

2Mtr Rise STEP LIFT

METHOD STATEMENT

To be read in conjunction with Step Lift COVID-19 Procedure

Address: Presentation Convent, Livesey Street, Manchester, M4 5H

1.0 Scope of Work

- i. Delivery, installation, commissioning, testing and handover of 1 off 2mtr step lift at: Presentation Convent, Livesey Street, Manchester, M4 5H
- ii. The work will normally be finished within 4 days.

2.0 Access/Egress

- i. The lift site is adjacent to the door.
- ii. The off-loading area will be at the front of the property.

3.0 Plant and Equipment

- i. During the unloading period special trolleys will be used for moving the lift components.

4.0 Personal Protective Equipment

- i. The installation personnel will wear hard hats, toe protection, safety shoes/boots, light duty safety glasses, gloves and high visibility vests, where and when required to do so, as dictated by site rules and conditions.

5.0 Services

- i. A 1 phase 13 amp supply is required for the lifts to enable the unit to be installed. (Pollock Lifts electrician to install power supply next to consumer unit inside property and duct out to lift vertical face)

6.0 Working Access Platforms

- i. The installation of the lift is achieved by working from upper and lower finished floor levels.
- ii. Temporary barriers will be erected as required.

7.0 COSHH

- i. An ISO 32 Grade oil is used in the hydraulic pump unit (data sheet enclosed).

8.0 Sequence of Works

- i. Position of the lift – check dimensions and mark centre line
- ii. Mount the upper guard (top gate)
- iii. Install cable runs for power supply and lower call station
- iv. Install lift platform and bolt down to concrete slab
- v. Commission lift to a documented test sequence.
- vi. Demonstrate to user and handover.

9.0 Risk Control

- i. Our standard risk assessments apply to this installation.

10.0 Technical Information

- i. All relevant test certificates will be supplied within 2 weeks of completion of the lift installation.

11.0 Emergency Arrangements

- i. The installation engineers will request emergency arrangement information from the Client/ Resident/ User.

12.0 Competent Personnel

- i. Trained lift installation personnel will install the lifts.
- ii. The Installation Supervisor has many years experience installing lifts of this nature.

13.0 Resources/Supervision

- i. The appropriate number of personnel will be sent to site to install a lift of this nature.
- ii. The Installation Supervisor will oversee the installation.

14.0 Housekeeping

- i. The area around each of the lifts will be kept as clear as possible although there will be a quantity of non-hazardous waste that will require disposal during the installation process. This will be removed by Installation Personnel from site for disposal by Pollock Lifts (ISO 14001 certified)
- ii. Installation van will be used for storage during the works,

15.0 Briefing Register

Name	Role	Date
Damian McAllister	Site Supervisor	TBC
TBC	Lift Engineer	TBC
TBC	Lift Engineer	TBC
TBC	Builder	TBC
TBC	Builder	TBC
TBC	Electrician	TBC

COSHH ASSESSMENT

In compliance with the COSHH Regulations (NI) Reg.6, materials / products are assessed via supplier or manufacturer Safety Data Sheets. A COSHH assessment is then completed and user of the product informed of the controls.

SUBSTANCES: Hydramax 32 – Hydraulic Fluid			SITE: Workshop		
IDENTIFIED HAZARD: Very Toxic / Toxic		Irritant		Corrosive	Other
USE OF SUBSTANCES: Hydraulic fluids loaded into sumps of new disabled lifts/decanting from old lifts					
ASSESSMENT OF RISKS			CONTROLS		
Fire: Not flammable but formation of toxic gases is possible during heating or in the case of fire Inhalation: Not Applicable Contact with skin: Does not cause irritation of the skin Contact with eyes: No irritating effect			Fire: Store in cool dry conditions away from sources of ignition or fire, in well sealed original receptacles. Inhalation: N/A Contact with skin: Wear oil resistant gloves in case of sensitization. No sensitizing effects known. Contact with eyes: Wear goggles when filling sumps		
WHO IS AT RISK:	EMPLOYEE	X	OTHERS ON SITE		GENERAL PUBLIC
FREQUENCY: Regular			DURATION: when required		
FIRST AID: Inhalation: Supply fresh air and seek medical advice if symptoms persist. Ingestion: Do not induce vomiting, seek medical advice Skin contact: Generally the product does not irritate the skin Eye contact: Flush with plenty of clean running water for several mins and seek medical attention			ACCIDENTAL RELEASE: Wear suitable protective clothing and personal protective equipment. Do not allow to enter drainage systems or flow to surface or ground water. Cleaning up spillages – use the spill kits which are available throughout the workshop, installation & service vans. Inform your line manager.		
RECOMMENDATIONS: Read Safety Data Sheet before use.					
ASSESSMENT CARRIED OUT BY:			DATE: June 2019		
D HUTCHISON			REVIEW DATE: May 2020		

This Part 1 sheet must be accompanied by Part 2 (Supplier / Manufacturer Safety Data sheet) at all times from completed assessment through to the use of material on site. All COSHH documentation must then be referenced in the Site Health & Safety Plan.

Safety Data Sheet

according to 1907/2006/EC, Article 31

1 Identification of the substance/preparation and of the company/undertaking

- **Product details**
- **Trade name:** Hydramax 32
- **Article number:** 3032
- **Application of the substance / the preparation** Hydraulic fluid
- **Manufacturer/Supplier:**
MAXOL LUBRICANTS LIMITED
UNIT D AIRPORT BUSINESS CAMPUS
SANTRY
DUBLIN 9
01-8060300
- **Further information obtainable from:** Product safety department - 01-8060300.
- **Information in case of emergency:** 01-8060300

2 Hazards identification

- **Hazard description:** Not applicable.
- **Information concerning particular hazards for human and environment:**
The product does not have to be labelled due to the calculation procedure of the "General Classification guideline for preparations of the EU" in the latest valid version.
- **Classification system:**
The classification is according to the latest editions of the EU-lists, and extended by company and literature data.

3 Composition/information on ingredients

- **Description:**
This product contains no dangerous ingredients in quantities of which in this section would have been given up according to EU-provisions.
- **Dangerous components:** Void
- **Additional information:**
Contains highly refined mineral oil <3% (w/w) DMSO-extract, according to IP 346.
For the wording of the listed risk phrases refer to section 16.

4 First-aid measures

- **General information:** No special measures required.
- **After Inhalation:** Supply fresh air; consult doctor in case of complaints.
- **After skin contact:** Generally the product does not irritate the skin.
- **After eye contact:** Rinse opened eye for several minutes under running water.
- **After swallowing:** Do not induce vomiting;

Safety Data Sheet

according to 1907/2006/EC, Article 31

Trade name: Hydramax 32

(Contd. of page 1)

· **Special hazards caused by the substance, its products of combustion or resulting gases:**

Formation of toxic gases is possible during heating or in case of fire. ·

Protective equipment:

Wear self-contained respiratory protective device.

Wear fully protective suit.

6 Accidental release measures

· **Person-related safety precautions:** Wear protective clothing. ·

Measures for environmental protection:

Do not allow to enter sewers/ surface or ground water. ·

Measures for cleaning/collecting:

Absorb with liquid-binding material (sand, diatomite, acid binders, universal binders, sawdust).

Remove from the water surface (e.g. skim or suck off). ·

Additional information:

No dangerous substances are released.

See Section 7 for information on safe handling.

See Section 8 for information on personal protection equipment.

See Section 13 for disposal information.

7 Handling and storage

· **Handling:**

· **Information for safe handling:**

No special measures required.

Avoid the formation of oil haze.

· **Information about fire - and explosion protection:** No special measures required.

· **Storage:**

· **Requirements to be met by storerooms and receptacles:**

Store only in the original receptacle.

· **Information about storage in one common storage facility:** Not required. ·

Further information about storage conditions:

Store in cool, dry conditions in well sealed receptacles.

8 Exposure controls/personal protection

· **Additional information about design of technical facilities:** No further data; see item 7.

· **Ingredients with limit values that require monitoring at the workplace:**

Oil mist: TWA = 5 mg/m³; STEL = 10 mg/m³

· **Additional information:** The lists valid during the making were used as basis.

· **Personal protective equipment:**

· **General protective and hygienic measures:**

Wash hands before breaks and at the end of work. ·

Respiratory protection: Not required.

· **Protection of hands:** Oil resistant gloves

· **Material of gloves**

The selection of the suitable gloves does not only depend on the material, but also on further marks of quality and varies from manufacturer to manufacturer. As the product is a preparation of several substances, the resistance of the glove material cannot be calculated in advance and has therefore to be checked prior to the application.

Nitrile rubber, NBR

PVC gloves

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Safety Data Sheet

according to 1907/2006/EC, Article 31

Trade name: Hydramax 32

(Contd. of page 2)

Neoprene gloves

- **Penetration time of glove material**

The exact break through time has to be found out by the manufacturer of the protective gloves and has to be observed.

- **Eye protection:** Goggles recommended during refilling

- **Body protection:** Protective work clothing

9 Physical and chemical properties

- **General Information**

Form:	Fluid
Colour:	Clear
Odour:	Characteristic

- **Change in condition**

Melting point/Melting range: Undetermined.

Boiling point/Boiling range: Undetermined.

- **Drip point:**

Pour point -30°C

- **Flash point:**

> 101°C

- **Ignition temperature:**

200°C

- **Self-igniting:**

Product is not self-igniting.

- **Danger of explosion:**

Product does not present an explosion hazard.

- **Density at 20°C:**

0.872 g/cm³

- **Solubility in / Miscibility with water:**

Not miscible or difficult to mix.

- **Viscosity at 40°C**

32,0 mm²/s

- **Solvent content:**

Organic solvents: 0.0%

10 Stability and reactivity

- **Thermal decomposition / conditions to be avoided:**

To avoid thermal decomposition do not overheat.

- **Dangerous reactions** Reacts with strong oxidizing agents.

- **Dangerous decomposition products:** No dangerous decomposition products known.

11 Toxicological information

- **Acute toxicity:**

- **Primary irritant effect:**

- **on the skin:** No irritant effect.

- **on the eye:** No irritating effect.

- **Sensitization:** No sensitizing effects known.

- **Additional toxicological information:**

The product is not subject to classification according to the calculation method of the General EU Classification Guidelines for Preparations as issued in the latest version.

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Safety Data Sheet

according to 1907/2006/EC, Article 31

Trade name: Hydramax 32

(Contd. of page 3)

When used and handled according to specifications, the product does not have any harmful effects to our experience and the information provided to us.

12 Ecological information

- **Information about elimination (persistence and degradability):**
- **Other information:** The product is difficultly biodegradable.
- **General notes:**
 Water hazard class 2 (German Regulation) (Self-assessment): hazardous for water.
 Do not allow product to reach ground water, water course or sewage system.
 Danger to drinking water if even small quantities leak into the ground.

13 Disposal considerations

- **Product:**
- **Recommendation**
 Must not be disposed together with household garbage. Do not allow product to reach sewage system.
- **European waste catalogue**

130110	mineral based non-chlorinated hydraulic oils
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- **Uncleaned packaging:**
- **Recommendation:** Disposal must be made according to official regulations.

14 Transport information

- **Land transport ADR/RID (cross-border)**
- **ADR/RID class:** -
- **Maritime transport IMDG:**
- **IMDG Class:** -
- **Marine pollutant:** No
- **Air transport ICAO-TI and IATA-DGR:**
- **ICAO/IATA Class:** -

15 Regulatory information

- **Labelling according to EU guidelines:**
 Observe the general safety regulations when handling chemicals.
 The product is not subject to identification regulations under EU Directives and the Ordinance on Hazardous Materials (German GefStoffV).
- **National regulations:**
- **Water hazard class:** Water hazard class 2 (Self-assessment): hazardous for water.

16 Other information

This information is based on our present knowledge. However, this shall not constitute a guarantee for any specific product features and shall not establish a legally valid contractual relationship.

- **Department issuing MSDS:** Product safety department.
- Contact:** Product safety department

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Safety Data Sheet
according to 1907/2006/EC, Article 31

Trade name: Hydramax 32

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· **Sources**

67/548/EEC - Dangerous Substances Directive

99/45/EEC - Dangerous Preparations Directive

91/155/EEC & 2001/58/EEC - Safety Data Sheets Directive · *

Data compared to the previous version altered.

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POLLOCK LIFTS STEP LIFT INSTALLATION WORKS

COVID-19 PROCEDURES 1st June 2020

All Pollock Lifts Engineers shall be inducted on all new Covid-19 procedures prior to commencing any works.

Prior to an install team (2 No engineers) attending a property, Pollock Lifts shall contact the customer and arrange dates for the works to take place. Pollock Lifts shall contact the customer on the day before the arranged works to confirm that all in the property are not suffering symptoms of Covid-19. Pollock Lifts Front end questions shall be asked to ascertain if it is safe for the install team to attend the property and to confirm that the occupier is happy for the work to take place. Pollock Lifts shall explain that the install team shall ensure that safe distancing is maintained during the works.

Prior to arriving at the property, the install team shall phone the occupier and state the time of arrival and again as the Pollock Lifts Front end questions and to confirm that the occupier is happy for the work to take place.

If either of the members of the install team experiences a new continuous cough and/or has a high temperature and/or loss or change to your sense of smell or taste they shall phone Pollock Lifts and inform them that they cannot continue to work and will self-isolate in accordance with PHE guidelines. Pollock Lifts shall inform the occupier of the property to arrange a date for the works to be carried out by another team.

The install team, in good health, shall travel to the property in a large Pollock Lifts van, with all materials and equipment onboard. The team members shall wash their hands, thoroughly, before getting into their vehicle and proceed to the property. The team members shall always be the same two people. They will maintain good ventilation within the cab, with windows open and shall ensure that they face away from each other as much as possible. The vehicle shall contain sanitising kits and the team members shall use sanitisers before getting into the vehicle and when getting out again. The vehicle cab shall be cleaned at the end of the journey using wipes with particular attention paid to handles (internal and external), steering wheel, gear shift and dashboards. The wipes shall be placed into waste bags after use.

The install team shall don disposable gloves, disposable mask and take antibacterial based wipes and waste bags with them to the property front door.

The install team shall knock on the front door and stand at least 2 meters away from the front door and await the occupier opening the door.

When the occupier opens the door the install team shall introduce themselves and explain that they will be working outside the property, but will need to access the consumer unit within the property for a short period of time and will need to maintain 2m distancing from the occupier/occupiers at all times. The install team will agree with the occupier which rooms need to be accessed and the order the rooms shall be accessed and agree this with the occupier. If social distancing cannot be maintained with the occupier in a room that is to be worked in, the install team shall request the occupier moves to another room to enable the works to continue.

Externally, where most of the work will take place, the engineers will barrier off the working area and place signage to warn others of the ongoing works. The engineers shall be separate at all times, one working above and the other working below at the base of the step lift site.

Materials, tools and equipment shall be brought to the step lift site area and placed above or below as required. The members of the team shall always be at least 2m apart and will walk to the van separately to get tools and equipment.

POLLOCK LIFTS STEP LIFT INSTALLATION WORKS

COVID-19 PROCEDURES 1st June 2020

Internally all surfaces the engineer touches, such as door handles, handrails, window cills, consumer unit or any other surface shall be cleaned with the wipes and the wipes placed into the waste bag.

Upon completion of the day's work the team shall remove all tools and clean them down before putting them in the van. The install team shall clean down the internal areas they have been working in and all communal areas they have accessed with antiseptic wipes and place these into waste bags and place in the van. Before leaving site the team shall notify the customer that all internal areas have been cleaned and advise the customer not to access the external site, which shall still be barriered off. The barriers shall also be wiped down.

Before getting into their vehicle, the install team shall take off their gloves, inside out, and placing these in the waste bag then remove their disposable mask and place this in the waste bag. The install team shall wipe down all vehicle controls, dash and door handles and place the wipes in the waste bag and secure the waste bag by tying. The install team shall then use the hand sanitiser to clean their hands before driving off, adhering to the procedures for driving to the site, above.

Waste bags shall be disposed of at Pollock Lifts own store.

Installation shall take two days and all the above procedures shall be taken on day two as the above procedure.

The completed lift and all exposed surfaces shall be wiped down with antiseptic wipes and these placed into a waste bag and removed from site.

Welfare facility – if Pollock Lifts cannot provide their own toilet and the customer agrees to the use of the toilet in the property, the engineers shall inform the occupier if they use the toilet and will confirm that the toilet, in its entirety, has been cleaned down, using antiseptic wipes. The engineers will use their own sanitisers to clean their hands. The engineer shall have to remove his disposable gloves, inside out, and place in their waste bag. New disposable gloves shall be donned each time they go to the toilet.

Pollock Lifts to make periodic checks on site to ensure that the above is being complied with.

POLLOCK LIFTS ELECTRICAL WORKS

COVID-19 PROCEDURES 1st June 2020

All Pollock Lifts Electricians shall be inducted on all new Covid-19 procedures prior to commencing any works.

Prior to an Electrician attending a property, Pollock Lifts shall contact the customer and arrange the date for the works to take place. Pollock Lifts shall contact the customer on the day before the arranged works to confirm that all in the property are not suffering symptoms of Covid-19. Front end questions shall be asked to ascertain if it is safe for the Electrician to attend the property and to confirm that the occupier is happy for the work to take place. Pollock Lifts shall explain that the Electrician shall ensure that safe distancing is maintained during the works.

Prior to arriving at the property, the Electrician shall phone the occupier and state the time of arrival and again ask the Pollock Lifts Front end questions and to confirm that the occupier is happy for the work to take place.

If the Electrician experiences a new continuous cough and/or has a high temperature and/or loss or change to your sense of smell or taste they shall phone Pollock Lifts and inform them that they cannot continue to work and will self-isolate in accordance with PHE guidelines. Pollock Lifts shall inform the occupier of the property to arrange a date for the works to be carried out by another Electrician.

The Electrician, in good health, shall travel to the property in a Pollock Lifts van, with all materials and equipment onboard. The Electrician shall wash their hands, thoroughly, before getting into their vehicle and proceed to the property. The vehicle shall contain sanitising kits and the Electrician shall use sanitisers before getting into the vehicle and when getting out again. The vehicle cab shall be cleaned at the end of the journey using wipes with particular attention paid to handles (internal and external), steering wheel, gear shift and dashboards. The wipes shall be placed into waste bags after use.

The Electrician shall don disposable gloves, disposable face mask and take alcohol based wipes and waste bags with them to the property front door.

The Electrician shall knock on the front door and stand at least 2 meters away from the front door and await the occupier opening the door.

When the occupier opens the door the Electrician shall introduce themselves and explain that they need to access specific areas of the property and will need to maintain 2m distancing from the occupier/occupiers. The Electrician will agree with the occupier which rooms need to be accessed and the order the rooms shall be accessed and agree this with the occupier. If social distancing cannot be maintained with the occupier in a room that is to be worked in, the Electrician shall request the occupier moves to another room to enable the works to continue.

All surfaces the Electrician touches, such as door handles, handrails, trap doors, window cills or any other surface shall be cleaned with the wipes and the wipes placed into the waste bag.

Materials, tools and equipment shall be brought into the house and placed in the work area.

Upon completion of the work the Electrician shall remove all tools and clean them down before putting them in the van. The Electrician shall clean down the hall, stairs, landing and consumer unit and cupboard and any other surfaces they have come into contact with. Wipes shall be placed into waste bags and these removed to the van.

Before leaving site the electrician shall notify the customer that all affected areas have been cleaned.

POLLOCK LIFTS ELECTRICAL WORKS

COVID-19 PROCEDURES 1st June 2020

Before getting into their vehicle, the Electrician shall take off the disposable gloves, inside out, and placing these in the waste bag then remove the disposable face mask. The Electrician shall wipe down all vehicle controls, dash and door handles and place the wipes in the waste bag and secure the waste bag by tying. The Electrician shall then use the hand sanitiser to clean their hands before driving off, adhering to the procedures for driving to the site, above.

Waste bags shall be disposed of at Pollock Lifts own store.

Works shall take one day.

Welfare facility – if Pollock Lifts cannot provide their own toilet and the customer agrees to the use of the toilet in the property, the Electricians shall inform the occupier if they use the toilet and will confirm that the toilet, in its entirety, has been cleaned down, using antiseptic wipes. The Electricians will use their own sanitisers to clean their hands. The Electrician shall have to remove his disposable gloves, inside out, and place in their waste bag. New disposable gloves shall be donned each time they go to the toilet.

Pollock Lifts Surveyor is to make periodic checks on site to ensure that the above is being complied with.

COVID 19 – Front end questions.

First contact via phone / message where possible. Any verbal contact from a safe distance of 2 meters and outside the front door in the first instance.

Question 1. Are you or anyone else in the property self-isolating due to suspected Corona Virus?

YES Confirm we will return to rebook works after 7 days.

NO Go to question 2.

Question 2. Are you or anyone else in the property suffering from a continuous cough, high temperature, breathing difficulties, loss or change to your sense of smell or taste ?

YES Confirm we will return to rebook after 7 days.

NO Are you willing to allow our work force access to carry out works in your property?

- If yes proceed with works.
- If no, record as no entry and add comments accordingly.

Every Day onwards until completion of works

Have you or anyone in the property had a change in health since works commenced?

YES Cancel works, and advise that you will be in touch after 7 days

NO Access property and carry on with works.

POLLOCK LIFTS RISK ASSESSMENT

RISK ASSESSMENT – STEP LIFT		ASSESSMENT DATE	17/01/2021
		REVIEW DATE	17/01/2022
Risk Assessment Number – RA 3.3		ISSUE NUMBER	9
WORK START	TBC	LOCATION	Presentation Convent, Livesey Street, Manchester, M4 5H
WORK END	TBC	CLIENT	Manchester Council
Brief description of the job to be undertaken			
Installation of 2m step lift			
Emergency Arrangements			
In the event of an emergency employees should ring IMS Manager 028 9336 8167			
Assessment By	Laura Crothers	Signature	<i>L Crothers</i>
Position	IMS Manager	Date	07.06.2021
ANY FURTHER SPECIFIC HAZARDS IDENTIFIED AND CONTROL MEASURES TO BE PUT IN PLACE			
<u>To be read in conjunction with Step Lift COVID-19 Procedure</u>			
Accepted by the undersigned having read and fully understood this risk assessment		Position	Signature
Damian McAllister		Site Supervisor	TBC
TBC		Builder	TBC
TBC		Builder	TBC
TBC		Install Engineer	TBC
TBC		Install Engineer	TBC
TBC		Electrician	TBC

POLLOCK LIFTS RISK ASSESSMENT

Risk Evaluation

Likelihood		Harm/Consequence				Likelihood X Severity = Risk 1 – 3 = L Low Risk (Tolerable) 4 – 6 = M Medium Risk (Improve control measures & monitor) 9 = H High Risk (Not Acceptable – Introduce better control)				
		Minor 1	Serious 2		Major 3					
1	Unlikely	1	2		3					
2	Likely	2	4		6					
3	Highly Likely	3	6		9					
Task Step	Activity	Hazard (No Controls)	Risk Assess			Person(s) Affected	Control Measures (With Controls)	Residual Risk		
			L	S	R			L	S	R
1.	Preparation of area to receive lift	Slipping, tripping and falling	2	2	M	Pollock Lifts employees and occupiers	Pollock Lifts Site Supervisor to survey the lift installation area prior to commencement of the works to ensure that area is safe for work to proceed.	1	2	L
							The work area shall be suitably cordoned off with barriers.			
							Signage shall be posted alerting others that work is in progress and the work area is restricted to those working there.			
							Welfare facilities shall normally be provided for by the Client. As a minimum Pollock Lifts shall ensure that adequate toilet and washing facilities are provided for employees when this is not the case.	1	2	L

POLLOCK LIFTS RISK ASSESSMENT

Task Step	Activity	Hazard (No Controls)	Risk Assess			Person(s) Affected	Control Measures (With Controls)	Residual Risk		
			L	S	R			L	S	R
1. cont'd	Preparation of area to receive lift	Emergencies	2	2	M	Pollock Lift employees	Emergency signs to be displayed. All those entering site to be given a Safety Induction covering emergency arrangements and site rules.	1	2	L
2.	Off loading components and moving to installation area	Slipping, tripping and falling Interference with occupiers activities	2	2	M	Pollock Lifts employees and occupiers	Pollock Lifts personnel shall park the van within the designated parking area, identified by the Client. Pollock Lifts Site Supervisor shall survey a suitable route of travel to the work area from the van and the off-loading area. All offloading and moving of components shall be supervised. Pollock Lifts personnel have been trained in manual handling and know not to lift anything beyond their capacity. Special transport trolleys are in each van for heavier components. Pollock Lifts Site Supervisor to ensure that off loading and moving of components does not disrupt normal occupiers activities.	1	2	L
							All components shall be stored either in the van or in the cordoned off work area.			
3.	Installation of lift	Working at height	3	3	H	Pollock Lifts employees and occupiers	All work at height to be carried out in compliance with the Work at Height Regulations 2005. Exposed edges and pits are to be protected by the placing of barriers. Area below work at height shall be cordoned off.	1	3	L

POLLOCK LIFTS RISK ASSESSMENT

Task Step	Activity	Hazard (No Controls)	Risk Assess			Person(s) Affected	Control Measures (With Controls)	Residual Risk		
			L	S	R			L	S	R
3. cont'd	Installation of lift	Working at height	3	3	H	Pollock Lifts employees and occupiers	Use of step ladders shall only be used for access and short duration/light work. Site Supervisor to ensure that these activities are carried out safely.	1	3	L
							Constant review of work areas to minimise slipping and tripping hazards. All areas must be cleared and tidied on a regular basis.			
		Site tidiness	2	2	M	Pollock Lifts employees and occupiers	Site Supervisor shall carry out daily inspections of the site area to ensure no site debris/material is left outside the site area.	1	2	L
		Use of small handheld tools	2	2	M	Pollock Lifts employees and occupiers	All Pollock Lifts employees must wear the relevant PPE whilst using small tools and be adequately trained in their use.	1	2	L
							110v or battery-operated tools shall be used.			
		Hazardous Substances	2	2	M	Pollock Lifts employees and occupiers	All substances to be identified and COSHH data sheets reviewed to ensure adequate precautions taken when using substances. Site Supervisor shall carry out COSHH Assessments before use and ensure relevant PPE/RPE is used. Removal of asbestos containing materials to be carried out in accordance with current legislative requirements.	1	2	L

POLLOCK LIFTS RISK ASSESSMENT

Task Step	Activity	Hazard (No Controls)	Risk Assess			Person(s) Affected	Control Measures (With Controls)	Residual Risk		
			L	S	R			L	S	R
4.	Commissioning and testing	Electrocution	3	3	H	Pollock Lift employees	Pollock Lifts shall ensure that only trained, competent and authorised persons carry out commissioning and Testing. The qualifications and competence of all persons carrying out work for Pollock Lifts will be verified by inspection of current certificates held of training/experience. Operatives will be trained in the IEE Wiring Regulations 17th Edition and the Electricity at Work Regulations and guidance. Whenever possible "live" work is to be avoided. Rubber gloves and mats will be used for "live" work as deemed necessary by a specific risk assessment and a safe system of work will be devised. Works to be carried out under the direct supervision of nominated supervisor. Electrical test equipment will be insulated and in date for calibration. All circuits to be worked on will be treated as live until verified dead. Avoid getting electrical equipment wet and do not use in damp conditions. Young persons/apprentices are not to be left unsupervised.	1	3	1