Project Title:
Customer (who we quoted):
Principal Contractor on Site:
Contractor: Universal Services (Sports Equipment) Limited, Beckingham Business Park, Tolleshunt Major, Maldon, Essex CM9 8LZ
Tel: 01621 868700 Fax: 01621 860697 Email: info@universalservicesuk.co.uk
Brief Description of Works: Installation of Gymnasium Equipment Fix Status: 1st/2nd/All

Document 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

ISSUE	DATE	STATUS	WRITTEN BY	REVISED BY	AUTHORISED
1	00/00/2020	Final	S.Moore		J Royce

REVIEW RECORD
Programmed review / update (D_54_Register) by S Moore, HSEQ 27/08/2021

Contents

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:		IPAF:	See matrix
Site Manager/Planning Supervisor:	TBC	HSEQ:	S Moore 01621 868700

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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.

NAME	CSCS – Operative or Manager card (GSE!, 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	☐	☐	☐	☐	☐	☐	☐	☐	☐									☐	☐	☐	☐			☐	☐
Bailey, R	☐					☐		☐	☐										☐	☐	☐				
Browning, T	☐		☐	☐		☐	☐	☐	☐										☐	☐	☐				
Chapman, K	☐					☐	☐	☐	☐			☐			☐				☐	☐	☐				
Chidley, G	☐		☐			☐	☐	☐	☐			☐			☐				☐	☐	☐				
Cole, L	☐		☐		☐	☐	☐	☐	☐			☐			☐				☐	☐	☐				
Curtis, M	☐	☐	☐	☐		☐	☐	☐	☐			☐		☐				☐	☐	☐	☐			☐	
Day, C	☐							☐	☐										☐	☐	☐				
Deal, M	☐		☐		☐	☐	☐	☐	☐			☐			☐				☐	☐	☐				
Wainwright. T							☐	☐	☐	☐										☐	☐	☐			
Kyte, R	☐				☐	☐	☐	☐	☐						☐	☐			☐	☐	☐				
Newton, D	☐		☐		☐	☐	☐	☐	☐			☐			☐				☐	☐	☐				
Rhodes, C	☐															☐				☐	☐				
Rhodes, O	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			☐		☐		☐	☐	☐	☐	☐		☐	☐
Royce, J	☐				☐	☐		☐	☐							☐	☐		☐	☐	☐	☐			
Scutt. Jamie						☐	☐		☐			☐			☐										
Sayer, N	☐				☐	☐		☐	☐										☐	☐	☐	☐			
Styles, N	☐		☐		☐	☐	☐	☐	☐			☐							☐	☐	☐				
Taylor, K	☐				☐	☐		☐	☐							☐			☐	☐	☐	☐			
Turner, M	☐				☐	☐	☐	☐	☐	☐		☐							☐	☐	☐				
Wade, C	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			☐					☐	☐	☐			☐	☐
Wickens,J	☐					☐	☐	☐	☐										☐	☐	☐				
Wright, D	☐				☐	☐	☐	☐	☐	☐		☐			☐				☐	☐	☐				

Emergency First Aid at Work
Rhodes, O
Ash, T
Curtis,M

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 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 the equipment provided.
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.

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 #:	

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 over-ride 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.

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 – MEWP's

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.

WORK AT HEIGHT RESCUE PLAN – TOWER

Emergency Situation	Action
Self-help: person is feeling unwell but can descend without assistance.	After checking person can come down tower without assistance. Keep conversation while descending and check if person needs break at each level until ground level.
Assisted decent: person is capable of descending the tower with assistance.	Get a second person to help if needed. Come down tower in front of the person to guide then down and keep them steady while lowering to next level. If a second person is required to hold platform hatches open, so person needing assistance can lower easier.
Professional rescue: person is totally incapacitated and is incapable of descending the tower, need to be removed from the tower entirely by others trained to do so. This is so professional medical or rescue services that have the sufficient knowledge and skills to successfully carry out such a rescue without causing further injury.	Ring emergency services on 999 if life-threatening or Fire Brigade. If non-life-threatening, then fire brigade may still need to be called and 111 if NHS assistance is required.

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

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

BALCONY/GALLERY/BOWLERS END PROTECTION NET Use mobile tower. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. Due to their small size, brackets are passed manually up the tower. All brackets to be steel tubes pre-welded to flat plate. Nets to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

BALCONY/GALLERY/BOWLERS END PROTECTION NET 1st & 2nd FIXES Use scissor lift prior to finish floor. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. All brackets to be steel tubes pre-welded to flat plate. Use mobile tower on localised hard board on finish floor. Nets to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

CRICKET NETTING Use mobile tower. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. Due to their small size, brackets are passed manually up the tower. All brackets to be steel tubes pre-welded to flat plate. Nets to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

CRICKET NETTING 1ST & 2ND FIXES Use scissor lift prior to finish floor. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. All brackets to be steel tubes pre-welded to flat plate. Use mobile tower on localised hard board on finish floor. Nets to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

CRICKET NETTING STORAGE ENVELOPE

Storage envelope to be fixed to wall with M8 Rawl hooks. Netting to be placed into bag with rings fitting onto hooks.

CRICKET/DIVISIONAL NETTING LANYARD CORDS Use mobile tower. Fit lanyard cords to existing netting
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

CRICKET/DIVISIONAL NETTING LEVEL NETTING (WITHOUT LANYARD CORDS) Use mobile tower. Re-level netting from top by lifting net and re-clip in to trolleys dog clip making sure bottom of net/screen sits correctly to finish floor level.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

DIVISIONAL PROVISION Use mobile tower. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. Due to their small size, brackets are passed manually up the tower. All brackets to be steel tubes pre-welded to flat plate. Nets to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

DIVISIONAL PROVISION – 1st & 2nd FIXES Use scissor lift prior to finish floor. Outer brackets only to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded to flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. All brackets to be steel tubes pre-welded to flat plate. Use mobile tower on localised hard board on finish floor. Net to be hung via runners and dog clips.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

DIVISIONAL KIT BAG Kit bag fitted to wall with M10 Rawl eyes. Netting to be placed into bag with cords on bag tied off

FIVE A SIDE/HOCKEY GOAL ANCHORS Floor anchors for five-a-side and hockey goals. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required. Anchor strap to be assembled to back arm of goals or left in anchors plates if goals not available.

FIVE-A-SIDE REBOUND SCREENS Run of wheel-away screens with laminate-faced boards, posts, brackets and kick plates. Five a side pots to be fitted into concrete base through finish floor by chemical fixings (nitro mortar.) Infill boards generally cut to size on site with electric hand jig saw.
• REFER TO HAZARDOUS MATERIALS INFORMATION REGARDING PPE FOR CHEMICAL FIX • MANUAL HANDLING TECHNIQUES

FIXED CHANGING ROOM BENCHING Metal framework and timber slats to be delivered unassembled, then assembled in situ. Benches to be levelled using adjustable foot assembly. Benches to be secured back to wall and floor using Rawl plugs and woodscrews.

FLOOR MATTING AREA Matting area made up of plywood edging secured to floor using Rawl plugs and woodscrews. Mats made up from PVC covered chip foam and laid in specified area. PVC sheeting laid on top of mats and stapled to plywood edging foam topped plywood then fixed to edging using Velcro fixing.

GYMNASTIC ANCHORS Floor anchors for gymnastic equipment. Drill floor finish surface. Drill concrete slab. Fit floor socket by means of chemical fix (nitro mortar.) Adjust top to suit finish floor. Finishing to done around sockets.
• REFER TO HAZARDOUS MATERIALS INFORMATION REGARDING PPE FOR CHEMICAL FIX

HINGED BEAM UNIT Comprise wooden uprights and boom units (Douglas Fir and Parana Pine), brackets and steelwork. Booms operated by hauling lines. Hinge bracket fitted to wall with expanding fixings. Unit assembled on floor, then lifted in to place via pulley system or block and tackle. Sliding booms fitted with counter weights. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted into floor, fixed by woodscrews with Rawl plugs if required. Unit commissioned for operation.
• MANUAL HANDLING TECHNIQUES • USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

MAT GATE FRAME Install Mat gate frame complete. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Bracing ladder fits into key-hole floor plate. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.
• MANUAL HANDLING TECHNIQUES

PERMANENTLY FIXED POLE VAULT RAILS

Pole vault rail positioned in correct position to floor trough and bolted to floor using expanding bolts.

PORTABLE DIVISION CURTAIN & TROLLEY

Use steps or mobile tower. Fit eye plates to walls using expansion bolts/chemical anchors. Assemble post ensuring area is clear. Attach cable and chain to post. Nets to be hung to cable via key rings.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION
- MANUAL HANDLING TECHNIQUES

PORTABLE EQUIPMENT

Assembled and commissioned within required location (indoor or outdoor) as instructed.

- MANUAL HANDLING TECHNIQUES

PROTECTION NETTING

Use mobile tower. Brackets to be fitted to roof structure by means of nuts, bolts and clamps. All brackets to be steel tubes pre-welded or flat plate. Due to their small size, brackets are passed manually up the tower. Wire cables to be fitted to brackets to allow for netting to be fixed too. Nets to be hung via cable ties to wire cables.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

REMOVAL OF HIGH-LEVEL EXISTING NETS

Ensure area around net is clear. Undo fixings ensuring equipment is safe from falling. Establish weight and size of net and use rope and pulley if required. Lower to ground manually. Use number of personnel required as specified in manual handling techniques to transport to vehicle manually.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

REMOVAL OF HIGH-LEVEL EQUIPMENT

Ensure large or whole area around equipment is clear. Tie off equipment so to prevent it from falling. Undo fixings ensuring equipment is safe from falling. Establish weight and size of equipment and use chain hoist or rope and pulley as required. Lower to ground manually ensuring base cannot slip away. Use number of personnel required as specified in manual handling techniques. Dismantle equipment where necessary and transport to vehicle manually.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

REINSTALL OF LOW-LEVEL EQUIPMENT

Ensure area around equipment to be installed is clear. Move equipment to location to be installed. Erect equipment in parts, so in manageable sections. Secure to wall and make safe from falling. Finish installation of frame and commission ready for use. Use number of personnel required as specified in manual handling techniques.

- MANUAL HANDLING TECHNIQUES

REMOVAL OF LOW-LEVEL EQUIPMENT

Ensure area around equipment is clear. Undo fixings ensuring equipment is safe from falling. Lower to ground manually using ensuring base cannot slip away. Use number of personnel required as specified in manual handling techniques. Dismantle equipment where necessary and transport to vehicle manually.

- MANUAL HANDLING TECHNIQUES

ROOF MOUNTED BASKETBALL GOALS - CONVERSION TO ELECTRICAL OPERATION

Existing basketball goal with timber or cast clear acrylic boards, heavy-duty/FIBA regulation rings and nylon nets. Goals modified to incorporate electrical winch operation, supplying winches cradles and new cable.
Motor and lifting point to be fitted to secondary steelwork by means of nuts, bolts and clamps. Items to be lifted in to place via chain hoist. Chain hoist to be fastened to main structure by use of strop. Smaller items lifted passed manually up the tower. Once lifting steels and motors are secured in to their intended position, the goal has lifting cable fitted and commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS - ELECTRICAL OPERATION REPLACEMENT MOTOR

Existing basketball goal with timber or cast clear acrylic boards, heavy-duty/FIBA regulation rings and nylon nets. Goals modified to incorporate new single phase electrical winch motor, supplying winches cradles and new wire cable. Electrical supply to be added and/or altered by electrical contractor organised by customer working to our information sheet 9 or 10.
If goal is stuck partly or fully raised position then goal(s) need to be lowered to a safe position, by means of chain hoist before any other work is carried out.
Motor and lifting point to be fitted to secondary steelwork by means of nuts, bolts and clamps. Items to be lifted in to place via chain hoist. Chain hoist to be fastened to main structure by use of strop. Smaller items lifted passed manually up the tower. Once lifting steels and motors are secured in to their intended position, the goal has lifting cable fitted and commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS - ELECTRICAL

Forward or rearward folding goal with timber or cast clear acrylic boards, heavy-duty/FIBA regulation rings and nylon nets. Electrical winch operation.

Hinge & back brace, motor and lifting point to be fitted to secondary steelwork by means of nuts, bolts, and clamps. Items to be lifted in to place via chain hoist. Chain hoist to be fastened to main structure by use of strop. Some smaller items lifted passed manually up the tower. Main frame to be lifted into position with chain hoist. Once boards are manually lifted into position and fixed to main frame with nuts & bolts, the goal has lifting cable fitted and commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS ELECTRICAL WORKS

Work to be carried out by qualified electrician in accordance with current I.E.E. regulations and in relation to information sheet 9 or 10.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS – COMMISIONING MOTORS

Isolate any power supply from motors. Check mechanical parts are correct and free and working. Connect test rig and 110v to 240v step up box (if only 110v on site) to power supply designated by customer. Connect commando socket of motor to socket on test rig then test motors are working. Proceed with setting upper and lower limit switches. Once goals are commissioned, check with customer if motors can be connected to electrical supplied by others.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS – REPLACEMENT BACKBOARD FROM TIMBER TO ACRYLIC

Lower goal to play position. Remove existing timber back boards from forward folding goal accessing weight before removal to establish best method to lower to ground. Once new cast clear acrylic boards are manually lifted in to position and fixed to main frame with nuts & bolts, fit FIBA norms rings and net. Check goal is commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS - MANUAL

Forward or rearward folding goal with timber or cast clear acrylic boards, heavy-duty/FIBA regulation rings and nylon nets. Manual winch operation.
Hinge & back brace and lifting point to be fitted to secondary steelwork by means of nuts, bolts and clamps. Items to be lifted in to place via chain hoist. Chain hoist to be fastened to main structure by use of strop. Some smaller items lifted passed manually up the tower. Main frame to be lifted in to position with chain hoist. Hand winch to be lifted in to place and fitted above two metres from floor. Once boards are manually lifted in to position and fixed to main frame with nuts & bolts, the goal has lifting cable fitted and commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF MOUNTED BASKETBALL GOALS – MANUAL SLIDING

Sliding goal with timber boards, heavy-duty rings, and nylon nets. Manual pulley operation.
Sliding rope track system to comprise of heavy-duty steel track, bracketry, trolleys, and fittings.
Drop-legs for trackway to be fitted to roof type by means of nuts, bolts, and clamps. Trackway lifted one end in to position manually or by means of pulley system. After securing off the remaining end is lifted into position by same methods. Trackway to be secured to drop legs. Pulley system to be fitted. Main frame to be lifted into position via chain hoist. Chain hoist to be fastened to main structure by use of strop. Cleat to be lifted in to place and fitted above two metres from floor. Once boards are manually lifted into position and fixed to main frame with nuts & bolts.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF BASKETBALL GOALS - REPLACEMENT BACKBOARD PADDING

Remove existing basketball padding taking care not to scratch board. Fix new padding with appropriate adhesive. Once fitted seal edges with clear sealant.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROOF NETTING FOR TRACKWAY

Use mobile tower. Brackets to be fitted to roof structure by means of nuts, bolts, and clamps. All brackets to be steel tubes pre-welded or flat plate. Due to their small size, brackets are passed manually up the tower. Wire cables to be fitted to brackets fixed to top of trackway to allow for netting to be fixed too. Nets to be hung via cable ties to wire cables.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROPE FRAME

Install rope frame complete with ropes and rope ladder. Hinging bracket fitted with expanding bolts. Unit assembled on floor and manually lifted into position. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROPE TRACKWAY

Sliding rope track system to comprise of heavy-duty steel track, bracketry, trolleys, and fittings.

Drop-legs for trackway to be fitted to roof type by means of nuts, bolts, and clamps. Trackway lifted one end in to position manually or by means of pulley system. After securing off the remaining end is lifted into position by same methods. Trackway to be secured to drop lets. Ropes and pulley system to be fitted.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

ROPE FRAME WITH SLIDING TRACK

Install rope frame complete with integrated sliding rope track system to comprise of heavy-duty steel track, trolleys, and fittings. Ropes and rope ladder to be hung from trolleys and retracted to one end with storage strap when not in use. Hinging bracket fitted with expanding bolts. Unit assembled on floor and manually lifted into position. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted and inlet into floor, fixed by woodscrews. Ropes and pulley system to be fitted.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

SCORE BOARD

Put console on charge when arriving on site. Use mobile tower. Four holes drilled in to wall. Scoreboard lifted in to position via pulley system. Fix back to wall with specified fixings.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

SCORE BOARD – DIGIT AND PCB REPLACEMENT

Put console on charge when arriving on site. Use mobile tower. Unplug power supply to scoreboard before any work is done. If safer drop score board to ground to work on. As per instructions supplied from suppliers replace PCB on board located on bottom of scoreboard. Remove front cover to change digits as per attached instructions then replace cover. Once work is done and covers are replaced & scoreboard is remounted, reconnect power supply then check problems are rectified and working correctly.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

SECONDARY STEELWORK FOR RETRACTABLE BASKETBALL GOALS

Drop-legs for roof steels to be fitted to roof type by means of nuts, bolts, and clamps. All drop-legs to be steel tubes pre-welded to flat plate. Drop legs to be lifted into position via pulley system or chain hoist. Chain hoist to be fastened to main structure by use of strop. Secondary steels to be lifted into position with means of chain hoist, and fitted to drop legs by means of nuts, bolts, and clamps.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

SPORTS NET WALL SLIDERS

Longitudinal sports net wall slider posts fitted to the wall and floor. Wall bracket fitted with expanding bolts. Floor plate recessed into floor and fitted with woodscrews and Rawl plugs if required. Padding fitted to post by clamping between projection bracket and post upright. Post fitted by slotting projection bracket onto wall bracket, and fitting pin in bottom of post into floor plate.

- MANUAL HANDLING TECHNIQUES

SPOTTING RIG

Solid steel bar pre-welded to flat plate fitted to roof by means of nuts, bolts, and clamps. Items to be lifted in to place via block and tackle, with some smaller items lifted with pulley system or passed manually up the tower. Pulley system to be fitted with belts in correct procedure.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION
- MANUAL HANDLING TECHNIQUES

STEEL FLOOR PLUGS

Floor anchors for games post i.e. volleyball, tennis, netball, and badminton. Drill floor finish surface. Drill concrete slab. Fit floor socket by means of expanding bolt or chemical fixings (nitro mortar.)

- REFER TO HAZARDOUS MATERIALS INFORMATION REGARDING PPE FOR CHEMICAL FIX

STEEL FLOOR SOCKETS

Floor sockets for socketed games post i.e. volleyball, netball and badminton. Drill floor finish surface. Drill concrete slab. Mask out floor for protection Fit floor socket by means of chemical fixings (nitro mortar.) using set up posts. Clean up and remove masked out area.

- REFER TO HAZARDOUS MATERIALS INFORMATION REGARDING PPE FOR CHEMICAL FIX

STORAGE BRACKETS

Installed from floor level. Fitted by expanding bolts.

SUPER NOVA

Install climbing frame, swivel rings, foldaway box ladder, folding inclined ladder, spanning fillet arrangement fitted to wall by expanding bolts. Frame to be assembled on floor then erected. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRAMPOLINE IN PIT

Special size trampoline to suit pit. Items to be passed into pit and frame assembled in place and adjust height to level of finish floor of main room area. Chemical anchor to wall through allocated brackets. Once complete assemble bed to frame and check all is in order.

- MANUAL HANDLING TECHNIQUES

TRAVERSE WALL PANELS INDOORS

Check heights for top and bottom panels as these can change for each project or run. Mark out walls to suit run and heights for wall fixings and drill hole as required. Fix to wall with Rawl shields and round head screws fixings. Check all square and in line with each other and give instruction leaflet to customer.

- MANUAL HANDLING TECHNIQUES

THROW CAGE HUNG FROM TRACKWAY

Use mobile tower. Brackets to be fitted to roof structure by means of nuts, bolts, and clamps. All brackets to be steel tubes pre-welded or flat plate. Inner brackets and track-way erection via bolts and Unistrut nuts. Due to their small size, brackets are passed manually up the tower. Wire cables to be fitted to brackets to allow for netting to be fixed too. Nets to be hung via cable ties to wire cables and runners and dog clips.

- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO NOVA CABLE BRACED

Install Trio Nova frame complete with swivel rings, foldaway box ladder and folding inclined ladder. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO NOVA

Install Trio Nova frame complete with swivel rings, foldaway box ladder and folding inclined ladder. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Bracing ladders fits into key-hole floor plate. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO CABLE BRACED

Install Trio frame complete. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Frame braced by cables. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO

Install Trio frame complete. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Bracing ladders fits into key- hole floor plate. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO – VERTICAL WALL FIXED LADDER

Install wall fixed ladder setting out linking equipment to match wing panel of trio frame. Top fixings/fillet fitted with expanding bolts. Floor plates fitted fixed by woodscrews and rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

TRIO CURVED

Install Trio frame complete. Hinging bracket fitted with expanding bolts. Frame to be assembled on floor then erected. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL MOUNTED MATCHPLAY BASKETBALL GOALS

Fit to wall via M12 expanding bolts. Goal to be assembled in place, and check all parts move correctly. All parts manually lifted.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL MOUNTED UPWARD FOLDING MATCHPLAY BASKETBALL GOALS

Fit to steelwork via M12 fixings. Cast clear acrylic boards, heavy-duty/FIBA regulation rings and nylon nets. Electrical winch operation.
Wall brackets lifted and fixed in to supporting steelwork by means of nuts and bolts and clamps. Motor and lifting point to be fitted to wall brackets by means of nuts, bolts. Heaver or larger items to be lifted in to place via chain hoist. Chain hoist to be fastened to main structure by use of strop. Some smaller and light items lifted passed manually up the tower. Goal to be assembled in place, and check all parts move correctly. Once boards are manually lifted into position and fixed to main frame with nuts & bolts, the goal has lifting cable fitted and commissioned for use.

- MANUAL HANDLING TECHNIQUES
- USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL MOUNTED BASKETBALL GOALS - REPLACEMENT BACKBOARD PADDING Remove existing basketball padding taking care not to scratch board. Fix new padding with appropriate adhesive. Once fitted seal edges with clear sealant.
• MANUAL HANDLING TECHNIQUES • USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL MOUNTED PRACTICE BASKETBALL GOALS Fit to wall via M12 expanding bolts. Goal to be assembled in place, and check all parts move correctly. All parts manually lifted.
• MANUAL HANDLING TECHNIQUES • USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL MOUNTED VOLLEYBALL POSTS/SPORTS NET WALL SLIDERS Longitudinal volleyball/sports net wall slider posts fitted to the wall and floor. Wall bracket fitted with expanding bolts. Floor plate recessed into floor and fitted with woodscrews. Padding fitted to post by clamping between projection bracket and post upright. Post fitted by slotting projection bracket onto wall bracket, and fitting pin in bottom of post into floor plate.
• MANUAL HANDLING TECHNIQUES

WALL BARS Timber fillet fitted with expanding bolts. Frame to be assembled on floor then erected. Fixed to timber fillet and floor by woodscrews with Rawl plugs if required.
• MANUAL HANDLING TECHNIQUES • USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

WALL PADDING Wall padding consisting of unit sized PVC covered foam pads Velcro backed. These are to be placed on to Velcro backed wood strips. Wood strips to be fixed back to wall with Rawl plugs and wood screws.
• MANUAL HANDLING TECHNIQUES

WALL PADDING Wall padding consisting of unit sized PVC covered foam pads. Wall pads are screwed and locked in place (tongue and groove) with last pad made on site and screwed to wall without any visible screw fixings. Area cleared ready for use and signed off by customer.
• MANUAL HANDLING TECHNIQUES

WALL AND FLOOR PADDING Wall padding consisting of unit sized PVC covered foam pads. Floor pads are laid into position then covered with PVC top sheet and screwed in place with battens. Wall pads will cover this batten. Wall pads are then screwed and locked in place (tongue and groove) with last pad made on site and screwed to wall without any visible screw fixings. Area cleared ready for use and signed off by customer.
• MANUAL HANDLING TECHNIQUES

WEIGHT TRAINING EQUIPMENT Assembled and commissioned within location as instructed.
• MANUAL HANDLING TECHNIQUES

WINDOW LADDER FRAME Install climbing frame, panel arrangement as per customer requirements, spanning fillet arrangement fitted to wall by expanding bolts. Frame to be assembled on floor then erected. Bracing cables fitted to wall by expanding eyebolt. Floor plates fitted and inlet into floor, fixed by woodscrews with Rawl plugs if required.
• MANUAL HANDLING TECHNIQUES • USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

VERTICAL LIFT CURTAIN Use mobile tower. Brackets to be fitted to secondary steelwork within roof structure by means of nuts, bolts and strapping plates. All brackets to be steel tubes pre-welded to flat plate. Due to their small size, brackets are passed manually up the tower. Motor to be mounted centrally to the curtain position. Drum assembly to be inserted into the motor and fixed back to support brackets (made in sections). The curtain is laid out on the floor, and small tubes inserted at the top and bottom. Support tapes on the curtain are then connected to the drum, and the net is raised using these tapes.
• USE WORK AT HEIGHT ACCESS EQUIPMENT AS PER TRAINING AND INSTRUCTION

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.

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 currently
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 currently
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 vans and lorries, adherence to site specific rules and avoiding moving during busy times e.g. lunch time at schools.	1	5	5	None currently
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 currently
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 currently
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 currently
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 currently
7.8 Carry out planned installations, 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 are PAT tested and 110v where necessary. Manual handling training given, PPE provided and covered in SSOW and method statement.	2	2	4	None currently
7.9 Carry out planned service, maintenance, and repair on site.	Not applicable to this assessment	Not applicable to this assessment	Not applicable to this assessment	-	-	-	-
7.10 Hot Works on site (Arc welding and grinding).	Not applicable to this assessment	Not applicable to this assessment	Not applicable to this assessment	-	-	-	-
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 currently
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 currently

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 currently
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 currently
7.15 Work at Height (steps/ mobile towers)	Fall from height, various severe injuries	Employees Others	Correct access equipment to be used steps/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 currently
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. For Employees that use MEWP's, those Employees must be IPAF certified. Emergency action plan in site RAMS document. Equipment to be used as per manufacturer's instructions and training.	1	5	5	None currently
7.17 Lone Working	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 currently
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 currently
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 currently
7.20 Use of Substances Hazardous to Health, including 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 currently
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 currently
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 always exits to be kept clear.	1	2	2	None currently
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 currently
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 currently

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 currently
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 currently
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 currently
7.28 Lifting operations.	Impact injuries if equipment not correctly used	Employee	Equipment LOLER certified. Info and training to employees covered by SSOW and site RAMS.	1	5	5	None currently
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 currently
7.30 **Corona Virus Disease 19**	High Temperature, Headache, Persistent Dry Cough etc.	Employees Others	Following Government Guidelines of social distancing between employees and other contractors, handwashing, latex gloves, and masks. **Please refer to our Site Operating Virus RAMs for further details.**	2	3	4	None currently

8. Personal Protective Equipment (PPE) including Respiratory Protective Equipment (RPE)

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	EN166F	3M
Eye Protection - Protective goggles (Linishing/grinding or drilling at head height or above the head)	EN166B	Bolle
Hand Protection - Gloves	EN388	Handmax or Superglove Reflex (CE9/L)
Foot Protection – Safety footwear with mid sole protection	EN345 with S3	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	EN166F	3M

The PPE that will be used when working at height:

PPE	STANDARD	E.G. MAKER/TYPE
Head protection – Hard Hat	EN397	Various

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	EN166F	3M
Eye Protection - Protective goggles (Linishing/grinding or drilling at head height or above the head)	EN166B	Bolle

9. Hazardous Materials

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 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

[**X**] Environmental

[**X**] Irritant

Hazard Type

Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other	State:
				X				

Route of Exposure

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

Workplace Exposure Limits (WELs)

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):
See MSDS.	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**

Personal Protective Equipment

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

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.

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.

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**

Initially assessed by: **Haydn Parker** Date: **17/12/2012** Last review date: 27/08/2020 **SM**

Project Title:
Customer (who we quoted):
Principal Contractor on Site:
Contractor: Universal Services (Sports Equipment) Limited, Beckingham Business Park, Tolleshunt Major, Maldon, Essex CM9 8LZ
Tel: 01621 868700 Fax: 01621 860697 Email: info@universalservicesuk.co.uk
Brief Description of Works: Installation of Gymnasium Equipment Fix Status: 1st/2nd/All

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 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			

Classification

[**X**] Oxidising

[**X**] Irritant

Hazard Type

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

Route of Exposure

Inhalation	Skin	Eyes	Ingestion	Other	State:
[**X**]	[**X**]	[**X**]	[**X**]	[ ]	

Workplace Exposure Limits (WELs)

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):
See MSDS.	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**

Personal Protective Equipment

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

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.

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.

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

Initially assessed by:: **Haydn Parker** Date: **17/12/2012** Last Review Date: 27/08/2020 **SM**

Project Title:
Customer (who we quoted):
Principal Contractor on Site:
Contractor: Universal Services (Sports Equipment) Limited, Beckingham Business Park, Tolleshunt Major, Maldon, Essex CM9 8LZ
Tel: 01621 868700 Fax: 01621 860697 Email: info@universalservicesuk.co.uk
Brief Description of Works: Installation of Gymnasium Equipment Fix Status: 1st/2nd/All

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 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

[**X**] Harmful

[**X**] Irritant

Hazard Type

Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other	State:
					X			

Route of Exposure

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

Workplace Exposure Limits (WELs)

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):
Styrene, 100ppm	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

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

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**

Initially assessed by:: **Haydn Parker** Date: **17/12/2012** Last review date: 27/08/2020 **SM**

Project Title:
Customer (who we quoted):
Principal Contractor on Site:
Contractor: Universal Services (Sports Equipment) Limited, Beckingham Business Park, Tolleshunt Major, Maldon, Essex CM9 8LZ
Tel: 01621 868700 Fax: 01621 860697 Email: info@universalservicesuk.co.uk
Brief Description of Works: Installation of Gymnasium Equipment Fix Status: 1st/2nd/All

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 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

	X	Harmful		X	Sensitising
	X	Flammable			

Hazard Type

Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other	State:
				X				

Route of Exposure

Inhalation	Skin	Eyes	Ingestion	Other	State:
X	X	X	X		

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		
 Respirator			 Goggles	X	3M 2720 PC AS/AF to EN116:2001 1 FT
 Gloves	X	Butyl-rubber, Chloroprene or Nitrile rubber.	 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**

Initially assessed by:: **Haydn Parker** Date: **17/12/2012** Last review date: 27/08/2020 **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 Trackway Saw	Three monthly P.A.T. Certification.
Battery-operated hand drills	Battery chargers subject to three monthly 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

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 (INSTALLATIONS)	*HARD COPY SIGNATURE** ELECTRONIC SIGNATURE
Prepared By:	* @universalservicesuk.co.uk
Approved By: J Royce	* JohnRoyce@universalservicesuk.co.uk

**Only if specifically required.*

POINT OF WORK SAFETY ASSESSMENT

If high risk hazards are identified and cannot be controlled then do not start work and report them to your supervisor.

Task Location: .....
Task: .....

THE LOCATION	ASSESSMENT
1. Have you identified all the foreseeable hazards at the location? (e.g. Slip trips and falls, live services, traffic, adjacent works, weather, noise etc.)	YES / NO
2. Is there safe access/egress for persons/plant to the work areas? (e.g. Guarding, edge protection, signage, free from obstructions, designated traffic routes with pedestrian and vehicle segregation)	YES / NO / NA
3. Is there suitable lighting to complete the task safely (e.g. existing, temporary, etc.)	YES / NO / NA
4. Will an exclusion zone be required to protect other users in the vicinity (e.g. using other areas of the sport halls, working etc.) If yes, an exclusion zone will be required.	YES / NO
5. Is there a Safe and secure location for storing tools and equipment when not being used? (e.g. preventing objects overturning, collapsing, Insecure loading, stacking and storage)	YES / NO / NA
THE TASK	**ASSESSMENT**
6. Have you and other persons involved the required training, knowledge and experience to undertake the task safely?	YES / NO
7. Are all appropriate tools & equipment to complete the task in good condition, safe, Inspected and in date? (e.g. power tools PAT tested, steps, work platforms etc.)	YES / NO / NA
8. Is monitoring of Hand Arm Vibration (HAVS) being carried out?	YES / NO / NA
9. Have you the appropriate PPE to undertake the task? (e.g eye protection, gloves, dust masks, ear protection, safety footwear, High viz clothing.)	YES / NO
10. Does the work require a Permit to work? (e.g. hot works, work at height, electrical isolation etc)	YES / NO / NA
11. Does it require any COSHH assessments for any hazardous substances?	YES / NO / NA
12. Have you briefed all your colleagues involved in the task?	YES / NO / NA

Are you satisfied that works can start and continue safely? YES / NO
If **NO, do not start task**, inform your supervisor/line manager.
Name:..... **Signature**:..... **Date**:.....

Other persons involved in and briefed in the task:

Name:		Signature:		Name:		Signature:	
Name:		Signature:		Name:		Signature:	
Name:		Signature:		Name:		Signature:	

Comments:

AFTER COMPLETION OF THE TASK RETURN THE COMPLETED FORM TO UNIVERSAL SERVICES HEALTH AND SAFETY DEPARTMENT

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

NAME (PRINT ONLY)	DATE	SIGNATURE

18. Notes

18.1. WORK AT HEIGHT EQUIPMENT INSPECTION – ACCEPTANCE FOR USE

INSPECTION SPECIFIC TO WEBBING OF FULL HARNESS, FALL ARRESTER OR FIXED LANYARD
Not used

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 – chrysotile. 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