

Risk Assessment Method Statement COSSH Information Operative Briefed Register 02

Site: Science & Industry Museum – Air & Space Decant

Task: Working around Historic and fragile elements - Reinstall

Start Date: 28/02/22

Duration: 12 weeks

Labour: Various – HH Smith & Contractors

Assessor: Ollie Glasse

Issued By: Ollie Glasse

Issue	Date	Comments
1	09/03/22	

Below is the amendment record for minor or non-material revisions or amendments that do not warrant a full re-issue of the document. All such amendments are highlighted.

Amendment No	Date	Amendment	Page/s



Site	SIM – A&S				
Date	25/02/22	Review Date	25/02/23	Assessor	Ollie Glasse
Task	Reinstall				

Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk		
							L	S	Risk
1	Dust Risk of inhaling hazardous particles, damage to electrical equipment.	Operatives General Site workers General Public	5	4	20	- When creating dust from work activities etc. wet area down with fine mist of water. - If dust cannot be wet down use suitable vacuums with HEPA filters ('M' or 'H'). - In addition to the dust suppression above, wear the company issued blue half mask with P3 filter whilst clearing up dust or carrying out work that generates dust (available from site manager). - Operatives have been face fit tested with only the Blue JSP p3 filter half mask, use that only. - Attach dust extraction bag/ equipment to all equipment creating dust; chop saw/ planer etc. and use half mask with P3 filter (available from site manager). - Wherever it is reasonably practicable to do so, an industrial vacuum cleaner with a suitable class of HEPA filter ('M' or 'H') should be used for clearing up any residual dust. - When using vacuums use suitable vacuums with HEPA filters ('M' or 'H'). - Clean wood dust & off cuts around work area/ cut area at regular intervals/ AFTER every work shift/ before after every break. - DO not allow dust or work areas waste to build up!	2	4	8

						10. Erect dust barriers to reduce dust from spreading to other areas of the building. Visquen barriers. 11. Open windows, doors etc for natural ventilation if this is not sufficient use powered ventilation systems. 12. Respiratory protection available from the site manager in the site office. 13. Temporary cover smoke detectors etc. if dust may set off alarms, covers must be removed when room is left unsupervised ort after work are completed			
2	Noise Risk of damage to hearing.	Operatives General Site workers General Public	4	4	16	1. Check equipment being used for noise exposure limits & manufacturer instruction/ guidelines for advice on ear protection. (displayed in db) 2. Operatives to wear suitable ear protection at all times as per equipment manufactured guidelines. 3. If possible undertake excessive noisy works near public or other work activities out of hours. 4. Issue nearby operatives that cannot be excluded from excessive noise with ear protection. 5. Guidance on when noise is excessive; operatives standing next to each other and they have to raise their voices to be heard due to noise from equipment etc. suitable ear protection must be worn. 6. If unsure of noise level contact site manager or company safety officer so that noise levels can be monitored. 7. Ear protection available from site manager in site office.	2	4	8
3	Working at height	Operatives General Site workers	3	5	15	1. Use suitable platforms for working at height. Tower scaffold, trestles, scaffold etc.	1	5	5



	Risk of workers falling and suffering serious injuries.					2. Ensure all platforms have suitable edge protection intermediate and top handrails. 3. Use toe boards on platforms near pedestrian routes. 4. Suitable access onto platforms, tied in 1m past platform 5. Platform erected by component person.			
4	Housekeeping Risk of slips, trips and falls	Operatives doing work General Workers on site	3	3	9	1. Debris to be cleared at regular intervals. 2. All fire hazard materials will be removed from site daily a placed in skips. 3. Debris to be thrown in a skip on site and replaced as needed. 1. Remove/ flatten nails from/ into timber to, before handling or moving timber. 2. Wear gloves when handling waste; sharp objects/ timber/ rubble etc.	1	3	3
5	Equipment (electrical, moving blade ect.) Risk serious injury or fatality	Operatives doing work General Workers on site	4	5	20	1. Competent persons to operate equipment 2. All equipment to be inspected daily & defects reported 3. All test certificates to be kept on site. 4. Ensure all guards is in place & maintained at all times. 5. Equipment must be suitable for the task.	1	5	5
6	Manual Handling Risk of strains and cuts.	Operatives doing work	5	3	15	1. No worker is to lift any object that they don't feel comfortable lifting. 2. Lifting aids will be used for objects to heavy for workers to lift. 3. All workers to be MH Awareness Trained	2	3	6

Calculation of RISK LEVEL - Likelihood x Severity = Risk (score)

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Likelihood is	1 could never happen, 2 very unlikely, 3 Possible, 4 likely, 5 very likely		
Severity is	1 very slight, 2 minor, 3 significant, 4 major, 5 fatal		
Score	1 -9 = Low	10 – 18 Medium	19-25= High

Site	SIM – A&S									
Date	25/02/22			Review Date	25/02/23		Assessor	Ollie Glasse		
Task	Manual Handling									
Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk			
							L	S	Risk	
1	Lifting heavy objects. Risk of strains with long & short term damage.	Operatives	4	4	16	1. No employee should lift or attempt to lift any object that they do not feel comfortable with lifting. 2. If employee is not comfortable lifting an object/weight get additional employee's to help with lifting, lift object only if all employees is comfortable with lifting the object/ weight. 3. Employees should follow safe lifting techniques. See CPHS file for guidance & info on lifting techniques. 4. Mechanical/ plant/ equipment should be used to lift heavier object which employees can not lift. 5. All employees to attend a manual handling course and refresher training annually.	1	5	5	
2	Slips, trips and falls while lifting. Risk of injury.	Operatives General Site personnel	3	4	15	1. Keep all pedestrian access routes clear to avoid trip hazards. 2. Object being lifted by employees should not obscure there view. 3. If needed additional employee to walk in front of load and guide person carrying object. 4. Use gloves to lift items, reduce risk of objects slipping.	1	5	5	
3	Repetitive lifting Risk of strains with long & short term repetitive strain injury.	Operatives	3	4	12	1. Objects to be placed as close to works areas as possible on delivery or by plant to reduce the distance of carrying objects. 2. Employees to take regular brakes.	1	5	5	
4	Sharp edges, nails, timber splinters etc.	Operatives	3	3	9	1. Remove/ flatten nails from/ into timber to, before handling or moving timber.	1	3	3	

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	Cuts				2. Wear gloves when handling waste; sharp objects/ timber/ rubble etc.			
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Calculation of RISK LEVEL - <u>L</u> ikelihood x <u>S</u> everity = Risk (score)		
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Site	SIM – A&S									
Date	25/02/22			Review Date		25/02/23		Assessor	Ollie Glasse	
Task	Housekeeping - For all types of work activities both internal and external									
Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk			
							L	S	Risk	
1	Slips, trips and falls Risk of broken bones, cuts, bruises etc.	Operatives Visitors to site	4	4	16	1. Exclude others from the work area/ unit by signs and barriers. 2. Ensure good lighting in work area. 3. Regularly remove waste materials, debris, etc, throughout the duration of the task. 4. Carefully site trailing leads for tools, etc. 5. Place bins around site to store waste & dispose off in skips. 6. Do not allow waste/ debris or rubble to stockpile on site. Dispose off and keep site tidy & clean.	1	4	4	
2	Emergency exits blocked Risk of being trapped or obstructed in case of emergency.	Operatives Visitors to site Public	4	5	20	1. Where other operations are being undertaken adjacent to the work area the combined effect of your work should be considered. 2. Locate scaffolding, other access equipment, tools and material sensibly. 3. If work is to take place in an operational area liaise with appropriate staff to minimise operational disruption. 4. Do not store any materials or rubble on emergency exits routes for any reason. 5. All emergency exits routes must be cleared of all materials, equipment or obstructions at all times. 6. Inspect routes at regular times to ensure it is kept clear.	1	5	5	
3	Access/egress blocked Risk of being trapped or obstructed in case of emergency.	Operatives Visitors to site Public	4	5	20	1. Where other client operations are being undertaken adjacent to the work area the combined effect of your work should be considered. 2. Locate scaffolding, other access equipment, tools and material sensibly. 3. If work is to take place in an operational area liaise with appropriate staff to minimise operational disruption. 4. Do not store any materials or rubble on access/ egress routes for any reason.	1	5	5	



						5. All access/ egress routes must be cleared of all materials, equipment or obstructions at all times. 6. Visitors & operatives must have safe access & egress routes to their place of works. 7. Inspect routes at regular times to ensure it is kept clear.			
4	Build up of flammable materials. Risk of fire spreading/ fuel for fire.	Operatives Visitors to site Public	4	5	2 0	1. Where possible all flammable materials should be removed from any hot work area. 2. Regularly remove waste materials, debris, etc, throughout the duration of the task. 3. Do not stockpile any flammable materials within any buildings as a fire load is created. 4. No smoking on site.	1	5	5
5	Dust Risk of inhaling dust.	Operatives Visitors to site Public	4	4	1 2	1. Do not generate dust unnecessarily, especially when clearing work on site. 2. If creating dust from sweeping etc, spray a mist of water over dusty surface to reduce spread of dust. 3. If dust is easily created & water suppression is not suitable use vacuum equipment to clear up. 4. Operatives to wear half mask with P3 filter if creating dust cannot be reduced. 5. Operatives must be face fit tested with the relevant half mask.	1	4	4
6	Debris/ rubble stored on platforms above. Debris falling from height.	Operatives Visitors to site Public	4	5	2 0	1. When working at height provide scaffolding or other suitable adapted edge protection to prevent tools, equipment, materials falling. 2. Do not remove toe boards or edge protection when working at height. 3. If necessary tie tools to lanyards when working at height. 4. Segregate area below scaffold working at height activity to exclude access below works. 5. Remove debris/ rubble/ waste at regular intervals during the task. 6. If possible use debris rubbish chutes or raised skips with tele handler to remove waste from high platforms.	1	5	5



7	Manual handling Risk of strains.	Operatives	4	4	16	1. No person to handle or lift any object or weight that they do not feel comfortable to lift. 2. Wear gloves when handling waste, rubble or debris. 3. Where possible and as much as possible use mechanical lifting equipment to transport waste, example; wheel barrows, pump trucks, bins with wheels or tele handler to transport.	1	4	4
8	Environmental impact Pollute local areas, streams etc.	Public Environment	3	5	15	1. All waste will be stored in suitable skips and disposed of by licensed waste removal contractors. 2. Only licensed contractors will be used to manage waste from site. 3. Hazardous waste will be segregated and disposed off suitable by licensed contractors. 4. All waste will be stored in suitable containers/ skips ready for disposal. 5. Do not dump hazardous or contaminated liquids in local drains etc. Use containers to store in and competent contractor to dispose off.	1	5	5

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Project Title: SIM Air & Space Decant

Reinstall

Location of works: The Air and Space building (Grade II), Science & Industry Museum

Brief Description:

A Risk Assessment (find attached) has been carried out in order to assess the risks to employees posed by the reinstall of building elements which have been removed to allow the decant of museum objects.

The arrangements will take in account the required legislations.

Sequence of works:

1.0 Reinstall

1.1 Historic Doors/Screens

Prior to works commencing operatives to review the photographic survey which was completed prior to the building fabric being removed. Each element is numbered and tagged to allow reinstallation as per previous.

Operatives to ensure a safe working area is created around the area which is surrounded with a secure fence to prevent museum staff from entering.

Any surrounding building fabric is to be protected using a combination of correx and hardboard. No fixings are to be fixed into the building fabric to support the protection.

Once the above has been completed the careful reinstallation of the building element can be commenced.

Operatives to carefully re-install the doors and screens working in a logical order. Any items which upon trying to reinstall are found to be in poor condition and therefore in need of replacement will be recorded and findings issued to Buttress Architects before proceeding.

3.2 Staircase

Prior to works commencing operatives to review the photographic survey which was completed prior to the building fabric being removed. Each element is numbered and tagged to allow reinstallation as per previous.

Operatives to ensure a safe working area is created around the area which is surrounded with a secure fence to prevent museum staff from entering.

Any surrounding building fabric is to be protected using a combination of correx and hardboard. No fixings are to be fixed into the building fabric to support the protection.

Once the above has been completed the careful reinstall of the building element can be commenced.

Steel sections of the staircase are to be installed first. The legs of each staircase section will be lifted into position and concrete foundations poured.

Each section of the steel staircase can then be fixed using the same fixings and locations as previous.

Once the steel sections have been installed the timber elements of the staircase will be fixed into position. All fixings will utilise the existing pre-drilled holes.

Any items which upon trying to reinstall are found to be in poor condition and therefore in need of replacement will be recorded and findings issued to Buttress Architects before proceeding.

3.3 Mezzanine floor

Prior to works commencing operatives to review the photographic survey which was completed prior to the building fabric being removed. Each element is numbered and tagged to allow reinstallation as per previous.

Operatives to ensure a safe working area is created around the area which is surrounded with a secure fence to prevent museum staff from entering.

Any surrounding building fabric is to be protected using a combination of correx and hardboard. No fixings are to be fixed into the building fabric to support the protection.

Once the above has been completed the careful reinstall of the building element can be commenced.

Steel sections of the mezzanine are to be installed first. The internal cast iron columns will then be positioned and the concrete foundations poured.

Following this the steel joints and timber joists will be reinstalled from scissors lifts and aluminium towers. Once fixed the plywood floor boards will be reinstalled to form the mezzanine floor.

The balustrade can then be reinstated to match existing and prior to removal.

The water pipe and lighting services will be reinstated to previous locations and routes by competent operative.

Finally the plasterboard ceiling will be reinstated to the underside of the Mezzanine floor.

3.4 Glazed Screen

Prior to works commencing operatives to review the photographic survey which was completed prior to the building fabric being removed. Each element is numbered and tagged to allow reinstallation as per previous.

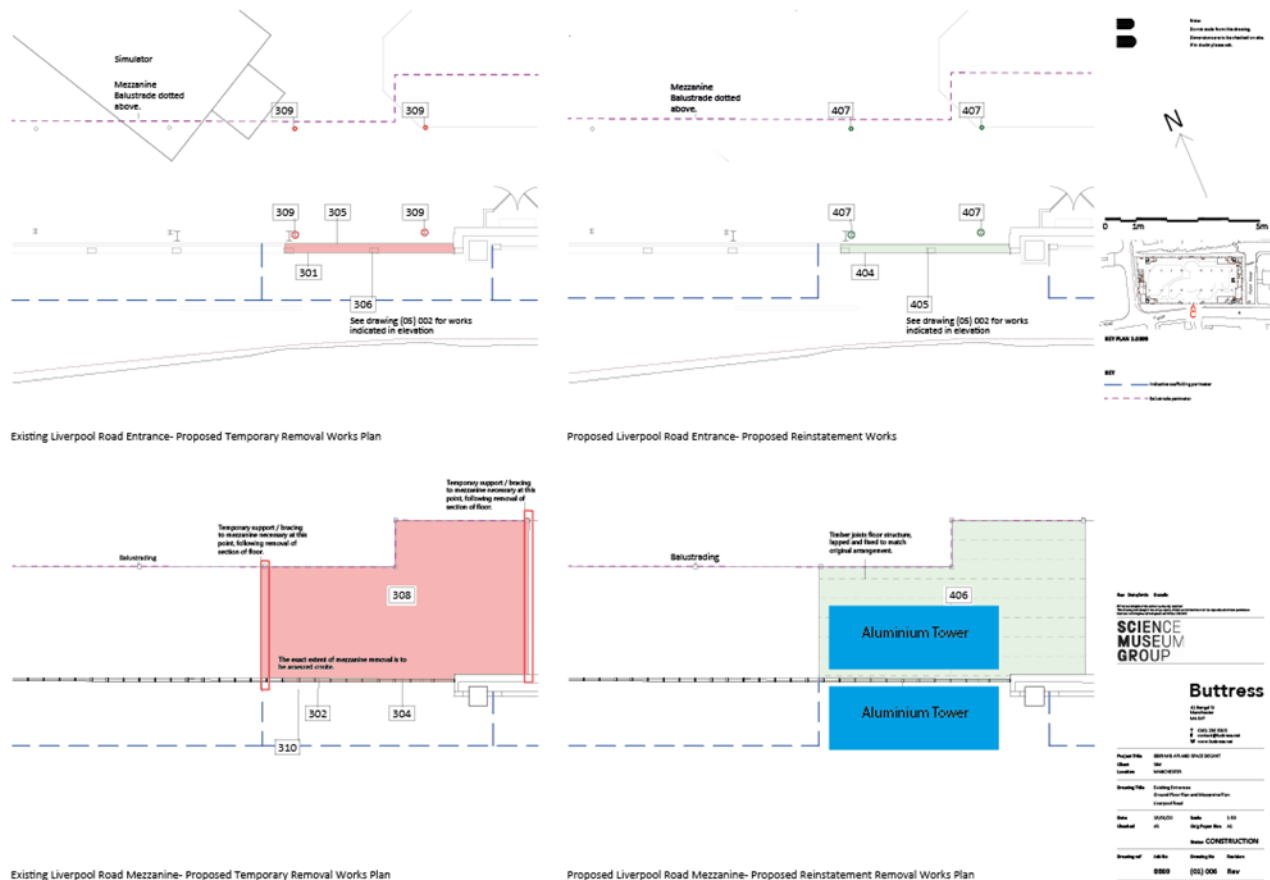
Operatives to ensure a safe working area is created around the area which is surrounded with a secure fence to prevent museum staff from entering.

Any surrounding building fabric is to be protected using a combination of correx and hardboard. No fixings are to be fixed into the building fabric to support the protection.

Once the above has been completed the careful reinstall of the building element can be commenced.

All high level works to be completed from aluminium scaffold towers, similar to the below. One to be placed internally and one externally. See below marked up drawing.





Operatives to carefully refix each element of the screens following the marked up drawing completed when the screen was removed to ensure the timber elements are reinstated in the same location as previous.

Where timber elements are to be replaced all new timber will be installed to match.

The glass will then be installed, again following the marked up drawing to ensure they are installed in the same location. Replacement glass to be installed for pains identified as not suitable for reinstall. Beading to be installed to the glass to match existing utilising as much as the removed beading as possible.

The steel supports will be reinstalled to the screen in the previous locations.

The timber elements of the window will then be redecorated to match previous colour. Samples to be provided and agreed with Buttress architects prior to commencing decoration works.

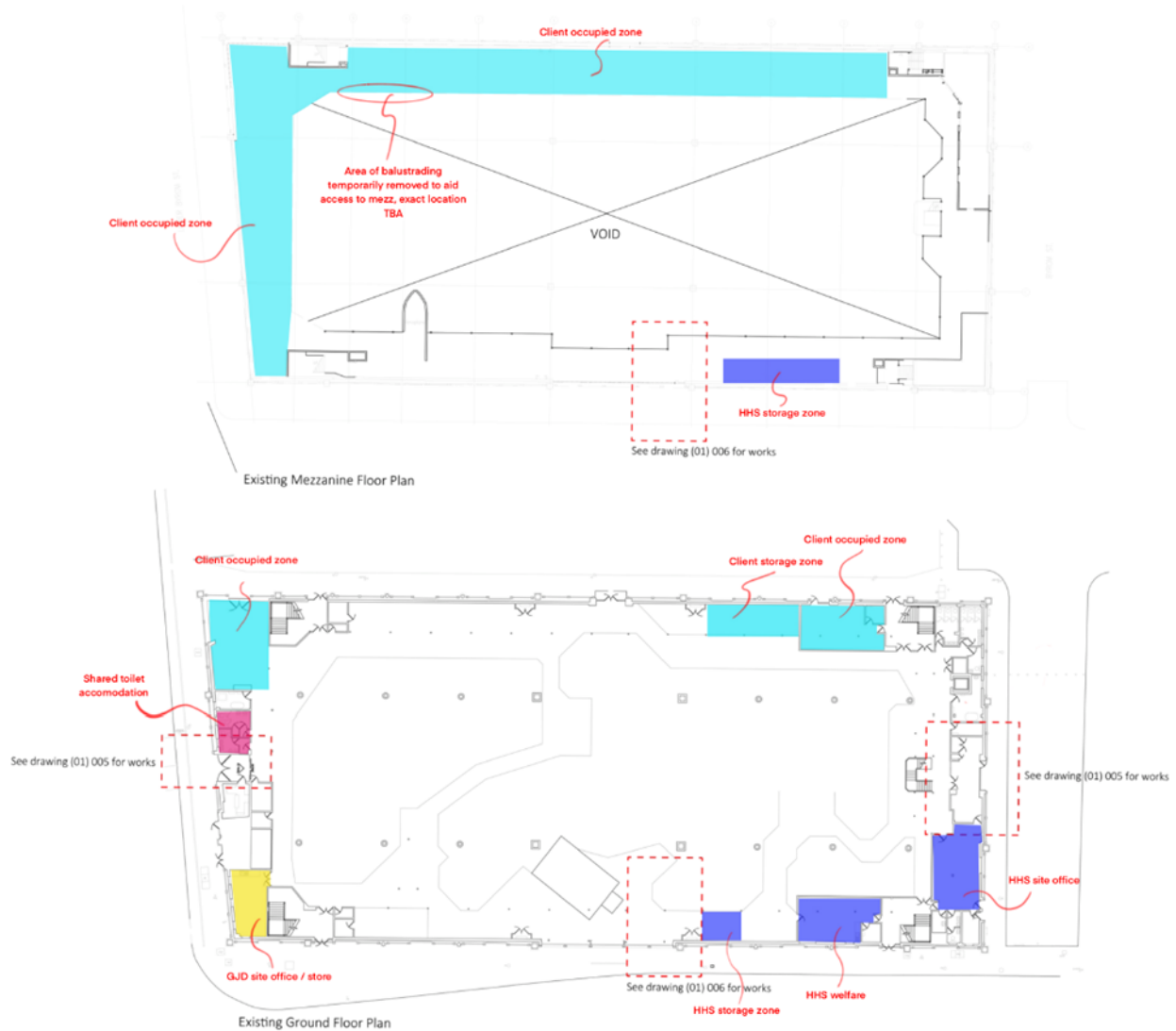
3.5 Cast Iron Columns

Specialist metal contractors Calibre Metalwork who have kept the cast iron column at their workshop will return to site and reinstall the column utilising the existing fixings.

Following this the column will be redecorated to match previous colour. Samples to be provided and agreed with Buttress architects prior to commencing decoration works.

4.0 Storage Location

Designated storage location as identified on below plan. Location within close proximity to all reinstatement works. All materials to be stored safely in these locations until time of install.





PPE requirements

The following PPE is a standard minimum requirement on site & must be worn at all times. Further PPE may be required as identified within task specific RA requirements.

HH Smith work areas;

- Hard Hat
- Hi visibility vest
- Safety footwear with steel mid sole & steel toe cap
- Trousers that cover legs (no shorts/ ¾ trousers)

Equipment / Machinery PPE required & HAV Info

Equipment / Machinery	PPE Requirements	HAV info (See specific HAVE guidance for more info)
Hand tools	Standard Site PPE, eye protection & ear protection	N/A
Waste bins & waste/rubble	Standard Site PPE, Gloves	N/A
Tower scaffold	Standard Site PPE, Gloves	N/A
Breaker	Standard Site PPE, Gloves, eye, ear & respiratory protection.	Site Manager to calculate max trigger times and record exposure
Abrasive Wheel	Standard Site PPE, Gloves, eye, ear & respiratory protection. Dust suppression	Site Manager to calculate max trigger times and record exposure
Reciprocating saw	Standard Site PPE, Gloves, eye, ear & respiratory protection.	Site Manager to calculate max trigger times and record exposure

Permit to work / Inspections

Task/ equipment

110 V electrical/ battery operated tools

Scaffold

Demolition & strip out work

Any type of hot work including, welding, flame cutting, abrasive wheel creating sparks or excess heat, soldering etc.

Tower scaffold

Isolation of services

Permit/ inspections required

PAT test, user daily inspections

Scaff tag & handover certificate before 1st use of newly erected or altered scaffold.
Inspect & record findings weekly.

PF030.1 Demolition Strip Out PTW

PF022.4 Hot work PTW

Tower scaff tag

PF030.3 Service Isolation PTW

Hazardous materials within building

No works to commence unless a refurbishment & Demolition survey is on site or asbestos removal certification confirming that asbestos materials are not within work areas.

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HH Smith operatives have attended a 1 day asbestos awareness course.

Specific Training Arrangements for equipment/

HH Smith Operatives to report to the site office for a site induction.

Equipment / Machinery

Specific training

Manual handling

0.5 day awareness course.

Hand tools

Use as per manufacture instruction & guidance.

Materials

0.5 day Manual handling awareness course.

Waste bins & loose waste

0.5 day Manual handling awareness course.

Tower scaffold

PASMA, Specific RA & MS

Breaker

Use as per manufacture instruction & guidance.

Abrasive Wheel

Use as per manufacture instruction & guidance.

Specific RA & MS

Abrasive wheel training course

Reciprocating saw

Use as per manufacture instruction & guidance.

First Aid Arrangements

As per site induction

Welfare Arrangements

As per site induction

Emergency Procedures

As per site induction

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Contact details.

Role/ Responsible	Company Details	Contact information
Managing Director	HH Smith & Sons Co Ltd Rear of 95 Bury old Road Whitefield Manchester M45 7AY	Contact: Dave Smith Mob: 0161 280 3509 Email: info@hhsmith.co.uk
SHEQ Manager	HH Smith & Sons Co Ltd Rear of 95 Bury old Road Whitefield Manchester M45 7AY	Contact: Juan Crous Tel: 0787 295 2425 Email: jc@hhsmith.co.uk

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[illegible]

Name: _____ Signed: _____ Date: _____

In signing this form I the undersigned confirm that I have been briefed on all aspects of the forthcoming work and fully understand the method of work and associated risk and that I have been briefed on all Site requirements and relevant PPE relating to the task.

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