

Activity to be Assessed			Assessment Number							
Installation of HVAC systems			DKW020616							
Persons undertaking or affected by the activity										
☒ Employees ☒ Contractor ☒ Public ☐ Pupil ☐ Service User ☐ Other										
Identified Hazards and Associated Risks			Likelihood		Severity		Risk Level			
1	Manual handling of heavy and awkward HVAC components		3		3		9			
2	Working at height to install ductwork and ceiling units		4		4		16			
3	Electrocution from live connections during testing		2		5		10			
4	Cuts and punctures from sheet metal ducting		3		2		6			
5	Exposure to fumes or dust during system flushing or welding		2		3		6			
6	Trips on trailing cables, hoses, or ducting on site		3		2		6			
Control Measures Required										
1	Use mechanical lifting equipment and team lifting techniques for large or elevated components.									
2	Provide fixed scaffolding or MEWPs, with full fall protection and trained operatives.									
3	Ensure electrical systems are isolated before connection/testing; use lock-off and permit-to-work systems.									
4	Provide operatives with appropriate PPE (gloves, sleeves) and training in ducting handling.									
5	Ensure good ventilation in work areas; use fume extraction if welding or chemical cleaning is required.									
6	Maintain clean work areas with cable management, clearly marked routes, and regular housekeeping checks.									
Reassessment of Activity Hazards			Likelihood		Severity		Risk Level			
1	Manual handling of heavy and awkward HVAC components		2		2		4			
2	Working at height to install ductwork and ceiling units		2		3		6			
3	Electrocution from live connections during testing		1		4		4			
4	Cuts and punctures from sheet metal ducting		2		1		2			
5	Exposure to fumes or dust during system flushing or welding		1		2		2			
6	Trips on trailing cables, hoses, or ducting on site		2		1		2			
Name Position: Senior Health and safety officer			Signed: Ryan Lewis-Edwards				Date of Completion: 25/02/25			
Reviews		Key								
Review Date:		Likelihood	Severity	Se ver	5	5	10	15	20	25
Reviewed by:			1 nuisance		4	4	8	12	16	20

Review Date :	1 very unlikely	2 minor		3	3	6	9	12	15
Reviewed by:	2 unlikely	3 medical treatment		2	2	4	6	8	10
Review Date :	3 likely	4 major		1	1	2	3	4	5
Reviewed by:	4 very likely	5 fatal		0	1	2	3	4	5
Review Date :	5 certainty		Likelihood of Injury						
Reviewed by:					Low Risk		Medium Risk		High Risk

Activity to be Assessed			Assessment Number							
Excavation and Backfill of Foundation			DKW020616							
Persons undertaking or affected by the activity										
☒ Employees ☒ Contractor ☒ Public ☐ Pupil ☐ Service User ☐ Other										
Identified Hazards and Associated Risks			Likelihood		Severity		Risk Level			
1	Trench/excavation collapse - workers buried or trapped		4		5		20			
2	Falls into excavation - workers and site visitors		4		5		20			
3	Underground utility strikes (gas, electric, water, telecom)		4		4		16			
4	Water ingress/flooding of excavation		4		4		16			
5	Plant and machinery accidents/struck by moving equipment		4		5		20			
6	Exposure to contaminated soil or hazardous materials		4		5		20			
Control Measures Required										
1	Implement proper shoring/benching/sloping based on soil type and depth. Daily inspections of excavation by competent person.									
2	Install physical barriers (fence, tape) around excavation perimeter. Provide clear signage. Designated access/egress points.									
3	Conduct utility surveys before work. Obtain utility maps. Hand dig trial holes near known services.									
4	Monitor weather forecasts. Install dewatering equipment if needed. Cover excavation during heavy rain.									
5	Establish exclusion zones for machinery. Use trained operators. Implement banksman for vehicle movements.									
6	Use mechanical means for backfilling where possible. Train workers in proper lifting techniques. Provide PPE.									
Reassessment of Activity Hazards			Likelihood		Severity		Risk Level			
1	Trench/excavation collapse - workers buried or trapped		2		5		10			
2	Falls into excavation - workers and site visitors		2		5		10			
3	Underground utility strikes (gas, electric, water, telecom)		2		4		8			
4	Water ingress/flooding of excavation		2		4		8			
5	Plant and machinery accidents/struck by moving equipment		2		5		10			
6	Exposure to contaminated soil or hazardous materials		2		5		10			
Name			Signed: Ryan Lewis-Edwards				Date of Completion: 25/02/25			
Position: Senior Health and safety officer										
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Reviewed by:	4 very likely	5 fatal		0	1	2	3	4	5
Review Date :	5 certainty		Likelihood of Injury						
Reviewed by:					Low Risk		Medium Risk		High Risk

Activity to be Assessed		Assessment Number		
External landscaping works		DKW020616		
Persons undertaking or affected by the activity				
☒ Employees ☒ Contractor ☒ Public ☐ Pupil ☐ Service User ☐ Other				
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level
1	Slips, trips, and falls on uneven ground during paving	4	3	12
2	Manual handling of heavy landscape materials (pavers, topsoil)	3	3	9
3	Use of vibrating equipment (compactors) causing HAVS	3	2	6
4	Cuts and injuries from landscaping tools	3	2	6
5	Working at height during installation of rooftop garden	2	5	10
6	Exposure to dust or allergens during planting and ground prep	3	2	6
Control Measures Required				
1	Ensure clear pedestrian routes, temporary signage, and level pathways during paving work.			
2	Use mechanical aids (wheelbarrows, lifting equipment); team lifting for heavy materials.			
3	Limit use time of vibrating tools; enforce HAVS exposure monitoring and job rotation.			
4	Provide gloves, tool training, and appropriate PPE to all landscaping operatives.			
5	Install edge protection and fall arrest systems on rooftop garden; secure materials.			
6	Use dust suppression (e.g. light spraying) and provide masks or respirators if needed.			
Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Slips, trips, and falls on uneven ground during paving	2	2	4
2	Manual handling of heavy landscape materials (pavers, topsoil)	2	2	4
3	Use of vibrating equipment (compactors) causing HAVS	2	2	4
4	Cuts and injuries from landscaping tools	2	1	2
5	Working at height during installation of rooftop garden	1	3	3
6	Exposure to dust or allergens during planting and ground prep	2	1	2
Name Position: Senior Health and safety officer		Signed: Ryan Lewis-Edwards		Date of Completion: 25/02/25
Reviews		Key		

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Review Date :				1	1	2	3	4	5
Reviewed by:				0	1	2	3	4	5
Review Date :				Likelihood of Injury					
Reviewed by:				Low Risk		Medium Risk		High Risk	

Activity to be Assessed			Assessment Number				
Installation of timber louveres			DKW020616				
Persons undertaking or affected by the activity							
☒ Employees ☒ Contractor ☒ Public ☐ Pupil ☐ Service User ☐ Other							
Identified Hazards and Associated Risks			Likelihood		Severity		Risk Level
1	Falls from height during installation on external façade		4		4		16
2	Dropped tools or timber from height posing risk to workers/public		3		5		15
3	Manual handling of long/tall timber louver sections		3		3		9
4	Working near mobile plant (MEWPs, scaffolding)		3		3		9
5	Use of power tools (e.g. drills, saws) for fixings		3		2		6
6	Adverse weather affecting handling/safety at height		3		4		12
Control Measures Required							
1	Use fixed scaffold or MEWPs with fall arrest systems and trained operatives.						
2	Establish exclusion zones below work areas and secure tools/materials using lanyards or restraints.						
3	Conduct manual handling assessments and use two-person lifts or mechanical aids where needed.						
4	Segregate work zones from plant movements; implement clear communication protocols.						
5	Ensure all operatives are trained in safe use of cordless and fixed power tools with full PPE.						
6	Monitor weather forecasts; suspend high-level works during high winds, rain, or icy conditions.						
Reassessment of Activity Hazards			Likelihood		Severity		Risk Level
1	Falls from height during installation on external façade		2		3		6
2	Dropped tools or timber from height posing risk to workers/public		1		3		3
3	Manual handling of long/tall timber louver sections		2		2		4
4	Working near mobile plant (MEWPs, scaffolding)		2		2		4
5	Use of power tools (e.g. drills, saws) for fixings		2		1		2
6	Adverse weather affecting handling/safety at height		2		2		4
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Review Date :			Likelihood of Injury						
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Activity to be Assessed		Assessment Number		
Erection of steel frame system		DKW020616		
Persons undertaking or affected by the activity				
☒ Employees ☒ Contractor ☒ Public ☐ Pupil ☐ Service User ☐ Other				
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level
1	Working at height during steel frame erection	4	4	16
2	Falling materials from steel assembly area	3	5	15
3	Structural instability during temporary connections	3	4	12
4	Use of MEWPs near overhead services	2	5	10
5	Manual handling of steel components	3	3	9
6	Noise exposure during steelwork installation	3	2	6
Control Measures Required				
1	Scaffold platforms and fall arrest systems to be used; operatives trained in working at height.			
2	Exclusion zones to be established below lifting operations with debris netting where appropriate.			
3	All temporary connections to be installed per engineered design with structural inspections before progressing.			
4	MEWP operators to follow site-specific lift plans and overhead service avoidance strategy.			
5	Team lifting procedures and mechanical aids to be used for moving large or awkward sections.			
6	Hearing protection to be provided and enforced within steel erection zone; time-limited exposure controls in place.			
Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Scaffold platforms and fall arrest systems to be used; operatives trained in working at height.	2	2	4
2	Exclusion zones to be established below lifting operations with debris netting where appropriate.	1	3	3
3	All temporary connections to be installed per engineered design with structural inspections before progressing.	2	2	4
4	MEWP operators to follow site-specific lift plans and overhead service avoidance strategy.	1	2	2
5	Team lifting procedures and mechanical aids to be used for moving large or awkward sections.	2	2	4
6	Hearing protection to be provided and enforced within steel erection zone; time-limited exposure controls in place.	2	1	2
Name Position: Senior Health and safety officer		Signed: Ryan Lewis-Edwards		Date of Completion: 25/02/25

Reviews	Key								
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Review Date :	Likelihood of Injury								
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