

RISK ASSESSMENT (032)

Process: Delivery and Installation of Sven Christiansen plc office furniture.

Date: 17th December 2015

Issue: 04

Approved by: Roger Margiotta

Hazard	Who might be Harmed	Standard controls in place	Additional controls required	Risk level
Manual handling: back, crush, sprains and strains	Delivery & installation crews	<p>Training – all operatives have received manual handling and risk assessment training.</p> <p>Experience – all operative are experienced, any new operatives will only work alongside experienced operatives</p> <p>Mechanical aids – are provided where suitable and operatives advised to use in preference to lifting and carrying.</p> <p>PPE – steel toe caps are recommended during delivery stages along with suitable hand protection to improve on grip and prevent cuts</p>		Medium
Slips, Trips & Falls	Anyone in the area	<p>Good housekeeping is part of operatives training to ensure product, packaging and tools are placed with care to eliminate or reduce risk. Others working/visiting the area must be taken into consideration. Packaging should be removed from site as soon as practical, at least daily.</p>		Low

Other contractors/site conditions	Operatives	We normally expect a clear and complete site for our installations, if this is not to be the case additional PPE and inductions may be necessary		Low
Property damage: fixtures and fittings	Property	Site assessment - to be carried out in advance on large installations or on the day on small ones. Appropriate protection - to be put in place in areas of high risk. Sprinkler heads - to be noted if large panels being handled. If risk is medium or high, the shutoff valve is to be located in advance of work .		Medium
Tools and machinery	Operatives	Hand tools and battery operated drills only used on standard installations. Operatives are experienced in their use. Installations involving fitted (not freestanding) furniture may use electric drills and handheld routers.		Low
Noise	Anyone in the area	Battery operated drill and hand tools means noise levels are kept to a minimum		Low
Dust	Anyone in the area	On standard installations of freestanding furniture there is no dust. On fitted furniture there might be a small amount of controlled dust		Low