Method Statement Format

This project-specific Risk Assessment/Method Statement is based upon current best practice and our own Zero Harm Policy to support the integrity of Project Management Plans and allow standardisation throughout the construction management community.

Method Statement Issue Record

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ISSUE | DATE | STATUS | WRITTEN BY | REVISED BY | AUTHORISED |  | REVIEW RECORD |
| 2 | 00/00/2018 | Final | H Parker | - | R Kyte |  | Programmed review / update (D\_54\_Register) by S.Moore Internal HSEQ |
| 7 | 15/01/2019 | Final | H Parker | S.Moore | R Kyte |  | 15/01/2019 |
|  |  |  |  |  |  |  |  |

Contents

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| --- | --- | --- |
| SECTION | SUBJECT | NOTE |
| 1 | Welfare Arrangements | Principal Contractor (Shared) |
| 2 | Medical Arrangements | Principal Contractor (Shared) |
| 3 | Responsible Personnel |  |
| 4 | Access |  |
| 5 | Method of Work / Sequence of Events |  |
| 6 | Temporary Works | Not applicable. |
| 7 | Hazard Identification / Risk Assessment |  |
| 8 | Personal Protective Equipment and Clothing (PPE & C) |  |
| 9 | Hazardous Materials (COSHH assessment) |  |
| 10 | Plant, Vehicles, Equipment and Tools |  |
| 11 | Disposal of Waste and Special Waste |  |
| 12 | Rigging Studies / Berthing Studies | Not Applicable. |
| 13 | Young Persons (under 18) | No Young Persons used on this contract. |
| 14 | Manual Handling |  |
| 15 | Subcontracted Elements | No subcontractors used on this contract. |
| 16 | Environmental Risks |  |
| 17 | Method Statement Approval |  |
| 18 | Notes |  |

**1. Welfare Arrangements**

The main contractor / customer operation will be required to provide shared welfare arrangements.

**2.** **Medical Arrangements**

The main contractor / customer operation will be required to provide shared medical arrangements.

**3. Responsible Personnel**

The Site Manager/Supervisor is responsible for managing the contract and ensuring compliance with this Method Statement.

|  |  |  |  |
| --- | --- | --- | --- |
| Contracts Director: | Colin Rhodes 01621 868700 | PASMA: | See matrix |
| Project Manager: |  | MEWP: | See matrix |
| Site Manager/Planning Supervisor: | Russell Kyte 01621 868700 | H&S Advisor: | Steve Moore 01621 868700 |

SITE PERSONNEL SAFETY, HEALTH AND ENVIRONMENTAL QUALIFICATIONS 🞎 = Completed & Valid

Blank spaces in the table below indicate not applicable/required/in progress, but space restrictions in this document prevent provision of the specific reason.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| NAME | CSCS – Operative or Manager card (GSEI, PM, RSM) | SMSTS | PASMA Tower Certificate | IPAF Powered Access Licence (3a & 3b) | Ladders & Stepladders external training | Human Focus- Essentials of Work At Height Risk  Assessment / What Everyone Needs To Know WAH | Human Focus - Essentials of Work Equipment Risk Assessment Parts 1 & 2 | Human Focus - Manual Handling | Human Focus - Asbestos Certificate | Abrasive Wheels Training – PSS | Banksman Training – PSS | Operational Play Area Inspector Requirements | RoSPA Operational Play Area Inspector | Fall Arrest Equipment Training | Skanska Facilities Training Card/HF H&S Induction | Electrospec – PAT Certificate of Competence | Human Focus- Basic First Aid at Work | Emergency First Aid at Work Course | Child Protection Training (Ed. Est.) | Satisfactory DBS Checks | Authorised Company Driver | IOSH Managing Safely | NEBOSH General Certificate  IEMA or IOSH Membership | SEATS Training | Face Fit Test |
| Amos, P | **🗆** |  | **🗆** | **🗆** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **🗆** |  |  |  |  | **🗆** |
| Anderson, C | **🗆** |  |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  | **🗆** |  |  |  | **🗆** |  | **🗆** |  |  |  |  |
| Ash, T | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** | **🗆** |  |  |  |  | **🗆** |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  | **🗆** |
| Chapman, K | **🗆** |  |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  |  |  |  |  |  | **🗆** |  |  |  |  |  |
| Chidley, G | **🗆** |  |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  |  |  |  |  |  | **🗆** |  |  |  |  |  |
| Cole, L | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Curtis, M | **🗆** |  | **🗆** |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  |  |  |  |  |  | **🗆** |  |  |  |  |  |
| Day, C | **🗆** |  |  |  |  |  |  | **🗆** | **🗆** |  |  |  |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Deal, M | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  | **🗆** |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Harber, S | **🗆** |  |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |  |  |  |  |  |  | **🗆** |  | **🗆** |  |  |  | **🗆** |
| Kyte, R | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |  |  | **🗆** | **🗆** |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Newton, D | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  | **🗆** |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Rhodes, C | **🗆** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **🗆** |  |  |  | **🗆** | **🗆** |  |  |  |  |
| Rhodes, O | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  | **🗆** | **🗆** |
| Royce, J | **🗆** |  |  |  | **🗆** | **🗆** |  | **🗆** | **🗆** |  |  |  |  |  |  | **🗆** | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |
| Sayer, N | **🗆** |  |  | **🗆** | **🗆** |  |  | **🗆** | **🗆** |  |  |  |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |
| Styles, N | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Taylor, K | **🗆** |  | **🗆** | **🗆** | **🗆** |  |  | **🗆** | **🗆** |  |  |  |  |  |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |
| Turner, M | **🗆** |  | **🗆** |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  | **🗆** |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |
| Wade, C | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  |  | **🗆** | **🗆** | **🗆** | **🗆** |  |  |  |  |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  | **🗆** |
| Wright, D | **🗆** |  |  |  | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** | **🗆** |  | **🗆** |  |  | **🗆** |  |  |  | **🗆** | **🗆** | **🗆** |  |  |  |  |

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| **Emergency First Aid at Work:**  Rhodes, O  Taylor. K | **St John First Aid at Work:**  Rhodes, O | **Fork Truck Operation Certificate:**  Rhodes, O. |

**Driver CPC Training completed:**

Johnson, P

**4. Access**

DELIVERIES

Deliveries of materials will be by own vehicle following approved site routes, manually-handled to the point of works via approved site safe walking routes.

All operatives have the necessary work experience to enable them to convey materials safely to the point of use.

WORK AT HEIGHT

Access for work at height will be through the use of Mobile Elevating Work Platform (MEWP), Mobile Scaffold Towers (Towers), ladders or stepladders.

All operatives have the necessary work experience and formal qualifications (See Site Personnel Safety, Health and Environmental Qualifications Matrix) to enable them to work safely with MEWP’s.

Subject equipment is inspected prior to use by operatives and will not be used if found to be damaged and arrangements for repair/replacement noted on returning documentation.

Documented examination of safety harnesses is carried out and all company owned equipment is subject to recorded inspection at suitable time intervals.

MEWP: PRE-USE INSPECTION CHECKLIST

To be completed by operator or authorized person when an MEWP is first brought on site and before it is used

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name: |  | Contact Number: |  |
| Inspected By: |  | Date/Time: |  |
| Type of MEWP: |  | Model #: |  |

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| --- | --- | --- |
| **Inspection Item** | **Pass = P**  **Fail = F** | **Explain if Fail** |
| The manufacturer’s operations manual is stored on MEWP. |  |  |
| Safety decals are in place and readable. |  |  |
| Control panel is clean & all buttons/switches are clearly visible (no paint over spray, etc.) |  |  |
| All safety indicator lights work. |  |  |
| Motion alarms are functional. |  |  |
| All guardrails are sound and in place, including basket chains, and gate door. |  |  |
| All switch & mechanical guards are in good condition and properly installed. |  |  |
| Work platform extension slides in and out freely with safety locking pins in place to lock setting on models with extension platforms. |  |  |
| Work platform & extension slides are clean, dry, & clear of debris. |  |  |
| Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc. |  |  |
| Operating and emergency controls are in proper working condition, EMO button or Emergency Stop. |  |  |
| Both upper and lower controls are adequately protected from inadvertent operation. |  |  |
| Drive controls function properly & are accurately labeled (up, down, right, left, forward, back). |  |  |
| Emergency lowering function operates properly. |  |  |
| Lower operating controls successfully override the upper controls. |  |  |
| Upper drive controls interlock mechanism is functional (i.e. foot pedal, spring lock, or two hand controls). |  |  |
| Tires and wheels are in good condition, with adequate air pressure if pneumatic. |  |  |
| Braking devices are operating properly. |  |  |
| Inspect the battery and hydraulic equipment. |  |  |
| Grounding Strap is in place and operational. |  |  |

**Workplace Assessment:** Survey work area for potential hazardous operating conditions prior to MEWP usage.

Ensure hazards identified are addressed with sufficient strategies to mitigate the hazards or risks.

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| **Condition** | **Present** **(🗸)** | **Not Present** **(🗸)** |
| Floor/ground conditions: Drop offs, holes, uneven surfaces, sloped floors, unstable ground, etc. |  |  |
| Housekeeping: Debris, floor obstructions, cords, construction materials, supplies, etc. |  |  |
| Hazardous Energy: Electrical power cables or panels, chemical/gas/drain lines, utilities, etc. |  |  |
| Overhead obstructions: Tight working conditions, adjacent structures, pipe racks, beams, ceiling grids, etc. |  |  |

WORK AT HEIGHT RESCUE PLAN - HARNESS

Operations will be carried out by a minimum of two operatives who are familiar with the dangers of suspension trauma to ensure that one operative is always in a position to effect immediate rescue and treatment of the other in the event of a fall and will:

* Prevent prolonged suspension by ground operative conducting emergency decent procedure as per operators’ manual.
* Arrange treatment as necessary
* Identify orthostatic intolerance signs and symptoms

The possible signs and symptoms of orthostatic intolerance can start to be seen in 2/3 minutes and can include:

Faintness; Nausea; Breathlessness; Dizziness; Sweating; Unusually low heart rate; Unusually low blood pressure; Paleness; Hot flushes; Skin tone may appear grey in colour; Loss of vision; Increased heart rate

* Take casualty to nearest Accident & Emergency Unit for examination and observation

WORK AT HEIGHT RESCUE PLAN – MEWP’s

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| **Emergency Situation** | **Action** |
| Failure of upper or lower control functions while elevated or the operator is unable to operate the MEWP functions while elevated. | Auxiliary/emergency controls need to be used to lower the platform safely to the ground. |

CONCLUSION

We do not foresee any concerns regarding access.

**5. Method of Work / Sequence of Events**

**HIGH STANDARDS OF HOUSEKEEPING MUST BE MAINTAINED IN ALL AREAS AND AT ALL TIMES**

**KEEP HANDS CLEAN, USE BARRIER CREAM PROVIDED, WEAR GLOVES, REGULARLY INSPECT HANDS AND REPORT ANY SKIN CONCERNS TO MANAGEMENT**

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| **WORKS** |
| * **PRECAUTIONARY MEASURES TO BE TAKEN TO AVOID HAZARDS** |

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| MANUAL HANDLING OF SPORTS AND FITNESS EQUIPMENT (INCLUDING TRAMPOLINES) AND WORK EQUIPMENT (INCLUDING TOOLS)  Any procedure involving manual handling is to be carried out as per manual handling training given. Engineers can request additional help when opening/closing trampolines, and if known prior to visit the company will send two engineers if there are four or more trampolines to inspect. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| SERVICE INSPECTION: FIXED AND PORTABLE EQUIPMENT, INCLUDING BASKETBALL GOALS, TRACK AND NETTING, CLIMBING FRAMES, ROPES, GYMNASTIC APPARATUS, MATS, TROLLEYS, GAMES AND GOAL POSTS ETC.  Equipment to be inspected/serviced in accordance with training received and Maintenance Schedule C. Hand tools and power tools to be used as required to carry out operation. Ladders/tower to be used as required to carry out operation in accordance with training received. Findings to be recorded on D\_63\_Service Report. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| SERVICE INSPECTION: TRAMPOLINES, MINI-TRAMPOLINES, SPOTTING DECKS AND SPOTTING RIGS  Equipment to be inspected/serviced in accordance with training received and Maintenance Schedule T/C. Hand tools and power tools to be used as required to carry out operation. Findings to be recorded on D\_63\_Service Report. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| SERVICE INSPECTION: WEIGHT TRAINING EQUIPMENT  Equipment to be inspected/serviced in accordance with training received and Maintenance Schedule W. Hand tools and power tools to be used as required to carry out operation. Findings to be recorded on D\_63\_Service Report. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| SERVICE INSPECTION: CARDIOVASCULAR (CV) EQUIPMENT  Equipment to be inspected/serviced in accordance with training received and CV Equipment Checklist. Hand tools and power tools to be used as required to carry out operation. Findings to be recorded on D\_63\_Service Report. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| SERVICE INSPECTION: FIXED OUTDOOR PLAY EQUIPMENT  Equipment to be inspected/serviced in accordance with training received and Outdoor Maintenance Schedule. Hand tools and power tools to be used as required to carry out operation. Findings to be recorded on D\_63\_Service Report. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

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| REPAIRS TO MISCELLANEOUS SPORTS AND FITNESS EQUIPMENT AND TRAMPOLINES  Repairs to be carried out as training received. Hand tools and power tools to be used as required to carry out operation. Ladders/tower to be used as required to carry out operation in accordance with training received. All basketball boards to be fitted working off tower. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. * REFER TO HAZARDOUS MATERIALS INFORMATION WHEN USING CHEMICAL FIX SUCH AS ‘REBOFIL’ AS To SUITABLE PPE TO BE WORN |

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| ARC WELDING AND HOT WORKS  Arc welding and grinding to be carried out as per training received. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HARD HAT, ‘HI VIS’ , EYE PROTECTION, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. * Protective floor covering to be used (minimum 5mx5m). 600g dry powder Fire extinguisher to be next to the engineer when work in progress. Exclude all persons from area, put up warning signs and screen area if required. Combustible materials to be removed from area or covered prior to work starting (ie trampoline bed/pads). Ensure area is dry and adhere to any on site hot works policy. |

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| USE OF BATTERY POWERED COMPRESSOR SWAGER  Process to be carried out as per training received and safe system of work. Trained personnel only to use. |
| * PPE: PROTECTIVE FOOTWEAR TO BE WORN AT ALL TIMES, HAND PROTECTION, AND ANY OTHER APPROPRIATE PPE TO BE USED AS TRAINED OR SITE SPECIFIC REQUIREMENTS. |

**6. Temporary Works**

Temporary Works are not applicable to this contract.

**7. Hazard Identification / Risk Assessment** (See 18.4 for Basis of Risk Assessments)

The Project Manager is responsible for ensuring the precautions / safeguards are carried out.

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| **Work**  **activity** | **Hazard, hazardous event and consequence** | **People affected** | **Current controls**  **(includes SSOW for all operations)** | **Like-**  **lihood** | **Conse-**  **quence** | **Risk**  **Level**  **1-25** | **Further action needed** |
| 7.1 Load/unload equipment from roof of Universal vehicle at factory or site | Falling from height, slips trips on van roof, various injuries. Manual handling injuries | Employees | Company policy to not access van roof, and use steps or other recognised access equipment. Manual handling training. | 1 | 3 | 3 | None at this time |
| 7.2 Load/unload equipment from inside of Universal vehicle at factory or site | Falling loads, badly secured/loaded vehicle, manual handling, various injuries | Employees | Manual handling training. As per Safe System of Work (SSOW) and good practice. | 1 | 3 | 3 | None at this time |
| 7.3 Vehicle movement | Speeding, reversing vehicles hitting pedestrians, unseen pedestrians, people exiting the building direct into the car park. Unfamiliar vehicles. Various injuries from resulting impacts. Adverse weather/ice considerations | Employees  Others | Covered by specific driving at work risk assessment, internal and external driver training, reversing beepers fitted to all vans, adherence to site specific rules and avoiding moving during busy times e.g. lunch time at schools. | 1 | 5 | 5 | None at this time |
| 7.4 Moving goods/ equipment through factory and site premises | Carrying awkward loads, slips, trips impact collision with others, various injuries | Employees  Others | Manual handling training, avoid moving equipment during school break times, exclusion of others from area of work. | 1 | 3 | 3 | None at this time |
| 7.5 Make safe | Poorly stacked/stored equipment may fall over, crush, impact injuries | Employees  Others | As per Safe System Of Work (SSOW), supervision and good practice. | 1 | 2 | 2 | None at this time |
| 7.6 Manual Handling | Moving stock items of varying and awkward size may lead to musculoskeletal injuries | Employees | Manual Handling training provided and mechanical aids and trolleys available to assist moving large loads if appropriate. Use of gloves as necessary | 2 | 2 | 4 | None at this time |
| 7.7 Handling stock and other items | Skin conditions from contact with timber/dust, adhesives, fillers, greases, oils etc. can lead to skin problems such as dermatitis | Employees | Use of gloves as per SSOW.  Promoting use of barrier cream (provided at factory) and self -assessment and reporting to supervisor of any problems. | 1 | 3 | 3 | None at this time |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work**  **activity** | **Hazard, hazardous event and consequence** | **People affected** | **Current controls**  **(includes SSOW for all operations)** | **Like-**  **lihood** | **Conse-**  **quence** | **Risk**  **Level**  **1-25** | **Further action needed** |
| 7.8 Carry out planned installations, maintenance and repair on site. | Not applicable to this assessment | Not applicable to this assessment | Not applicable to this assessment | - | - | - | - |
| 7.9 Carry out planned service, maintenance and repair on site. | Crush injuries, manual handling injuries, falls, fall from height, slips, trips. Electric shock or injuries from tools | Employees  Others | Work at height/tower training given. Personal training record for tasks. Tools PAT tested and 110v as necessary. Manual handling training given, PPE provided and covered in SSOW, method statement. | 2 | 2 | 4 | None at this time |
| 7.10 Hot Works on site (Arc welding and grinding).  This is a task carried out by the Service Department and specifically applies to their work. | Injuries from sparks, ejected material, weld splatter setting fire to combustible materials, use of equipment in wet areas or looking at the arc (arc eye) | Employees  Others | Floor protection used (minimum 5mx5m), PPE provided, area checked for combustible materials and removed or covered before work starts, 600g dry powder fire extinguisher provided to be next to engineer when working, location checked for site fire extinguishers and where/how to raise alarm before work commences, all persons excluded from area, warning signs put up and area screened if required - area to be dry, check material is cold before leaving. Adhere to any on-site Hot Works Policy. PPE as per SSOW. | 1 | 5 | 5 | None at this time |
| 7.11 Use of hand tools, hammers, screwdrivers etc. | Possible injury, impact, cuts, bruises | Employees | Good practice, supervision. PPE provided as necessary and to be used as per SSOW. | 1 | 2 | 2 | None at this time |
| 7.12 Use of portable power tools and extension leads | Electric shock, cuts or abrasions from moving parts, noise etc. | Employees  Others | Annual PAT testing. Gloves, glasses, ear plugs etc. as necessary and as per SSOW and supervision. | 2 | 2 | 4 | None at this time |
| 7.13 Vibration (from hammer drilling/grinding) | Prolonged operation of vibrating tools could lead to hand arm vibration syndrome (HAVS) or work related upper limb disorder (WRULD) | Employee | Operatives instructed to limit continuous operation of hammer drilling or grinding to 10 minutes, taking a 5 minute break before continuing and repeating cycle. Due to short duration and nature of work and tools used this will keep employees within HSE guidelines for work exposure limits. | 1 | 3 | 3 | None at this time |
| 7.14 Noise (from power tools) | Prolonged operation of power tools could lead to hearing problems such as tinnitus | Employees  Others | Due to short duration and nature of work and tools used employees are within HSE guidelines for work exposure limits. Ear plugs are available for additional personal comfort. | 1 | 3 | 3 | None at this time |
| 7.15 Work At Height (steps/ladders/  mobile towers) | Fall from height, various severe injuries | Employees  Others | Correct access equipment to be used steps/ladders/mobile tower, as per site allowances or instruction. In house and external training for work at height and PASMA certified for those who use towers. Equipment to be used as per manufacturer’s instructions and training. | 1 | 5 | 5 | None at this time |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work**  **activity** | **Hazard, hazardous event and consequence** | **People affected** | **Current controls**  **(includes SSOW for all operations)** | **Like-**  **lihood** | **Conse-**  **quence** | **Risk**  **Level**  **1-25** | **Further action needed** |
| 7.16 Work At Height (using a mobile elevating work platform, MEWP) | Fall from height, various severe injuries | Employees  Others | Correct access equipment to be used as instructed. In house and external training for work at height and IPAF certified for those who use MEWP’s. Emergency action plan in site RAMS document. External training for use of harnesses, must be used with boom type MEWP’s. Equipment to be used as per manufacturer’s instructions and training. | 1 | 5 | 5 | None at this time |
| 7.17 Lone Working  NOT APPLICABLE TO THIS CONTRACT | If operatives suffer an accident or get into difficulty, they may not be found for a length of time putting them at further risk | Employees | Employees must sign in/out at any site and make it known to site staff how long they will be, nature of the work and where they will be working. Employees advised to have mobile phone on their person when working alone. | 1 | 4 | 4 | None at this time |
| 7.18 Lubrication of overhead equipment | Excess drips of lubricant, personal injury to eyes, slips if pooling on floor | Employees  Others | Operatives advised to remove excess lubricant when used. | 1 | 2 | 2 | None at this time |
| 7.19 Tiredness | Duration of working hours, no breaks, illness or personal issues may lead to increased likelihood of accidents | Employees  Others | All employees to take breaks as required or. No pressure to fulfil bookings outside normal working hours (office to be informed if bookings cannot be met). | 1 | 5 | 5 | None at this time |
| 7.20 Use of Substances Hazardous to Health, and Dust in atmosphere | PLEASE REFER TO COSHH ASSESSMENT  Adhesives, dust, grease, oils, wood fillers etc. | Employees  Others | Use of PPE as per manufacturer’s instructions and SSOW. Good housekeeping. Damp sweeping or vacuum of dust. Face fit testing carried out. FFP3 mask to be used when drilling brick/concrete. | 1 | 2 | 2 | None at this time |
| 7.21 Fire/Emergency procedures | Fire, smoke, explosion, various injury | Employees  Others | As per SSOW, company policy, fire risk assessment and rehearsed evacuations. When on site make yourself familiar with your exits and any on site emergency action plans. | 1 | 4 | 4 | None at this time |
| 7.22 Access and Egress on site and at the factory | Slips, Trips and Falls and Objects protruding into walkways, various injuries | Employees  Others | Good housekeeping to keep walkways and areas clean and clear of stock and waste. Fire exits to be kept clear at all times. | 1 | 2 | 2 | None at this time |
| 7.23 Clean-up of dust and dirt | Inhalation of dust, asthma, lung disease etc. | Employees  Others | Regular clean up. Face mask to be used if dust levels are exceptionally high. Face fit testing carried out. | 1 | 3 | 3 | None at this time |
| 7.24 Use of pallet truck | Falling items or being run into with pallet, mainly crush, impact injuries | Employees  Others | Good practice and supervision and covered in SSOW | 1 | 3 | 3 | None at this time |
| 7.25 Asbestos | Asbestos material being disturbed during scheduled works may lead to asbestosis, respiratory disease. | Employees  Contractors  Others | Asbestos training given to site staff. Staff to ask site if there is any asbestos identified within location of work. Do not proceed if in any doubt. | 1 | 4 | 4 | None at this time |
| 7.26 Lifting operation, using block and tackle on site | Crush, impact injuries from falling or swinging materials | Employees  Others | Equipment LOLER certified. Info and training to employees covered by SSOW and site RAMS. | 1 | 5 | 5 | None at this time |
| 7.27 Lifting operation, using MEWPs on site | Crush, impact injuries from falling materials. Overhead dangers, crushing | Employees  Others | Equipment is hired and must be LOLER certified. Only IPAF trained operatives to use. Info and training to employees covered by SSOW and site RAMS. | 1 | 5 | 5 | None at this time |
| 7.28 Lifting operations, use of fall arrest harness | Impact injuries if equipment not correctly used | Employee | Equipment LOLER certified. Info and training to employees covered by SSOW and site RAMS. Only for use when using a boom type MEWP | 1 | 5 | 5 | None at this time |
| 7.29 Weather conditions | Slips, cold, sunburn, reduced visibility, ice/snow, sun, rain | Employees  Others | Controls in place as per SSOW and Premises Risk Assessment. | 1 | 3 | 3 | None at this time |

**8. Personal Protective Equipment and Clothing (PPE & C)**

The PPE that will be used on site as per Safe System of Work or site specific rules:

|  |  |  |
| --- | --- | --- |
| PPE | STANDARD | E.G. MAKER/TYPE |
| Head protection – Hard Hat | EN397 | Various |
| Hi-Visibility - Vest | EN471 | Various |
| Eye Protection - Protective Spectacles/goggles | EN116 | 3M |
| Eye Protection - Protective Spectacles/goggles (Linishing/grinding or drilling at head height or above the head) | EN116 | Bolle |
| Hand Protection - Gloves | EN388 | Handmax or Superglove Reflex (CE9/L) |
| Foot Protection – Safety footwear | EN345 | Various |

The PPE that will be used when working at height:

|  |  |  |
| --- | --- | --- |
| PPE | STANDARD | E.G. MAKER/TYPE |
| Fall Arrest Equipment (for use with boom type MEWP)  – Harness and adjustable lanyard restraint | EN361 – Harness  EN358 – Lanyard | Various |
| Head protection – Hard Hat | EN397 | Various |

The PPE that will be used when using chemical fix:

|  |  |  |
| --- | --- | --- |
| PPE | STANDARD | E.G. MAKER/TYPE |
| Hand Protection - Gloves | EN388 | Handmax or Superglove Reflex (CE9/L) |
| Hand Protection - Gloves | EN455 | Blue nitrile non powder latex glove |
| Eye Protection - Protective Spectacles/goggles | EN116 | 3M |

The PPE that will be used when drilling for prolonged periods:

|  |  |  |
| --- | --- | --- |
| PPE | STANDARD | E.G. MAKER/TYPE |
| Ear Protection  – Ear Plugs | EN352-2 | UVEX  E.A.R. Soft FX |
| Dust Mask (for drilling brick/concrete) | FFP3 disposable mask | Various |
| Eye Protection - Protective Spectacles/goggles | EN116 | 3M |
| Eye Protection - Protective Spectacles/goggles (Linishing/grinding or drilling at head height or above the head) | EN116 | Bolle |

**9. Hazardous Materials (COSHH assessment)**

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| --- | --- | --- | --- | --- |
| Ref. No. & activity or work process. | Filename: **D\_07\_6\_COSHHE Assessment - 018 - Chemical Fix ~ Fischer FIS V 360 S Mortar** | | | |
| Location of process being carried out | Infrequent operation using small quantity on Sites. | | | |
| Persons at risk: | Employees [**X**] | | Contractors [ ] | Public [ ] |
| Substance involved in the process and its manufacturer ([Material Safety Data Sheet](file:///\\sbsserv\mspub\Business%20Process\Site%20Documents\2014%20Documents\MSDS\Fischer%20FIS%20V%20360_950%20S%20A%20Mortar.pdf) available upon request) | | Portland cement, 2-hydroxypropyl methacrylate, Solvent naphtha (petroleum), light aroma (Component A) mortar by Fischerwerke GmbH & Co. KG Weinhalde 14-18 D-72178 Waldachtal Tel +49(0)7443 12-0 Fax +49(0)7443 12-4222 Email: info-sdb@fischer.de | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | | | | | | | | | | |
| environment pictogram |  |  |  | exclamation mark pictogram |  |  |  |  |  |
|  | **X** | Environmental |  |  | **X** | Irritant |  |
|  |  |  |  |  |  |  |  |
| **Hazard Type** | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  | State: |  |
| Gas |  | Vapour |  | Mist |  | Fume |  | Dust |  | Liquid |  | Solid |  | Other |  |  |

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| **Route of Exposure** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **X** |  | **X** |  | **X** |  | **X** |  |  | State: |  |
| Inhalation Skin Eyes Ingestion Other | | | | | | | | | | | |

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| --- | --- |
| **Workplace Exposure Limits (WELs)** | |
| Long-term exposure level (8hrTWA):  See MSDS. | Short-term exposure level (15 mins):  See MSDS. |
| **Risks to Health from Identified Hazards** | |
| - Risk of serious damage to eyes.  - May cause sensitization by skin contact.  - Avoid contact with skin. | |
| **Control Measures** | |
| - PPE: Eye and skin protection.  - Prevention of entry into drains, water courses or the soil. | |
| Is health surveillance or monitoring required? **No** | |

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| **Personal Protective Equipment** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| Dust mask |  |  |  |  |  | Visor |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **X** |  | 3M 2720 PC AS/AF to EN116:2001 1 FT |
| Respirator |  |  |  |  |  | Goggles |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **X** |  | Butyl-rubber, Chloroprene or Nitrile rubber. |  |  |  |  |  |  |
| Gloves |  |  |  |  |  | Overalls |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Footwear |  |  |  |  |  | Other |  |  |  |  |

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| **First Aid Measures** |
| General advice  - If symptoms persist, call a physician.  - Remove/Take off immediately all contaminated clothing.  Inhalation  - If inhaled, remove victim to fresh air and keep at rest in a position comfortable for breathing.  Skin  - If on skin gently wash with plenty of soap and water.  Eyes Contact  - In case of eye contact In case of eye contact, remove contact lens and rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes.  Ingestion  - If swallowed, seek medical advice immediately and show this container or label. Clean mouth with water and drink afterwards plenty of water. Drink 1 or 2 glasses of water. Do NOT induce vomiting. |

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| **Handling and Storage** |
| Advice on safe handling  - None under normal processing.  Advice on protection against fire and explosion  - No special precautions required.  Storage space and container requirements  - Keep containers tightly closed in a cool, well-ventilated place.  - Store in accordance with local regulations.  - Keep only in original container. |

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| **Disposal of Substances & Contaminated Containers** |
| Hazardous Waste [ ] Skip [ ] Return to Depot [**X**] Return to Supplier [ ] Other [ ] State: |

|  |  |
| --- | --- |
| **Justification of Control Status:** | *This is a substance that is used in very small quantities by experienced staff in well-ventilated areas,* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Is exposure adequately controlled?** | Yes | **X** | No |  |  | **Risk Rating Following**  **Control Measures** | **High** |  | **Medium** |  | **Low** | **X** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Assessed by: | **Haydn Parker** |  | Date: | **17/12/2012** |  | Last review date: | **11/12/2018 SM** |

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| Ref. No. & activity or work process. | Filename: **D\_07\_6\_COSHHE Assessment - 019 - Chemical Fix ~ Fischer FIS V 360 S Mortar Hardener** | | | |
| Location of process being carried out | Infrequent operation using small quantity on Sites. | | | |
| Persons at risk: | Employees [**X**] | | Contractors [ ] | Public [ ] |
| Substance involved in the process and its manufacturer ([Material Safety Data Sheet](file:///\\sbsserv\mspub\Business%20Process\Site%20Documents\2014%20Documents\MSDS\Fischer%20FIS%20V%20360_950%20S%20A%20Mortar.pdf) available upon request) | | Dibenzoyl peroxide mortar FIS V 360/390 S (Component B) hardener by Fischerwerke GmbH & Co. KG Weinhalde 14-18 D-72178 Waldachtal Tel +49(0)7443 12-0 Fax +49(0)7443 12-4222 Email: info-sdb@fischer.de | | |

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| **Classification** | | | | | | | | | | |
| Flame over circle pictogram |  |  |  | exclamation mark pictogram |  |  |  |  |  |
|  | **X** | Oxidising |  |  | **X** | Irritant |  |
|  |  |  |  |  |  |  |  |  |  |
| **Hazard Type** | | | | | | | | | | |

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|  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  | State: |  |
| Gas |  | Vapour |  | Mist |  | Fume |  | Dust |  | Liquid |  | Solid |  | Other |  |  |

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| **Route of Exposure** |

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|  | **X** |  | **X** |  | **X** |  | **X** |  |  | State: |  |
| Inhalation Skin Eyes Ingestion Other | | | | | | | | | | | |

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| **Workplace Exposure Limits (WELs)** | |
| Long-term exposure level (8hrTWA):  See MSDS. | Short-term exposure level (15 mins):  See MSDS. |
| **Risks to Health from Identified Hazards** | |
| - Keep away from strong acids, alkalis, salts of heavy metals and reducing agents  - May cause sensitization by skin contact.  - Avoid contact with skin. | |
| **Control Measures** | |
| - PPE: Eye and skin protection.  - Prevention of entry into drains, water courses or the soil. | |
| Is health surveillance or monitoring required? **No** | |

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| **Personal Protective Equipment** |

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| Dust mask |  |  |  |  |  | Visor |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **X** |  | 3M 2720 PC AS/AF to EN116:2001 1 FT |
| Respirator |  |  |  |  |  | Goggles |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **X** |  | Butyl-rubber, Chloroprene or Nitrile rubber. |  |  |  |  |  |  |
| Gloves |  |  |  |  |  | Overalls |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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| Footwear |  |  |  |  |  | Other |  |  |  |  |

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| **First Aid Measures** |
| General advice  - If symptoms persist, call a physician.  - Remove/Take off immediately all contaminated clothing.  Inhalation  - If inhaled, remove victim to fresh air and keep at rest in a position comfortable for breathing.  Skin  - If on skin gently wash with plenty of soap and water.  Eyes Contact  - In case of eye contact In case of eye contact, remove contact lens and rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes.  Ingestion  - If swallowed, seek medical advice immediately and show this container or label. Clean mouth with water and drink afterwards plenty of water. Drink 1 or 2 glasses of water. Do NOT induce vomiting. |

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| **Handling and Storage** |
| Advice on safe handling  - None under normal processing.  Advice on protection against fire and explosion  - No special precautions required.  Storage space and container requirements  - Keep containers tightly closed in a cool, well-ventilated place.  - Store in accordance with local regulations.  - Keep only in original container. |

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| **Disposal of Substances & Contaminated Containers** |
| Hazardous Waste [ ] Skip [ ] Return to Depot [**X**] Return to Supplier [ ] Other [ ] State: |

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| --- | --- |
| **Justification of Control Status:** | *This is a substance that is used in very small quantities by experienced staff in well-ventilated areas,* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is exposure adequately controlled?** | Yes | **X** | No |  |  | **Risk Rating Following**  **Control Measures** | **High** |  | **Medium** |  | **Low** | **X** |

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| Assessed by: | **Haydn Parker** |  | Date: | **17/12/2012** |  | Last Review Date: | **11/12/2018 PC** |

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| Ref. No. & activity or work process. | Filename: **D\_07\_6\_COSHHE Assessment - 020 - Chemical Fix ~ Nitromorta PE Resin** | | | |
| Location of process being carried out | Infrequent operation using small quantity on Sites. | | | |
| Persons at risk: | Employees [**X**] | | Contractors [ ] | Public [ ] |
| Substance involved in the process and its manufacturer ([Material Safety Data Sheet](file:///\\sbsserv\mspub\Business%20Process\Site%20Documents\2014%20Documents\MSDS\Fischer%20FIS%20V%20360_950%20S%20A%20Mortar.pdf) available upon request) | | Polyester resin containing styrene (base component of two part jointing and repair compound) by Fosroc Limited, Coleshill Road, Tamworth, Staffs, B78 3TL. OOH Tel 01827 265279 | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | | | | | | | | |
| exclamation mark pictogram |  |  |  | exclamation mark pictogram |  |  |
|  | **X** | Harmful |  |  | **X** | Irritant |
|  |  |  |  |  |  |  |  |
| **Hazard Type** | | | | | | | | |

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|  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  | State: |  |
| Gas |  | Vapour |  | Mist |  | Fume |  | Dust |  | Liquid |  | Solid |  | Other |  |  |

|  |
| --- |
| **Route of Exposure** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **X** |  | **X** |  | **X** |  | **X** |  |  | State: |  |
| Inhalation Skin Eyes Ingestion Other | | | | | | | | | | | |

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| **Workplace Exposure Limits (WELs)** | |
| Long-term exposure level (8hrTWA):  Styrene, 100ppm | Short-term exposure level (15 mins):  Styrene 250ppm |
| **Risks to Health from Identified Hazards** | |
| - Flammable  - Harmful by inhalation  - Irritating to eyes and skin | |
| **Control Measures** | |
| - PPE: Eye and skin protection.  - Use only in well ventilated areas. Do not use in confined spaces. | |
| Is health surveillance or monitoring required? **No** | |

|  |
| --- |
| **Personal Protective Equipment** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| Dust mask |  |  |  |  |  | Visor |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **X** |  | 3M 2720 PC AS/AF to EN116:2001 1 FT |
| Respirator |  |  |  |  |  | Goggles |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **X** |  | Butyl-rubber, Chloroprene or Nitrile rubber. |  |  |  |  |  |  |
| Gloves |  |  |  |  |  | Overalls |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Footwear |  |  |  |  |  | Other |  |  |  |  |

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| --- |
| **First Aid Measures** |
| Inhalation  - Remove from exposure, rest and keep warm and obtain medical attention urgently.  Skin  - Wash immediately with soap and water or suitable skin cleanser. Remove contaminated clothing immediately.  Eyes Contact  - Irrigate immediately with copious quantities of water for several minutes. Obtain medical attention.  Ingestion  - If swallowed, seek medical advice immediately and show this container or label. Clean mouth with water and drink. Do NOT induce vomiting. Be aware of aspiration if vomiting occurs. |

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| **Handling and Storage** |
| Handling  - Do not use near sources of ignition. Avoid breathing fumes. Avoid skin and eye contact. In case of insufficient ventilation, wear suitable respiratory equipment.  Storage  - Store in a cool place away from sources of heat and out of direct sunlight to avoid pressure build up.  - Store in conformity with local fire regulations. |

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| **Disposal of Substances & Contaminated Containers** |
| Hazardous Waste [ ] Skip [ ] Return to Depot [**X**] Return to Supplier [ ] Other [ ] State: |

|  |  |
| --- | --- |
| **Justification of Control Status:** | *This is a substance that is used in very small quantities by experienced staff in well-ventilated areas,* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is exposure adequately controlled?** | Yes | **X** | No |  |  | **Risk Rating Following**  **Control Measures** | **High** |  | **Medium** |  | **Low** | **X** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Assessed by: | **Haydn Parker** |  | Date: | **17/12/2012** |  | Last review date: | **11/12/2018 SM** |

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| --- | --- | --- | --- | --- |
| Ref. No. & activity or work process. | Filename: **D\_07\_6\_COSHHE Assessment - 021 - Chemical Fix ~ Nitromorta PE Catalysed Filler** | | | |
| Location of process being carried out | Infrequent operation using small quantity on Sites. | | | |
| Persons at risk: | Employees [**X**] | | Contractors [ ] | Public [ ] |
| Substance involved in the process and its manufacturer ([Material Safety Data Sheet](file:///\\sbsserv\mspub\Business%20Process\Site%20Documents\2014%20Documents\MSDS\Fischer%20FIS%20V%20360_950%20S%20A%20Mortar.pdf) available upon request) | | Silica sands, inert fillers, benzoyl peroxide (filler component of two part jointing and repair compound) by Fosroc Limited, Coleshill Road, Tamworth, Staffs, B78 3TL. OOH Tel 01827 265279 | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | | | | | | | | | | |
| exclamation mark pictogram |  |  |  | exclamation mark pictogram |  |  |  | flame pictogram |  |  |
|  | **X** | Harmful |  |  | **X** | Sensitising |  |  | **X** | Flammable |
|  |  |  |  |  |  |  |  |  |  |  |
| **Hazard Type** | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  | State: |  |
| Gas |  | Vapour |  | Mist |  | Fume |  | Dust |  | Liquid |  | Solid |  | Other |  |  |

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| **Route of Exposure** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **X** |  | **X** |  | **X** |  | **X** |  |  | State: |  |
| Inhalation Skin Eyes Ingestion Other | | | | | | | | | | | |

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| --- | --- |
| **Workplace Exposure Limits (WELs)** | |
| Long-term exposure level (8hrTWA):  See MSDS. | Short-term exposure level (15 mins):  See MSDS. |
| **Risks to Health from Identified Hazards** | |
| - May cause sensitization by skin contact.  - Avoid contact with skin. | |
| **Control Measures** | |
| - PPE: Eye and skin protection.  - Ensure adequate ventilation in confined spaces. | |
| Is health surveillance or monitoring required? **No** | |

|  |
| --- |
| **Personal Protective Equipment** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| Dust mask |  |  |  |  |  | Visor |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **X** |  | 3M 2720 PC AS/AF to EN116:2001 1 FT |
| Respirator |  |  |  |  |  | Goggles |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **X** |  | Butyl-rubber, Chloroprene or Nitrile rubber. |  |  |  |  |  |  |
| Gloves |  |  |  |  |  | Overalls |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Footwear |  |  |  |  |  | Other |  |  |  |  |

|  |
| --- |
| **First Aid Measures** |
| Inhalation  - Remove from exposure, rest and keep warm and obtain medical attention urgently.  Skin  - Wash immediately with soap and water or suitable skin cleanser. Remove contaminated clothing immediately.  Eyes Contact  - Irrigate immediately with copious quantities of water for several minutes. Obtain medical attention.  Ingestion  - If swallowed, seek medical advice immediately and show this container or label. Clean mouth with water and drink. Do NOT induce vomiting. Be aware of aspiration if vomiting occurs. |

|  |
| --- |
| **Handling and Storage** |
| Handling  - Avoid breathing dust.  - Avoid skin and eye contact.  Storage  - Store away from acids.  - Store away from alkalis.  - Keep containers dry and tightly closed. |

|  |
| --- |
| **Disposal of Substances & Contaminated Containers** |
| Hazardous Waste [ ] Skip [ ] Return to Depot [**X**] Return to Supplier [ ] Other [ ] State: |

|  |  |
| --- | --- |
| **Justification of Control Status:** | *This is a substance that is used in very small quantities by experienced staff in well-ventilated areas,* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is exposure adequately controlled?** | Yes | **X** | No |  |  | **Risk Rating Following**  **Control Measures** | **High** |  | **Medium** |  | **Low** | **X** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Assessed by: | **Haydn Parker** |  | Date: | **17/12/2012** |  | Last review date: | **11/12/2018 SM** |

**10. Plant, Vehicles, Equipment and Tools**

|  |  |
| --- | --- |
| MAJOR ITEMS OF PLANT AND TOOLING | ARRANGEMENTS FOR CONTROL |
| Mobile Scaffold Tower | Towers are inspected by operatives prior to use. All towers have a documented annual examination (December). |
| Scissor Lift | Hired local to site from… |
| Chain Block and Tackle and accessories | Block and tackle annual LOLER inspection, accessories 6 monthly LOLER inspection. |
| 110 V Track way Saw | Annual P.A.T. Certification. |
| Battery-operated hand drills | Battery chargers subject to annual P.A.T. Certification. |
| All Vehicles | A banksman shall be used when there is a risk of injury due to the driver’s poor visibility. |

**11. Disposal of Waste and Special Waste**

Disposal of domestic waste to skip(s) provided by customer or main contractor and into relevant recycling skips if such facilities are provided, or returned to works for correct disposal. Universal Services are a registered lower tier waste carrier, registration number CBDL 10186.

Nitomorta PE waste containers:

Return empty sealed chemical fix containers to Universal Services premises in company vehicle for disposal by Approved Waste Contractor, Green Recycling Ltd, Waste Carrier Licence No. AEA-792330-CB. These empty containers are not classed as hazardous waste.

**12. Rigging Studies / Berthing Studies**

Rigging Studies and Berthing Studies are not applicable to this contract.

**13. Young Persons**

Young persons are not applicable to this contract.

**14. Manual Handling (TILE)**

MANUAL HANDLING ASSESSMENT(If the answer to a questions is ‘Yes’, consider the level of risk ~ Low Medium High)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Y |  | N |  | Level |  | Comments / Action Required |
| **1** | **TASKS** Do they involve: |  |  |  |  |  |  |  |
| a | Holding loads away from trunk? |  |  | **x** |  |  |  |  |
| b | Twisting? |  |  | **x** |  |  |  |  |
| c | Stooping? |  |  | **x** |  |  |  |  |
| d | Reaching upward? | **x** |  |  |  | L |  |  |
| e | Large vertical movement? |  |  | **x** |  |  |  |  |
| f | Long carrying distances? | **x** |  |  |  | L |  | Team operation if item too heavy for one person. |
| g | Strenuous pushing or pulling? |  |  | **x** |  |  |  |  |
| h | Unpredictable movement of loads? |  |  | **x** |  |  |  |  |
| i | Repetitive handling? |  |  | **x** |  |  |  |  |
| j | Insufficient rest or recovery? |  |  | **x** |  |  |  |  |
| k | A work rate imposed by a process |  |  | **x** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **INDIVIDUAL CAPACITY** Does the work: |  |  |  |  |  |  |  |
| a | Require unusual capability? |  |  | **x** |  |  |  |  |
| b | Hazard those with a health problem? |  |  | **x** |  |  |  |  |
| c | Hazard those who are pregnant? | **x** |  |  |  | - |  | Subject operatives not used. |
| d | Call for special information/training? |  |  | **x** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | **LOADS** Are they: |  |  |  |  |  |  |  |
| a | Heavy? | **x** |  |  |  | L |  |  |
| b | Bulky/unwieldy? |  |  | **x** |  |  |  |  |
| c | Difficult to grasp? |  |  | **x** |  |  |  |  |
| d | Unstable/unpredictable |  |  | **x** |  |  |  |  |
| e | Intrinsically harmful (e.g. sharp/hot)? |  |  | **x** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4** | **ENVIRONMENT** Are there: |  |  |  |  |  |  |  |
| a | Constraints on posture? |  |  | **x** |  |  |  |  |
| b | Poor floors? |  |  | **x** |  |  |  |  |
| c | Variations in levels? |  |  | **x** |  |  |  |  |
| d | Hot/cold/humid conditions? |  |  | **x** |  |  |  |  |
| e | Strong air movements? |  |  | **x** |  |  |  |  |
| f | Poor lighting conditions? |  |  | **x** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5** | **OTHER FACTORS** |  |  |  |  |  |  |  |
| a | Is movement/posture hindered by PPE? |  |  | **x** |  |  |  |  |
| b | All employees had a copy of ‘HSE MH'? | **x** |  |  |  |  |  |  |
| **c** | **Satisfactory MH Assessment?** | **x** |  |  |  |  |  | **No concerns.** |

**15. Subcontracted Elements**

Subcontractors are not used by Universal Services.

**16. Environmental Risks**

Covered in Section 9, Hazardous Materials (COSHH assessment)

There are no other foreseen environmental risks from carrying out our works on site.

**17. Method Statement Approval (Date as filename)**

|  |  |
| --- | --- |
| NAME (SERVICE) | *HARD COPY SIGNATURE\**  ELECTRONIC SIGNATURE |
| Prepared By:  Russell Kyte | \*  lcole@universalservicesuk.co.uk |
| Approved By:  John Royce | \*    johnroyce@universalservicesuk.co.uk |

*\*If specifically required.*

The following supervisors and operatives have read and understood the contents of this document:

|  |  |  |
| --- | --- | --- |
| NAME (PRINT ONLY)\* | DATE\* | SIGNATURE\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\*If specifically required.*

**18. Notes**

18.1. WORK AT HEIGHT EQUIPMENT INSPECTION – ACCEPTANCE FOR USE

INSPECTION SPECIFIC TO WEBBING OF FULL HARNESS, FALL ARRESTER OR FIXED LANYARD

When passed slowly through the hands in good light, there is no visual evidence of the following: small cuts of 1mm in the edges; softening or hardening of fibres; ingress or contaminants; surface abrasions across the face of the webbing and at the webbing loops, particularly if localised; abrasion at the edges, particularly if localised; a knot, other than those intended by manufacturer; chemical attack which can result in local weakening and softening - often indicated by flaking of the surface.

There may also be a change in colour of the fibres; heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres; UV-degradation - some loss of colour (if dyed) and a powdery surface; buckle tongue does not overlap buckle frame and does not move freely; loose, broken or misshapen grommets on buckle; buckle tongue bent out of shape or worn down; roller does not turn freely on buckle frame - check for distortion and sharp edges; cracked, broken or sharp/rough edges on D-ring.

INSPECTION SPECIFIC TO FALL ARRESTER

When passed slowly through the hands in good light, there is no visual evidence of the following: partially deployed energy absorber (e.g. short pull-out of tear webbing); contamination (e.g. with dirt, grit, sand etc.) which may result in internal or external abrasion; damaged or deformed fittings (e.g. karabiners, screwlink connectors, scaffold hooks).

INSPECTION SPECIFIC TO FIXED LANYARD

When passed slowly through the hands in good light, there is no visual evidence of the following: contamination (e.g. with dirt, grit, sand etc.), which may result in internal or external abrasion; damaged or deformed fittings (e.g. karabiners, screwlink connectors, scaffold hooks).

18.2 IDENTIFICATION OF ASBESTOS

USE OF ASBESTOS

Asbestos was widely used as a material in the building industry in the 60’s and 70’s and is still now present in many buildings. It was used as a lagging material for pipe work and structural steelwork, as well as in asbestos boarding for providing fire protection in walls and doors, and in asbestos cements roofing, cladding and floors.

IDENTIFYING ASBESTOS

There are several types of asbestos likely to be present and the first step in controlling the risks is to identify the types of asbestos present.

Even though the types of asbestos are known by their colour: blue – crocidolite; brown – amosite; white – chrysolite. Its forms cannot be identified by colour alone. The first step is to identify the materials that may contain asbestos.

ASBESTOS CEMENT

This is a grey, brittle material that contains 10-15% asbestos fibres. As well as being found in cladding and roofing materials (including guttering) it is also found in pipes and flues. Asbestos cement is still manufactured.

ASBESTOS BOARDING

- contains up to 40% asbestos and the board can be pale grey and of varying thickness. It is no longer available in this country but was used extensively for creating walls, linings, ceiling tiles, and partitions, particularly for fire protection purposes.

SPRAYED ASBESTOS

- can consist of up to 85% asbestos mixed in with a variety of other materials. The material is often quite loose and can easily give risk to asbestos dust.

OTHER MATERIALS

These include certain types of textured coatings and asbestos paper used for insulating wooden boards and electrical equipment. In all cases, the asbestos containing material may be painted, encapsulated or covered to protect it.

Identifying asbestos is difficult and it may be disturbed in maintenance or refurbishment work. The only way to positively identify it is through analysis by a reputable laboratory.

Samples should only be taken by suitably trained people and analysed by a laboratory that is a member of the United Kingdom Accreditation Service (UKAS).

18.3. INFORMATION REGARDING CHILD PROTECTION

To keep yourself safe from possible allegations, please follow the following recommendations:

DO NOT

Engage in verbal or physical contact with students (this applies to both on or off site).

Respond to verbal or physical contact from students. If this occurs, or you have other concerns about student behaviour then report it to the school office.

Give any personal information to any student e.g. your name, address, telephone or mobile number or email address.

Accept or respond to a student attempting to give you personal information e.g. their name, address, telephone or mobile number or email address.

Accept physical or verbal abuse from a student. DO NOT respond yourself, but report it to the school office.

DO

Be aware that verbal interaction with students may be interpreted by them as offensive or as harassment, even if it was not your intention.

Report any unacceptable behaviour from a student.

Be aware that contact made outside of the school environment as a result of you coming into contact with a student whilst you are on the school site may have an impact on your employment.

18.4 Matrix for basis of Risk Assessments

Guideline for Likelihood

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | - | Very Unlikely | - | 1 in a million chance of the hazardous event happening |
| 2 | - | Unlikely | - | 1 in 100,000 chance of the hazardous event happening |
| 3 | - | Fairly Likely | - | 1 in 10,000 chance of the hazardous event happening |
| 4 | - | Likely | - | 1 in 1,000 chance of the hazardous event happening |
| 5 | - | Very Likely | - | 1 in 100 chance of the hazardous event happening |

Guideline for Severity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | - | Insignificant | - | No injury |
| 2 | - | Minor | - | Minor injuries needing first aid |
| 3 | - | Moderate | - | up to 3 days absence |
| 4 | - | Major | - | more than 3 days absence |
| 5 | - | Catastrophic | - | Death |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 10 | 15 | 20 | 25 |
|  | 4 | 8 | 12 | 16 | 20 |
| **Severity** | 3 | 6 | 9 | 12 | 15 |
|  | 2 | 4 | 6 | 8 | 10 |
|  | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Risk** |  | **Action** |
| 17 - 25 | Unacceptable | - | Stop activity and make immediate improvements |
| 10 - 16 | Tolerable | - | Look to improve within specified timescale |
| 5 - 9 | Adequate | - | Look to improve at next review |
| 1 - 4 | Acceptable | - | No further action, but ensure controls are maintained |