

## RISK ASSESSMENT FORM

Item being assessed: **DISPENSER INSTALLATION**

Location: **CUSTOMERS PREMISES**

<b>Hazard Identified</b>	<b>Who is affected</b>	<b>Remedial action proposed</b>	<b>Remedial action taken (including date(s) and manager(s) initials)</b>
Type of surface for installation . Are cables/pipes embedded ?	Service Engineer Customers Employees	All locations to be surveyed before installation commences. This can be done by Service Engineer or Field sales	No further action required. This is standard practice. If in doubt, refer to the customers representative. Refer to 'Generic Method Statement'
Work any be carried out in unfamiliar/hazardous environment eg new customer location or building site	Service Engineer	Service engineer must report to the customers representative before commencement of work. Customer to provide Health & Safety information pertinent to the work completed	No further action required. This is standard practice. If in doubt, refer to the customers representative.
Housekeeping during installation	Service Engineer Customers Employees	The area around the installation should be kept clear of debris/dust and other items as far as practically possible on all locations. Cable runs must be as short as possible and close to the wall. No items must be stored within corridors or on staircases or left unattended.	No further action required. This is standard practice. If in doubt, refer to the customers representative.  Remove all redundant items (remove dispensers ect) from site upon completion of installation. Refer to 'Generic Method Statement'

Hazard Identified	Who is affected	Remedial action proposed	Remedial action taken (including date(s) and manager(s) initials)
Service Engineer competency/training	Service Engineer Customers Employees	None	Only experienced persons/sub-contractors will be employed to perform installations. Competency will be via previous experience or training. Special training will be given when necessary due to the changing nature of products. Refer to 'Generic Method Statement'
Equipment	Service Engineer Customers Employees	A power tools to be periodically PAT tested by a competent person. Service Engineer to visually inspect equipment for damage before use. Low voltage 110v transformer must always be used if equipment is powered via mains supply. All tools must be properly maintained and used for the appropriate task	A tool box is provided. All tools are visually inspected once per month under Controller's supervision. Equipment is planned for PAT testing annually. 110v transformer has been provided; use of battery powered tools will be. Refer to 'Generic Method Statement'
Asbestos	Service Engineer Customers Employees	Refer to information provided by the customer	If in doubt Service Engineer must inform a responsible person immediately. Refer to 'Generic Method Statement'

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Manual handling of dispensers to & from vehicle to site of installation	Service Engineer	Manual handling training for Service Engineer.  Provide appropriate PPE	No further action required. Refer to 'Generic Method Statement'
Hazardous Substances	Service Engineer Customers Employees	All substances likely to be used in installations have been assessed. Data sheets are available to the Service Engineer and Customer.	All soap dispensers are in process of being changed to the 'Skincare' range of products. These are classified as cosmetics and as such non-hazardous. Refer to 'Generic Method Statement'
Falls / Trips	Service Engineer Customers Employees	Service Engineer will only use steps ladders of correct height and are on surfaces that are level & firm. The step ladder used must have been previously inspected and approved for use. The Service Engineer must not stand on fixtures or fittings or furniture.	No further action required. Refer to 'Generic Method Statement'
Smoking	Service Engineer Customers Employees	The Service Engineer will comply with the customers smoking policy at all times	No further action required. Refer to 'Generic Method Statement'
Fire	Service Engineer Customers Employees	The Service Engineer will comply with the customers policy at all times	No further action required. Refer to 'Generic Method Statement'

