

Fibre for Rural Nottinghamshire

Point of Work Risk Assessment



- A point of work risk assessment must be carried out prior to any work by F4RN volunteers on the construction of the F4RN network¹. In addition, members of the working party should be made aware of the scope / limits of the work involved and the hazards involved.
- All members of the working party must sign onto this risk assessment to confirm that they have been briefed and understand the risks and control measures that have been put in place.
- Any person under the age of 18 is the responsibility of their parent or guardian. The parent / guardian should be briefed on the contents of the Young Persons' Risk Assessment.

Work Details

Location of work: _____ Date: _____

Working party leader(s): _____

Summary of work to be carried out (delete as appropriate):

Installing ducting - hand digging / mole ploughing / mini-digger

Installing chambers - large / small

Blowing fibre / Splicing fibre

Installing customer CPE

Other: _____

Refer to specific risk assessments / method statements

Return completed document promptly to the F4RN Safety Contact

Part 1: STOP		Before you start		Yes	No	N/A
		Are you at the correct site, item of plant or location?				
		Do you have the right documentation / information for the job?				
		Do you have the right PPE for the job?				
		Are all tools, equipment and plant in good condition?				
		Has everyone in the working party been inducted and briefed on the specific activity?				
		If you have answered 'No' to any of the above, take the required action. If in doubt always ask!				
Part 2: THINK		Safety and Health Assessment (If the hazard is present, tick the box)				
		Falls from height	Falling objects	Poor lighting		
		Poor housekeeping / site conditions	Entry into confined space	Temperature (high / low)		
		Chemicals or harmful substances	Dust / Fumes	Adverse weather		
		Heat, fire or explosion	Noise	Uncertified equipment		
		Asphyxiation or drowning	Vibration	Risk to you from your work		
		Risk to plant	Cutting/Sawing/Drilling	Risk to others from your work		
		Contact with stationary object	Electricity	Stored energy or insecure load		
		Object overturning or collapsing	Underground services	Traffic or moving vehicles		
		Slips, trips or falls on the same level	Manual handling	Other (state)		
		Circle any hazards where there are no (or inadequate) control measures. If any hazards are circled, then Part 3 (on the next page) needs to be completed and appropriate control measures put in place before work starts.				
		What happens if something goes wrong?				
		Location of first aid kit:				
		Nearest telephone:				
		Safety contact person:	Phone:			

Emergency: 999 Electricity: 0800 6783 105 Gas: 0800 111 999 Water: 0800 783 4444

¹ Unless the work is carried out by a subcontractor, in which case they should conduct their own risk assessment and carry out work in accordance with their approved method statement.

Part 3: ACT	Additional Safety Assessment				
	Hazard (From Part 2)	Control measures or precautions	Remaining risk		
			High	Medium	Low
Part 4; REVIEW	End of Job Review				
	Are there any lessons to learn for next time?	Yes		No	
	Has the work created any new hazards?	Yes		No	
	If you have answered 'Yes' to either of these questions, make a brief note below and inform the F4RN central safety coordinator immediately.				
Work Complete: Site left in safe condition					
Signed (Working party leader):					
Date/Time:					

Working Party Details:

Adults

I confirm that I have completed the F4RN induction, have been briefed on the scope of work to be carried out and I am aware of the risks and safety precautions.

Name	Signature
Working Party Leader	

Young Persons (Under the age of 18)

Responsible adult (Parent/Guardian): I confirm that I have completed the F4RN induction, have been briefed on the scope of work to be carried out and I am aware of the risks and safety precautions.

I am also aware of the contents of the Young Person's Risk Assessment and F4RN Policy on Protecting Young People.

Name	Age	Parent / Guardian	Signature