

Risk Assessment / Method Statement – YouFibre: Residential Installation.



Project Scope:

Location issues: *Heavy public presence, adverse weather conditions, transport.*

Detail:

- Preinstalled prior to work activities:
 - Ducting & CBT (Connectorised Block Terminal).
 - Fibre optic cable from CBT to external point of entry at property.
 - Footway joint boxes.
 - Toby boxes / Swept Tees.
- Route the preinstalled fibre optic cable from the external of the property to point of entry as per YouFibre specification.
- Drill through external wall at point of entry (internal to external).
- Fix cables to the external wall of property to the point of entry.
- Install CSP (Customer Splice Point) on exterior of property.
- ONT (Optical Network Terminal) installed in the interior of property.
- Cables fed through the point of entry from CSP to ONT.
- YouFibre services installed at property.

Hazard Identification and Risk Controls:

Provided in the attached Risk Assessment

Environmental Protection Measure:

Waste and spoil disposed of in the designated area or receptacle provided for waste.

Quality Control:

The installation will be checked on completion by inspection.

Welfare:

Local knowledge of public welfare facilities beneficial. Local business welfare facilities must only be utilised if / when purchasing products or if permitted by owner/manager. Residential WC facilities must only be used with permission from customer.

Method

1. Greet the customer & ensure an adult (18 or over) is present for the installation.
2. Identify route of cable internally & externally with customer.
3. Route the preinstalled cable, located on the exterior of the property, to the point of entry.
4. Drill from the interior to the exterior of the property using Map Group safe drilling techniques & pipe location procedure.
5. Install CSP on exterior of property at the point of entry.
6. Install ONT (internal) & connect internal cable to external cable via fusion splicing.
7. Route the cable internally from point of entry to YouFibre services
8. Test relevant electric sockets using Martindale & test integrity of connections.
9. Check all services are working & provide relevant information to customer (broadband speeds, Wi-Fi range etc.)
10. Ensure all cavities (drill holes) are sealed using silicone & gromets, CSP is sealed using fixings provided, all cables are tacked/fixed down internally & externally to ensure no trip hazard is present.
11. Exhibit all work undertaken & seek customer approval.
12. Remove all waste & spoil internally & externally.
13. Ensure that all equipment/tooling is returned to the vehicle.

	Name	Title	Date
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Likelihood			Consequence		
1	Very unlikely	1 in a million of hazardous event	1	Insignificant	No injury
2	Unlikely	1 in 100,000 of hazardous event	2	Minor	Minor injuries requiring first aid
3	Fairly likely	1 in 10,000 of hazardous event	3	Moderate	Up to 7 days absence
4	Likely	1 in 1,000 of hazardous event	4	Major	More than 7 days absence
5	Very likely	1 in 100 of hazardous event	5	Catastrophic	Death

LIKELIHOOD	5	4	3	2	1
	5	5	10	15	20
	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
	1	2	3	4	5

CONSEQUENCES

<ul style="list-style-type: none"> ● Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> ● Road outside work area / removing equipment from van / trailer ○ Road Traffic 	<ul style="list-style-type: none"> ➤ Technician ❖ Impact from passing vehicle ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Vehicle to be parked with side door accessing cargo area adjacent to the footway. 2. Vehicle/Trailer to be segregated with traffic cones before accessing equipment. 3. Hi-Visibility clothing to be worn at all times. 	1	5	5
<ul style="list-style-type: none"> ● Domestic premises ○ Aggressive pets 	<ul style="list-style-type: none"> ➤ Technician / members of the public ❖ Bites / Scratches ⤴ Moderate injury 	<ol style="list-style-type: none"> 1. Technician training on actions to take when entering premises during induction. 2. Refresher training at 3 yearly intervals. 	2	3	6
<ul style="list-style-type: none"> ● Refilling / storing fuel ○ Fuel 	<ul style="list-style-type: none"> ➤ Technician ❖ Contact with fuel ❖ Fire / explosion ⤴ Dermatitis ⤴ Catastrophic injury 	<ol style="list-style-type: none"> 1. Spill kit and drip tray available. 2. Reserve fuel stored securely in sealed containers out of direct sunlight. 3. Reserve fuel containers fitted with appropriate nozzle for filling equipment / tools (minimizing splash and spill). 4. COSHH awareness within induction. 5. COSHH register updated with Safety Data Sheets and available to all technicians. 6. Suitable PPE/RPE provided and worn as per relevant SDS including goggles, gloves and dust mask.(If relevant) 	2	4	8
<ul style="list-style-type: none"> ● Carrying / moving equipment / tool / material on site ○ Manual handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling training in induction. 2. Refresher manual handling TBT sent out at regular intervals. 3. Regular refresher training at 3 yearly intervals. (Within accreditation training) 4. Manual Handling assessment highlighting specific controls. 	2	4	8
<ul style="list-style-type: none"> ● Carrying / moving equipment/material at Map premises / yard. ○ Manual Handling 	<ul style="list-style-type: none"> ➤ Technician / Storeman ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Manual handling training in induction including 2 person/team lifting. 2. Refresher training every 3 years. (Within accreditation training) 3. Sack trolley/pump truck used. (By storeman) 4. Manual Handling assessment highlighting specific controls. 	1	4	4
<ul style="list-style-type: none"> ● Dealing with public ○ Irrational behavior 	<ul style="list-style-type: none"> ➤ Technician ❖ Assault ⤴ Major injury 	<ol style="list-style-type: none"> 1. Technician training on actions to take when confronted by the public during induction. 2. TBT/Alert sent out at regular intervals 	1	4	4
<ul style="list-style-type: none"> ● Outside working ○ Adverse weather 	<ul style="list-style-type: none"> ➤ Technician, ❖ Slips, trips and falls. ❖ Cold temperatures ⤴ Moderate injury ⤴ Minor cold, flu 	<ol style="list-style-type: none"> 1. Waterproof clothing. 2. Assessment on suitability to work/Discussions with client. 	1	3	3
<ul style="list-style-type: none"> ● Moving furniture inside premises ○ Manual Handling 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Specific manual handling training in induction. 2. Manual handling TBT sent out at approximately 1-year intervals. 3. Refresher training at 3 yearly intervals. 	2	4	8

<ul style="list-style-type: none"> ● Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> ● Drilling holes in walls ○ Dust ○ Utility pipes / cables in wall 	<ul style="list-style-type: none"> ➤ Technician ➤ Householder ❖ Dust inhalation / entry into eyes. ❖ Contact with utilities ⤴ Mild irritation ⤴ Electrocutation / explosion resulting from gas leak / water damage 	<ol style="list-style-type: none"> 1. Goggles and RPE. 2. Face fitting of RPE. 3. Use of detection equipment. 4. Detection equipment and drill training. 5. Regular maintenance of equipment and training. 6. Refresher detection equipment and drill usage training at regular intervals. 	2	3	6
			1	5	5
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Needles 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Technician training when needles are present in induction. 2. Sharps hotline number given to technician in induction and at regular intervals via TBT. 3. Training on lifting pits and pulling cables within induction and refresher training every 3 years Inc. not putting hand where they cannot be seen. 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Venomous insects 	<ul style="list-style-type: none"> ➤ Technician, ❖ Bitten by venomous insect ⤴ Minor injury 	<ol style="list-style-type: none"> 1. Training involving: Leave undisturbed, take picture, seeking medical advice. 2. Refresher training. 	1	2	2
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Open pit 	<ul style="list-style-type: none"> ➤ Technician / members of the public, ❖ Falling into the pit ⤴ Major injury 	<ol style="list-style-type: none"> 1. Training on opening pits. 2. Barriers/Gate Guards used to close working area. 3. Sandbags for windy conditions. 4. NRSWA Refresher training every 5 years. 	2	5	10
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Lifting pit cover 	<ul style="list-style-type: none"> ➤ Technician, ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury ⤴ Major crush injury, foot / hand 	<ol style="list-style-type: none"> 1. Specific Manual Handling training in induction. 2. Correct pit lifters/associated equipment provided. 3. PPE/Steel Toe Capped boots provided. 4. On site manual handling training within training period. 5. Refresher training at 3 yearly intervals 6. Manual Handling assessment highlighting specific controls. 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Cable / ducting 	<ul style="list-style-type: none"> ➤ Technician ➤ members of the public, ❖ Trip over cable / ducting ⤴ Major injury 	<ol style="list-style-type: none"> 1. Keeping cable / ducting within working area. 2. Barriers/Gate guards and adequate signage required. 3. Cable pulling refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Rats / vermin 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Weils disease awareness training included in induction. 2. Weils disease card issued, to be carried at all times. 3. TBT on diseases to be given at 1-year intervals. 	1	5	5

<ul style="list-style-type: none"> ● Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ⤴ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> ● Access into loft ○ Inappropriate means of access into loft ○ Loft floor not load-bearing 	<ul style="list-style-type: none"> ➤ Technician ➤ Householder, ❖ Falling from loft into room below. ❖ Falling whilst attempting to enter loft space ⤴ Catastrophic injury 	Loft entry prohibited unless; <ol style="list-style-type: none"> 1. Access available via appropriate means (loft ladder with secure fixing). 2. Ceiling joists are properly boarded. 3. Adequate lighting. 4. GDU testing shows it is safe to enter. 5. Regular refresher training at 3 yearly intervals. 	1	5	5
<ul style="list-style-type: none"> ● Condition of premises ○ Used syringes / needles 	<ul style="list-style-type: none"> ➤ Technician, ❖ Needle stick ⤴ Major illness 	<ol style="list-style-type: none"> 1. Technician training on actions to take when entering a premise's during induction. 2. Refresher training / TBT on precautions and what to do if a needlestick injury occurs. 	1	4	4
<ul style="list-style-type: none"> ● Condition of premises ○ Used nappies / animal faeces 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Technician training on actions to take when entering a premise's during induction. 2. Refresher training on entering premises via TBT at regular intervals. 	1	4	4
<ul style="list-style-type: none"> ● Pulling cables outside ○ Manual Handling 	<ul style="list-style-type: none"> ➤ Technician ❖ Inappropriate manual handling ⤴ Major musculoskeletal injury 	<ol style="list-style-type: none"> 1. Specific manual handling training during induction and/or accreditation training. 2. Refresher training at 3 yearly intervals. 	2	4	8
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Gas 	<ul style="list-style-type: none"> ➤ Technician ❖ Explosive atmosphere ❖ Oxygen deficient atmosphere ⤴ Catastrophic 	<ol style="list-style-type: none"> 1. Calibrated GDU provided. 2. Gas testing / GDU usage training provided in induction. 3. Refresher practical gas testing / GDU usage training TBT minimum 1 yearly intervals. 4. Utility provider phone number provided to technicians. 	2	5	10
<ul style="list-style-type: none"> ● Accessing / working on underground services ○ Silted pit 	<ul style="list-style-type: none"> ➤ Technician ❖ Infection ⤴ Major illness 	<ol style="list-style-type: none"> 1. Advised to not do the job and send back to the manager for civils. 2. Pit lifting training during induction. 3. Refresher pit lifting training at 3 yearly intervals. 	1	4	4
<ul style="list-style-type: none"> ● Working at height outside property ○ Incorrect equipment/Usage of equipment 	<ul style="list-style-type: none"> ➤ Technician ❖ Falling from height ⤴ catastrophic 	<ol style="list-style-type: none"> 1. WAH training on induction/SA001 – Safety overhead assessment. 2. Refresher training at 3 yearly intervals. 3. PPE issued; Safety helmet with chin strap, safety footwear. 4. Stabilizing equipment. 5. Prohibition of ladder work when wind gusting above 25mph. 6. Provision of wind measuring equipment (anemometer). 7. Equipment inspected prior to use by technician & at 6 monthly intervals by manager. 	2	5	10

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ❖ The Hazardous Event ▲ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Using hazardous materials (Silicon, white spirit etc) ○ Hazardous material 	<ul style="list-style-type: none"> ➤ Technician ❖ Contact with hazardous material ▲ Mild irritation 	<ol style="list-style-type: none"> 1. COSHH awareness within induction. 2. COSHH register updated with Safety Data Sheets and available to all technicians. 3. Suitable PPE/RPE provided and worn as per relevant SDS including goggles, gloves and dust mask.(If relevant) 4. RPE Face fitting (If relevant) 	2	3	6

Review date	Carried out by:	Changes

Date of next review: 01/02/2021