

Risk Assessment Method Statement COSSH Information Operative Briefed Register 3B i

Site: **SIM, PH & D**

Task: **Install new windows & Doors**

Start Date: **TBC**

Duration: **TBC**

Assessor: **Ollie Glasse**

Issued By: **Ollie Glasse**

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

Site	SIM, PH & D									
Date	12/08/2021			Review Date	N/A		Assessor	Juan Crous		
Task	Install new windows & Doors									
Item	HAZARDS	WHO IS AT RISK	L	S	Risk	CONTROLS	Residual Risk			
							L	S	Risk	
1	Working at Height Falling from Height	Operatives	5	5	25	1. Only competent operatives with relevant qualification to erect or alter Tower Scaffold platform. 2. Tower must have edge protection & toe boards at all times, no employee should be able to fall forward, backward or sideways. 3. No person to stand on handrails or used ladders, Only stand on platform. 4. Hatch must be kept closed at all times when working at height/ in use. 5. Scaff tag system must be used to display when tower is safe to use or incomplete.	1	5	5	
3	Use of ladders Risk of falling from height	Operative	4	4	16	1. Step ladders must only to be used for short duration tasks, less than 20 minutes. 2. Step ladders must be inspected before use. 3. Use a ladder tag or ladder inspection forms to record inspection weekly. 4. Inspect & record findings before first use & weekly thereafter. Do not use any damaged step ladders. See ladders RA for more info. 5. 3 points of contact must be maintained at all times if not use alternative access equipment. 6. Ladders must be suitable footed or braced. 7. Operative/ users waist must not exceed past the top rung of the ladder/ step ladder, if not long enough use alternative access. 8. DO NOT OVER REACH – Move the ladder. Keep body inside the ladder frame.	1	4	4	
2	Materials falling from height Operatives under work area struck	Operatives General Site operatives	4	5	20	1. Work area will be fenced off prior to works commencing if over pedestrian routes or above operatives work below will stop. 2. No workers to access area underneath the platform, plant whilst	1	5	5	

					works are being carried out at height. 1. 3. Erect toe boards or debris netting to stop materials from falling			
3	Electrical equipment Electrical Shocks	Operatives General Site operatives	2	4	8 1. All equipment will be 110v. 2. 2. Equipment will be inspected daily and any defective equipment taken out of use & reported immediately to the site manager.	1	4	4
4	Manual handling of Glass Risk of strains.	Operatives	3	3	9 1. Workers should not attempt to lift any object that they don't feel comfortable with lifting. 2. Glass should be kept in one piece, do not smash glass out of frame, glass should be cut out in one piece. 3. 3. Operatives to wear suitable wrist guards or gloves to protect hands and wrists.	1	3	3
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 emerged is clear.	1	4	4
6	Housekeeping Slips, trips & falls	Operative General Site operatives	4	4	16 1. Work areas must be cleared at regular intervals. 2. Rubbish & debris to be 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. 4. Clear wood cut offs every day to reduce fire hazards.	1	4	4
7	Dust and noise Risk of inhaling silica dust etc.	Operatives doing work General Site operatives	5	3	15 1. Suitable dust masks to be worn if dust given off from removing windows. 2. 2. Ear protection to be worn while using drill.	2	3	6
8	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. 3. Tools to be removed from work area & stored securely after each work shift.	1	3	3
9	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. 2. If working near access routes fence the area off and if required	1	5	5

						divert the pedestrian route.			
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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

Install Windows

Location of works: Power hall

Brief Description:

A Risk Assessment (find attached) has been carried out in order to assess the risks to employees posed by removing the existing windows and installing new part-glazed infill panels.

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 and out of the building
- Walkway routes into the building that will be used for moving materials into and out of the building
- Laydown areas within close proximity to each opening
- Protect interaction of tower scaffold with the floor or when in close proximity to masonry walls

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.

Photographic survey

In each location that the works are taking place a photographic survey will be completed at the following stages

- Prior to any removal of existing windows and doors
- Once the existing windows and doors have been removed
- During installation
- Upon completion of installation

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.

Removal of existing Windows and Doors

1. Frame to be carefully dismantled to allow the removal of the glass.
2. Glass to be lifted out using glass suckers either from the floor level or existing scaffold.
3. Following the removal of glass, unscrew the frame from the structural steel at head and floor at base.
4. Glass will be disposed of in specific glass skip and recycled.
5. All framework to be dismantled into small sections and carried out of the building via the designated walkways that have been protected. From there they are to be disposed of into skips.

Steel alteration

1. Install sufficient temporary works to ensure steel beam will remain supported once disconnected from brickwork walls.
2. Unbolt steel beam connections from brickwork walls and transfer beam to higher position via temporary works.
3. Fix steel beam to brickwork walls via existing end plates using resin anchored stainless steel bolts.
4. Carefully core drill out any existing fixings and/or resin that may remain in the brickwork then infill and repair with lime mortar and brick dust to match the appearance of the adjacent bricks.
5. Remove all temporary works.

Window and doors install

1. Operatives to set up the required equipment/ unload equipment and tools required.
2. New curtain walling and glass to be manually carried into the building and stored by the required openings in safe location to avoid damage. Where required protect the glass.
3. Operatives to construct curtain walling in situ.
4. Framework to be screwed/ fixed securely to the secondary structure, any works at height if required will be done from the tower scaffold, for example fixing frame into the steel head.
5. Tower scaffold to be erected by a competent person with the relevant certifications.
6. Tower scaffold must have edge protection & toe boards at all times.
7. Once the tower scaffold has been erected complete the scaff tag card and display in scaff tag by the tower access point.

8. Tower scaffold must have outriggers erected and locked in place. Where outriggers and feet of tower are placed on the existing cobbles, protection must be installed below at all times.
9. Once the frame is secured operatives to install the new pieces of glass into the frame.
10. Glass will be manually carried to opening location and stored in designated location.
11. Glass will be lifted into the frame and secured to the frame.
12. Area to be cleared and the above method followed to install all other windows.

Cladding install

1. Operatives to set up the required equipment/ unload equipment and tools required.
2. Timber framework and insulation materials to be manually carried into the building and stored by the required openings in safe location to avoid damage.
3. Timber framework to be screwed/ fixed securely to the existing masonry structure and new curtain walling structure, any works at height if required will be done from the tower scaffold, for example fixing timbers at high level.
4. Tower scaffold to be erected by a competent person with the relevant certifications.
5. Tower scaffold must have edge protection & toe boards at all times.
6. Once the tower scaffold has been erected complete the scaff tag card and display in scaff tag by the tower access point.
7. Tower scaffold must have outriggers erected and locked in place. Where outriggers and feet of tower are placed on the existing cobbles, protection must be installed below at all times.
8. Once the framework is constructed operatives to install the insulation and build-up into the framework. See drawing PH-CGA-00-XX-DR-A-31514 for details of build-up.
9. Metal and timber cladding materials will be manually carried to opening location and stored in designated location.
10. Metal and timber cladding to lifted into position and secured to the timber frame.
11. Area to be cleared and the above method followed to install all other windows.

Pedestrian/operatives Access Arrangements

The site manager to agree a safe access route to the site work area.

Operatives must only use the access routes as agreed with the site manager.

Vehicle/ Delivery Access Arrangements

Traffic routes are to be kept clear at all areas and extreme caution must be exercised when entering or leaving the site.

All necessary warning signs and notices are to be erected including at the main entrance and directions to the site gates.

A traffic management plan and a pedestrian access plan have been produced, see the CPHS plan & site office.

Parking

Vans & visitors cars will be parked within the designated car park spaces within the site boundary.

Contractor vehicles will not be parked on footpaths or in a manner that restricts access to other parts of the highways.

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

Task/ equipment

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

Tower scaffold

Permit required

Hot work permit

Tower scaff tag

Ladder or step ladders

Ladder tag or ladder inspection forms.

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 needed (PPE required)

Equipment / Machinery	PPE Requirements
Hand tools	Standard Site PPE, eye protection & ear protection
Tower scaffold	Standard Site PPE, Gloves
Materials	Standard Site PPE, Gloves
Glazing	Standard Site PPE, Gloves & wrist protectors.
Stanley Knife	Standard Site PPE, Gloves
Drill (battery operated or 110v)	Standard Site PPE, Gloves, Eye protection & ear protection.

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

Deliveries to site

All deliveries must be coordinated via the site manager.

All deliveries vehicle must be guided to and from the designated unloading area on site via a banks man to and from the highways.

Vehicles must only use designated vehicle routes.

The delivery unloading area is within the site perimeter.

Deliveries to site will be via HH Smith merchant & stored in agreed areas.

Materials may also be collected from merchants in company vans as needed.

The materials & equipment will be transported from the compound areas via the agreed access route to the proposed work areas.

Housekeeping

Operatives will be briefed on the site waste management arrangements at the site induction.

All waste (packaging, off cuts, rubble etc.) created by work tasks should be kept in one place within works area ready for collection & disposal.

Waste should be collected in suitable containers & disposed of in skips.

Operatives must clear/ clean work area and surrounding areas from any unwanted materials & rubbish after every work shift or on completion of a task.

COSHH Info

Silicone. See attached COSHH.

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.

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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