

CREW DETAILS

IN AN EMERGENCY CALL:

Crew Leader:	Project Phone Number:
Crew:	

PROJECT OVERVIEW

Purpose of Project:	Date of Project:
<p>Benefit of Project: Enhances natural lighting and energy efficiency in buildings. Ensures safety and security with durable and impact-resistant glass. Facilitates noise reduction and improved indoor comfort. Improves the aesthetic appeal and modern appearance of structures. Provides thermal insulation and reduces heating/cooling costs. Supports the integration of advanced glazing technologies.</p>	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Asbestos exposure	Asbestosis, respiratory diseases	Enables renovation and repair work in older buildings safely.	Conduct surveys before work begins. Train workers on asbestos awareness and ensure licensed contractors handle any asbestos removal. Avoid disturbing suspect materials without testing. (ALL)	Workers, contractors	Before Measure: High After Measure: Med
Chemical splashes	Burns, eye injuries	Enables the use of high-performance chemicals for durability.	Provide protective goggles, gloves, and aprons when working with adhesives, sealants, or cleaning agents. Ensure proper storage, clear labeling, and worker training in chemical handling and spill management. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Confined spaces	Asphyxiation, restricted movement	Allows work in areas like tight window frames in older buildings.	Conduct a risk assessment for confined space work. Provide appropriate ventilation, lighting, and PPE. Train workers in confined space entry and emergency procedures, and ensure a rescue plan with designated personnel is in place. (ALL)	Workers	Before Measure: High After Measure: Med
Dust inhalation	Respiratory issues, eye irritation	Allows workers to cut glass and materials on-site efficiently.	Use wet cutting methods or tools with integrated dust extraction systems. Provide dust masks or respirators. Limit exposure times, and clean workspaces regularly to reduce airborne particles. (ALL)	Workers	Before Measure: High After Measure: Med
Electrical hazards	Electric shock, fires from faulty wiring	Permits the use of electrical-powered tools that enhance precision and speed.	Ensure electrical tools and cords are regularly PAT tested, use battery-operated equipment where possible, and avoid overloading circuits. Train workers in identifying damaged electrical systems. (ALL)	Workers	Before Measure: High After Measure: Med
Exposure to hazardous substances	Chemical burns, respiratory irritation	Allows the use of specialized materials for high-quality, durable installations.	Conduct COSHH assessments for sealants, adhesives, and cleaning agents. Ensure workers wear gloves, goggles, and masks, and provide proper ventilation. Store chemicals in clearly labeled containers in designated areas. (ALL)	Workers	Before Measure: High After Measure: Med
Exposure to UV radiation	Skin damage, heatstroke	Allows outdoor work while reducing health risks.	Provide sunscreen, wide-brimmed hats, and sunglasses with UV protection. Ensure workers take breaks in shaded areas during peak sun hours and encourage long-sleeved clothing for additional protection. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Falling objects	Injuries from dropped tools, broken glass	Ensures construction can proceed without delay in crowded environments.	Install toe boards, nets, and tool lanyards on elevated workstations. Set up exclusion zones below working areas and secure materials to prevent accidental drops. Regularly inspect equipment for stability. (ALL)	Workers, visitors	Before Measure: High After Measure: Med
Fatigue from repetitive tasks	Reduced concentration, errors	Enables the completion of large-scale projects without productivity loss.	Rotate tasks among workers to reduce repetitive strain. Schedule regular breaks, use ergonomic equipment, and encourage hydration and stretching exercises to reduce fatigue. (ALL)	Workers	Before Measure: High After Measure: Med
Fire risk	Burns, property damage	Allows work to proceed in complex projects requiring combustible materials.	Store flammable materials in fireproof cabinets. Conduct regular fire drills, ensure fire extinguishers are accessible, and educate workers on emergency response procedures. Keep flammable tasks away from ignition sources. (ALL)	Workers, property	Before Measure: High After Measure: Med
Glass breakage	Cuts, injuries from shards	Enables the installation of aesthetic, functional glass features essential to modern construction.	Use tempered or safety glass where appropriate. Provide cut-resistant gloves, protective goggles, and glass-handling suction tools. Train workers on proper handling techniques and store glass in secure racks. (ALL)	Workers	Before Measure: High After Measure: Med
Handling sharp tools	Cuts, accidental injuries	Allows workers to achieve precision cutting, essential for glass fitting.	Provide cut-resistant gloves and aprons. Ensure tools are sharp, maintained, and stored in a secure toolbox. Train workers in safe cutting and storage practices to reduce mishandling risks. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate first aid	Untreated injuries, delayed response	Ensures prompt treatment of injuries, minimizing downtime and severity of accidents.	Provide sufficient first aid kits stocked with appropriate supplies for the work environment. Train designated first aiders and ensure all workers know their locations and emergency contact procedures. Conduct regular checks of kits and train workers in basic first aid response. (ALL)	Workers, visitors	Before Measure: High After Measure: Med
Inadequate training	Errors in installation, injuries	Ensures a skilled workforce capable of high-quality installations.	Provide comprehensive, role-specific training, including glass-handling, working-at-height, and emergency response procedures. Conduct regular skill refreshers and monitor workers for compliance. (ALL)	Workers	Before Measure: High After Measure: Med
Incorrect use of tools	Injuries, equipment damage	Ensures efficient and precise work using specialized tools.	Train workers in tool-specific usage and maintenance. Conduct regular tool inspections, replace damaged tools promptly, and ensure operators have the appropriate certifications for powered equipment. (ALL)	Workers	Before Measure: High After Measure: Med
Manual handling injuries	Strains, sprains, back injuries	Improved operational efficiency through faster and safer handling of materials.	Conduct manual handling training for all workers. Use mechanical aids like glass lifters or dollies, assess loads before lifting, and ensure two-person lifts for heavy or awkward loads. Provide ergonomic gloves and encourage rest breaks for repetitive tasks. (ALL)	Workers	Before Measure: High After Measure: Med
Material storage hazards	Falling objects, injuries from toppling materials	Ensures easy access to materials, speeding up installations.	Store glass vertically in secured racks to prevent toppling. Use appropriate shelving for sealants and adhesives, and designate areas for heavy equipment with clear load limits. Conduct regular inspections of storage areas. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Noise exposure	Hearing loss, distractions	Accepting noise risks enables access to power tools, essential for precise cutting and fitting.	Provide hearing protection like earplugs or earmuffs for noisy equipment. Limit exposure times, perform regular maintenance on tools, and use quieter equipment when available. Rotate tasks to reduce prolonged exposure. (ALL)	Workers	Before Measure: High After Measure: Med
Not following standard operating procedures	Errors, increased risk of accidents	Maintains consistency and reduces risks from untrained or unsafe actions, improving quality and safety.	Regularly train workers on established procedures for all tasks, including glass handling and equipment use. Provide accessible documentation, monitor compliance, and conduct refresher courses to address knowledge gaps and reinforce standards. (ALL)	Workers	Before Measure: High After Measure: Med
Other site contractors	Conflicting tasks, communication failures	Promotes collaboration and smooth project execution while minimizing risks from miscommunication or conflicting tasks.	Conduct coordination meetings with all contractors to align on schedules, hazards, and responsibilities. Establish clear communication channels and ensure adherence to shared safety protocols. Monitor activities to prevent conflicts or overlapping hazards. (ALL)	Workers, contractors	Before Measure: High After Measure: Med
Poor ergonomics	Musculoskeletal disorders, fatigue	Enhances worker productivity and reduces fatigue during intricate tasks.	Redesign workstations to minimize awkward postures. Provide adjustable supports and ergonomic tools, and encourage frequent breaks. Train workers in proper lifting and positioning techniques. (ALL)	Workers	Before Measure: High After Measure: Med
Poor lighting	Errors, injuries from lack of visibility	Enables precision work in dim or enclosed spaces.	Provide portable lighting for poorly lit areas. Ensure all task zones have adequate illumination, and conduct work during daylight hours when possible. Check electrical connections for lighting equipment regularly. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Public safety	Injuries to bystanders, material damage	Allows work to proceed in public spaces without impacting safety.	Erect barriers, warning signs, and exclusion zones to keep the public away from work areas. Schedule high-risk activities during non-peak hours. Ensure materials are securely stored. (ALL)	Public	Before Measure: High After Measure: Med
Scaffold safety	Falls, structural collapses	Allows safe, extended access to high areas for large-scale installations.	Ensure scaffolding is erected and inspected by a certified professional. Use guardrails, toe boards, and ensure stable footing. Monitor for any signs of wear or structural weakness during use. (ALL)	Workers	Before Measure: High After Measure: Med
Sharp edges on glass	Cuts, puncture wounds	Permits the handling of various glass shapes for custom designs.	Use edge protectors on stored glass and transport materials with suction tools. Provide workers with cut-resistant gloves and sleeves, and ensure training on safe handling of glass panels. Dispose of glass waste responsibly. (ALL)	Workers	Before Measure: High After Measure: Med
Slips, trips, and falls	Trips on tools, slips on wet surfaces	Allows work to continue safely in high-traffic areas without productivity loss.	Ensure work areas are tidy, spills are cleaned promptly, walkways are free from obstructions, and uneven surfaces are clearly marked. Provide anti-slip footwear and maintain regular inspections of working surfaces. (ALL)	Workers, visitors	Before Measure: High After Measure: Med
Stress and mental fatigue	Burnout, reduced focus	Fosters a resilient workforce capable of handling demanding projects.	Promote open communication to address concerns. Encourage breaks and task rotation, and provide access to mental health resources. Monitor workload to avoid overburdening workers and maintain realistic deadlines. (ALL)	Workers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unclear communication	Errors, accidents from miscommunication	Promotes teamwork and prevents errors in complex installations.	Use hand signals, radios, or phones for clear communication on-site. Conduct daily briefings to outline tasks and hazards, and ensure all workers understand their roles and responsibilities. (ALL)	Workers, contractors	Before Measure: High After Measure: Med
Unsafe structures	Collapses, injuries from structural failure	Enables work in older or compromised buildings while ensuring worker safety and project feasibility.	Conduct pre-work structural integrity assessments by qualified engineers. Mark unsafe areas clearly and limit access until repairs or reinforcements are complete. Use temporary supports like props or scaffolding for stability during work. (ALL)	Workers	Before Measure: High After Measure: Med
Vehicle movement on-site	Collisions, pedestrian injuries	Facilitates material delivery and removal without delays.	Designate vehicle-only zones, use spotters for reversing, and provide high-visibility clothing for workers. Implement traffic management plans, and ensure vehicles are maintained to prevent mechanical failures. (ALL)	Workers, public	Before Measure: High After Measure: Med
Vehicles near the worksite	Collisions, injuries to workers or visitors	Allows efficient delivery and material transport while maintaining safety for workers and site visitors.	Establish clear traffic management plans, including vehicle-only and pedestrian zones. Use spotters for vehicle movement, require high-visibility clothing for workers, and ensure vehicles are inspected and operated by trained personnel. (ALL)	Workers, visitors	Before Measure: High After Measure: Med
Vibration exposure	Hand-arm vibration syndrome, fatigue	Allows the use of advanced tools necessary for accurate and efficient installations.	Use low-vibration tools and limit exposure times. Rotate workers using vibrating equipment, provide anti-vibration gloves, and ensure regular tool maintenance to minimize unnecessary vibrations. (ALL)	Workers	Before Measure: High After Measure: Med

Glazing (Windows and Glass Installation)

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Working at height	Falls from height, dropped tools	Enables work in hard-to-reach areas, ensuring installation accuracy.	Use certified scaffolding, mobile elevated platforms (MEWPs), and secure harnesses. Train employees in working-at-height safety and inspect all equipment daily for wear or defects. Ensure the ground is stable and level. (ALL)	Workers	Before Measure: High After Measure: Med
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date