

# MACRO Building Management Ltd.,

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Dublin 7.

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Risk Assessment Completed by: Ciarán Daly M.Sc. EHS

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Overall Responsibility/ Allocation of resources for Risk Assessment: Directors (Ref. page 8 of Safety Statement document)  
Responsibility for implementation of Risk Assessment: Brenda Murphy & Patricia Trumble.

## General Hazards

1.0 Physical Hazards | Chemical Hazards 2.0 | Biological Hazards 3.0 | Ergonomic Hazards 4.0 | Psychosocial Hazards 5.0

## Specific Areas:

Training / Personal Protective Equipment 6.0 | Toilets 7.0 | Tea-rooms 8.0 | Offices and reception 9.0 | Stairs & Corridors 10.0  
Switch / Server room 11.0 | Lift 12.0 | Outdoor (Smoking) Area 13.0 | Rooftop 14.0

N.B: Please refer to procedure No 16 within Safety Statement which outlines the Risk Assessment process.  
If a specific hazard arises or additional control measures are required then conduct a separate risk assessment or method statement.

Andrew Doyle Safety Consultants Ltd

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	<p>Ensure combustible material/sources of ignition are adequately controlled, i.e. stored in a cool, dry place away from heat sources.</p> <p>Ensure Fire extinguishers/detection equipment are correctly sited near possible sources of fire and are kept clear of obstructions at all times.</p> <p>Ensure all Fire Fighting/Fire Detection Equipment and Emergency lighting is kept in good condition and serviced by a competent person in accordance with fire regulations.</p> <p>Fire alarm to be in place, tested and maintained regularly.</p> <p>Ensure Fire evacuation plan is in place.</p> <p>Ensure Sign in &amp; out procedure is in place.</p> <p>Ensure there is a designated Assembly point &amp; all are aware of location.</p> <p>Ensure all Fire Exits are clearly marked &amp; clear of obstructions.</p> <p>Fire wardens to be trained to assist evacuation.</p> <p>Conduct Fire Drills every 6 months and record such drills.</p> <p>All staff should be trained in the use of fire extinguishers.</p> <p>Appropriate Fire Safety Signage to be placed throughout building.</p> <p>Water / Foam Fire Extinguishers to have "Not For Electrical Use" signs.</p>
Electricity	Burns, Electrocution, Electric Shock Fire, Damage to property, Trips and falls, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	<p>Ensure all electrical installations are designed, constructed, installed, maintained, protected &amp; used safely and free from danger.</p> <p>Ensure electrical equipment is protected from ingress of particles, moisture etc..</p> <p>Ensure electrical equipment is subject to Portable Appliance Testing by a competent person at regular intervals.</p> <p>Ensure only competent personnel undertake electrical work.</p> <p>Ensure no employees tamper with any electrical devices or fittings.</p> <p>Ensure employees receive task related training covering electricity.</p> <p>Avoid and replace any exposed/damaged wiring &amp; avoid trailing cables.</p> <p>All sockets/electrical installations to be covered and a regular inspection of the electrical supply/installations should take place by a competent electrician. (R.E.C.I registered)</p> <p>Ensure electrical installations are always secure to prevent unauthorised access &amp; "electrical flashover" / Place Warning signage on exterior.</p> <p>Avoid the use of extension leads where possible &amp; replace all extension leads with fixed sockets (RCD) as overloaded sockets can be fire hazard.</p> <p>If using extension leads, always fully unravel.</p> <p>Ensure fixed sockets are never overloaded &amp; refrain from using adapters.</p>

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Poor Housekeeping,	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Burns, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Ensure good housekeeping standards are in place. Ensure that all goods are stacked and stored in a tidy manner and do not overlap shelving etc.. Ensure waste is disposed of in an environmentally acceptable manner. Ensure that proper storage facilities are available and that there are no trailing leads, wires or cables. Ensure all unused items are disposed of in an environmentally friendly manner. Everything should have a place and be kept in that place. Ensure all areas are kept clear of obstruction and have an adequate amount of free space.
Floors, walls ceiling	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Ensure that the floor, walls and ceiling are of a level and flat surface and check regularly for signs of deterioration. Ensure clear access and egress and keep clear of obstructions. Do not allow trailing cables across floor/walkway. Ensure floors are kept clean to avoid contamination. Ensure good maintenance programme is in place. Ensure all spills and breakages are cleared up immediately and restrict access to the affected area until it is safe again. Ensure staff take care when walking on wet surfaces/slippy surfaces. Minimise spills, breakages by safe working practices. Ensure that Yellow portable "Wet Floor" signs are posted when the floor is wet. Provide anti slip floor mats where required. Ensure staff wear non slip safety shoes where necessary.
Visitors / on premises	Unfamiliarity with premises, Serious personal injury.	Medium Risk	Staff, Contractors, Members of public,	Ensure visitors do not enter any staff areas & erect suitable enclosures e.g. doors with combination locks, etc. to prevent this. Ensure all visitors are accompanied by experienced staff members. Ensure visitors are not left unattended where practicable. Ensure visitors do not enter any dangerous/high risk areas. Provide visitors with personal protective equipment if necessary.

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Inappropriate First Aid Arrangements	Worsening of condition, Onset of infection, Serious personal injury/fatality,	Medium Risk	Staff, Members of public, Contractors,	Ensure adequate number of First aid kits at all times and fill in accordance in with Health and Safety Authority guidelines. Establish weekly checks to ensure recommended items are present. Ensure all First Aid equipment is in a visible location and staff are aware of the location. Place First Aid signage on exterior door where First Aid kit is housed. Ensure arrangement are in place with Local doctor for emergencies. Trained First Aid staff to be present where practicable. Ensure Refresher Training at regular intervals.
Lack of Signage	Unawareness, Misunderstanding, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Relevant safety signage to be in place for specific hazards in accordance with requirements laid out in General Application Regulations 2007. Regular review of working areas to ensure adequate safety signage. Signage should be displayed in a visible location & at eye level.
Obstructed Access and Egress.	Delay in evacuation Delay in the entry of emergency services, Serious personal injury/fatality,	Medium Risk	Staff, Members of public, Contractors,	All access and egress routes, doors, and passage ways must be kept completely clear of obstruction at all times. All staff to be vigilant and to remove/report any obstructions. All Fire fighting equipment, emergency doors and routes as well as emergency equipment to be kept clear of obstruction at all times.

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Working at Height	Falling from Height, Damage to property, Damage to third parties, Serious personal injury, Fatalities,	High Risk	Staff, Contractors, Members of public,	As required under Regulation 95 of the 2007 General Application Regulations all work at height should be assessed prior to work commencing to establish if there is a safer alternative. A Risk Assessment must be conducted (see attached form) to determine the hazards, risks and safe method of work to achieve this.
Use of Ladders / Stepladders	Falling from Height, Damage to property, Damage to third parties, Serious personal injury, Fatalities,	High Risk	Staff, Members of public, Contractors,	<p>Ensure that ladders are only used where a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk/short duration of work.</p> <p>Ensure all ladders are in sound condition and check before use for defects.</p> <p>Ensure the base of the ladder is resting on a flat and level surface.</p> <p>Ensure where practicable that the ladder is secured at the top point of contact to avoid slipping.</p> <p>Where ladders cannot be secured at the top, then suitable stops should be applied to the base.</p> <p>Where a ladder cannot be secured then another person must “foot” the ladder by holding it securely until the person has reached the bottom.</p> <p>Footings is not suitable for ladders that exceed 5 metres.</p> <p>An employee must always have 3 points of contact when on a ladder to ensure adequate support i.e. hands and feet.</p> <p>Ensure all employees can maintain a safe handhold when carrying a load.</p> <p>Ensure ladders are always placed at a safe angle to avoid slipping, i.e. 1 metre from its resting point every 4 metres high, ratio of 1:4.</p> <p>Ensure all ladders used are long enough to land sufficiently above the place of landing, i.e. at least 1 metre or 3 rungs unless another source of handhold is available at the top of the ladder.</p> <p>Ensure that where ladders rise to a vertical distance of 9 metres or more above its base, sufficient landing areas will be provided at regular intervals where reasonably practicable.</p> <p>Records of inspection of individual ladders must be made on form <b>WH1</b> as is required under the Regulation 119 of the 2007 General Application Regulations.</p>

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Use of Ladders / Stepladders Continued	Falling from Height, Damage to property, Damage to third parties, Serious personal injury, Fatalities,	High Risk	Staff, Contractors, Members of public,	<p>Sub contractors are responsible for carrying out inspections on their ladders using form WH1. Ladders must not be used if they are cracked, are damaged in any way or have been painted.</p> <p>In addition the following points should be applied to stepladders:</p> <ol style="list-style-type: none"> <li>1. Ensure the legs of the stepladder should be positioned as far apart as the returning hinges allow, with all four legs firmly placed on a level ground surface.</li> <li>2. Ensure the ladder is set at right angles to the work location where possible.</li> <li>3. Ensure that where stepladders are used that the knees of the person using the stepladder are kept below the top step.</li> <li>4. The top section of the stepladder should not be used as a platform unless it has been constructed as a platform with a secure handhold.</li> <li>5. Ensure that "A" Frame ladders and Stepladders are intended as access means for light types of work.</li> <li>6. Ensure that "A" Frame ladders are only used for work at height when our risk assessments have demonstrated that a more suitable choice of access equipment is not justified because of the low risk/short duration and also because existing features on site cannot be altered.</li> </ol> <p>Please note that generally "A" Frame ladders should be considered as "trestles". The reason for this is where the gap between the rungs is greater than a regular ladder as per B.S 1129.</p> <p>Records of inspection of individual stepladders must be made on form <b>WH1</b> as is required under Regulation 119 of the 2007 General Application Regulations.</p>

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Lone Working	Serious personal injury, Fatalities,	Medium Risk	Staff, Contractors,	Avoid lone working where possible. Ensure all staff members are made aware to report any known medical conditions to the manager e.g. Cardiac problems, Diabetes, Epilepsy etc... Ensure all staff inform management if they are taking any medication. If lone working is necessary, then establish periodic checks on the lone worker (e.g. mobile phone call / text message from security personnel to nominated person to indicate successful lock-up of the building at night...). Affix telephone numbers for emergency services within premises at visible location. Staff advised to ensure unauthorized persons do not gain access when using building out of hours
Use of Subcontractors	Unfamiliar surroundings, Fall from height. Electric shock, Fire, Respiratory problems, Serious personal injury, Fatalities.	Medium Risk	Staff, Members of public, Contractors,	Ensure all sub contractors are competent for all tasks, e.g. check qualifications e.g. electrician (R.E.C.I Registered) Follow procedures in Safety Statement and obtain copy of their Safety Statement and where required a specific risk assessment/method statement for the work to be undertaken. Ensure constant supervision of sub contractors. Ensure proper isolation of working area for subcontractors to avoid unauthorised access. Ensure all portable equipment used is at 110 volts.
Use of Mobile Phones	Distraction, Accidents with other persons, Serious personal injuries, Fatalities.	Low Risk	Staff, Members of public, Contractors	Ensure the use of mobile phones in vehicles is restricted, if it is absolutely necessary then ensure hands free kits are used. Beware that hands free kits and use of mobile phones in vehicles still increase the risk of an accident occurring. Ensure lone workers carry mobile phones at all times. Ensure mobile phones are switched off when operating dangerous machinery or appliances. Ensure mobile phone calls are only taken in safe areas. Ensure staff are aware that mobile phones can ignite fuel and flames and should not be used in any areas where such ignition is possible.

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HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Burns	Permanent disfigurement, Eye injuries, Damage to skin, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Ensure task related training and safe working practices to avoid burns. Highlight exposed hot surfaces with signage and place guards where necessary. Ensure staff always check electrical equipment prior to use. Ensure staff who work with chemicals are given appropriate training. Ensure appropriate first aid facilities at all times. Ensure trained first aid staff where practicable. Emergency procedure to be displayed and checked at regular intervals.
Damaged Building Structure	Collapse, Falling debris, Serious personal injury, Fatalities,	Low Risk	Staff, Members of public, Contractors,	Ensure building structure is of good integrity. If any damage occurs, ensure competent person advises on appropriate corrective action.



## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Poor Emergency Procedures	Fire, First aid injury, Personal attack, Serious personal injury, Fatalities,	High Risk	Staff, Contractors, Members of public,	Ensure there are adequate emergency procedures in place to deal with fire and evacuation, first aid, violence towards employees and any other incidents as deemed appropriate. Monitor and update emergency procedures as required.
Equipment storage/goods stacking	Overlapping, Falls from height, Collapse of shelving, Entrapment, Crushing, Head injury, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	Ensure that all equipment/goods are stored safely. Ensure no equipment/goods overlap shelving. Ensure all goods/equipment are stored at a safe height. Ensure shelves are never overloaded. Ensure shelving can withstand the weight of items placed upon it. Ensure heaviest goods are kept at ground/low level where practicable. Check integrity of shelving at regular intervals. Replace any damaged/broken shelving.
Broken/unstable furniture	Falls, Broken bones, Cuts and bruises, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Ensure all furniture is in good condition and free from defects. Tag any broken or damaged furniture so as to prevent accidental use. Ensure any broken/damaged furniture is replaced or repaired. Ensure furniture is only ever used for its intended use. i.e. never use a chair as access equipment.
Noise	Hearing impairment, Reduced awareness, Tinnitus,	Medium Risk	Staff, Members of public, Contractors,	Ensure all equipment operates at low noise levels so far as is reasonably practicable. Place equipment which creates noise as far away from workstations as possible. Monitor & ensure that the noise levels do not exceed the lower exposure action level of 80db(A) or the upper exposure action level of 85db(A). If there are any concerns surrounding noise reaching the upper/lower levels within the workplace, then a Noise Survey should be conducted by a competent person.

## Risk Assessment

### 1.0 Physical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Cleaning Activities,	Exposure to chemicals, Slips, trips and falls, Serious personal injury, Fatalities,	Medium Risk	Staff, Contractors, Members of public,	Provide cleaning staff with appropriate training. Ensure suitable cleaning equipment is provided. Ensure portable wet floor signs are posted where the floor is wet. Ensure lone working does not take place where practicable. Ensure chemicals / degreasers are diluted as required. Avoid trailing cables. Provide chemical resistant gloves, general purpose gloves, safety shoes and other personal protective equipment as required.
Gas	Gas Leak, Self harm, Explosion, Fire, Carbon Monoxide Poisoning, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	Follow Manufacturer's recommendations /Safety Data Sheet. Ensure regular visual inspection of gas and electrical appliances. Ensure staff are aware of dangers with such installations. Ensure any defects are reported immediately. Ensure the System is subject to servicing by a competent person. Ensure all flammable substances are stored away from Gas Tank/Boiler. Ensure area is well ventilated. Consider the installation of a fixed Gas Detection System.
Breakages	Cuts, Bruises, Slips, trips and falls, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Isolate the area immediately where a breakage occurs. Provide colour coded mops so that spills can be cleaned up immediately. Provide a separate container for the safe disposal of broken items clearly marked for safe handling. Ensure that a scoop and brush is used so as to reduce the likelihood of the employee receiving any cuts & Train staff in safe working practices. If any breakages occur near food or drink then discard such items. Wear appropriate Personal Protective Equipment, e.g. gloves & safety shoes.

## Risk Assessment

### 2.0 Chemical Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Household chemicals, Cleaning agents, degreasers etc..	Burns, Inflammation of skin, Dermatitis, Inhalation, Fire, Explosion, Poisoning,	Medium Risk	Staff, Contractors,	<p>Follow manufacturer recommendations, i.e. read container label or follow safety data sheet.</p> <p>Ensure staff wear suitable gloves, i.e. rubber/chemical resistant gloves unless otherwise stated.</p> <p>Ensure good hygiene practices are in place e.g. staff wash hands before and after using gloves.</p> <p>Ensure that all chemicals are stored in a cool, dry place and away from any heat sources/potential sources of ignition.</p> <p>Store all chemicals/agents in accordance with manufacturer's recommendations.</p> <p>Ensure that a first aid kit is present.</p> <p>Task related training to be provided to staff who use chemicals.</p> <p>All staff must be instructed and trained and be made aware of the associated risks and precautions to take with every substance.( Make staff aware of every Safety Data Sheet)</p> <p>There must be a suitable spill kit available to clean up any spillages and all spillages must be cleaned up immediately.</p> <p>Safe storage and dispensing of chemicals to be practiced.</p> <p>Follow Manufacturers recommendations for handling, mixing, personal protective equipment, storage and first aid etc..</p> <p>Hygiene measures: eating and drinking not permitted around chemicals</p>

## **Risk Assessment**

### **3.0 Biological Hazards** at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Lack of Health Surveillance	Occupational Ill health, Serious personal injury, Fatalities,	Medium Risk	Staff,	Health Surveillance to be in place where appropriate. Staff to report any concerns surrounding their work which they feel may affect their health to management. Staff to make management aware of any health problems / medical conditions. Staff who in the course of their work may face the risk of obtaining any disease / ill health must as a result of their work must be sent to a registered GP / Doctor who should advise on appropriate action and precautions e.g. vaccinations and should also be given regular health screening by a General Practitioner.
General Biological Hazards	Tetanus, Lockjaw, Rhinitis, Asthma, HIV / Aids, Moulds, Spores, Serious personal injury/fatality,	Low Risk	Staff, Members of public, Contractors,	All cuts must be disinfected, bandaged and covered with waterproof plasters where necessary. All staff to be follow emergency procedure and be aware of their responsibilities. Adequate personal protective equipment with instructions such as gloves must be supplied and worn where necessary.
Environmental Waste	Pollution of the environment, Contamination and injury from hazardous substances, Biological diseases,	Medium Risk	Staff, Members of public, Contractors,	Ensure that all waste is collected and disposed of in a safe and environmentally acceptable manner. Ensure that only licensed handlers carry out waste collection. Ensure where possible that suitable items are recycled. Ensure all waste food holding containers are covered and sealed to avoid possible contamination. Provide staff with knowledge of dangers and methods of prevention of biological diseases and contamination. Ensure staff wear suitable personal protective equipment. E.g. gloves.
Poor Health Hygiene	Inflammation of skin, Ingestion/absorption of harmful substances, Serious personal injury, Fatalities,	Medium Risk	Staff, Contractors,	Ensure good health & hygiene practices. Ensure all staff wash hands before/after eating, toilet, smoking etc... Ensure suitable gloves and other personal protective equipment is used where required. Dirty hands/skin should be cleaned using approved cleansing products. Provide Health Surveillance where required.

## Risk Assessment

### 3.0 Biological Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Abandoned Needles	Needle-stick injuries, contraction of HIV/Aids, Hepatitis, blood borne diseases...etc, serious personal injury/fatality,	High Risk	Staff, Members of public, Contractors,	<p>All staff at risk of exposure to used needles should receive thorough training and understand the policies adopted in the practice for the prevention of needle-stick injuries.</p> <p>Training should be updated annually and appropriate records kept.</p> <p>Adequate personal protective equipment with instructions such as gloves must be supplied and worn where there is a risk of abandoned needles.</p> <p>Ensure that the immunisation status of all staff is up-to-date at the commencement of employment and is maintained during employment.</p> <p>Appropriate reporting procedures should be in place as well as details of how to obtain information on the recommended medical management.</p> <p>Seek medical advice in relation to the appropriate level of health surveillance required.</p> <p>All procedures should be reviewed twice yearly in light of best practice and new evidence to ensure that they are being carried out correctly.</p> <p>Develop standard operating procedures to:</p> <ol style="list-style-type: none"> <li><i>1. Prevent needle stick injuries</i></li> <li><i>2. Manage needle stick injuries, if they occur.</i></li> </ol> <p><u>1. Measures to prevent needle stick injuries:</u></p> <p>Place signage in high risk areas to deter the use drug-taking and use CCTV where possible.</p> <p><i>Safe Disposal</i></p> <p>Personnel involved in transporting waste must wear heavy-duty gloves and receive adequate instruction on the prevention of contamination/injury.</p> <p>Safe disposal of sharps is essential and they should be disposed of at point of use / abandonment. Handling and transportation should be kept to a minimum. A small (empty) sharps disposal box should be brought to the site of the abandoned needle as opposed to the needle being brought the box.</p> <p>Never handle sharp instruments by the working end.</p>

## **Risk Assessment**

### **3.0 Biological Hazards** at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Abandoned Needles...continued.	Needle-stick injuries, contraction of HIV/Aids, Hepatitis, blood borne diseases...etc, serious personal injury/fatality,	High Risk	Staff, Members of public, Contractors,	<p>Dispose of syringe and needle as a single unit.  Needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.  Drop sharps into container. Never insert fingers/hands past the level of the lid.  Sharps containers must be correctly assembled and securely closed when <math>\frac{3}{4}</math> full, or when the fill line is reached and discarded as solid hazardous waste.  All sharps containers should be UN approved.  Keep sharps containers in an area that excludes risk of injury to staff, patients or visitors.  Never place sharps containers at floor level or at a height where children have easy access to them.  Sharps containers must be transported and stored in an upright position.  Sharps containers should not be left in corridors while awaiting collection for disposal.  Sharps containers must be stored in a locked holding area while awaiting collection.  Always carry a sharps bin by the handle and away from the body.  Never discard needles, syringes or other sharps in a polythene bag.</p> <p><u>2. Management of needle stick injuries:</u>  Develop a detailed appropriate protocol to be followed in the event of a sharps injury, blood or body fluid exposure. This protocol should include reference to the following;  Report the accident to the supervisor immediately; a person injured in this manner should be treated as a priority.  Encourage bleeding under copious amounts of warm running water for at least two minutes. Do not suck the puncture site.  Cover the wound with a water-impermeable sticking plaster if necessary (and consider double gloving any hand injury, if continuing to work.)  Seek appropriate medical advice.</p>

## Risk Assessment

### 3.0 Biological Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Abandoned Needles...continued.	Needle-stick injuries, contraction of HIV/Aids, Hepatitis, blood borne diseases...etc, serious personal injury/fatality,	High Risk	Staff, Members of public, Contractors,	<p>The source person should be identified (where practicable) and arrangements made for a blood sample to be obtained, with informed consent. This should be tested for the presence of the blood borne viruses hepatitis B, hepatitis C and HIV, etc.</p> <p>Arrangements should be made for blood samples to be taken from the injured person with informed consent. One sample is marked "for storage" and is retained in the relevant laboratory. The other, analyzed to determine the staff member's antibody levels.</p> <p>Ensure further assessment, treatment and follow up of the staff member are performed in accordance with current best practice and as recommended by a doctor. Arrangements should be in place for speedy assessment and treatment.</p> <p>Counseling, reassurance and information may be required and arrangements for accessing this should be in place as appropriate.</p> <p>Appropriate records must be kept.</p> <p><i>Protocol for recipients of an inoculation injury from known HIV positive source patients.</i></p> <p>Implement all the above action points.</p> <p>In addition, note, if possible the degree of HIV progression of the patient (CDC status) and the antiviral drugs that the patient is taking.</p> <p>Have arrangements in place for accessing appropriate specialist medical care urgently (within an hour). Post exposure prophylaxis (PEP) may be recommended to workers who sustain injuries with the highest risk of HIV transmission.</p>

## Risk Assessment

### 4.0 Ergonomic Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Visual Display Units (VDU's)	Back pain, Repetitive strain injury, Musculoskeletal disorders, Work related upper limb disorder, Eye strain, Stress,	Medium Risk	Staff, Contractors, Members of public,	<p>Ensure VDU Assessments are conducted on all workstations by a competent person (VDU Assessor) where employees work on average for longer than 1 continuous hour per day.</p> <p><b>Display Screens</b> – the screens should swivel and tilt to suit the operator and should have some means of height adjustment. The images on the screen should be stable and have no flicker.</p> <p><b>Keyboard</b> – the keyboard should be separate from the screen and be tiltable to allow the user to adopt a comfortable position. There should be adequate clearance on the work surface in front of the keyboard to provide support for the hands and arms.</p> <p><b>Chairs</b> – should be 5 star base, stable and comfortable. They should be adjustable in seat height and the backrest should also be adjustable.</p> <p><b>Work surface</b> – the desk or work surface should be sufficient to accommodate all the required equipment, allow flexibility for units &amp; room for operators.</p> <p><b>Lighting</b> – Natural lighting is the best of illumination in an office. However, artificial lighting is also necessary &amp; should be designed to be adequate and suitable for the office conditions (300-500 Lux).</p> <p><b>Non-Reflective Screen Positions</b> – To prevent glare at the workstation, suitable blinds should be fitted at all windows.</p> <p><b>Software</b> – Suitable user friendly software to be used to prevent stress.</p> <p><b>Temperature/Humidity/Noise</b> – An adequate working temperature/humidity and low levels of noise should be maintained for user comfort.</p> <p><b>VDU Eye Tests</b> – must be made available to all staff who use V.D.U. equipment for over 1 hour per day and as often as necessary</p> <p><b>VDU Regulations</b> (- All VDU equipment and use shall comply with the requirements laid down for VDU's in the 2007 General Application Regulations.</p>



## Risk Assessment

### 4.0 Ergonomic Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Manual Handling	Musculoskeletal disorders, Back, shoulder, neck injuries, Cuts and bruises, Prolapsed disk, Serous personal injury,	Medium Risk	Staff, Contractors,	Avoid/minimise Manual Handling where possible. Suitable mechanical aids should be provided e.g. hand trolleys. Ensure suitable storage areas to avoid staff over reaching and twisting. Ensure weights are assessed prior to lifting. Avoid repetitive lifting where possible. Do not store heavy/awkward items above waist height. No employee should lift any item which they feel is beyond their physical ability. Consider breaking up loads to make them more manageable or use two or more people for certain jobs. Conduct a specific risk assessment for manual handling tasks where there is a high risk of personal injury. Ensure all staff receive Manual Handling Training. Provide staff with suitable gloves and other personal protective equipment where necessary for Manual Handling tasks.
Poor Environmental Conditions (lighting, heating ventilation etc....)	Slips, trips and falls, Eye strain, Cuts and bruises, Personal injury,	Low Risk	Staff, Members of public, Contractors,	Ensure adequate lighting is in place and all bulbs are in working order. Conduct regular checks to ensure lighting fittings are in working order. Ensure adequate ventilation is available. Ensure mechanical ventilation is in place where appropriate. Ensure there is adequate heating available where required.

## Risk Assessment

### 5.0 Psychosocial Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Fatigue	Dizziness, Lack of awareness, Poor concentration, Serious personal injury,	Medium Risk	Staff, Contractors,	Ensure compliance with the European Working Time Directive. Ensure that staff do not work in excess of 48 hours per week including over time. (averaged up to 4 month period). Ensure staff receive adequate rest breaks during the day. Inform staff to report any feelings of fatigue so as to prevent the occurrence of any hazardous situation.
Violence at Work	Aggressive Behaviour, Serious personal injury,	Low Risk	Staff, Contractors,	Be aware of signs of aggressive behaviour amongst staff members and take corrective action in advance where possible. Encourage staff to report any incidents of aggressive/violent behaviour, be it verbal or physical. In the event of an incident occurring, investigate the incident by listening to both sides and offer counselling if necessary. If necessary the disciplinary procedure must be invoked.
Stress at Work	Personal strain, Prone to accidents, Serious personal injury,	Low Risk	Staff,	Conduct site specific risk assessment for individual cases of Occupational Stress. Change the design of work which some people find too stressful where practicable. Structure the working day appropriately and take stress factors into account, i.e. ensure adequate breaks in between stressful tasks. Decrease ambiguity around jobs. Enrich roles and responsibilities. Provide regular goals and feedback to staff. Reduce intensity of workload for others by distributing workloads evenly. Improve communication skills amongst staff & management so problems can be avoided before they occur.

## Risk Assessment

### 5.0 Psychosocial Hazards at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Money Handling	Robberies, Intimidation, Stolen goods, Damage to property, Physiological Stress, Serious personal injury, Fatalities,	High Risk	Staff, Contractors, Members of public,	<p>Ensure C.C.T.V Recording system is in operation at all times.</p> <p>Ensure C.C.T.V System covers all relevant money handling areas</p> <p>Ensure C.C.T.V Monitor is on display (visual deterrent)</p> <p>Keep cash in secure locations e.g. keep till draws</p> <p>Ensure that cash is turned over several times a day and brought to a time locked safe in a secure location. Post signs advising of this.</p> <p>Post warning signs at eye level throughout reception advising “C.C.T.V in operation” and “Smile – You’re on Camera” .</p> <p>Conduct background security checks on staff and follow up references to check past history where practicable.</p> <p>Train staff how to deal with security risks e.g. always cooperate in the event of a robbery and never endanger themselves etc...</p> <p>Avoid Lone working at all times where possible.</p> <p>If making money deliveries to the bank, travel in groups, i.e. 2 or more people, use transport, and break up days / times of transfers.</p>

## Risk Assessment

### 6.0 Training / Personal Protective Equipment at MACRO Building Management Ltd.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Lack of Training	Unfamiliarity with tasks, Contributing factor to accidents. Potential serious injury.	High Risk	Staff, Contractors, Members of the Public,	<p>Ensure all staff receive appropriate training. Ensure all training is recorded, Carry out refresher training at regular intervals. Recommended General Guidance for Training <b><u>Recommended Health and Safety Training</u></b></p> <p>➤ <b>Management:</b> Recognised Work Related Qualification where appropriate, Introduction to Health &amp; Safety for Managers; Suitable Induction &amp; Task Related Training; Manual Handling Training; Basic Fire Safety; Fire Warden: (Numbers to be advised by competent advisor) VDU Safety (Incorporate this into individual VDU Assessment) Basic First Aid (1 staff member)</p> <p>➤ <b>Employee:</b> Recognised Work Related Qualification where appropriate, Suitable Induction &amp; Task Related Training; Manual Handling Training; Basic Fire Safety; Fire Warden: (Numbers to be advised by competent advisor) VDU Safety (Incorporate this into individual VDU Assessment) Safety Rep; (1 employee only) Introduction to Health &amp; Safety (Designated Safety Advisor) Basic First Aid (1 staff member)</p>
Non use of Personal Protective Equipment	Serious personal injury, Fatalities,	High Risk	Staff, Contractors,	<p>Ensure all necessary personal protective equipment is provided and worn as required. Ensure safety signage is put up highlighting the requirement to wear personal protective equipment. Gloves for Manual Handling / Chemical resistant gloves or other gloves as stated for chemicals / cleaners &amp; degreasers are required at all times.</p>

## **Risk Assessment**

### **7.0 Toilets** at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

<b>HAZARD</b>	<b>RISK / CONSEQUENCES</b>	<b>RISK RATING</b>	<b>PERSONS AT RISK</b>	<b>CONTROL MEASURES</b>
Slips, Trips and falls.	Serious personal injury,	Medium Risk	Staff, Contractors, Members of public,	Floor to be slip resistant. Ensure area remains free of obstruction. Ensure spills are dealt with immediately and wet floor signage placed. Affix fixed wet floor signs at eye level in toilets.
Hygiene	Transmission of skin diseases, Serious personal injury,	Low Risk	Staff, Members of public, Contractors,	Ensure good housekeeping and maintenance procedures are in place. Daily cleaning schedule to be in place. Ensure adequate ventilation is provided at all times. Ensure adequate cleaning material is provided to maintain areas in clean condition. Ensure designated mop is only used for toilets. Ensure adequate supply paper towels and soap
Hot Water	Scalds, Burns,	Medium Risk	Staff, Members of public, Contractors,	Ensure Thermostatic controls are provided. Advise Staff to test water temperature before use.
Chemical Cleansers.	Skin Irritation. Dermatitis. Chemical burns,	Low Risk	Staff, Contractors,	Do not allow contact with skin. Wash away chemical splashes etc. Read label and manufacturers instructions (safety data sheet) before use. Use protective gloves.(Chemical resistant unless otherwise stated)
Delayed access to injured person in toilet.	Serious personal injury, Fatalities,	Medium Risk	Staff, Contractors,	Ensure all toilet doors have double barrel access locks on both sides of doors to enable them to be opened from the outside in the event of an emergency occurring.
Loose/Exposed items.	Electric shock, Burns, Fire, Serious personal injury, Fatalities,	Low Risk	Staff, Contractors, Members of public,	All pipe work should be concealed and protected. Hand basins should be securely fastened / built in. Hand dryers and wiring should comply with wiring and safety regulations as shall all electrical fixtures and fittings in this area. All toilet roll holders and soap dispensers should be enclosed and should be of strong construction and be secured to the wall

## **Risk Assessment**

### **7.0 Toilets** at MACRO Building Management Ltd. , in addition to other relevant sections of this risk assessment.

<b>HAZARD</b>	<b>RISK / CONSEQUENCES</b>	<b>RISK RATING</b>	<b>PERSONS AT RISK</b>	<b>CONTROL MEASURES</b>
Loose/Exposed items Continued	Electric shock, Burns, Fire, Serious personal injury, Fatalities,	Low Risk	Staff, Contractors, Members of public,	Waste bins with bin liners should be in place and where practicable should be fixed to the floor. No storage of chemicals or cleaning equipment should be allowed within the toilet area. The Cubical doors should be of strong construction.
Poor Environmental Conditions	Transmission of skin diseases, Serious personal injury,	Low Risk	Staff, Members of public, Contractors,	Adequate lighting should be provided at all times. All bulbs must be in working order and electrical installations shall be serviced in accordance with manufacturer's guidelines by a competent person. Ensure adequate ventilation to this area at all times. Temperature should be between 12 – 15 celsius °C.

## Risk Assessment

### 8.0 Tea-rooms at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Storage of Hazardous/Flammable Chemicals	Serious personal injury, Chemical burns, Fire, Explosion/Fatalities,	High Risk	Staff, Contractors, Members of public,	Remove all chemicals/hazardous substances from kitchen area and store in a cool dry place away from any sources of ignition.
Electrical Installations	Fire, Explosion Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	Ensure regular visual inspection of electrical appliances. Ensure all electrical installations are operated, serviced and maintained in accordance with manufacturer's recommendations. Ensure staff are aware of dangers with such installations. Ensure any defects are reported immediately. Ensure service is only completed by competent person.
Use of Electrical Goods	Electric Shock due to contact with water, Serious personal injury, Fatalities,	Low Risk	Staff, Contractors,	Ensure all electrical appliances are subject to portable appliance testing at regular intervals. Operate as per manufacturers instructions. Avoid the use of extension leads. Ensure all electrical items are not located near water sources.
Use of hand tools (knives)	Cuts / Wounds Serious personal injury, Fatalities,	Medium Risk	Staff, Contractors,	Ensure knives are not left lying around or left in washing up water. Ensure training of staff in use. Ensure storage of knives in suitable racks.
Poor Environmental Conditions	Personal injury, Slips, trips and falls,	Medium Risk	Staff, Members of public, Contractors,	Adequate lighting should be provided at all times. All bulbs must be in working order and electrical installations shall be serviced in accordance with manufacturer's guidelines by a competent person. Ensure adequate ventilation to this area at all times.
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Loss of lives,	Medium Risk	Staff, Members of public, Contractors,	Follow Fire section of main risk assessment. Ensure appropriate Fire extinguisher and Fire blanket are present and check regularly for signs of deterioration.
Use of Microwave	Burns, Shock, Fire, Personal Injury	Low Risk	Staff, Contractors,	Operate in accordance with manufacturer's guidelines. Check door seals regularly ensuring they are in good condition Never operate when empty. If any concerns arise then stop using the microwave and report any defects to the management.

## Risk Assessment

### 9.0 Offices and reception at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Slips, Falls and Trips	Cuts, bruises, Broken bones, Personal injury,	Medium Risk	Staff, Contractors, Members of public,	Power cables and phone leads to be taped down and secured. Tripping hazards associated with loose material/ flooring should be reported immediately. The floor areas around photocopying machines should be kept clear of paper supplies and packaging. Ideally, paper supplies should be stored in a press next to photocopying machines. Caution should be exercised when accessing heights. Files, boxes, swivel chairs should not be used for this purpose. Follow work at height risk assessment
Office Machinery	Entanglement, Cut to hands and fingers, Personal injury,	Medium Risk	Staff, Contractors,	Minor repairs such as removing blockages from photocopiers/printers may be carried out by office staff. However, machines should be turned off before gaining access to the interior. In addition, persons using photocopiers/laser printers should ensure covers are in place when in use & Exercise care when using shredding machine. Turn machine off when task is completed. Staff to receive training in safe use of guillotines shredders, paper cutters, staplers and binding machines where necessary
Filing systems and cabinets	Collapse, Overloading, Crushing, Cuts, bruises, Personal injury,	Medium Risk	Staff, Contractors,	Store heavier items in bottom drawer. Start with bottom drawer when filling cabinet. Use drawer handles to open and close cabinets. Always close file drawers after use. Open one drawer at a time. Ensure cabinet is never overloaded. Always close cabinet when finished. Report any defects immediately to manager.
Office Environment	Personal injury, Electric shock, Slips, trips and falls,	Medium Risk	Staff, Contractors, Members of public,	Temperature should be at a minimum of 17.5°C after first hour of work. There should be adequate lighting.( 300 – 500 Lux) Noise levels not to exceed 55 db(a) Ensure adequate humidity levels within office. Ensure a minimum floor space of 4.7 square metres for each individual including desk and chair but excluding other equipment.



## Risk Assessment

### 10.0 Stairs & Corridors at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Slips, Falls, Trips	Cuts, bruises, Broken bones, Personal injury,	Medium Risk	Staff, Contractors, Members of public,	Ensure Stairways and corridors are maintained in a clean & tidy condition and without obstruction. Handrails to be used when ascending or descending stairs. Walk do not run if using staircases or corridors. Ensure no articles are stored on steps or in corridors that could cause a trip hazard or restrict emergency escape routes.. Wet floor signs to be used if spillages occur and also during/after cleaning.
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	Follow Fire section of main risk assessment. Ensure no combustible material is stored underneath or close to stairs.

## Risk Assessment

### 11.0 Switch / Server room at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Server / Switch Room	Excessive electricity Fire, Noise Explosion, Electrocution, Serious personal injuries, Fatalities,	High Risk	Staff, Contractors, Members of public,	<p>Switch room to be suitably constructed.</p> <p>Emergency lighting to be in place.</p> <p>Electrical units to be installed, operated, maintained and serviced according to manufacturer recommendations.</p> <p>All Switch rooms to be covered by smoke detection units, Co2 Fire Extinguishers &amp; Fire Doors.</p> <p>Suitability of Fire detection &amp; fighting equipment must be discussed with a Competent Fire Consultant.</p> <p>Area around servers to be kept free to allow safe access &amp; egress and also allow sufficient cooling space.</p> <p>Ensure adequate ventilation within the switch room to prevent over heating.</p> <p>Electrical supply to servers must be run independently through a surge protected device that can deal with the specific power wattage and which is independent to the main electrical supply of the building.</p> <p>R.E.C.I Registered Electrician to further advise and to install and maintain surge protection.</p> <p>No combustible material to be stored within the switch room.</p> <p>Good housekeeping to be of paramount importance.</p> <p>Switch room to be checked regularly during the day.</p> <p>Only authorised persons to have access to switch room.</p> <p>Visitors / contractors to be accompanied when within the switch room and must not have access to any section where there is a danger of personal injury.</p> <p>Noise levels to be monitored to ensure they do not exceed the lower exposure limit of 80 db (a) or the upper exposure limit 85 db (a).</p> <p>Floor level to be flat, level and even.</p> <p>Staff who use switch room to receive task related training on associated dangers.</p>

## Risk Assessment

**12.0 Lift** at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Lift	Mechanical failure, Fall from height, Slips, trips and falls, Serious personal injury,	Medium Risk	Staff, Contractors, Members of public,	Lift to be operated, serviced and maintained in accordance with manufacturer's guidelines. Safe working load to be adhered to, Signage to be clearly erected at eye level advising of this. Service to be conducted every 6 months by a competent person, i.e. lift engineer. Flooring to be maintained i.e. Flat level surface. Adequate lighting / ventilation to be provided at all times. No flammable substances permitted within lift. Emergency phone to be in working order at all times and to be tested weekly & appropriate signage to be in place indicating emergency use and thus avoiding any language barrier.

## Risk Assessment

### 13.0 Outdoor (Smoking) Areas at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Fatalities,	Medium Risk	Staff, Members of public, Contractors,	Follow Fire section of main risk assessment. Provide plenty of ashtrays and empty them regularly into a lidded metal bin. Search the area thoroughly, particularly seating and window ledges, before closing and empty all waste containers. Site/fix heaters so they cannot be knocked over and they are away from combustible materials, e.g. furnishings. Keep all escape routes clear and fire exits unlocked while persons are on the premises.
Inclement weather	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury,	Medium Risk	Staff, Members of public, Contractors,	Salt or otherwise de-ice outdoor smoking areas surfaces during freezing / cold weather. Ensure furnishings (e.g. signs, heaters, pot-plants, etc.) are firmly affixed so as to avoid impact / collision with people and/or property during stormy / windy weather.

## Risk Assessment

### 14.0 Rooftop at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Working on Rooftops.	Falling from Height, Damage to property, Serious personal injury, Fatalities,	High Risk	Staff, Other persons on site,	<p>Site specific risk assessment must be conducted prior to work commencing.</p> <p>All staff required to work at height must be trained &amp; competent to do so. Health and Safety Authority "Code of practice for Safety in Roofwork – 2005" should be used as guidance when taking into considerations for the safe work on roof tops.</p> <p>Secure platforms must be used for working on roofs where possible, If not possible then a fall arrest system should be put in place. e.g. Safety nets, safety harnesses etc..</p> <p>Ensure if safety nets are used that they are only erected by a competent &amp; trained person.</p> <p>Ensure if safety nets are erected that they will be located within 2 metres of the working platform and inspect them in accordance with Work at Height Regs 2006</p> <p>Maintain records of inspection by using form WH1.</p> <p>Safety harnesses may also be used but only if the employee using the harness is trained &amp; competent in its use.</p> <p>Ensure a suitable anchor point and inspect equipment prior/after use.</p> <p><b><u>EDGE PROTECTION:</u></b></p> <p>Scaffolding will be required on roofs where the pitch exceed 10 degrees.</p> <p>Guardrails, Handrails and toe boards around the roof edge where the pitch is less than 10 degrees.</p> <p>All unprotected openings / edges must be made safe using guard rails and toe boards, they must also be clearly marked.</p> <p>Ensure that the surface, each parapet, permanent rail or other fall protection measures for work at height are visually inspected prior to use and at appropriate intervals afterwards.</p> <p>When working on fragile roofs suitable roof ladders or crawling boards should be used.</p> <p>Warning signage must be also erected at access/egress point.</p>

# Risk Assessment

**14.0 Rooftop** at MACRO Building Management Ltd., in addition to other relevant sections of this risk assessment.

HAZARD	RISK / CONSEQUENCES	RISK RATING	PERSONS AT RISK	CONTROL MEASURES
Working on Rooftops....continued.	Falling from Height, Damage to property, Damage to third parties, Serious personal injury, Fatalities,	High Risk	Staff, Other persons on site,	Ensure that roofs are not overloaded. Do not throw down any rubbish from the roof, use a chute or use the bucket of a digger / teleporter. Ensure there is no unsecured material left on the roof.