

G.M. ELECTRICAL (ROYTON) LTD

HEALTH AND SAFETY DOCUMENTATION

SITE DETAILS

WYTHENSHAW HALL,
NATHANS ROAD, WYTHENSHAW,
MANCHESTER, M23 0AB

THIS DOCUMENTATION CONTAINS THE FOLLOWING:

RISK ASSESSMENT

METHOD STATEMENT

DATE: 21/10/2021

REVISION: ORIGINAL

REVIEW DATE: N/A

SIGN

RISK ASSESSMENT

PART 1 PROJECT DETAILS

SITE: WYTHENSHAW HALL,

NATHANS LANE, WYTHENSHAW,

MANCHESTER, M23 0AB

PROGRAMME OF WORKS START DATE: 21/10/2021

PRINCIPAL CONTRACTOR: G.M. ELECTRICAL (ROYTON) LTD

CONTACT NUMBER: 07775930029

PART 2 PROJECT DETAILS

ARE ANY OF THE FOLLOWING APPLICABLE TO THE WORKS-IF **YES** ENTER BRIEF DETAILS OR **N/A**

OFFICE REFURBISHMENT WORKS

2.1 WHAT HAPPENS/ WHAT ACTIVITY OCCURS AT THE WORKSITE?

TAKE DOWN AND MAKE SAFE EXISTING LIGHTING IN OFFICE/BREAKOUT/KITCHEN AREAS

J. GREENWOODS BUILDERS TO CARRY OUT ALL CHASING OUT TO ENABLE FIRST FIX

RE-INSTALL LIGHTING IN BREAK OUT/KITCHEN AFTER CEILING RE – PLASTERED

J. GREENWOODS BUILDERS TO TAKE UP ALL FLOOR BOARDS REQUIRED TO ENABLE ADAPTING EXISTING WIRING & INSTALLING NEW WIRING FOR NEW LIGHTING & SMALL POWER IN OFFICE AREA.

FIRST FIX NEW FP200 CABLE FOR NEW CIRCUIT FOR SMALL POWER IN KITCHEN.

AFTER ALL WALLS/CEILINGS HAVE BEEN RE-PLASTERED – SECOND FIX ALL SMALL POWER AND LIGHTING TO OFFICE/KITCHEN AREAS

TEST & CERTIFY INSTALLATION

2.2 UNDERGROUND HAZARDS – UTILITIES SERVICES ETC

DETAILS: N/A

2.3 OVERHEAD HAZARDS

DETAILS: HARD HATS

2.4 ACCESS/EGRESS RESTRICTIONS

DETAILS: N/A

2.5 EXISTING STRUCTURE- DEMOLITION WORKS ETC

DETAILS: N/A

2.6 EXISTING GROUND CONDITIONS-GROUND STABILITY ETC

DETAILS: N/A

2.7 ENVIRONMENTAL MANAGERMENTS – WASTE MANAGEMENT, NOISE SENSITIVE AREAS ETC

DETAILS: ANY WASTE TO BE TAKEN OFF SITE BY OURSELVES

2.8 PLANNING RESTRICTIONS – BUILDING CONTROL, SPECIAL DESIGN CRITERIA

DETAILS: N/A

PART 3 – SITE WIDE ELEMENTS

ARE ANY OF THE FOLLOWING APPLICABLE TO THE WORKS- IF **YES** ENTER BRIEF DETAILS OR **N/A**

3.1 IS ANY SPECIAL CLOTHING OR PPE NEEDED TO CARRY OUT THESE WORKS?

DETAILS: PROTECTIVE FOOTWEAR, HIGH VISIBILITY VESTS & HARD HATS TO BE WORN AT ALL TIMES.

WEARING OF FACE MASKS WHEN ENTERING THE BUILDING & WALKING AROUND THE COMMUNAL AREAS & USING HAND SANITISATION REGULARLY

3.2 ARE ANY SPECIAL SKILLS, TRAINING OR SITE INDUCTION NEEDED PRIOR TO WORKING?

DETAILS: SITE INDUCTION

3.3 ARE THERE ANY SPECIAL TRAFFIC/PEDESTRIAN ROUTES OR RESTRICTED AREAS ON SITE?

DETAILS: COMPANY VEHICLES TO BE PARKED IN DESIGNATED AREAS ONLY

3.4 ARE THERE ANY SPECIFIC ARRANGEMENTS FOR UNLOADING & STORAGE OF MATERIALS?

DETAILS: N/A

3.5 ARRANGEMENTS FOR WELFARE FACILITIES ON SITE?

DETAILS: ON SITE

3.6 ARE THERE ANY SPECIFIC SITE RULES: PERMIT TO WORK, SITE REPORTING PROCEDURES?

DETAILS: ALL EMPLOYEES MUST SIGN IN BEFORE STARTING ANY WORKS & SIGN OUT ONCE LEAVING SITE

3.7 WORK OFF THE GROUND: WORKING HEIGHT & SAFE METHOD- STEPS ETC

DETAILS: WHEN WORKING AT HEIGHT, EMPLOYEES MUST USE THE CORRECT STEPS ON LEVEL GROUND. ALL STEPS MUST BE CHECKED DAILY PRIOR TO USE.

3.8 WHO WILL BE PROVIDING PLANT, STEPS, EQUIPMENT REQUIRED TO WORK ETC?

DETAILS: G.M. ELECTRICAL (ROYTON) LTD WILL SUPPLY ALL STEPS/EXTENSION LADDERS

3.9 ARRANGEMENTS FOR EMERGENCIES – FIRST AID, FIRE ETC

DETAILS: ALL EMPLOYEES WILL BE MADE AWARE OF FIRST AIDERS, MEETING POINTS & EMERGENCY PROCEDURES DURING THEIR SITE INDUCTION

PART 4 – PROJECT LIAISON & COMMUNICATION

ARE ANY OF THE FOLLOWING APPLICABLE TO THE WORKS – IF **YES** ENTER BRIEF DETAILS OR **N/A**

4.1 PROJECT REVIEW MEETINGS

DETAILS: N/A

4.2 ARRANGEMENTS TO REVIEW & VET **RAMS FOR WORK TASKS**

DETAILS: RAMS FOR WORK TASKS WILL BE CONTINUALLY REVIEWED EACH DAY & PRIOR TO EACH TASK

4.3 ARRANGEMENTS TO ALLOW WORK OF SPECIALIST CONTRACTORS TO BE SAFELY INTEGRATED ON SITE?

DETAILS: N/A

4.4 ARRANGEMENTS TO ENSURE CORRECT INFORMATION IS PUT INTO THE PROJECT H&S FILE

DETAILS: ALL HEALTH & SAFETY INFORMATION WILL BE ISSUED BEFORE ANY WORKS COMMENCE

4.5 ARRANGEMENTS FOR MONITORING S.H.E. MANAGEMENT ON SITE - INSP, AUDITS, TOOL BOX TALKS

DETAILS: TOOL BOX TALKS WILL BE GIVEN BY THE SUPERVISOR WHEN REQUIRED

DETAILS: INFORMATION TO BE LIASED WITH D. GARNER/A. CLARKE FROM JGB

DETAILS: ADEQUATE SUPERVISION DURING THE WORKS ON SITE BY MEANS OF FULLY QUALIFIED ELECTRICAL ENGINEERS TO ENSURE THE SPECIFICATION IS MET. **N. BROOKS/A. BROWN/T. MAY**

IDENTIFIED HAZARDS	SELF	PUBLIC	OTHERS	ACTION REQUIRED
DIRECT CONTACT				
INDIRECT CONTACT	X			BARRIERS & S.W.PRACTICES
TRAILING CABLES	X			WARNING NOTICES/BARRIERS
PERSONS OVERHEAD	X			BARRIERS & PPE
PUBLIC PRESENCE	N/A			
TEST EQUIPMENT	X			POWER REGULATIONS 1998
PORTABLE TOOLS	X			POWER REGULATIONS 1998
CHEMICALS/TOXIC SUBSTANCES				
DUST FROM OTHER TRADES	X			FACE MASKS
GRINDING/CUTTING				POWER REGULATIONS 1998
EXPLOSIVES				
MANUAL HANDLING	X			MANUAL HANDLING OP 1992
SCAFFOLD	X			POWER REGULATIONS 1998
STEPS/LADDERS	X			POWER REGULATIONS 1998
HAND TOOLS	X			POWER REGULATIONS 1998

I HAVE READ AND UNDERSTOOD THE HEALTH AND SAFETY DOCUMENT

[illegible]

METHOD STATEMENT

ANY WORKING OPERATION, WHICH AN EMPLOYEE OR CONTRACTOR IS TO CARRY OUT, WILL MEET ALL LEGAL REQUIREMENTS.

WORK AREA MAY ON ARRANGEMENT BE FENCED, ROPED OR TAPED OFF AND HAVE NO ADMITTANCE NOTICES DISPLAYED

ADEQUATE SUPERVISION OF THE WORKFORCE WILL BE PROVIDED AT ALL TIMES.

ALL STAFF WILL BE SUITABLY TRAINED FOR THE TASK THEY ARE TO PERFORM. WHILST THE DEPTH OF KNOWLEDGE IS DEPENDENT ON THE TASK THE WORKER IS TO UNDERTAKE, THE AREAS OF KNOWLEDGE ARE THE SAME:

1. ADEQUATE KNOWLEDGE OF ELECTRICITY TO APPRECIATE THE DANGERS AT THE LEVEL THE WORKER WILL BE EXPOSED
2. ADEQUATE KNOWLEDGE OF THE ELECTRICAL WORK THEY ARE TO UNDERTAKE – MOST OFTEN JUST SAFE USAGE OF EQUIPMENT
3. ADEQUATE UNDERSTANDING OF THE ELECTRICAL SYSTEMS WITH – OR ON – WHICH THEY WILL BE WORKING, INCLUDING WHERE NECESSARY, PRACTICAL EXPERIENCE.
4. AN APPRECIATION OF THE HAZARDS THAT MAY ARISE IN THE NORMAL FUNCTION OF THEIR TASK AND WHAT PRECAUTIONS ARE PUT IN PLACE TO CONTROL THE RISK – INCLUDING APPRECIATING THEIR LIMITATIONS AND WHEN THEY SHOULD REPORT A PROBLEM.
5. SUFFICIENT INFORMATION TO ENABLE THEM TO RECOGNISE IF THE EQUIPMENT OR SYSTEM THEY ARE, OR ABOUT, TO WORK ON IS SAFE ENOUGH TO PERMIT THE WORK TO CONTINUE.

A PERMIT TO WORK MUST BE OBTAINED FROM A SUITABLE AUTHORITY FOR:

1. HOT WORKS
2. WORK ON LIVE ELECTRICAL SYSTEMS
3. WORK AT HEIGHTS
4. ANY OTHER WORK DEEMED HAZARDOUS

MATERIALS USED

ELECTRICAL 1ST & 2ND FIX MATERIALS

EQUIPMENT

HAND TOOLS, BATTERY DRILLS

STEP LADDERS/EXTENSION LADDERS

METHOD

1. AS PER TOOL BOX TALKS

ACCESS TO SITE

AS PER DESIGNATED ROUTE

SECURITY

PRIOR TO STARTING ON SITE ALL EMPLOYEES WILL OBTAIN PERMISSION TO ACCESS THE SITE

A LIST OF STAFF WORKING ON SITE WILL BE NOTIFIED EACH DAY.

WORKING HOURS WOULD BE 08:00 TO 17:00 HOURS

DELIVERIES

N/A

UNLOADING OF MATERIALS

G.M. ELECTRICAL (ROYTON) LTD

TOOLS AND EQUIPMENT

ALL EQUIPMENT OR TOOLS BROUGHT ONTO SITE WILL BE OF SOUND CONSTRUCTION AND WILL MEET THE STATUTORY REQUIREMENTS APPLICABLE TO THESE TOOLS OR EQUIPMENT.

AN EMPLOYEE CAN NOT USE ANY OTHER TOOLS BUT THEIR OWN, UNLESS AUTHORISED.

ALL LIFTING EQUIPMENT WILL CARRY A CURRENT CERTIFICATE, WHICH WILL BE AVAILABLE FOR INSPECTION.

ALL PORTABLE ELECTRICAL EQUIPMENT WILL COMPLY WITH COMPANY STANDARDS AND CONFORM TO THE 1989 ELECTRICITY AT WORK REGULATIONS.

ALL LADDERS WILL BE OF TYPE 1 OR 2 AND NOT DOMESTIC TYPE. LADDERS WILL BE IN A GOOD CONDITION AND USED IN ACCORDANCE WITH COMPANY STANDARDS.

PROTECTIVE EQUIPMENT

THE COMPANY WILL PROVIDE ALL EMPLOYEES WITH SAFETY EQUIPMENT AND PROTECTIVE CLOTHING.

EMPLOYEES WILL WEAR HEARING PROTECTION IN NOISE HAZARDOUS AREAS.

EMPLOYEES WILL WEAR SAFETY GLASSES WHEN INSTRUCTED TO DO SO.

EMPLOYEES WILL WEAR SAFETY FOOTWEAR BEFORE ENTERING SITE.

FIRE

IN THE EVENT OF A FIRE, ALL EMPLOYEES WILL ASSEMBLE AT THE DESIGNATED ASSEMBLY POINT.

ALL EMPLOYEES WILL FOLLOW CURRENT “**NO SMOKING**” POLICIES

COSHH

THE COMPANY WILL NOT INTRODUCE ANY SUBSTANCES HAZARDOUS TO HEALTH ON TO SITE.

NOISE

THE COMPANY WILL CONTROL NOISE LEVELS OF ANY ACTIVITIES CARRIED OUT ON SITE AND MUST NOT EXPOSE ANYONE TO NOISE LEVELS ABOVE 85Db

ACCIDENTS

ALL ACCIDENTS WILL BE REPORTED TO SITE MANAGER. AN ACCIDENT MEANS ANY INJURY TO PERSONNEL, DAMAGE TO PROPERTY, OR EVENT, WHICH MAY HAVE LEAD TO SUCH AN OCCURRENCE. ACCIDENTS AND NEAR MISSES MUST BE REPORTED IN ACCORDANCE WITH **REPORT OF INJURY, DISEASE OR DANGEROUS OCCURRENCES REGULATIONS 1995**

FIRST AID

IN THE EVENT OF AN ACCIDENT FIRST AID KITS ARE AVAILABLE WITHIN COMPANY VANS