

CONTRACT RISK ASSESSMENT

Contract: 262 Corporation Road, Newport		Location: 262 Corporation Road, Newport NP19 0DZ							
Date: October 2025		Site Manager: Tom Bailey							
Risk Levels:		HIGH	MEDIUM	LOW					
<i>What are the hazards?</i>	<i>WHS RA No/s:</i>	<i>Who may be harmed and how?</i>	<i>Risk Level</i>	<i>What action is necessary?</i>	<i>Residual Risk Level</i>	<i>Action by whom?</i>	<i>Action by when?</i>	<i>Done</i>	
Demolition / Taking Down / Strip Out & Structural alterations		Workers / Residents / Visitors Being struck and injured from flying materials, inhalation of dusts		The property will require some demolition to the existing internal structure in order to create the new walls and additional living space. All demolition, dismantling and structural alteration to the property will be carefully planned and carried out by competent persons to ensure the safety of workers. The working area is to be kept clear from non-essential personnel to ensure that people are kept as far as possible away from the risks of falling materials and projectiles. The method statement for the demolition/strip out works should identify the sequence required to prevent accidental collapse of the walls. Gas, electricity, water and telecommunications services need to be disconnected before demolition/strip out work begins. No electrical live working is permitted. All isolations will be locked off with only one person having the ability to reinstate the supply. Whilst works are taking place upstairs during phase one, there must still be a supply to the welfare provisions downstairs (hot water / toilet / electric for kitchen areas). Hazardous materials should be considered including dust, and respirable crystalline silica (RCS). An asbestos survey has been completed, and all asbestos will be removed by a licence contractor prior to strip out works taking place in the areas containing asbestos. The Site Manager must ensure all personnel are wearing the correct PPE and RPE to avoid inhalation of dusts. Face fit records must be kept on site. There are some structural works required to create the additional accommodation internally. During the works, the stability of the existing structure will be monitored by the Site Manager especially during the removal of existing walls. If in doubt, the structural engineer will be consulted, and all appropriate action taken as and when required.		Site Manager and operatives	Throughout the works.		
Asbestos		Workers / Residents / Visitors / Members of the public in the area. Long term health issues which may result in death, breathing issues, cancers.		To ensure the safety of the contractors and residents an asbestos refurbishment / Demolition survey has been completed by the Client. All identified asbestos will be removed by a specialist asbestos contractor prior to works starting within these areas. All contractors will be briefed on the contents of the survey, who will in turn sign it to confirm receipt. Should further asbestos containing materials be found, works in that area will stop, and suspected materials will be tested. Only once written confirmation has been sought, and any asbestos removed by a specialist contractor, will works be allowed to continue/ resume. All Operatives and subcontractors are to be trained in asbestos awareness. This training must be maintained. Workers must not deviate from the working area. Do not tamper with or handle anything that you suspect has the potential to contain asbestos. If operatives suspect asbestos is present in the working area, stop work immediately, and contact the site manager immediately. No work is to be completed until an additional survey has been completed. Only an approved, licenced asbestos removal company will be commissioned to remove the asbestos present in the building.		Site Manager and operatives	Throughout the works.		
Existing Internal Services		Workers/ Residents / visitors and the public. Electrocution or explosion from damaging services fires or explosions. Damage to property.		All existing services must be isolated prior to any demolition/strip out works taking place in those areas. This work must be carried out by a competent person, and records kept on site of this.		Site Manager and operatives	Throughout the works.		

Work at Height <i>(include specifics re scaffold, towers, use of ladders, etc)</i>		Workers / Residents / Visitors / Falls from height, being struck and injured by falling objects		All work at height will be subject to risk assessment, taking particular account of the ground conditions. The Site Manager will not permit any operatives or sub-contractors to commence work at height until a suitable and sufficient risk assessment is in place and the task has been discussed. Sub-contractors will be required to provide their own assessments for work at height. Scaffolding will be required for the erection of the new extension and installation of the pitched roof. Scaffolding will only be erected/alterd by competent scaffolders only who are in possession of a CISRS Card. All scaffolders will be required to work to SG04 / TG20 at all times. Scaffolding Sub-contractors will be required to provide their own specific risk assessments for work at height. Scaffolding to be inspected before use and every week by a competent person ensuring remedial actions are carried out. Ladders and steps will only be used for short duration light work; refer to generic assessments for ladders, step-ladders, and general work at height Step ladders are to be specifically assessed for work. Any ladders and steps used will be of a suitable class and at the correct angle before use. All Steps and ladders to be secured at night. All access equipment (including all types of ladders, steps and hop-ups) will be included in the weekly inspections; all sub-contractors will either use their own registers or be included in the WSBS inspections. Damaged ladders will be removed from use immediately. Only trained and competent persons to erect alter or dismantle any scaffolding. In practice, this means that all tube and fitting or system scaffolding must be erected by a competent sub-contract scaffolder. All working platforms including scaffolding must be fitted with suitable edge protection, which should include as a minimum two guard rails and a toe board. Before leaving site, access to any scaffolding (ladders, steps, ramps, etc.) to be left fully secure and not able to be accessed by the trespassers. Security of plant and equipment is a priority on the works. To protect persons below from potential falling tools and materials, brick guards will be placed on the scaffold. Any requirements for scaffolding over the footpath will require permits from the council. Brick guards and safe and suitable access will be provided for pedestrians to prevent risk of falling materials, trip hazards and prevent them having to walk in the road. A traffic management plan for pedestrians will be developed in this instance. Ladders will be secured with ladder guards when not in use or removed from site.		Site Manager and operatives	Throughout the works.	
Lifting Operations		Workers/Visitors Failure of lifting equipment resulting in major injury or death		There will be a requirement to install additional steel to the existing structure therefore a lift plan will be required taking particular account of flooring conditions, segregation and available space within the structure; a competent Site manager will be present during all lifts. The lift plan must be submitted prior to the lift for review and approval by Belle Group. Under no circumstances are lifts to be conducted without a suitable and sufficient lift plan and risk assessment. Only competent, trained and authorised persons to be involved in any lift. Records to be kept of all plant and equipment used, as well as the lift plan itself. The new roof will be constructed and installed on site.		Site Manager and operatives	Throughout the works.	
Plant/Equipment		Workers/Visitors Failure of equipment resulting in major injury		All items will be checked before use each day; more thorough inspections will be recorded weekly in line with the inspection register. Damaged or faulty items will be withdrawn from use until rectified or replaced including cables and plugs; all defective equipment to be withdrawn from use immediately. Any plant/equipment will be operated by trained and competent persons only. Only trained, experienced and authorised personnel to use the equipment; full training records to be held on site. All electrical equipment to have been PAT tested in last 12 months (minimum). Discutters must be used with dust suppression and the correct FFP3 respirators face fit tested to the individual. Only 110v mains power and battery powered tools will be allowed on site. Copies of maintenance certificates will be held in the site file. Hired-in plant and equipment will be inspected by the site manager on arrival at site and a record made on the Company Inspection Register. Weekly inspections will then be recorded on all hired-in items. Sub-contractors are to comply with the inspection and testing regimes. Failure to provide evidence of maintenance and inspection will result in the item(s) not being permitted on site.		Site Manager and operatives	Throughout the works.	

General Public		Visitors/ Residents / General Public Immediate harm through duration of works due to unplanned/ uncontrolled activities		The property can be accessed from Corporation Road which is a main road within Newport City Centre. All associated activities audible beyond the site boundary must not occur outside the hours of 08:00 -18:00 Mondays to Fridays and 08:00 -13:00 on Saturdays. There shall be no development on Sundays or Bank Holidays. The neighbours will be given advance notification of any works likely to affect them. There will also be a notice displayed on the shop front for the site managers contact details in the event of any issues arising during the works. The property is attached to a neighbouring radio repair business which will be occupied throughout the duration of the works. The neighbouring property will need to be updated on any site related activities that may affect them including significant noise production during certain periods of the works. Site personnel must remain vigilant and ensure all tools and equipment always remain secure and that the site is secured throughout the works due to being on the high street. Expect trespass and theft. As the property is within both a residential and commercial area, noise and dusts must be always kept to a minimum. Parking of vehicles must be done safely without blocking of access areas. To avoid the build-up of congestion it is important to ensure that site traffic and deliveries are kept to a minimum during rush hour times. The contractors especially waste removal companies must be vigilant of pedestrians passing the property / using the road when entering and leaving the site and avoid reversing without the use of a banksman. The Site Manager must ensure access is always provided to pedestrians to avoid them walking into the road and also ensure the nearby residents and their visitors maintain access to their own properties to prevent the build-up of traffic. Core working hours may need to be introduced to prevent nuisance to residents and the nearby commercial properties. This will be monitored by the Site Manager throughout the duration of the project. Weekend working is only permitted with prior authorisation by the Site Manager.		Site Manager and operatives	Throughout the works.	
C.O.S.H.H.		Workers/Visitors/ Residents / General Public Immediate harm such as chemical burns. Long term health problems as a result of exposure to noise/vibration or dust respectively.		All hazardous materials will be stored in a lockable secure container. If possible, those items not required/ not in use will be taken off site by the individual contractors. Only persons trained in the correct handling and use of hazardous substance will be allowed access to said substances. Once the substance is no longer required, it must be securely stored after use, in order to prevent unauthorised use. The site manager is to monitor the use and storage of COSHH substances throughout the build and the site manager should always expect trespassers and ensure all chemicals are secured outside of work hours. In compliance with legislative requirements, health surveillance of workers potentially exposed to noise, vibration, dust and other health related hazards must be completed regularly by all contractors. There are a significant number of gas bottles stored next to the building (within the radio repair premises) and in compliance with fire regulations these will need to be relocated to reduce fire risks and risk of damage to them during roof and scaffolding works. Substances must be assessed to comply with the COSHH regulations and the necessary precautionary measures taken. Other normal construction materials to be used for works e.g. cement/plaster/paint/sealant - all non-generic products to be assessed; generic substances covered by COSHH Manual held on site. Assessments should be carried out and the findings discussed in full with all operatives prior to them using the substance. good welfare facilities and consumables and enforcement of regime before eating, drinking and smoking or vaping. All dusty operations to be controlled by the use of water suppression or a vacuum using an appropriate hepa filter. when not in use, COSHH substances are to be removed from site. Under no circumstances can dusts be generated without adequate control measures. There is a high likelihood of the surrounding businesses and pedestrians being affected by uncontrolled dusts, which is not acceptable. During internal works, dust extraction will be used and windows will be opened to help ventilate the areas. Throughout the works, any escaping dusts will be hoovered up with the appropriate M Class Hoover. Do not sweep dusts up.		Site Manager and operatives	Throughout the works.	
Fire Risk		Workers/visitors/ / residents / trespassers/general public		NO SMOKING - any where on site Housekeeping must be a priority ensuring the skip is utilised for the depositing of surplus combustible materials Extinguishers to be available. There should be no hot works on this site as most of the plumbing works will require crimping. In the event that any hot works occur on site they are to be controlled via a permit to work system, issued by a competent person prior to any hot works being carried out and only closed and cancelled after a sufficient fire watch period has elapsed. Prior to carrying out any hot works the competent contractor is to ensure that all combustible materials are removed from the area and that suitable fire extinguishers are available in the vicinity which must only be operated by trained and competent persons.		Site Manager and operatives	Throughout the works.	

Access/Egress		Workers/Visitors/ Residents / General Public Immediate harm Due to inadequate access provisions		The property can be accessed from Corporation Road which is a main road within Newport City Centre. This road has limited parking with double yellow lines outside of the property and traffic wardens are regularly visiting the area. There are no spaces available for contractor parking and side streets are also limited. There are currently no permits in place for skips or use of the pedestrian footpath which would need to be applied for prior to use. There is no access to the rear of the property. Waste must not be allowed to accumulate so deliveries and material storage must be appropriately planned to ensure safe access/egress and limit hazards on site. The property is attached to a neighbouring radio repair business which will be occupied throughout the duration of the works. The neighbouring property will need to be updated on any site related activities that may affect them including significant noise production during certain periods of the works. Site personnel must remain vigilant and ensure all tools and equipment always remain secure and that the site is secured throughout the works due to being on the high street. Expect trespass and theft. Parking of vehicles must be done safely without blocking of access areas. To avoid the build-up of congestion it is important to ensure that site traffic and deliveries are kept to a minimum during rush hour times. The contractors especially waste removal companies must be vigilant of pedestrians passing the property / using the road when entering and leaving the site and avoid reversing without the use of a banksman. The Site Manager must ensure access is always provided to pedestrians to avoid them walking into the road and also ensure the nearby residents and their visitors maintain access to their own properties to prevent the build-up of traffic.		Site Manager and operatives	Throughout the works.	
Compound; Fencing & Welfare		Workers/visitors/ Residents / trespassers/general public		The property will have to be secured throughout the duration of the works due to being on the high street and so not able to be fenced off from trespassers as this would block the pedestrian footpath. The works area from inside the property will be blocked off to prevent persons from entering the works area/building until works are fully completed. Where practicable the working area to the side of the property will be secured to prevent access from the neighbouring property by using ladder guards. Regular liaison with the neighbouring property will take place to inform them in advance should any access be required from their property. During the demolition/strip out stages of the works, additional controls will be implemented externally to prevent the neighbouring properties being disturbed or affected by noise. The works area will remain secure to prevent unauthorised access. The Site Manager is responsible for ensuring that these agreed arrangements are properly managed, verified effective and continually checked, particularly prior to leaving the site unattended at any time. Welfare is to be provided by means a CDM compliant welfare provisions which will be on the ground level of the building whilst the first phase of the works takes place upstairs. Hot cold running water and mains assisted toilet will be available and somewhere to sit/eat/warm food during rest periods. Facilities will be kept clean by means of regular cleaning and monitoring of the welfare facilities. Dirty or unkempt conditions or welfare practices will not be tolerated; offending workers will be suitably disciplined. Due to the location of the site, all deliveries will be pre-planned by the site manager to limit site traffic. In addition, impact onto the local residents and businesses will also have to be managed, particularly, the business next door to the property due to being joined to the building and contractors requiring access at certain points of the project. Equipment will be left secure when not in use. The site manager is responsible for ensuring that all equipment, tools and materials are left secure, expect trespass and theft where possible do not leave equipment on site outside of shifts		Site Manager and operatives	Throughout the works.	
Manual Handling		Workers poor technique resulting in long term health problems. Incorrect grip resulting in cuts, abrasions or items being dropped onto feet		There will manual handling on this project as it will not be possible to eliminate on this particular project; however, all manual handling will be subject to a risk assessment and mechanical means will be used wherever possible to reduce unavoidable incidence. Mechanical aids will be provided where practicable to eliminate/reduce manual handling. Specific toolbox talks are to be given to operatives on manual handling. No operative shall carry any materials or equipment up a ladder. Gloves must be worn (EN388 - 4121) and safety boots (EN345 Class 1-S3) must be worn when manually lifting.		Site Manager and operatives	Throughout the works.	

Noise & Vibration		Workers /Visitors / residents / Public long term health problems such as deafness or vibration white finger as a result of exposure to noise or vibration respectively.		Specific noise and vibration assessments are to be completed for work equipment. Where noise is above 80 decibels hearing protection will be provided, over 85 decibels the site manager will enforce the use of Hearing protection. Vibration assessments will determine the exposure limits of equipment and these will be communicated to operatives carrying out the work. Noise on site will be limited to the site and its effect on the neighbouring business and nearby residents will be monitored at all times. Should the site manager determine that noise levels could be disturbing them or other local residents, core hours will be introduced and monitored by the site manager. Where possible, noisy activities will be segregated on site. Due to the closer proximity to the neighbouring business, the site manager is to maintain a good working relationship with the neighbours, as noise may be an issue during key times of the build. Where excessive noise is produced on site, hearing protection must be worn. Where the site manager is unsure if hearing protection is applicable, a noise assessment of the task/ environment will be carried out. Where possible the use of vibrating equipment will be minimised. Where this cannot be achieved, low vibration equipment will be selected. All plant and equipment will be subject to pre-use checks to ensure that they are in good working order. Radios are not permitted on site without permission as these can introduce additional hazards to the work site. Where permission has been granted, consideration is to be given to neighbouring properties.		Site Manager and operatives	Throughout the works.	
Environmental Considerations		Pollution/harm to wildlife and protected species		Little impact on the environment if all suitable controls are implemented. All waste accumulated and formed during the project will be relocated taken off site during each shift due to there being no suitable place for waste skips. All deliveries and waste collections must be co-ordinated and a banksman in place to ensure the safety of the pedestrians, commercial property visitors, and nearby residents. The site manager will carry out regular checks to ensure compliance and good levels of housekeeping on site throughout the construction phase. Operatives are responsible for the waste they generate and the housekeeping in their works area. Anything which is no longer required on site is to be removed. The site manager is responsible for ensuring that the waste is cleared regularly. Due to the location of the site, all deliveries will be pre-planned by the site manager to limit site traffic. In addition, impact onto the local residents and businesses will also have to be managed, particularly, the business next door to the property due to being joined to the building and contractors requiring access at certain points of the project. Reduce public nuisance (noise, vibration & dust) to minimum such as avoiding noise beyond normal working hours. Ensure no spillage into drainage or ground. A drip tray will be provided. A spill kit will be available.		Site Manager and operatives	Throughout the works.	
Emergency Provision & Procedures (including first-aid)		All		First-aid kit will be made available on site. Contact details for the nearest accident and emergency unit to be made known through site induction. Fire plan and procedure to be established on site by site manager. The shouting of "fire, fire, fire" will be used to raise the alarm. The assembly point will be signed and communicated to all at induction. Fire extinguishers are to be located on site in key locations, as identified in the fire plan.		Site Manager and operatives	Throughout the works.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED



MANDATORY PPE:

Head protection at all times to EN397:2012 + A1:2000 and EN50365:2002

High vis vests at all times

Safety footwear to EN345 / EN ISO 20345 at all times

Safety gloves to EN388 (minimum level 4*) when cutting, drilling or handling sharp objects / materials

Respiratory equipment (minimum FFP3*) when cutting, drilling or creating any airborne dusts or fumes

N.B. All persons wearing respiratory protection MUST be face-fit tested AND clean-shaven

Safety goggles to EN166* when cutting, drilling, creating any airborne dusts or projectiles, or working near eye-level sharps

Hearing protection (minimum EN 352-1* or 2*) for all cutting, drilling, or noisy operations

Other (specify types and relevant tasks):

Written by:

Job Title:

Signature:

Date:

Verified on site pre-start by:

Job Title:

Contractor (if deputising as Site Manager/Supervisor)

Signature:

Date:

UNDERSTOOD AND ACCEPTED BY:

Following the briefing, ALL site personnel (management and operatives) must sign to confirm they have read and accepted the content of this risk assessment, and that works will be carried out in accordance with the instructions therein. Any H&S queries must immediately be directed to the Company's Health & Safety Manager or Wenlock Health & Safety Ltd (01952-885885)

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ON SITE REVIEW SECTION

If any circumstances change and the information provided in the initial risk assessment above is no longer valid, you require reviewing the initial risk assessment by completing the document below.

Any amended sections to the previous must be clearly crossed through and initialled by the Site Manager / Site Supervisor

AMENDMENTS MADE TO THE ABOVE RISK ASSESSMENT

Amendments by:

Job Title:

Contractor (if deputising as Site Manager/Supervisor)

Signature:

Date:

UNDERSTOOD AND ACCEPTED BY:

Following the briefing, ALL site personnel (management and operatives) must sign to confirm they have read and accepted the content of this risk assessment, and that works will be carried out in accordance with the instructions therein. Any H&S queries must immediately be directed to the Company's Health & Safety Manager or Wenlock Health & Safety Ltd (01952-885885)

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