

# Risk Assessment Form

Version 2

Sooty Brushes Ltd	Date: 2021 onwards	RA Review Date: <b>Additional services or changes in method of service</b>
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List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
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## Risk: Chimney Sweeping (Manual Sweeping)

Falling debris	Business Owner,	<ul style="list-style-type: none"> <li>▪ Chimney opening sealed off with props as required</li> <li>▪ Safety goggles used if looking into the chimney</li> <li>▪ Hard hat worn if standing into the chimney</li> <li>▪ Deflectors used if high volumes of debris falling</li> </ul>
Dust & soot contamination	Business Owner, Customer,	<ul style="list-style-type: none"> <li>▪ Chimney opening sealed off with props as required</li> <li>▪ Safety goggles used if looking into the chimney</li> <li>▪ Respirator used for soot protection</li> <li>▪ Magnets/Tape used to seal chimney opening</li> <li>▪ Vacuum with hazardous dust filter used to remove soot</li> </ul>
Damage to property and chimney	Business Owner, Customer,	<ul style="list-style-type: none"> <li>▪ Appropriate tools and sweep heads used for the job</li> <li>▪ Appropriate action used force used for the job</li> </ul>
Exposure to gas & smoke	Business Owner, Customer,	<ul style="list-style-type: none"> <li>▪ Respirator used where appropriate with correct filter rating</li> <li>▪ Fire extinguisher available in the event of fire</li> <li>▪ All combustibles restricted to the fireplace</li> </ul>

## Risk: Chimney Sweeping (Rotary Power Sweeping) \*

As above in manual sweeping		<ul style="list-style-type: none"> <li>▪</li> </ul>
Debris and projectiles	Business Owner,	<ul style="list-style-type: none"> <li>▪ Safety goggles used when a complete seal is not used</li> <li>▪ Appropriate speed used for each job</li> </ul>

## Risk: Working at height (ladders, scaffold & platforms)

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Use of pitching ladder	Business Owner, Customer, Public	<ul style="list-style-type: none"> <li>▪ Ladder conforms to EN 131 standard</li> <li>▪ If on public footpath then a barrier should be used to prevent walking underneath</li> <li>▪ If on road, vehicle should be parked in a fend off position to prevent accidental impact</li> <li>▪ Positioning should take place with a minimum of 1m above the gutter line</li> <li>▪ Pitch the ladder to 75 degrees or 1 in 4</li> <li>▪ The ladder should extend at least 1 meter above the roof ledge</li> <li>▪ Where possible, leaning the ladder against tile cladding or guttering should not be done</li> <li>▪ The ladder feet should always be on level and stable ground which is debris free</li> </ul>
Use of roof ladder	Business Owner, Customer, Public	<ul style="list-style-type: none"> <li>▪ Ladder conforms to EN 131 standard</li> <li>▪ If on public footpath then a barrier should be used to prevent walking underneath</li> <li>▪ If on road, vehicle should be parked in a fend off position to prevent accidental impact</li> <li>▪ Ensure a minimum of 1 round is hanging off the roof line</li> <li>▪ Ensure the roof ladder and pitched ladder are tied together with nylon webbing</li> <li>▪ A leg lock technique is to be used while lifting and lowering the roof ladder into position</li> <li>▪ An initial partial weight bearing test is done to ensure the roof ladder is settled ok</li> <li>▪ Foam tubing is used on the underside of the ladder bearers to spread the weight</li> </ul>

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Use of step ladder/Short ladder	Business Owner, Customer, Public	<ul style="list-style-type: none"> <li>▪ Ladder conforms to EN 131 standard</li> <li>▪ The ladder feet should always be on level and stable ground which is debris free</li> <li>▪ Where this is used on a chimney stack, securing the ladder at the base to the ridge or roof ladder with nylon webbing and the top of the ladder secured to the chimney stack with nylon webbing</li> </ul>
Use of scaffold or platforms	Business Owner, Customer, Public	<ul style="list-style-type: none"> <li>▪ Use of scaffold or platforms only if constructed by competent and insured parties.</li> <li>▪ No access if evidence of this is unavailable.</li> </ul>
<b>Risk: Manual Handling</b>		
Moving & lifting equipment	Business Owner	<ul style="list-style-type: none"> <li>▪ Correct lifting technique is used</li> <li>▪ Trolly tool boxes used where possible</li> <li>▪ Gloves used for lifting</li> </ul>
Moving & lifting ladders	Business Owner	<ul style="list-style-type: none"> <li>▪ Correct lifting technique is used</li> <li>▪ Be aware for turning round to avoid impact</li> <li>▪ Be aware of lifting up to avoid overhead cables</li> <li>▪ Gloves used for lifting</li> </ul>
Posture of work	Business Owner	<ul style="list-style-type: none"> <li>▪ Knee pads to be worn</li> <li>▪ Gloves to be worn</li> <li>▪ Regular changes in posture to be done to avoid repetitive injuries or poor posture development</li> </ul>
<b>Risk: Environment</b>		
Slips, trips, falls including areas which may have wet floors or other hazards.	Business Owner, Customer, Public	<ul style="list-style-type: none"> <li>▪ First aid provisions are available in the van.</li> <li>▪ Cables are laid flat if in use, customer advised if trailing cables if present.</li> <li>▪ All equipment placed on dust sheet for work area to prevent tripping.</li> <li>▪ Chemicals and spillages are cleaned up appropriately.</li> </ul>

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Weather, temperature & humidity	Business Owner	<ul style="list-style-type: none"> <li>▪ Cold - may allow hypothermia, warm clothing is worn as necessary. Protective wind and waterproof clothing including hat/gloves are used if outside work is carried out.</li> <li>▪ Heat - may allow hyperthermia, light clothing and fresh water is available on the van.</li> <li>▪ Thunderstorm – roof work and sweeping of a flue will not take place during a thunderstorm to prevent risk of lightning strike.</li> <li>▪ Snow/Ice – services may need to be reviewed (roof work).</li> <li>▪ Wet/rain – services may need to be reviewed (roof work).</li> <li>▪ Wind – services may need to be reviewed (roof work).</li> </ul>
<b>Risk: Transport &amp; Access</b>		
Vehicle use	Business owner, residents, other road users	<ul style="list-style-type: none"> <li>▪ Only drivers adequately insured and qualified to drive the vehicle will be permitted to.</li> <li>▪ Drivers will follow the Highway Code and not breach this whilst undertaking duties for the company.</li> <li>▪ The vehicle will be locked when it is unoccupied.</li> <li>▪ All loads including roof ladders to be secured adequately for transport on the highway to prevent damage or spillage of load</li> </ul>
Lack of footpath	Business owner, other road users	<ul style="list-style-type: none"> <li>▪ If work is to be carried out where no footpath is available then positioning of the vehicle to create a fend off position should be done safely.</li> <li>▪ Hazard lights should be used if appropriate.</li> <li>▪ High visibility clothing should be worn if appropriate.</li> <li>▪ Traffic cones should be used if appropriate.</li> </ul>
Access to property	Business owner, residents, other road users	<ul style="list-style-type: none"> <li>▪ Hazard lights should be used if appropriate.</li> <li>▪ High visibility clothing should be worn if appropriate.</li> <li>▪ Traffic cones should be used if appropriate.</li> <li>▪ Resident's access is not blocked during work.</li> </ul>
Parking	Business owner, residents, other road users	<ul style="list-style-type: none"> <li>▪ Parking should be off the road where possible.</li> <li>▪ Parking should not interfere with access or clearways and should not obstruct drop kerbs, painted lines or junctions.</li> </ul>
<b>Risk: Tools &amp; Equipment</b>		

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Cutting/scraping tools	Business owner	<ul style="list-style-type: none"> <li>▪ Work gloves should be used when handling tools</li> <li>▪ Blades should not be left unattended</li> <li>▪ First aid kit available in van</li> </ul>
All other tools	Business owner	<ul style="list-style-type: none"> <li>▪ Each tool is to be used for its intended purpose</li> <li>▪ Visual inspection for tools condition prior to using.</li> </ul>
Electrical/power tools	Business owner	<ul style="list-style-type: none"> <li>▪ All 240v tools to be PAT tested each 3 years</li> <li>▪ Any power tools with rotation (drills) to have a physical test of the torque setting in working order</li> </ul>
<b>Risk: Chemicals &amp; Substances</b>		
Soot and swept debris	Business owner, residents	<ul style="list-style-type: none"> <li>▪ Correct PPE must be worn for the service</li> <li>▪ Debris and soot will be shoveled into a plastic sack and sealed when full with a cable tie and duct tape</li> <li>▪ All remaining dust and debris will be vacuumed using a H rated filtration system and sealed within the unit until it needs emptying</li> <li>▪ Soot sacks will be left with the customer or taken away and disposed of appropriately.</li> </ul>
Foul animals from chimneys (birds etc)	Business owner, residents	<ul style="list-style-type: none"> <li>▪ Any animal corpses to be disposed of in sealed bags alongside hazardous materials.</li> <li>▪ Gloves to be used to prevent infection</li> </ul>
Chemicals & substances used	Business owner, residents	<ul style="list-style-type: none"> <li>▪ All chemicals to be used with the correct PPE and per the manufacturers guidelines</li> <li>▪ COSHH documents and data sheets to be carried for each chemical</li> <li>▪ Chemicals stored in toolbox or sealed containers with warning signage if appropriate</li> </ul>
Combustion materials (gas, oil, coal, wood and other materials)	Business owner, residents	<ul style="list-style-type: none"> <li>▪ Combustible materials are not carried</li> <li>▪ Gas work is not carried out unless alongside a gas registered engineer who isolates the supply prior to work starting</li> </ul>
Transport and waste	Business owner, other road users	<ul style="list-style-type: none"> <li>▪ Vehicle to be labeled appropriately with correct warning signage</li> <li>▪ Valid waste license to be held for the business owner</li> <li>▪ All loads to be secured appropriately</li> </ul>

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## Risk: Camera survey & inspections

Camera survey	Business owner, residents	<ul style="list-style-type: none"> <li>▪ All recordings to take place of only fireplace surroundings and inside of chimney/flue. Images of fireplace, chimney stack and outside of property are included.</li> <li>▪ No personal details or photos of people are to be captured to safeguard the resident.</li> <li>▪ Issues found are to be explained to the customer.</li> <li>▪ 12v power source used for camera.</li> </ul>
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## Risk: Cre-away Treatment \*

To be added		<ul style="list-style-type: none"> <li>▪</li> </ul>
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## Uses: PPE

Gloves	Business owner	<ul style="list-style-type: none"> <li>▪ Disposable nitrile gloves used to prevent soot exposure to hands</li> <li>▪ Work gloves used over the top to protect hands from injury</li> </ul>
Respirator mask	Business owner	<ul style="list-style-type: none"> <li>▪ Minimum FP3 rated filtration mask used</li> <li>▪ Filters to be replaced at least every 6 months or end of life</li> </ul>
Eye protection (glasses/goggles)	Business owner	<ul style="list-style-type: none"> <li>▪ Safety glasses to be used when looking into a chimney;</li> <li>▪ Unsealed rotary power sweeping</li> </ul>
Ear plugs/defenders	Business owner	<ul style="list-style-type: none"> <li>▪ Use with compressor</li> <li>▪ Use with small rooms</li> </ul>
Hard hat/bump cap	Business owner	<ul style="list-style-type: none"> <li>▪ Used for inglenooks or sweeping overhead</li> </ul>
Knee pads	Business owner	<ul style="list-style-type: none"> <li>▪ For all jobs</li> </ul>
High visibility clothing	Business owner	<ul style="list-style-type: none"> <li>▪ When on the highway</li> <li>▪ When using ladders</li> </ul>
Long sleeve clothing	Business owner	<ul style="list-style-type: none"> <li>▪ When sweeping to prevent soot contamination on the skin</li> </ul>

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Boots/shoes	Business owner	<ul style="list-style-type: none"> <li>▪ For all jobs</li> </ul>
Powered respirator with ear muffs, hard hat and visor	Business owner	<ul style="list-style-type: none"> <li>▪ Minimum FP3 rated filtration mask used</li> <li>▪ Filters to be replaced at least every 6 months or end of life</li> <li>▪ To be calibrated at least every month or sooner if required</li> <li>▪ To replace the battery regularly</li> <li>▪ To replace the visor guard regularly</li> <li>▪ To clean regularly</li> </ul>
Disposable coveralls	Business owner	<ul style="list-style-type: none"> <li>▪ Disposable coveralls to be used per household</li> <li>▪ Coveralls disposed of in rubbish sack once used</li> <li>▪ Coveralls to cover ankles, cuffs and neck</li> </ul>
<b>Chemicals: COSHH</b>		
Fire cement	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>
Fire Putty	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>
Stove rope glue	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>
Smoke pellets	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves, respirator, flammable, irritant</li> </ul>
Lighter	Business owner	<ul style="list-style-type: none"> <li>▪ Flammable</li> </ul>
Stove cleaner (degreaser)	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>
Stove glass cleaner	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>
Stove polish (tin)	Business owner	<ul style="list-style-type: none"> <li>▪ Gloves , non-hazardous</li> </ul>

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Stove polish (bottle)	Business owner	▪ Gloves , non-hazardous
Cre-away	Business owner, residents	▪ Gloves , Respirator, Goggles, Full length clothing, irritant, hazardous
Powder fire extinguisher	Business owner	▪ Non hazardous
Clinical wipes	Business owner	▪ Non hazardous
Soot	Business owner, residents	▪ Gloves, respirator, hazardous – seal in bags.
Battery for drill (lithium ion)	Business owner	▪ Non-hazardous, flammable
Battery for smoke alarm/carbon monoxide	Business owner, residents	▪ Non-hazardous, flammable



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		Name	Signature	Date
<b>Original Assessment</b>	<b>Carried out by:</b>	Luke Shipway	L Shipway	January 2021
	<b>Position held:</b>	Company Director	L Shipway	January 2021
	<b>Health &amp; Safety Advisor:</b>			
<b>Review</b>	Review Conducted by:			
	Review Conducted by:			
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