RAMSPROZONE	RISK ASSESSMENT — MINISPACE LIFTS INSTALLATION	
Company / Contractor Name:	*[ENTER COMPANY / CONTRACTOR NAME]*	
Doc No:	*[DOC NO.]*	

DOCUMENT INFORMATION					
Document No. *[ENTER DOC NO.]*	**Revision** 00	**Assessment Date** *[DD/MM/YYYY]*	**Review Date** *[DD/MM/YYYY]*	**Project Name** *[ENTER PROJECT NAME]*	**Project No.** *[ENTER PROJECT NO.]*
Project Location *[ENTER PROJECT LOCATION]*	**Prepared By** *[NAME / DESIGNATION]*	**Reviewed By** *[NAME / DESIGNATION]*	**Approved By** *[NAME / DESIGNATION]*	**Client / Owner** *[ENTER CLIENT NAME]*	**Main Contractor** *[ENTER MAIN CONTRACTOR]*
Sub-Contractor / Team: *[ENTER SUB-CONTRACTOR / TEAM]*	**Applicable Standards:** ISO 45001:2018 | ISO 31000:2018 | ISO 9001:2015 | ISO 14001:2015 | IOSH Managing Safely | ILO-OSH 2001		**Task / Activity Description:** MINISPACE LIFTS INSTALLATION — including shaft preparation, guide rail erection, machine room-less (MRL) drive unit installation, car and counterweight assembly, safety gear and governor installation, wiring and commissioning.		

⚠ **TEMPLATE NOTE:** *All fields in [RED BRACKETS / ITALIC] are placeholders. Replace each with your project-specific information before issue or use. Provided free of charge by RAMSPROZONE for global HSE professionals.*

RISK ASSESSMENT — MINISPACE LIFTS INSTALLATION

RISK MATRIX KEY — 5×5 (Likelihood × Severity)					
Rating Band	**Score Range**	**Likelihood Scale**	**Severity Scale**	**Colour Code**	**Action Required**
VERY LOW (VL)	1 – 4	1 = Rare | 2 = Unlikely | 3 = Possible | 4 = Likely | 5 = Almost Certain	1 = Negligible | 2 = Minor | 3 = Moderate | 4 = Major | 5 = Catastrophic	**Dark Green**	Monitor; no immediate action required.
LOW (L)	5 – 8	Risk Score = Likelihood x Severity		**Green**	Manage by routine procedures.
MEDIUM (M)	9 – 12	Scores 13 & 14 fall between HIGH and MEDIUM — treat as HIGH.		**Amber**	Senior management attention required; additional controls to be implemented.
HIGH (H)	15 – 16			**Orange**	Work must not proceed without senior-level authorisation and robust controls.
CRITICAL (C)	20 – 25			**Red / Purple**	STOP work immediately. Escalate to senior management. Do not proceed until risk is reduced.

#	Work Activity / Task	Hazard Identified	Who May Be Harmed	Existing Controls	L	S	Score	Initial Rating	Additional Control Measures	R.L	R.S	R.Score	Residual Rating	Responsible Person
1	**Shaft Preparation & Pit Excavation**	Uncontrolled collapse of partially unsupported lift shaft pit walls onto workers below during manual excavation and concrete breaking activities	Groundworkers, structural operatives, adjacent trades	• Site induction covering excavation hazards delivered to all operatives • Existing site segregation barriers around shaft opening	3	4	12	MEDIUM	• Commission a structural engineer's survey and written shoring/propping scheme prior to any excavation below 1.2 m (ISO 45001:2018 Cl.8.1.3). • Issue a Confined Space / Excavation Permit to Work; inspect shaft condition at the start of every shift. • Mandatory hard hat, safety boots, hi-vis, and fall-arrest harness when working at pit edge; edge protection with 950 mm handrail and 150 mm toe-board installed (ILO-OSH 2001 Cl.3.10).	2	3	6	LOW	*[ENTER NAME / DESIGNATION]*
2	**Guide Rail Erection & Plumbing**	Fall from height during vertical guide-rail installation inside the lift shaft, resulting in fatal or severe injury from unprotected working platforms at elevation	Lift installation engineers, steel fixers, supervisor	• General site Working at Height policy in place; operatives issued with personal harnesses • Existing MEWP pre-use inspection checklist in operation	3	5	15	HIGH	• Erect a purpose-designed independent working platform or temporary lift installation scaffold within the shaft; inspect to BS EN 12811-1 or equivalent before use (ISO 45001:2018 Cl.8.1). • Issue a Working at Height Permit to Work; IRATA/PASMA-competent operatives only; third-party harness inspection within 12 months. • Deploy rated anchor points at each rail bracket fixing level; twin-lanyard fall-arrest system mandatory; rescue plan posted at shaft entry with emergency contact details.	2	4	8	LOW	*[ENTER NAME / DESIGNATION]*
3	**Machine Room-Less (MRL) Drive Unit Lifting & Positioning**	Sudden uncontrolled descent or swing of suspended MRL traction drive unit during crane or chain-block lifting, causing crushing injury to operatives beneath the load	Lift engineers, crane operator, banksman, adjacent personnel	• Site Lifting Plan template in use; all lifting equipment subject to six-monthly statutory examination (LOLER/equivalent) • Banksman / slinger appointed for all lifts as per site lifting procedure	2	5	10	MEDIUM	• Produce a specific Lifting Plan for the MRL unit, signed by a LEEA-accredited Appointed Person; confirm SWL of all rigging components exceeds 3x load weight. • Establish an exclusion zone of minimum 1.5x lifting height radius; enforce with physical barriers and signage; no personnel permitted beneath suspended load at any time (ILO-OSH 2001 Cl.3.10.3). • Use certified spreader beam with manufacturer-rated attachment points; tag lines fitted to control load swing; operation suspended in winds exceeding Beaufort Scale 6.	1	4	4	VERY LOW	*[ENTER NAME / DESIGNATION]*
4	**Car & Counterweight Assembly**	Inadvertent release and uncontrolled movement of counterweight stack during assembly within the shaft, causing impact injury to workers and structural damage	Lift installation engineers, mechanical fitters	• Manufacturer's installation instructions available on site and issued to lead engineer • Toolbox talk programme covering manual handling and	3	4	12	MEDIUM	• Apply manufacturer-approved counterweight restraint clamps and retention bolts at every stage of stack assembly; do not remove until guide-shoe engagement is confirmed.	2	3	6	LOW	*[ENTER NAME / DESIGNATION]*

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				mechanical assembly hazards					• Permit minimum two trained lift engineers for all counterweight operations; no solo working in shaft during assembly phase (ISO 45001:2018 Cl.8.1.4). • Verify counterweight guide clearances against rail alignment prior to releasing restraints; document check in the Lift Installation Quality Record (ISO 9001:2015).					
5	**High-Voltage Electrical Wiring & Control Panel Connections**	Contact with live conductors during connection of 3-phase supply to the MRL controller and traction motor, resulting in electrocution or severe arc-flash burns	Electrical engineers, lift commissioning technicians	• Permit to Work system (electrical isolation) in operation across the site • Site electrical rules issued at induction; only qualified electricians permitted to work on HV circuits	2	5	10	MEDIUM	• Apply full Lock-Out / Tag-Out (LOTO) procedure prior to any cable connection; verify isolation with a calibrated proving unit (CAT III/IV rated); display 'Danger - Do Not Energise' tags at the distribution board (IEC 60364 or local equivalent). • Arc-flash hazard assessment required; operatives to wear arc-rated PPE (minimum 8 cal/cm2 ATPV face shield, gloves, and coverall) during live-adjacent work. • Restrict access to wiring zone with a Barrier and Permit; only IEE/IET or nationally recognised qualified electricians authorised to make final connections; electrical installation inspection and test certificate required before energisation (ISO 45001:2018 Cl.8.1).	1	4	4	VERY LOW	*[ENTER NAME / DESIGNATION]*
6	**Safety Gear & Overspeed Governor Installation & Testing**	Unintentional deployment or failure to disengage safety gear during static and dynamic drop tests, causing uncontrolled car descent and entrapment/injury of test personnel in the shaft	Lift engineers, commissioning engineers, test supervisor	• Manufacturer's commissioning and test procedure checklist issued to lead engineer • General Works Instruction covering pre-commissioning checks	2	5	10	MEDIUM	• Testing to be performed strictly in accordance with EN 81-20/50 (or equivalent recognised national standard); only the manufacturer's commissioned test engineer and the appointed safety supervisor permitted in the shaft during drop testing. • Shaft entry restricted by physical barriers and signage; establish a communications protocol (radio) between car, pit, and overhead positions before any dynamic test commences. • Pre-test functional check of governor rope tension, car safety gear engagement travel, and buffer clearances documented; emergency stop accessible from pit and car positions throughout testing (IOSH Managing Safely principles).	1	4	4	VERY LOW	*[ENTER NAME / DESIGNATION]*
7	**Confined Space Working in Lift Pit**	Oxygen depletion or accumulation of flammable vapour in the enclosed lift pit during construction and	Lift engineers, pit workers, emergency rescue team	• Confined Space entry policy documented in	2	5	10	MEDIUM	• Issue a Confined Space Entry Permit for every pit entry exceeding 1.2 m depth; appoint a trained Entry Supervisor and a	1	4	4	VERY LOW	*[ENTER NAME / DESIGNATION]*

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		fit-out activities, leading to asphyxiation or ignition causing explosion		the Company Safety Management System • Gas detector (4-gas) available on site and allocated to pit operations					Standby Person at pit level at all times (ISO 45001:2018 Cl.8.1.3; ILO-OSH 2001 Cl.3.10). • Continuous forced mechanical ventilation (minimum 10 air changes per hour) during occupation; continuous 4-gas monitor (O2, LEL, CO, H2S) with audible alarm; alarm set-points to comply with applicable occupational exposure limits. • Non-sparking tools mandatory where flammable vapour risk is confirmed; emergency rescue kit (tripod, winch, SCBA) staged at pit entry; rescue drill conducted prior to first entry.					
8	**Final Commissioning, Load Testing & Handover**	Structural overloading of the lift car, sill, or landing door assemblies during rated load and overload tests, causing sudden mechanical failure and ejection of test weights or personnel	Commissioning engineers, client representatives, building occupants if inadequately excluded	• Building exclusion zone policy in place; security barriers at all landing levels during testing • Manufacturer's load test procedure available and referenced in works package	2	4	8	LOW	• Perform rated load (100%) and overload (125%) tests per EN 81-20/50 or equivalent; use calibrated and certificated test weights; confirm sill and car structural ratings with manufacturer's data sheet prior to test. • Exclude all non-essential personnel from every landing level and the pit during dynamic load testing; post a dedicated exclusion marshal at each landing entry point. • Engage a notified third-party inspection body (e.g. LEIA-accredited or equivalent) to witness final load test and issue the Thorough Examination certificate before handover to the client (ISO 9001:2015 Cl.8.6; ISO 45001:2018 Cl.8.1).	1	3	3	VERY LOW	*[ENTER NAME / DESIGNATION]*

DOCUMENT REVISION HISTORY			
Rev.	**Date**	**Description of Change**	**Approved By**
00	*[DD/MM/YYYY]*	Initial Issue	*[NAME / DESIGNATION]*
01	*[DD/MM/YYYY]*	*[DESCRIBE REVISION — e.g. Updated following site inspection findings / additional hazard rows added]*	*[NAME / DESIGNATION]*

APPROVAL & SIGN-OFF			
Prepared By	**Reviewed By**	**Approved By**	**Client / Owner Representative**
Name: *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: _____	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: _____	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: _____	**Name:** *[ENTER NAME]* **Designation:** *[ENTER DESIGNATION]* Signature: _____ Date: _____