Template only MUST modify to site conditions

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| --- | --- | --- | --- | --- | --- |
| Site / Area: |       | Date of Assessment |       | Risk Assessment # | **025RA** |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | **CONTRACTORS – MINOR WORKS** |
| Authorised by: |       | Signature: |       | Date: |       |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| **Other*** Contractor Documentation
 | * Documentation out of date e.g. public liability
 | * Site to obtain all documentation as outlined in the Procedure Number 6 – Contractor Management

Public Liability* Trade/Builders Licences
* Workers Compensation
* Specific competencies e.g. asbestos removal
* Risk Assessments/JSA/Safety Management System.
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| **Other*** Induction of Contractors
 | * Contractors not being inducted
 | * Principal Contractor to be inducted with the sites policy and procedures
* All other Contractors to be inducted by the Principal Contractor or Project Manager.

Regular meetings to be arrange with site Management and Contractor* All documentation to be retained by site.
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| **Other*** Change to Workplace
 | * Lack of communication, consultation and co-ordination
 | * Workers to be informed of change to worksite including “No Go” zones
* Staff to report to management any issues or concerns.
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| **Other*** Smoking/ Inappropriate behaviour
 | * Fumes
* Fire
* Swearing
* Drugs/alcohol
 | Contractor to be informed – “Non Smoking” site“Non-Smoking” signs displayed around site* *Staff to report to management if any issues.*
 |
| Consider the work that the Contractor has been engaged to complete then assess the impact to the site and associated risks.* Gardening
* Lawn Mowing
* Window Cleaning
* Plumbing
* Electrical
* Roof Work
* Gutter Cleaning
* Paving
* Cleaners
* Refurbishment
* Repairs
* Painting
* ICT
 |  |  |
|  |  |  |
| **Other** | *
 | *
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| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |
| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
|  |  |  |