

OHS RAMS - Installed Access Equipment

Client/Location	
Address	
Date	

This is a full Risk Assessment and method Statement for the purposes of an Engineer Surveyor (Competent Person) carrying out the designated examination of Installed/Suspended Access Equipment.

Competent Person

The term 'Competent Person' refers to not only the individual employee who carries out the duties of inspection, but also the Inspection Body which employs the Competent Person.

Authorisation and Competency

Authorisations are maintained through the regular and routine field auditing of all Engineer Surveyors, and through a continuous technical development and training programmes; this is supported by our accreditation to BS EN ISO/IEC 17020 – Conformity Assessment Requirement for the Operation of Various Types of Bodies Performing Inspection.

As a UKAS certified Type A Inspection Body we maintain the competencies of all our Engineer Surveyors in line with BS EN ISO/IEC 17020 whilst ensuring impartiality and independence.

Client Responsibilities – Provision of:

- Safe area in which the Engineer Surveyor can work
- Site induction (The Engineer Surveyor will provide their mobile telephone number for emergency preparedness requirements)
- Responsible Person name and telephone number
- Competent Person (e.g. equipment maintainer) to assist on site
- Permit(s) to Work as required
- Sight or a copy of the Asbestos Register or confirm that the area is free from Asbestos Containing Materials
- Instruction manuals, previous inspection reports, test certificates, maintenance and repair details if requested by the Engineer Surveyor
- Access/keys that are necessary for the inspection to be carried out
- Cleaned down equipment prior to inspection
- Suitable means of access/egress and assistance during the inspection if requested by the Engineer Surveyor
- Rescue Plan arrangements and equipment as required
- Isolated plant/equipment and fire detection systems as necessary

OHS RAMS - Installed Access Equipment

NOTE: In preparation for the inspection, a discussion will take place between the Engineer Surveyor and the Responsible Person/Designated Contact to discuss the above points prior to site attendance. This discussion will include the items to be examined, and any site-specific requirements to enable a successful visit for both parties. Where the Risk Assessment identifies control measures that shall include a rescue plan, this will be discussed with the Responsible Person/Designated Contact prior to the visit. The rescue plan and the provision of a suitably qualified and trained rescue team is the responsibility of the Client.

Task

The inspection will be carried out in accordance with Allianz procedures. This will involve a critical visual scrutiny of the equipment using suitable techniques, including testing and measurement as applicable to assess actual condition and whether the item is considered safe to use for the period up to its next inspection.

Dynamic Risk Assessment

The Engineer Surveyor will carry out a site-specific Dynamic Risk Assessment on the day of the inspection, RA1 Engineer Surveyor Risk Assessment.

Risk Assessment

As below and supported by point of activity dynamic Risk Assessments RA1 (Engineer Surveyor Risk Assessment, RA2/RA3 (Site Safety Assessment), if required, & RA4 (Safety Risk Assessment – Lift).

	Ref: OHS 6.1.2-01 LC-11	
1	Location/ Site Details: Various	
2	Activity: Examination of Installed / Suspended Access Equipment	
3	<p>Persons At Risk (who might be harmed): Engineer Surveyors, Special Service Engineers, Specialist Engineers, Senior Operations Team Leaders, trainee Engineer Surveyors, contracted staff and others not employed by AEIS (i.e. client's staff, members of the public).</p> <p>Responsible Manager(s): Area Technical Operations Manager, Regional Technical Operations Manager, Chief Engineer, Engineering Standards Manager, Specialist Engineers, Special Services Manager and HSQ Manager.</p>	
4	<p>Hazard(s) (potential to cause harm)</p> <ul style="list-style-type: none"> • Physical fatigue from climbing. • Falls from height. • Falls into water. • Slipping and tripping. • Exposure to live electrical circuits / overhead cables. • Hazards from roof mounted telecommunication / transmission equipment. • Vehicle / traffic / plant movements 	<p>Control Measures</p> <ul style="list-style-type: none"> • Training and authorisation in line with the requirements of SAFed SS01 "Recruitment, Training and Competency of Engineer Surveyors. • Satisfactory completion of SAFed "Health & Safety Passport". • Satisfactory completion of working at height training. • "Fit for work" medical and health

OHS RAMS - Installed Access Equipment

	<p>(controlled or uncontrolled).</p> <ul style="list-style-type: none"> • Environmental conditions – exposure to sun, heat / cold, wind, rain or poor lighting. • Shearing, crushing, entrapment / entanglement with or by moving parts / plant. • Trapping or isolation from means of escape (i.e. trapped at height due to equipment failure/breakdown or injury / ill health). • Falling objects (from the plant being inspected / the building / other sources / items dropped by Engineer Surveyor or Contractors). • Faulty / inappropriate access equipment. • Hazards due to the nature of the structure been accessed (e.g. inclined or fragile roof / surfaces). • Inadequate and inappropriate client preparation of working area (e.g. windows not closed, auto-sun screens / shades not disabled, debris not cleared). • Hazards from other activities taking place on site. 	<p>checks for individuals (Every 2 years).</p> <ul style="list-style-type: none"> • Always report to the responsible person on site on arrival and on leaving the location, signing in and out as appropriate. • Apply AEIS lone working policy OHS 8.2 -01. • Undertake site induction and review emergency / rescue procedures as required. • Work in accordance with OHS 6.1.2-01 G-01 Generic risk assessment – Working at Height and ES-LC-01 – Safety. • Undertake dynamic risk assessment on arrival at site and throughout the inspection in accordance with Engineer Surveyor Risk Assessment RA1, maintaining personal awareness of activities taking place on site and environmental conditions and acting accordingly. • Where required, undertake and adhere to Risk assessments RA2 & RA3. • Observe and apply any appropriate site/client specific control measures, particular attention should be made to transmitters, associated radiation output warning signage and exclusion zones. If any doubt exists with regard to radiation safety, do not proceed and raise with the responsible person on site. • Undertake the examination in accordance with the examination procedures and technical documentation relevant to the plant type. • Take control of examination area (where necessary isolate power supply / guard as appropriate, make staff in area aware of your presence / activities). • Rescue plan / procedures should be in place before starting the work at
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OHS RAMS - Installed Access Equipment

		<p>height activity.</p> <ul style="list-style-type: none"> • Wear PPE / clothing relevant to examination activity, site requirements and environmental conditions. • If suitable control measures cannot be put into place, raise with the responsible person, if necessary leave site and issue a suitably worded plant not available notification. • Use only proprietary access equipment (only operate plant that you are trained / authorised in the use of), inspect prior to use, understand its limitations and use in accordance with the manufactures guidelines. • Only use trained / competent operators to assist with examination activity and ensure clear communication throughout the examination, in particular prior to and during any plant operation or movements.
5	Potential Outcome: 5: Fatality or life changing injury	Probability/Severity: AEIS Employees: 3 moderate x 5 very high Others: 1 rare x 5 very high
6	Risk to others: 5: Medium	Risk to AEIS employees: 15: High
7	Re assessment after application of control measures	
8	Potential Outcome: 5: Fatality or life changing injury	Probability/Severity: AEIS Employees: 2 unlikely x 5 very high Others: 1 rare x 5 very high
9	Residual Risk to others: 5: Medium	Residual risk to AEIS employees: 10: Medium
10	Other useful information to be considered: HSE Guidance – Specialist Access Equipment	
11	Conclusion/ Recommendations: These risks can be controlled and are considered acceptable, as far as is reasonably practicable, with the stated control measures in place.	
12	Reviews and further actions: Review at a maximum period of 12 months - or sooner if information emerges that the risk assessment is no longer suitable/sufficient.	



OHS RAMS - Installed Access Equipment

Risk Matrix to be applied to all tasks

Probability	5 (Almost certain)	5	10	15	20	25
	4 (Likely)	4	8	12	16	20
	3 (Moderate)	3	6	9	12	15
	2 (Unlikely)	2	4	6	8	10
	1 (Rare)	1	2	3	4	5
		1 (Very low)	2 (Low)	3 (Medium)	4 (High)	5 (Very high)
		Severity				

Probability of the event occurring:

- 1. Rare: Less than once every 10 years
- 2. Unlikely: Once every 5 to 10 years
- 3. Moderate: Every 1 to 5 years
- 4. Likely: Every 6 to 12 months
- 5. Almost certain: Every 1 to 6 months

Severity of the event:

- 1. Very low: Very minor injury
- 2. Low: Minor injury requiring first aid
- 3. Medium: Lost time injury
- 4. High: RIDDOR reportable injury
- 5. Very high: Fatality or life changing injury

Ranking:

- Green (1- 4): Low risk
- Yellow (5 – 12): Medium risk
- Red (15 – 25): High risk

OHS RAMS - Installed Access Equipment**METHOD STATEMENT****INTRODUCTION**

The purpose of this information is to provide guidance when conducting the thorough examination of Installed / Suspended Access Equipment. The Competent Person shall check that any documents provided are relevant to the plant or equipment to be inspected.

For awareness regarding the documentation required, as a minimum we will require sight of the following in order to align our process.

- LOLER 9.3 certificate if in-service.
- Operations and maintenance manual.
- Maintenance records and certificates as evidence of SAFed LG3 2 and 10 year supplementary testing, BS 6037 Annual load testing of Installed / Suspend Access Equipment as required.

If in doubt, or the above cannot be provided, please refer to Engineering Technical Services.

The physical examination shall include at least the following:

- A close visual examination of all safety critical components from the building connections to the cradle (this requires consideration of the design of the building connections to determine how they will deteriorate over time, the track system or plinth, the trolley unit, the hoist system including the brake, suspension ropes and the cradle).
- A thorough visual inspection of the installation; removal of inspection covers by the Competent Person may be necessary to facilitate this inspection.
- Functional operation of, and travel on BMUs to enable inspection of plant and associated items of equipment throughout full range of movement. Note: loading may also be called for.

The inspection shall establish that:

- That the installation operates safely.
- That the previously reported defects have received attention.
- Safety devices are in place and functioning properly.
- Guarding is in place, secure and, where applicable, functions correctly.
- Any warning notices and other required operating instructions are fixed in position and are clear and unambiguous.

The inspection shall also establish:

- The presence of damage, distortion, defects or modification, which affect the safe operation of the installation.
- The presence of other defects which could cause future failure and / or danger also adversely affect the Competent Person's ability to identify defects.

OHS RAMS - Installed Access Equipment

Notes:

- The above procedure is not a definitive list, but meant as guidance to a structured routine examination.
- It is important to establish a flowing structured routine, so that nothing is missed and to prevent duplication of effort - or “yo-yo” effect.

Emergency Preparedness

In support of duty of care for the Engineer Surveyor on site, the Designated Person/Site Representative shall remain on site for the duration of the inspection.

In the unlikely event that something should go wrong and you are concerned for the welfare of the Engineer Surveyor, follow these steps:

1. Phone the Engineer Surveyor on their mobile number provided.
2. Phone any maintenance contractor who may be on site with the Engineer Surveyor.
3. Go and look for the Engineer Surveyor.
4. Call Total Mobile Protect/Safe Hub (Safety monitoring company) on 0333 207 6606, tell them of your concern and give them the Engineer Surveyor's name.

If you know or believe that the Engineer Surveyor has been injured and is not responding, please call the Fire Brigade to reach the Engineer, and the Ambulance to provide medical treatment.

Or, call the Allianz Engineering Inspection Services ICE (In Case of Emergency) telephone number on 0800 783 1093.

Alternatively, call the Health, Safety & Quality Manager Jane Nash on 07385 388723.

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