

DOCUMENT CONTROL		COMPANY	
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SITE DETAILS			
Site Name	Main Contractor Site — Hillmorton	Reference	JEZ1-005
Supervisor	Jez Vinnicombe	Role	Site Supervisor
Assessed On	2026-04-15	Persons at Risk	Staff, Visitors, Contractors
Weather	Not recorded		

SCOPE OF ASSESSMENT

This Risk Assessment covers a walkthrough of the Autodiag office area at Main Contractor Site — Hillmorton, conducted on 15 April 2026 by Site Supervisor Jez Vinnicombe. Hazards were identified across housekeeping, electrical safety, fire safety, and general workplace conditions. The assessment is based solely on observations recorded during the walkthrough transcript and does not cover activities or areas not visited during the session.

Activities covered: General office occupancy and movement · Use of portable electrical equipment including kettle · Housekeeping and storage practices · Fire safety compliance check · General workplace hazard inspection

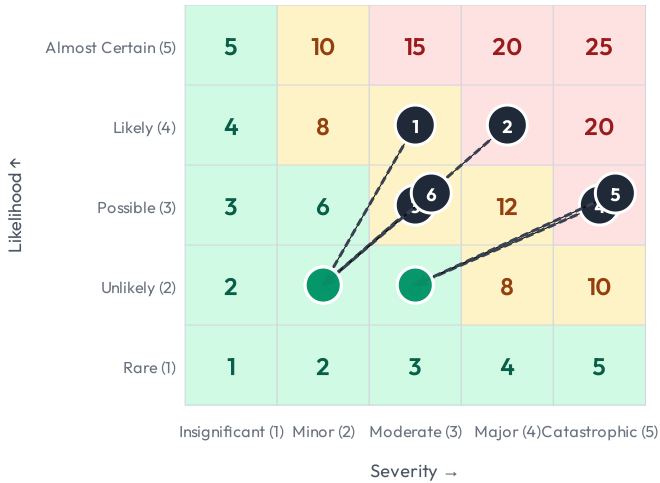
Not assessed: External site areas — not visited during this walkthrough · Structural or building fabric assessment — outside scope of this walkthrough · COSHH assessment of any substances — none identified during walkthrough

ASSESSMENT METHODOLOGY

This Risk Assessment has been prepared in accordance with the Management of Health and Safety at Work Regulations 1999 and HSE guidance HSG65. Hazards were identified during a site walkthrough recorded by the Torvo ambient intelligence platform. The transcript was analysed against an industry-standard hazard taxonomy. Each hazard has been scored using a 5×5 Likelihood × Severity matrix. Control measures have been proposed against the Hierarchy of Control, with residual risk assessed after implementation. This assessment is dynamic and must be reviewed following any incident, change in site conditions, or by the scheduled review date.

6 Hazards	3 Initial HIGH	3 Initial MEDIUM	6 Residual LOW	78% Reduction	✓ Can Proceed
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RISK MATRIX — INITIAL & RESIDUAL POSITIONS



#	REF	HAZARD	INITIAL	RESIDUAL	REDUCTIO N
1	RA-001	Trip and obstruction hazards — desks, boxes and chairs in walkways	12 MEDIUM	4 LOW	67%
2	RA-002	Portable electrical equipment without current PAT testing — kettle and general equipment	16 HIGH	4 LOW	75%
3	RA-003	Sharp objects present — unspecified items in office area	9 MEDIUM	4 LOW	56%
4	RA-004	Fire exit signs absent or not visible	15 HIGH	6 LOW	60%
5	RA-005	Fire extinguishers without current service certificates	15 HIGH	6 LOW	60%
6	RA-006	Animal present in workplace — possible danger to persons	9 MEDIUM	4 LOW	56%

RA-001

Trip and obstruction hazards — desks, boxes and chairs in walkways

Autodiag office area, Main Contractor Site — Hillmorton

 **Regulation:** Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 12

Two desks positioned in the walkway, multiple boxes stored on the floor, and chairs placed in pedestrian routes were observed throughout the Autodiag office area. These obstructions present a significant risk of trips, falls and collision injuries to all persons moving through the space.

Persons at risk: **Staff, Visitors, Contractors**

INITIAL RISK

$$\begin{matrix} 4 & \times & 3 & = & 12 \\ \text{Likelihood} & & \text{Severity} & & \text{MEDIUM} \end{matrix}$$



RESIDUAL RISK

$$\begin{matrix} 2 & \times & 2 & = & 4 \\ \text{Likelihood} & & \text{Severity} & & \text{LOW} \end{matrix}$$

CONTROL MEASURES

- | | | | | | |
|---|-----------------------|---|----------------|--|------------|
| 1 | ELIMINATE | Immediately remove chairs and boxes from all pedestrian walkways | Jez Vinnicombe |  17 | 2026-04-15 |
| 2 | ENGINEERING | Relocate desks to designated work areas so walkways are clear of a minimum 1 metre unobstructed width | Jez Vinnicombe |  17 | 2026-04-16 |
| 3 | ADMINISTRATIVE | Implement and document a daily housekeeping inspection with named sign-off to prevent recurrence | Jez Vinnicombe |  17 | 2026-04-17 |

Review date: 2026-05-15

RA-002

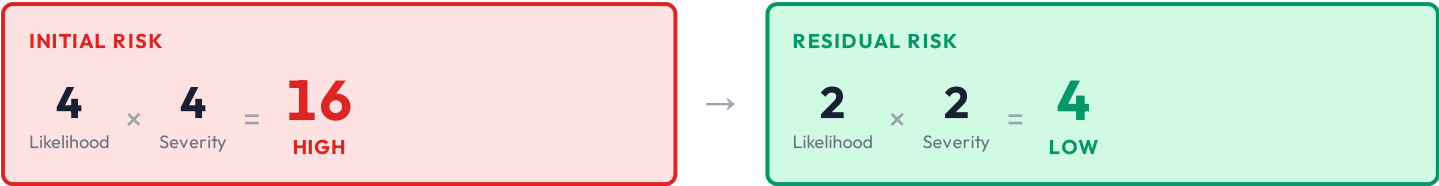
Portable electrical equipment without current PAT testing — kettle and general equipment

Autodiag office area, Main Contractor Site — Hillmorton

 **Regulation:** Electricity at Work Regulations 1989, Regulation 4(2)

A kettle was identified without a visible current PAT testing certificate, and additional electrical equipment was observed laid out across the office without evidence of testing. Use of unverified portable electrical equipment presents a risk of electric shock, electrical fire, or equipment failure to users and bystanders.

Persons at risk: **Staff, Visitors, Contractors**



CONTROL MEASURES

- 1

ELIMINATE

Immediately withdraw all portable electrical equipment without a current in-date PAT label from use pending inspection

 Jez Vinnicombe

 17 2026-04-15
- 2

ENGINEERING

Arrange PAT testing of all portable electrical equipment on site by a competent person

 Jez Vinnicombe

 17 2026-04-22
- 3

ADMINISTRATIVE

Establish a documented 12-month rolling PAT testing register for all portable appliances on site

 Jez Vinnicombe

 17 2026-04-29

Review date: **2026-05-15**

RA-003

Sharp objects present — unspecified items in office area

Autodiag office area, Main Contractor Site — Hillmorton — exact location requires verification

Regulation: Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 12; Personal Protective Equipment at Work Regulations 2022

Sharp objects were observed in the Autodiag office area during the walkthrough; their nature and exact location could not be fully determined from the transcript — requires site verification. The presence of exposed sharp items in a shared workspace presents a risk of laceration or puncture injuries to persons in the area.

Persons at risk: **Staff, Visitors, Contractors**

INITIAL RISK

3 × **3** = **9**
Likelihood Severity **MEDIUM**

→

RESIDUAL RISK

2 × **2** = **4**
Likelihood Severity **LOW**

CONTROL MEASURES

- 1 ELIMINATE** Identify all sharp objects on site; remove or safely store in designated closed containers immediately Jez Vinnicombe 2026-04-15
- 2 ENGINEERING** Where sharp items must remain in use, provide appropriate guarding or containment (e.g. blade guards, closed tool boxes) Jez Vinnicombe 2026-04-16
- 3 PPE** Provide cut-resistant gloves where handling of sharp items is required; brief all workers on safe handling procedures Jez Vinnicombe 2026-04-16

Review date: **2026-05-15**

RA-004

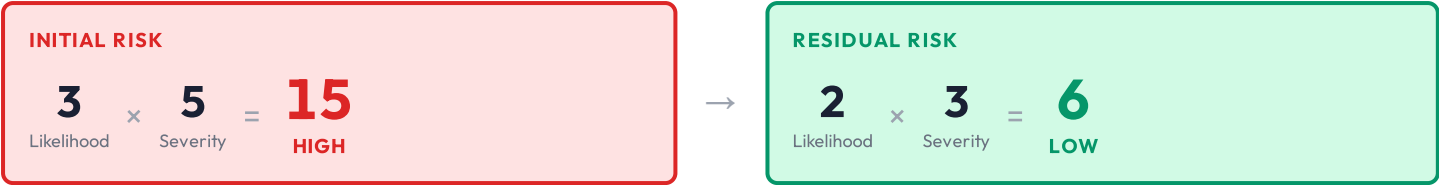
Fire exit signs absent or not visible

Autodiag office area, Main Contractor Site — Hillmorton

Regulation: Regulatory Reform (Fire Safety) Order 2005, Article 14 (emergency routes and exits)

No fire exit signs were identified during the walkthrough of the Autodiag office area, meaning occupants may be unable to locate escape routes in the event of a fire or emergency. This is a potential breach of mandatory fire safety signage requirements and significantly increases the risk of harm during an evacuation.

Persons at risk: **Staff, Visitors, Contractors**



CONTROL MEASURES

- 1

ENGINEERING

Install compliant illuminated fire exit signs at all exit routes in accordance with BS 5499 immediately

Jez Vinnicombe

2026-04-17
- 2

ADMINISTRATIVE

Conduct an emergency evacuation drill with all site occupants once signage is installed and routes are confirmed clear

Jez Vinnicombe

2026-04-22
- 3

ADMINISTRATIVE

Verbally brief all persons currently on site of escape routes until compliant signage is in place

Jez Vinnicombe

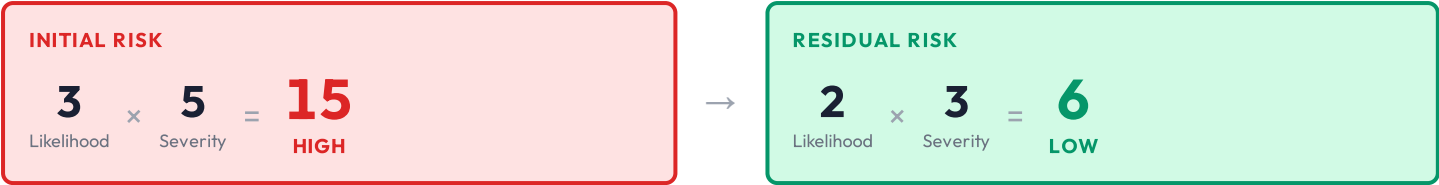
2026-04-15

Review date: 2026-05-15

Regulation: Regulatory Reform (Fire Safety) Order 2005, Article 13; BS 5306-3 (maintenance of portable fire extinguishers)

Fire extinguishers were present in the Autodiag office area but lacked visible current service certificates, meaning their serviceability and operational status cannot be confirmed. In the event of a fire, non-serviceable extinguishers may fail to operate, significantly increasing the risk of fire spread and serious injury or fatality.

Persons at risk: **Staff, Visitors, Contractors**



CONTROL MEASURES

- 1

ENGINEERING

Arrange immediate inspection and service of all fire extinguishers on site by a competent, BAFE-registered engineer

Jez Vinnicombe

2026-04-22
- 2

ENGINEERING

Tag all extinguishers with dated service labels following inspection; withdraw and replace any that fail inspection

Jez Vinnicombe

2026-04-22
- 3

ADMINISTRATIVE

Establish an annual extinguisher service schedule and record in the site fire safety log

Jez Vinnicombe

2026-04-29

Review date: 2026-05-15

RA-006

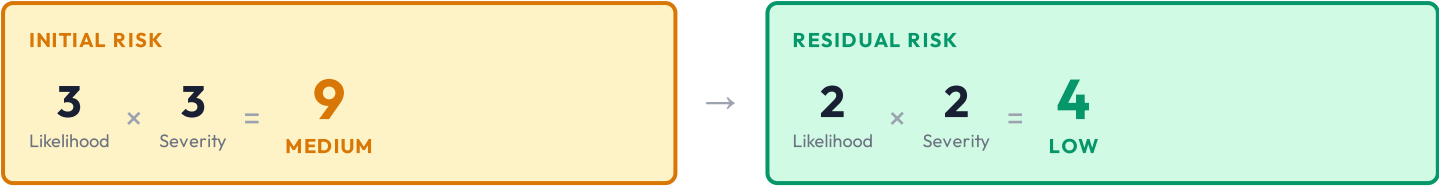
Animal present in workplace — possible danger to persons

Autodiag office area, Main Contractor Site — Hillmorton — exact location and animal type requires verification

Regulation: Management of Health and Safety at Work Regulations 1999, Regulation 3; Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 5

An animal was observed in the Autodiag office area during the walkthrough; the species, temperament, and ownership status were not confirmed in the transcript — requires site verification. The presence of an uncontrolled animal in a workplace presents risks including bites, scratches, allergic reactions, and distraction-related accidents.

Persons at risk: **Staff, Visitors, Contractors**



CONTROL MEASURES

- 1

ELIMINATE

Identify the animal and its owner; remove the animal from the workplace until a formal risk assessment specific to its presence has been completed

Jez Vinnicombe

2026-04-15
- 2

ENGINEERING

If animal is to remain on site under a future assessment, confine it to a designated area away from all work activities and pedestrian routes

Jez Vinnicombe

2026-04-17
- 3

ADMINISTRATIVE

Brief all site personnel on the animal's presence and required behaviour until it is removed; ensure allergy information is gathered from all persons on site

Jez Vinnicombe

2026-04-15

Review date: 2026-05-15

ACCEPTANCE & SIGN-OFF

ALARP STATEMENT

I confirm that the residual risks identified in this assessment have been reduced to a level that is As Low As Reasonably Practicable (ALARP) given the control measures specified. Further risk reduction would be grossly disproportionate to the benefit.

ROLE	NAME	SIGNATURE	DATE	STATUS
Assessor	Jez Vinnicombe			Pending
Site Supervisor	Jez Vinnicombe			Pending
Project Manager	_____			Pending

Worker Acknowledgement Required: All workers covered by this assessment must be briefed on the identified hazards and control measures and must sign to acknowledge understanding before commencing work.

DISTRIBUTION LIST

- Site supervisor
- Project manager
- Site file
- HSE file (if RIDDOR triggered)

REVIEW TRIGGERS

- Scheduled:** 2026-05-15
- Any incident or near miss
 - Change in site activity or personnel
 - New equipment or materials introduced
 - Change in legislation or guidance

N

Niro Pattern Analysis: First walkthrough recorded for site reference JEZ1-005. No prior session data available for trend analysis; baseline established with this assessment.

Recommendation: Implement a weekly documented housekeeping and compliance inspection covering electrical equipment, fire safety certification, and walkway clearance, with a named responsible person and a signed record retained in the site file.

REVIEWED AND CONFIRMED BY:

PRINTED NAME	ROLE / CSCS	SIGNATURE	DATE
Jez Vinnicombe	Site Supervisor		15/04/2026

GENERATED

17/04/2026, 09:00:14

AUDIT ID

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