SITE survey. APP

SITE SURVEY REPORT

# Risk Assessment

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|---|---|
| Prepared for | Holloway Street rear extension, Derby (fictional) |
| Date | 24 Sep 2026 |
| Site | Holloway Street rear extension, Derby |
| Prepared by | B. Nwosu |

FORM

# Risk Assessment

## 1. Assessment details

| | |
|---|---|
| **Project** | Holloway Street rear extension, Derby: risk assessment (completed example) |
| **Assessment reference** | RA-HS-004 |
| **Site** | Holloway Street community centre extension, Derby |
| **Area covered** | Ground floor extension shell and the east side drainage run |
| **Date of the assessment** | 24 Sep 2026 |
| **Work covered by this assessment** | Fixing first fix services at high level from a mobile tower, and connecting the new drainage to the east side manhole. |
| **Assessor name and role** | B. Nwosu, site supervisor |
| **Type of assessment** | New assessment |
| **Does the employer have five or more employees?** | Yes |

> Record required. An employer with five or more employees must record the significant findings of the assessment, and any group of employees identified as especially at risk.

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| **Were the people doing the work involved in the assessment?** | Yes |
| **Who, and how?** | Tower crew and groundworks gang, at the morning briefing |

## 2. Who might be harmed

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| **Who could be affected by this work?** | Employees doing the work, Other contractors on site, Visitors and delivery drivers |
| **How many people are doing the work?** | 6 |
| **Which other contractors, and who is their supervisor?** | Calder Electrical, supervised by K. Fisher |
| **Is anyone especially at risk?** | Yes |
| **Who?** | New starter or trainee |
| **What is being done differently for them?** | Apprentice works alongside the tower crew lead and does not move or alter the tower. |

## 3. Hazards

Scoring. Likelihood and severity are each rated 1 to 5 and multiplied. Scoring is a common way to rank hazards. It is not required by law, and the bands are this form's own.

### Hazards found 1: Work at height

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|---|---|
| **Type of hazard** | Work at height |
| **Where is it?** | Ground floor shell, grid lines B to D |
| **What is the hazard?** | Fixing containment and brackets to the soffit from a mobile tower. |
| **Who might be harmed, and how?** | Tower crew could fall from the platform or the tower could tip while being moved. |

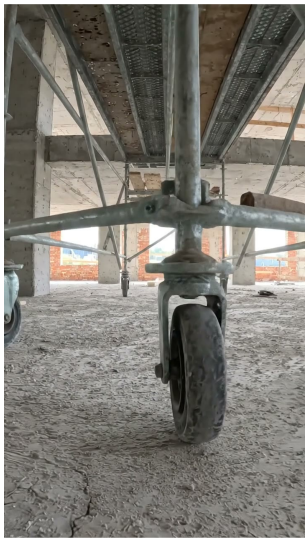
**Photos of the hazard**



| | |
|---|---|
| **Can the work be done safely without working at height?** | No |
| **Access equipment** | Mobile tower |
| **Tower checks. Tick what is in place** | Firm, level ground, Castors locked, Double guardrails and toeboards, Platform fully boarded, Bracing complete |
| **Could a person fall 2 metres or more from the platform?** | Yes |
| **Date the tower was last inspected on this site** | 21 Sep 2026 |
| **Days since the last inspection** | 3 |
| **Controls in place or planned for this hazard** | Tower, MEWP or scaffold with guardrails and toeboards rather than ladders, Access equipment checked before use and inspected within the last 7 days, Work at height stopped in high wind, ice or poor light |

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| **Controls already in place** | PASMA trained crew. Tower built on the level slab with castors locked. Nobody on the platform while it is moved. |

**Photos of the controls in place**



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| **Likelihood of harm with these controls** | 2. Unlikely |
| **Severity of the harm** | 4. Major injury |
| **Risk score (likelihood x severity)** | 8 |
| **Rating** | Medium |

> Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

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| **Further action needed** | Check the instruction manual on stabilisers for this height and fit them if required before use. |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | Tower crew lead, J. Booth |
| **Needed by** | 24 Sep 2026 |
| **Done on (date) and checked by** | 24 September, 08:05: stabilisers fitted as the manual requires. Checked by B. Nwosu. |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 4. Major injury |
| **Residual risk score** | 4 |
| **Residual rating** | Low |

## Hazards found 2: Excavation

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| **Type of hazard** | Excavation |
| **Where is it?** | East side drainage run, manhole connection |
| **What is the hazard?** | Open trench at the manhole connection, about 1.2 metres deep, with no barrier. |
| **Who might be harmed, and how?** | Anyone walking past, or plant reversing, could fall into the trench. |

**Photos of the hazard**



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| **What protects the edge?** | Nothing in place |

> Unprotected edge. Suitable and sufficient steps must be taken to prevent any person, work equipment or material from falling into an excavation. Construction (Design and Management) Regulations 2015, regulation 22.

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| **Will anyone work in the excavation?** | No |
| **Controls in place or planned for this hazard** | Edge barriers and stop blocks for plant, Inspected by a competent person at the start of each shift |
| **Controls already in place** | Groundworks gang aware. Dumper route moved away from the trench. |
| **Likelihood of harm with these controls** | 4. Likely |
| **Severity of the harm** | 4. Major injury |
| **Risk score (likelihood x severity)** | 16 |
| **Rating** | High |

> High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

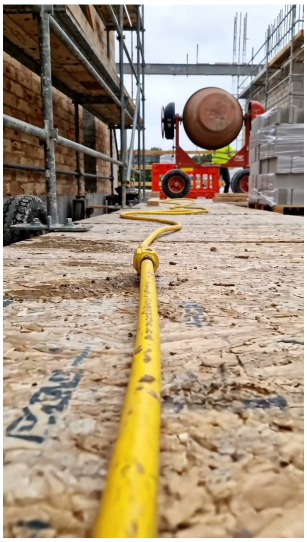
| | |
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| **Has the work or the area been stopped or closed off?** | Yes |

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| **Who has been told, and when?** | Groundworks foreman D. Lyons told at 07:55. All trades told at the 08:10 briefing. |
| **Further action needed** | Fit barriers around the trench, with a 1 metre stand-off, before any work in the area. |
| **What kind of control is it?** | Practical safeguard, such as a barrier or guardrail |
| **Who will do it?** | Groundworks foreman, D. Lyons |
| **Needed by** | 24 Sep 2026 |
| **Done on (date) and checked by** | 24 September, 09:30: barriers up with a 1 metre stand-off. Checked by B. Nwosu before work resumed. |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 4. Major injury |
| **Residual risk score** | 4 |
| **Residual rating** | Low |

## Hazards found 3: Slips and trips

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| **Type of hazard** | Slips and trips |
| **Where is it?** | Main walkway along the scaffold, west side |
| **What is the hazard?** | 110 V extension lead laid across the walkway to the mixer. |
| **Who might be harmed, and how?** | Anyone using the walkway could trip on the lead. |

**Photos of the hazard**



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| **What is underfoot?** | Trailing lead or cable, Wet or muddy surface |

HSE guidance on trailing cables. Use cordless tools where you can. Where cables are needed, run them at high level, especially along corridors.

HSE guidance on slippery surfaces. Treat them with stone for mud or grit for ice, or provide a temporary covering. Signpost the area and make sure footwear with a good grip is worn.

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| **Controls in place or planned for this hazard** | Waste cleared as the work goes and routes kept clear, Safety boots with a good grip worn |
| **Controls already in place** | Lead is 110 V and yellow, so it is easy to see. |
| **Likelihood of harm with these controls** | 3. Possible |
| **Severity of the harm** | 2. Injury needing first aid |
| **Risk score (likelihood x severity)** | 6 |
| **Rating** | Medium |

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

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| **Further action needed** | Reroute the lead overhead on hooks along the scaffold and brief the crew. |
| **What kind of control is it?** | Changes the job, equipment or materials to reduce exposure |
| **Who will do it?** | Labourer, W. Gray |
| **Needed by** | 24 Sep 2026 |
| **Done on (date) and checked by** | 24 September, 08:30: lead rerouted on hooks. Checked by B. Nwosu. |
| **Likelihood once the action is done** | 1. Very unlikely |
| **Severity once the action is done** | 2. Injury needing first aid |
| **Residual risk score** | 2 |
| **Residual rating** | Low |

## 4. Summary and decision

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| **Hazards recorded** | 3 |
| **Highest risk score** | 16 |
| **Highest residual score** | 4 |

At least one hazard is rated high. That work should not start until the further controls are in place.

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| **Can the work start?** | Yes, except in the areas listed below |
| **Which areas or tasks stay closed, and until when?** | East side drainage trench stays closed until barriers are up and checked by the supervisor. |

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| **Does any of the work need a permit to work?** | No |
| **Emergency, first aid and rescue arrangements for this work** | First aider on site: B. Nwosu. First aid kit in the welfare cabin. After a fall from the tower or into the trench: make the area safe, first aider attends, call 999 and send someone to meet the ambulance at the Holloway Street gate. Nobody works on the tower or near the trench alone. |

## 5. Briefing

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| **Has the crew been briefed?** | Yes |
| **Time of the briefing** | 08:10 |
| **People on the job** | 6 |
| **People briefed and signed** | 6 |
| **Share of the crew briefed (%)** | 100 |
| **Does anyone need the briefing in another language or format?** | No |
| **Points raised by the crew** | Crew asked for a second set of tower stabilisers to be kept on site. |

### Crew signatures 1: J. Booth

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| **Name** | J. Booth |
| **Signature** |  |

### Crew signatures 2: D. Lyons

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|---|---|
| **Name** | D. Lyons |
| **Signature** |  |

### Crew signatures 3: W. Gray

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|---|---|
| **Name** | W. Gray |

**Signature**



### Crew signatures 4: E. Rossi

**Name** E. Rossi

**Signature**



### Crew signatures 5: M. Kowalski

**Name** M. Kowalski

**Signature**



### Crew signatures 6: O. Bell

**Name** O. Bell

**Signature**



## 6. Review

> Review the assessment if there is reason to suspect it is no longer valid, or if there has been a significant change. HSE guidance also names changes to staff, processes or equipment, problems reported by workers, and accidents or near misses.

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| **What would prompt a review on this job?** | Access equipment moved or altered, Excavation extended or backfilled, Bad weather, New people joining the crew |
| **Planned review date** | 8 Oct 2026 |

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| **Days until the planned review** | 14 |

## 7. Sign-off

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| **Name** | B. Nwosu, site supervisor |
| **Assessor signature** |  |