

SITE SURVEY REPORT

Risk Assessment

Prepared for	Holloway Street rear extension, Derby (fictional)
Date	24 Sept 2026
Site	Holloway Street rear extension, Derby
Prepared by	B. Nwosu

FORM

Risk Assessment

1. Assessment details

Project	Holloway Street rear extension, Derby: risk assessment (completed example)
Assessment reference	RA-HS-004
Site	Holloway Street community centre extension, Derby
Area covered	Ground floor extension shell and the east side drainage run
Date of the assessment	24 Sep 2026
Time	07:45
Work covered by this assessment	Fixing first fix services at high level from a mobile tower, and connecting the new drainage to the east side manhole.
Assessor name and role	B. Nwosu, site supervisor
Type of assessment	New assessment
Does the employer have five or more employees?	Yes

Record required. An employer with five or more employees must record the significant findings of the assessment, and any group of employees identified as especially at risk.

Were the people doing the work involved in the assessment? Yes

Who, and how? Tower crew and groundworks gang, at the morning briefing

2. Who might be harmed

Who could be affected by this work?	Employees doing the work, Other contractors on site, Visitors and delivery drivers
How many people are doing the work?	6
Which other contractors, and who is their supervisor?	Calder Electrical, supervised by K. Fisher
Is anyone especially at risk?	Yes
Who?	New starter or trainee

What is being done differently for them? Apprentice works alongside the tower crew lead and does not move or alter the tower.

3. Hazards

Scoring. Likelihood and severity are each rated 1 to 5 and multiplied. Scoring is a common way to rank hazards. It is not required by law, and the bands are this form's own.

Hazards found 1: Work at height

Type of hazard	Work at height
Where is it?	Ground floor shell, grid lines B to D
What is the hazard?	Fixing containment and brackets to the soffit from a mobile tower.
Who might be harmed, and how?	Tower crew could fall from the platform or the tower could tip while being moved.

Photos of the hazard



Can the work be done safely without working at height?	No
Access equipment	Mobile tower
Tower checks. Tick what is in place	Firm, level ground, Castors locked, Double guardrails and toeboards, Platform fully boarded, Bracing complete
Could a person fall 2 metres or more from the platform?	Yes
Date the tower was last inspected on this site	21 Sep 2026
Days since the last inspection	3

Controls already in place

PASMA trained crew. Tower built on the level slab with castors locked.
Nobody on the platform while it is moved.

Photos of the controls in place



Likelihood of harm with these controls

2. Unlikely

Severity of the harm

4. Major injury

Risk score (likelihood x severity)

8

Rating

Medium

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed

Check the instruction manual on stabilisers for this height and fit them if required before use.

What kind of control is it?

Practical safeguard, such as a barrier or guardrail

Who will do it?

Tower crew lead, J. Booth

Needed by

24 Sep 2026

Done on (date) and checked by

24 September, 08:05: stabilisers fitted as the manual requires. Checked by B. Nwosu.

Likelihood once the action is done

1. Very unlikely

Severity once the action is done

4. Major injury

Residual risk score

4

Residual rating

Low

Hazards found 2: Excavation

Type of hazard	Excavation
Where is it?	East side drainage run, manhole connection
What is the hazard?	Open trench at the manhole connection, about 1.2 metres deep, with no barrier.
Who might be harmed, and how?	Anyone walking past, or plant reversing, could fall into the trench.

Photos of the hazard

What protects the edge?	Nothing in place
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Unprotected edge. Suitable and sufficient steps must be taken to prevent any person, work equipment or material from falling into an excavation. Construction (Design and Management) Regulations 2015, regulation 22.

Will anyone work in the excavation?	No
Controls already in place	Groundworks gang aware. Dumper route moved away from the trench.
Likelihood of harm with these controls	4. Likely
Severity of the harm	4. Major injury
Risk score (likelihood x severity)	16
Rating	High

High, 15 to 25. Do not start this work until further controls are in place and the risk has been rated again.

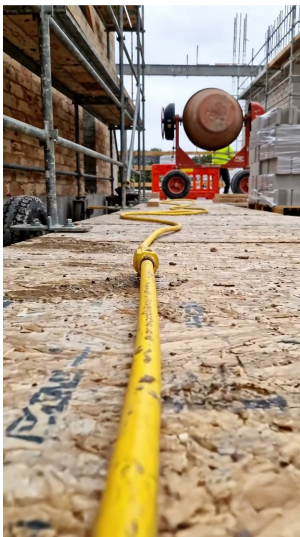
Has the work or the area been stopped or closed off?	Yes
Who has been told, and when?	Groundworks foreman D. Lyons told at 07:55. All trades told at the 08:10 briefing.

Further action needed	Fit barriers around the trench, with a 1 metre stand-off, before any work in the area.
What kind of control is it?	Practical safeguard, such as a barrier or guardrail
Who will do it?	Groundworks foreman, D. Lyons
Needed by	24 Sep 2026
Done on (date) and checked by	24 September, 09:30: barriers up with a 1 metre stand-off. Checked by B. Nwosu before work resumed.
Likelihood once the action is done	1. Very unlikely
Severity once the action is done	4. Major injury
Residual risk score	4
Residual rating	Low

Hazards found 3: Slips and trips

Type of hazard	Slips and trips
Where is it?	Main walkway along the scaffold, west side
What is the hazard?	110 V extension lead laid across the walkway to the mixer.
Who might be harmed, and how?	Anyone using the walkway could trip on the lead.

Photos of the hazard



What is underfoot?	Trailing lead or cable, Wet or muddy surface
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HSE guidance on trailing cables. Use cordless tools where you can. Where cables are needed, run them at high level, especially along corridors.

HSE guidance on slippery surfaces. Treat them with stone for mud or grit for ice, or provide a temporary covering. Signpost the area and make sure footwear with a good grip is worn.

Controls already in place Lead is 110 V and yellow, so it is easy to see.

Likelihood of harm with these controls 3. Possible

Severity of the harm 2. Injury needing first aid

Risk score (likelihood x severity) 6

Rating Medium

Medium, 5 to 12. Record what further action would lower the risk, who will do it and by when.

Further action needed Reroute the lead overhead on hooks along the scaffold and brief the crew.

What kind of control is it? Changes the job, equipment or materials to reduce exposure

Who will do it? Labourer, W. Gray

Needed by 24 Sep 2026

Done on (date) and checked by 24 September, 08:30: lead rerouted on hooks. Checked by B. Nwosu.

Likelihood once the action is done 1. Very unlikely

Severity once the action is done 2. Injury needing first aid

Residual risk score 2

Residual rating Low

4. Summary and decision

Hazards recorded 3

Highest risk score 16

Highest residual score 4

At least one hazard is rated high. That work should not start until the further controls are in place.

Can the work start? Yes, except in the areas listed below

Which areas or tasks stay closed, and until when? East side drainage trench stays closed until barriers are up and checked by the supervisor.

Does any of the work need a permit to work? No

Emergency, first aid and rescue arrangements for this work

First aider on site: B. Nwosu. First aid kit in the welfare cabin. After a fall from the tower or into the trench: make the area safe, first aider attends, call 999 and send someone to meet the ambulance at the Holloway Street gate. Nobody works on the tower or near the trench alone.

5. Briefing

Has the crew been briefed?	Yes
Time of the briefing	08:10
People on the job	6
People briefed and signed	6
Share of the crew briefed (%)	100
Does anyone need the briefing in another language or format?	No
Points raised by the crew	Crew asked for a second set of tower stabilisers to be kept on site.

Crew signatures 1: J. Booth

Name J. Booth

Signature

J. Booth

Crew signatures 2: D. Lyons

Name D. Lyons

Signature

D. Lyons

Crew signatures 3: W. Gray

Name W. Gray

Signature

W. Gray

Crew signatures 4: E. Rossi

Name

E. Rossi

Signature

E. Rossi

Crew signatures 5: M. Kowalski

Name

M. Kowalski

Signature

M. Kowalski

Crew signatures 6: O. Bell

Name

O. Bell

Signature

O. Bell

6. Review

Review the assessment if there is reason to suspect it is no longer valid, or if there has been a significant change. HSE guidance also names changes to staff, processes or equipment, problems reported by workers, and accidents or near misses.

What would prompt a review on this job?

Access equipment moved or altered, Excavation extended or backfilled,
Bad weather, New people joining the crew

Planned review date

8 Oct 2026

Days until the planned review

14

Assessor sign-off

Name

B. Nwosu

Assessor signature

A handwritten signature in dark blue ink that reads "B. NWOSU". The letters are bold and slightly irregular, typical of a handwritten signature.