

RISK ASSESSMENT (RA) DOCUMENT

Work at Height • Manual Handling • Hot Job • Crane Activity

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Document Control

HSE Officer	Project HSE Manager	Site / Project Manager	21-Jul-2026

1. PURPOSE & SCOPE

This Risk Assessment (RA) identifies hazards associated with Work at Height, Manual Handling, Hot Job and Crane Activity, evaluates the risks, and defines controls to reduce risk to As Low As Reasonably Practicable (ALARP) before, during and after execution of the task.

2. HOW TO CONDUCT THE RISK ASSESSMENT

- Assemble a competent RA team: HSE officer, supervisor, operator/rigger/welder as relevant, and a worker representative.
- Define the scope of work — break the job into sequential steps/tasks (this becomes the Activity list).
- Identify hazards for each step by walking the actual work location (not from a desk).
- Assess risk using Probability (1–3) × Consequence (Minor/Average/Major/High) — see matrix in Section 4.
- Apply the hierarchy of controls: Elimination → Substitution → Engineering → Administrative → PPE.
- Re-score the residual risk after controls are applied to confirm the task is ALARP.
- Get the RA signed off by the site/project manager and briefed to the workforce (Toolbox Talk) before work starts.
- Review the RA if scope changes, after an incident/near-miss, or at the defined periodic interval (see Section 6).

3. HOW TO GATHER KNOWLEDGE ABOUT THE PROCESS

- Review method statements, SOPs, manufacturer/equipment manuals and lift plans for the task.
- Conduct a physical site walk-down to observe ground conditions, access/egress, weather exposure and surrounding activities.
- Interview the workforce and supervisors who perform the task regularly — they know the real, practical hazards.
- Review incident, near-miss and audit history for the same or similar activity on this site or company-wide.
- Check statutory/legal requirements and applicable codes of practice (e.g. work at height regulations)

before finalising the assessment.

4. RISK RATING MATRIX (PROBABILITY × CONSEQUENCE)

Probability is scored 1 (unlikely) to 3 (likely). Consequence is categorised as Minor, Average, Major or High. Risk Rating = Probability × Consequence severity, colour-coded below.

5. OBSERVATION, NON-COMPLIANCE & CORRECTIVE ACTION LOG

All observations (positive or negative) and non-compliances identified during the activity must be logged, timed, dated and closed within the deadline below. Findings are to be shared with the site management team and workforce within 24 hours via toolbox talk / notice board / HSE bulletin.

21-Jul-2026	Height access – Zone A	Worker observed with lanyard not clipped to anchor point.		Immediate stop-work; re-brief worker; supervisor to verify 100% tie-off compliance.	
21-Jul-2026	Manual handling – Store	Team lifting technique followed correctly; mechanical trolley in use.		Recognise good practice in toolbox talk.	
22-Jul-2026	Hot work – Workshop	Fire watch left location before 30-min cool-down period completed.		Retrain fire watch personnel; extend supervision checks.	
23-Jul-2026	Crane lift – Yard 3	Exclusion zone barricading found incomplete on one side.		Install missing barricade & signage before next lift.	

7. MORAL, LEGAL & FINANCIAL JUSTIFICATION

MORAL JUSTIFICATION

- Every worker has the right to return home safe and unharmed — protecting life and wellbeing is a fundamental duty of care.
- Preventing injury or death protects families and avoids long-term physical, psychological and social harm to workers and colleagues.
- A strong safety culture builds trust, morale and dignity across the workforce.

imprisonment of responsible persons.

- Documented RAs, permits and training records demonstrate due diligence in the event of regulatory inspection or incident investigation.

FINANCIAL JUSTIFICATION

- Incidents cause direct costs (medical treatment, compensation, equipment damage) and indirect costs (downtime, investigation, project delay, insurance premium increases).
- Regulatory fines and legal defence costs following a serious incident far exceed the cost of preventive controls.
- Reputational damage from an incident can lead to loss of client contracts and reduced competitiveness in tendering.
- Proactive risk management is consistently lower cost than reactive incident response and recovery.

SAFETY IS NON-NEGOTIABLE — NO TASK IS SO URGENT THAT IT CANNOT BE DONE SAFELY