

1.0 Method statement

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EG Eastland's

Location of works:

In the existing carpark of Asda Eastland's

Site address:

Aston New road
Manchester
M11 4BD

Project reference: 1212201101RJQ143

Client reference: Starbucks Eastlands

Client: Euro garages

Principal designer: Swan Ltd

Principal contractor: AKN Ltd

Start date and end date: 11/01/2021 to 21/03/2021

1.1 Description of activity

The construction of new drive through Starbucks QSR within existing Asda carpark area.

Hoard off site using solid heras fencing

Excavation for foundation-drainage and ducting at max 2.5m

Remove all arising soils from site and dispose of in accordance with duty of care

Install concrete foundations as per drawings

Install drainage and services ducting as per drawing

Install kerbing around QSR and new carpark area

Install steel framed Starbucks structure

Install block paving and tarmac as per drawings

Install signage as per drawings

Install landscaping to areas as per drawings

1.2 Sequence of operations

1.2.1 Covid-19 (Coronavirus)

Working from home

- Where you can work from home, continue to do so



- Ensure you have a suitable workstation set up to comfortably work from home
- Line management shall ensure regular communication and mental health checks with all staff working from home



Checks before travel

- If you need to travel for work, check that you do not have any Covid symptoms before proceeding



**SHORTNESS
OF BREATH**



**PERSISTENT
COUGH**



FEVER



**LOSS OF
SMELL**

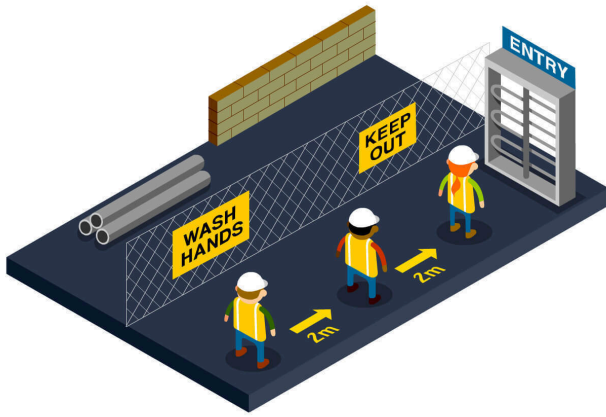


**LOSS OF
TASTE**

- Continue to self isolate where required (due to returning from international travel or as a notification from the test & trace scheme)
- Continue to follow any medical advice given where you are considered extremely clinically vulnerable

Arriving on site / office (access / egress)

- Persons to be turned away where they are experiencing Covid symptoms
- Follow site / building / office access requirements and Covid-secure arrangements. This will be covered in the site induction if it is the first visit to site
- Ensure 2m distancing within queuing systems



- Contactless entry will be the most preferred method of access
- Use hand sanitisation / washing facilities on site upon entry
- Follow the check-in arrangements and comply with the test & trace scheme



- Face covering to be worn as necessary
- Report any concerns to line management or host if visiting site

Working on site

- Maintain social distancing whilst at work. Where this is not possible, a specific safe system of work must be completed or a decision to cease work



- Ensure regular hand washing and cleaning regime in place



HAND WASHING

Welfare

- Ensure social distancing in welfare areas
- Wear face covering if not eating
- Increase cleaning regimes to maintain high levels of hygiene
- Monitor stock levels of hand sanitiser and paper towels
- Consider staggering break times to reduce occupancy within welfare areas
- Place Covid updates / information on noticeboards



Deliveries

- Limit number of deliveries on site if possible
- Accept materials whilst driver remains in vehicle where possible
- Revise pick-up and drop-off collection points, procedures, signage and markings
- Minimise unnecessary contact at gatehouse security, yard and warehouse
- Where possible and safe, have one worker load or unload vehicles
- Where dual lifts are required, use the same pairs of people
- Ensure drivers have to access welfare facilities when required



Meetings

- Where possible, online / remote meetings to take place



- Encourage meetings to be taken off site or held outside
- Ensure regular cleaning takes place within meeting spaces where communal rooms are used
- Encourage equipment to not be shared amongst people

1.2.2 Plant or equipment

Using telehandlers to lift suspended loads

- The supervisor must ensure that the operator has proof of competence, which should include proof of training (CPCS card or similar), proof of familiarisation with the telehandler to be used and adequate experience of the task to be undertaken
- Before lifting any load the operator is to inspect the load does not exceed the Safe Working Load (SWL)
- When using telescopic boom, the operator to ensure the reduced SWL is taken into consideration as per the manufactures instructions.
- Where it is stated “thorough examination certificate (TEC)”, you should confirm that the excavator requires a 12 month

TEC and the accessories a 6 month TEC. This is to avoid clarify to the operator the timescales, to avoid confusion and ensure compliance.

- The supervisor must ensure that the telehandler being used has been maintained and has a current report of thorough examination covering both the machine and any attachments
- The supervisor must carry out a toolbox talk before work starts covering the task to be carried out, personnel involved, work area, risks, exclusion zones and procedures
- At the start of each day or shift the operator should carry out the pre-use checks specified in the manufacturer's operating instructions
- Seat belts must be worn at all times
- The telehandler's brake engine must be switched off and then applied before the operator leaves the cab. Before any personnel approach the telehandler to secure loads etc. the operator must ensure that the telehandler is made safe i.e. the brake applied and the engine switched off
- The operator should plan the route and final destination of the load, making sure the route is clear of all obstacles, that there are no width or height issues with the load or telehandler and that the final destination is a safe and suitable place for the load. If the route involves travelling or working on slopes, the manufacturer's operators instructions should be consulted before traversing gradients and cross slopes
- Where you have stated planning a route : please add when working near excavations and walking routes stop blocks and adequate warning signs should be positions to prevent the collisions with pedestrians and plant falling into excavations. Also, excavator driver to ensure no overhead services (overhead line equipment) above.
- Before lifting a load the operator should get out and inspect the load - check for warning signs, centre of gravity, loose materials on the load or anything anchoring the load
- Before lifting the load the operator should check ground conditions to make sure it is suitable for them to drive and use stabilisers on. Spreader mats should be used if the ground conditions or weight of the load make it necessary to do so
- The operator should then lift the load approximately 150mm (6 inches) and check the load position, weight and balance
- The load should then be secured, strapped down or fastened where necessary
- Before setting off, the boom should be telescoped in as far as possible and the load lowered as close to the ground as possible to increase stability whilst travelling
- If the load obscures the operator's view when travelling, a banksman should be used. A banksman should also be used when reversing
- Before placing the load in the final position the operators should check the ground conditions
- If the operator is unable to clearly see the load's final position, a qualified banksman should be used to signal to the operator when landing the load
- When the lifting operation has been completed, the telehandler should be stored in a safe place, on level ground where possible, with the handbrake engaged, the boom and fork arms/handling attachment lowered to the ground, the key removed and the cab locked. The key should be stored in a safe place and not left in the machine
- When using extension forks the safe working limit should be reduced as the standard Rated Capacity chart will not give the correct information as it only applies to loads on standard length forks. Information on the rated capacity of extended forks can be found in the manufacturer's operating instructions
- If the operator is unsure of any aspect of the lifting operation they must immediately stop and consult their supervisor

1.2.3 Manual handling

Pushing and pulling

- Pushing and pulling is done using the body's own weight; lean forward when pushing, lean backwards when pulling
- Ensure you have enough grip on the floor to be able to lean forward/ backwards
- Avoid twisting and bending your back
- Handling devices have handles/hand grips so that you can use your hands to exert a force; handle height should be between the shoulder and waist so that you can push/pull in a good, neutral posture
- Handling devices are well-maintained so that the wheels have appropriate size and they run smoothly
- Floors are hard, even and clean

Dual / two person lift

- Decide who will be caller (The caller co-ordinates the lift and ensures each lifter knows what to do and when)
- Assess the weight
- Correct positioning of feet and straight back - Comfortably apart with one leg slightly forward to maintain balance; One foot positioned in direction of movement; Other foot where it can give maximum thrust to the body

- Correct grip or use of handles where applicable - A full palm grip will reduce muscle stress to the arms and decrease the possibility of the load slipping
- Continue to dynamically assess the environment during lift / movement
- Lift together and relax load down together

Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed
- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

1.2.4 Site set-up

Installation of compound and storage areas

- Prior to using the excavator, drawing and surveys of underground services should be checked.
- Ground is to be CAT Scanned to survey for buried services.
- Operator and supervisor are to ensure emergency procedures are in place (i.e. in the event of striking buried services, discovering contaminated ground, buried asbestos) prior to breaking ground.
- Use the excavator to remove the existing topsoil and load it into the dumper for it to be taken to the topsoil stockpile
- The excavator must then blade off and level the existing ground
- Once the haul road is completely excavated and levelled, place a layer of geotextile material on the excavated area
- Once all the topsoil has been stripped and transported to the stockpile area, cover the stockpile with geotextile to prevent damage to the material
- Then place and compact a layer of MOT Type 1 stone or similar. The dumper must tip the stone onto the laid out geotextile materials, where the excavator must level the stone out to the required depth compact using a roller

Installation of office and welfare facilities

- Position the lorry loader at the nominated lifting area and follow the risk assessment for operating vehicles onsite
- The lorry loader operator must set up the lorry loader as per the manufacturer's instructions. Suitable supports must be placed under the stabilised legs
- Lorry loader will raise jib and position so as to attach O-ring of lifting chains and inertia reel fall block to crane hook
- Lorry loader operator must raise the crane and position it over the centre of the portable unit, generator and fuel bund and through suitable access to the roof of the portable unit, must attach lifting accessories to the unit. Use a safety harness/ inertia reel fall arrest assembly during any roof access and secure it at ground level. Secure this to the lorry loader hook block and fit at ground level
- Secure an appropriate number of guidelines to the portable unit to assist in controlling the potential for unit swing
- Now raise the lorry loader jib to take the weight of the load and ensure that the lift is centred and stable (carry out a test lift). Then slew the load over to the final position and lower it into place
- Once the lorry loader operation is complete the slinger/banksman must remove lifting accessories from the lifting eyes of the portable unit, gaining access by use of a suitable access system
- Once the four legs of the lifting accessories are removed, the lorry loader operator must raise the jib, remove the lifting accessories and stow the crane for transit. The operation is now complete
- For repeat lifts, follow all previous sections as above
- Collect all waste and remove from site
- Once all the units are placed, a qualified electrician must connect up all the units to the generator, do the required testing and supply the completion certificate

1.2.5 Fencing

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Installing heras fencing

- Run through the layout of the heras fencing with the site supervisor according to the layout drawings
- Lay down rubber footings according to the layout for the first fencing panel
- Lift the fencing panel into place with plant lifting equipment
- Lift the fencing panel into place by way of a two man lift
- Double clamp the fencing panels and add bracing if deemed necessary by the site supervisor
- Repeat the above process until the fencing layout is complete
- Add triangular heras fencing braces to any long lengths of fencing panels

1.2.6 Excavation

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Initial works

- An emergency plan is to be agreed, to follow in the event of striking buried services, discovery of buried asbestos
- Suitable welfare arrangements to be arranged prior to starting work
- An emergency rescue plan to be agreed, in the event of 1) collapse of the excavation 2) asphyxiation due to hazardous gases 3) water/flooding
- Methods of suitable monitoring to be agreed and implemented (i.e. air monitoring with an alarm system)
- Obtain underground service prints, call the local authorities and obtain permits where necessary for excavations
- Lay out all the appropriate signage to cordon off a safe working area and adjust as works proceed or change
- Use cable location equipment to identify all underground services and clearly mark locations onsite
- Double check all underground services locations with plans. Reconfirm with the local authorities if there are any discrepancies
- Outline the locations of excavation on site, ensuring the ground works and/or surveying team confirm the locations of trenches
- Check the excavator's inspection permit, ensuring an up to date inspection has been undertaken
- Unload the excavator from the trailer and deliver to the location
- Deliver and prepare materials that are adequate for shoring any trenches

Excavation works

- Protect and support any exposed existing services
- Move the excavator/digger into a fully guarded area
- No use of mechanical excavators within 500mm of services
- Excavations below 1.2m, the type of substrata to be inspected and if required adequately shored implemented
- Position the compressor away from the excavation but within the guarded work area
- Remove the pneumatic breaker and hose from the vehicle, check for damage and connect the hose to the breaker and the compressor
- Dig trial holes in advance of the proposed excavation. Hand dig trial holes within 500mm of all services
- Commence excavating
- Remove spoil from site according to the local authority specifications, soil to be stored at a safe distance away from the excavation
- Excavate for open-cut ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for launch pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for reception pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Ensure access to and from the excavation by the use of a ladder positioned on a firm base, tied and footed
- Ensure that safe access to the properties is maintained by the use of walking boards and steel plates
- Guardrails and toe boards to be positioned around the excavation to prevent falls from height, prevent objects and materials falling into the excavation
- Fixed barriers such as stop blocks to be positioned at a safe distance around the excavation to prevent the excavator driving/falling into the excavation
- Excavations to be covered/backfilled when not in use
- Allow for the repair of services
- Allow for the installation of services

- Carry out reinstatement once the works are deemed complete

1.2.7 Concrete works

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Preliminary foundation works

- Excavation of the foundation/slab must be carried out by machine excavators to the required depth
- The setting out engineer must set out grid lines and levels under the supervision of the site supervisor
- The area of the works must be segregated with signage and fencing to create a working zone ready for formwork installation

Installing formwork & reinforcement

- A permit to work is required before undertaking any works in confined spaces
- Construct the formwork to the beams and slab edges using ply and hand tools
- Deliver the steel reinforcement by flatbed lorry
- Mechanically lift the steel reinforcement into position under the supervision of a banksman
- Lift the steel reinforcement from the lorry by hand and handle safely into position before assembly takes place
- Check the steel is in the correct location according to the structural engineer's drawings
- The steel must be tied by hand and checked for accuracy by the site supervisor
- Place mushroom caps over any exposed steel
- Check all support props for formwork before pouring the concrete

Pouring concrete

- Check that the correct concrete type has been ordered when taking delivery of the concrete
- Operate a small concrete mixer, adding aggregate mix with water as per the instructions from the manufacturer- operatives to wear suitable Respiratory Protective Equipment (RPE)
- Use a barrow and shovel to distribute the concrete safely around site to the pre-designated locations
- When using a concrete pump, complete and sign a permit before pouring
- Reverse the pump lorry under the supervision of the banksman to the works area and set up in accordance with the manufacturer's instructions
- The pump operator must move the boom into position, with the operative located at the end to move the pipe to the desired location
- Pour the foundations
- Pour the slab
- Use a concrete vibrator to distribute the aggregate into any gaps
- Sweep and level the concrete surface with plant to smooth the surface
- Sweep and level the concrete surface with hand tools to smooth the surface
- All exposed steels must have mushroom caps
- Strike all formwork after it has cured in accordance with the engineer's guidelines

Concrete surface repairs

- Clean debris from cracks by vacuuming or flushing with water or other specially effective cleaning solutions
- Seal the surface by applying an epoxy, polyester, or other appropriate sealing material to the surface of the crack and allowing it to harden
- Mix the epoxy according to the manufacturer's instructions
- Inject the epoxy using hydraulic pumps, paint pressure pots, or air-actuated caulking guns according to pressure requirements
- After the injected epoxy has cured, the surface seal should be removed by grinding or other means as appropriate

Slab cutting

- Remove the floor saw and equipment from the trailer/van
- Transfer the equipment onto site via the main entrance of the building
- Liaise with the site supervisor for the location of the works and the marking out of cut lines

- Liaise with the site supervisor to issue a permit to work if required
- Transfer all necessary equipment to the work location
- Establish a work area and set up the floor saw, water and 3 phase power supplies
- Ensure the hose and leads are free from footways, access routes and walkways so as not to form a trip hazard
- Attach a 600mm diameter blade to the floor saw
- Apply any extra PPE required i.e. ear defenders, eye protection
- Power up the saw and begin cutting into the slab
- Cut into the slab to full depth – estimated at 200mm deep
- Hoover up the slurry created and empty it into the designated skips
- Complete all cutting
- Arrange for breaking out to be completed at the specified times
- Complete the breaking out and stockpile for labour to clear
- Ensure all areas are left clean and tidy for inspection and are free from obstacles to other trades

1.2.8 Roof works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Inspection and access onto roof

- Perform a remote inspection using mast photography or videography where only visual inspection is required
- Follow the risk assessment to eliminate any inherent risks when accessing the roof is required
- Follow all safety precautions in the risk assessments
- Those accessing the roof must have relevant training
- Erect barriers at ground level to create a work area at the point of access to the roof to prevent access by staff or members of the public
- Use a MEWP to inspect or access the roof
- Erect mobile access equipment or a secured tower scaffold to inspect or access the roof
- Use fixed scaffolding to access the roof
- Ensure adequate edge protection to the roof has been provided, where suitable edge protection is unavailable, a harness (restraint lanyard) should be used, to prevent operatives accessing to the edge of the roof
- Use dedicated access to the roof if available

Maintenance or cleaning of roof

- Where possible, work should be undertaken where the supervisor or client can view the works
- Use the correct plant, access equipment, and PPE for the job to access the roof
- Undertake maintenance of the roof or equipment to roof
- Clear or clean as instructed by the principal contractor or client

New roofing structure or cladding

- Employ the correct materials and delivery techniques
- Install the new roof structure using training engineers
- Install the new roof cladding using trained engineers
- Transfer wastage to the ground safely

1.2.9 Joinery and carpentry

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of joinery materials for the project
- Employ safe method of manual handling and load materials out to specific areas of work

Joinery 1st Fix

- Working methodology to be agreed with operatives / contractor to detail correct ways of working and agree client rules & expectations whilst on site
- Set up an appropriate cutting station at a safe distance from other work

- Fit the ply groundings to the wall for fixing points behind the wall
- Fit the door frames according to the manufacturer's specification and approved layout
- Fit the floorboards according to the manufacturer's specification and approved layout
- Fit the staircases according to the manufacturer's specification and approved layout
- Fit the windows according to the manufacturer's specification and approved layout

Joinery 2nd Fix

- Fit the skirting boards according to the manufacturer's specification and approved layout
- Install the door surrounds/architraves according to the manufacturer's specification and approved layout
- Install the doors according to the manufacturer's specification and approved layout
- Fit the intumescent strips to the doors and frames
- Install the shelving according to the manufacturer's specification and approved layout
- Install the door handles and locks according to the manufacturer's specification and approved layout
- Remove waste from site according to the site waste management plan

1.2.10 Electrical

Metal containment tray and conduit installation

- Create a safe area to cut the containment tray, Unistrut and drop rods to size ensuring there are no combustible or flammable materials nearby
- Arrange for a hot works permit to be issued and closed where required on a daily basis
- Cut the containment tray, Unistrut, and drop rods to size used the appropriate grinder
- Install the anchor, drop rods, uni-strut, tray containment and conduit in the approved route
- All containment must be level. Allow sufficient space from obstructions above and any bends of 45 or 90 degrees

Installation of a new distribution board

- Install the new distribution board next to the incoming supply
- Drill the holes as per the design, insert the rods and fix into position as per the manufacturer's instructions, add the Unistrut to the correct position and tighten the bolts to ensure the Unistrut is adequately supported, hang the distribution board and fix onto the Unistrut
- Ensure the distribution board is level on the wall
- Populate the distribution board with outgoing devices/circuits, ensuring all are correctly fitted and fastened
- Fit full form blanks to any unused outgoing ways
- Label the incoming supply cables and file back any sharp edges where the supply enters the board
- Isolate associated services as required
- Terminate the cabling as per the manufacturer's specification and code of practice
- Complete all testing as per the requirements of BS7671 ensuring that all dead tests are carried out prior to energizing
- Label all new circuits and provide a schedule for circuits inside the board

Installing lighting

- Mount the lighting junction boxes
- Mount the lighting control boxes
- Run new cables to the specified locations using containment where provided
- Install the light fixtures according to the manufacturer's specifications and approved layout
- Install the emergency lighting according to the approved layout
- Label the distribution board and fittings accordingly

Installing small power above floor

- Chase walls for small power in accordance with the latest drawings
- Install the conduit/trunking along wall in the locations noted in the latest drawings
- Fit the surface-mounted back boxes to the wall
- Fit the recessed back boxes to the wall
- Pull the cables from the drum to the approved route. Tape up cables and leave them coiled in the back boxes allowing for the 2nd fix
- Fit face plates to the back boxes
- Complete testing and labelling

Testing and commissioning

- Complete all testing as per the codes of practice ensuring that all dead tests are carried out prior to energising
- Label all new circuits and provide a schedule for circuits inside the board
- Provide emergency lighting certificates according to codes of practice for building control approval

1.2.11 Plumbing

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Internal pipework installation

- Pipework must be delivered to a safe, pre-determined secure location onsite
- Erect access equipment in accordance with the safe use of ladders guidance notes/erection of tower scaffolds
- Cut, bend and fit according to the approved layout
- Install pipework and tie to tray
- Install pipework to wall chasing
- Install pipework to wall surface using approved technical specifications
- Locate the fixture outlets according to the working drawing
- Organise and agree hot works to be with the client management before undertaking the work
- Refer to the risk assessment for the risks associated with hot works
- Insulate hot water pipes with the specified material

Underground pipework water supply installation

- Confirm the location and the extent of the pipe works with the site supervisor
- Prior entering the excavation the responsible person is to inspect the excavation and confirm the excavation is safe to enter
- Prior to entering the excavation, ensure suitable excavation protection is in place to support the excavation walls, a rescue plan is in place, there is a suitable means of emergency exit and a permit to work has been issued
- Mark pipelines in the ground according to the working drawing and cordon off the area
- Excavate trenches to the required depths as per the working drawings
- The excavation is being undertaken by others
- Prepare the base of the trench for laying the pipes, as per the technical specifications
- Lay the pipes on the prepared base and support them at adequate intervals
- Test the pipes for leaks under pressure in the presence of the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Coat the pipes with the specified anti-corrosive treatment (if metal pipes are used)
- Provide encasement with sand/granular material, if specified
- The encasement is being undertaken by others
- Backfill the trenches in layers, including compaction
- The backfill is being undertaken by others

Installing fixtures and fittings

- Deliver the fixtures and fittings to the required areas following the manual handling method statement
- Flush new pipework to remove debris or blockages
- Fixtures and fittings will be installed in accordance with manufacturer instructions
- Fit the fixtures and fittings to their locations
- Fit the kitchen cabinetry and fittings
- Fit the bathroom cabinetry and fittings
- Fit the shower fittings
- Fit the water heaters
- Connect the fixtures and fittings to the power supply, following the risk assessment
- The fixtures and fittings are being connected to the power supply by others
- Connect the fixtures and fittings to the water supply
- Connect the fixtures and fittings to the waste
- Clean all joints and apply silicone/mastic to the specified areas

Testing and commissioning

- Test the pipes for leaks under pressure in the presence of the client's representative
- Perform hydraulic/smoke test and obtain certification from the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Chlorinate the drinking water system

1.2.12 Dry lining, plastering or tape jointing

Delivery of dry lining materials to site

- All dry lining materials must be delivered to site in accordance with the arrival and departure from site risk assessment
- All dry lining materials must be manually handled to working areas according to the manual handling method statement

Form plasterboard partitions

- Mark on the floor the new partition set out according to the drawing
- Fix the top and bottom track for the stud wall
- Measure and cut the studs, installing at 600mm centres
- Form the studding around the door frames, allowing for timber lining in the frames
- Allow for the services 1st fix
- Apply dry lining sheeting according to the client's specification

Mixing compounds

- Add the compounds to a bucket of clean water according to the supplier specifications
- In a well ventilated area mix the compounds by hand or by machine in a safe area
- Slowly mix the compounds by hand or by machine, ensuring that excessive amounts of dust do not enter the local atmosphere

Applying plaster/jointing compounds to surfaces

- Erect access equipment in accordance with the safe use of ladders/erection of tower scaffolds guidance notes
- Prepare the surfaces
- Apply multiple coats of the compound to the wall using beads and trims at corners/edges
- Local exhaust ventilation system to be set up to prevent dust particles from entering the local atmosphere
- Rub down the surface by hand or with a machine
- Apply a final coat to all areas
- Rub down and prepare the surface for decorations
- Dispose of waste material according to the site waste management plan

1.2.13 Suspended ceiling works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Preliminary works

- Agree upon the programme of works, the specific finishes liked and the firm finish date
- Ensure all trades are working from the latest reflected ceiling plans and that the drawings take into account any visible obstructions or services
- Identify setting out points and elevation benchmarks and relate them to the design/layout drawings
- Check the design dimensions against the actual construction
- Check the proposed ceiling module layout for inconsistencies

Suspended ceiling install

- Demarcate finished ceiling heights and take into account the installed services and required clearance
- Set out the ceiling with string lines and/or lasers establishing 'square' reference lines
- Install the perimeter detail at the agreed level
- Fit fixings into the structural soffit with hangers then attach

- Hangers must be levelled by ceiling engineers
- Install the ceiling grid and place panels in the grid
- Install acoustic cavity barriers above the agreed partitions
- Fire cavity to be installed above agreed partitions
- Cut out apertures for ceiling mounted items such as down lights
- Others perform the 2nd fix of ceiling fittings

1.2.14 Floor and wall tiling

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Surface preparation

- Thoroughly clean and Hoover the area to be undertaken and remove debris from the floor
- Use ply sheeting or similar to even out discrepant surface levels and check against a datum or level
- Check and survey site and lay out marking and setting
- Install an edge restraint to restrain lateral movement of the tiles
- Mix latex screed in a safe, predesignated area with the correct PPE
- Screed the floor using a latex screed with a trowel
- Cordon off the area until the supervisor agrees the screed is now safe to walk on

Ceramic or stone floor tile installation

- Cordon off the area preventing unauthorised access
- Distribute floor tiles to tiling area by trolley
- Unload the floor tiles to areas where the user can safely grab without twisting
- Cut the floor tiles on a manual cutter
- Cut the floor tiles on a mechanical cutter
- Lay the floor tiles according to the set out. Tapped with a mallet to ensure they are straight, level and the grout spaces even
- Allow the tiles to set
- Work approved grout over the tiles, ensuring it is worked well into the joints and the excess wiped clean from tile surfaces
- Cordon off the area allowing the grout to cure for 48 hours

Sign off

- Review the tile surfaces for cracks or defects and replace as necessary
- Clean down all tile surfaces
- Get sign off from the client or principal contractor
- Remove all waste from site

1.2.15 Painting and decorating

Sign-in and induction

- All decorators must arrive onsite and sign in at the site office
- All decorators must undertake a site induction

Interior decorations

- Erect access equipment in accordance with the safe use of ladders/erection of tower scaffolds guidance notes
- Prepare the surfaces
- Apply primer or undercoat
- Rub down the surface
- Apply a second coat of paint

Interior decorations - paint spraying

- Prepare the surfaces
- Protect areas as needed to reduce paint overspray

- Ensure the areas are clear for work and well ventilated
- Isolate any live fire detection systems
- Wear protective clothing and breathing apparatus
- Spray interior walls/ceiling with an applicator

1.2.16 Floor laying

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Offloading materials/manual handling/storage

- Under no circumstances should operatives climb onto the delivery vehicle whilst there is no edge protection in place
- Delivery vehicles must have a tail lift or Moffett facility to assist with the offloading of materials, manual handling aids are to be utilised to assist with placing materials onto the tail lift
- Operatives must obey the traffic and pedestrian management plan when transporting materials to the designated site store room
- For significant loads which are unsuitable for unaided manual handling such as those over 20kg, manual handling aids such as pallet trucks, forklift trucks and/or carpet barrows will be used to facilitate manual handling
- Where the use of manual handling aids is inappropriate due to the environment, loads are to be broken down into smaller packages for transportation and/or loads shared between multiple operatives
- Use a banksman when the delivery vehicle is reversing
- Ensure that materials are stacked on a level surface and never stack higher than three times the minimum base width" add below, barriers are placed around the storage area

Floor preparation and screeding

- The COSHH assessment and material safety data sheet will be briefed and signed as understood before work commences
- Thoroughly clean, and Hoover the area to be undertaken and remove debris from the floor
- Use ply sheeting or similar to even out discrepant surface levels and check against datum or level
- Check and survey site, layout marking and setting
- Operatives must wear suitable respiratory protective equipment with dust filter cartridges during this operation
- Into a clean bucket pour one unit of liquid and stir into it one unit of latex powder. The powder should be added at a steady rate, mixing briskly with a drill and whisk until a smooth creamy mixture is obtained
- Pour the mixed product onto the floor and float the product with a trowel at a thickness of 2-3mm
- Immediately after one mix has been poured and trowelled, pass a spiked roller consistently back and forth through the product to finish the application
- Once the latex is dry, lightly abrade using a 110v STR floor sander and 24grit sanding pad with added local exhaust ventilation system
- Vacuum all dust/debris from the floor and empty in site skips
- Remove units from the working area by hand to the designated waste point on site. Material is not considered hazardous when it is fully cured
- Cordon off the area until the supervisor has agreed that the screed is now safe to walk on

1.2.17 Paving and ground surface works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Initial surface works

- Confirm there are no buried services before beginning work, review services and utilities drawings and CAT scan
- Set up traffic management
- Set up fencing or barriers for exclusion and security of work
- Remove all weeds and other unwanted organic matter, along with topsoil
- Excavate the ground as necessary and prepare the ground surface with any soft spots excavated

- Lay and compress sub-base material with a compactor

Kerb and edging works

- Excavate existing kerbs or edgings using a compressor
- Deposit all excavated materials into the designated skips
- Lay out the bedding concrete and lay out the string line guide
- Place the edging or kerb on top of the concrete bedding, and tap down to the required level
- Surround the edging or kerbs with concrete

Laying blockwork paving

- Distribute the laying sand and rake out to level
- Compact the sand using a vibrating plate
- Lay out blocks safely and close to the working area
- Lay blockwork in a herringbone pattern
- Lay blockwork in a perpendicular/quilted pattern
- A mechanical block splitter is necessary when cutting blockwork pavers
- Compact blockwork pavers with a vibrating plate
- Sweep paving sand over the area then carry out another pass with the vibrating plate to ensure all voids are filled
- Clear and sweep all debris away

Laying tarmacadam

- Place a sub-base material and level out with shovels and/or rakes
- Compact the sub-base with a mechanical roller
- Compact the sub-base with a vibrating plate
- Check the accuracy of the sub-base layer at regular intervals with a level
- Binder course material must be delivered to the site in insulated wagons
- The wagon must empty bitmac into the paver machine whilst it progresses along its run
- Use the paver machine to spread and screed the bitmac in a level and continuous operation
- Load out the bitmac manually with barrows and rake it level
- Apply binder course and roll ground course
- Apply surface course

Completion and making good

- Clear the surface of all detritus, dregs, and bits of spilled or surplus bitmac
- Remove construction materials and plant
- Cover the haunching to edging kerbs with topsoil
- Remove traffic management and fencing

1.2.18 Landscaping

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Delivery of materials

- All materials and plant must be located in a temporary and protected area onsite
- Delivery of hardcore
- Delivery of topsoil
- Delivery of plant
- Delivery of plants and fauna

Earth moving

- Move the designated soil by hand and barrow
- An exclusion zone to be created around the work area using barriers and suitable warning signs, if impractical, a traffic banksman is to ensure public safety and safe movement of vehicles

- Follow the risk assessment for using vehicles onsite at all times
- Move the designated earth using a mechanical digger
- Move the designated earth using a vehicle
- Distribute earth over the designated area
- Compact with whacker plates

Planting

- Handle plants according to the manual handling instructions
- Site plants in their designated areas
- Lay plants in position and restore earth over holes
- Water the plants
- Hand over to the client

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1.4 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- CSCS certification
- Stepladder training
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training
- Installing edge protection
- Mobile Elevating Work Platforms (MEWPs): IPAF
- Installing and wearing harness systems (including rescue procedures)
- ECS certification
- JIB trade cards
- Test engineers hold City and Guilds 2391 certification
- All operatives are apprenticeship served electrical engineers
- All operatives are apprenticeship served plumbing engineers

1.5 Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- The Gas Safety (Management) Regulations 1996
- The Pipelines Safety Regulations 1996
- New Roads and Street Works Act 1991
- Electricity Safety Quality and Continuity Regulations 2002
- The Road Vehicles (Construction and Use) Regulations 1986 SI 1986/1078
- Supply of Machinery (Safety) Regulations 1992
- Fire and Rescue Services Act 2004
- The Hazardous Waste Regulations 2005
- The Pressure Systems Safety Regulations 2000
- Pressure Equipment Regulations 1999 (SI 1999/2001)

1.6 Method of access

- All operatives will be inducted by onsite supervisor.
- Access and egress routes will be detailed on site fire and emergency plan.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

1.7 Permit to dig

- The Permit to Dig should be used as an operational document, prepared by a responsible person who is familiar with the work procedures, the hazards involved and the precautions to be taken.
- Description of work to be carried out must be stipulated. The original Permit to Dig should be held by the responsible person and a copy carried by the supervisor and the operative undertaking the work. The Permit to Dig should provide a brief description only and provide reference to the associated Safe System of Work detailing the correct sequence of work, the precise way in which the work is to be done and the duties of all persons involved.. The supervisor must acquaint all relevant persons under his control of the Permit to Dig and instruct them accordingly.
- Service drawings and CAT equipment must be acquired and used to show the designated work area and any known or suspected positions of services. No work outside of the defined work area shown on the drawing is permitted.
- The following excavation assessment is made prior to works commencing: Is the excavation deeper than or likely to be deeper than 1.2mtrs in depth; Is there adequate trench support on site to proceed if required; Is adequate edge protection available; Does anybody need to enter the excavation, are there adequate access arrangements; Is there an area for the safe storage of excavated material; are services suitably protected and supported where required.
- For any mechanical excavation, the following must be adhered to: No mechanical or powered equipment will be used within 1M of any known service; A Banksman will be in attendance to check for underground service indicators; If there is any doubt that the work cannot proceed safely, works must stop and the site Management team consulted.
- Permit issue / authorisation: This section must be signed by the responsible person preparing the confirming that, having implemented all necessary precautions, the work can proceed.
- Permit acceptance: The must also be signed by the supervisor responsible for, and the operative undertaking, the work to signify that they understand the system of work and the precautions to be taken.
- Permit completion: This part to be completed by the supervisor, stating the date and time when the work has been completed or suspended and left in a safe condition. To include a check to ensure that any residual holes or excavations are guarded and signed where appropriate.
- Permit cancellation: Finally, this section of the permit to be countersigned by the responsible person and filed for record purposes.

1.8 Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- Hand tools
- Sawing tools
- Cutting tools
- Planing tools
- Shaping tools
- Drilling or boring tools
- Holding and clamping tools
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Stake driving tools
- Shovels
- Excavators
- Mixing tools and plant
- Barrows
- Pumps
- 3 phase 30hp floor saw
- Blade sizes @ 600mm & 800mm
- Hose pipe
- 3 phase leads
- 110v wet vacuum
- 110v leads
- Brokk 100 with hammer and bucket
- sawing tools
- cutting tools
- planing tools
- shaping tools
- drilling or boring tools
- holding and clamping tools
- Step ladders/access towers
- Insulated hand tools
- Digital volt/Ohm/Amp meter
- Pipe bender & cutter
- Insulated rubber mats and gloves
- Jig saw
- Cold cutter
- Cable jacks
- Lifter
- Pipe threading machine
- Digital Volt/Ohm/Amp meter
- Welding / arc tools
- Step ladders/hop ups/podium steps/access towers
- Mixing equipment or plant
- Concrete nailer
- Concrete driller
- Laser Level machine
- Plumbs
- Steel bench cutters

- Ceiling gun
- Steel square ruler
- Table tile saw (110v)
- Mechanical tile cutter
- Trowel
- Paint spraying machine
- Battery Drill
- Trowels
- Rollers
- SDS Drill 110v
- Floor Sander 110v
- Mixing tools (battery or 110v)
- Welding gun (110v)
- Transformers
- Task lights
- Paving machine
- Chain saws
- Cutters
- Mowers
- Wacker plates

Refer to risk assessment specific control measures for any tools & equipment.

1.9 Special permits

Any cutting of MDF may require a permit to work from site management, ensuring all cutting undertaken in a well ventilated area.

Permit to dig to be issued prior to breaking ground.

Working in confined spaces permit required before entering excavations.

A permit to work will be employed by the principal contractor or client before undertaking any works

Permit to work may be required to work in riser cupboards, isolations or working on live power, these and other permits to be organised with site management as needed.

- **Hot Works**

- Site operatives shall adhere to the principal contractors HWP requirements and fire watch policies
- Fire extinguishers used for hot works will be checked to ensure they are in date and have not been used
- Hot works permit needs to be issued for the following operations: welding, blazing, soldering, grinding and cutting, thawing pipes, the use of open flames, blow-lamps, and torches, using bitumen and tar boilers, the use of hot air blowers and lead heaters.
- Permits issued for the day/task will be returned to site management team when the work/task is finished or at the end of the day
- Correct PPE will be worn when carrying out hot work
- The work area is to be inspected for one hour after hot works take place, the permit signed to confirm the areas is safe and for cancellation and the permit returned to the principle contractor for closure
- The principal contractor will be the sole issuing authority for HWP
- The principal contractor will ensure all site operatives are aware of emergency procedures at site induction
- The principal contractor will make all site operatives aware of their basic requirements when undertaking Hot works which may include the following:
 - The user must comply with safe procedures and manufacturers instructions whilst undertaking hot works
 - Any areas where hot works are to be undertaken must ensure combustible materials, flammable liquids and gas cylinders are removed from immediate area
 - Fire extinguishers placed in local area of proposed hot works
 - Hot works area cordoned off and operatives told of immanent works
 - The user must not use an open flame whilst wearing clothing soiled with grease or flammable liquids
 - The user must not use open flame in an atmosphere containing flammable vapors, explosives, dust or in confined spaces such as tanks
 - The user must not use open flame in conditions where there are strong winds
 - The user must extinguish any open flame when not in use
 - The user and site supervisor should ensure of adequate ventilation to area

Any cutting of tiles may require a hot works permit from client or principal contractor

Permit to work may be required to work on an sloped areas with plant or machinery

1.10 General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.
- Always dispose of waste in accordance with principal contractor's environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

1.11 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with 'keep out' signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.
- Never climb into a skip.

1.12 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- Gas store will be in secure store fully vented and situated in a well-ventilated area preferably outside.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Hazardous waste (such as radiated waste and asbestos) is to be segregated from all other waste, bagged and stored within an exclusion zone. Only trained operatives issued with a permit to work are to enter areas containing hazardous waste.
- Consignment notices to be received upon removal, retained and copies provided to the principal contractor.

1.13 Hazardous Substances



Corrosive



Dangerous For The
Environment

1.14 Emergency procedures

- Copy of emergency procedures will be kept on Safety Notice Board.
- Any changes in emergency procedures will be communicated to site operatives.
- Refer to the names of Fire Marshals on site Safety Notice Board.

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

1.15 First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states “a first aid box with enough equipment to cope with the number of workers.....” add, “a first aid assessment to be completed to ensure suitable first aid provisions are available for the number of people and works taking place.”
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- **< 5:** At least one appointed person.
- **5–50:** At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- **More than 50:** At least one first-aider trained in FAW for every 50 people employed.

1.16 Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

1.17 PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Hearing Protection



Dust Mask



Half-masked
respirator



Face Shield



Safety Glasses



Safety Goggles



Protective Clothing



Fall Restraint



Knee Pads



Use a gas monitor



Long Sleeves and
Trousers



Fall Arrest System

1.18 Specific PPE requirements

- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.

1.19 Manual handling

Manual handling aids will be used if available

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

T - The Task

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

I - The Individual

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

L - The Load

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

E- The Environment

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

1.20 Covid-19 Management

Management controls

- Ensure a Covid risk assessment is completed in consultation with the workforce and displayed
- Ensure Covid risk assessment and safe systems of work are reviewed on a regular basis
- Ensure any vulnerable groups employed in the business have specific safe systems of work in place as required
- Communicate company operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience
- Ensure a method for tracking people movements in and out of the site / building and assist with government with test & trace requirements
- Consider whether high traffic areas require monitoring with dedicated marshals or champions. Assess whether lowering capacity within the workplace is required or possible
- Ensure there is a reporting mechanism for reporting incidents
- Ensure fixed teams are allocated where required to minimise interactions between staff
- Ensure the mental health of the workforce is monitored
- Remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours
- Monitor regional changes (England, Wales, Scotland and Ireland) to remain compliant
- Monitor where employees are travelling and follow any client restrictions in relation to visiting areas of the UK under different tiers (Tiers 1, 2, 3 compliance to be followed)

Guidance

- Please continue to follow your industry specific guidance notes
- Keep track of national and local government requirements
- If you are unsure, speak to your line manager or EHS competent person

1.21 Covid-19 Training

- Develop clear communication and training materials / resources for ensuring the workplace have Covid-19 awareness
- Assess what refresher covid training may be required with your workforce
- Raising a concern: Speak to your local H&S representative or company inhouse procedure for reporting incidents
- Consider whether any mental health first aiders or mental health awareness training is required across the workforce
- Where an employee assistance programme (EAP) is operated, ensure the workforce are aware and have access to it

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

2.0 Risk assessment

Document created: 15 Dec 20

Document updated: 15 Dec 20

Prepared by: Richard Quarmby (IOSH)

EG Eastland's

Location of works:

In the existing carpark of Asda Eastland's

Site address:

Aston New road

Manchester

M11 4BD

Project reference: 1212201101RJQ143

Client reference: Starbucks Eastlands

Client: Euro garages

Principal designer: Swan Ltd

Principal contractor: AKN Ltd

Start date and end date: 11/01/2021 to 21/03/2021

Example risk matrix



			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

2.1 Working outside

2.1.1 Task: Working outside

Hazard	Risk	Control measures	RR
Heatstroke/ sunburn	4	In advance of significantly hot weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In warmer months, sun-protective clothing," such as long sleeves and full length trousers"	5
	=		=
	20	A minimum of SFP30 sun cream will be provided for all operatives, where required, operatives are expected to re-apply it every 2-3 hours when working outdoors.	5
		Operatives are to take regular breaks, rehydrating and resting in the shade where possible.	

Persons at risk: All site operatives

2.1.2 Task: Working outside

Hazard	Risk	Control measures	RR
Cold weather	4	In advance of significantly cold weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In colder months, suitable warm clothes will be worn, suitable heating will be arranged within the welfare areas.	5
	=		=
	20	Operatives are to take regular breaks, drinking warm drinks and resting in the warmth.	5

Persons at risk: All site operatives

2.2 Delivery of materials

2.2.1 Task: Unloading of materials

Hazard	Risk	Control measures	RR
Falls from height or a back strain/injury during unloading	5	The delivery driver is to avoid manual handling beyond their capability, which they believe may cause injury.	1
	x		x
	4	The delivery driver is to ensure mechanical lifting aids (telehandler, pallet truck etc.) are used to offload materials wherever possible.	4
	=		=
	20	The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	4
		Materials are to be palletted and wrapped wherever possible.	
		The delivery driver is to ensure that delivery vehicles are loaded in the correct order of the deliveries so as to eliminate the need for re-stacking materials after the first delivery has been made.	
		No one is to enter the back of the vehicle unless suitable edge protection is in place to prevent a fall from height. Where suitable edge protection is unavailable, a restraint lanyard will be used to restrict access to any leading edges.	

Persons at risk: User

2.2.2 Task: Unloading materials

Hazard	Risk	Control measures	RR
Injuries from falling loads or the mechanical failure of a tail lift whilst unloading	5	The delivery driver is to take care of the security of the load when opening the doors or curtains.	1
	x		x
	4	The delivery vehicle door or curtains are only to be opened from the ground and no entry is to be made to the vehicle whilst the doors or curtains are open.	4
	=		=
	20	A tail lift is only to be operated under the manufacturer's recommended weight limits.	4
		A tail lift is only to be operated by those trained and assessed as competent to do so.	
		A tail lift is to be inspected as per the manufacturer's recommendations.	
		If operatives are manually unloading materials, items are to be positioned in the area required with the curtains/doors closed.	
		A tail lift may be used as an interim platform for loading/unloading.	
		The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	

Persons at risk: User

2.3 Working in noisy environments

2.3.1 Task: Working in a noisy environment or operating noisy plant

Hazard	Risk	Control measures	RR
Gradual or sudden noise exposure causing permanent hearing damage	4 x 4 = 16	All operatives are to be provided with information, instruction and training around working in noisy environments or operating noisy plant. Alternative processes, equipment and/or working methods which would make the work quieter are to be investigated before undertaking any works. The correct ear protection, such as ear plugs or defenders, is to be used in conjunction with any noisy plant or when operating near noisy areas. A suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated - is to be selected for the task. Screens, barriers, enclosures and absorbent materials are to be considered in order to reduce the noise further. The workplace is to be designed in such a way as to create quiet workstations. Operatives are to only be in noisy areas for a limited time. Exposure to noisy works is not to exceed 87 decibels for daily or weekly personal noise exposure; and 140 decibels for peak sound pressure. Health surveillance is to be provided to monitor noise exposure over the upper exposure action values.	1 x 4 = 4
Persons at risk: All site operatives			
Risk of injury or death due to interference with communications reducing people's awareness of their surroundings	3 x 5 = 15	Where warning sounds are used to avoid or alert to dangerous situations, the principal contractor shall make sounds clearly audible in the noisy environment. Any systems of work where safety relies on verbal communications are to be avoided where the levels of noise or the wearing hearing protection could lead to misunderstandings. Verbal communications should be replaced with visual and touch communication and/or other safe methods of communication implemented." When working around mobile machinery or traffic, operatives are to be extra careful of their surroundings and not select hearing protection devices that are totally isolating in nature.	1 x 5 = 5
Persons at risk: User			

2.4 Young people at work

2.4.1 Task: Young people at work

Hazard	Risk	Control measures	RR
Potential injuries or fatalities sustained from a young person having a lack of experience, being unaware of existing or potential risks and/or a lack of maturity	3 x 5 = 15	A separate young persons risk assessment will be completed, in co-ordination between the young person and the line manager The site foreman or the individual responsible for the health and safety onsite is to induct the young person, separately if needed. On top of the normal induction, specific reference is to be made to the layout of the workplace, the physical, biological and chemical agents the young person will be exposed to, manual handling procedures and how the work and processes are organised. The site foreman or the individual responsible for health and safety is to ensure the young person has an understanding of the hazards, risks and controls included in this risk assessment and method statement. A young person is to have tailored training before undertaking their work, where necessary, and are to be more closely supervised whilst undertaking their work. A young person is to be introduced to the worksite and any workers that may come into contact with the young person A young person is to have their progress continually reviewed to help identify if and where adjustments can be made to make their work safer. A young person is not to work from height unless they are under supervision and the risks have been assessed under the working from height risk assessment. A young people is not to operate any equipment or machinery unless supervised or specifically trained to undertake such work. High-risk plant or equipment should have an age limit applied where a serious risk to a young person is evident.	1 x 5 = 5

Persons at risk: User

2.5 Preventing slips, trips and falls

2.5.1 Task: Movement at height or on raised platforms

Hazard	Risk	Control measures	RR
Severe or fatal injuries caused by slips, trips and falls at height	4	All raised platforms will be erected by a trained and competent individual	1
	x		x
	5	Prior to use, all raised platforms will be inspected and tagged to display that the platform is safe to access.	5
	=		=
	20	All operatives working at height will receive working at height training.	5
		All raised platforms will have suitable edge protection including double guard rails and toe boards.	
		Ladders where required will be suitable installed and tied with ladder hatches/gates fitted to prevent falls from height.	
		All operative are to ensure good housekeeping onsite and 'clean as you go' is to implemented across the site.	
		All items on raised platforms are to be placed in a designated and safe area away from thoroughfares and edges of platforms.	
		Raised platforms are to be protected by cappings or fenced off to prevent entry into any risk area.	
		The correct PPE is to be worn at heights to prevent falling from height caused by slips, trips or falls.	

Persons at risk: All site operatives

2.5.2 Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	4	All operatives are to be shown the correct area for safe storage of materials onsite before works begin.	1
	x		x
	3	A clear working area is to be created onsite and operatives are to ensure that dustsheets, mats and other materials cannot slip or slide underfoot.	3
	=		=
	12	Potential slip/trip hazards are to be managed and removed as they arise and site management is to be notified if assistance is required.	3
		Operatives are not to carry items that will hinder the carrier's clear view.	
		All rubbish is to be removed from the site at scheduled times, organised by the site supervisor and in line with the site waste management plan.	

Persons at risk: All site operatives

2.6 Arrival & departure from site

2.6.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4 x 5 = 20	The prevailing site condition is to be checked and all deliveries are to be undertaken in a pre-determined safe area. No vehicles are to be parked or unloaded in the vicinity of overhead lines. If it is necessary for deliveries to be undertaken below overhead cables, the works and area are to be coordinated with either the local authority or the principal contractor. Sufficient protection is to be in place for workers and the public, together with ensuring safe working distances are achieved and goal posts are used where required.	1 x 5 = 5
Persons at risk: User			
Being crushed by a falling load, with potentially fatal injuries	5 x 5 = 25	Deliveries are to be taken in designated areas only. Other workers and the public are to be kept outside of the delivery area. Any machinery used for unloading is to be operated by trained personnel only and is to carry a through examination certificate for the lifting equipment (re-certificated every 12 months) and accessories (re-certificated every 6 months). There will be no walking/working beneath raised loads at any time. Unstable loads will be made safe prior to lifting At no point with the safe working load of the lifting equipment and accessories be exceeded Any items that could potentially be lifted by the wind are to be placed in designated anchor areas and/or weighted down. Ensure any equipment being used for unloading is not operated in overly windy conditions - operatives are to refer to the equipment or plant guidelines. Goods are to be placed on firm, level ground in designated areas. The height of the goods is to be kept to a minimum to prevent stack failure.	1 x 5 = 5
Persons at risk: All site operatives & public			
Muscle strains, sprains and injuries caused by lifting heavy loads	3 x 3 = 9	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling. Manual handling on stairs will be avoided, at no point will any loads be carried up ladders The correct lifting techniques are to be used. All operatives are to be trained in the safe method of lifting - refer to manual handling section in the attached method statement. A two-man lift is to be enforced for reaching or carrying heavier items.	1 x 3 = 3

Operatives are to split loads to make them lighter and safer to handle.

Although there is no universal safe maximum, mechanical aids are to be used when loads exceed 25kg per person or as referenced in the method statement.

Operatives are to be aware of handling large or bulky items (e.g. plasterboard) in windy conditions.

Persons at risk: User

Falls from vehicles - drivers may suffer serious, possibly fatal, injuries if they fall from the cab or trailer of a vehicle

3
x

Loading and unloading is to be planned.

5
=

Working on the bed of the trailer is to be avoided.

15

Suitable access equipment is to be used to access the trailer unit and drivers are to be trained how to use it safely.

Drivers are to be trained in the safe system of work for sheeting loads, e.g. the safe use of PPE.

Fall arrest equipment is to be inspected by a competent person prior to use.

Drivers are to be instructed not to walk backwards on the trailer or to jump from the cab/trailer.

Fixed steps and grab bars are to be used to allow drivers to access the cab safely.

Drivers are to be reminded of the need for good housekeeping in the trailer and cab.

Retrofit foldable steps are to be used to improve access to the trailer bed.

Operatives are to consider using other forms of access equipment where appropriate, e.g. mobile elevating working platforms (MEWPS) or podium steps.

1
x

5
=

5

Persons at risk: All site operatives

2.6.2 Task: Leaving vehicle

Hazard	Risk	Control measures	RR
Being struck by moving vehicles	4 x	All operatives are to park in designated areas.	1 x
	4 =	Site rules and authorised routes, provided by the client or principal contractor, are to be followed.	4 =
		All operatives are to wear hi-visibility jackets when leaving a vehicle.	
	16	All operatives are to sign in onsite.	4
		All operatives are to receive a site induction.	
		Banksman are to be used when vehicles are reversing.	

Persons at risk: All site operatives

2.6.3 Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5 x 4 = 20	All operatives and site visitors are to ensure they sign in when entering. Inductions are to be provided to all operatives and visitors before entering the worksite, individuals will be notified of the designated vehicle and pedestrian routes and site rules. Physical barriers such as stop blocks will be utilised to protect the pedestrian walking routes. Where there is a shared working area between individuals and vehicles, vehicle movements will only take place under the control of a trained and assessed as competent traffic marshal Operators/drivers are to adhere to the site speed limit at all times. At no point will the operator exceed the safe working load of the plant/ vehicle. All drivers and operators will be trained and assessed as competent for the equipment operated. The correct PPE is to be worn at all times. All operatives and visitors are to keep to pedestrian areas only. The use of crossover points is to be incorporated into the site plan by the principal contractor. All operatives are to be made aware of changes in the Site Traffic Management Plan as and when it is changed. All operatives and site visitors are to ensure they sign out when exiting the site. Operative and visitors are to watch out for other contractors leaving the area at the same time.	1 x 4 = 4
Persons at risk: All site operatives & public			

2.7 Working out of hours

2.7.1 Task: Working out of hours

Hazard	Risk	Control measures	RR
General injuries sustained whilst undertaking work out of hours and not receiving prompt help or response	4	Local procedures for out of hours working should be produced and communicated with all operative's, including signing in books, inductions, out of hours emergency procedures	1
	x		x
	3	Client or principal contractor will deem which activities can or can't be undertaken out of hours and the site supervisor will relay this to staff before undertaking any works.	3
	=		=
	12		3
		Authorisation for working out of hours to be given by the client or principal contractor	
		Only those with correct competencies will be able to undertake work i.e. young workers will need supervision, management are to ensure that workers do not exceed the hours set out in the working time directive	
		Young workers working hours will not exceed, 8 hours per day or 40 hours per week with a minimum of 12 hours consecutive rest hours between shifts and no night work	
		Working alone out of hours will typically be avoided, if required a lone working risk assessment will be undertaken	
		Atleast one operative to be supplied with a mobile phone in case of emergencies	
Persons at risk: All site operatives			

2.8 Working in occupied areas

2.8.1 Task: Working in areas of high volume of movement

Hazard	Risk	Control measures	RR
Collisions or falls from high traffic areas	3	Work areas to be visibly cordoned off and alternative routes marked	1
	x	Traffic management plan to be implemented, detailing the designated vehicle and pedestrian routes.	x
	3	Plant and vehicle movements will only be allowed under the direction of a traffic marshal	3
	=		=
	9	Pedestrian routes to be protected by fixed barriers such as stop blocks	3
Persons at risk: All site operatives			

2.9 Covid-19 Construction site

2.9.1 Task: COVID-19: Construction site

Hazard	Risk	Control measures	RR
Persons at particular risk	4 x 5 = 20	General note: anyone who has the following must follow self isolation rules and will not be allowed on site: A high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell; Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result; Has returned from a country that is not on the travel corridor list and is required to quarantine for 14 days; Contacted by the NHS Test & Trace Service This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME). This assessment also accepts that individual workers may be clinically or clinically extremely vulnerable in the future and should follow any future shielding advice given to them: Those that can work from home shall do so A specific assessment will be completed for those at increased risk to ensure they are not put at increased risk of infection. This will also be completed in accordance with Equality Act to ensure fair treatment to all employees Separate risk assessments shall continue to be completed for young persons and new / expectant mothers NHS Test & Trace system to be followed at all times The 'rule of 6 to be enforced	1 x 5 = 5
Persons at risk: User			
Suspected case whilst working on site	4 x 4 = 16	If a worker develops suspected COVID-19 symptoms the following should occur: 1) Worker to return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed	1 x 4 = 4

- 5) The test and trace service should be used and records maintained for a minimum of 21 days
- 6) The work area should receive deep cleaning and social distancing maintained. Please consult specific measures within the emergency incident part of this assessment
- 7) A single point of contact (SPOC) is to be nominated for liaising with the authorities

Persons at risk: User

General travel including foreign travel

4	Do not travel unless you cannot work from home	1
x	Do not visit site if you or your household is experiencing covid symptoms	x
4	Travelling abroad is reserved for essential works only. The government advice must be consulted and safe system of work implemented prior to travelling	4
=		=
16		4
	Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service	
	All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk	
	Public transport to be used as a last resort and wearing of face covering is mandatory	
	Where private hire or taxis are used - face covering is also mandatory	
	Where corporate vehicles are shared (such as minibuses), limit passengers, increase ventilation and cleaning regime, and have workers facing away from one another	
	Those travelling together should remain partnered to reduce staff rotation and wear face covering or increase ventilation	

Persons at risk: User

Access / egress to site

4	Where possible, please consider and implement the following practices:	1
x	Those advised to self isolate must continue to do so	x
4	Stop all non-essential visitors and reduce non-essential movement around sites	4
=		=
16	Log all visitors to site and retain the log for minimum of 21 days to comply with the test and trace scheme	4
	Introduce staggered start and finish times to reduce congestion and contact at all times	
	Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. You may need to lower capacity in common areas and continue to monitor high traffic flow	

areas

Remove or disable entry systems that require skin contact e.g. fingerprint scanners and look to increase cleaning or removal of common 'touch points' on site

Require all workers to wash or clean their hands before entering or leaving the site

Allow plenty of space (2m or 1m+ with precautions if safe to do so) between people waiting to enter site

Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times

Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible

Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials

Designate walking routes and one way systems with signage to help maintain social distancing

Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work

Continue to wear PPE in accordance with both site rules and your own task risk assessment.

Face covering to be worn for all clients and visitors to site

If face coverings are worn, they should be changed when damp or dirty and either washed in accordance with manufacturer instructions or responsibly disposed of

The rule of 6 and hands, face, space mantra are good general government guidance to follow at all times

Increase ventilation across site

Persons at risk: User

Inclement weather – cold temperature

2
x
2
=
4

All persons to dress appropriately for the weather
Welfare facilities provided to shelter from the elements
Maintain good hygiene measures at all times
PPE on individual issue basis and not to be shared

1
x
2
=
2

Persons at risk: User

Poor hygiene

4
x
4
=

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS
Avoid touching your face/eyes/nose/mouth with unwashed hands and

1
x
4
=

16

cover your cough or sneeze with a tissue then throw it in the bin.

4

Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site

Regularly clean the hand washing facilities and check soap and sanitiser levels

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently

Persons at risk: User

Canteen - exposure from large numbers of persons

4

x

4

=

16

The NHS QR code must be displayed in the canteen area for persons to log their visit to site

The workforce can stay on site once they have entered it and not use local shops to limit contact with others

Dedicated eating areas should be identified on site to reduce food waste and contamination

Break times should be staggered to reduce congestion and contact at all times

Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area

The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home

Workers should sit 2 metres apart from each other whilst eating and avoid all contact

Where catering is provided on site, it should provide pre-prepared and wrapped food only

Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced

Tables should be cleaned between each use

All rubbish should be put straight in the bin and not left for someone else to clear up

All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and

1

x

4

=

4

payment devices

Increase ventilation in common areas where possible

Persons at risk: All site operatives

Use of changing facilities, showers and drying rooms

4
x

Introduce staggered start and finish times to reduce congestion and contact at all times

1
x

4
=

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day

4
=

16

Consider increasing the number or size of facilities available on site if possible

4

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

Increase ventilation in areas and monitor areas, reminding persons to follow COVID-secure arrangements where non-compliance is observed

Persons at risk: User

Manual handling - dual lifting (risk of transmission)

4
x

Always consider if the task can be performed with one person using mechanical aid

1
x

4
=

Ensure the individual(s) are fit for work prior to commencing task

4
=

16

Break down the load where possible so that one person can comfortably carry

4

Assess your route so you can maintain 2m social distance whilst moving the load or 1m+ with additional measures however, this should be avoided

Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible

Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers

Where PPE is to be used, this is on an individual issue and items should not be shared

Persons at risk: User

Taking / accepting deliveries - contact with materials and persons (driver)

4
x

Review logistics plans to ensure safest routes have been identified including implementing one way systems

1
x

4
=

Maintain 2m social distancing when accepting materials (or 1m+ with extra precautions if deemed safe to do so)

4
=

16

Materials to be placed outside of sites to reduce exposure to drivers

4

Where 2 persons are required for regular deliveries, they should form a fixed partner arrangement to reduce job rotation

Review work programme to assess whether 'just in time' arrangements

can be made to prevent additional or unnecessary deliveries

Hand washing and sanitiser measures available to maintain good hygiene

Reusable delivery boxes to be regularly cleaned

Persons at risk: User

Working in local vicinity to construction workforce (maintaining 2m distancing)

4

x

4

=

16

Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas

Workers who are unwell with symptoms of Covid-19 should not attend the workplace

Work design to be reviewed regularly to identify any safer ways to move around site

Work programme to be reviewed to identify any work reordering that would limit exposure to others

Tasks are to be rearranged to enable them to be done by one person or a small number of persons without compromising safety measures

Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance

Avoid skin to skin and face to face contact

Stairs should be used in preference to lifts or hoists and consider one ways systems around construction sites

Consider alternative or additional mechanical aids to reduce worker interface

Reduce job and equipment rotation

Any additional Covid-19 measures specified by your Principal Contractor's site rules must be followed. Details of this shall be shared at site induction

Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)

Face coverings to be made available and worn in: an enclosed space; where social distancing isn't always possible; and where they come into contact with others they do not normally meet.

Any health concern to be raised immediately to line management / Principal Contractor

1

x

4

=

4

Persons at risk: All site operatives

Working within 2 metres of working team (1m+ with additional precautions)

4

x

4

=

16

Always consider if the task can be performed differently without having to breach the 2m. If this cannot be achieved, maintain 1m+ with additional covid secure arrangements such as increased ventilation, hand washing and face covering

Workers are to limit face to face working and work facing away from each other when possible

2

x

4

=

8

Limit the frequency of working within 2m and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins

Consider introducing an enhanced authorisation process (permit to work) for activities where social distancing is an issue

Provide additional supervision to monitor distancing and teams not to be rotated

Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task

All equipment to be thoroughly cleaned prior and after using it

Increased ventilation will be provided

Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than Covid-19 as there is limited evidence that the equipment will offer a high level of protection

Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination

Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places

Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor)

Persons at risk: User

First aid - including mental health

4

x

4

=

16

First aid contents to be monitored to ensure adequate supplies remain

First aid and cover arrangements to be reviewed

First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID (such as revised CPR methodology and increased sanitisation)

Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19

Mental health first aiders to be considered

Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support

Line management to regularly communicate to their team(s)

Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner

1

x

4

=

4

Persons at risk: User

Visiting client premises

4

x

If the visit can be completed remotely please continue to do so

1

x

	4	Do not travel if you are experiencing COVID symptoms or have been contacted by test & trace to isolate	4
	=		=
	16	Check beforehand that the client is still able to host a safe visit to their site	4
		Plan journey via safest accessible travel (walk, cycle, private transportation or public transport with face mask)	
		Ensure you receive verbal brief / induction to understand what COVID-secure arrangements to follow whilst visiting the premises	
		Maintain social distancing at all times	
		Use welfare facilities properly, maintaining good hygiene practice	
		Try to not share items with client (pens, notepads, laptops etc)	
		Staff are encouraged to have hand sanitiser available in case welfare supplies are not available	

Persons at risk: All site operatives & public

Emergency incidents (including COVID-related issues)	2	In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe	1
	x		x
	5	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands	5
	=		=
	10	First aider cover to be reviewed to ensure it remains suitable and that first aiders are aware of additional COVID precautions to take if attending to a casualty	5
		Specific cleaning procedure for responding to a suspected COVID case within the premises must be implemented and tested	
		A single point of contact (SPOC) must be nominated in the business who will liaise with the authorities (including Public Health England) to respond to covid related incidents	

Persons at risk: All site operatives

Stress	4	Remote staff to receive periodic contact via online team meeting or line management calls	1
	x		x
	4	Advise staff of technology apps that can assist with stress management	4
	=		=
	16	Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes (EAP)	4
		Stress assessments available from H&S / HR specialists	
		Offer flexible working arrangements where possible	
		Safe social interaction helps promote better mental health (rule of 6)	
		Offering advice around regular exercise will improve mental health	

Persons at risk: All site operatives

2.10 Circular saw benches

2.10.1 Task: Operating circular saw benches

Hazard	Risk	Control measures	RR
Inadequate or missing guards causing amputations or entanglement Punctures	5	Prior to use, all operatives will receive suitable information, instruction and training on the machinery.	1
	x		x
	5	Machinery will have a declaration of conformity and a CE mark	5
	=	Machinery to be used as is set out within the manufactures instructions.	=
	25	Machines are to be periodically checked, maintained and tested.	5
		Operators, at to wear suitable cut resistant gloves at all times whilst operating machinery	
		Suitable eyewear to be worn	
		All operators to be trained in safe use of machinery, manufacturers instructions and HSE WIS16 publication	
		Suitable top guards and riving knives should be fitted to all circular saw benches. It is vital that these are properly adjusted for each job being carried out	
		Machines should be fitted with a braking device that brings the blade to rest within 10 seconds	
		Never try to clean a running blade: stop the saw, remove the blade and use a suitable scraper to remove the resin	
		A means of electrical isolation using a fused switch-disconnector on or adjustment to the machine, and that it is controlled by a starter incorporating overload protection	
		A conveniently positioned mushroom headed stop button or other suitable control device that can quickly stop the machine in an emergency	
		Fixed guards, or alternatively interlocked guards that enclose the drive mechanisms	
		It should be possible to lock the machine 'off' when not in use	
		There should be sufficient space around the saw bench so that the timber can be handled safely	
		The riving knife should be securely fixed below the surface of the table	
		A 'push stick' should be used to push short work pieces into the machine	
		Suitable eye protection should be worn, long hair should be tied back and protected from entanglement	
		Saw blades should be of the correct pattern, sharp and distortion free	

Persons at risk: User

Wood dust causing serious respiratory disease	5	Saw benches should be fitted with effective local exhaust ventilation both above and below the table to control wood dust Cutting stations to be set up in an isolated and well ventilated area Suitable RPE, to be worn where dust cannot be effectively controlled	1
	x		x
	5		5
	=		=
	25		5

Persons at risk: All site operatives

2.10.2 Task: Workpiece support whilst operating circular saw

Hazard	Risk	Control measures	RR
Serious injury ,entanglement, amputation from not supporting workpiece effectively	5	Large workpieces should be supported using extension tables or roller supports at both the infeed and outfeed ends If there is a second operator at the outfeed end to remove cut pieces, the table should be extended so the distance between the saw blade spindle and the rear edge of the table is at least 1200 mm The second operator should always remain at the outfeed end of the extension and should not reach forward towards the saw. Although the riving knife reduces the risk of contact, it cannot prevent it At no point should any operator place their hands within any unprotected area within a close distance to the cutting blade. At no point should operatives attempt to cut inadequately supported materials.	1
	x		x
	5		5
	=		=
	25		5

Persons at risk: User

2.11 Planner and thicknesser

2.11.1 Task: Operating planner and thicknesser

Hazard	Risk	Control measures	RR
'Kick back' towards the operator and entanglement	4	A means of electrical isolation using a fused switch-disconnector on or adjustment to the machine, and that it is controlled by a starter incorporating overload protection.	1
	x		x
	4	A conveniently positioned mushroom headed stop button or other suitable control device that can quickly stop the machine in an emergency.	4
	=		=
	16		4
		Fixed guards, or alternatively interlocked guards that enclose the drive mechanisms	
		The upper part of the machine, including the infeed and outfeed rollers, should be guarded to prevent accidental access to the cutter block and feed rollers	
		It should be possible to lock the machine 'off' when not in use	
		A 'push stick' should be used to push short work pieces into the machine	
Persons at risk: User			

2.12 Mobile generator

2.12.1 Task: Positioning mobile generator

Hazard	Risk	Control measures	RR
Injuries sustained from slips, trips and falls or manual handling of mobile generator	4 x 3 = 12	Ensure the area around the generator is secure (exclude all movement) Operatives will receive suitable information instruction and training prior to manual handling Ensure competent person supervises or carries out all work Ensure generator is correctly sited and segregated from pedestrian walkway Ensure all cables leading from generator are safe Ensure area/route is free from obstruction before carrying out task Ensure all operatives are competent in manual handling techniques Liaise with other operatives and contractors on site Reduce handling by using mechanical means where practicable / two person lift Use protective gloves and foot protection when handling machinery Ensure to seek assistance when the load is beyond the capability of the operative, i.e. 'team handling' Consideration should be given to the size, surface texture or nature of the load, does the centre of gravity shift Ensure leads from generator do not create trip hazards	1 x 3 = 3

Persons at risk: All site operatives

2.12.2 Task: Operating or refueling mobile generator

Hazard	Risk	Control measures	RR
Injuries sustained from fire or fumes whilst operating or refuelling mobile generator	3 x 5 = 15	Exhaust to be checked at intervals and correctly sited to ensure good ventilation Generators will only be used in well ventilated areas, with adequate airflow, internal use will be avoided All operatives included will receive information and instruction regarding the location and correct use of the spill kit Suitable fire fighting equipment will be located at the refuelling point. Ensure to turn off generator before re-fuelling, and use funnel Ensure fuel for equipment is carried in an explosion proof and appropriate metal container which is secured in the transport vehicle Machine is to be fuelled away from the vehicle, visitors and members of the public Smoking is not permitted during refuelling and operation of this	1 x 5 = 5

equipment

Ensure fuel tank and cap is secure at all times

Caution shall be exercised to prevent overfilling and spillage, all spillages will be cleaned up immediately

Persons at risk: All site operatives

2.12.3 Task: Operating mobile generator

Hazard	Risk	Control measures	RR
Electrical shock whilst operating mobile generator	3	Ensure equipment is maintained and inspected before use	1
	x	Equipment to be operated by a competent person	x
	5	Ensure all cables leading from generator are safe, electrically tested and tagged	5
	=		=
	15		5

Persons at risk: All site operatives

2.13 Using road roller

2.13.1 Task: Operating or maintaining roller

Hazard	Risk	Control measures	RR
Catching of long hair, loose clothing or fingers in plant with rotating parts	3	No loose clothing or Jewellery to be worn, long hair to be tied up	1
	x	Only those with sufficient training can operate machinery	x
	4	Operatives to be aware of all the safety signs on the machine, follow all the safety instructions, including those for maintenance	4
	=		=
	12		4

Persons at risk: User

2.13.2 Task: Operating road roller

Hazard	Risk	Control measures	RR
Trapped or crushed persons under road roller	4	Refer to using vehicles onsite risk assessment for general controls of hazards when operating vehicles onsite	1
	x	Only a trained operative may operate a road roller	x
	5	Switch off road roller when not in use and apply brake	5
	=	Do not operate machinery close to buildings or other assets, finish edge work by hand	=
	20		5
		All site operatives to be inducted and trained in the risks associated with working near road rolling plant	
		Site supervisor to implement a safe and excluded working area whilst operating plant, a banksman to be used at all times where no exclusion zone can be created	
		Confirm location of bystanders at all times	

Persons at risk: All site operatives

2.14 Using fork lift trucks

2.14.1 Task: Operating fork lift trucks

Hazard	Risk	Control measures	RR
Injuries sustained from unsafe or unauthorised driving	5	Plant must be operated by trained and licensed persons only	1
	x	Keys to forklift must never be left in vehicle whilst unattended	x
	5	No persons shall use the plant as a means to raise or lowers persons, unless fully trained and using the correct equipment	5
	=		=
	25	Passengers will not be carried unless a passenger seat is fitted	5
Persons at risk: All site operatives			
Injuries sustained from using unsafe or non-maintained fork lift truck	4	Visually inspected before each use with recorded inspections made daily	1
	x		x
	4	Maintained in good physical condition, with materials in cabin kept to a minimum and good house keeping employed	4
	=		=
	16	As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months.	4
		Certificates of examination will be retained, and copies held on site	
		Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	
Persons at risk: User			
Collisions with pedestrians, operatives or other objects	4	Fork lift trucks to be operated on firm, level ground at all times	1
	x	Banksman to be used whenever fork lift truck is in operation, particularly when reversing	x
	5	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	5
	=		=
	20	Provide suitable traffic management system and record within a traffic management plan	5
		At all times the site speed limit will be adhered to	
		At no point will the Safe Working Load (SWL) be exceeded	
		Make sure the workplace is adequately lit where there is regular movement of vehicles, where pedestrians and vehicles circulate and cross and near buildings and plant	
		Operator to check that the load is secure before lifting and manoeuvring	
		The operator will travel with the forks lowered and the mast of forks titled back	
		When fitted, out-riggers should be used when lifting and lowering	
Persons at risk: All site operatives & public			

2.14.2 Task: Operating or refuelling fork lift with internal combustion engine

Hazard	Risk	Control measures	RR
Injuries sustained from fire or fumes whilst operating or refuelling fork lift truck	4	Exhaust to be checked at intervals and correctly sited to ensure good ventilation	1
	x		x
	4	Operatives are to read and understand the COSHH assessment	4
	=		=
	16	A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions	4
		Filter systems or catalytic converters will be fitted to exhausts where possible	
		Engines and exhaust filters to be regularly maintained and register kept onsite	
		Do not use lift trucks with internal combustion engines in confined spaces or where there is inadequate ventilation	
		If operating in suspected smaller or less ventilated area, monitoring of gases will be undertaken and COSHH assessment followed	
		Ensure to turn off fork lift truck before re-fuelling, and use funnel	
		Ensure fuel for equipment is carried in an explosion proof and appropriate metal container which is secured in the transport vehicle and/or appropriate COSHH locker	
		Machine is to be fuelled away from other vehicles	
		Smoking is not permitted during refuelling and operation of this equipment	
		Ensure fuel tank and cap is secure at all times	
		Caution shall be exercised to prevent overfilling and spillage, all spillages will be cleaned up immediately	
		All operatives included will receive information and instruction regarding the location and correct use of the spill kit	

Persons at risk: All site operatives

2.14.3 Task: Operating forklift with risk of the vehicle overturning or where protection to the user required

Hazard	Risk	Control measures	RR
Crushing injuries to user when operating forking with risk of overturning or trapping from falling objects	4	At no point will the Safe Working Load (SWL) be exceeded	1
	x		x
	4	Prior to all lifting operation, the load will be assessed to ensure it is adequately secured and stable	4
	=		=
	16	Counterbalanced trucks, rough-terrain trucks and side-loading trucks, one side only, must be fitted with an operator restraining system	4
		Where a restraining system cannot be fitted, and the risks are sufficiently high, it will be necessary to use another lift truck which has such a system	
		Any lift truck fitted with a roll-over protective structure (ROPS) to protect operators from the risk of injury resulting from 180° or more roll-over	

should be fitted with a restraining system

A falling object protective structure (FOPS) should be provided where there is a significant risk of falling materials endangering the operator

Persons at risk: User

2.14.4 Task: Use of pallet truck

Hazard	Risk	Control measures	RR
Any injury caused by the use of a pallet truck	3 x	Pallet trucks will only be operated by those trained and assessed as competent to do so	2 x
	3 =	Manufacturers instructions to be followed at all times and made available to operators and managers	3 =
	9	At no point will the Safe Working Load (SWL) be exceeded	6
		Prior to all manual handling operations, the task, load and environment will be assessed to ensure the load is adequately secured and stable and the environment is suitable for the use of pallet trucks	
		Ensure pre-user checks are carried out, checking controls, actions, wheels and hydraulic fluid	
		Ensure forks are pushed through as far as possible to avoid tipping	
		Do not lift forks more than necessary to avoid lateral tipping	
		Be aware of yours and other peoples feet when lowering load	

Persons at risk: All site operatives & public

2.14.5 Task: Parking fork lift truck

Hazard	Risk	Control measures	RR
Injuries caused by the use of a fork lift truck	3 x	The FLT/tele handler will be parked in a safe area and out of the way of other tasks	1 x
	3 =	The mast/forks tilted forward and the toes of the forks resting on the ground	3 =
	9	The parking brake applied and the engine switched off	3
		The key removed and returned to the appropriate place	

Persons at risk: All site operatives

2.15 Using hand tools

2.15.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4	Always choose the right tool for the job	1
	x	All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool	x
	2	Tools used shall have inherent safety features where possible, such as retractable blades for knives	2
	=		=
	8	Keep cutting tools sharp, so that they cut true without needing to be forced	2
		Tools should be checked regularly for damage and any item to be found damaged or defective taken out of use immediately	
		Guards to be used where available and never removed or adjusted from the intended position	
		All portable hand tools are to be used as per the manufacturers instruction	

Persons at risk: User

2.15.2 Task: Using retractable knife

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using retractable knife	4	Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knives with molded plastic guard or retractable blade	1
	x	Knives should be checked before use and fitted with a sharp blade before beginning work	x
	3	Knife to be stored in a safely away when not in use	3
	=	Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired	=
	12		3

Persons at risk: User

2.16 Using tipper lorries and lorry loaders

2.16.1 Task: Operating or manoeuvring tipper lorries and lorry loaders

Hazard	Risk	Control measures	RR
Overturning of rear-tipping lorries during tipping operations	4 x	Refer to using vehicles onsite risk assessment for general control of risks associated with operating or manoeuvring vehicles	1 x
	4 =	On unmade or uneven ground, tipper-trucks of Stability Category A or equivalent should be used	4 =
	16	When tipping, always tip on firm level ground, never tip on a slope or during high winds	4
		Ensure the load is evenly distributed in the body of the truck For articulated vehicles, ensure that the tractor is in line with the trailer body Ensure a competent signaller is on hand to supervise tipping operations Tip the load gradually so that it is discharged in a controlled manner Watch out for loads sticking, which could cause instability during tipping Lorry drivers should only stay in their cabs during loading operations if it is safe for them to do so	
Persons at risk: All site operatives			

2.17 Using site dumpers

2.17.1 Task: Operating or manoeuvring site dumpers

Hazard	Risk	Control measures	RR
Overturning of dumpers or falling into holes causing serious or fatal injuries to site operatives	5	Refer to using vehicles onsite risk assessment for general controls relating to operating and manoeuvring vehicles	1
	x		x
	5	At no point will the safe working load be exceeded	5
	=		=
	25	Driver to be made aware during induction of the differences in performance of site dumpers when loaded and unloaded, particularly speed, braking, and stability on slopes	5
		Driver will not drive on gradients in excess of those safe for the dumper (see manufacturer's instructions)	
		Only competent people to drive site dumpers	
		Stop clocks and adequate barriers and signage will be positioned around holes excavations and leading edged	
		Engine will not be left running when driver not in the vehicle	
		Wheel stops to be provided at the edges of excavations, pits, spoil heaps etc to prevent site dumpers falling when tipping; with the blocks positioned a sufficient distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse	
		Site dumper's controls will not be operated unless seated on the driving seat	
		Passengers will not be taken in vehicle unless purpose-built seats are provided	
		When manoeuvring on sloping ground, driver will operate with extreme caution and according to their training	
		Site dumper will be driven at appropriate speeds according to site conditions	
		Loading of materials will be undertaken on flat ground with brakes applied, and loads will be distributed evenly	
		Operator will ensure he or she will not be on the dumper when it is being loaded	
		Any loose loads which risk causing danger will be securely fixed	
		The vehicle will be stopped, taken out of gear and parking break applied before tipping loads	
		Site dumper will not be driven around with the skip in the vertical discharge position	
Persons at risk: All site operatives			

2.18 Using excavators

2.18.1 Task: Operating or manoeuvring excavators

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from excavators slewing around, reversing and moving around site	3	Refer to using vehicles onsite risk assessment for general controls of hazards	1
	x		x
	5	Excavators should be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine	5
	=		=
	15	People should be kept away from the areas of excavator operation by the provision of suitable barriers	5
		A signaller should be provided and in a safe position to direct the excavator's operation and any pedestrian movements	
		A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction	
Persons at risk: All site operatives			

2.19 Using vehicles onsite

2.19.1 Task: Operating or manoeuvring vehicles

Hazard	Risk	Control measures	RR
Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries	5	Drivers are to assess the work area prior to starting works, to identify services and structures	1
	x		x
	5	The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site	5
	=		=
	25		5
		Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing	
		Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area	
		Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles	
		Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle	
		Ensure everyone on site understands site rules on vehicle safety	
		Drivers and signallers need to be in constant communication during reversing operations	
		Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles	
		Ensure all vehicles on site are fitted with appropriate warning devices	
		Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles	
		All workers to wear high visibility vests at all times	
Persons at risk: All site operatives & public			
Striking services and obstructions causing serious injury site operatives	4	Any unsuitable vehicles entering site will be turned away	1
	x		x
	4	Relocate services or re-route traffic away from any obstructions or services	4
	=		=
	16		4
		Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services	
		Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas	

A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction

Persons at risk: All site operatives

Serious or fatal injuries to site operatives or public from a restricted traffic route visibility

4

x

5

=

20

Design corners with clear sight lines or provide one-way traffic routes

Where vision of traffic routes is restricted, vehicle and plant movement will only take place under the direction of trained and assessed as competent banksman

Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access

Warning signs to be provided in any place where difficulty of vision expected from a vehicle

Follow safe systems of work, eg traffic control and speed restriction

1

x

5

=

5

Persons at risk: All site operatives & public

2.19.2 Task: Operating or manoeuvring vehicles on steep gradient or near edges

Hazard	Risk	Control measures	RR
Overturning of vehicle or fall into holes after breaching its edges	3	Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients	1
	x		x
	5	Remove, or re-route traffic away from steep gradients and edges where possible	5
	=		=
	15	If possible, principal contractor to reduce gradients by levelling traffic routes	5
		Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions	
		Install protection to edges, eg stop blocks and warning signs etc	

Persons at risk: All site operatives

2.19.3 Task: Parking or securing vehicles

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from unintended vehicle movement	3	Only competent persons to drive vehicles	1
	x		x
	5	Provide site induction training about the site conditions and requirements when parking and operating vehicles	5
	=		=
	15	Only vehicles with appropriate braking systems should be selected for the work and environment onsite	5
		Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing	
		Instruct drivers to test brakes before operating vehicles	
		All vehicles to be parked on flat ground whenever possible, eys are to be removed from unattended vehicles at all times	

Chock wheels of vehicles and trailers as necessary when parked on sloping ground

Persons at risk: All site operatives & public

2.20 Using abrasive wheels

2.20.1 Task: Use of abrasive wheels

Hazard	Risk	Control measures	RR
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	5	Prior to use, all operatives will receive suitable information, instruction and training on the equipment used	1
	x		x
	3	Equipment will have a declaration of conformity and a CE mark	3
	=	Equipment to be used as is set out within the manufactures instructions	=
	15	Equipment is to be periodically checked, maintained and tested and visually inspected before use	3
		Only operatives with training and authorised to use abrasive wheel tools should undertake work	
		Correct PPE to be worn at all times when using abrasive wheels and or angle grinders, including safety goggles and gloves	
		Guard on abrasive wheel to be correctly adjusted to suit work position	
Persons at risk: User			
Damage to lungs through the inhalation of dust	4	Where possible, dust extraction to be used or abrasive wheel work to be undertaken in a well ventilated area	1
	x		x
	3	All operatives in the area to where correct PPE, masks may be required depending on the application	3
	=	Refer to HSE Construction Information Sheets 36, 54 for further dust control information if necessary	=
	12		3
Persons at risk: User			
Injuries sustained from the use of noisy equipment	5	Designated area for abrasive wheel cutting/grinding to be used where possible	1
	x		x
	3	When cutting in situ, area to be cleared of personnel or provided with hearing protection	3
	=		=
	15	Hearing protection to be worn by operative at all times	3
Persons at risk: All site operatives			
Injuries sustained from equipment vibration	4	Use in compliance with Control of Vibration at Work Regulations 2005	1
	x	Gloves to be worn at all times by operatives	x
	3	Working in short stints with breaks in-between to be applied	3
	=	See vibration risk assessment if sustained use of vibration equipment necessary	=
	12		3
		Use will be monitored to ensure action limit values are not exceeded	
		Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment	

All operatives are to receive a briefing on the exposure action values and limit values for the equipment used

Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind

Persons at risk: User

Possible fire from sparks emanating from abrasive cutting tools	4	A hot works permit shall be applied for as necessary, details of safe work to be provided by principal contractor	1
	x		x
	3	Site management will ensure operation of abrasive wheels will be isolated from flammable materials. If unavoidable, ensure flammable materials are covered with flame retardant cover	3
	=		=
	12	Suitable fire extinguisher for type of flammable materials to be supplied	3
		Ensure any petrol operated machines do not leak	
		Switch off petrol operated machines before refuelling	

Persons at risk: All site operatives

Entanglement of clothing or hair whilst using abrasive wheel	5		1
	x	User not to wear loose clothing or jewellery	x
	3	If operative has long hair, ensure hair is tied back	3
	=		=
	15		3

Persons at risk: User

2.20.2 Task: Replacing abrasive wheels

Hazard	Risk	Control measures	RR
Possible injuries sustained from replacing wheels	4	Only operative's trained in the safe use of abrasive wheels are to change or operate abrasive wheels	1
	x		x
	2	Abrasive wheels should be changed as per the manufacturers instructions	2
	=		=
	8	Only suitable blades as detailed within the manufacturers instructions should be used	2

Persons at risk: User

2.21 Using disc cutters

2.21.1 Task: Operating petrol disc cutters or cut off saws

Hazard	Risk	Control measures	RR
Inhalation of respirable crystalline silica (RCS) causing silicosis, chronic obstructive pulmonary disease (COPD) or lung cancer	5 x 5 = 25	Operate machinery in a well ventilated and cordoned off area Attach water hose to cut-off saw and use as suppression during cutting A dust mask with respirator with an assigned protection factor of 20 must be worn at all times	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained from using faulty equipment	4 x 4 = 16	Only a trained operative may use a cut-off saw or disc cutter Where damage and/or defects are identified, equipment will be taken out of use Equipment is to be visually inspected prior to use checking for damage and defects Ensure machinery is inspected regular and tracked in a log Ensure cutting disks are replaced when worn by a trained operative	1 x 4 = 4
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with training and authorised to use cut of saws should undertake work Guard on cutting wheel to be correctly adjusted to suit work position Equipment will only be used as described within the manufacturers instructions Suitable eye protection will be worn at all times	1 x 3 = 3
Persons at risk: User			
Hearing damage sustained from the use of cut off saws or disk cutters	5 x 3 = 15	Designated area for cutting to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by user at all times	1 x 3 = 3
Persons at risk: User			
Injuries sustained from equipment vibration	4 x 3 =	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment	1 x 3 =

12

necessary

3

Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment

All operatives are to receive a briefing on the exposure action values and limit values for the equipment used.

Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind.

Persons at risk: User

Entanglement of clothing or hair whilst using abrasive wheel

3

x

User not to wear loose clothing or jewellery

4

=

If operative has long hair, ensure hair is tied back

12

1

x

4

=

4

Persons at risk: User

2.21.2 Task: Fuelling cut off saw or disc cutters (petrol two stroke oil)

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosion	4	Operatives are to read and understand the COSHH assessment	1
	x	A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions	x
	4	No smoking onsite unless in designated areas	4
	=	Ensure fuelling site is shaded and away from any possible ignition source	=
	16	Keep fuel in correct sealed containers	4
		When refuelling, ensure saw fuel cap is replaced securely	
		All operatives included will receive information and instruction regarding the location and correct use of the spill kit	

Persons at risk: User

2.22 Using vibrating machinery

2.22.1 Task: Using vibrating machinery

Hazard	Risk	Control measures	RR
Serious injuries like hand-arm vibration syndrome caused by the extended use of vibrating machinery	5 x	Where possible, try eliminate or reduce exposure to the lowest reasonably practicable level	1 x
	4 =	Consult supervisor and employees for extent of use with vibrating machinery	4 =
	20	All workers should have sufficient training and competency in using vibrating machinery	4
		A list of all vibrating equipment that could pose a risk should be collated in the 'tools and equipment' section of the method statement with info on each item including make, model, power, vibration risks, vibration information etc.	
		A list of all employees using equipment should be made and what jobs they will be undertaking with the vibration equipment in the 'description' section of the method statement	
		Make an assessment of how long employees hands are in contact with equipment while its vibrating, ask employees which equipment seems to have high vibration and note other sources of difficulty using equipment in the 'manual handling' section of the method statement	
		Any vibrating activities should be grouped according to whether they are high, medium or low risk	
		High risk (above ELV) activities could include using hammer action tools for more than about one hour per day or some rotary and other action tools for more than about four hours per day	
		Medium risk (above the EAV) activities could include hammer action tools for more than about 15 minutes per day or some rotary and other action tools for more than about one hour per day	
		Ensure employees are not exposed above the ELV If they are, take immediate action to prevent recurrence	
		Where exposure still remains above EAV implement health surveillance and make available job rotation to limit excessive exposure	
Persons at risk: User			
Whole body vibration	4 x	Chose work equipment with the appropriate design that can help to eliminate vibrations by looking at: the different vibration emissions, if the machine can be operated without stretching and twisting, ease of getting in and out of the machine with minimal climbing or jumping,	1 x
	4 =	access to manually loaded areas should be unimpeded by the machinery and involve minimal lifting, provide adequate break times, space and facilities for rest	4 =
	16	Choose suitable seats and tyres for the activity	4

Maintain vehicles including seat and suspension

Keep record of unmade roads and ground conditions on the site to know which machines will be suitable for the conditions to reduce shocks and jolts

Design sites to reduce need to transport materials

Provide suitable and sufficient training

Limit duration and magnitude with all reasonable steps to reduce vibration magnitude acknowledging that there is no PPE for whole body vibration

Ensure adequate rest periods

Protect employees from cold and damp

Reduce exposure below the exposure limit value all measures must be design to prevent this level of exposure- if exceeded measure must be implemented to reduce exposure and identify the reason

Persons at risk: User

2.23 Using portable power tools

2.23.1 Task: Using portable power tools

Hazard	Risk	Control measures	RR
Electrocution causing serious or fatal injuries whilst using portable power tools	3 x 5 = 15	Only 110v or battery operated equipment to be used Electric equipment to be kept dry and stored in toolbox to protect from damp and damage Visual inspection prior to use, plugs, leads, power supply (transformer), insulation, switches, RCD(if used), signs of burns, casing, loose parts Damaged or defective equipment including leads to be replaced immediately or fixed by competent person Electrical equipment must not to be tampered with, anything showing evidence of tampering must not be used until tested by a professional Electrical equipment to be PAT tested	1 x 5 = 5
Persons at risk: User			
Hearing loss to site operatives working near noisy power tools	3 x 2 = 6	All operatives trained in risks of noise exposure Suitable hearing protectors should be provided for operatives and any surrounding workers Use low-noise tooling where possible Operatives and the supervisors are to co-ordinate with other workers in the area to ensure that works taking place do not impact one another's safety, where unavoidable operatives working nearby noisy works will be provided with suitable hearing protection.	1 x 2 = 2
Persons at risk: All site operatives			
Serious cuts, injuries or amputations to body parts from the incorrect use of cutting tools	3 x 5 = 15	All operatives to be trained in the safe usage of power tools Always choose the right tool for the job Ensure all portable tools are set up correctly and securely fastened to worktops as per product specifications Ensure any portable tools that are set up, are in a designated safe area avoiding thoroughfare of other workers or vehicles All cutting tools to have safety guards incorporated, fastened securely and regularly checked and maintained Ensure no loose clothing is worn in the vicinity of cutting, and gloves are worn at all time	1 x 5 = 5
Persons at risk: User			

2.24 Using telehandlers

2.24.1 Task: Operating telehandler around people

Hazard	Risk	Control measures	RR
Telehandler chassis, boom or moving load striking people in area	4 x	Public excluded from secure site	1 x
	5 =	Segregate telehandler and personnel where possible	5 =
	20	Ensure telehandler has adequate vision aids such as rear-view mirrors, and cctv	5
		If necessary establish effective exclusion zone in conjunction with Principal Contractor	5
		All personnel to wear high visibility clothing	
		Ensure personnel are fully briefed on need to keep clear of load during lifting and telehandler during travelling	
		Ensure telehandler is made secure from unauthorised access or operation	
		Use of plant and lifting equipment near walking routes and where there is no clear segregation is to be directed by a trained and assessed as competent banksman at all times	
		Operators to adhere to the site speed limit at all times	
		At no point will the safe working load be exceeded	
		All operatives working in close proximity to plant and within the exclusion zone, to be briefed on the operators blind spots and safe working distances	
		Where required warning systems such as beacons and sirens to be fitted	

Persons at risk: All site operatives

2.24.2 Task: Operating telehandler under stability concerns

Hazard	Risk	Control measures	RR
Ground unable to support telehandler	4 x	Establish presence of voids/underground services with Principal Contractor	1 x
	4 =	Assess the ground conditions and establish whether it is safe to operate in the area	4 =
	16	If required, Supervisor to check that mats supplied match those specified in Method Statement and are suitable to support/disperse the load	4
		Any voids identified should be adequately demarked with barriers and warning signs to exclude plant access until suitable control measures can be implemented	
		Stabilizer mats to be used as required	

Persons at risk: All site operatives

Telehandler overloaded	4		1
	x	Ensure weight of load is known and accurate	x
	5	Telehandler operator to have proof of competence	5
	=		=
	20		5

Persons at risk: All site operatives

Telehandler failure	4		1
	x	Ensure telehandler has been adequately maintained, pre-use checks carried out and has current report of thorough examination	x
	3		3
	=		=
	12		3

Persons at risk: All site operatives

2.24.3 Task: Movement of load

Hazard	Risk	Control measures	RR
Load or telehandler structure collides with overhead obstacles	4	Route to be planned and overhead obstacles marked with goal posts and signs	1
	x		x
	4	Boom to remain as low as practicable at all times	4
	=	Operator and banksman to be advised of any overhead risks	=
	16		4

Persons at risk: All site operatives

Load collides with other plant - cranes, excavators etc	4		1
	x	Establish effective exclusion zone	x
	5	Ensure that the safe systems of work for other plant in the vicinity address this hazard	5
	=		=
	20		5

Persons at risk: All site operatives

Telehandler boom comes within arcing distance of overhead lines	4		1
	x	Establish presence or otherwise of overhead lines.If present arrange for isolation or position telehandler boom/load outside minimum safe approach distance	x
	5		5
	=		=
	20		5

Persons at risk: All site operatives

Loose parts on load may fall	4		1
	x	Inspect load for lose objects prior to lift and secure/remove loose items	x
	5	All personnel to wear hard hats	5
	=		=
	20		5

Persons at risk: All site operatives

2.24.4 Task: Environmental conditions

Hazard	Risk	Control measures	RR
Telehandler becomes unstable when lifting loads with large wind area	4		1
	x	Wind speed to be checked with hand held anemometer by Supervisor before lift starts. Lift to be aborted if wind speed exceeds 15 mph	x
	5		5
	=		=
	20		5

Persons at risk: All site operatives

2.25 Moving of general materials of normal size and shape

2.25.1 Task: Moving of materials of a regular shape and size

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of materials with a regular shape and size	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3
Persons at risk: User			

2.26 Site surveying

2.26.1 Task: Accessing site for surveying

Hazard	Risk	Control measures	RR
Injury from falling	3	Access to buildings to have been pre-arranged before site work begins.	1
	x	The	x
	4	surveyor is to ascertain at the time of survey whether access is safe or unsafe.	4
	=		=
	12	All site operatives to attend site induction by principal contractor to be informed of safe working conditions onsite.	4
		Do not enter buildings/rooms where there is risk of falling debris or weak flooring.	
		Hazard awareness in place to look for slip / trip hazards; point of work risk assessment completed to ensure all hazards have been accounted for; preferably work to take place as a team / with your host to eliminate lone worker and be under the knowledge of someone who is familiar with site	

Persons at risk: User

2.26.2 Task: Working in inclement weather

Hazard	Risk	Control measures	RR
Exposure or hypothermia from working outside	3	Staff will wear hi-vis vests for the duration of the survey.	1
	x	In cold weather staff are to dress accordingly.	x
	4	Welfare areas to be used to warm up; hot drinks to be consumed in welfare areas	4
	=		=
	12		4

Persons at risk: User

2.27 Installing heras fencing

2.27.1 Task: Installing heras fencing

Hazard	Risk	Control measures	RR
Trips or striking injuries sustained from improper installation of heras fencing	3	Once heras fencing delivered, check panels for integrity, any damaged panels are to be quarantined and removed from site	1
	x		x
	5	Fence footings then fencing panel will be installed in sequential order to avoid tripping over footings	5
	=		=
	15	All fence panels to be lifted by way of two man lift or by mechanical means	5
		All operatives to wear correct PPE including gloves, steel cap boots and hard hats	
		Fencing line will be double clipped	
		Braces to be used over uneven ground or where fence panels are erected in long line	
		Gated sections will be installed to allow for regular access and egress into the working area	
		Heras fencing to be weighted where high winds have been evaluated.	
Persons at risk: All site operatives & public			

2.28 Avoiding buried services

2.28.1 Task: Carrying out work on or near underground services

Hazard	Risk	Control measures	RR
Severe or potentially fatal burns to the hands, face and body caused by the explosive effects of arcing current when a live cable is penetrated by a sharp object such as the point of a tool	5 x 5 = 25	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely Obtain service drawings from utilities companies or client with relevant information about the site Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area Allow sufficient time and provide sufficient resource to do the work safely Avoid using hand-held power tools over the buried electrical cables, never assume depths; you may find cables at shallower depths than 450mm Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations If cable is struck with a mechanical digger, drivers should be instructed to stay in the cab Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground HSG 47 document to be followed; permit to work process to be followed at all times Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services.	1 x 5 = 5
Persons at risk: User			
Damage to gas pipes and connections causing leaks resulting in fire or explosion	5 x 5 = 25	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely Obtain the most recent service drawings from utilities companies or client with relevant information about the site Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient	1 x 5 = 5

Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area

Allow sufficient time and provide sufficient resource to do the work safely

Locate PE gas pipes by hand digging before mechanical excavation begins, do not use mechanical excavators within 500 mm of a gas pipe

Mechanical excavation around gas services should be carefully managed and planned and only used where hand tools are not sufficient

When mechanical excavation is undertaken, another person should assist the excavator driver, from a position where they can safely see into the excavation and warn the driver of any services or other obstacles

Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables

Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations

Where striking of gas supply has taken place, prohibit smoking, and extinguish all naked flames and other sources of ignition within at least 5 m of the leak, evacuate everyone from the immediate vicinity, warn the occupants to leave the building, and any adjoining building, inform the gas distribution network operator

Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground

HSG 47 document to be followed; permit to work process to be followed at all times

Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services

Persons at risk: All site operatives & public

Damage to surrounding property and financial losses when striking a water supply pipe

4
x
3
=
12

Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely

Where work is carried out near water mains, obtain plans from the relevant water company and use a pipe locator

Plastic pipes will not be detectable by most detecting devices, therefore follow safe digging practices, using hand tools as far as practicable

At bends in mains, concrete thrust blocks may be used, under no circumstances will thrust blocks or the ground supporting them be disturbed

Support exposed water pipes, as necessary, and use the correct method of backfilling

If a water pipe or its wrapping is damaged, inform the relevant water company or water authority – and the owners of any other underground

1
x
3
=
3

services which may be affected – immediately.

Never make unauthorised repairs.

Spill kits to be used and to contact water company for emergency isolation

Persons at risk: User

2.28.2 Task: Contact with service

Hazard	Risk	Control measures	RR
Delay calling correct services if contacted, causing further damages to persons or property	5 x 5 = 25	For gas/electric - evacuate the trench and keep all persons well back, extinguish all flames and cigarettes, call the gas/electric company immediately, warn adjacent residents/occupiers if necessary, inform principal contractor and other necessary company supervisors lastly. Network operator to be informed immediately and only to fight fire if safe to do so. Site emergency plans to be followed at all times and arrangements tested for effectiveness In the event of injury or explosion, call the emergency services on 999. For water - contain the water in the trench if possible or divert to a safe point e.g. a gully. Inform the water company and inform principal contractor and other necessary company supervisors lastly.	1 x 5 = 5

Persons at risk: All site operatives & public

2.29 Excavation

2.29.1 Task: Excavation of soil

Hazard	Risk	Control measures	RR
Soil collapse from excavation, fatally trapping workers	5	Provide ground condition reports to all contractors making them aware of conditions	1
	x		x
	5	Provide information on underground structures, water courses and location of existing services to all contractors involved	5
	=		=
	25	Ensure safe access and egress provided to all excavation with secured ladder or steps extending allowing for 1 meter above excavation for safe egress/access	5
		Shore or step excavations, and ensure all materials are available onsite before works starts - don't assume ground will stand unsupported	
		Make sure any adjacent structures are not undermined – dig well away from them	
		Undertake battering of excavation sides to a safe angle of repose as needed - the angle of slope should be less than the natural angle of repose of the material being excavated, in wet ground a considerably flatter slope will be required	
		Support the excavation as work proceeds	
		Check the excavation each day before work starts and after any event that may affect its stability – eg a fall of material or poor weather. Keep records so people can be sure it is safe for work to continue	
		Excavations to be placed onto temporary works register and temporary works	
		Coordinator / Supervisor (TWC / TWS) to ensure safe systems of work are in place; sloping, benching, shoring and shielding (e.g. trench boxes) to be considered	

Persons at risk: User

2.29.2 Task: Movement of plant above excavation

Hazard	Risk	Control measures	RR
Surcharging of soil and collapse of excavations trapping or pulling in workers to excavation	4	Vehicle routes to be planned out before works are undertaken, and suitable barriers installed to maintain a safe distance from the excavation edge	1
	x		x
	5	Horizontal loads should be assessed by a competent person and the excavation supports that are installed should be designed to resist them	5
	=		=
	20	Spoil from excavations to be placed away from the side of an excavation by a distance of 1.5 m. Where the excavation depth exceeds 1.5m, this distance needs to equal the depth of the excavation	5
		If any boulders present in spoil, these are to be pushed into the spoil heap with the excavator bucket	

Temporary support shall be strengthened where buildings and other structures will create a surcharge, to take account of the additional loading to the ground

Additional temporary support is provided for work on sloping sites where there is surcharging on the uphill side of the excavation

Persons at risk: All site operatives

2.29.3 Task: Working within excavations

Hazard	Risk	Control measures	RR
Falling or dislodging material causing injuries to site staff	5	Head protection to be worn at all times	1
	x	Install edge protection including toeboards, projecting trench sheets or box sides to protect against falling materials	x
	3	Check excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls, and seek guidance from an engineer whether extra support for any nearby structures is needed	3
	=		=
	15	Do not park plant and vehicles close to the sides of excavations, these extra loadings can make the sides of excavations more likely to collapse 02 monitoring equipment to be used as required Full safe system of work to be implemented including confined spaces permit and emergency escape plan Team to be trained in confined space awareness / management	3

Persons at risk: All site operatives

Asphyxiation caused by contamination of oxygen	4	Excavations are considered a confined space, and risk assessment shall be undertaken when planning to work within excavations that test for low oxygen, toxic gases, and hazardous fumes	1
	x		x
	5	Any plant being used for or near excavations shall be positioned away to ensure diesel fumes do not flow down into excavation pit whilst workers are working within excavations	5
	=		=
	20		5

Persons at risk: All site operatives

2.29.4 Task: Movement above excavation

Hazard	Risk	Control measures	RR
Site staff falling into excavations suffering serious injuries	5	Edges of excavations to be protected with substantial barriers where people are liable to fall into them	1
	x	Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or	x
	4	fabricated guard rail assemblies that connect to the sides of the trench box; or	4
	=	the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth	=
	20		4

Persons at risk: All site operatives

2.30 Safe storage of steel

2.30.1 Task: Safe storage of steel

Hazard	Risk	Control measures	RR
Injuries caused by being struck or crushed by moving steel stock	4 x	Stock should be stored and stacked so that it is not likely to fall or move and cause injury	1 x
	5 =	Any storage racking used is to be SEMA certified as required and operatives to be briefed on safe stacking of materials	5 =
	20	Likely damage, for example from lift trucks, should be taken into consideration when installing any storage racking, and must be properly installed, regularly inspected, maintained and safely used	5

Persons at risk: All site operatives

2.31 Using air hammers

2.31.1 Task: Using air hammers

Hazard	Risk	Control measures	RR
Hearing loss / damage from equipment noise	5 x 3 = 15	Maintain a 15m-exclusion zone as noted above. Operatives must wear ear defenders at all times. Keep access doors on the compressor shut Safe havens to be utilised for rest periods (e.g. welfare facilities on site) Health surveillance in place (e.g. audiometry testing); mandated hearing protection to be worn above 85 DB(A), exposure levels monitored and recorded daily Job rotation encouraged to reduce risk to an individual	1 x 3 = 3
Persons at risk: All site operatives			
Fracture and/or failure of components	5 x 4 = 20	Inspect the hammer regularly, look particularly for cracking to the anvil and anvil retaining stops. Ensure operator is trained and competent and is familiar with the suppliers operating controls and instructions. The hammer should never be run off the pile. The operator should ensure that the supporting chain remains slack whilst the pile is being driven down Equipment to be inspected and serviced by competent person in accordance with manufacturer instructions Correct equipment should be selected for the task pre use inspection to be carried out to assist with early fault finding	1 x 4 = 4
Persons at risk: All site operatives			
Explosion / fire hazard from emitted oil mist. Injury from contact with oil mist under pressure	5 x 5 = 25	Correct airline oil lubrication should be maintained. Maintain the personnel exclusion zone when the hammer is operating. Do not stand directly in line with the exhaust ports Correct fitting of the oil lubricator is essential – refer to suppliers operating instructions. Equipment should be inspected at the start of each shift or if the operator a oil mist leak is occurring during piling operations	1 x 5 = 5
Persons at risk: All site operatives			
Injury from contact with / use of compressed air	5 x 4	Ensure all hoses couplings and clamps are regularly inspected and in good order. Switch off compressor and decompress prior to removing hoses.	1 x 4

	=	Operate according to instructions in the operator’s manual for the compressor.	=
	20		4
		Use hose retainers to avoid whiplash if hose ruptures during use	

Persons at risk: All site operatives

Injury from falling components	5		1
	x		x
	5	Maintain 15m exclusion zone when hammer is operating	5
	=		=
	25		5

Persons at risk: All site operatives

2.32 Vibratory hammers

2.32.1 Task: Using vibratory hammers

Hazard	Risk	Control measures	RR
Crushing hazard	4 x 4 = 16	Keep hands clear of the clamping mechanism Equipment only to be used by competent person Suitable hand protection to be worn	1 x 4 = 4
Persons at risk: User			
Pile falling from clamp	5 x 5 = 25	Ensure operator is trained and competent and familiar with the operational controls of the specific equipment in use. Ensure that the hydraulic hoses are in good condition. Ensure that the correct safety chain is fitted and is within certification and of sufficient capacity for the pile being lifted. Ensure that the retainer works correctly and is used at all times. Operatives should as far as is reasonably practicable stand clear from the slung pile whilst it is being traversed into position.	1 x 5 = 5
Persons at risk: All site operatives			
Hearing loss / damage from equipment noise	5 x 3 = 15	Operatives must wear ear defenders at all times. Maintain 15m-exclusion zone. If power-packs are insulated for sound, keep access doors shut. Equipment maintained to optimum operation in accordance with manufacturer instructions Job rotation encouraged to reduce risk to an individual Exclusion zones erected as required to reduce noise risk to others Noise exposure monitored and recorded; health surveillance in place	1 x 3 = 3
Persons at risk: All site operatives			
Vibration of equipment	5 x	Maintain a 15m-exclusion zone. Use high frequency or resonant free type vibrators	1 x

	4 = 20	Equipment maintained to optimum operation in accordance with manufacture instructions Vibration monitoring completed to ensure excess exposure does not occur, job rotation encouraged, rest breaks provided Procurement policy in place to acquire less hazardous tools	4 = 4
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Persons at risk: All site operatives

High pressure fluid injection	4 x 5 = 20	Ensure all hydraulic hoses and fittings are in good condition. Fit burst protection guards to hoses. PPE should be worn at all times. Equipment should be inspected at the start of each shift or if the operator suspects that the hoses have become snagged during piling operations.	1 x 5 = 5
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Persons at risk: All site operatives

Failure of swivel components	5 x 4 = 20	Regular inspections of the swivel connection including all pins and retaining clips should be carried out.	1 x 4 = 4
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Persons at risk: All site operatives

2.33 Using concrete blocks

2.33.1 Task: Moving blocks around site to load out

Hazard	Risk	Control measures	RR
Strains from weight of Blocks or falls from height	3	Depending on size of the blocks, separate if required to reduce weight	1
	x	Ensure the loads are mechanically loaded as near to work point as possible	x
	3	Ensure either safety netting or air bags are placed in the void below the work area	3
	=		=
	9	Stop work in severe weather or when you think conditions become unsafe and consult management	3

Persons at risk: User

2.33.2 Task: Cutting blocks

Hazard	Risk	Control measures	RR
Breathing in of dust created whilst cutting and injuries to eyes	3	Ensure cutting is carried out in a well ventilated area or local exhaust ventilation to be used	1
	x		x
	2	Wear a dust mask with face fit testing if prolonged cutting is to be carried out or working on a poorly ventilated area	2
	=		=
	6	Pre use inspection prior to using equipment to ensure correct disc used and no faults found	2
		Ensure goggles are worn when using abrasive wheels	
		Ensure operatives have had abrasive wheel training	
		Ensure disposable coveralls are worn	

Persons at risk: User

2.34 Pouring concrete

2.34.1 Task: Pouring concrete

Hazard	Risk	Control measures	RR
Contact with wet concrete to the skin and eyes causing severe chemical burns	5	Inform site operatives of hazards associated with concreting and the control measures to be implemented	1
	x		x
	4	Appropriate PPE including safety glasses to be worn at all times, and monitored for compliance throughout the pouring	4
	=		=
	20	Suitable welfare facilities for washing and immediate first aid (eye irrigation) facilities to be provided by client or principal contractor	4
		Provide health surveillance for workers who will be working with wet cement on a regular basis, and ensure operatives wash the skin with warm water and soap, or other skin cleanser, and dry after completing work or when necessary	

Persons at risk: User

Failure of support systems and/or platform before, during or after pouring causing injuries to those in vicinity	4	All concrete support systems are to be installed by competent persons	1
	x	Inspect all support systems and platforms immediately prior to the pour	x
	5	Use an appropriate means of pouring/delivering the concrete	5
	=		=
	20	Monitor support systems during the pour, particularly leading edge protection	5
		PPE footwear worn with tread to reduce chance of slips and trips	

Persons at risk: All site operatives

Entanglement of persons with moving parts of site plant	3	Ensure only a competent person may operate site plant	1
	x	Do not wear loose clothing that could be caught in rotating/moving parts	x
	5	Ensure all moving parts (where there is a risk of entanglement) are guarded, or other suitable measures are in place	5
	=		=
	15	Do not climb inside concrete drums	5
		Do not reach into rotating drums with hand/arm or shovel	
		Long hair to be tied back	

Persons at risk: User

2.34.2 Task: Walking across formwork

Hazard	Risk	Control measures	RR
Trips/falls particularly due to concrete reinforcement bars and risk of being impaled when falling	4	Operatives to be briefed regarding the risk and safety awareness during induction and before task	1
	x		x
	5	When practicable lay a board across kicker bars until immediately before the pour	5
	=		=

20

Ensure caps to reinforcement bars are installed where possible before the pour

5

Persons at risk: All site operatives

2.34.3 Task: Gross spillage of material

Hazard	Risk	Control measures	RR
Spillage of concrete material causing damage to environment	3	Where practicable allow spills to set and lift	1
	x	If this is not an option, lift the wet product with suitable equipment (depending on quantity split) into a suitable receptacle for later disposal	x
	3	Dispose of via authorised site or in accordance with Local Authority requirements	3
	=		=
	9	Avoid spills into natural watercourses due to the alkalinity of the product	3

Persons at risk: All site operatives & public

2.35 General carpentry works

2.35.1 Task: General joinery works

Hazard	Risk	Control measures	RR
Workers risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades	4 x 5 = 20	Refer to hand tool risk assessment for safe use of machinery All machines guarded according to manufacturers' instructions Machinery / blades to be inspected and replaced as required Machinery / blade to be inspected and maintained in accordance with manufacturer instructions Guards inspected regularly and maintained as necessary to ensure their good condition Workers have sufficient space at machines to work safely All workers trained in safe use of machines by a competent person	1 x 5 = 5
Persons at risk: User			
Lung, skin & eye damage caused by exposure to wood dust during sanding or cutting	4 x 4 = 16	Ensure workers never dry sweep wood dust, which will only spread the dust around Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter Safety goggles worn when cutting wood Any cutting to be completed in a well ventilated area where possible Ensure first aid kit contains eye wash or an eye wash station is provided in close proximity to cutting area Clothing to cover the skin to be worn RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	1 x 4 = 4
Persons at risk: User			
User susceptible to back injury and long-term pain if regularly lifting or carrying heavy or awkward objects, also risk cuts when tooling, or splinters	4 x 3 = 12	Refer to method statement on safe lifting techniques Workbenches and machine tables set at a comfortable height to work from Appropriate gloves provided for handling tooling and protection from splinters Clothing to cover the skin to be worn Material secured on bench with vice to secure material and prevent from slipping	1 x 3 = 3
Persons at risk: User			
The inhaling of hazardous substances such as MDF	4	A lower risk alternative should be always used as a first option where	1

which may induce difficulties breathing or cause asthma to some	x 4 = 16	one exists. Eg. use a 'no added formaldehyde' MDF board or low-emission MDF board if practicable to do so Ensure a designated cutting station/area is located onsite away from other workers in a well ventilated area Dust masks to be used at all times when cutting or sanding Use an effective dust extraction system whenever MDF is machined or sanded as a minimum requirement, all cutting to be undertaken in a well ventilated area Use vacuum cleaners with high performance filters (HEPA) to clean up MDF dust Ensure good housekeeping onsite, 'clean as you go' is implemented across the site RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	x 4 = 4
Persons at risk: All site operatives			

2.36 Installation of cabling

2.36.1 Task: Installation of cabling

Hazard	Risk	Control measures	RR
Cuts, abrasions and possible injury to eyes during cable installation and termination works	3 x	Operatives are to be wearing the correct PPE, including gloves, hi-vis jackets, hard hats, safety glasses and boots	1 x
	2 =	Cable ends are to be covered or taped before the final termination to minimise cuts	2 =
	6	All operatives are to be competent and trained to strip/cut cabling to minimise flying debris and cuts	2

Persons at risk: User

Contact with live electricity causing serious or fatal injuries	3 x	Site management is to ensure all power has been terminated in the areas of work	1 x
	3 =	Any isolations are to be undertaken by a competent operative who needs to follow the electrical isolations risk assessment before undertaking any work	3 =
	9	Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	3

Persons at risk: User

2.36.2 Task: Installation of cabling at height

Hazard	Risk	Control measures	RR
Falls from height during cable installation	4 x	Operatives are to follow the working from height risk assessment (specific to the access equipment being used)	1 x
	3 =	When installing cables at height, a safe system of work is to be employed, including having another operative to assist with cable pulling and cable mounting	3 =
	12		3

Persons at risk: User

2.37 Installing new lighting

2.37.1 Task: Installing new lighting

Hazard	Risk	Control measures	RR
Contact with live electricity resulting in serious or fatal injuries	4 x 5 = 20	A trained operative is to follow the electrical isolations risk assessment The manual handling risk assessment is to be followed when lifting and mounting new light fixtures into position Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	1 x 5 = 5
Persons at risk: User			
Falls from height during lighting installation	4 x 3 = 12	The working from height risk assessment (specific to the access equipment being used) is to be followed When pulling cables at height, a safe system of work is to be employed including having another operative to assist with cable pulling and cable mounting Working at Height (WAH) hierarchy of control is to be evaluated and implemented at all times (Avoid, Prevent, Reduce)	1 x 3 = 3
Persons at risk: User			
Falling objects causing head injuries	4 x 3 = 12	Items waiting to be installed to a high level are to always be secured on a stable platform or lifted into place using manual handling equipment The correct safety measures are to be in place to ensure tools or equipment do not fall from fixed or mobile platforms The correct PPE is to be worn by all site operatives Tool tethering to be used where tools are liable to fall or fall protection measures (toe boards, brick guards) to be assessed	1 x 3 = 3
Persons at risk: All site operatives			

2.38 Installing a new distribution board

2.38.1 Task: Installing a new distribution board

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	5	The electrical isolations risk assessment is to be followed	1
	x	A permit to work system is to be implemented	x
	5	A competent person is to be employed to undertake any works on or near distribution board	5
	=		=
	25	All testing is to be completed as per the requirements of BS7671, ensuring that all dead tests are carried out prior to energising	5
		Install new distribution board electrical shock hazard	
		LOTO applied to prevent accidental re-energisation	

Persons at risk: User

2.38.2 Task: Installing new distribution board

Hazard	Risk	Control measures	RR
Cuts to hands or limbs during mounting of new distribution board	3		1
	x	Follow the using portable tools or equipment risk assessment	x
	2	Follow manual handling risk assessment when lifting and mounting new distribution board into position	2
	=		=
	6		2

Persons at risk: User

2.39 PAT testing of appliances or tools

2.39.1 Task: PAT testing of appliances or tools

Hazard	Risk	Control measures	RR
Electric shock from coming into contact with an appliance or tool whilst undertaking PAT testing	4 x	All appliances are to be isolated or unplugged, and operatives are to make sure the immediate vicinity of the electrical equipment is safe	1 x
	5 =	Any dangers that exist, such as moisture, combustible dust, or members of the public less than 2 metres away, are to be looked for and removed	5 =
	20	A visual inspection is to be undertaken to ensure there is no damage to the casing or flex, ingress of liquids or dust	5
		Operatives are to avoid handling parts of the equipment that may move, turn or become hot or electrically charged while testing	
		Only new or well-maintained testing equipment and insulated tools are to be used	
		All testing and labelling is to be undertaken by a qualified electrician	
		Any tools that are deemed to provide a danger to users are to removed from site	
		Testing equipment used must be in possession of a valid calibration certificate	
Persons at risk: User			

2.40 Electrical work up to 400 volts

2.40.1 Task: Electrical work up to 400 volts

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries from electric shock	5 x	Please consult your appointed person or authorised engineer (AP / AE) for site specific safe systems of work before proceeding	1 x
	5 =	Working on or near live equipment is not to be undertaken unless completely necessary and deemed as such by the principal contractor or representative	5 =
	25	A safe system of work is to be recorded when 'live' work is necessary and should only be undertaken by a trained and competent electrician If coordinating work where more than one group is involved, the necessary precautions and emergency procedures are to be discussed with all operatives The roles and responsibilities of the supervisors and workers, including those of any contractors who may be employed, are to be clearly defined before undertaking any work Any supervisors are to be competent to supervise the work, with the level of supervision being appropriate to the danger and the competence of those carrying out the work Sufficient lighting and working space is to be allowed for before undertaking any work The electrical isolations risk assessment is to be followed by a competent electrician Only a competent electrician may work on electrical services up to 400 volts. Unauthorised, unqualified or untrained people are not to be allowed to work on any electrical services Any live working is to be undertaken with a partner who will be able to assist in an emergency Correct PPE is to be worn at all times Specialist contractor to be used, and a member of NICEIC Enlist the guidance / instruction from an AP, SAP, AE SAE as required	5
Persons at risk: All site operatives			

2.41 Electrical testing and commissioning

2.41.1 Task: Testing and commissioning

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries sustained from electric shock testing 'decommissioned' equipment	5 x 5 = 25	A competent testing electrician is to ensure that the equipment is dead and locked off When testing equipment, where possible operatives are to test it dead, and if not possible they are to look at energising it to a safe current The environment in the direct vicinity of the testing and commissioning is to be reviewed If testing on live equipment, the operative is to review the risk assessment for live testing	1 x 5 = 5

Persons at risk: User

Serious or fatal burns and injuries from electric shock testing live equipment	5 x 5 = 25	Only test engineers are to be permitted to carry out testing of live equipment as part of their duties The area is to be reviewed and it is to be determined if a separate test area can be created where the equipment can be taken for testing Where possible, residual current devices (RCDs) are to be employed to provide supplementary protection Physical safeguards are to be applied to the equipment being tested to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats Isolating transformers are to be used as the source of the supply to mains-powered test equipment if possible when undertaking hardware precautions Where the risk of arc flash exists, adequate calorific value PPE is to be employed and only properly-maintained insulated tools used If using a test bench, all test equipment is to be placed on an insulated shelf immediately above the test bench All test and shorting leads are to be fused Where there is a risk of touching live parts, insulated gloves are to be worn A second person is to be in attendance in case of an accident	1 x 5 = 5
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Persons at risk: User

2.42 General plumbing works

2.42.1 Task: General plumbing

Hazard	Risk	Control measures	RR
Lung damage caused by inhalation of fumes and skin and eye damage from sealants	3	All substances required to perform plumbing activities are to be identified i.e. lead, solder, plumber flux etc. and the relevant COSHH assessments and personal protective equipment is to be made available	1
	x		x
	3	The use of respiratory equipment is to be considered in confined areas	3
	=		=
	9	Skin contact with sealants is to be avoided and they are to be washed from the skin as soon as possible if skin contact occurs	3
		All areas is to be kept very well ventilated during the sealant works and the minimum requirement is to open all doors and windows	
		Good hygiene measure to be followed and PPE gloves to be used	
Persons at risk: User			
Slips, trips and falls	4	All live pipework is to be isolated before undertaking any work to ensure no leakage	1
	x		x
	2	See the slips trips and falls risk assessment	2
	=		=
	8	Work area barriered off to prevent others accessing area	
		Stout footwear worn to reduce chance of slip / trip event	2
Persons at risk: All site operatives			

2.43 Pipe threading/grooving machines

2.43.1 Task: Operating a pipe threading/grooving machine

Hazard	Risk	Control measures	RR
Clothing entangling with moving parts and causing serious injury or amputation	3 x 5 = 15	Only trained operatives are to undertake the work An area for the machine is to be selected with minimum pedestrian access Adequate lighting is to be provided in the work area Guards are to be fitted to the rotating parts, and end guards around rotating pipe ends, unless the machine is positioned so that no person can approach a rotating pipe end Any damaged parts or guards are to be replaced before starting work Operators are not to wear loose clothing or gloves, or use rags or other materials which could become entangled with moving parts	1 x 5 = 5
Persons at risk: All site operatives			
Skin damage to operatives from coming into contact with hazardous substances	4 x 3 = 12	The correct gloves and PPE are to be provided COSHH assessments are to be available for any lubricating or cutting fluids on machines Operators are to also be made aware of any hazards and controls required by relevant COSHH assessments	1 x 3 = 3
Persons at risk: User			
Slips, trips or falls whilst operating the machinery	4 x 3 = 12	Good housekeeping to be undertaken at all times Oil spillage from the pipe threading machine is to be prevented and collected The safe collection of swarf is to be undertaken as necessary Power leads are to be kept clear of the work area Machinery is to be disconnected from the power source when left unattended for long periods or when in any area open to access by members of the public The general slips, trips and falls risk assessment is to be read in conjunction with the above	1 x 3 = 3
Persons at risk: All site operatives & public			

2.44 Testing pressure systems

2.44.1 Task: Testing pressure systems

Hazard	Risk	Control measures	RR
Serious injury caused by brittle failures, missile generation or failure under pressurisation	4	Secure test area - the site supervisor is to be informed, any permit to work systems are to be in place, and warning notices are to be visible to others likely to enter the test area	1
	x		x
	5	The floor area is to be cleared before the test to reduce trip hazards in case of emergency	5
	=		=
	20	PPE (goggles) are to be worn	5
		All end caps are to be secured prior to the test commencement	
		A hose is to be connected to the drain valve throughout the test in case of emergency	
		A container is to be on hand in case of water leaks	
		Any spillages are to be cleaned up immediately and warning notices put in place if the area remains slippery	
		A complete air test is to be completed first to check for leaks	
		Once the air test is complete, pressurisation is to proceed in a slow, controlled and procedural manner	
		Site operatives are to monitor pipework throughout the pressure test	
Persons at risk: All site operatives			

2.45 Installation of cable trunking and trays

2.45.1 Task: Fabrication and fixing of metal services i.e. conduit, basket tray unistrut

Hazard	Risk	Control measures	RR
Injuries or cuts to hands and eyes from general fixing and the assembly of metal services	4	The using portable tools or equipment risk assessment is to be followed	1
	x	A safe area is to be designated by site management to cut materials to size	x
	2	Materials are to be deburred and sharp edges removed	2
	=		=
	8	Cut resistant gloves/ gauntlets to be worn	2

Persons at risk: User

2.45.2 Task: Installation of cable trunking and trays at height

Hazard	Risk	Control measures	RR
Falls from height during cable tray installation causing serious injuries	4	The working from height risk assessment (specific to the access equipment being used) is to be followed	1
	x		x
	4	When installing cable trunking or trays at height, a safe system of work is to be employed including having another operative to assist with placement and mounting	4
	=		=
	16	Selection of suitable access equipment for task (PECO, MEWP, mobile scaffold tower) to be used/ ladders only to be used for low intensity and sporadic work	4
		Ladders to follow safe usage guidance and be regularly inspected to ensure equipment remains operational	

Persons at risk: User

2.46 Preparing surfaces for decorations

2.46.1 Task: Preparing surfaces for decorations

Hazard	Risk	Control measures	RR
Lung damage or difficulty breathing from mixing and sanding powdered fillers	3 x 2 = 6	A dust mask is to be worn when mixing up the filler solution The filler solution is to be mixed in a well ventilated and nominated area by the site supervisor COSHH assessments to be followed	1 x 2 = 2
Persons at risk: User			
Cuts to hands from preparing surfaces	4 x 2 = 8	Operatives are to wear gloves when cleaning surfaces Cuts and open wounds are to be covered with onsite first aid supplies and all accidents are to be reported to the site supervisor Operatives are to wash and wipe their hands before eating, drinking, smoking and after their shift	1 x 1 = 1
Persons at risk: User			
Lung damage or difficulty breathing from the use of chemical paint strippers	4 x 2 = 8	Overalls, gloves, eye protection and masks are to be worn when using chemical paint strippers Operatives are to wash their hands before coming into contact with any food The COSHH statement is to be reviewed if chemical strippers are used No naked flames are to be allowed in the vicinity	1 x 2 = 2
Persons at risk: User			
Lung damage or difficulty breathing caused by sanding and making good old work	3 x 2 = 6	If using powered sanding machines, a dust collection system is to be present Operatives are to check before preparing if old paint had been used containing lead If sanding by hand, operatives are to wear dust masks to prevent inhalation and check the method statement for selected PPE	1 x 2 = 2
Persons at risk: User			

2.47 General plastering/tape and jointing works

2.47.1 Task: General plastering/tape and jointing works

Hazard	Risk	Control measures	RR
Lung damage caused by sanding down surfaces	4	All site operatives are to be educated on the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes	1
	x		x
	2	Users are to wear eye protection when plastering ceilings	2
	=		=
	8	Users are to ensure the work area is kept clean and tidy	2
		If using powered sanding machines, a dust collection system is to be present	
		If sanding by hand, operatives are to wear dust masks to prevent inhalation	
Persons at risk: User			
Lung damage or difficulties breathing from mixing and sanding powdered fillers	3	Dust masks should be worn when mixing up filler solution	1
	x	The filler solution is to be mixed in a well ventilated and nominated area by the site supervisor	x
	2		2
	=		=
	6	If using powered sanding machines, a dust collection system is to be present	2
Persons at risk: User			

2.48 Suspended ceiling works

2.48.1 Task: Working at height installing/removing suspended grids and ceilings

Hazard	Risk	Control measures	RR
Injuries sustained from falling from height or the dropping of materials from height	4	A safe system of work is to be provided	1
	x	The appropriate working equipment risk assessment (i.e. mobile scaffold tower, MEWP) is to be referred to	x
	4	Well-maintained equipment is to be used by competent operatives	4
	=		=
	16		4

Persons at risk: All site operatives

2.48.2 Task: Working within exposed metal ceiling grid

Hazard	Risk	Control measures	RR
Injuries sustained from exposed sharp metal edges or points	4	Waste material is to be removed regularly, taking care not to expose sharp edges to others (i.e. in skips)	1
	x	Others are to be excluded from the area when preparing wire hangers	x
	2	All operatives in ceilings are to wear gloves, hard hats, hi-vis clothing, and safety glasses	2
	=		=
	8		2

Persons at risk: All site operatives

2.49 Disposal of waste materials

2.49.1 Task: Disposal of waste materials

Hazard	Risk	Control measures	RR
Contact with waste materials or chemicals whilst they are being transferred from the vehicle or the skip which may result in injury	4	Appropriate receptacles for waste materials are to be used	1
	x	All operatives are to keep site tidy at all times	x
	4	Any hazardous waste is to have fully dried in its original container before disposing of it into site skips	4
	=		=
	16	COSHH assessments to be followed	4
		Lids are to be re-fitted to containers before they are transferred to the waste point	

Persons at risk: User

2.50 Installation of new flooring systems

2.50.1 Task: Installation of new flooring systems

Hazard	Risk	Control measures	RR
Poor handling technique used by employees causing back or upper limb injury	4	Personnel are to be trained in manual handling	1
	x	Mechanical aids such as pallet trucks or barrows are to be used	x
	3	The works area is to be cleared and cordoned off with physical barriers	3
	=	The method statement for safe fitting is to be followed	=
	12		3

Persons at risk: User

Contact with safety knife blades, cutting equipment, or with an electrical supply	4	All plant are to be pre-inspected before use	1
	x	Self-retracting knives are to be returned to protective sheaths after use	x
	3	Only battery and 110v operated equipment are to be used	3
	=	All equipment are to be PAT tested (3 monthly)	=
	12	Level 5 gloves and safety boots with ankle support are to be worn	3
		The working area is to be well lit through the use of task lights	

Persons at risk: User

2.50.2 Task: Installation on floor levels and working from height

Hazard	Risk	Control measures	RR
Falling from height and tools and materials falling on personnel below	4	Work areas are to be cordoned off with physical barriers	1
	x	Internal stairs are to be fully fitted and have edge protection fitted for full use	x
	5	All edges are to have protection and operatives are only to work from safe and stable positions on stairs or landings	5
	=	Stairs are to be closed to other trades (arranged via daily Safe Start meeting)	=
	20		5

Persons at risk: All site operatives

2.51 Transporting materials and tools

2.51.1 Task: Removal of materials, tools and flooring systems from carriage vehicles

Hazard	Risk	Control measures	RR
Materials, tools or rolls may fall or items may fall due to damage in transit causing impact/contact/crush injuries	4 x	Personnel will be trained in manual handling	1 x
Poor handling techniques may cause back injuries or upper limb injuries	4 =	Mechanical aids such as pallet trucks or carpet barrows are to be used	4 =
	16	The transport distance is to be minimised with the unloading procedure	4
		All loads and rolls are to be secured to vehicles for transit	4
Persons at risk: User			
Passers-by may be struck by materials for rolls being unloaded	4 x	Personnel are to be trained in manual handling	1 x
	3	Safe working practice, PPE, and warning signs are to be used where appropriate	3
	=	The unloading area is to be isolated or cordoned off where practical	=
	12	All will be planned in advance in daily Safe Start meetings	3
Persons at risk: All site operatives			

2.51.2 Task: Transportation of materials from vehicles to the job site

Hazard	Risk	Control measures	RR
Materials, tools or rolls may fall or move in transit causing impact injury	4 x	Personnel are to be trained in manual handling	1 x
Poor handling techniques may cause back injuries or upper limb injuries	4 =	Level 5 safety gloves are to be worn to protect against cuts and safety boots with ankle supports are to be worn to protect from falling loads	4 =
	16	Warning signs are to be employed	4
		Mechanical aids such as pallet trucks or carpet barrows are to be used	4
		Materials are to be carried one box at a time (max. 25kg per unit)	
Persons at risk: User			

2.51.3 Task: Transportation of materials, tools and rolls from vehicles to the job site

Hazard	Risk	Control measures	RR
Poor handling technique by employees manually handling items causing back or upper limb injuries	4 x	Personnel are to be trained in manual handling	1 x
	3	Mechanical aids such as pallet trucks or carpet barrows are to be used	3
	=	Carrying distances are to be minimised and the site access route and duckboards/access route surfacing are to be checked for suitability	=
	12	Slip and trip hazards/poor materials etc are to be removed	3
Persons at risk: User			

2.51.4 Task: Storage of materials, tools and rolls on site prior to installation

Hazard	Risk	Control measures	RR
Persons may trip or fall over materials, tools and rolls causing bruising or lacerations	4	Personnel are to be trained in manual handling	1
	x	Level 5 safety fingered gloves are to be worn to protect against cuts and safety boots with ankle supports are to be worn to protect from falling loads	x
	3		3
	=		=
	12	Warning signs are to be employed and work/storage areas cordoned off with physical barriers	3
		Materials are to be stored according to the manufacturers' specifications on a level surface	
		All other materials are to be stacked neatly ensuring that stacks are no higher than three times the minimum base width	
Persons at risk: All site operatives			

2.52 Using mechanical tile cutters

2.52.1 Task: Operating mechanical tile cutters

Hazard	Risk	Control measures	RR
Entanglement in tile cutter	4 x 3 = 12	Operatives are to ensure the power is off before starting work Operatives are to ensure table wheels are locked before operating the tile cutter The work area is to be cleared of debris and clutter Loose clothing and hair is to be secured Operatives are to remove all jewellery	1 x 3 = 3
Persons at risk: User			
Electrocution from water coming into contact with a power source or outlet	4 x 5 = 20	Tile cutting is to be undertaken in a clear, level and safe designated area The tile cutter is to be positioned away from any power sources where ejected water may come into contact with electricity Electricity in close proximity to the tile cutting area is to be isolated A residual current device (RCD) or earth monitoring device is to be used where possible and it is to be checked daily to ensure that it is working Operatives are to check for damage, worn parts, misalignment and damaged saw blades and check the electric cord before using The tray is not to be overfilled with water, only filled to the point marker Operatives are to ensure water is flowing from the pump The power cord is to be disconnected, debris cleared away and the water tray emptied after use	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with the training and authorisation to use tile cutting tools should undertake the work The correct PPE is to be worn at all times when using tile cutters, including safety goggles and gloves The guard on the tile cutter is to be correctly adjusted to suit the work position	1 x 3 = 3
Persons at risk: User			
Damage to lungs through the inhalation of dust	4 x 3 = 12	Where possible, dust extraction is to be used or tile cutting work is to be undertaken in a well ventilated area All operatives in the area are to wear the correct PPE. Masks may be required depending on the application HSE Construction Information Sheets 36, 54 are to be referred to for	1 x 3 = 3

further dust control information if necessary

Persons at risk: User

Injuries sustained from the use of noisy equipment	4	Where possible, the need for mechanical tile cutting is to be removed by using manual hand tool cutting	1
	x		x
	4	A designated area for mechanical tile cutting is to be used where possible	4
	=		=
	16	When cutting in situ, the area is to be cleared of personnel or they are to be provided with hearing protection	4
		Hearing protection is to be worn by operatives at all times	

Persons at risk: All site operatives

2.53 Mixing and applying floor preparation products

2.53.1 Task: Mixing and applying floor preparation products

Hazard	Risk	Control measures	RR
Risk of skin infections, lung disease, eye damage and intestine damage when using Evo-Stik or similar	4	SDSs are to be obtained for all hazardous substances used	1
	x		x
	2	COSHH assessments are to be undertaken prior to the works and precautions including emergency arrangements are to be communicated to all operatives	2
	=		=
	8	The PPE selected in the method statement is to be worn at all times	2
		Adequate welfare facilities are to be provided by the principal contractor or client	
		Suitable ventilation is to be allowed for to reduce the concentration of fumes within the immediate area	
		Welfare provisions are to be allowed for to remove contaminants from operatives skin in the event of contact	

Persons at risk: User

2.54 Asphalt heating and transportation

2.54.1 Task: Asphalt heating and transportation

Hazard	Risk	Control measures	RR
Burns to employees and other site personnel	4	PPE Requirements: Hand / arm protection to BSEN511, Face shield to BSEN 1663B, Work wear to BSEN531, safety footwear	1
	x		x
	3	All employees carrying out the heating and transporting of liquid asphalt to be specifically trained in these works. Only competent and authorised personnel to carry out this activity	3
	=		=
	12	The area for heating to be cordoned off by barriers and warning signs to be in place All boilers and burner stands MUST be fitted with high pressure armoured gas hose (i.e. with an exterior braid or metal spiral) with a minimum length of 4 metres Cylinders must be a minimum of 10' from boiler in the open air and away from any heat source and upwind of the boiler. They should be positioned so that any spill of bitumen will run AWAY from the cylinder. Make sure that the cylinder is large enough for your requirements Fire extinguishers, a bucket of sand, first aid and safety equipment should be in easy reach and accessible at the work area and heating area at all times Purpose made buckets only to be used to transport liquid asphalt Buckets only to be filled to a maximum of ¾ full Area below lifting operation to be clear of all personnel excluding specifically trained banksman Observe good housekeeping and lifting techniques at all times Never leave unattended at any time	3
Persons at risk: All site operatives			

2.55 Laying tarmacadam

2.55.1 Task: Working with hot bitumen

Hazard	Risk	Control measures	RR
Serious or fatal burns to persons from handling hot bitumen or incorrectly operating a bitumen boiler	4	The working area is to be adequately fenced off to protect the public and others within the vicinity and prevent any unauthorised access	1
	x		x
	4	Operators are to be trained and competent in the operation of the bitumen boiler and understand the emergency requirements if burns occur onsite	4
	=		=
	16	All operatives are to wear the correct personal protective equipment, including heat-resistant long sleeve gauntlets, overalls, safety boots, hard hats and eye protection when transferring hot materials	4
		A live bitumen boiler is not to be left unattended	
		The bitumen boiler is not to be moved when the bitumen is fluid	
		Operatives are to ensure that bitumen does not come into contact with water, so it should not be used near watercourses etc.	
		Bitumen blocks are to be broken into manageable pieces where necessary and the bitumen boiler is not to be overfilled	
		Bitumen is to be transported manually in pouring cans, which is never to be filled above the 3 quarter mark	
		All machines are to be inspected and well maintained	
		A nominated first aider is to be present at all times near the work, and the first aid kit is to contain burns dressings and treatment for burns	

Persons at risk: All site operatives & public

Fire caused by unsafe transporting or materials or maintaining boiling plant	4	The combustible materials risk assessment is to be referred to for general controls	1
	x		x
	5	All operatives are to be trained in the safe use of LPG	5
	=		=
	20	All operatives are to be trained in the correct type of extinguisher (dry chemical and not water extinguishers)	5
		No open flames are to be used near the bitumen	
		There is to be no smoking near the bitumen	

Persons at risk: All site operatives

2.55.2 Task: Applying tack coat to aggregate surfaces

Hazard	Risk	Control measures	RR
Injuries sustained from the incorrect use of the tack spraying machine from run away sprayer	3	All operatives are to wear PPE - as selected from the method statement	1
	x		x
	3	The operator is to be trained and competent in the operation of the machinery	3
	=		=
		Machinery is to be inspected and well maintained, and the correct hose	

9

and fittings are to be used at all times

3

Persons at risk: All site operatives & public

2.56 Laying of brick or block paving

2.56.1 Task: Manual lifting and laying of paving blocks

Hazard	Risk	Control measures	RR
Musculoskeletal injuries from lifting and laying paving stones/ blocks	4	Paving blocks weighing in excess of 20kg are to be laid mechanically unless site circumstances make this impractical	1
	x		x
	3	Mechanical means are to be used where possible to transport paving blocks and they are to be positioned as close as possible to the working area to avoid stretching	3
	=		=
	12	Knee pads are to be worn when laying paving; impact resistant glasses are to be worn when cutting; dust mask are to be worn when mixing compounds; boots are to be worn at all times	3

Persons at risk: User

2.56.2 Task: Mechanical laying of paving blocks

Hazard	Risk	Control measures	RR
Trapped toes or fingers and injuries to body parts from mechanical laying of paving stones/blocks	4	Vacuum lifting is to be used in accordance with the manufacturer's instructions by trained operatives	1
	x		x
	3	All lifting gear is to be visually checked daily and hold a current certificate of thorough examination (thorough examination is to be carried out every 6 months)	3
	=		=
	12	Paving blocks are to be lifted into place using a vacuum lifter suspended from a suitable machine	3

Persons at risk: All site operatives

Site briefing and induction form

EG Eastland's

All persons who have signed below confirm that they have been briefed on the safe working methods and arrangements detailed in this method of work statement.

[illegible]

Supervision and personnel

Name	Role	Phone
Colin Forgrieve	Contracts manager	
Darren Botha	Site manager	
William Cane	Site Foreman	
Richard Quarmby (IOSH)		