

Risk Assessment Method Statement COSSH Information Operative Briefed Register 01

Site: Science & Industry Museum – Air & Space Decant

Task: Working around Historic and fragile elements

Start Date: TBC

Duration: N/A

Labour: Various – HH Smith & Contractors

Assessor: Ollie Glasse

Issued By: Ollie Glasse

Issue	Date	Comments
1	21/09/21	

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	21/09/21			Review Date			21/09/22		Assessor	Ollie Glasse	
Task	Removals										
Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk				
							L	S	Risk		
1.	Asbestos (ACM's) Risk of exposing workers to hazardous particles, contamination of existing building.	Operatives General Site workers General Public	4	5	20	1. The building asbestos R&D survey must be checked before commencing any works. (Check area to be disturbed was included in the survey, if not do not start) 2. If any asbestos materials as per the survey is identified within the work area and risk of being disturb, NO works must be done in that area. 3. Works can only commence in areas where asbestos will not be disturbed. 4. Site manager must check the survey and ensure no person will disturb ACM. Operatives must have Asbestos awareness training. 5. If any suspicions materials are identified stop work IMM and contact the site manager.	1	5	5		
2.	Biological Hazards for example, pigeon droppings, Still water, Contamination from polluted groundwater. Risk of viral/ bacterial disease Leptospirosis/Weils disease or Legionnaires.	Operatives doing work	4	5	20	1. Pre-inspection of proposed demolition areas/ structures suspected of biological hazards. 2. Specialist controls derived from an occupational hygienist survey (BOHS qualified), e.g. Legionnaires. Weils disease cards. 3. Specialist removal of biological wastes such as bird excrement under SSOW. 4. Operatives must wear suitable gloves (water tight) and disposable suites when removing droppings etc. 6.	1	5	5		



2	Live services Risk of serious injury or fatality.	Operatives General Site workers General Public	5	5	25	1. Prior to works commencing a competent contractor will disable, divert, isolate or remove all services within the work areas. 2. A Service Isolation Permit must be completed by contractor prior to works starting. 3. 2 Temporary electrical sockets for 110v transforms will be installed by contractor & tested before use. 4. All equipment will be 110 V.	1	5	5
3	Dust Risk of inhaling hazardous particles, damage to electrical equipment.	Operatives General Site workers General Public	5	4	20	1. When creating dust from work activities etc. wet area down with fine mist of water. 2. If dust cannot be wet down use suitable vacuums with HEPA filters ('M' or 'H'). 3. 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). 4. Operatives have been face fit tested with only the Blue JSP p3 filter half mask, use that only. 5. 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). 6. 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. 7. When using vacuums use suitable vacuums with HEPA filters ('M' or 'H'). 8. Clean wood dust & off cuts around work area/ cut area at regular intervals/ AFTER every work shift/ before after every break.	2	4	8



						9. DO not allow dust or work areas waste to build up! 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			
4	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

5	Working at height Risk of workers falling and suffering serious injuries.	Operatives General Site workers	3	5	15	1. Use suitable platforms for working at height. Tower scaffold, trestles, scaffold etc. 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.	1	5	5
6	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. 5. Remove/ flatten nails from/ into timber to, before handling or moving timber. 6. Wear gloves when handling waste; sharp objects/ timber/ rubble etc.	1	3	3
7	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
8	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

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Calculation of RISK LEVEL - <u>L</u> ikelihood x <u>S</u> everity = Risk (score)			
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	21/09/21			Review Date	21/09/22		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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Severity is	1 very slight, 2 minor, 3 significant, 4 major, 5 fatal
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Site	SIM – A&S									
Date	03/03/21			Review Date		03/03/22		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	20	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	12	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	20	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

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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

Calculation of RISK LEVEL - <u>L</u> ikelihood x <u>S</u> everity = Risk (score)			
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Project Title: SIM Air & Space Decant

Soft Strip

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 temporary removal of building elements to allow the decant of museum objects. It also covers the reinstallation of the building elements once the decant is complete.

The arrangements will take in account the required legislations.

Sequence of works:

PRIOR to any soft strip or demolition works on site the PF030.1 Demolition Strip Out permit MUST be completed.

Air & Space removals

1.0 Hazardous materials within building

1.1 Asbestos

2.0 Live Services

3.0 Removals

3.1 Historic doors/screens

3.2 Staircase

3.3 Mezzanine floor

3.4 Glazed screen

3.5 Cast iron columns

4.0 Storage Location

1.0 Hazardous materials within building

1.1 Asbestos

A Demolition and Refurbishment Asbestos Survey will be carried out, if it identifies asbestos being present in the building this will be removed if likely to be disturbed during the proposed refurbishment works. Work on this material will require a trained and competent person working to an appropriate risk assessment and

method statement and is unlikely to require licensed contractors and 14-day notification prior to commencement.

Work will not commence until the Site Manager has reviewed the survey information and is satisfied that operatives are not likely to disturb asbestos containing materials.

2.0 Live Services

All known services that may be disturbed by the removal works must be isolated and a HHS Isolations permit issued by the Site Manager.

Prior to, and during the removals the operatives must be vigilant of the presence of unknown services and stop work if any are encountered.

All services must be presumed live until proven otherwise by a competent contractor.

3.0 Removals

3.1 Historic Doors/Screens

Prior to works commencing a full photographic survey will be completed to record the existing conditions of the historic fabric. Each element will be numbered and tagged to allow reinstallation following the completion of the decant.

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 removal of the building element can be commenced.

Operatives to carefully unfix each element of the doors/screens and immediately wrap the element in flame retardant bubble wrap. It will also be labelled and then carefully carried to the safe and secure storage location within the Air & Space building and placed within storage frame. All elements from each area of the building to be kept together in the storage frame.

3.2 Staircase

Prior to works commencing a full photographic survey will be completed to record the existing conditions of

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the historic fabric. Each element will be numbered and tagged to allow reinstallation following the completion of the decant.

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 removal of the building element can be commenced.

Operatives to carefully unfix each timber element from the staircase, wrap in flame retardant bubble wrap and label accordingly. Each item to be carefully carried to the safe and secure storage location within the Air & Space building and placed within storage frame. All elements from each area of the building to be kept together in the storage frame.

In order to remove the steel structure of the staircase genie lifts will be required similar to the below.



A number of these will be positioned underneath each section of the steel staircase in order to support the section as it is dismantled.

Once each section is supported the staircase will be unfix and the sections lowered to the ground. Where steel columns are bolted to the floor, small pockets in the concrete floor will be created using small handheld breakers. This will expose the bolts that can then be unscrewed releasing the steel column.

All elements to tagged as they are removed and transported using the genie lifts or manually carried to the secure storage area within the building.

3.3 Mezzanine floor

Prior to works commencing a full photographic survey will be completed to record the existing conditions of the historic fabric. Each element will be numbered and tagged to allow reinstallation following the completion of the decant.

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 removal of the building element can be commenced.

The vinyl floor is to be cut at nearest joints past the area to be removed. Vinyl to be pulled up and disposed of in skip.

Following this the floor boards are to be removed, working in an order that ensures a structural floor is kept below operative. A scaffold tower to be place underneath the floor to act as fall protection.

Once all floorboards are removed no further access onto the Mezzanine floor will be allowed due to risk of falling.

Next the plasterboard ceiling will be removed from underneath the Mezzanine floor.

Following this the balustrade will be dismantled from tower scaffolds. Each item will be carefully removed by unfixing and wrapped in flame retardant bubble wrap. It will then be tagged and carried to the dedicated storage location within the building.

Once the balustrade has been removed the structural elements of the mezzanine floor will be propped by scaffold. The design is to be completed once all elements have been adequately exposed.

Once propping is installed the timber beams will be removed, and stored for reinstallation. Any structural steels within the section to be removed will be unfastened and lifted down using a genie lift.

As the steel is being removed the cast iron columns will also be removed. Where columns are bolted to the floor, small pockets in the concrete floor will be created using small handheld breakers. This will expose the bolts that can then be unscrewed releasing the column. Column will then be wrapped in flame retardant bubble wrap and carefully stored in the designated storage location.

3.4 Glazed Screen

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Prior to works commencing a full photographic survey will be completed to record the existing conditions of the historic fabric. Each element will be numbered and tagged to allow reinstallation following the completion of the decant.

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 removal of the building element can be commenced.

All high level works to be completed from aluminium scaffold towers. One to be placed internally and one externally.

Operatives to carefully unfix each element of the screens, lower to the ground and immediately wrap the element in flame retardant bubble wrap.

For any heavy items a genie lift will be used to support the item as it is removed and the carefully lowered to the ground.

3.5 Cast Iron Columns

Prior to works commencing a full photographic survey will be completed to record the existing conditions of the historic fabric. Each element will be numbered and tagged to allow reinstallation following the completion of the decant.

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 removal of the building element can be commenced.

Following the removal of the glazing either side of the column operatives to expose the base of the column by breaking out the groundworks locally to expose the fixings.

Carefully remove the plywood backing to ascertain the column construction and whether the visible decorative ironwork is a covering for structural iron column behind.

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Tag and record and carefully expose iron fixing positions. There fixings will either be drilled out or sliced through as necessary to remove the iron cladding, saving the ironwork for re-use.

Iron cladding will then be wrapped in bubble wrap and transported to the cast iron specialist's workshop. It will then be surveyed for repairs needed. These will be recorded and agreed with the architect.

Make good the fixing positions and provide replacement fixings.

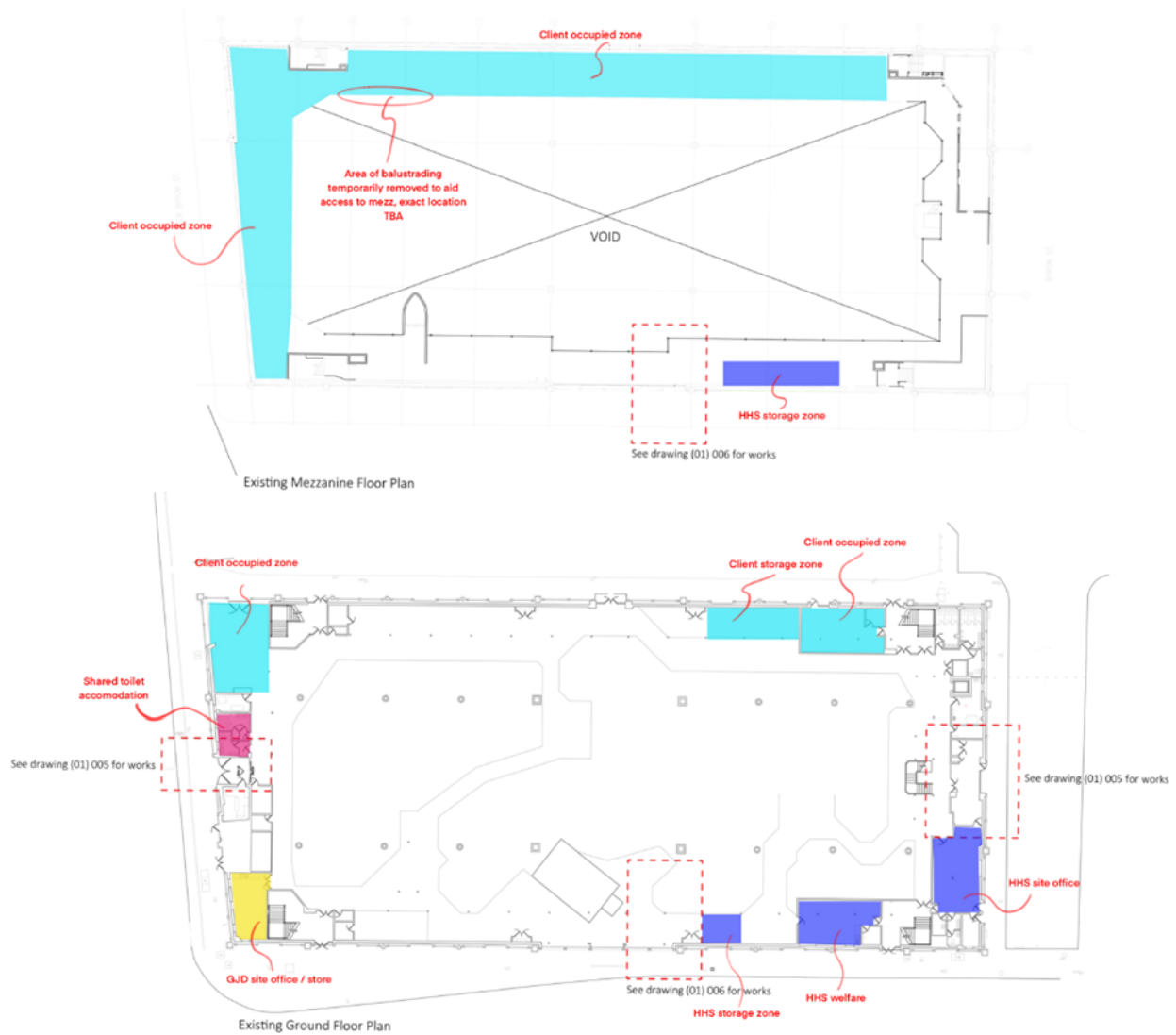
Clean old finished locally to check paintwork, blend any paintwork chips and abrade all old sound paintwork and make ready for repaint.

Fill castings porosity and finish paint and highlight current colour scheme. Architect to advise of RAL or BS colours.

Wrap and store the casting within the specialist's workshop ready for reinstallation.

4.0 Storage Location

Designated storage location as identified on below plan. Location within close proximity to all removal works.



A designated timber frame will be constructed in order to protect and keep each element separate. An example from previous project below that will be replicated.



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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/ $\frac{3}{4}$ 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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