance – is there a safe working height to allow equipment to deploy properly?
- Selection – is the product suitable for the situation?

DO NOT

- Operate a MEWP close to overhead cables or any other dangerous machinery.
- Do not operate MEWP past the minimum lateral safety clearances when working adjacent live traffic lanes.
- Allow hands, elbows, or arms to protrude into a traffic lane when working on live carriageways.
- Move the equipment with the platform in the raised position unless the equipment is designed to allow this to be done safely. (Check manufactures instructions)

If at any point throughout these RAMS an unsafe situation is created **STOP WORK** and contact your supervisor immediately.

ENTERING AND EXITING VEHICLES

Understanding your points of contact when entering and exiting vehicles is crucial to protecting yourself from strains, sprains, and even fractures. Many of us have accepted the three points of contact system into their daily routines. Utilizing your limbs correctly can prevent injuries.

The three points of contact system can greatly reduce the potential for injury within the company.

When utilizing three points of contact, your body creates a triangle of anchor points. You are most stable when the triangle is nearest to your center of gravity. It's important to remember to only utilize stable 0bjects when using them as an anchor point (Note - a steering wheel or door frame is not a stable object).

Ensure three limbs are anchored at all times, for example:

- Two feet and one hand
- One foot and two hands

When mounting or dismounting a vehicle, carefully transition between your three points of contact until you have entered or completely exited your vehicle. The three points of contact should only be broken when you've reached your destination and are stable with both feet planted.

Three points of contact sounds simple, and it is. You likely do this most of the time already. However, falls from vehicles can lead to significant injuries. Focusing on maintaining three points of contact will decrease your chances of getting hurt.

Three Points of Contact Rule.

The **three points of contact** rule is a safety principle used to prevent falls when entering or exiting vehicles. The key points are:

1. Maintain Three Points of Contact:

- Always have three points of contact with the vehicle: either two hands and one foot, or two feet and one hand.
- This creates a stable triangle of anchor points, reducing the risk of slipping or falling.

2. Face the Vehicle:

- Always face the vehicle when entering or exiting.
- This helps maintain balance and control.

3. Use Stable Surfaces:

- Use designated steps, handholds, and grab rails provided by the vehicle manufacturer.
- Avoid using unstable objects like the steering wheel or door frame as anchor points.

4. Additional Tips:

- Ensure your hands and footwear are dry and free from mud or snow before entering.
- Never jump from the vehicle; always step down carefully.
- Be mindful of the ground area to ensure there is no mud, snow, ice, uneven surface or verges.
- Do not jump off or skip steps when exiting the vehicle.
- Load any items into the vehicle first to keep your hands free when entering.
- Always use a flat surface to step on — tyres are not considered a flat surface.
- Only enter and exit the vehicle once it has come to a complete stop.

Before entering a vehicle, dry your hands and wipe excess mud or snow from your boots

ACTIONS IN THE EVENT OF

To ensure that incidents occurring within the Hatton Traffic Management Ltd work sites that have a potential risk to Operatives, site personnel, general public other vulnerable road users (VRU), and the environment including spillages, wildlife and pollution to the environment are dealt with in a safe manner to ensure minimal impact to life and the environment.

Incident

- Move to an area of safety.
- Inform, in person or by telephone, the Works Supervisor or nearest located Area Manager as soon as is safe to do so.
- Do not disturb or remedy the scene, (Unless there has been a spillage then this needs to be contained) as further evidence may need to be gathered.
- Note down as much information as possible regarding how the incident has occurred, describe the injuries, damage or other information regarding the incident i.e., COSHH, wildlife involved.
- Record details of any other people present who may have witnessed the incident.
- Record details of any vehicles involved (registration plates, no. of passengers in each vehicle etc)
- If appropriate, note the weather conditions / road conditions (dry, slippery etc)
- Take as many photos as possible of location / equipment involved etc.
- Make any sketches if appropriate.
- Note down any police incident number, if appropriate.
- Complete the incident report system on the IM APP which goes to the QHSE Manager or the QHSE Coordinator
- Provide a statement and assist with any investigation that is required from the QHSE Manager or the QHSE Coordinator into the root cause of any unplanned event.

Near Miss

- Report from the Field Service System using the Notify IM App, include all information and photographs, if possible, include as much information of the near miss and your name.
- Make a note of the details of the near miss such as location of the near miss, if and how the risk was removed, details of any other people / vehicles involved to provide the management with further information on request.
- Take photos of the near miss if appropriate, to assist in any later investigation / correction procedures.
- Or make notes, take photographs, and report the incident to a supervisor as soon as possible, to allow corrective action to be taken.

Initial Reporting

All accidents must be reported by the injured party, or a person acting on their behalf immediately to the Line Manager or most senior person on the site of the accident.

- The Manager must firstly establish if the injured party is still at the scene of the accident and if the scene of the accident is safe to approach.
- If it is not safe to approach the injured party or the area, the manager must take steps to make the area safe and ensure appropriate First Aid is made available as required.
- If the accident is very serious e.g., multiple injured persons or life changing injuries, the line manager must ensure that the scene of the accident/incident is untouched.
- The manager must contact the QHSE Manager who will determine if the incident requires notification of the Health & Safety Executive which may, in turn, require an HSE investigation of the site of the accident. In such circumstances the scene may require to be cordoned off pending more detailed investigations by the QHSE Manager, the HSE or the Police.
- The incident/Accident MUST be reported through the Notify IM App so that all information is collected and recorded.
- Unrecorded incidents may inhibit any claims for social security payments at a later date.

Unplanned Events (Near Misses)

All unplanned events including High Potential Near Misses must be reported and soon as practically possible. Via the Notify IM App.

Third Parties

- Accidents/Incidents to non-employees that occur in our premises, on our sites or as a direct result of our activities should be subject to the full reporting/investigation procedures.
- The Notify IM App allows for recording of the names etc. of non-employees.
- The most senior employee at the scene of the accident/ incident must ensure that this is reported to the relevant management team for further investigation.
- A copy of al documentation in relation to the incident, **MUST** be sent so the QHSE Manager within 24 hours of the incident.

Spillages

- Take measures to protect life, including your own and wildlife. If possible, remove injured persons from danger and if you have first aid skills then render them if qualified and safe to do so.
- Take all reasonable measures to prevent access to the area. For any significant* spill, inform your line Manager and request assistance.
- Inform your line Manager & QHSE Manager if the spill is on the roadway or walkway or presents a significant risk to health and safety.

- Call the fire brigade of any significant* spill involving petrol or other flammable liquids.
- If safe to do so, try to control the spill to prevent escape to the drainage system by any practical means i.e., by using a spill kit or sand and sandbags.
- Do not attempt to deal with the spill without appropriate safety glasses and gloves **AT A MINIMUM** for Oil/Diesel.
- Stop the flow of oil if possible.
- If possible, isolate the area - cordon off the contaminated area, keep people at least 5 metres from the spill.
- Do not leave the spill site - someone should be present continuously until the oil is cleaned up and the danger removed.

* Significant and large spill – where a significant (Greater than 5 litres or greater than 1 meter in diameter) or a large (Greater than 25 litres) spill occurs contact the QHSE Manager immediately stating the exact location of the spill, substance spilt (if known), approximate quantity spilled and if the substance has entered the drainage system.

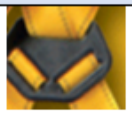
BODY HARNESS AND INSPECTION FORM

Body Harness and Lanyard Inspection Form

Operating Area:		**Date:**			
Employee Name:		**Position:**			
Harness/Lanyard Manufacturer:					
Date harness was placed into service:			**Harness Serial No:**		
Date lanyard was placed into service:			**Lanyard Serial No:**		
Inspection Date:		**Next Inspection Date:**			

Instructions:

1. All parts and attachments of the harness/lanyard must be inspected for damage and wear. By visual and tactical means
2. Use ✓ for "YES" or "OK"
3. Use × for "NO" or "REPLACE" – if × the item MUST be taken out of service and not used
4. Use P for PASS and F for FAIL – If F is selected then the item must be taken out of service and not used
5. Equipment MUST be inspected Monthly and before use. (Document all inspections on this form)
6. Maintain the completed inspection form and be sure it is readily available

			Checks	✓/×	Pass (P) Fail (F)
Harness Webbing	Back Plate		Cuts/Tears/ Abrasions		
			Chemical damage, Corrosion		
			Discolouration		
	Buckels		Deformation		
			Damage such as corrosion, sharp edges and cracks		
			Check functionality - does it work as it should?		
	Attachment Points		Deformation		
			Distortion		
			Cracks and/or corrosion		
	Web Ties & Webbing		Cuts		
			Breaks		
			Damage		
Lanyard	Label		Label Present		
			Label information legible		
	Connectors		Deformation		
			Damage such as corrosion, sharp edges and cracks		
			Keeper opens and closes freely		
	Stitching		Cuts/Tears/Frays, chemical damage, and discoloration by visual and tactile means.		
	Web Ties & Webbing		Cuts, Breaks and damage by visual and tactile means, are they missing?		

RISK ASSESSMENT – MEWP OPERATION

- If ANY risk is **HIGH**, **do not proceed with the operation**, abandon the job, or look into doing it a different way.
- If ANY risk is **MEDIUM**, **proceed only with caution**, introduce additional controls, where possible.
- If ALL risk is **LOW**, **proceed with work**.

Likelihood Categories		Severity Score				
Category	**Description**	**1**	**2**	**3**	**4**	**5**
A	**Extremely Unlikely**					
B	**Unlikely**					
C	**Occasional**					
D	**Likely**					
E	**Expected**					

Severity Score Descriptions	
1	Minor injuries/inconveniences. Employee can continue to work. Short term local damage
2	Minor injuries. Operative requires first aid treatment. Stops work. Medium term local/short term regional damage.
3	Reportable/LTI or illness Long term local/regional damage
4	Major injury or illness with long term effects Long term widespread damage
5	Fatalities Widespread permanent damage

Action Required	
Low Risk	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks
Medium Risk	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.
High Risk	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks

Hazard Phase Codes			Examples of Persons at Risk
SIS	Site Investigation/Survey		Inexperienced (I)
OD	Outline Design		Vulnerable Road Users (VRU)
DD	Detailed Design		Public (P)
C	Construction		Cyclists (C)
CMT	Commissioning /Testing		Lone workers (LW)
O	Operation		TM Operative (TMO)
M	Maintenance		Site Personnel (SP)
D	Demolition/Decommissioning/Dismantling		All

RISK ASSESSMENT OPERATIONS

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
1	Training And Certification	O	Operator not competent or unqualified to operate or drive the MEWP	All	1. Personnel may suffer major injury if an unqualified operator /drives the MEWP	B	4	M	a. The Operative driving or operating the MEWP must hold the IPAF qualification. b. The Operator must hold the driving licence category required to drive the MEWP. c. The Supervisor/Manager programming the MEWP operations must ensure to check the Operator's qualifications.	A	4	M
2	Familiarisation	O	IPAF Operator not familiarised with the type or model of MEWP	All	1. Personnel may suffer major injury if the type or model of MEWP is operated by an IPAF Operative unfamiliarised with the equipment.	B	4	M	a. The IPAF Operative must receive familiarisation on the type/model of the MEWP they are to use by a competent person. b. The HS016-CEN-Product Familiarisation Authorisation Form must be completed and sent to the QHSE Manager & HR by the person conducting the familiarisation.	A	4	M
3	Thorough Examination	M/O	MEWP not thoroughly examined at least every 6 months by a competence person	All	1. Personnel may suffer serious, fatal, injury if the MEWP is not examined and passed by a competent person	C	3	M	a. Transport and Asset Foreman to ensure that the MEWP has had a LOLER Inspection prior to the vehicle being used. b. Transport and Asset Foreman to ensure that the next Loler due date is entered onto the Field Service system – BigChange) and a reminder set to inform them when its due.	B	1	L

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									c. The Logistics Manager to add the Loler due date to the AF016-CEN-Calibration register. d. IPAF Operator to ensure they have a in date Loler certificate before they use the MEWP. e. Copy of in date LOLER certificate to be held in vehicle.			
4	Pre-use checks and machine faults	M	Operator not conducting a daily/pre-use function check	All	1. Personnel may suffer major injury if the MEWP has not had a daily/pre-use function check identifying any issues.	B	3	M	a. IPAF Operative to conduct a full daily pre use check using the Field Service system. b. MEWP not to be used if any Safety related defects have been identified. c. All Safety related defects are to be rectified before the use of the MEWP.	A	3	L
5	MEWP Operations Preparation	O	Un prepared IPAF Operative	All	1. Personnel may suffer injuries due to not reading RAMS and site rules.	C	3	M	a. Planning and consultation with interested parties before and during any work close to overhead lines to be undertaken by Operational personnel in charge and involved in the MEWP Operations. b. The IPAF operative will read generic & site-specific method statements and risk assessments. c. The IPAF operative will attend a site induction if required. d. Full P.P.E (Steel toe capped boots, hi visibility jacket, Hi visibility Trousers, hard hat, gloves, goggles harness & Lanyard checked and inspected) to be worn.	A	3	L

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									e. Site specific risk assessment to be conducted before any MEWP work is conducted f. Access platform is only to be used in an area which will not be occupied by other trades or the public. g. Platform use will be in conjunction with site rules and any appropriate permits to work must be received before work commences.			
6	MEWP Operations	O	Slips, Trips & Falls	All	1. Injuries due to employees tripping over objects, slipping on spillages, falling from height and uneven ground.	**C**	**2**	**M**	a. Correct approved safety boots to be always worn. b. General awareness c. Egress from cab using the correct method. d. Head torch used if working at night or in poor lit conditions	**A**	**2**	**L**
7	MEWP Operations	O	Working at Height	All	1. Fall from height could cause major injury.	**B**	**4**	**M**	a. Harnesses, fall restraint lanyards must be worn and fixed to dedicated anchor points in bucket. b. Harness and Lanyards must be free from any damage and an in-date test certificate in place. c. Good hand and foot hold for entry into bucket, cab and back and side of vehicle where applicable. d. IPAF trained Operatives. e. Consider ground conditions for outriggers – no setting out over maintenance hole covers, soft ground,	**A**	**4**	M

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									paving slabs, etc, without spreader boards. f. Consider overhead obstacles. g. Attach lanyards to equipment to prevent them falling from height. h. Ensure there is a safety zone below the works area of the MEWP to prevent personnel walking under the platform. i. IPAF Operative to ensure that the Platform is not overloaded and that any other personnel a waring and harness and secured to a lanyard. j. Do not set out in winds over 25mph.			
8	MEWP Operations	O	Noise	IPAF Op	1. Hearing loss	**B**	**3**	**M**	a. Hearing protection to be worn particularly if using drills, or any other loud equipment.	**A**	**3**	**L**
9	MEWP Operations	O	Dust	IPAF Op	1. Respiratory injuries 2. Eye Injuries	**B**	**3**	**M**	a. Eye protection/Safety Goggles to be worn b. Face masks to be considered when in confined spaces or when there is a risk of dust within the working area.	**A**	**3**	**L**
10	MEWP Operations	O	Electricity	All	1. Electric Shock from overhead electrical services	**C**	**5**	**H**	a. Planning and consultation with interested parties before and during any work close to overhead lines to be undertaken by Operational personnel in charge and involved in the MEWP Operations. b. On-Site risk assessment to be undertaken before works are undertaken, if overhead electric cables are identified, work is not to be	**A**	**5**	M

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									commenced and Supervisor/Line Manager to be consulted. c. IPAF Operative MUS understand site rules. d. The appropriate permits must be in place before work commences. e. Where there will be no work or passage of machinery or equipment under the line, erect ground-level barriers to establish a safety zone to keep people and machinery away from the wires. f. Do not store or stack items so close to overhead lines that the safety clearances can be infringed by people standing on them.			
11	MEWP Operations	O	Access/Egress	IPAF Op	1. Injuries due to employees tripping over objects, slipping on spillages, falling from height and uneven ground.	C	2	M	a. The machine will be positioned as close to the working area as possible by the IPAF operative to reduce the amount of transit required by the access platform. b. Correct approved safety boots to be always worn. c. IPAF Operative to be aware of the surrounds around them - General awareness. d. Egress from cab using the correct method. e. Head torch to used when working at night and in poor visibility conditions.	A	2	L
12	MEWP Operations	O	Machine becoming inoperable whilst boom extended	IPAF Op	1. Personnel being stranded whilst platform elevated in the air.	B	1	H	a. OF022-CEN MEWP Emergency Rescue Plan to be in place and communicated to	A	2	L

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									all personnel involved in the MEWP operations. b. 2-way radios with spare batteries and a spare radio to be in place for communication and emergency purposes. c. IPAF Operative to be in possession of a mobile phone and emergency contact number.			
13	Entering & Exiting Vehicles	O	Slips, Trips & Falls	Op	1. Falling from height injuries to TMO. 2. Injuries from being struck by oncoming traffic to TMO Injuries from tripping over equipment or uneven ground	D	3	H	a. Only enter and exit the vehicle once it has come to a complete stop. b. TMO to ensure that their hands and footwear are dry and free from mud or snow and are dry before entering the vehicle, loading platform. c. TMO to use 3 points of contact when entering or exiting a vehicle cab or working platform (rear of vehicle) d. TMO faces the vehicle when entering or exiting. e. TMO uses designated steps, handholds and grab rails provided on the vehicle. (Tyres are not a designated step) f. TMO not to use unstable objects like the steering wheel or door frame as anchor points	D	3	L

Item	Activity	Phase Code(s)	Hazard(s)	Persons at Risk	Risks	PRE-RCM			Risk Control Measures (RCM)	POST-RCM		
						Likelihood	Severity	Risk		Likelihood	Severity	Risk
									g. TMO to ensure 3 limbs are anchored at all times h. TMO not to break the 3 points of contact until they have reached their destination, they are stable with both feet on the ground. i. Never jump from the vehicle; always step down carefully. j. Be mindful of the ground area to ensure there is no mud, snow, ice, uneven surface or verges. k. Do not jump off or skip steps when exiting the vehicle. l. Load any items into the vehicle first to keep your hands free when entering.			

ENVIRONMENTAL RISK ASSESSMENT

- If ANY risk is **HIGH**, **do not proceed with the operation**, abandon the job, or look into doing it a different way.
- If ANY risk is **MEDIUM**, **proceed only with caution**, introduce additional controls, where possible.
- If ALL risk is **LOW**, **proceed with work**.
-

Control		Severity Score				
		Insignificant /Positive	Minor	Moderate	Major	Severe
Category	Rating Description	1	2	3	4	5
A	High degree of control					
B	Medium degree of control					
C	Moderate degree of control					
D	Slight degree of control					
E	Negligible degree of control					

Severity Score Descriptions	
1	All aspects fully controlled or have negative effect upon the environment
2	Aspects exist at recognisable levels, which may impact on the environment; but any change is easily recoverable with no lasting effect
3	Will have an effect on the environment. Damage is short term and is always recoverable
4	Major Impact. Damage is not permanent, but may take some time to remedy
5	High Impact. Risk of severe environmental damage

Action Required	
Low Risk	Low impact identified - Control measure to be adopted and monitored
Medium Risk	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary
High Risk	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls

Hazard Phase Codes		Examples of Receptor
SIS	Site Investigation/Survey	Air (A)
OD	Outline Design	Land (L)
DD	Detailed Design	Water (W)
C	Construction	Natural Resources (NR)
CMT	Commissioning /Testing	Community/Residence/Pedestrians (CRP)
O	Operation	Operative (O)
M	Maintenance	Ecology /Habitat (EH)
D	Demolition/Decommissioning/Dismantling	All

Key Environmental Issues	
Local effects of Pollution (air quality, noise, waste, lighting, odour	Carbon emissions and greenhouse effect global warming
Water source and ocean Pollution	Deforestation, soil erosion and land quality
Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	Energy Supplies, innovations in food and fuel
Waste and International waste trade	Agricultural issues arising from global trade
Climate change and extreme weather events	Biodiversity loss

Item	Activity	Phase Code(s)	Aspect	Receptor	Potential Impact	PRE-Risk Control Measures			Risk Control Measures	POST-Risk Control Measures		
						Control	Severity	Risk		Control	Severity	Risk
1	Use Of Vehicle	OM	C02, S0x, N0x and particulates emissions	A/CRP/O	Air Pollution – Green House gases = Global Warming and Climate Change	**C**	**3**	**M**	Driver Behaviour Monitored, Speeding, Cornering, harsh braking, and vehicle idling. Euro VI vehicles used. C02, NOx & PM monitored and reported to Senior Management Driving assessments conducted at induction. Vehicle policy in place Drivers' handbook in place TBTs, Alerts and Memos given to Drivers. Vehicle serviced and maintained regularly. Vehicles renewed on a three yearly cycle. FORS Silver accreditation in place 14001 Accreditation in place	**A**	**3**	**L**
2	Use Of Vehicle	OM	Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	**C**	**3**	**M**	TBTs, Alerts and Memos given to Drivers. Vehicle serviced and maintained regularly. Vehicles renewed on a three yearly cycle. FORS Silver accreditation in place 14001 Accreditation in place. Fuel, MPG, Litres mileage reports reviewed by Senior Management	**A**	**3**	L
3	Refuelling of Vehicle	OPM	Emissions to land or water from	W/L/H	Water source and ocean Pollution, Deforestation,	**C**	**3**	**M**	Vehicles are filled up in a controlled environment.	**A**	**3**	**L**

Item	Activity	Phase Code(s)	Aspect	Receptor	Potential Impact	PRE-Risk Control Measures			Risk Control Measures	POST-Risk Control Measures		
						Control	Severity	Risk		Control	Severity	Risk
			spillage of fuel		soil erosion and land quality & Biodiversity loss				TBT given regarding Spillages/pollution. Weekly walk around checks is conducted by the TAF			
4	Maintenance	M	Use of fossil fuels (natural resources) Emissions to land or water from spillage of fuel or oil	L/W/NR/EH	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss. Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	**C**	**3**	**M**	Maintenance is conducted by the supplier of the vehicle and not on our sites. Minor top ups conducted on vehicle and plant, Jugs and funnels used. Servicing's dates are monitored by the TAF at each depot to ensure the vehicles/plant is serviced on time	**A**	**3**	**L**
6	Disposal of Waste	O	Failure to follow waste hierarchy Failure to comply with Duty of Care Avoidance of disposal of waste	All	Local effects of Pollution (air quality, noise, waste, lighting, odour Water source and ocean Pollution, Waste and International waste trade Deforestation, soil erosion and land quality, Biodiversity loss	**B**	**3**	**M**	Waste is collected from site and brought back to the depot to dispose of within the waste receptacles. A Contractor GoGreen manages waste. Reports are generated by the QHSE Manager and reported on at the Senior Management QHSE meetings. Weekly walk around checks is conducted within the depots to ensure waste is in the correct areas	**A**	**3**	**L**

Item	Activity	Phase Code(s)	Aspect	Receptor	Potential Impact	PRE-Risk Control Measures			Risk Control Measures	POST-Risk Control Measures		
						Control	Severity	Risk		Control	Severity	Risk
7	Use Of PPE	O	Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	**C**	**3**	**M**	PPE controlled and supplied Stock of new PPE kept New PPE is swapped for old and recycled through the supplier where it is reused.	**A**	**3**	**L**
8	Site Works	O	Noise generation	CRP/EH	Local effects of Pollution (noise)	**B**	**2**	**L**	Vehicles have silent night reversing Bleepers fitted. TM Operative not to communicate by shouting, radios to be used. Vehicle sound systems levels to be low. Vehicle horns not to be activated in a built-up area between the hours of 11.30 pm and 7.00 am except when another road user poses a danger.	**A**	**2**	**L**
9	Site Works	O	Obtrusive Lighting	CRP/EH	Local effects of Pollution (lighting)	**B**	**2**	**L**	Lighting is only used for short periods of time when laying out a site. Head torches are used at night-time and point in the direction of travel. TM vehicle head lights are used for traveling only. TM Vehicle work lights are used for loading unloading only and not to be left on.			**L**

Item	Activity	Phase Code(s)	Aspect	Receptor	Potential Impact	PRE-Risk Control Measures			Risk Control Measures	POST-Risk Control Measures		
						Control	Severity	Risk		Control	Severity	Risk
									TM hazard beacons are only used for warning others of stopping to set up a sight or leaving a site.			