

# Inspection Health and Safety Risk Assessment

**Kiwa Independent Pest Consultancy, part of Kiwa UK Ltd**

**Assessment completed by: James Campbell**

## Introduction

During the course of your work, you will be required to work in a wide range of sites and will encounter a variety of hazards. Most of these will be hazards common to many sites, so-called generic hazards, and it is the objective of this risk assessment to alert you to these, and to identify how the risks arising from such hazards may be minimised.

Some sites will also have specific hazards associated with them, for example, moving vehicles, explosive atmospheres, presence of asbestos, fragile roofs and surfaces, confined spaces etc. It is anticipated that you will be alerted to the risks arising from such hazards by these sites own induction and permit to work procedures.

In addition, you have been supplied with the following equipment, and must use this as circumstances demand:

- Hi-visibility coat and vest.
- Intrinsically safe torch.
- Safety glasses.
- Bump cap
- Hard hat
- Ear defenders
- Safety boots
- Gloves (Inc. EN388 - Nitrile Cat 2 gloves)
- FFP3 face covering

Those hazards that have been identified as generic are described below, together with an assessment of the degree of risk, and the means of controlling such risks:

As most of our work is concerned with food and allied industries it is intended that all employees will be required to be in possession of a valid SPA Food and Drink Safety Passport. This will form the basis of health and safety awareness training within the company.

*If at any point you have any concerns about the task, environment or site you are working on, then you are to stop work and contact your manager or site contact for further guidance.*

*Any hazards, near misses or accidents are to be reported via the Kiwa Impact reporting system.*

Hazard	Assessment of risk	Who is at risk	Controls
Slips, trips and falls	High; these are the major cause of accidents in our client base.	Self	Safety footwear will be provided and must be worn at all times when working on client's premises. Footwear should be replaced when tread becomes insufficient to provide a good level of grip.

			<p>Hand-rails must be used when using stairs in client's premises.</p> <p>The separate risk assessment specifically relating to company issued footwear, and captive footwear provided by some clients, should also be consulted.</p>
Inspection of process machinery	<p>Moderate; You will be required to carry out inspections of process machinery and electrical panels as part of your normal work activities.</p> <p>There are obvious risks associated with unexpected start-up, or exposed electrical parts, whilst doing so.</p>	Self	<p>Inspection of machinery internals must not be attempted whilst machinery is running or not isolated.</p> <p>True inspection of plant machinery must only be attempted when permission has been gained from site personnel. Where necessary plant should have been isolated and/or locked off in advance of such inspection and plant should undergo a pneumatic power drain where appropriate.</p> <p>You will be provided with a lock-off and personal padlock.</p>
Excessive noise	<p>High; many of the sites where we work have noise levels likely to cause damage to the human ear.</p>	Self	<p>You have been issued with ear defenders. Disposable earplugs may be provided at your place of work. You must use either, or both, as site circumstances demand.</p> <p>Individuals are at liberty to have their hearing tested.</p>
Working from stepladders	<p>Moderate; you will occasionally need to use stepladders, primarily to access roof voids where pest monitors are sited. It is anticipated that this will be no more than a few times a week, and for periods not exceeding a total of more than 30 minutes per site on each occasion.</p>	Self	<p>You have been issued with the HSE's leaflet 'Safe use of ladders and stepladders and instructed in the main provisions concerning pre-use inspection and safety in use.</p> <p>You have also passed an annual Ladder Safety Refresher course.</p> <p>You will inevitably be called upon to use your own judgement as to the safety of use of stepladders on individual sites, and should, in no circumstances, use ladders that you believe to be in any way unsafe, or when circumstances of use may be considered unsafe.</p>
Using permanent fixed ladders	<p>Moderate; you will occasionally need to use fixed ladders, also known as hooped or caged ladders.</p>	Self	<p>You should be fully familiar with the company's specific guidance before using such equipment.</p> <p>In no circumstances should you use fixed ladders that you believe to be in any way unsafe or of inappropriate design, or when circumstances of use may be considered unsafe, for example outdoors during inclement weather.</p>

Manual handling	Low; You should organise your workspace in order to minimise the frequency of lifting and weight to be lifted. It is not anticipated that your office-based work should entail any operation which presents a manual handling risk.	Self	<p>All employees will be required to complete manual handling training at appropriate intervals.</p> <p>Our inspection-only based site work should entail minimal manual handling, with movement of pallets by pallet truck and breaking down pallets for inspection purposes two possible exceptions.</p>
Use of tools during inspections	<p>Low; primary tools used during inspections include a torch, camera, spatula, and bait box keys.</p> <p>Simple hand-tools, such as screwdrivers, spanners and allen keys will be needed to open machinery during plant inspection. These present a physical and microbiological hazard in food manufacturing sites.</p>	Client; food products	<p>You will be expected to check that any tools used are clean and in good condition prior to each use.</p> <p>Any tools found to be damaged or in a poor condition must be disposed of and replaced.</p> <p>All tools used should be accounted for prior to and after the inspection.</p>
Asthma and dermatitis	Low; many of the sites where we work contain dusts with allergic potential. Your exposure to these should be relatively slight.	Self	You should be aware of the allergic potential of such dusts and report any respiratory or skin complaints that could be associated with such exposure. You will then be required to obtain a report from a qualified medical practitioner.
Allergic reaction	Low; many of the sites where we work handle materials such as nuts and milk powders. These may provoke severe allergic reaction in some individuals.	Self	You will have been questioned about this as part of your selection for employment, and you will not be required to enter sites handling such materials. Should you become aware of any possible developing allergic problem you must make your manager aware of this immediately.
Environmental Dusts	Low; the sites where environmental dusts are an issue is minimal. However, the site themselves should risk assess their own environment and the dusts emitted from the process. Issues are often cumulative and chronic from constant exposure.	Self	<p>If in doubt check with your site contact, observe all on site signage and follow procedure as defined by the site's Health and Safety responsible person. If for any reason you think you should be wearing a dust mask this will be obtained for you.</p> <p>If in any doubt, cease work and inform your line manager.</p> <p>Individuals are at liberty to have a lung capacity test carried out at your GP practice.</p>










Asbestos	Low; sites built prior to 2000 may have asbestos containing materials (ACMs) on site. This should be documented in an asbestos register held on site and should be managed appropriately.	Self	<p>You have passed an annual Asbestos awareness refresher.</p> <p>Consult the asbestos register to verify where ACMs are located or if you have concerns.</p> <p>During your inspection work you should not be disturbing ACMs.</p> <p>If you come across or disturb suspected ACMs, stop work immediately and inform your site contact.</p>
Microbiological hazards	Low; take into consideration the environmental conditions e.g., Inspection of drains, significant rodent infestation, or bird fouling.	Self	<p>Wash hands regularly when they become soiled and before eating, drinking or smoking. Wear suitable gloves where deemed appropriate or required.</p> <p>Ensure any cuts are covered by a suitable plaster.</p>
Chiller (ammonia) plant rooms	Low; sites should all have controlled entry procedures for access to ammonia plant rooms.	Self	<p>It is company policy that ammonia plant rooms should NEVER be accessed alone. If no one is available to accompany you then the area should not be entered and an appropriate note to this effect made on the report.</p>
Electrical sub stations, LV or HV switch rooms	Low; sites should all have controlled entry procedures for access to sub stations, LV or HV switch rooms.	Self	<p>It is company policy that electrical sub stations should NEVER be accessed alone. If no one is available to accompany you then the area should not be entered and an appropriate note to this effect made on the report.</p> <p>You MUST follow all guidelines given by the site for access and safe working practice whilst working in electrical LV or HV switch rooms.</p>
Roof Voids	High; Roof voids often require access for the purposes of pest inspection and the potential harm in a roof void is significant to catastrophic.	Self	<p>You MUST follow all guidelines given by the site for access and safe working practice whilst in a roof void. Follow all permit directions given. Observe and abide by all signage. If in any doubt about anything regarding the roof void cease work immediately and inform your site contact or line manager.</p>
External roofs and working at height	Low; There is no routine working at height. Access to fragile, inadequately or un-guarded external roofs and gantries or working at height without a suitable risk assessment	Self	<p>You MUST follow all guidelines given by the site for access and safe working practice whilst on a roof or working at height. Follow all permit directions given. Observe and abide by all signage. If in any doubt about anything regarding the condition of the roof or access routes and</p>

	<p>or fall arrest system is not permitted.</p> <p>Guarded roofs or those with dedicated walkways may be accessed, depending on site permissions and weather conditions.</p>		<p>equipment, cease work immediately and inform your site contact or line manager.</p> <p>If a harness or fall arrest system is required for access, a point of work risk assessment must be carried out prior to use. Only use a fall arrest system and harness if trained to do so. Ensure equipment is in good order and there are records of checks by a competent person. Harnesses should be clean, show no signs of damage and be within 10 years of date of manufacture.</p>
Outside Working	<p>Low; take into consideration the environmental conditions at the time. Consider inclement weather – cold, warm, wet, intense sun, high wind for example. Also consider height, if inspecting a roof, you will be at greater risk from high winds.</p>	Self	<p>If the weather is very warm and the sun intense, a hat (such as your bump cap) should be worn and SPF cream applied. Otherwise consider the time of day. For example, if warm carry out external inspection in the morning or late afternoon. Wear suitable clothing for cold weather; all consultants are supplied with a warm jacket.</p> <p>If in any doubt, cease work and inform your line manager.</p>
Lone Working	<p>High; working alone is not permitted in the following environments – confined space, near live exposed electricity, any area where there is a risk of violence or aggression.</p> <p>The particular individual and their health should be taken into consideration; heart problems for example.</p>	Self	<p>When it is necessary to work alone on a site the following procedure should be adopted: Inform your site contact that you will be lone working, and your anticipated start and finish times in the lone working area. You should contact your site contact once you are finished lone working. If no contact is received by the predicted time your site contact should take action to contact you and make a search on site in the area for you.</p> <p>If the site is unmanned you should inform your line manager of your entry and anticipated exit times and should advise them when you exit the lone-working area.</p> <p>When lone-working you should have a mobile phone with you at all times.</p>
First aid	<p>Low; you have been issued with a first aid kit adequate for lone worker/ travel use.</p> <p>When working on site the client is responsible for provision of first aid facilities.</p>	Self	<p>You are responsible for replacing any first aid items used and may claim back any expenditure so incurred. Any use of items from your first aid kit must be reported to your line manager.</p> <p>When working on site you should acquaint yourself with the first aid procedures and personnel relevant to the site where you are working.</p>

Hand Care	<p>Medium; Frequent hand-washing associated with work on some food sites can be detrimental to the skin on the hands.</p> <p>Whilst inspecting some environments and plant there is a small risk of cuts, abrasions, or burns.</p>	Self	<p>Post and pre-work creams are available on most sites where hand washing is required. You are encouraged to use these creams where possible. Alternatively, you may carry (in your vehicle only) a suitable cream. A list of suitable HACCP and food safe agreed creams is available should you require them.</p> <p>Be aware of the environment you are working in and tasks to be carried out. Wear appropriate gloves where deemed appropriate or required.</p>
Driving	<p>Moderate; There is an unavoidable amount of driving involved in your job. Risks associated with this are clear, and efforts will be made to minimise these.</p>	Self, other road users and pedestrians	<p>Driving will be minimised by providing hotel accommodation when working significant distances from home. As a rough guide, you will be expected to stay overnight when working any further than 150 miles away from home, for two or more consecutive days.</p> <p>Risks while driving should be minimised by taking regular breaks. As a guide, you should drive for no longer than 3 hours without taking a break.</p> <p>Risks will be further minimised by your being required to undertake the ROSPA driver risk assessment. Failing this will necessitate your undertaking a defensive driving course.</p> <p>You will be required to provide your driving licence for inspection at least once every year, together with insurance, MoT and service records for your vehicle.</p>
Use of a computer or DSE	<p>Low; you will be required to use computing equipment to produce a variety of documents. It is anticipated that this will rarely amount to more than two days in any one week. This work will generally be completed in your own home. A PC and/or lap-top will be provided. Regular use of a laptop should only be done with a detached keyboard fitted.</p>	Self	<p>A separate risk self-assessment will be carried out on your home working environment, such that the risks associated with computer use are minimised.</p> <p>In addition, PAT testing of all electrical equipment issued by the company will be undertaken at appropriate intervals as required by health and safety legislation.</p>

Accompanying Documents
Company health and safety policy statement.
Health and safety law; what you should know.
Safe use of ladders and stepladders.
Working with DSE's
Footwear Risk Assessment

Signature below indicates that the above listed documents along with this Risk Assessment have been received.

Risk assessment received by	Print name
	Scott Baillie
	Mark Bowron
	Chris Swindells
	Giles Dormor
	Paul Hughes
	Peter Goodrum
	Matt Mayor
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