

Address of Premises:	196 Deansgate, Manchester, M3 3WF
Customer:	Interpublic GIS (UK) Ltd
Contract:	235691638/210921-7565
Date:	19th October 2021

COLT TECHNOLOGY SERVICES, COLT HOUSE, 20 GREAT EASTERN STREET, LONDON EC2A 3EH, UK

1.0 WORKS TITLE & SCOPE:

This Method statement is to be used for Installation and Termination of new Internal and External fibre works

2.0 CONTRACTOR:

Data Tech working on behalf of Colt
Unit 4, Gateway Business Park,
Tom Cribb Road,
London. SE28 0EZ

Contact (days): Jade Faulkner/Nikki Collins

Tel:020 7390 3190, Tel: 020 7947 1254

Email:Jade.Faulkner@colt.net

Email: Nikki.Collins@colt.net

Colt Delivery Manager Glen Robertson

Email: Glen.Robertson@colt.net

3.0 CLIENT:

Interpublic GIS (UK) LTD
196 Deansgate, Manchester, M3 3WF

Contact: Phillip Walker

Email: Phillip.walker@mccann.com

Tel: 07733 123 172

4.0 LOCATION OF WORKS:

To install a new external fibre cables that will be pulled from the colt network through the new entry duct in the Basement Intake Room, then prepped into the new Building Flexibility Point (BFP) to be located on the wall in the Basement Intake Room.

To install a new internal fibre cables from the new Building Flexibility Point (BFP) located in the Basement Intake Room going to Cabinet 1, located in the 4th Floor Comms Room.

4.2 DATE OF COMMENCEMENT OF WORKS:

TBC

4.3 DURATION (APPROX.) AND WORKING HOURS:

Approx 4 hours

4.4 ACCESS TO SITE AND WORKS AREA:

Basement Intake Room, Outer cycle store, Basement Lift Lobby, all risers and floors in between from Basement to 4th Floor, 4th Floor Corridor and 4th Floor Comms Room.

4.5 SPECIFIC AREAS OF WORK AND ROUTE:

See Section 4.7 Description & Method of Works

4.6 PERMITS REQUIRED: (MUST BE GAINED IN ADVANCE AND CARRIED WITH THIS DOCUMENT)

TBC

4.7 DESCRIPTION & METHOD OF WORKS:

External cable description and drawing:

From the Building Entry Point run the cable with the existing BT and VF cables along the wall. Install the Building Flexibility Point at high level above the door to the HV room. This is the only suitable place to mount the Building Flexibility Point. If you find a better place to install the Building Flexibility Point use and inform the planner to enable the documentation to be updated.



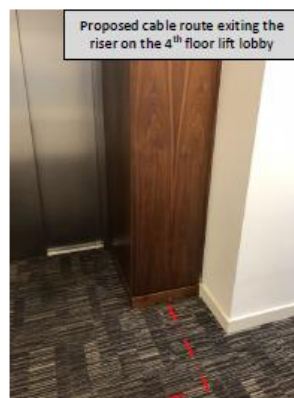
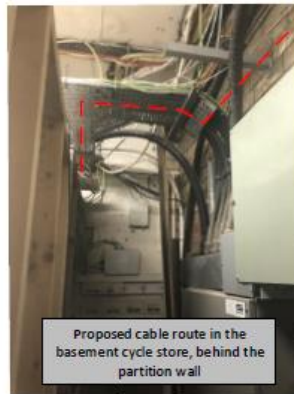
Internal cable description and drawings:

From the Building Flexibility Point follow the existing cables along the wall at high level and go onto the tray, follow the tray to where it exits into the outer cycle store. Follow the tray to where exits the cycle store out into the basement lift lobby. The riser to all floors is located outside the door, enter the riser and run the cable to the 4th floor.

The risers on all floors are located next to the lift and are accessed via a removeable panel, the building manager will so you how to remove and relocate them.

On the 4th exit the riser into the floor void, go out 1m, with your back to the riser go right. Ahead along the corridor towards the McCann office. Go through the double doors 1m, go right for 5m, go right, ahead into the comms room.

Install the Customer Termination Point at U position 10 or as directed by the customer.



Notes:

1. --- = Colt fibre cable installed under false floor
2. --- = Colt fibre cable installed in false ceiling.
3. --- = Colt cable, installed on existing tray work.
4. --- = Colt fibre cable drill and fixed to interior wall.
5. ☒ = Colt or Customer cabinet.
6. --- = Colt BFP

Issue No: 01	Date: 13/10/21
Issue No:	Date:
Issue No:	Date:
Drawn by: K Andrews	Date: 13/10/21

Colt Technology Services,
Colt House, 20 Great Eastern Street,
London, EC2A 3EH UK

colt

Registered in England and Wales,
registered number 03232904, VAT number
GB 645 4205 60

Site Address:

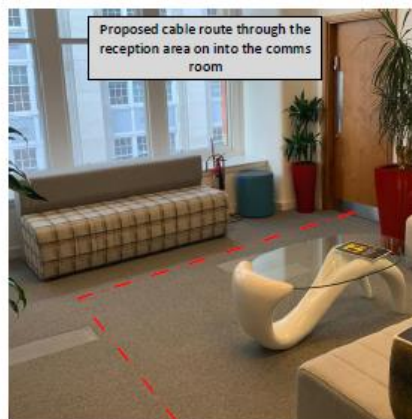
McCANN
4th FLOOR
196 DEANGATE
MANCHESTER
M3 3WF

Drawing Title:

PART PLAN BASEMENT & 4th CABLE ROUTE

Scale: Not Drawn To Scale

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Drawing No: 2235691638/210921-7565/1	Page: 1 of 2



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Registered in England and Wales,
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Site Address:
McCANN
4th FLOOR
196 DEANGATE
MANCHESTER
M3 3WF

Drawing Title:
PART PLAN 4th FLOOR CABLE ROUTE

Scale: Not Drawn To Scale

Contract No: 2235691638/210921-7565	Date: 13/10/21
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4.8 EMERGENCY ARRANGEMENTS:

Check with landlord, client or security prior to commencement of works and comply with local, first aid and emergency procedures.

First aid kit to be at work site.

Assembly Point is to be advised and briefed onsite prior to the commencement of works

4.9 SPECIAL REQUIREMENTS OF SITE AND NOTES:

TBC

4.10 WASTE MANAGEMENT:

Unless otherwise instructed by the client, all waste will be bagged and removed from site for disposal at Data Tech offices by our waste contractor.

Data Tech sends all waste for reuse /recycling.

4.11 GENERAL REQUIREMENTS:

Asbestos register to be checked prior to works where there is likelihood of disturbance to the fabric of the building.

Signing and guarding shall be deployed where applicable.

SPC/supervisor to conduct site specific risk assessment prior to works and brief team accordingly.

When floor panels are removed warning signs shall be deployed and local staff briefed of the works and risks.

All fire stopping removed to be replaced "as found".

All damage and defects found shall be recorded and reported immediately.

Restricted access (Keys / pass cards required) to all areas to be arranged via customer

Permit to work to be arranged via the customer

Site Induction through TBC
 Working in below ground level
 Working at heights installing cable onto high level tray in basement area
 False Floors/Weak Floors in the 4th floor
 All Ducts will be resealed using a Raychem T Dux.

5.0 EQUIPMENT:

Hand tools	Fusion Splicer
Cable jacks or stands	OTDR
Gate guards	Light source and power meter
Warning signs	Battery drills
Step ladders – fibreglass	

6.0 PPE

Steel toecap boots	- mandatory	Disposable nitrile gloves	– as required
Handling gloves	- as required	HIVI vest	– as required
Eye protection	- as required	Hard hat	– as required
Ear defenders	- as required		

7.0 STAFFING

Supervisor:	James Walker	Engineers:	Alexander Walker Joe Leadbetter
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7.1 COMPETENCY REQUIREMENTS

20 years experience of fibre installation.	Fully trained in all aspects of safe working practices
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8.0 MONITORING AND COMPLIANCE

Supervisor will complete end-of-job report stating progress, completion details and any issues encountered.

9.0 RISKS IDENTIFIED					
064	Access & egress	✓	033	Occupied areas	✓
006	Accumulation of materials and debris	✓	015	Optical splicing equipment	✓
008	ACM - works in the vicinity	X	014	OTDR use	✓
021	Cable handling and preparation	✓	013	Optical Fibre Sharps	✓
023	Dust – Environmental and through task based activities	✓	025	Rotating equipment	✓
005	Electrical safety of tools and equipment	✓	031	Substances & Chemicals	✓
032	Hand Tools	✓	065	Working at heights – general	X
052	ILM Testing – Light Source & Power Meter	X	030	Working at heights – ladders and tower scaffold	X
010	Laser hazard- Optical fibre splicing/testing	✓	049	Working at heights – podiums & self-erecting platforms	X
017	Lighting	✓	001	Working at heights - stepladders	✓
037	Live circuits - Working in the vicinity	X	045	Works on cable tray, basket and under suspended floors	✓
009	Manual Handling	✓	019	Worksite - Slips trips & falls	✓
039	Mechanical installation	✓	076	Working during Covid 19 Pandemic	✓
024	Noise	✓			

10.0 RISK ASSESSMENTS

RA No:	000 R3	NUMERICAL SCORING RECORD			
SEVERITY	NONE OR TRIVIAL INJURY	INJURY REQUIRING FIRST AID	REPORTABLE INJURY	MAJOR INJURY OR DISABLEMENT	DEATH
NUMERICAL SCORE	1	2	3	4	5
PROBABILITY	EXTREMELY UNLIKELY	UNLIKELY	LIKELY	VERY LIKELY	ALMOST CERTAIN
R= RISK RATING (SEVERITY SCORE MULTIPLIED BY THE PROBABILITY SCORE)					
R SCORE	1 - 5	= TOLERABLE / Low Risk			
R SCORE	5 – 10	= MONITOR AND MAINTAIN STRICT CONTROL MEASURES			
R SCORE	11 – 15	= WORK METHOD NEEDS URGENT MODIFICATION			
R SCORE	>15	= WORK NOT ALLOWED. STOP WORK. REASSESS.			

RA No:	RA064 R2		
ACTIVITY:	ACCESS AND EGRESS		
HAZARD:	Risk of slips, trips and falls		
CONSEQUENCE:	Broken bones, strains, sprains and cuts.		
BEFORE CM:	Severity = 4	Probability = 3	Risk = 12
AFTER CM:	Severity = 4	Probability = 1	Risk = 4
PERSONS AT RISK:	Workforce	Other Contractors	Public
CONTROL MEASURES (CM):			
Access & egress to the work area and emergency exits and assembly points will be clearly identified and explained to all staff, contractors and visitors to site. Area will be checked for other works and site hazards and control measures put in place where required. All walkways will be kept clear, clean and unobstructed at all times. Fire doors will be kept closed and all materials and waste carefully stored.			

RA No:	006 R4		
ACTIVITY:	ACCUMULATION OF MATERIALS AND DEBRIS		
HAZARD:	SLIPS, TRIPS, FALLS, FIRE HAZARD		
CONSEQUENCE:	Broken bones, serious injury, fire		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 1	RISK = 4
CONTROL MEASURES (CM):			
Worksite shall be kept clean and tidy at all times with walkways, exit ways and fire exits kept clear. Arrangements for the temporary storage of waste shall be made and briefed to all staff at the beginning of shift with materials and debris cleared at the end of each shift and removed from site for appropriate disposal. Waste bags shall be carried by all installation and removals teams. Temporary storage on the floor shall not be permitted. Spillages shall be cleaned up immediately. Loose materials shall be double bagged and tied to prevent spillage. Waste and materials shall be kept away from sources of heat and ignition to prevent fires. SPC/Supervisor shall ensure that good housekeeping standards are maintained at all times with safe working practices being communicated through toolbox talks.			

RA No:	RA076 R1		
ACTIVITY:	WORKING DURING COVID 19 PANDEMIC		
HAZARD:	INFECTION/TRANSMISSION		
CONSEQUENCE:	Potential to severe respiratory issues, death		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 5	PROBABILITY = 4	RISK = 20
AFTER CM:	SEVERITY = 5	PROBABILITY = 2	RISK = 10
CONTROL MEASURES (CM):			
All staff will be briefed on the requirement of this risk assessment and will have read all pertinent safety alerts and instructions prior to works. All staff will ensure that they keep up to date with the latest advice/instruction of UK Government and Public Health England and follow all instructions given. Staff identified as in one of the "At Risk" groups or showing symptoms shall not work and shall remain at home. Public transport shall not be used except in an emergency. Staff shall: • Maintain a minimum distance of 2m from all persons – avoiding all persons where practicable • Drive alone and not carry passengers except in cases of emergency • Carry and use disposable gloves provided • Carry and use the wipes provided where there is no access to soap and water and for the purposes of cleaning down. • Clean down all tooling on completion of works • Keep PPE in a clean condition • Minimise time on site and return to their homes. This assessment will be updated in line with UK Government advice.			

RA No:	021 R4		
ACTIVITY:	CABLE HANDLING AND PREPARATION		
HAZARD:	INCREASED RISK OF SLIPS, TRIPS, FALLS, OVERLOADING AND ENTRAPMENT		
CONSEQUENCE:	Strains, cuts, impact and crush injuries		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
SPC/Supervisor shall ensure that: - Working area & transit routes are clear, unobstructed and surfaces are not contaminated or slippery. - Suitable and sufficient signage and guarding is provided and installed, where applicable, along transit routes and at the work site. - Adequate protection, (where required) for assets, lifts, escalators, floors, roadways, footpaths and platforms along the transit route or at the worksite is provided & installed. - Corners, bends, stairs, escalators etc., are adequately manned to ensure safe transit. - Sufficient manning and safeguards are established in areas where members of the public, local staff or other contractors are transiting or operating. - Trailers, if used are safely parked and chocked as required and that all NRSWA requirements for signing lighting and guarding are complied with. - Cable jacks are placed on flat surface, with spreader boards if required. - Drums/turntables are manned throughout de-reeling operations SPC/Supervisor shall ensure that staff only handle loads within their personal capability with a maximum personal load of 25kg. Team lifting techniques and or lifting/conveying equipment (sack trucks, trolleys, stair climbers, track trolleys) are to be employed where loads are in excess of personal capability. Appropriate gloves are to be worn, particularly when stripping cable sheath or handling lead sheathed cables, staff are to be briefed on the construction of particular cables and any sharp edges due to metal foils etc. Dust nuisance is to be minimised by regular cleaning of work area and staff shall wear suitable disposable respirators where necessary. Staff shall avoid contaminating work areas with filling compound contained in the cable (if applicable) and ensure used wipes are placed immediately in waste sacks. Staff shall ensure that filling compound or contaminated wipes do not fall onto the floor areas & any areas accidentally contaminated shall be cleaned immediately. Safe working practices shall be communicated through toolbox talks.			

RA No:	023 R4		
ACTIVITY:	DUST – ENVIRONMENTAL AND THROUGH TASK BASED ACTIVITIES		
HAZARD:	HIGH LEVELS OF AIRBORNE OR POTENTIALLY AIRBORNE PARTICULATES		
CONSEQUENCE:	Diminished visibility, eye damage, increased risk of slips, trips and falls injury or respiratory illness cause by inhalation.		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
Work practices shall be planned and organised to minimise the production or effects of dust as far as reasonably practicable. Equipment or areas likely to be damaged by the ingress of dust shall be suitably protected prior to the commencement of works. Where practicable, dust extraction equipment or vacuum cleaners shall be used at the point of production or areas damped down with water as appropriate. Works areas shall be cleaned of dust as far is reasonably practicable throughout the works and at the end of shift. Where necessary, appropriate eye protection and Respiratory Protective Equipment for the task shall be worn. Should environmental dust become a problem through weather conditions or as a result of the activities or others, the SPC/Supervisor shall decide whether works may continue with additional precautions or whether works are to be postponed or abandoned. Safe working practices shall be communicated through toolbox talks.			

RA No:	005 R4		
ACTIVITY:	ELECTRICAL SAFETY OF TOOLS AND TEST EQUIPMENT		
HAZARD:	ELECTROCUTION THROUGH DAMAGED OR DEFECTIVE EQUIPMENT		
CONSEQUENCE:	Burns, shock, serious injury or death		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 5	PROBABILITY = 5	RISK = 25
AFTER CM:	SEVERITY = 5	PROBABILITY = 1	RISK = 5
CONTROL MEASURES (CM):			
Tooling, equipment, leads and extension cables shall be inspected prior to use to ensure that cable-restraining clamps are correctly fitted, casings are secure and undamaged, electrical connections are fixed and firm, insulation is good, plugs are in good condition and that no bare copper wires are evident. Mains and 110v electrical equipment for works, including all extension leads and "kettle" leads (IEC) shall be Portable Appliance Tested (PAT) in accordance with IET suggested frequencies (site equipment generally 3 monthly). Each piece of equipment shall be labelled to show date of test. 240v equipment shall only be used on site with a functioning Residual Current Device (RCD) in circuit. Equipment that is faulty or suspected of being so should not be used but reported to the SPC/Supervisor and returned to base for repair or replacement. Equipment that has become wet shall not be used until thoroughly dried and checked for safety. Care shall be taken to ensure that electrical equipment is not damaged through carelessness or poor loading and unloading practices			

RA No:	013 R4		
ACTIVITY:	FIBRE OPTIC CABLE HANDLING – OPTICAL SHARPS		
HAZARD:	OPTICAL SHARPS		
CONSEQUENCE:	Piercing the skin or eyes, infection, mechanical damage.		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 1	RISK = 4
CONTROL MEASURES (CM):			
SPC/Supervisor shall ensure that good housekeeping is maintained throughout the preparation and splicing of fibre optic cables to minimise waste. Exposed optical fibre ends must be kept away from the skin and eyes. Safety glasses shall be worn where there is risk from working on bare fibre. During the process of fibre termination or jointing, waste fibre fragments shall be collected and placed in to an approved container (i.e. Cin-Bin) and firmly closed. The waste container shall be treated with care and returned to base stores for disposal. Fibres shall be cut using appropriate cutters, not broken by hand, and operations carried out on a black or dark surface where practicable. There should be no eating or drinking in the near vicinity to the fibre. Prior to eating or drinking, hands should be checked for any fragments of fibre and cleaned. Safe working practices shall be communicated through toolbox talks.			

RA No:	032 R5		
ACTIVITY:	HAND TOOLS – USE OF		
HAZARD:	INJURY THROUGH DAMAGED, DEFECTIVE OR INAPPROPRIATE TOOLING OR USE.		
CONSEQUENCE:	Cuts, bruises, fractures, eye injuries, blood loss		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
SPC/Supervisor shall ensure that the correct tooling is on site, is available for use, and that the appropriate tooling is selected for each task. Hand tools shall be inspected prior to use, with any damaged or defective items removed from the worksite and repaired, replaced or discarded as soon as reasonably practicable. Hand tools shall be stored in appropriate toolbox or similar when not in use. Battery/powered tools shall be used according to manufacturers' instructions and stored in appropriate containers when not in use. Fixed blade or "Stanley" type knives shall not be taken to or used on site. Damaged or worn out consumable tooling shall be placed in rubbish bags and removed from site. Good housekeeping practices shall be maintained at all times. All works shall be supervised by the SPC/Supervisor and safe working practices shall be communicated through toolbox talks.			

RA No:	010 R4		
ACTIVITY:	LASER HAZARD – OPTICAL FIBRE SPLICING AND TESTING		
HAZARD:	EYE OR SKIN CONTACT WITH LASER LIGHT		
CONSEQUENCE:	Damage to eyesight, blindness, skin burns		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 1	RISK = 4
CONTROL MEASURES (CM):			
The power of laser devices cannot be detected by the human eye, so there is no “blink reflex” protection. Staff shall be briefed that under no circumstances shall a connector end face, prepared optical fibre or fractured optical fibre be viewed directly with the naked eye, there is no reason for inspecting the end of fibre at close quarters with the naked eye, as the fibre components are too small to inspect correctly. Live fibres shall never be inspected with any optical equipment unless fitted with the appropriate filters. The fibre ends shall always be pointed away from the person and unterminated fibre ends covered when not being worked on. All interfaces shall be capped when not in use. The SPC/Supervisor shall ensure that operations involving laser hazard are only carried out by trained and competent persons or a trainee when under close supervision of such. Other personnel shall be kept away from the immediate operational area. All laser equipment shall be labelled in accordance with type with the appropriate warning label with all potential hazards being similarly marked. Safe working practices shall be communicated through toolbox talks.			

RA No:	017 R4		
ACTIVITY:	LIGHTING – FOR TASK		
HAZARD:	BLINDING, INCREASED RISK OF SLIPS, TRIPS AND FALLS		
CONSEQUENCE:	Sprains, strains, broken bones as a result of slips, trips and falls.		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
The SPC/Supervisor shall ensure that adequate personal and/or task lighting is available for the works to be carried out. Lights and leads are to be positioned safely to avoid tripping, with the beams suitably directed to give good quality task illumination. Care must be taken to ensure that task lights do not cause blinding or dazzling to others working in the vicinity, approaching the work site, or to neighbouring dwellings. Personal lighting shall be properly positioned with batteries for helmet lights and torches being checked prior to shift and replaced where necessary. Batteries shall be returned to base for disposal/recharging. Mains (110V) lighting and leads shall be checked prior to shift and carry a current PAT test label. Staff shall be briefed not to look directly in to light source, and safe working practices shall be communicated through toolbox talks.			

RA No:	009 R4		
ACTIVITY:	MANUAL HANDLING		
HAZARD:	EXCESSIVE, UNSTABLE OR AWKWARD LOADS		
CONSEQUENCE:	Strains, cuts, impact & crush injuries through fall of materials.		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
All staff undertaking handling operations shall be physically capable and have undergone manual handling training. Lifting and carrying operations shall be planned to ensure they are adequately manned and equipped. Where practicable, handling equipment such as carry frames, sack barrows stair climbers and trolleys shall be used. Loads shall be arranged such that each person does not carry in excess of 25kg SPC/Supervisor shall ensure that the correct techniques and equipment is in use and that the load is within the capability of the person(s) concerned, the area is safe and that risk of slips trips and falls has been minimised. Where loads are in excess of 25kg the SPC/Supervisor shall ensure that team lifting techniques are used and the carry distance minimised. Special care shall be taken where loads are carried over uneven ground, in wet or icy conditions and where there is risk of slips and falls. Where necessary transit areas shall be barriered off or marshals deployed to protect others in the vicinity. Handling gloves shall be kept clean and dry. Safe working practices shall be communicated through toolbox talks. PPE to be worn. Safety footwear (BS EN 345) and Gloves (BS EN 388) as appropriate to need.			

RA No:	039 R4		
ACTIVITY:	MECHANICAL INSTALLATIONS		
HAZARD:	HANDLING, FITTING, FIXING OR MODIFYING PARTS OR THROUGH INSTALLATION OF EQUIPMENT, SHARP EDGES AND LOADS		
CONSEQUENCE:	Cuts through edges, corners, burrs. Risk of injury through strains, ejected materials or crush, fall of materials		
PERSONS AT RISK:	Workforce		
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
SPC/Supervisor shall brief staff on the nature, location, access and methods of work prior to commencement. Installation shall be planned to minimise risk and the works monitored and supervised throughout. Prior to works all equipment for installation shall be inspected for sharp edges or loose components that may cause harm or damage to persons or assets. Where practicable, all sharp edges shall be made safe by deburring or edge protection. Loose components shall be secured, restrained, or removed. Items being cut shall be suitably clamped or secured. Correct tooling shall be used at all times with blades kept sharp. Cutting shall be carried out only where space and light is adequate and there is no additional risk posed. All installations shall be checked to ensure security of fixings and stability. Appropriate PPE including Kevlar sleeves shall be used according to location and task.			

RA No:	024 R4		
ACTIVITY:	NOISE – ENVIRONMENTAL AND THROUGH TASK BASED ACTIVITIES		
HAZARD:	Noise: - Environmental, produced by task, equipment, operation, or personnel.		
CONSEQUENCE:	Risk of temporary or permanent hearing damage or loss through long-term exposure. Nuisance to those living or working in the vicinity.		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
Work practices shall be planned and organised to minimise the generation of noise from activity or equipment. Work equipment shall be selected where practicable, that generates less than 80dB. SPC/Supervisor shall ensure that vehicle engines are not left running unnecessarily and that loading and unloading of vehicles is carried out in an orderly and quiet manner. Staff shall be briefed to speak quietly and that shouting and the use of radios on arrival or departure will not be permitted. Meetings and briefings will be held, so far as reasonably practicable, in areas which will minimise noise. Those carrying out tasks, which generate excessive noise and those working in the immediate vicinity of high noise level activities, shall use ear defenders. Where necessary sound deadening panels, boxes or hoardings will be installed prior to the commencement of high noise level activities. Safe working practices shall be communicated through toolbox talks.			

RA No:	033 R4		
ACTIVITY:	OCCUPIED AREAS – WORKING IN		
HAZARD:	CONFLICTING WORKS, INADEQUATE WORK SPACE, INADEQUATE COMMUNICATION		
CONSEQUENCE:	Injuries, death, damage to property		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 5	PROBABILITY = 4	RISK = 20
AFTER CM:	SEVERITY = 5	PROBABILITY = 2	RISK = 10
CONTROL MEASURES (CM):			
Prior to the commencement of works the SPC/Supervisor shall liaise with local staff and any other contractors on site and, where necessary, mutually agree works details to permit the setup and maintenance of safe systems for all parties involved. The SPC/Supervisor shall then brief staff prior to the commencement of shift detailing areas of work and where others are likely to be in the vicinity and their activities. Liaison shall be continued throughout the works. Where required, suitable and sufficient signing and guarding shall be placed at the appropriate works areas, in particular where drums or equipment is located, ducts exposed and hatches opened. Persons working in the vicinity of the scheduled works shall be appropriately briefed and warnings given. Appropriate care, consideration and courtesy shall be afforded to all those working near to or transiting the works location. All staff shall remain vigilant at all times and maintain high standards of housekeeping. Should local circumstances change adversely the SPC/Supervisor shall carry out a risk assessment and put in additional control measures if practicable and rebrief staff. If this is not possible works will be postponed or abandoned.			

RA No:	014 R5		
ACTIVITY:	OTDR USE (OPTICAL TIME DOMAIN REFLECTOMETER)		
HAZARD:	Laser and electrical hazard		
CONSEQUENCE:	Eye damage,		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 3	RISK = 12
AFTER CM:	SEVERITY = 4	PROBABILITY = 1	RISK = 4
CONTROL MEASURES (CM):			
The SPC/Supervisor shall ensure that these operations are only be carried out by a trained and competent person or a trainee when under close supervision of such. Equipment shall be checked for damage, prior to use and used in dry conditions. The OTDR shall have a current calibration and PAT test label attached to the unit if mains powered. Staff shall be briefed that under no circumstances shall the end of the OTDR transmitting connector, a connector end face, prepared optical fibre or fractured optical fibre be viewed directly with the naked eye unless the power received from the optical fibre is known to be safe and under local control. See also RA010. The manual should be kept with the unit at all times for reference for the use of the OTDR. Safe working practices shall be communicated through toolbox talks.			

RA No:	015 R4		
ACTIVITY:	OPTICAL FIBRE SPLICING EQUIPMENT - USE		
HAZARD:	OPTICAL SHARPS, HEAT AND ELECTRICITY		
CONSEQUENCE:	Optical sharp injuries, burns, electrocution		
PERSONS AT RISK:	Workforce		
BEFORE CM:	SEVERITY = 4	PROBABILITY = 3	RISK = 12
AFTER CM:	SEVERITY = 4	PROBABILITY = 1	RISK = 4
CONTROL MEASURES (CM):			
The SPC/Supervisor shall ensure that these operations are only be carried out by a trained and competent person or a trainee when under close supervision of such. Untrained and unauthorised personnel are not to use this equipment. Equipment shall be checked for damage, prior to use and used in dry conditions. The splicing machine shall have a current tested sticker attached to the unit to show that the equipment has been tested and is electrically safe. Engineers should be mindful of the hazards of fibre sharps. Shards of glass should be disposed of in a fibre optic Cin- Bin. Care shall be taken when removing recovered splice protectors from the heating unit as both the unit and the protector will be at temperatures exceeding 100C. Good housekeeping should be maintained at all times to keep the work area clean and tidy with safe working practices communicated through toolbox talks.			

RA No:	025 R4		
ACTIVITY:	ROTATING EQUIPMENT – USE OF OR PROXIMITY TO		
HAZARD:	RISK OF INJURY BY CONTACT OR ENTANGLEMENT		
CONSEQUENCE:	Puncture, crush or entrapment injuries, death		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 5	PROBABILITY = 4	RISK = 20
AFTER CM:	SEVERITY = 5	PROBABILITY = 2	RISK = 10
CONTROL MEASURES (CM):			
SPC/Supervisor shall establish and monitor safe system of work and operations involving the use of rotating equipment, ensuring that: ➤ Staff are adequately trained and briefed ➤ All equipment is checked for damage and defects before use ➤ Warning signs and guarding are installed where appropriate and required ➤ Drums are de-nailed for nails and splinters ➤ Operatives do not have loose clothing, PPE is secured and HiVi vest properly done up ➤ Staff and visitors not directly involved in the process are excluded from operational areas ➤ Cable jacks, turntables and trailers are securely located prior to fleeting of cables and they are constantly manned during the process ➤ Rail drills are securely located and clamps locked and checked prior to operation. ➤ Drills and drill drivers are used correctly. ➤ Eye protection (goggles) is worn during drilling operations. ➤ Working area is kept clean and clear at all times Safe working practices shall be communicated through toolbox talks			

RA No:	031 R5		
ACTIVITY:	SUBSTANCES AND CHEMICALS		
HAZARD:	Contamination during use or through misuse of substances, chemicals, and solvents		
CONSEQUENCE:	RISK OF DEATH OR SERIOUS INJURY THROUGH CONTAMINATION, INGESTION, INHALATION OR ABSORPTION		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
COSHH details shall be assessed prior to works and, where applicable, suitable protective measures instigated and equipment/training arranged. SPC/Supervisor to brief all staff on the nature, hazards and use of materials and the locations and protective measures required, as detailed in the relevant COSHH assessment. Staff shall be suitably and sufficiently trained in the use, handling and emergency procedures required for the product/material concerned. Manufacturer's instructions shall be followed for handling and use. All such materials to be stored in their original containers or suitable alternatives. Spill kits shall be on site as required, and spillages cleaned up immediately. All waste shall be disposed of following manufacturer's instruction and local disposal regulations. Works areas shall be kept clean and clear at all times.			

Should staff become contaminated with the substance or material, first aid and decontamination measures detailed in the COSHH sheet shall be followed and the matter reported.

All works shall be supervised by the SPC/Supervisor. Safe working practices shall be communicated through toolbox talks.

RA No:	019 R4		
ACTIVITY:	WORKSITE OPERATIONS – SLIPS, TRIPS AND FALLS		
HAZARD:	SLIPS, TRIPS AND FALLS THROUGH DIFFERENT LEVELS, ROUGH GROUND, OBSTACLES, SLIPPERY, UNEVEN OR CONTAMINATED SURFACES.		
CONSEQUENCE:	Cuts, sprains, strains, broken bones or impact injuries		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
SPC/Supervisor will be supplied details of, or will survey the working area, identifying possible underfoot risks, trailing cables, wet or slippery surfaces, open chambers, deep excavations, materials left on site and other obvious hazards. SPC/Supervisor will ensure that the area of works is suitably lit and/or personal lighting is functional. Barriers, tapes or signage shall be installed as necessary around hazards. Staff will use approved walkways where available, maintain good working practices and housekeeping standards, wear correct PPE, and keep area clear of materials and debris. Staff shall be aware that site conditions can change rapidly, especially when other contractors are working in the area, and constant vigilance is required. Special care shall be taken alongside platform edges and ramps and around pits, gullies, and troughing. Staff shall be briefed not to stand or walk on rails, sleepers, troughing lids or similar. Visitors to site must be briefed on local hazards. Safe working practices shall be communicated through toolbox talks.			

RA No:	001 R4		
ACTIVITY:	WORKING AT HEIGHT FROM A STEPLADDER OR PLATFORM STEPS		
HAZARD:	FALL OF THE PERSON, STEPLADDER, MATERIALS, OR OBJECTS FROM HEIGHT		
CONSEQUENCE:	Injury to persons working or passing and damage to assets in the vicinity		
PERSONS AT RISK:	Workforce	Other Staff/Contractors	Public
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
All working at height shall be planned and equipment inspected prior to use to ensure that it is undamaged, in good working order and with all safety latches operational. Equipment of the correct height shall be selected for the works; those too short shall not be used. Staff shall be suitably briefed/trained in the safe use of the equipment and reminded of safe working practices through toolbox talks. Working areas shall be barriered off, where practicable, to restrict access by others and ensure the area immediately below the work area is clear of personnel. Stepladders & platform steps shall be erected on firm and level ground and footed by a colleague, when required. Outriggers, when fitted, shall be deployed and locked. Stepladders: Three points of contact shall be maintained in use and the stepladder always faced. Working sideways, standing on or working from the top two treads of the stepladder, or overstretching shall not be permitted. The top tread shall never be used as a work surface. Platform steps: Shall be erected in accordance with manufacturer's instructions with all latches engaged before use. Safety gates, where fitted, shall be lowered and latched when the platform is in use. Tools shall be carried in a tool pouch and or a suitably fitted tool tray used.			

RA No:	045 R4		
ACTIVITY:	WORKS ON CABLE TRAY, BASKET AND UNDER SUSPENDED FLOORS		
HAZARD:	CONTACT WITH BURRS, SHARP EDGES, FIXINGS AND POORLY CUT TIES		
CONSEQUENCE:	Lacerations and abrasions, infection through contamination		
PERSONS AT RISK:	Workforce		
BEFORE CM:	SEVERITY = 4	PROBABILITY = 4	RISK = 16
AFTER CM:	SEVERITY = 4	PROBABILITY = 2	RISK = 8
CONTROL MEASURES (CM):			
SPC/Supervisor shall inspect the works area prior to commencement and identify any areas that may pose risk. Installations shall be inspected for sharp edges, swarf, poorly cut cable ties, earth straps, studs or loose components that may cause harm to persons or damage to cables being installed. These shall be briefed to the work party. Where practicable, all sharp edges shall be made safe by deburring, taping or edge protection. PPE required: ➤ Appropriate gloves (minimum 3.1.3.1) shall be worn ➤ Kevlar sleeve – where there is risk of injury to forearms. First aid kits shall at the work site Works shall be suitably monitored and supervised throughout.			

Where remedial actions cannot be carried out to ensure the safety of staff, work shall cease in that area and the hazard reported to the relevant authority and to company safety managers.

End of document

CoSHH ASSESSMENT No:	CA071 – HILTI CP611A RECODED AS CFS-IS	1 OF 2
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PRODUCT	HILTI CP611A RECODED AS CFS-IS PRESSURE EXERTING INTUMESCENT SEALANT	
TRADE NAME	AS ABOVE	
FORM	DARK GREY PASTE	
USE	FIRE SEALANT	

HAZARD	MAY CAUSE ALLERGIC SKIN REACTION; SUSPECTED OF DAMAGING THE UNBORN CHILD; HARMFUL TO AQUATIC LIFE.
EXPOSURE	DURING FIRESTOPPING OPERATIONS
PERSONS AT RISK	WORKFORCE

COMPOSITION / INFORMATION OF HAZARDOUS CONTENTS / EXPOSURE LIMITS

MATERIAL	INFORMATION	EXPOSURE LIMIT
Acrylic sealant –acrylate dispersion with filler		
Zinc borate	5-10% CAS 138265-88-0	Not available
Propylene glycol alkyl phenyl ether	2.5-5% CAS 9064-13-5	Not available
5-chloro-2-methylisothiazol-3(2H)-one and 2-methylisothiazol-3(2H)-one	Not given	Not available

RISKS TO HEALTH		
ROUTE	EFFECTS	FIRST AID MEASURES
SKIN	May cause allergic skin reaction	Remove contaminated clothing. Wash affected area with soap copious water.
EYES	No known irritant effect	Irrigate eyes thoroughly Seek medical attention if symptoms develop.
INGESTION	Minor mechanical abrasion of mouth and throat	Rinse with potable (drinking) water. Seek medical attention
INHALATION	May irritate bronchial tract and mucus membranes	Remove patient to fresh air. Seek medical attention if symptoms persist.

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CoSHH ASSESSMENT No:	CA071 – HILTI CP611A RECODED AS CFS-IS	2 OF 2
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ACTIONS TO BE TAKEN	
HANDLING & CONTROL MEASURES	Use barrier and skincare creams provided as instructed. Wear PPE as detailed below. Keep work area and tooling clean
TRAINING INFORMATION, INSTRUCTIONS	Carried out through toolbox talks and site monitoring Manufacturers instructions on bags
FIRE PRECAUTIONS	Material is not flammable. Use media suitable for surrounding materials.
STORAGE	Dry warehousing in original packaging between 5°C and 25°C
DISPOSAL	Dispose of in accordance with local requirements – industrial waste.
WASTE CODE	08 04 10
HEALTH SURVEILLANCE & MONITORING	Not required due to short term operations & exposure
ACCIDENTAL SPILLAGE	Sweep up and dispose of as above

PERSONAL PROTECTIVE EQUIPMENT (IN ADDITION TO SITE REQUIREMENTS)			
EYE PROTECTION	Lightweight	OVERALLS	Disposable if required
GLOVES	Impermeable disposable	RESPIRATOR TO	NA

BRIEFING RECORD SHEET

DECLARATION:

I/We the undersigned confirm that we have been formally briefed on this method statement and the following:

	NAME (PRINT)	SIGNATURE	COMPANY	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

QUESTIONS RAISED	ANSWERED/REFERRED