



**Risk Assessment
Method Statement
COSSH Information
Operative Briefed Register
10e**

Site: SIM – PH & D

Task: Remove staircase

Start Date: TBC

Duration: N/A

Labour: Various – HH Smith & Contractors

Assessor: Juan Crous

Issued By: Juan Crous

Issue	Date	Comments
1	22/04/21	

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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Site	SIM PH & D									
Date	20/04/2021			Review Date		20/04/2022				
Task	Removal of modern elements and making good									
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 survey must be checked before commencing any works. 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. 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 staring. 3. 2 Temporary electrical sockets for 110v transforms will be installed by contactor & 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	- When creating dust from work activities etc. wet area down with fine mist of water. - If dust cannot be wet down use suitable vacuums with HEPA filters ('M' or 'H'). - 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). - Operatives have been face fit tested with only the Blue JSP p3 filter half mask, use that only. - 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). - 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. - When using vacuums use suitable vacuums with HEPA filters ('M' or 'H'). - Clean wood dust & off cuts around work area/ cut area at regular intervals/ AFTER every work shift/ before after every break. - DO not allow dust or work areas waste to build up! - Erect dust barriers to reduce dust from spreading to other areas of the building. Visqueen barriers. - Open windows, doors etc for natural ventilation if this is not sufficient use powered ventilation systems. - Respiratory protection available from the site manager in the site office. - Temporary cover smoke detectors etc. if dust may set off alarms, covers must be removed when room is left unsupervised or after work are completed	2	4	8
4	Noise Risk of damage to hearing.	Operatives General Site workers General Public	4	4	16	- Check equipment being used for noise exposure limits & manufacturer instruction/ guidelines for advice on ear protection. (displayed in db) - Operatives to wear suitable ear protection at all times as per equipment manufactured guidelines. - If possible undertake excessive noisy works near public or other work activities out of hours. - Issue nearby operatives that cannot be excluded from excessive noise	2	4	8

						- 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.			
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 & 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	Accidental Collapse of parts of ducts & cuiliding. Risk of materials falling onto workers.	Operatives doing work General Workers on site	3	4	12	1. Cordon area off around works to stop workers from accessing underneath works. 2. Remove all materials, debris at high levels/ over head prior to staring works on floor level.	1	4	4
9	Manual Handling	Operatives doing work	5	3	15	1. No worker is to lift any object that they don't feel comfortable lifting.	2	3	6

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	Risk of strains and cuts.					2. Lifting aids will be used for objects too heavy for workers to lift.			
10	Manual handling Glass Risk of cuts from broken glass.	Operative	4	4	16	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, remove beading, cut free from frame. 3. Operatives to wear suitable wrist guards or gloves to protect hands and wrists.	1	4	4

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

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Site	SIM PH & D									
Date	20/04/2021			Review Date	20/04/2022		Assessor	Juan Crous		
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. Cuts	Operatives	3	3	9	1. Remove/ flatten nails from/ into timber to, before handling or moving timber. 2. Wear gloves when handling waste; sharp objects/ timber/ rubble etc.	1	3	3	
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Site	SIM PH & D										
Date	20/04/2021			Review Date		20/04/2022		Assessor		Juan Crous	
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
7	Manual handling	Operatives	4	4	16	1. No person to handle or lift any object or weight that they do not feel	1	4	4



	Risk of strains.					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.			
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

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Remove Staircase & dispose of waste

Brief Description:

These works relate to the removal of the modern staircase, balustrade, flag stone staircase base and concrete plinth and remedial works.

A Risk Assessment (find attached) has been carried out in order to assess the risks to employees posed by the stripping out existing building & disposing of waste.

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.

Photograph area prior to works

Photographically record staircase, balustrade, modern flag base at Lower Yard level and areas of surrounding cobbles.

Remove staircase and balustrade

Operatives to wear suitable gloves, safety footwear, eye protection, respiratory protection & hard hat when removing ceiling.

Protection to surrounding cobbles installed.

Tower scaffold must be erected by competent operative with the relevant qualifications.

Tower scaffold must have edge protection at all times.

Operatives to unfix panes of glass and lower to ground. Dispose in skip.

Unfix and remove handrail, lower to ground and dispose of in skip.

Using hand held breakers break out concrete treads of staircase. Clear debris as works are progressing and dispose of in skip.

Carefully cut the staircase treads and frame out in sections, working from top down. Dispose of in skip.

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Remove modern flags the staircase sits on.

Dispose of in skip.

Remove concrete plinth

Protect surrounding cobbles with plywood sheets

Saw cut into smaller sections down to the level required to reinstall cobbles. Start and stop the saw cut short of the edge of the concrete plinth to prevent and damage being caused to the cobbles.

Break out the smaller sections with a hand-held breaker. Extreme care to be taken not to damage cobbles.

Replace cobbles to staircase base and in place of concrete plinth

Once removal of the staircase, modern flags and concrete plinth is completed, reform sub base to existing level.

Mix mortar to match existing and lay cobbles to match the surrounding areas.

The reinstatement process will take the following into consideration:

- Types of cobbles specific to this area of the Yard. These cobbles will be sourced to match the surrounding ones, either from an on-site store or supplier.
- Spacing and pattern of cobbles matched specific to this area of the Yard. (Check against surrounding area of cobbles)
- Undulations across the Lower Yard. (Periodically check during reinstatement process from a variety of viewing points (including from across the Yard and from the Upper Yard looking to the Lower) to ensure that the new cobbles follow the existing undulations / pattern / spacing.
- Carry out a test section of reinstatement, to be reviewed by Donald Insall.

Pedestrian/operatives Access Arrangements

The site manager to agree a safe access route from the office/ canteen to work area for operatives.

HH Smith operatives must only use the access routes as agreed with the site manager.

Deliveries to site

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

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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 has been produced, see the CPHS plan & site office.

All deliveries must be coordinated via the site manager.

Access into site will be agreed by 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.

All delivery unloading should take place within the site perimeter.

If for any reason unloading takes place directly off the public roads banks men must supervise either side of the vehicle to ensure the public are not at risk.

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

Waste skips will be placed within the site perimeter near access doors.

Rubbish, debris, redundant materials, etc must be collected at regular intervals from the work area and placed into large wheeled containers/ barrows or other suitable containers. Once full the containers will be transported to the skip area and emptied into the skips.

Arrangements will be made with a locally licensed Waste Disposal Contractor who will collect the skips regularly for disposal at an appropriately licensed disposal station.

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.

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

Do not store any materials or equipment on access routes or emergency escape routes.

Keep extension cables & trailing leads to corners of building at high level.

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/ $\frac{3}{4}$ 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	Paslode nail gun 2.5m/s2) Max use; 480 mins in 8 Hours
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.	
Abrasive Wheel	Standard Site PPE, Gloves, eye, ear & respiratory protection. Dust suppression	

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Reciprocating saw	Standard Site PPE, Gloves, eye, ear & respiratory protection.	

Permit to work / Inspections

Various permits required as per RA & MS.

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

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.

Specific Training Arrangements for equipment/plant

HH Smith Operatives to report to the site office for a site induction.

Equipment / Machinery

Manual handling

Hand tools

Materials

Specific training

0.5 day awareness course.

Use as per manufacture instruction & guidance.

0.5 day Manual handling awareness course.

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Waste bins & lose 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

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 always adhere to the emergency procedures.

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	Contact: Dave Smith Mob: 0161 280 3509 Email: info@hhsmith.co.uk

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	Manchester M45 7AY	
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: _____

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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.

CONTINUE ON SEPARATE PAGE IF REQUIRED