

Risk Assessment Method Statement COSHH Information Operative Briefed Register 3b ii

Site: **SIM, PH & D**

Task: **Roof Installation**

Start Date: **TBC**

Duration: **TBC**

Assessor: **Juan Crous**

Issued By: **Juan Crous**

Issue	Date	Comments
1	18/08/21	

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

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Risk Assessment



Site	SIM, PH & D				
Date	12/08/21	Review Date	12/08/22	Assessor	Juan Crous
Task	Roof Installation				

Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk			
							L	S	Ris	
1	Working at Height Falling from Height	Operatives	5	5	25	1. Only competent operatives with relevant license to operate plant or erect platforms 2. Edge protection at all times, no employee should be able to fall forward, backward or sideways. 3. No person to stand on handrails of scissor lifts etc. Only stand on platform. 4. Holes in platform etc must be covered or fenced off. 5. Gates etc must be kept closed at all times when working at height/ in use. 6. Check SWL (safe working load) of platform; do not over load platforms with boards. 7. Suitable access and egress onto platforms at all times.	1	5	5	
2	Use of Tower Scaffold. Risk of workers falling from height	Operatives	5	5	25	1. Tower scaffold Platform to be erected, altered & dismantled by competent person with relevant qualifications. 2. All edge protection must be used at all times. 3. Scaff tag holder & insert must be used when erecting & using tower scaffold. 4. Platforms can only be erected, altered or dismantled by a competent person. 5. Platforms to be inspected before first use and findings recorded and kept on site, use scaff tag at all times. 6. Erect tower scaffold as per manufacturer instructions. 7. For more details please see Company arrangements for Working at Height, & Use of Tower scaffold.	1	5	5	
3	Manual handling timber. Risk of strains & injury	Operatives	4	4	16	1. Workers should not attempt to lift any object that they don't feel comfortable with lifting. 2. Use Mechanical aids to lift & transport timber as much as reasonable. 3. Store timber in suitable place on site so it doesn't cause an obstruction on	1	4	4	

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						pedestrian emergency escape routes. 4. Operatives to wear gloves when handling timber.			
4	Circular Saw Cuts Amputations	Operatives General Site operatives	3	4	12	1. Only competent and trained persons to use equipment. 2. All guards on saw must be maintained/ kept on at all times as per manufactured. 3. Saw must be disabled (power) & away from work area if maintenance is required. 4. Only operative using machine to adjust saw for maintenance etc. 5. Store saw in safe & secure place after each work shift. 6. ALL CUTTING TO BE DONE on site, within site compound.	1	4	4
5	Electrical Drill Risk of cuts & puncture wounds	Operatives General Site operatives	3	4	12	1. All equipment will be 110v or battery operated hand held tools 2. Equipment will be inspected daily and any defective equipment taken out of use & reported immediately to the site manager. 3. Equipment must be disabled when changing fittings/ attachments 4. Only competent and trained persons to use equipment. 5. Store drill in safe & secure place after each work shift. 6. Always drill away from body/ limbs. Ensure area where drill bit will emerge is clear.	1	4	4
6	Hand Tools Risk of injury to workers	Operative	2	3	6	1. Operative to use suitable hand tools. 2. Workers must wear required PPE at all times & gloves. 3. Tools to be removed from work area & stored securely after each work shift. 4. Use tools as per manufactured reasons only	1	3	3
7	Hand saw Cuts	Operatives doing work	3	4	12	1. Use saw as per manufacture guidelines. 2. Cut away from limbs. 3. Wear gloves when cutting. 4. Do not place any limbs near saw when cutting, if needed wedge/ secure material to cut so limbs can be kept away at all times.	1	4	4
8	Housekeeping Slips, trips & falls	Operative General Site operatives	4	4	16	1. Work areas must be cleared at regular intervals. 2. Rubbish & debris to kept in one place, fence off if needed. 3. Clear/ clean work area and surrounding areas from any unwanted materials & rubbish after every work shift. 4. Dispose of rubbish in skips on site. 5. Clear wood cut offs every day to reduce fire hazards.	1	4	4
9	Dust Risk of inhaling hazardous particles	Operatives General Site workers	4	4	16	1. When creating dust from work activities etc. wet area down with fine mist of water.	1	5	5

		General Public				2. If dust cannot be wet down use suitable vacuums with HEPA filters ('M' or 'H'). 3. If dust cannot be wet down or vacuums used, wear the company issued blue half mask with P3 filter whilst clearing up 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. 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. Visqueen 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.			
10	Noise Risk of damage to hearing	Operatives General Site workers General Public	5	4	20	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.	1	5	5

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						7. Ear protection available from site manager in site office.			
11	Access to work areas Risk of routes blocked etc.	Operatives doing work General Workers on site	3	5	15	1. No materials to be stored on access routes at any time. 2. If working near access routes fence the area off and divert the pedestrian route. See site manager before diverting routes. 3. Keep all access & emergency routes clear at all times.	1	5	5
12	Electrical equipment Electrical Shocks	Operatives General Site operatives	2	4	8	1. All equipment will be 110v. 2. Equipment will be inspected daily and any defective equipment taken out of use & reported immediately to the site manager.	1	4	4
13	Use Nail gun/ pin gun Risk of nail into limbs	Operative	3	4	15	1. Use pin gun as per manufacture instructions. 2. Pin gun is battery operated. 3. Keep limbs and fingers clear from area where firing pins into. 4. Switch/ disable pin gun when replacing pins. 5. Wear eye protection when using nail/ pin gun. 6. Dispose of empty gas cartridges in suitable containers. 7. Store gas cylinders as per manufacture instructions. 8. Wear ear protection when using pin/ nail gun. 9. Inspect before use and ensure not damaged and safety devices are all working. 10. Do not attempt to fix any damages tools, only competent engineer to repair damages tools. 11. Use accessories (nails, cartridges) compatible with tool.	1	4	4
14	Walking on new floor Risk of collapse	Operatives General Operatives	3	5	15	1. Floor to be erected as per structural engineer designs & drawings with the specified structural wood. 2. Joist to be fixed to block work with suitable fixings as per structural engineer specification. 3. Works to be done by competent Joiners. 4. No person to access onto the floor until all fixings has been secured and joist has been suitable fixed. 5. Use fixings as per manufactures instructions. 6. Block work must be set & mortar gone off prior to drilling or fitting any fittings into the wall. 7. Covering must be suitable to take weight of operative between joists. 8. Covering must be suitable fixed down. 9. Cover any small gaps in the floors, fix covers down. No gap must be big enough for an operative's foot to fit in the hole.	1	5	5

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15	Falling off new floor Risk of falling from height	Operatives General Operatives	3	5	15	1. Any openings will have a crash deck or fall arrest netting in place. 2. Edge protection on the edge must be secured or fixed to structure, edge protection must be able to withhold the weight of an operative and equipment he is likely to carry when placed against the edge protection, whether falling onto edge protection caused by trip/ slip or when leaning against. 3. Barriers not strong enough to take the weight of operatives when placed against it must be at least 2 m away from any edge.	1	5	5
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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

Fit Timber Joist & Overlay with Ply Sheets

Location of works:

Power Hall roof

Brief Description:

A Risk Assessment (find attached) has been carried out in order to assess the risks to employees posed by installing the roof to the Power hall.

The arrangements will take in account the required legislations, including the building's Grade II-listed status.

Sequence of Works:

All necessary approvals are to be obtained before commencing any intrusive works on site.

Protection:

Prior to works commencing protection will be installed to the below in order to protect the historic fabric outside and within the listed building:

- Delivery vehicle routes (noting that some areas externally and internally are cobbled)
- External material storage areas within the site compound
- Openings into the building which will be used for moving materials into the building
- Walkway routes into the building that will be used for moving materials into the building
- Protect historic roof structure that is within close proximity to the working areas

A combination of correx and hardboard will be used to protect the existing fabric. No fixings will be used. Correx and hardboard will be taped in or a free standing framework constructed.

Hold Points

If any unforeseen discoveries are made – such as additional historic fabric / features - then HH Smith are to temporarily cease work. Deloitte will inform MCC and if necessary the methodology for the works will be altered changed and agreed with MCC to avoid any damage or harm to historic fabric.

Access

The existing external scaffold will be used to access the roof externally. When access is required from the underside of the roof the existing crash deck will be used and a scaffold tower erected.

Competent operative to erect a tower scaffold to the require height. (See HHS RA & MS for safe use of tower scaffold).

Tower will be erected as per the Manufactures instructions by a competent person.

When operatives are moving over the slates, care will be taken to avoid feet being placed on the centre of the slates where they are most likely to be damaged.

Materials

Following delivery to site all materials will be stored within the site compound. Where placed on cobbles plywood boards will be laid down to prevent damage.

Materials will be moved around site and loaded onto the scaffold loading bays using a telehandler.

Painting soffit boards

Following the delivery of the boards to site, each board will be unloaded and laid out to be painted. Once each pack of boards has been painted and sufficiently dried reload onto pallet and re-strap ready to be lifted to roof level for installation.

Cut timber or boards

1. If a smaller section of timber or boards is required operative to cut using electric saw or a hand-held saw.
2. All cutting to be completed on the scaffold or at on the ground level away from the historic structure.
3. Operative to measure lengths needed with tape measure.
4. Measurement to be relayed to timber and marked with a pencil.
5. Operative to cut the timber / boards with the use of the chop saw/ hand saw to the required length.
6. Chop saw must be used as per manufactures instructions & guidance.
7. Guards must be kept in place at all times and operative to keep hand & fingers clear from cutting blade/ saw at all times.
8. Once section has been cut fix down timber as required.
9. Remove off cuts & waste at regular intervals.
10. Place waste in containers & dispose of in skips after each work shift or as & when required.
11. Operative must keep on top of housekeeping/ timber waste.

Installation of soffit boards

1. Soffit boards are to manually handled from the loading bays to the installation location on the scaffold.
2. From there they will be lifted into position and fixed sufficiently to hold in place.
3. Boards will be installed from the bottom of the roof pitch working up and outwards so that a platform is always in place. In addition, fall arrest netting or scaffold crash decks will be installed below.

Installation of roof build-up

1. Please refer to Architects and Structural Engineers drawings and specification for details of the build-up (Proposed Parapet and Valley Gutter Detail PHL-DR-A-06511).
2. New counter rafters are to be installed at the specified centres (725mm centres). These will be fixed into the existing rafters.
3. Following this the Pavaflex Woodfibre insulation will be installed between the rafters. These sheets will be held in place by the horizontal counter rafters. Ensure Pavaflex is installed with all ancillary products for roof build up such as fixings, tapes and sealants etc as recommended by Pavatex.
4. Place the Isolair insulation sheets vertically on top of the Pavaflex and counter rafters. Pin in place prior to mechanical fixings being installed. Ensure Isolair is installed with all ancillary products for roof build up such as fixings, tapes and sealants etc as recommended by Pavatex.
5. The Pavatex ABD breather membrane, counter batten, batten and slate will all be installed as per the NBS specification.
6. The reused slates will be taken from storage locations onsite and moved to the area of roof they are to be reinstalled. Where slates have been stored on ground level, they will be carefully lifted on to the nearest scaffold loading bay and then manually carried to the required section of roof.

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)

Permit to work / Inspections

Various permits required as per RA & MS.

Task/ equipment

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

Tower scaffold

Permit/ inspections required

Hot work permit

Tower scaff tag system

Hazardous materials within building

Site manager to advice on Asbestos materials within existing buildings.

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.

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

Equipment / Machinery

Equipment / Machinery	PPE Requirements	HAV info (See specific HAVE guidance for more info)
Hand tools	Standard Site PPE, Gloves, eye protection & ear protection	No restrictions
Timber & materials	Standard Site PPE, Gloves	No restrictions
Stanley Knife	Standard Site PPE, Gloves	No restrictions
Nail gun	Standard Site PPE, Gloves, Eye protection & ear protection.	Paslode nail gun 2.5m/s2) Max use; 480 mins in 8 Hours
Drill (battery operated or 110v)	Standard Site PPE, Gloves, Eye protection & ear protection.	Cordless Drill 5m/s2) Max use; 148 mins in 8 Hours
Chop saw	Standard Site PPE, Gloves, Eye protection & ear protection, use wood dust extraction/ suppression & dust collection bag, use half mask.	6" – 9" Circular Saw 2.5m/s2) Max use; 480 mins in 8 Hours
Hand saw	Standard Site PPE, Gloves	No restrictions

Tower scaffold	Standard Site PPE, gloves	No restrictions
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Specific Training Arrangements for equipment/plant

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.
Stanley Knife	Use as per manufacture instruction & guidance.
Nail gun	Competent joiner. Use as per manufacture instruction & guidance.
Drill (battery operated or 110v)	Competent joiner. Use as per manufacture instruction & guidance.
Chop saw	Competent joiner. Use as per manufacture instruction & guidance.
Hand saw	Use as per manufacture instruction & guidance.
Tower scaffold	PASMA, Specific RA & MS Use as per manufacture instruction & guidance.

Housekeeping

If possible timber to be segregated from other waste, if small qty's & skips will not be filled place in general waste skip.

Contact waste management company on available containers/ options for timber disposal.
It has been agreed that skips can be placed within HH Smith's compound.

Remove timber at regular intervals from building to avoid wood accumulating & become a fire load hazard.

Rubbish, debris, redundant materials, etc will be collected regularly from the work area not allowing it accumulate and placed into wheeled containers/ bins. Once full the containers will be transported through the pedestrian corridors and out to the skip areas. Containers will be emptied into the skips.

NO waste to be left in college occupied areas.

Arrangements will be made with a locally licensed Waste Disposal Contractor who will supply skips & dispose of waste at an appropriately licensed disposal station.

Remove & dispose of Nail gun, gas cylinders in suitable containers on site, DO NOT PLACE IN general waste skips.

COSHH Info

Dust from wood, please see attached COSHH assessment.

First Aid Arrangements

Operatives will be briefed on the first aid arrangements & first aider on site at the site induction.

HH Smith Site manager & various others on site have attended a 3 day first aid at work course.

The details of the first aider & directions to nearest A&E will be displayed within the site office & canteen notice boards.

Welfare Arrangements

Operatives will be briefed on welfare arrangements at the site induction.

Operatives can use the existing welfare on site.

The W/C facilities must be kept clean, maintained and left as previously found!!

Emergency Procedures

Operatives will be briefed on emergency arrangements at the site induction.

Operatives must adhere to the emergency procedures at all times.

All Fire Escape/ break glass points/ alarms MUST be maintained at all times, do not store any materials or equipment in front of escape doors or on emergency escape routes.

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	Contact: Juan Crous



	Rear of 95 Bury old Road Whitefield Manchester M45 7AY	Tel: 0787 295 2425 Email: jc@hhsmith.co.uk
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Briefing Register



RA, MS & COSHH Assessment Register

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.

Name of Operative	Signature Operative	Date

Site Supervisor declaration

I _____ as designated supervisor/manager can confirm that I have briefed the above operatives in all aspects of the method statement, risk assessments and the Site Health, Safety & Emergency Rules.

Signed:		Date:	
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