

	<b>TASK IDENTIFICATION &amp; ASSESSMENT</b>		Document #
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	Company / Individuals Name and Address:		
	Telephone:		
Date:	Mobile:		
<b>ALL BLANKS TO BE FILLED IN, ESPECIALLY SIGNATURES AND NAMED/RESPONSIBLE PERSONNEL, INSERT (N/A, NONE) IF APPLICABLE</b>			
Work Location:		TBT Location:	
Workforce Leader / Responsible Person:		Signature:	
<b>Ensure all members of the workforce have read and understand this document prior to signing below, responsibility of responsible person</b>			
<b>Workforce Members:</b>			
	<b>Name</b>	<b>Signature</b>	
1			
2			
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4			
5			
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1. REQUIRED PPE MUST BE WORN AT ALL TIMES INCLUDING WHERE APPLICABLE HARD HAT, PROTECTIVE FOOTWARE, GLOVES & GLASSES/GOGGLES.
2. AT NO TIME MUST YOU BE WORKING ALONE ON ANY COMPLEX TASKS, WORKING ALONE ON DAILY DUTIES OR SMALL TASKS IS ACCEPTABLE IF A RISK ASSESSMENT AGREES.
3. NO LOADING EQUIPMENT / HYDRAULICS WITH BODY PARTS CLOSE /NEAR OPENINGS.
4. BEWARE WHEN WALKING, DRIVING AROUND THE SITE, TAKE YOUR TIME AND BE AWARE OF OTHER MEMBERS OF THE WORKFORCE / PUBLIC.
5. IF YOU ARE THE RESPONSIBLE PERSON ENSURE ALL WORKFORCE MEMBERS ARE SAFE AT ALL TIMES AND ARE AWARE OF THEIR ROLES AND RESPONSIBILITIES.
6. ANY UNSAFE ACT OR ACTION, CONDITION IMMEDIATELY REQUIRES THE OPERATION TO BE STOPPED BY ANYONE AT ANYTIME AND TO BE REPORTED TO SHOW STAFF / SECURITY.
7. ADHERE TO MANUAL HANDLING RULES AND ASSESSMENTS AND NEVER PLACE YOURSELF OR BODY PARTS UNDER SUSPENDED LOADS.
8. BE AWARE OF COSHH AND FOREIGN OBJECT HAZARDS WITHIN THE SITE
9. CLEAN WORKSITE AS WORK COMMENCES AND AT THE END OF EACH DAY.
10. AT TIMES YOU AND YOUR STAFF MUST FOLLOW ALL INSTRUCTIONS FROM SHOW STAFF AND SECURITY
11. COVID/VIRUS CONTROLS, REQUIRED CONTROLS, MATERIALS, SIGNAGE AND PRECAUTIONS UP TO UPDATED GOV REQUIREMENTS/GUIDELINES.

Checklist: Tick Boxes		
Type of operation to be executed	Potential Hazards	
Methods / Procedures to be adopted	Equipment / Tools to be used	
Roles & Responsibilities	Materials / Chemicals to be used	
Access / Egress	Conflicting Activities	
Work Environment	General Information	
Guidelines to be followed	Any Questions?	
<b>If you are unhappy with the job at any time, STOP and report to responsible person!</b>		
Additional Information or Comments		

Return completed forms to Helen M Paterson, Turriff Show Secretary, Cranna Bridge, Aberchirder, Huntly, AB54 7TX  
**RAMCLEAN Health And Safety Consultancies 2021 Rev 6**