


Service/Pipe Subways - Risk Assessment Form

Risk Rating Matrix: See Guide to Determining Risk		Severity			
		Minor	Serious	Major	Extreme
Likelihood	Likely	Low	Medium	High	High
	Possible	Low	Medium	Medium	High
	Unlikely	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium

Assessment number: HIGH001		Department: Department of the Built Environment		Service: Highways			
Workplace Address: PO BOX 270, Guildhall, London EC2P 2EJ				Reviewed Date: 08/2020			
Assessment Date: 11/2016		What/who is being assessed? The Pipe Subway operations and services provided by City of London operatives.					
Name of Assessor: Giles Radford							
What are the hazards? [Or Issues]	Who might be harmed and how?	What are the existing controls?	Risk Rating (H, M, L)	What further action is necessary? <i>Always when Risk is Medium or High</i>	Action by when / whom?	Action complete (Date)	
Example: Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> Good level of general housekeeping All areas well lit including the stairs and external areas No trailing cables Staff proactive in keeping areas clear Spillage procedure implemented 	M	<ul style="list-style-type: none"> Worn / damaged flooring in lobby to be replaced 	Manager / 3 Months	(Add when completed)	
Travelling – Higher risk from COVID-19 exposure when travelling together in shared vehicles or by public transport		<ul style="list-style-type: none"> Avoid all unnecessary shared trips. Operative to use own vehicles in their pods or using public transport in accordance to government guidelines. 	M	<p>In the situations where two member crews are required, the additional measures should be put in place.</p> <ul style="list-style-type: none"> Keep the windows open to circulate the air inside the cabin. Wear face masks and protective gloves at all times while in the vehicle. Single use PPE to be disposed in bags in general waste so that it cannot be reused. At the end of the shift clean all the surfaces in the vehicle such as gear knob, dashboard, steering well etc. 			

Unauthorised Access/ Accidental Access	Contractors, Operatives and the public	<ul style="list-style-type: none"> • All openings are controlled through a central booking system. A subway must not be entered if permission to do so has been refused. • No booking will be granted to parties who are not on the database. If the contractor is not on the database they must seek approval from CoL regarding their works. Once confirmed, the contractors will be added to the system before agreeing access. • City of London officers hold the key therefore has control over the opening of the M15 approved security covers. • All contractors will be identified and briefed before entering the tunnel in line with the code of Practice and the requirements stated on the booking form. • Access to the subway must meet the requirements set out in the Code of practice for access and safe working in local authority service subways. • All signing and guarding must be compliant with Safety at Street Works and Road Works – A Code of Practice, as an absolute minimum. 	M	<p>Covid 19</p> <p>Access to the subway to be in accordance with government guidelines.</p> <ul style="list-style-type: none"> • A 2m distance to be maintained whilst in the pipe subway. • In the situation where a 2m distance cannot be maintained then operative to work back to back or side to side and avoid working face to face. • All operative to work in their established work pods. • Masks to be worn at all times whilst working/navigating in the subway. • One utility company in the subway at a time. • If there is a need for more than one utility company in the subway, then a suitable distance to be adopted (minimum 2m) 	Giles Radford / Martin Till 6 months	
Lack of appropriate equipment/PPE	CoL Operatives and Contractors	<ul style="list-style-type: none"> • All PPE and other equipment required for a SSOW shall be suitable and sufficient for the tasks identified. The following PPE and equipment shall be provided, as stated in the approved code of practice, as an absolute minimum: • Copy of the approved code of practice • Calibrated gas detectors per work group and, at the point of access and egress, to EN 14594 (minimum three-way detector). • Suitable and sufficient torch to meet the environment and conditions. • Standard first aid kit to Health and Safety First Aid regs 1981. • Escape breathing apparatus to EN 402 & EN 1146. • Hard Hat to EN 397 and gloves EN 388:1994 • Approved winching system to EN795 one at each opening. • Full body harness to BSEN358, EN358 and EN 1497. • 2 gas detectors as above as a minimum at each exit plus one at site works. • All equipment to be calibrated to manufacturers' requirements and specification, whilst being regularly tested. 	L	The approved code of practice, the booking system and the onsite brief make all the information absolutely clear to anyone entering the subway.	“	

		<ul style="list-style-type: none"> Where the contractor/company has a policy of self-rescue then the following then the following will then be provided with staff competent and holding valid certification: Minimum 2 no. sets of 30 minutes rescue compressed air breathing apparatus (C>A>B>A) to EN 14594. And a oxygen resuscitator to BS 6850. 				
Serious musculoskeletal Injury through Manual Handling	CoL Operatives and Contractors	<ul style="list-style-type: none"> Anyone entering the pipe subway who will be transporting or supporting of a load by hand or bodily force must comply with the Manual Handling Operations regulations 1992. All contractors and CoL operatives are briefed on the difficulties in manoeuvring items in and out of the subway. Contractors will be advised to minimise the need for manual handling. 	M	Inform all contractors of the difficulties with working in the pipe subway and advise that they try to minimise manual handling risks by using mechanical assistance, reduce the weight being carried or undertaken more journeys, reduce carrying distance and safely flag any item that may be deemed as heavy. We would like contractors to think TILE when working within the Pipe Subway.	“	
Injury or death through Restricted Access (Confined Access)	Contractors and CoL operatives	<ul style="list-style-type: none"> The pipe subway is deemed a confined space therefore all works must be carried out in accordance with the Confined Spaces Regulations 1997. All works with the service subway must abide by the requirements set out in the approved code of practice for access and safe working in local authority service subways, 	L		“	
Electrocution or isolation through lighting or power failure	Contractors and CoL operatives	<ul style="list-style-type: none"> Most subways are now lit and have emergency lighting as a backup. However, all operatives entering the pipe subway should have a fully functional torch available. Under no circumstances shall nay unauthorised person interfere with the electric lighting and power installations. All works needing lighting and power must comply with the approved code of practice for access and safe working in local authority service subways, 				
Death or injury through presence of poisonous gas or alternatively low oxygen levels	Contractors and CoL operatives	<ul style="list-style-type: none"> An atmosphere check will be undertaken by CoL operatives prior to entry at the entrance and exit points. CoL Operatives and contractors must have air test monitors actively working at all times, when in the pipe subway. Air Test devices must be continuously monitored when in the pipe subway by all monitoring flammable gases, hydrogen Sulphide and Carbon Monoxide. The pipe subway is classified as NO SMOKING at any time. All operations must comply with the approved code of practice for access and safe working in local authority service subways, 	L		“	

Serious injury through the use Naked Flame Devices (Hot Works)	Contractors and CoL operatives	<ul style="list-style-type: none"> All operations that require naked flame devices must comply with that stated in the approved code of practice for access and safe working in local authority service subways, All operations must comply with the approved code of practice for access and safe working in local authority service subways, 	L		“	
Serious Injury through the use of toxic Solvents and Materials	Contractors and CoL operatives	<ul style="list-style-type: none"> The contractor must inform the Local Authority when making the initial application that they intend to use a toxic solvent or material. Any contractor using toxic materials must comply with COSHH 2002 regulations Any use of toxic or dangerous material must be removed by the operatives as stated in the approved code of practice for access and safe working in local authority service subways, 	L		“	
Lack of Fire/Emergency procedure	Contractors and CoL operatives	<ul style="list-style-type: none"> The emergency procedure for the service subways is stated in the approved code of practice for access and safe working in local authority service subways. 	L		“	
Lack of procedure for Accident or Illness of persons with the service subway.	Contractors and CoL operatives	<ul style="list-style-type: none"> The approved code of practice for access and safe working in local authority service subways sets out the procedure should anyone collapse or before unconscious with in the service subway. The escape rescue plan also states the procedure for self rescue, Non-entry rescue and entry rescue. 	L		“	
Exposure to Leptospirosis or Weill's Disease	Contractors and CoL operatives	<ul style="list-style-type: none"> All CoL operatives and contractors must have attended awareness training, which forms part of the confined space accreditation course. PPE and standard Hygiene should avoid any potential problems. Rat baiting is also implemented on an adhoc basis, to try and manage the rodent situation. COSHH assessments by the users must be undertaken in order to manage this risk. The approved code of practice for access and safe working in local authority service subways also provides advice in relation to this issue. 	L		“	
Slips, trips and falls	Contractors and CoL operatives	<ul style="list-style-type: none"> All operatives must abide by the approved code of practice for access and safe working in local authority service subways. Every effort should be made to remove slips, trip and falls as far as is reasonably practicable. 	L			
Exposure to Asbestos	Contractors and CoL operatives	<ul style="list-style-type: none"> The approved code of practice for access and safe working in local authority service subways clearly stated the standards for monitoring asbestos, whilst also highlighting what do to should any asbestos be 	M	All contractors are informed to provide the local authority with details should they disturb any pipes/cables containing asbestos material.	“	

		<p>found. Asbestos registers are available on the pipe subway webpage</p> <ul style="list-style-type: none"> The local Authority will then arrange for a specialised company to attend site to remove the asbestos material from the pipe subway after notifying the HSE via form FODASB5. 				
Lack of Hygiene	Contractors and CoL operatives	<ul style="list-style-type: none"> The approved code of practice for access and safe working in local authority service subways, clearly states the requirements for PPE, the washing or wiping of hands and the ban of taking food and drink into the subway. All of these factors will ensure hygiene is maintained to a safe level. 	L		“	
Damaged Equipment left unnoticed	Contractors and CoL operatives	<ul style="list-style-type: none"> If an operative notices any damaged plant, equipment or appliance in the subway the CoL operatives or any contractor is encouraged to report this issue to the Local Authority ASAP. 	L		“	
Introduction to other substances during operations (eg water)	Contractors and CoL operatives	<ul style="list-style-type: none"> Operatives to check surrounding area for gully blockages after high rain falls and water leaks. 	L	Contractors to inform COL / Thames water	Giles/Martin Till - Immediately	
<p>NB - Following completion of the risk assessment you should ensure the controls identified are included within your work procedures / method statements / work instructions and safe systems of work HSE Guide - Five steps to risk assessment</p>						