

RISK ASSESSMENT



Work Activity/Task	Fly Unit Service and Lamp Change
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Date of Assessment	15/01/2025	Risk Assessment Assessor	Mick Kilburn	Signature of Assessor	
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Location of Activity/ Task	Site Contact Name
	Site Contact Number

S E V E R I T Y	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	

LIKELIHOOD
5 Almost Certain - Very High Risk
4 Probable - High Risk
3 50/50 - Medium Risk
2 Improbable - Low Risk
1 Almost Impossible - Low Risk

SEVERITY
5 Fatality - Very High Risk
4 Severe Incapacity - High Risk
3 Absent from work 3 weeks - Medium Risk
2 Absent from work less than 1 day - Medium Risk
1 Insignificant - Low Risk

1 - 4 Low Risk
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.

5 - 9 Medium Risk
Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.

10 - 15 High Risk
Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.

16 - 25 Very High Risk
Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

COSHH Hazardous Substances

Personal Protective Equipment

Are any products used in this task harmful/Irritant?

Yes

No

Are any products used in this task Corrosive?

Yes

No

Are any products used in this task Flammable?

Yes

No

Does this task require Head protection?

Yes

No

Does this task require eye protection?

Yes

No

Does this task require foot protection?

Yes

No

Does this task require ear protection?

Yes

No

No pesticides will be used during this audit/survey

PPE will be worn in accordance with site specific rules

Are any products used in this task explosive?

Yes

No

Are any products used in this task a health hazard?

Yes

No

Are any products used in this task harmful to the Environment?

Yes

No

Does this task require hand protection?

Yes

No

Does this task require Hi Visibility?

Yes

No

Does this task require clothing protection?

Yes

No

Does this task require respiratory protection?

Yes

No

Please highlight all substances being used in this work task and any personal protective equipment required to protect the user.



Identified Hazards	Persons who may be affected	Risk Level before any control measures S x L = R				Risk Mitigation Measures	Additional Control Measures Required	Actions Required and completed by	Final Risk Level S x L = R			
		S	L	R	RR				S	L	R	RR
Unknown Hazards	EPM & Site personnel	5	5	25	VHR	<p>Ensure the Client is aware that you are on site.</p> <p>Where possible sign in and sign off on the site either verbally and/or by filling in the visitor's book.</p> <p>Ensure familiarity with site, client's activities and specific safety rules. Complete induction if required.</p> <p>Fill out the appropriate permits to work when working in certain areas designated by the client where applicable.</p>			2	2	4	LR
Slips, Trips & Falls	EPM Staff	3	3	9	MR	<p>Safety boots with good grip to be worn at all times. Ensure all work areas are clear.</p>			2	1	2	LR
Contact with Machinery		4	4	16	VHR	<p>EPM staff are not to use or approach any machinery without the permission of site contact. The permit to work system is then required before inspection of any machinery.</p>			2	2	4	LR
Moving Vehicles		5	5	25	VHR	<p>If vehicles are present on site, EPM personnel must ensure site contact is aware of your existence and wear a high visibility vest/coat. Keep to authorised walkways.</p>			2	2	4	LR

Identified Hazards	Persons who may be affected	Risk Level before any control measures S x L = R				Risk Mitigation Measures	Additional Control Measures Required	Actions Required and completed by	Final Risk Level S x L = R			
		S	L	R	RR				S	L	R	RR
Noise		4	2	12	HR	An assessment must be completed before entry to any site and PPE worn as instructed. Always wear ear protection where mandatory signs are shown			2	2	4	LR
Service of Fly Unit and lamp Change	EPM & Site Personnel	4	2	12	HR	All EPM Operatives to isolate the Unit. A clean and analysis of the catch tray will be carried out by the operative. Lamps will be changed as required. Lamps will be disposed of either by the permission of site to use glass collection facility or taken back to the EPM office for relevant collection. 3 points of contact should be used by EPM operatives when servicing fly units. If the unit cannot be isolated then this should be not be serviced and site management should be informed.			2	2	4	LR

Identified Hazards	Persons who may be affected	Risk Level before any control measures S x L = R				Risk Mitigation Measures	Additional Control Measures Required	Actions Required and completed by	Final Risk Level S x L = R			
		S	L	R	RR				S	L	R	RR
Working at Height	EPM Operatives	5	5	25	VHR	All Epm Operatives to have correct ladders for the task. These should be ladder tagged and inspected regular for safe use. EPM operatives should use 3 points of contact at all times when using the ladder.	Two persons maybe required of this task		2	2	4	LR

Method Statement



Work Task	Fly Unit Service and Lamp Change		
Client Name			
Site Address			
Site Contact		Contact Number	
 Project Manager		Contact Number	
 Contact		Contact Number	

Description of work carried out

1	EPM personnel must inform site contact to arrange for permission to carry out work activity and inform the estimated time of arrival.
2	On arrival EPM personnel are to sign in the visitor's book and read the site specific health & safety rules. Before the commencement of any contract works, attendance of a site induction will be required if necessary. If a permit to work is required this will be completed before work commences.
3	Once the appropriate paperwork has been completed and permission has been granted the EPM operative will undertake a full inspection of the premises.
4	Before commencement of any works on a fly unit, safe access to the unit must be arranged. The area surrounding the unit must be clear of any obstructions. A risk assessment must be completed and the correct access equipment used. Step ladders must be used in conjunction with the EPM "Safe use of ladders" leaflet. Any fly unit over 3 metres high must be serviced using a hydraulic platform provided by the client. All technicians must adhere to our maximum working height limit of 12 metres.
5	Once access to the unit has been safely achieved the fly unit needs to be isolated from any electrical source. There are several ways to isolate a unit. It may be a switch or remove the lead from the unit.
6	Once isolated from the electrical source work may begin on the unit.
7	The unit will be dismantled in accordance with the manufacturer's instructions. Lamps, starters and glue boards will be replaced as necessary. Catch tray's will be emptied into a bin liner and contents recorded as required. The unit will then be reassembled in accordance with the manufacturer's instructions.

8	Once the unit has been fully serviced the electrical supply can be restored by reattaching the lead or switching the unit on at the plug.
9	The access equipment will then be removed and the area made safe.

Accident & Emergency Procedures	
In the event of an accident this must be reported to the site manager/contact. All accidents must be reported in the site accident book. Contact should also be made with the EPM office and accidents reported in the accident book. If first aid can be applied this must be carried out using the first aid equipment stored in the vehicle. If the accident is serious the emergency services need to be contacted via the 999 number. Please ensure H&S Data sheets are available if required.	

Equipment Likely to be used.	
Tool bag, screwdrivers, small brushes, glass lamps, starters, glue boards, glue rolls, marker pens, stickers.	

Personal Protective Equipment expected to be used	
Safety Boots, Coveralls, Safety Glasses, Ear protection, hard hat, disposable gloves, Hi-visibility vests. Face mask with appropriate filters.	

Certification Required	
Minimum of a British Pest Control Association Diploma	

EPM Personnel Involved in the task	