Site Address –

METHOD STATEMENT
Safe Working Practices

ALTIUS LIFTS CONTRACT No.:

EQUIPMENT TYPE:

SAFETY AND TRAINING

ALTIUS LIFTS Ltd is totally committed to the implementation of safe working practices.

Our engineers attend regular safety meetings and Safety Awareness Training courses concerning safe working practices. Comprehensive records are maintained and each engineer must attain safety accreditation each year by way of examination. Each engineer is subjected by regular auditing by management to ensure they are up to date with toolbox talks, safety equipment etc.

Training sessions are held to ensure our engineers are kept up to date with latest company products and methods. One to one discussions are held between engineers and their supervisors to establish individual skills, needs and training requirements.

PERMIT TO WORK

For the whole period of the installation programme the lift shaft will be covered by a Permit to Work system controlled by the senior ALTIUS LIFTS engineer on site for the purpose of insuring the safety of our engineers and equipment

Notices will be displayed to confirm the permit to work area.

ALL NON-ALTIUS LIFTS PERSONNEL MUST BE IN POSSESSION OF A WORK PERMIT FOR THE DESIGNATED AREA.

BLANKET PERMITS WILL NOT BE ISSUED.

A minimum of 24 hours notice is required to give our engineers, if possible, time to arrange for alternative work to be organised.

Copies of our notices and forms are attached to this method statement.

Approved Altius Lifts Ltd vendors i.e. specialist off-load and distribution contractors will submit, through Altius Lifts, their own method statements and risk assessment.

PRE DELIVERY SITE INSPECTION

Prior to delivery of materials and commencement of our works, Altius Lifts will carry out a site inspection to check site readiness. We will then issue a letter to you detailing works, which must be completed prior to our commencement on site. If any such works are required then follow up visits will be

made to check on progress.

This statement is for use on units in single lift shaft! Units in common hoist way must have adjacent units switched OFF

A single lift shaft is one with a mechanical barrier between adjacent units for full height of the hoist way

POWER REQUIREMENTS

A dedicated 110-volt supply transformer for our electric hoist, power tools and task lighting is required adjacent to the top level served.

FOR SAFETY PURPOSES THIS MUST BE FOR SOLE USE BY ALTIUS LIFTS ONLY.

ENABLING WORKS

In order to ensure the safest and most effective methods for installation and the use of plant, materials and labour it will be necessary for the following works to be completed prior to commencement of our works:

All landings to be secured and out of service signage in place.
Landing entrance safety barriers and toe boards to Working at Height Regulations and Construction Regulations where required.
Provide clear and safe access to lift shaft for engineers and materials.
Clearly marked escape routes and fire points.
Provision of site welfare facilities.
The pit must be watertight

SITE INDUCTION

All our operatives will attend your site induction at the commencement of our works at which time they should be advised of the site emergency procedures.

FIRST AID

All our operatives carry their own limited first aid kit. They should be made aware of the facilities available on site at the time of their site induction.

ACCIDENT REPORTING

Our engineers are all instructed to report all accidents and near misses, however minor and, they are to be recorded in the book on site and in the office accident book.

PERSONAL PROTECTIVE EQUIPMENT

All our engineers are supplied with full personal protective equipment required for their work.
Management makes regular checks to ensure that equipment is in use and in good condition.

The basic kit includes:

- Overalls
- Hard hat
- Safety boots
- Harness and attachments
- Safety line
- Glasses
- Goggles
- Ear defenders
- First aid kit
- Dust masks
- Gloves
- Lock-off and tag out kit
- Holdall

REMEMBER: REMOVING OR REDUCING THE HAZARDS WILL REDUCE THE RISKS.

PLANT AND TOOLING.

All lifting plant, whether Altius Lifts owned or hired-in will be under current test and certificates are available for inspection. Portable appliances and leads will be P.A.T tested; all other tools are inspected on a regular basis to ensure they are in good condition.

MATERIAL HANDLING.

Provision must be made for floor protection and temporary loading.
Equipment is packed in wooden or cardboard crates designed for movement by pallet truck or similar tool.

Materials will be delivered to the site by lorry fitted with a crane for off loading.

A pump truck, sack truck or similar tools will be used to transport the materials from the agreed storage area to the lift shaft.

A 110-volt electric winch will be used to hoist material into the lift shaft.

SITE ACCESS.

Materials will be delivered to site via vehicles.

Safe access must be provided from the off loading and storage areas to the lift shaft.

MATERIAL STORAGE.

Adequate, secure and dry storage space for our materials must be provided at floor level (approx 8m x 5m) within reasonable distance of the lift shaft.
The storage area must be available for the duration of our works as continual movement of our materials increases the possibility of damage and greatly reduces the efficiency of our installation team.

RUBBISH CLEARANCE

Our engineers will clear out empty packing cases and rubbish on a daily basis from our work area to a skip or rubbish point to be provided by others.

Our engineers are expected to work in a clean and tidy manner at all times.

EDGE PROTECTION

Falls from height are the biggest cause of workplace deaths and one of the main causes of major injury per year.

ALTIUS LIFTS have information for our customers in order to provide edge protection to the lift entrances at each landing. This protection should be in installed before our works commence and will remain in place until complete and the hazard eliminated.

The information within this booklet will comply with the Working at Height Regulations 2005 which apply to all work at height where there is a risk of a fall liable to cause personal injury. They replace earlier regulations regarding working at height and include European Council Directives. They place duties on any person who controls the work of others to the extent they control the work.

You must do all that is reasonably practical to prevent anyone falling. Obviously work at height should be avoided wherever possible. If this is not possible then collective measures should be used to prevent falls rather than personal measures.

These regulations also cover the risk from falling objects and regular inspection. More detailed information is available from the HSE.

REDUNDANT MATERIALS

When removing redundant equipment from site a site specific discussion utilising lifting plan to assess weights, equipment requirements and process.

Detail access routes and guarding requirements to protect members of the public and site operatives from harm, if closure to an area is required and controlled though permit to work.
PPE, Gloves, glasses, footwear.

No personnel are to work on or under materials suspended by non man rated lifting equipment.

Though site specific discussions highlight safe and secure storage location for the removed redundant equipment, this will be removed by an approved contractor in line with company environmental policies.

SEQUENCE OF INSTALLATION AND METHOD.

ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH CURRENT ALTIUS LIFTS SAFETY STANDARDS AND GUIDELINES LAID DOWN IN THE CURRENT ISSUE OF THE EMPLOYEE SAFETY HANDBOOK.

USE OF FALL PROTECTION, EYE PROTECTION, HARD HATS AND SAFETY FOOTWEAR IS MANDATORY. GLOVES MUST BE WORN AT ALL TIMES.

1. OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS.

The equipment will be delivered to site by vehicle equipped with suitable equipment to aid unloading. Any slings, chains or shackles must be in good order and have current certification. Only the driver of the delivery vehicle must operate a HIAB (if required) and sling the loads. The loads must be correctly slung to prevent risk of damage or injury. Small parts may be offloaded by hand. The materials will be transported to the storage area using a pallet truck or similar tool. It may be necessary to break down some of the palettes or boxed materials prior to moving them to the storage area. If this is necessary then the materials must be replaced and the package resealed.

2. CERTIFICATION CHECK

All hoisting equipment, whether Altius Lifts owned or hired must be examined in order to ensure they either have a Certificate of Conformity (new equipment) or current Certificate of Thorough Examination (equipment over 6 months old). These certificates must be valid for the duration of the installation. Portable appliances and leads will be P.A.T tested.

3. COMMUNICATION

Clear communication is paramount at all stages and verbal acknowledgement of all operations must be obtained at each and every step

As this procedure relies on good communication between operatives, this will be established using two-way radios or other safe approved means.

Confirm receipt of any radio/verbal communication

Respond with you name

Repeat instruction as you have heard it given

Followed by:

- Message received and understood
- State your name.
- End by saying over

I.e. receive instruction lift going down

- Response
- This is state your NAME
- Lift Going Down Message received and understood state your name again over

Person who gave initial instruction must not proceed without this verbal handshake

Check Radios are fully charged

4. GAIN EXCLUSIVE CONTROL OF THE LIFT

Switch the car to Independent Service, Inspection (or similar) to remove the lift from normal service.

Travel inside the lift car stopping at each level served in order to display Out of Service warning notices.

RISK ASSESSMENT FORM

ALTIUS LIFTS RISK ASSESSMENT

G1	Report to Customer	Page	7
G2	Riding the lift	Page	8
G3	Check Doors / gates	Page	8
G4	Checking door Protection	Page	8
G5	Checking communication system etc	Page	9
G6	Replacing bulbs etc.	Page	9
G7	Accessing the machine room	Pages	9 &10
B1	Accessing the hoist way	Pages	11 to 14
C1	Accessing lift pit	Pages	14 &15
D1-3	Other Considerations	Pages	16 to 19
E2	Hierarchy of procedures for working in the lift pit area following guidance from BS7255: 2012 (Trained Lift Engineers)	Page	20
E3	Hierarchy of procedures for working in the lift pit area following guidance from BS7255: 2012 (Untrained tradespersons)	Page	21
	Safe working practices	Pages	22 to 24

Risk Rating Key: 1 - 4 Low = Acceptable, 5 - 9 Medium = Investigate and where practical reduce the risk, **10 - 14 High = Action must be taken to reduce the risk, 15 - 24 Very High = Risk is too high to START work or continue. WORK MUST STOP**

RISK ASSESSMENT FORM

DATE:	NOTES:
SITE & LOCATION: Risk Assessment based on typical site. All employees are required to report unsafe conditions by the submission of Near Hit reports so that these can be progressed to remove / reduce unsafe situations.	**Risk Assessment of Altius Lifts.** The work is only conducted by trained and competent lift engineers. The company operates quarterly inspections and audits to ensure compliance with the company rules and procedures and the requirements contained in the Altius Lifts Employee and Contractor Safety Handbook and Training programmes.

Assessment carried out by:						**P = Persons at Risk**		**S = Severity**			**F = Frequency/Probability**					
Signed:								Negligible	1		Impossible	1		Probable	5	
MAIN ACTIVITY/SITUATION:						Employee	E	Minor Injury	2		Improbable	2		Frequent	6	
Site Preparation						Contractor	C	Serious Injury	3		Remote	3				
						Public	P	Major Injury	4		Occasional	4				
No:	Activity/Location	Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary					S	F	Risk Rating (S x F)	*Residual Risk*	
	Materials/Tools etc *(Cause/Trigger)*															
G1	**Report to customer**															
A.	Walking into building and accessing reporting location.	Slipping, tripping or falling when accessing site due to inadequate lighting / obstructions.	E	2	4	8	Report to the customer requesting that obstructions are cleared and adequate lighting provided. As a temporary measure a hand lamp can be used. Make Field Manager aware if conditions persist.					2	3	6	Acceptable risk.	
B.	Walking into building and accessing reporting location.	Colliding with 'others' and materials obstructing the access to site.	E P	2	4	8	Client requested to improve access and / or instructed to remove obstructing materials. Make Field Manager aware if conditions persist.					2	3	6	The lighting may be inadequate.	
C.	Unprovoked Attack	Physical injury by others	E	4	3	12	Follow procedures detailed in EH&S Employee Handbook - 2.21 Violence at Work. Where there has been a reported history of abusive, aggressive, physical violent / threats via the near hit process, engineers must adopt the process detailed in company"s Violence at Work policy.					2	2	4	Acceptable risk.	
D.	Carrying Tools etc	Muscle Strain	E	2	4	8	Company provides tool bag with limited capacity to reduce risk. Instructions and training relating to manual handling must be followed.					2	2	4	Engineer may require to have all his tools.	

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RISK ASSESSMENT FORM

No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary	S	F	Risk Rating (S x F)	*Residual Risk*
G2	**Riding lift**										
A.	Travelling in lift without safety gear	Failure of lift suspension system whilst travelling in lift	E	3	4	12	Employees not permitted to travel in or on lifts not fitted with safety gear or rupture valve. Warning signs should be displayed in and on top of lift.	3	2	6	Company Rule forbids.
B.	Poor levelling of lift	Tripping due to poor levelling either on entering or leaving the lift.	E	2	4	8	As the engineer is actually checking ride and levelling quality unlikely that tripping hazards will go unnoticed.	2	2	4	
C.	Picking up tools before lift stops	Muscle Strain	E	3	3	9	Engineers should not hold load whilst lift is moving as sudden stop places increased load on back / body.	3	1	3	
G3	**Check doors / gates**										
A.	Checking of door / gates.	Crushing injury to hands whilst checking doors.	E	2	4	8	Engineers required using gate handles and keeping fingers clear of nipping points whilst checking. As the engineer is actually checking the doors for correct functioning it is unlikely that trapping of hands will occur. Appropriate gloves to be worn.	2	3	6	Acceptable Risk – work conducted by trained and competent engineer.
B.	Checking door / gate action.	Rust, debris falling into eyes whilst checking door tracks, rollers etc.	E	3	4	12	Eye Protection must be worn whilst working on landing / in car as Company"s Eye Protection Policy.	3	1	3	
G4	**Checking door protection**										
A.	Failure of door protection	Trapping of hands / body during checking.	E	2	4	8	Engineer trained to be aware that door edge protection may fail and so should not place hand / body in position where door can injure. As the engineer is actually checking the door edge for correct functioning it is unlikely that trapping of hands will occur. Appropriate gloves to be worn.	2	2	4	
B.	Checking of door / gates.	Crushing injury to hands whilst checking doors.	E	2	4	8	Engineers required using gate handles and keeping fingers clear of nipping points whilst checking. As the engineer is actually checking the door / gate for correct functioning it is unlikely that trapping of hands will occur. Appropriate gloves to be worn.	2	3	6	Acceptable Risk – work conducted by trained and competent engineer.
C.	Checking door / gate action.	Rust, debris falling into eyes whilst checking door tracks, rollers etc.	E	3	4	12	Eye Protection must be worn whilst working on landing / in car as Company"s Eye Protection Policy.	3	1	3	

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No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary	S	F	Risk Rating (S x F)	*Residual Risk*
G5	**Checking communication system and alarm bell**										
A.	Contact with live conductor whilst rectifying fault	High voltage shock to engineer.	E	4	4	16	Lock and tag out procedure to be adopted on all isolators. Training talks on risk from other power sources. Power off test procedure before starting work. Abide by the rules for using rubber gloves.	4	2	8	Acceptable Risk – work only conducted by trained and competent engineer.
G6	**Replacing bulbs etc.**										
A.	Contact with live conductor	High voltage shock to engineer.	E	4	4	16	Lock and tag out procedure to be adopted on all isolators. Training talks on risk from other power sources. Power off test procedure before starting work. Abide by the rules for using rubber gloves.	4	2	8	Acceptable Risk – work only conducted by trained and competent engineer
B.	Bulb breaking	Cutting or severing	E	3	4	12	Compulsory hand protection policy requires the wearing of protective gloves as detailed at section 22.7 of EH&S Handbook.	3	1	3	
C.	Bulb breaking	Glass entering into eyes whilst changing electric light bulbs.	E	3	4	12	Eye Protection whilst working in lift car as Company"s Eye Protection Policy.	3	1	3	
G7	**Visit machine room**										
A.	Accessing a walk in machine room.	Slipping, tripping or falling when accessing due to inadequate lighting.	E	2	4	8	Report to the customer adequate lighting must be provided. As a temporary measure a hand lamp, (PATs test and GFCI to be in place) can be used.	2	3	6	Acceptable Risk – work only conducted by trained and competent engineer.
B.	Accessing a walk in machine room.	Colliding with 'others' materials obstructing the access.	E	2	4	8	Train engineers in the proper procedure for accessing machine rooms. Others to be instructed to remove obstructing materials.	2	3	6	The lighting may be inadequate.
C.	Accessing a walk in machine room.	Slipping, tripping or falling when accessing due to inadequate lighting.	E	2	4	8	Report to the customer adequate lighting must be provided. As a temporary measure a hand lamp can be used.	2	3	6	Acceptable risk.
D.	Accessing a walk in machine room.	Head injury due to restricted height.	E	2	4	8	Provide warning signs on the outside of the machine room door. Paint the restriction with black and yellow stripes. Pad beams with soft material. Wear a hard or bump hat.	2	3	6	Acceptable risk.
E.	Accessing a walk in machine room of a hydraulic lift with an oil spillage retention wall across the entrance door.	Tripping and falling	E	2	4	8	Provide warning signs on the outside of the machine room door - Tripping Hazard. Paint the restriction with black and yellow stripes.	2	3	6	Acceptable risk.
F.	Accessing a machine room via a flat roof.	Engineer may slip, trip or fall as a result of rain water, ice or snow.	E	2	4	8	Engineers must be aware of weather conditions and a detailed J.H.A. must be done when these conditions exist. Use duct boards, salt or sand to limit the risk.	2	2	4	Acceptable risk.

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RISK ASSESSMENT FORM

G.	Accessing a machine room via a flat roof with no edge protection.	Engineer may slip, trip or fall as a result of being blown towards the edge by strong winds.	E	4	3	12	Edge protection or a suitable walkway with proper handrails and adequate lighting must be provided. A detailed J.H.A. must be completed.	4	2	8	Acceptable Risk
H.	Accessing machine room via a ceiling hatch, which opens downwards.	Engineer suffered head injuries when lowering trapdoor.	E	1	4	4	Care must be taken to secure stored energy before releasing hatch. The hatch should be designed so that it does not open when unlocked and it will not come down unless it is pulled.	1	2	2	Members of the public or the engineer may walk into the hatch cover.
I.	Hatch encroaching into the walking area below it.	Engineer or members of the public subjected to head injuries.	PE	2	4	8	Where there is a risk of collision the area below the hatch must be barriered off.	2	2	4	Acceptable Risk
J.	Hatch in the Motor room floor unguarded.	Engineer falling through unguarded floor hatch.	E	2	4	8	Floor hatches should be closed as soon as possible and must be made of substantial materials at least capable of supporting the weight of two people or 200kgs. Guardrails must be provided around the hatch when open.	2	2	4	It may not be practical to fit permanent guardrails around the trap door.
K.	Hatch in the Motor room floor unguarded.	Engineer falling through unguarded floor hatch. Not practical to fit permanent Guard rails.	E	2	4	8	Floor hatches should be closed as soon as possible and must be made of substantial materials at least capable of supporting the weight of two people or 200kgs. Temporary guardrails must be provided around the hatch when open.	2	2	4	Acceptable risk.
L.	Accessing a machine room via a loft type ladder	Fingers being trapped when raising or lowering the ladder.	E	2	3	6	Care must be exercised when raising or lowering and be aware of the stored energy and use a yacht hooks where provided.	2	2	4	Acceptable risk.
M.	Accessing a machine room via a loft type ladder	Falling from the ladder.	E	2	4	8	Ensure proper footwear is worn, ensure that the ladder treads are non-slip and are in acceptable condition and handrails are provided. Ensure that you maintain three-point contact when climbing.	2	2	4	Acceptable risk.
N.	Accessing a machine room via a vertical ladder	Falling from the ladder.	E	2	4	8	Ensure proper footwear is worn, ensure that the ladder treads are non-slip and are in acceptable condition. Ensure that you maintain three-point contact when climbing.	2	3	6	Ladders in access of 2.7 metres in height.
O.	Accessing a machine room via a vertical ladder	Falling from the ladder in excess of 2.7 metres in height.	E	2	4	8	Ensure proper footwear is worn, ensure that the ladder treads are non-slip and are in acceptable condition. Ensure that you maintain three-point contact when climbing. Safety hoops should be provided.	2	2	4	Acceptable risk.
P.	Accessing a machine room via a vertical ladder carrying tools.	Falling from the ladder.	E	2	4	8	Only a hand kit should be carried and it must be carried in a shoulder bag or a rucksack in order to maintain three-point contact when climbing.	2	3	6	Engineer may require to have all his tools in the Motor Room.
Q.	Hoisting tools into the motor room.	Muscle Strain	E	1	4	4	If the engineer requires all his tools in the Motor Room, provided they do not exceed 25kg in weight they can be hoisted using a rope or lanyard. If they exceed this weight a rope fall or tackle should be used with possibly an assistant.	1	2	2	Acceptable risk.
R.	Working in machine room.	Dust, debris, electrical flash etc. injuring eyes.	E	3	4	12	Eye Protection must be worn whilst working in the machine room as Company"s Eye Protection Policy.	3	1	3	

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MAIN ACTIVITY/SITUATION: Accessing the hoist way																	
							Employee	E	Minor Injury	2	Improbable	2	Frequent	6			
							Contractor	C	Serious Injury	3	Remote	3					
							Public	P	Major Injury	4	Occasional	4					
No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary						S	F	Risk Rating (S x F)	*Residual Risk*	
B1	**Accessing Hoistway**																
A.	Public unaware that the lift is out of service.	Members of the public or staff being trapped in the lift car.	P	2	4	8	Engineer must report to the Customers representative on arrival at site and display 'Out Of Service' notices at each floor served. Check that there is no one in the car before commencing work. Use a notice or a landing safety barrier inside the car.						2	3	6	Acceptable risk.	
B.	Engineer opens the landing door to gain access to the car top.	Members of the public or staff tripping and falling from the landing onto the car top.	P	3	3	9	Engineer to erect and fix a landing safety barrier when working from a landing with the doors open. Tools and equipment must be contained within the barrier on the shaft side of the barrier.						3	2	6	Acceptable risk.	
C.	Opening the landing doors to gain access to the car top. Car stops too high or too low	Engineer slips trips and may fall on top of the car.	E	2	3	6	Train engineers in the correct procedure for accessing the car top. Annually test the engineers" knowledge of the tool box talks.						2	2	6	Acceptable risk.	
D.	Engineer accesses top of car. Unexpected movement of car	Engineer becomes crushed between the car top and another object.	E	4	3	12	Verify the correct operation of the landing lock. Verify the emergency stop and top of car controls for correct operation. Use a door blocking device to hold the doors open.						4	2	8	Engineer may forget or disregard the need for verification of top of car controls.	
E.	Engineer forgets or disregards the need to verify the T.O.C.I.	Engineer becomes crushed between the car top and another object.	E	4	3	12	Conduct Fatality Prevention Audits every three months and annually test the engineers knowledge of the contents of the tool box talks						4	2	8	The T.O.C.I. control may be badly positioned.	
F.	Top of car inspection control unit is badly positioned.	Engineer becomes crushed between the car top and another object.	E	4	3	12	Badly positioned controls must be reported to the Field Manager for further action and they must be labeled 'Do not use' The car can be positioned and the Mains locked off and tagged out. Do not under any circumstances ride on top of the car.						4	2	8	Unit may not have T.O.C.I. control.	
G.	Unit does not have T.O.C.I. controls.	Engineer becomes crushed between the top of the car and top of shaft or top of shaft equipment	E	4	4	16	Defective controls must be reported to the Field Manager for further action and they must be labeled 'Do not use' The car can be positioned and the Mains locked off and tagged out. Do not under any circumstances ride on top of the car.						4	2	8	The isolator may not have a locking off facility.	
H.	The unit does not have the facility to lock off the mains isolator.	Mains supply may be reinstated by others causing unexpected movement and energisation of electrical circuits	E	4	4	16	Lack of locking facility must be reported to the Field Manager. Fit locking facility to the isolator as per the F.E.I. Alternatively remove and secure the main or controller fuses. Lock the motor room door and take the key with you.						4	2	8	Acceptable risk.	
I.	Insufficient overhead clearance.	Engineer becomes crushed between the top of the car and top of shaft or top of shaft equipment	E	4	4	16	Overhead clearances in accordance with B.S. and upper limits set to maintain a clearance of 1.8 metres.						4	2	8	Overhead clearance is less than stated in B.S. or the upper limit is incorrectly set.	

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J.	Overhead clearance is less than stated in B.S. or the upper limit is incorrectly set.	Engineer becomes crushed between the top of the car and top of shaft or top of shaft equipment	E	4	3	12	Set the upper test limit to maintain the proper clearance for personnel working on the car top. Where headroom is restricted and it is not possible to obtain sufficient clearance a suitable notice should fitted on the car top and adjacent to the top floor	4	2	8	Report the condition to the Field management. Limit switch may fail.
K.	Limit switch failure.	Engineer becomes crushed between the top of the car and top of shaft or top of shaft equipment	E	4	4	16	Test the upper test limit for correct operation.	4	2	8	Acceptable risk
L.	Accidental contact with live equipment due to missing or broken covers.	Engineer receives an electric shock.	E	4	5	20	Damaged or missing covers must be replaced or renewed.	4	2	8	Acceptable risk
M.	As a result of receiving an electric shock as above.	Engineer falls from the lift car top down the shaft.	E	4	5	20	Remove the hazard by fitting, hand rails, extended roof, full height screens or by wearing a harness.	4	2	8	Injury sustained on car top.
N.	Accidental contact with live equipment while fault finding	Engineer receives an electric shock.	E	4	4	16	Train the engineers in the proper method of fault finding. When power is not required to carry out any task to be undertaken, switch off and lock out all relevant electrical supplies and prove that all circuits being worked on are at Zero energy state.	4	2	8	The engineer may disregard or forget the control measures.
O.	Accidental contact with live equipment while fault finding	Engineer receives an electric shock.	E	4	4	16	Annually test the engineers" knowledge of the tool box talks.	4	3	12	Risk still too high provide rubber gloves.
P.	Accidental contact with live equipment while fault finding	Engineer receives an electric shock.	E	4	4	16	Train the engineers in the proper use of personal protective equipment to prevent accidental contact with live equipment including requirement to wear electrical insulating rubber gloves.	4	2	8	Acceptable risk
Q.	Moving about on car top.	Slipping or tripping on the car top	E	2	4	8	Ensure that the car top is adequately illuminated, free from oil and grease and is capable of supporting your weight and the weight of tools or equipment. Be on the look out for screws protruding through the car roof causing tripping hazards.	2	3	6	Car top lighting may be inadequate.
R.	Moving about on car top.	Slipping or tripping on the car top due to inadequate lighting.	E	2	4	8	Use a portable handlamp where lighting is inadequate but report to the Field Manager for a more permanent solution. Only use guarded portable handlamps and do not clip onto the suspension ropes.	2	2	4	Acceptable risk.
S.	Moving about on car top.	Slipping or tripping and falling from the car top down the shaft	E	4	3	12	Eliminate gaps between the car and shaft walls in excess of 300mm	4	2	8	Elimination not always practical
T.	Moving about on car top. Gap elimination not possible.	Slipping or tripping and falling from the car top down the shaft	E	4	3	12	Install proper guarding to limit the risk of falling.	4	2	8	Guarding may not be possible due to restricted headroom.
U.	Moving about on car top. Guarding not practical due to restricted overhead clearance.	Slipping or tripping and falling from the car top down the shaft	E	4	3	12	Train the engineers in the proper use of personal protective equipment to prevent falling. (Harness) as per the tool box talk. Use as “work tethering” wherever possible.	4	2	8	Personal protective failure.(harness)
V.	Moving about on car top. Failure of P.P.E.(Harness)	Slipping or tripping and falling from the car top down the shaft	E	4	3	12	Examine personal protective equipment before use and ensure attachment point is capable of sustaining the load imposed on it.	4	2	8	Acceptable risk

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W.	Moving the car throughout the hoistway	Becoming entangled in rope sheaves.	E	3	5	15	Take up a suitable stable footing position before moving on top of car control. Install suitable guarding to 2/1 sheave.	3	2	6	Acceptable risk
X.	Moving the car throughout the hoistway	Coming into contact with the counterweight, fixed brackets or vanes.	E	3	4	12	The positioning of the T.O.C.I. should ensure that you are operating in a safe area. Ensure that body and equipment are within the confines of the car. Observe the company policy for the use of harnesses on moving cars. Take extra care on small car. The practice of introducing mid-point counterweight screens should be discontinued in line with BSEN7255:2012. Progress the removal of these counterweight guards. Sites with mid shaft counterweight screens should be highlighted.	3	2	6	If no T.O.C.I. see above
Y.	Engineer accidentally drops items down the shaft onto persons or other lifts.	Injury to people or damage to equipment.	P	4	3	12	Take care to avoid dropping small items - this may involve using a dust sheet to 'Stop up' gaps. Where practical work at the lowest floor to reduce the risk of dropped items injuring people or damaging equipment. If necessary immobilise adjacent cars.	4	2	8	Acceptable risk
Z	Engineer accidentally drops items down the scenic atrium onto people below.	Injury to people or damage to equipment.	P	4	3	12	The use of a tool belt with tools secured to it by a lanyard is recommended on scenic installations. Where it is absolutely necessary to work above the ground floor, an exclusion zone must be created at the ground floor of approx. 25metres in all directions surrounding the lift shaft to prevent accidents to the public from dropped items such as tools, equipment, nuts etc.	4	2	8	Acceptable risk
Z.	Handling long objects on the car top and colliding with adjacent cars.	Injury to engineers or damage to equipment.	E	4	3	12	In common shafts where long objects are being handled on the car top the adjacent cars should be immobilised to avoid collision.	4	2	8	Acceptable risk
AA.	Preparing to exit top of car, resetting top of car controls.	Knocked off balance as car takes of on Normal	E	3	4	12	Verify the correct operation of the landing lock if exiting at a different floor than entering. Top of car controls must only be reset when standing on the landing after exiting the top of car. Use the door hold device to hold the doors open. Follow Access / Egress procedure - demonstrated at Fatality Prevention Audits every three months and annually tested at Annual Accreditation.	3	2	6	Acceptable risk.
BB.	Engineer trips when getting off the car top.	Falling onto the landing.	E	2	4	8	Ensure that you position the car at a suitable height to allow you to exit safely. Take care when exiting the car top and look out for tripping hazards around door gears etc.	2	2	4	Acceptable risk.
CC.	Exiting the car top with harness still attached.	Engineer being pulled by the moving car	E	4	3	12	Harness must be detached immediately prior to stepping off the car roof. The length of the lanyard should be short, preventing you from exiting the car and of such dimension to prevent the landing door lock from being electrically or mechanically locked.	4	2	8	Acceptable risk.
DD.	Travelling or working on lift without safety gear or rupture valve.	Failure of lift suspension system whilst travelling or working on lift	E	3	4	12	Employees not permitted to travel or work in or on lifts not fitted with safety gear or rupture valve. Warning signs should be displayed in and on top of lift.	3	2	6	Company Rule forbids.

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RISK ASSESSMENT FORM

EE.	Working in the hoistway.	Dust, debris, electrical flash etc. injuring eyes.	E	3	4	12	Eye Protection must be worn whilst working in the hoist way as Company"s Eye Protection Policy. Sites with mid shaft counterweight screens should be highlighted. The practice of introducing screens should be discontinued in line with BSEN7255:2012**. SEE B1 X above.**	3	1	3	

MAIN ACTIVITY/SITUATION: Accessing pit area							Employee Contractor Public	E C P	Minor Injury Serious Injury Major Injury	2 3 4	Improbable Remote Occasional	2 3 4	Frequent	6	
No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	ACCESS PIT AND MAINTAIN EQUIPMENT Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary					S	F	Risk Rating (S x F)	*Residual Risk*
C1	**Accessing pit**						Adherence to E2 and E3 (page 37, 38) hierarchy must be observed.								
A.	Public unaware that the lift is out of service.	Members of the public or staff being trapped in the lift car.	P	2	4	8	Engineer to report to the Customers representative on arrival at site and display 'Out Of Service' notices at each floor served. Check that there is no one in the car before commencing work. Use a notice or a landing safety barrier inside the car.					2	3	6	Acceptable risk.
B.	Engineer opens the landing door to gain access to the lift pit.	Members of the public or staff tripping and falling from the landing into the lift pit.	P	3	3	9	Engineer to erect and fix a landing safety barrier when working from a landing with the doors open. Tools and equipment must be contained within the barrier on the shaft side of the barrier.					3	2	6	Acceptable risk.
C.	Opening the landing door to gain access to the lift pit.	Falling into the lift pit.	E	4	5	20	Train engineers in the correct procedure for entering the lift pit. Use a door blocking device to hold the doors open.					4	2	8	Engineer may disregard or forget the control measure.
D.	Accessing the lift pit – poor or explosive atmosphere arising from gas, fume, vapours or lack of oxygen.	Engineer loses consciousness.	E	4	5	20	Where work is being conducted on potentially high risk sites [e.g. construction sites, petro / chemical installations etc] a site specific risk assessment must be undertaken in conjunction with the client / controller of those premises. If doubts exist regarding quality of air etc follow company Confined Space Risk Assessment.					4	2	8	Under normal circumstances lift shafts/pits/motor rooms will not present any risk in terms of contamination, oxygen deficiency / enrichment.
E.	Accessing the lift pit	Engineer being crushed below the descending lift car.	E	4	5	20	Verify the correct operation of the pit emergency stop switch. Use props on hydraulic units and do not go under a traction unit that has a load in the car. Annually test the engineers" knowledge of the tool box talks.					4	2	8	There may not be a pit stop switch fitted to the unit.
F.	Accessing the lift pit. No stop switch fitted.	Engineer being crushed below the descending lift car.	E	4	5	20	Position the lift, lock off and tag out the mains supply. Alternatively remove and secure the main or controller fuses. Use props on hydraulic units.					4	2	8	There may be a stop switch fitted to the unit but it may be defective.
G.	Accessing the lift pit. Stop switch defective.	Engineer being crushed below the descending lift car.	E	4	5	20	Lock off and tag out the mains supply. Use props on hydraulic units and do not go under a traction unit that has a load in the car. Repair or renew defective pit switch.					4	2	8	There may be a stop switch fitted to the unit but it may be badly positioned.

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RISK ASSESSMENT FORM

H.	Accessing the lift pit. Stop switch incorrectly positioned.	Engineer being crushed below the descending lift car.	E	4	5	20	Lock off and tag out the mains supply. Use props on hydraulic units and do not go under a traction unit that has a load in the car. Relocate the pit switch.	4	2	8	It may not be possible to repair or renew the defective, or reposition a badly located pit switch.
I.	Accessing the lift pit. No stop switch fitted or defective or badly located.	Engineer being crushed below the descending lift car.	E	4	5	20	Defective or badly located controls must be reported to the Field Manager for further action and they must be clearly labelled 'Do not use'. The car can be positioned and the mains locked off and tagged out alternatively remove and secure the main fuses.	4	2	8	There may be no provision for locking off the main supply.
J.	Accessing the lift pit. No provision for locking off the mains supply.	Mains supply may be reinstated by others causing unexpected movement and energisation of electrical circuits.	E	4	3	12	Lack of locking facility must be reported to the Field Manager. Fit locking facility to the isolator as per the F.E.I. Alternatively remove and secure the main or controller fuses. Lock the motor room door and take the key with you.	4	2	8	Acceptable risk
K.	Accessing the lift pit	Engineer being crushed below the descending lift car.	E	4	5	20	Access to the lift pit is only allowed when two independent means of preventing the lift from moving are being used and have been verified for correct operation, the landing lock and the pit stop switch in this case.	4	2	8	Acceptable risk.
L.	Landing doors closing after entering the lift pit.	Engineer trapped in the lift pit.	E	2	3	6	Use a landing door blocking device.	2	1	2	Door blocking device may not fit.
M.	Landing doors closing after entering the lift pit. Door blocking device does not fit.	Engineer trapped in the lift pit.	E	2	3	6	A rubber wedge type doorstop should be used.	2	1	2	Acceptable risk
N.	Accessing a lift pit of more than 910mm.in depth.	Engineer falls into the pit.	E	3	3	9	Use a secured pit ladder and maintain three-point contact. Alternatively a purpose made removable ladder should be used. On very deep pits consider use of a safety harness.	3	2	6	Fixed ladder may be badly positioned.
O.	Accessing a lift pit of more than 910mm.in depth. Fixed ladder badly positioned.	Engineer falls into the pit.	E	3	3	9	Use a portable ladder and report the fixed ladder for re-positioning.	3	2	6	Acceptable risk
P.	Moving about in the lift pit.	Slipping or Tripping	E	2	3	6	Ensure that the pit is adequately illuminated; free from oil and water and any redundant or projecting fixings.	2	2	4	Acceptable risk
Q.	Accidental contact with live equipment while fault finding.	Engineer receives an Electric Shock.	E	4	4	16	Train engineers in the proper method of fault finding. When power is not required to carry out any task to be undertaken, switch off and lock out all relevant electrical supplies and prove that all circuits being worked on are at Zero energy state.	4	2	8	The engineer may disregard or forget the control measure.
R.	Accidental contact with live equipment while fault finding.	Engineer receives an Electric Shock.	E	4	4	16	Train engineers in the proper use of personal protection equipment to prevent accidental contact with live equipment. Use electrical insulating rubber gloves until the power is turned off.	4	2	8	Acceptable risk
S.	Working in the pit of a hydraulic lift.	Being trapped or crushed beneath a sinking car.	E	3	3	9	Identify a clear safe refuge area in the pit. Fit a Pit Prop. A pit prop must be fitted where the time taken to complete the task exceeds the time taken to fit the pit prop.	3	2	6	The engineer may only require access to the pit for a short period of time.

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RISK ASSESSMENT FORM

T.	Working in the pit of a hydraulic lift for a short period of time.	Being trapped or crushed beneath a sinking car.	E	4	5	20	Identify a clear safe refuge area in the pit. Where the time taken to fit the prop exceeds the time taken to complete the task, the car should always be positioned at the highest possible point in the shaft unless a pit prop is used.	4	2	8	Acceptable risk but if in any doubt always fit a prop.
U.	Cleaning out the lift pit and discovering hypodermic syringe, needles or sharps.	Skin punctured by needles or sharps	E	3	3	9	Wear suitable heavy duty gloves on potential sites. Do not touch hypodermic syringes, needles or sharps instruct the customer to contact the Local Authority Environmental Health Department for removal.	3	2	6	Acceptable risk
V.	Working in the lift pit with lift on Inspection Control being moved by second man driving the car.	Engineer in pit being crushed	E	3	3	9	Since the engineer on top of the car has sole control of the car movement a good system of communication and checking for understanding before any movement takes place must be established. Engineer in the pit must be able to reach a verified pit stop button and be in a suitable identified refuge position, head protection is compulsory.	3	2	6	Acceptable risk
W.	Working in the lift pit with lift on Inspection Control being moved by second man driving the car.	Engineer becomes entangled in pit sheaves etc.	E	3	3	9	Pit sheaves should be guarded. The engineer in the pit must not be within 1.5m of moving unguarded equipment.	3	2	6	Pit sheaves may be unguarded.
X.	Working in the lift pit with lift on Inspection Control being moved by second man driving the car.	Unguarded sheaves in pit. Engineer becomes entangled in pit sheaves etc.	E	4	3	12	The engineer in the pit must not be within 1.5m of moving unguarded equipment, the Engineer in the pit must be able to reach a pit stop button and be in a suitable identified refuge position, head protection is compulsory.	4	2	8	Acceptable risk
Y.	Engineer exiting the lift pit.	Engineer trips and falls onto the landing or back into the lift pit.	E	4	3	12	Care must be taken when exiting the lift pit and when using a ladder you must maintain three-point contact. Use the door-blocking device to retain the doors.	4	2	8	Acceptable risk.
Z.	Resetting the pit emergency stop switch before exiting the pit.	Engineer being trapped or crushed beneath the car.	E	4	3	12	The pit emergency stop switch should only be reset when located on the landing after exiting the pit. Use a door blocking device to hold the doors open.	4	2	8	Acceptable risk
AA.	Working in the pit.	Dust, debris, electrical flash etc. injuring eyes.	E	3	4	12	Eye Protection must be worn whilst working in the pit as required by the Company"s Eye Protection Policy.	3	1	3	

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RISK ASSESSMENT FORM

MAIN ACTIVITY/SITUATION: Accessing car top or pit area							Employee	E	Minor Injury	2	Improbable	2	Frequent	6	
							Contractor	C	Serious Injury	3	Remote	3			
							Public	P	Major Injury	4	Occasional	4			
No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	OTHER CONSIDERATIONS – The following risks have been identified and assessed in separate Risk Assessments Hazards Identified – *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary					S	F	Risk Rating (S x F)	*Residual Risk*
D	**Other Considerations**														
D1	**Driving and use of vehicles relating to company business.**	Driver has collision resulting in injuries and damage.	E P	4	5	20	See detailed Company Risk Assessment – Company vehicle driving which detailed control measures including driving license checks and monitoring, vehicles regularly serviced, checks on state of vehicles during quarterly inspections. Also see section 41 Vehicle and Driving Safety in Company Employee and Contractor EH&S Handbook.					4	2	8	Acceptable Risk – if Controls detailed in Company Risk Assessment – Driving and Use of Vehicles relating to company business. Are followed.
D2	**Work outside normal working hours**	Employee does not have technical skills to work safely, fails to comply with safe working rules and procedures, becomes tired / fatigued or does not have same level of supervision as standard daytime workers.	E P	4	4	16	Only skilled personnel with relevant qualifications and experience are permitted to undertake work outside standard daytime hours. All work in accordance with training and company procedures particularly EH&S Handbook 2.0 General Safety detailing Safe Working requirements including Lone Working requirements. Engineer instructed that Safety is #1 priority and any high-risk work, which cannot be completed safely, must cease until day-time. Engineer can seek technical advice from other engineers on call via Altius Lifts helpline. Engineers undergo unannounced audit inspections on regular basis.					4	2	8	Acceptable Risk – if Controls detailed in Company Risk Assessment – Work Outside Standard Daytime Hours [WOSDH] are followed.

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D2	**Lone working**		E	4	4	20	The Company only permits the lone working where the work is deemed medium or low risk. Lone working is not permitted in unoccupied premises or on sites where the Altius Lifts engineer would be the only person in that location. The company requires all employees working on client"s premises to report their arrival and departure to the site representative on that site. Company employees are required to familiarize themselves with the site"s Fire and Emergency Arrangements including fire alarm locations and evaluation arrangements applicable to that site. Engineers undergo unannounced audit Inspections on regular basis.	4	2	8	Acceptable Risk if Controls detailed in Company Risk Assessment – Lone / Single Person Working are followed.
D3	**Use of ladders**						Only industrial quality ladders [BS2037 Class 1 or	3	2	6	
A	Falls from ladders.	Ladder collapses / fails whilst in use and user falls.	E C P	3	4	12	EN131] used. Company ladders are subject to 12 monthly inspections and the display of ladder tags to prove. Users are trained to conduct visual check on ladders before using them. No heavy loads [over 10 kg] are carried on ladders.				Acceptable Risk if Controls detailed in Company Risk Assessment – Use of Ladders are followed.
							Ladder secured before being used. Preferably use	3	1	3	
B	Falls from ladders.	Ladder slips when in use and user falls.	E C P	3	4	12	securing hook to secure before climbing. In absence of securing hook, ladder to be secured by lashing at top [or bottom] before being used. Ladder positioned at 4:1 [75degrees]. All users undergo Safety Awareness Training on ladders before use. Ladders fitted with rubber feet in good order. Both feet of ladder must be in contact with the ground / surface which is not slippery. Company ladders are subject to 12 monthly inspections. Users are trained to conduct visual check before using ladder.				
							Maximum time limited to no more than 20 minutes	3	2	6	
C	Falls from ladders.	User becomes fatigued during use.	E C P	3	3	9	duration.				Acceptable risk with other controls in place.

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RISK ASSESSMENT FORM

D	Falls from ladders.	User slips from rungs and falls.	E C P	3	4	12	All users undergo Safety Awareness Training on ladders before use. Users are trained to conduct visual check on ladders including state of rungs [wet, greasy etc.] before using them. User"s body kept within the up-rights [stiles] of the ladder. User does not stand above three rungs from top of ladder so that sound handhold is available. Fall protection must be worn and the lanyard connected to a lifeline or other adequate support when working higher than two meters off the ground. User wears safety boots / shoes in good order with distinctive in-step. Only one person on a ladder at any one time. Three-points of contact are maintained at all times [except for very short duration e.g. starting off a screw] Only light work carried out i.e. non-strenuous work. Work which requires effort or force such as use of electric drill, pulling cables / wires etc. is not permitted. Work is of short duration i.e. no more than 20 minutes. Only a hand tool kit should be carried and it must be carried in a shoulder bag or a rucksack in order to maintain three-point contact when climbing.	3	2	6	Acceptable risk with controls in place.
E	Metal ladder makes contact with live electrical source.	User receives electric shock,	E	4	4	16	Non-conductive ladder used when sources of live electricity are likely to be present.	4	2	8	
F	Untrained tradespersons carrying out planned work activities in the pit area	Employee does not have technical skills to work safely, fails to comply with safe working rules and procedures, becomes tired / fatigued or does not have same level of supervision.	C	4	5	20	Adherence to E3 page 38 hierarchy for untrained trades working in the pit area.	4	2	8	

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RISK ASSESSMENT FORM

E2 Hierarchy of procedures for working in the lift pit area following guidance from BS7255: 2012 (Trained Lift Engineers)

Activity **(Trained Lift Engineers)**	**Equipment**	**Type of lift**	
E2		**Traction Drive**	**Positive Drive**
General servicing of pit equipment (non-invasive) E.g. Recovery of items dropped into the pit area	**Landing barrier, suitable door blocking tool, landing release key, Lock out tag out kit.** **Head, hand, foot and eye protection is mandatory.**	**Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing or remove power if not required.**	**Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing or remove power if not required.** **Deploy a mechanical restraint (e.g. prop) where required or practicable.**
Invasive installation, repair/modernization, maintenance of pit equipment including adjusting or repositioning.	**Landing barrier, suitable door blocking tool, landing release key, Lock out tag out kit.** **Head, hand, foot and eye protection is mandatory.**	Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. **Remove power before invasive works commence.**	Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. **Deploy a mechanical restraint (e.g. prop) and remove power before invasive works commence.**
Extensive invasive activities, replacement of suspension, traction sheaves compensation chains/ropes, brake/gearbox component change	Landing barrier, suitable door blocking tool, landing release key, Lock out tag out kit. Head, hand, foot and eye protection is mandatory. **Pit prop, slings, D85 Yale pull lift (or equivalent) all suitably rated to independently support the loads.**	Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. Remove power and secure using LOTO before invasive works commence. **Mechanically block the installation with at least two independent means to stop uncontrolled movement of the installation in both the upward or downward directions.**	Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing or remove power secure using LOTO. **Deploy at least two independent mechanical restraints (e.g. props) and remove power before invasive works commence.**

E3 Hierarchy of procedures for working in the lift pit area following guidance from BS7255: 2012 (Untrained tradespersons)

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RISK ASSESSMENT FORM

Activity (Untrained tradespersons)	Equipment	Type of lift	
E3		**Traction Drive**	**Positive Drive**
Untrained tradesperson carrying out planned work activity in the lift pit	**Landing barrier, suitable door blocking tool, landing release key, Lock out tag out kit.** **Head, hand, foot and eye protection is mandatory.**	**Tradesperson to be supervised at all times.** Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. **Remove power before works commence.**	Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. **Deploy a mechanical restraint (e.g. prop) and remove power before works commence.**
Untrained tradesperson carrying out planned work activity in the lift pit during other lift installation activities up to and including **extensive invasive work.** **Workers in the pit area may be exposed to falling debris or equipment/tools.**	Landing barrier, suitable door blocking tool, landing release key, Lock out tag out kit. Head, hand, foot and eye protection is mandatory. **Pit prop, slings, D85 Yale pull lift (or equivalent) all suitably rated to independently support the loads.** **No more than two persons to be working in the lift shaft without prior approval.**	**Tradesperson to be supervised at all times.** Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing. Remove power before invasive works commence, secure by LOTO. **Mechanically block the installation with at least two independent means to stop uncontrolled movement of the installation in both the upward or downward directions. Observe company restrictions on total number of workers allowed in the shaft. Stacked working is to be avoided where possible, structure work shifts etc. Where it cannot be avoided a detailed risk assessment should be conducted. Suitable overhead protection (e.g. close boarded scaffold deck with debris netting) if stacked work cannot be avoided.**	**Tradesperson to be supervised at all times.** Pit access routine to be followed, Landing barrier, door release key, door blocking tool required, as a minimum verify two independent electrical safety circuits before accessing or remove power and secure by LOTO. **Mechanically block the installation with at least two independent means to stop uncontrolled movement of the installation in both the upward or downward directions. Observe company restrictions on total number of workers allowed in the shaft. Stacked working is to be avoided where possible, structure work shifts etc. Where it cannot be avoided a detailed risk assessment should be conducted. Suitable overhead protection (e.g. close boarded scaffold deck with debris netting) if stacked work cannot be avoided.**

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RISK ASSESSMENT FORM

DATE:								NOTES:					
SITE & LOCATION:													
Assessment carried out by:			**P = Persons at Risk**	**S = Severity**		**F = Frequency/Probability**							
Signed:				Negligible	1	Impossible	1	Probable	5				
			Employee E	Minor Injury	2	Improbable	2	Frequent	6				
Safe Working Practices			Contractor C	Serious Injury	3	Remote	3						
			Public P	Major Injury	4	Occasional	4						
No:	Activity/Location Materials/Tools etc *(Cause/Trigger)*	Hazards Identified - *(Effect)*	P	S	F	Risk Rating (S x F)	Control Measures/*Corrective Actions* Identifying persons responsible where necessary		S	F	Risk Rating (S x F)	*Residual Risk*	
0	**DELIVERY**	Inadequate space for vehicle & materials creating hazard to others on site, potential for walking under or in close proximity to suspended loads, moving vehicles.(Crushing, Impacts)	E C P	3	4	12	Field Manager / Engineer to identify and co-ordinate suitable & sufficient space with the contractor prior to arrival of lorry. Ensuring adequate signage and barricades are identified and in place. Always take „5" before removing equipment from packaging, especially if it has been moved by others or debris placed upon.		2	2	4	Acceptable Risk Ensure all employees are aware of the hazards and ensure good communication processes are in place. Take „5".	
0	**DELIVERY**	In-sufficient landing area for materials causing unstable landing of materials / storage.(Crushing, Impacts)	E C P	3	3	9	Ensure landing area is suitable and sufficient in size to accommodate materials and is level and clear of debris. Contact Field Manager.		2	2	4	Acceptable Risk	
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS**	Driver Hoisting & Rigging, Hiab Competency	E C	3	4	12	Driver to be trained and certified in Hoisting & Rigging and Hiab Operation, not Altius Lifts employee.		3	2	6	Medium Risk Ensure the use of preferred vendors at all times.	
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS**	Hoisting & Rigging Equipment failing. (Crushing, Impacts)	E C	3	3	9	All Hoisting & Rigging Equipment to be thoroughly examined by a competent person and be tagged/certified. All equipment to be clearly marked with safe working loads. Certificates to be available for inspection on site (responsibility of engineer).		3	2	6	Medium Risk Ensure all personnel are clear from suspended loads.	
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS**	Driver Personal Safety. (Crushing, Impacts, Cuts, Sprains, Eye Injuries)	C	2	3	6	Hard Hat, Hi-Viz, Eye Protection, safety boots, rigger gloves		1	2	2	Acceptable Risk Ensure Driver complies with Altius Lifts & Customer rules	
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS**	Method of Unloading. (Crushing, Impacts)	E C	3	4	12	Ensure all materials are unloaded by use of Hiab from Lorry.		2	2	4	Acceptable Risk	
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS**	Hoisting & Rigging Process creating unstable load. (Crushing, Impacts)	E C	3	3	9	Driver to rig equipment to be hoisted by trained Hiab operator. No Altius Lifts personnel allowed upon lorry.		3	2	6	Medium Risk Ensure the use of preferred vendors at all times.	

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RISK ASSESSMENT FORM

1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Loading or Unloading ropes and equipment. Accidental release of load or swinging load.	Person unloading hit by or crushed by the load.	E	4	4	16	Operatives to be trained in manual handling and rigging of loads. Unloading items over 100kg.must be by mechanical means. Items over 25kg. to be unloaded by more than one person. When mechanical means are in use, all but the operator must stand clear.	4	1	4	Acceptable risk.
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Attempting to lift heavy weight from a difficult position.	Muscle strain injury.	E	2	5	10	Manual handling training in lifting heavy loads. Weight to be indicated on packages.	2	3	6	Weight of package unknown, label damaged lost or never fitted.
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Attempting to lift heavy weight from a difficult position. Weight unknown.	Muscle strain injury.	E	2	3	6	If the weight is unknown the weight should be assessed and the appropriate manual handling technique employed.	2	2	4	Acceptable risk
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Attempting to lift a heavy object under 25kg. when object slips form grasp.	Foot crushed or injured by the falling load.	E	3	5	15	Safety shoes must be worn at all times.	3	2	6	Weight may exceed 25kg.
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Attempting to lift a heavy object over 25kg. when object slips form grasp.	Foot crushed or injured by the falling load.	E	3	5	15	Where the load is over 25kg.but under 100kg. at least two men must be used. Where the load is over 100kg. or of an awkward shape it must be off loaded with a crane. Items less than 25kg. but of large or awkward shape must be unloaded by more than one person.	3	2	6	Acceptable risk
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Attempting to load or off load awkward or long items of equipment.	Foot or other limb crushed or injured by the falling load.	E	3	3	9	Engineers to be trained in manual handling and rigging of loads. Loading unloading items over 100kg.must be by crane. Items over 25kg or of awkward shape to be unloaded by more than one person. When crane is in use, all but the operator must stand clear.	3	2	6	Acceptable risk
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Moving loads across areas used by the general public or building staff.	Persons struck or trapped by the load.	P	3	3	9	Areas through which loads are moved are to be closed off to prevent use by others while loads are moved. This may require loads to be moved 'out of hours'. Closure of the area to be done by proper barriers or posting sufficient staff at access points.	3	2	6	Persons may ignore barriers or advice not to enter areas especially if the load moving process takes a long time.
1	**OFFLOAD AND DISTRIBUTE MATERIALS AND TOOLS** Public may ignore advice to stay clear of the moving area.	Persons struck or trapped by the load.	P	3	3	9	If persons enter the area all moving operations must stop. A more secure control of the area must be employed.	1	1	1	Acceptable risk.
2	**CERTIFICATION CHECK**	Cuts, lifting	E C	2	4	8	Hand, head, foot and eye protection to be used at all times, all equipment should carry appropriate certification confirming the last examination date.	2	3	6	Acceptable risk

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RISK ASSESSMENT FORM

4	**COMMUNICATION** Establish good communication system between colleagues	This process requires good communication between operatives to ensure that the lift is not moved without prior warning being given to everyone involved.	E	3	4	12	Two way radio system or equivalent must be used to inform everyone involved before moving the lift car. The person responsible for moving the car must wait for acknowledgement from his colleagues before movement commences.	3	3	9	Acceptable risk.

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