Risk Assessment Form

(This form is meant to assist building contractors to compile a Report on possible risks arising from the works to be carried out in HKU premises. The list is not exhaustive and it is the duty of the contractor to make its own complete assessment.)

1. Location of Works Area:

Building/Area _________________________________________________________

Floor ___________________________ Room No.: _____________________

2. Works Period: Days __________________________

3. Maximum No. of Workers: Persons __________________________

4. Nature of Works: Renovation ☐ Demolition ☐ Excavation ☐

Partitioning ☐ E&M Works ☐ External Bldg Works ☐

Others ☐ __________________________

5. Is the floor/room or area also occupied during the works period? Yes ☐ No ☐

6. Is it possible to schedule the works to be carried out outside normal office hours? Yes ☐ No ☐

7. Materials to be Used:

(a) Strong odour emission materials, Yes ☐ No ☐
    e.g. paint stripper, paint, thinner, coating materials or others, etc.

(b) Flammable or explosive substances, Yes ☐ No ☐
    e.g. diesel, petrol, paint stripper, fast drying agents (amount _____________ litres)

(c) Aerosols or gases in bottles, Yes ☐ No ☐
    e.g. oxy-acetylene gas, blow torches (canister type)

(d) Strong corrosive substance Yes ☐ No ☐
    e.g. tile cleaners, bleaching agents, etc.

(e) Large sized glass pane Yes ☐ No ☐
8. **Plant & Equipment**
   (a) Portable power generator/Compressor  Yes ☐  No ☐
   (b) Cranes/Excavator/Winches/Air Compressor/Chain Block  Yes ☐  No ☐
   (c) Suspended gondola (_________ ) numbers  Yes ☐  No ☐
   (d) Powered elevated working platform/Mobile Scaffold  Yes ☐  No ☐
   (e) Cartridge operated fixing tools/COFT  Yes ☐  No ☐
   (f) Circular saws or electric portable saws  Yes ☐  No ☐
   (g) Other large size equipment  Yes ☐  No ☐

9. **Possible Hazards**
   (a) Obnoxious or health related emission  Yes ☐  No ☐
e.g. emission from materials used (solvents) or fumes from the work process (welding)
   (b) Emission of strong light from processes  Yes ☐  No ☐
e.g. arc welding
   (c) Fire
      (i) use of flammable materials (e.g. thinner, petrol, etc.)  Yes ☐  No ☐
      (ii) hot work process (e.g. welding, high speed cutting/grinding)  Yes ☐  No ☐
      (iii) overloading of electric circuit  Yes ☐  No ☐
         (estimated power required: ____________ Amp)
      (iv) trade waste (e.g. saw dust, packaging material)  Yes ☐  No ☐
      (v) workers smoking  Yes ☐  No ☐
   (d) Housekeeping & premises related
      (i) wandering electric leads  Yes ☐  No ☐
      (ii) long objects (e.g. pipes & conduits)  Yes ☐  No ☐
      (iii) trips & falls risk  Yes ☐  No ☐
      (iv) fall edges or floor openings  Yes ☐  No ☐
      (v) falling objects  Yes ☐  No ☐
      (vi) material stacking & storage  Yes ☐  No ☐
   (e) Electrical  Yes ☐  No ☐
      (e.g. electric shock/electrocution from temporary power supply & on site equipment)
   (f) Environmental  Yes ☐  No ☐
      (e.g. dust/effluent discharge/mosquito breeding/tree protection, etc.)
   (g) Traffic – temporary traffic/pedestrian control required  Yes ☐  No ☐

-- End --

(d) Irene/…/Risk Assessment Form Oct10.doc