CROWN

Crown Services Organisations LTD

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Site Specific RA / MS

This RAMS document covers – Installation of new roof lights			
1. GENERAL DETAILS			**RAMS No** QRN.CR.1648
Client:	Bruntwood	Client requestor:	Victor Boys
Site address:	113-119 Portland Street Manchester M1 6DW	Client contact and Telephone Number	Victor 07801 622 721
Work Location:	Carpark	Client H&S Rep:	N/A
CSO Supervisor:	Stephen Hannigan	CSO H&S Advisor:	Cheryl Smith
Date:	24/05/2019	Completion Date:	TBC
Daily Start Time:	TBC	PO Number:	

2. PLANT AND EQUIPMENT

Item Description:	Owner:	Licence Req'd Yes/no	Certificate Req'd Yes/no

3. PERSONAL PROTECTIVE EQUIPMENT

ITEM:	STANDARD	WHEN APPLICABLE:
Hard Hats	EN397	Mandatory at all Times.
High Visibility Vests	EN471	Mandatory at all Times.
Safety Boots	EN345	Mandatory at all Times.
Gloves	EN388	Mandatory during task specific activities.
Safety Harness	EN361	Mandatory when working at height.
Eye Protection	EN166	When cutting, Grinding or Drilling.
Ear Defenders	EN352	When cutting, Grinding or Drilling.
Face Masks/Visor	EN166	Mandatory during task specific activities.

4. CONTROL OF SUBSTANCES HAZARDOUS to HEALTH

Any COSHH materials brought onto site must be accompanied with a MSDS and must be subject to a COSHH site specific risk assessment.

5. CLIENT PERMITS REQUIRED

PERMIT TYPE:		CONTACTS:	
Notification of Works Permit	YES	STEPHEN HANNIGAN	07966 401 779
Hot Working Permit	NO	STEVE JOYCE	07877 440 188
Emergency phone no	YES	KATIE JOYCE	0161 371 9524

6. ENVIRONMENTAL CONCERNS

DESCRIPTION:	CONTROL:
N/A	**N/A**

7. LEGISLATION AND GUIDANCE

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All work activities shall be carried out in accordance with The H&S at Work Act 1974 & statutory instruments.		
Work at Height Regulations 2005. PPE Regulations 1996.		

8. FIRST AID

First Aid arrangements will be located within the welfare facilities and the First Aider details will be identified at the Site-Specific Safety Induction.

10. SPECIFIC SITE RESTRICTIONS/REQUIREMENTS (IF APPLICABLE)

- Supply all necessary labour, plant and equipment in order to safely undertake the works.
- Upon arrival to site, book in at reception and contact Reception.
- All PPE as required on the PtW is to be worn for the duration of the contract, the minimum requirement being safety helmet, safety footwear, coveralls, light eye protection, gloves and safety harness.
- All working activities are subject to an agreed Crown Services safety document/work permit.
- All persons working on site must be deemed competent and fit for the task at hand.
- All persons working on site must have read, understood and signed these work RAMS.
- All persons arriving on site must comply with Bruntwood/Crown Services site specific safety rules and procedures.
- The Crown Services Supervisor is responsible for the management and control of H&S throughout the project.
- The Crown Services Supervisor shall be contacted immediately if there are any concerns or unsafe acts while on site.
- Upon completion of the above, the Crown Services supervisor must carry out a tool box talk to clarify to all operatives the events that are to be undertaken, and their specific duties throughout the job - Supervisor to log.
- At this stage the Crown Services supervisor must carry out an inspection of his safety harness and lanyards and instruct all operatives to inspect their safety harnesses and lanyards too - Supervisor to log.
- For any activities that require physical movement above ground level, safety harness must be worn and always attached to a secure anchor point. Only company issued equipment should be used and a log kept each working day a harness is used.
- Before use, visually/physically check all ladders, ropes and associated fixings ensuring that there are no defects showing with the equipment.
- The safety harness with 1no lanyard is to be used secured to the fall arrest line at all times by operatives when working at heights and ascending/descending. At all times the operative(s) working at height on the structure, the groundsman will keep them in line of sight, and if out of vocal range communication will be via a 2-way radio.
- ***If there becomes a rescue situation, the following must be undertaken with complete composure, and with no injury to the rescuer:***
    1. Gain access by safe means (assessed at the time of the rescue) to the injured person, stopping at the same level as them - condition of the injured party is to be assessed and if injured party is found unconscious, the ABC technique is to be applied. Situation then to be assessed for best rescue procedure method to be carried out.
    2. If the injured party can be brought down to ground safely, rescuer is then to make two points of attachment

to the injured person.

3. When the injured party is safely attached to the rescuer, take the weight of the injured party onto your own abseil ropes.
4. Inform the injured party (if conscious) that you are in a position to descend, and that the connection from their abseil rope has been disengaged.
5. Abseil down to a safe area, the lower level or ground level as soon as possible. The aim is to have the injured party down and out of the harness within 6 minutes of the occurrence.
6. Once the injured party has been brought down to a safe level, they are to be laid down on the ground to enable airways to be kept open and vital systems monitored. If they are conscious, they can be kept upright.
7. If the injured party can be reached by emergency services, Crown Services operatives are to co-operate fully with said services and offer any information that would be of help to the emergency services.

11. METHOD STATEMENT

- Crown Services Supervisor to ensure that plans and communication methods are agreed with all parties prior to unloading equipment / materials.
- Establish 'landing/drop zones' where required and suitably cordon off with safety signage.
- A Marshall will be positioned in the correct location at ground level at all times.
- Crown Services Supervisor will continually monitor the weather conditions and make assessments based on experience and sound judgement, particular attention is to be paid to wind speed, direction and strength. If weather conditions continue to the point where the Supervisor deems it unsafe to carry on e.g. electrical storm, heavy rain, hail, heavy snow then all operations must cease, and operatives are to descend to ground level.

Working Hours

We have identified that fixings into the structure to support the scaffold has the potential to cause disruption to neighbouring properties, as such these will be done during Council permitted noisy weekend working hours, 8:30am-2:00pm Saturday. All other works will take place between the hours of 8pm and 8am, to ensure disturbance to the live buildings tenants is minimal. For purposes of community consultation, the occupants of the live building will have received written correspondence to advise them of proposed works on there workplace detailing any hazards or new rules which need to be in place while the building is a construction site.

Particular attention has been paid to BS5228 to minimise construction noise, where possible to do so manual hand tools will be used as an alternative to power tools where safe and practicable to do so. All operatives on the site will be inducted to ensure conformity to the demands of the site strict health and safety requirements taking into consideration the local community.

Dust Minimisation

Internally the site will be enclosed in a sheeting hoarding area to minimise dust.

Externally; the debris netting will encapsulate any loose debris although following an assessment we expect the majority of the debris to fall into the internal gutter directly below the work zone which will be cleaned away each

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day.

There very little works which would be considered 'dusty works' as the scope of these works does not require large amounts of masonry/concrete cutting/drilling/breaking out. Any of these works which are determined to be required should any additional items be required once works commence will be subject to assessment and client approval and where required and safe to do so dust minimising/extracting system power tools may be used.

***Construction vibration has been considered and will not be a factor within the scope of these works.**

Emergency/Out of Hours Contact Details

Emergency contact telephone number to be placed in high visibility spot. Location to be determined in client/customer meetings.

Access

Portland Street & Dickenson Street:

- An access scaffold will be erected as per the scaffold design drawings submitted to provide a safe working platform for operatives.
- The scaffold will be fitted to the structure using Huss anchors and steel cleats.
- All drilling will take place out of hours using masonry hammer drills and impact wrenches to install the bolts.
- All scaffolding equipment will be loaded out to the roof line with the use of a cherry picker.
- While scaffolding works are underway there will be a ground marshal on the pavement below and a cordon with barriers and signage to alert pedestrians of operatives working overhead.
- The scaffold will be a safe working platform with handrails, toe boards and debris protection netting.
- Access and egress for the scaffold will though a window within the hoarded area within the suite.

Rear Elevation (Above car park and basement skylight)

- A crash deck platform will be installed directly above the glass panels as a means of protection in the unlikely event of any falling debris.
- For the upper deck at roofline, bespoke fabricated clamps will be fitter to the vertical cast iron columns in the curtain wall.
- Cleats incorporated into the bespoke clamps will be secured with a weld joint and these will form the base/load point of the scaffold.
- The scaffold will be a suspended working platform not intended to support additional loads (calculations to be determined), slate will be stored off-site.
- Safe access and egress to and from the scaffold will be via the laddered hatch through the female toilets and through the window within the secure hoarded area.

Hoarding

- Timber frames line with timber sheet material and sealed to the ceiling with dust sheets will have a lockable door to prevent any unauthorised access.
- The hoarded areas will be set out as per the phase plan of 'bays' on the specification document provided by

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the client, 8 bays in total.

- There will be at least two bays in place at any one time.
- The exact size/location of the bays is to be determined in client/customer meetings.

Loading Out Materials

- The customer goods lift and rear staircase will be used to load construction materials to the workplace.

Construction Waste

- Site skips will be located at the rear of the building in the customer carpark, any overflow rubbish will be loaded into vans and disposed of off-site.

Construction Works

- Structural timbers internally and externally will be exposed by removing the plaster/slate cladding to determine suitability of timbers.
- 25no. rooflights will be carefully removed and loaded out to the site skip and disposed of.
- The slates will be stripped to allow for inspection and installation works to take place.
- New timber batons and a breathable membrane will be installed with additional sheet timber and tarpaulin being used to add temporary weather protection to the hoarded area.
- The timber openings will be line with timber to ensure a proper fit of the new windows.
- Velux conservation black low-profile windows will be installed with Velux flashing kits as per the manufacturers specification and instructions.
- Slates will be reinstated using slate nails as per the specification provided by the client.
- On completion of the installation a water test will take place before the site is broken down to check for any leaks.

- Once the job is complete, Crown Services will advise site engineer that all works are complete and vacate site. Ensuring all waste is removed and site left in a clean condition.
- A completion report will be submitted to the client as well as photographs files documenting the works progress and completion.

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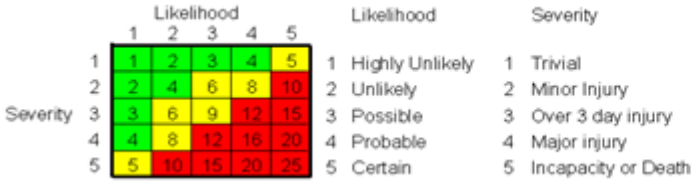
PROJECT NAME:	Installation of New Rooflights	ACTIVITY:	Scaffolding, joinery works, roof works (Installation of Velux windows)	RAMS REF	QRN.CR.1648
ASSESSED BY:	Dave Garvey	WORK AREA:	Carpark	DATE:	24/05/2019

NO	HAZARD IDENTIFIED	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING L	S	R	Pre-RISK	RECOMMENDED ADDITIONAL CONTROL MEASURES	RISK RATING L	S	R	Post RISK
1	Accident or incident arriving at site.	Client Rep Workforce Company Employees	Company safe work procedures.	3	4	12	High	All works must be planned prior with supplier deliveries & contractors/site operatives. Area outside building must be cleared from any obstructions to allow safe arrival. CSO Supervisor to discuss/plan the proposed works before unloading. No site staff are permitted to access any 3rd party equipment/vehicles until fully offloaded from the delivery vehicle. Only competent/authorised staff are permitted to operate any equipment.	1	4	4	Low
2	Accident or incident manoeuvring equipment.	Client Rep Workforce Visitors	**CLIENTS** safety rules & working procedures CSO Safety Rules and safe work procedures. LOLER Work at Height Regulations	4	4	16	High	All works must be planned prior with contractors/site ops. Access routes to be walked first and cleared from any obstruction. Area to be cordoned off where possible & signage installed. Banksman must be present during all transporting plant and equipment. Additional watchers present when the works are external to the building especially when crossing footpaths. The client shall take copies of all necessary maintenance/test certification prior to works taking place. All lift works in accordance with an associated lift plan. All works at height must be planned and a safety harness worn.	1	4	4	Low
3	Rope access usage	Workforce	Use trained operatives, wear safety harnesses at all times	3	3	9	Med	Only specialised and authorised equipment must be used. The equipment must undergo a daily inspection by a competent person and be in association with a fall arrest system.	1	3	3	Low
4	Falls from Height	Workforce General Public	Work at Height Regulations	4	5	20	High	All works at height to be assessed and suitable safe working practices to be adhered to. Risks areas to be cordoned off for the duration. Watchers present to ensure no persons enter the working area during the lift operation. Site safety	1	4	4	Low





								signage installed warning of the danger.				
5	Roof Access	Workforce	Use trained operatives, safety harnesses, fall arrest devices secured to in-situ anchor point(s) or temporary man-safe system.	3	3	9	Med	No work to be carried out within 2m of the roof edge without suitable protection in place. Operatives to wear safety harnesses for any activity that requires physical movement above ground level. Check that the roof is suitable for supporting weight of operatives and equipment, this is to be identified on the clients PtW.	1	3	3	Low
6	Slips, Trips & Falls	Workforce	None	3	3	9	Med	Area to be cleared form potential hazards prior. Work operations to be undertaken slowly. All staff to be briefed of potential risk areas.	1	3	3	Low
7	Manual Handling	Workforce	Manual Handling Regulations	3	3	9	Med	All manual handling ops to be accessed & undertaken by competent operatives using safe lifting techniques at all times. Where possible, loads should be shared with 2 no operatives. Access ways to be cleared of any potential tripping hazards. Loads must be secured.	1	3	3	Low
8	Cuts, abrasions and burns to hands	Workforce	Wear suitable gloves. Identify product/material to be used, check all items for sharp or jagged surfaces.	2	2	4	Low	Rawhide Rigger gloves to be worn for general activities. For specialist activities, such as welding or oxypropane cutting, gauntlets are to be used.	1	2	2	Low
9	Falling Objects	Workforce Client Reps	Agree a safe working area and provide barriers / barrier tape / warning signs and designated hard hat area with a groundsman / standby man in attendance for the duration of the work	2	5	10	High	All tools /materials to be tethered and unauthorised access will be restricted. Groundsman / Standby Man only to enter the work zone when authorisation is given by high level operatives. Groundsman / Standby Man is to remain in position throughout unless required to assist in a rescue situation.	1	4	4	Low
10	High Winds / Adverse Weather	Workforce	Wind conditions to be assessed by supervisor using anemometer and continually reassessed as work progresses. The possibility of an electrical storm to be considered.	3	3	9	Med	If unpredicted wind speeds gain momentum, and the wind direction results in side movement of the fall arrest line – all work is to stop immediately. If it is necessary to delay the contract, all equipment must be safely secured and client to be notified before leaving site.	2	2	4	Low

Likelihood	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
Severity 3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood	
1	Highly Unlikely
2	Unlikely
3	Possible
4	Probable
5	Certain

Severity	
1	Trivial
2	Minor Injury
3	Over 3 day injury
4	Major injury
5	Incapacity or Death

Priority	
1	Urgent action – (Risk no 15 – 25)
2	High Priority – (Risk no 10 – 12)
3	Medium Priority – (Risk no 5 – 9)
4	Low Priority – Risk no (2 – 4)
5	Very Low Priority– No Action reqd (Risk no 1)

11	Dust inhalation	Workforce	If possible, dampen the work area with water to keep the dust to a minimum. Maintain continual good housekeeping during contract	1	5	5	Med	All operatives to be trained to wear a FFP3 mask and this will be worn at all times whilst working in the specified area where dust is an issue.	1	4	4	Low
12	Presence / Suspected presence of Asbestos	Workforce	Check clients site asbestos log. All operatives to wear FFP3 masks and hold asbestos awareness certifications.	2	5	10	High	If any suspect material is encountered, stop work immediately. If feasible, obtain sample and send for testing at an approved test facility. Decisions made upon results obtained.	1	4	4	Low
13	High pressure jet washing	Workforce General Public	Company safe working practices Ensure correct PPE is used (eye protection and protective clothing minimum).	2	3	6	Med	Corden off work activity area to restrict access to the at risk zone.	1	3	3	Low
14	Road accidents due to distracted drivers, undue care and attention, excess speed, use of mobile phones, inappropriate driving during poor weather conditions, ie snow, ice, high winds etc. Reversing situations resulting in contact with pedestrians, other vehicles equipment and property.	Crown Operatives/ General Public	• Drivers to have the required qualification and experience. • Vehicles regularly inspected to ensure road worthiness • Drivers must not be under the influence of alcohol or drugs when operating vehicles and plant. • Ban on use of handheld phones in vehicles.	2	4	8	Med	• Reversing alarms and flashing lights fitted to vehicles. • Site & road speed restrictions.	1	4	4	Low
			•					•				

	Likelihood 1	2	3	4	5
Severity 1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood		Severity	
1	Highly Unlikely	1	Trivial
2	Unlikely	2	Minor Injury
3	Possible	3	Over 3 day injury
4	Probable	4	Major injury
5	Certain	5	Incapacity or Death

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Notes: This risk assessment addresses pre-contract hazards associated with the site at the time of inspection only. It does **not** address all of the hazards that may arise and with any extra work carried out. It is the responsibility of the engineer ensure that, where appropriate, risk assessments and associated method statements (RAMS) are produced prior to any new works commencing. The risk level should be assessed using the table shown below, if necessary additional control measures should be identified in order to reduce the risk. If the risk level is low it is likely that no further action is required. If the risk ranking is moderate or high, further action to reduce the risk will need to be implemented or at least seriously considered. Additional control measures identified should be entered on to the assessment form and the risk level reassessed.

Likelihood	Severity	Low	Medium	High	
Remote		Low Risk	Low Risk	Moderate Risk	*Assessment in accordance with BS8800 : 1996*
Unlikely		Low Risk	Moderate Risk	High Risk	Risk is the product of Likelihood and Severity
Likely		Moderate Risk	High Risk	High Risk	

RISK LEVEL	ACTION AND TIMESCALE
LOW	No additional control measures are required.
MODERATE	Where reasonably practicable the risk should be removed, replaced or reduced by design amendments or by the introduction of additional control measures or by the implementation of an agreed safe system of work. Risk reduction measures should be implemented prior to works commencing and all members of the working party briefed on the associated hazards. In doing so, the risk, all associated work, discussions, resolutions etc. shall be to be recorded. Where applicable reference should be made within the health and safety plan.
HIGH	Work must not be started until the risk has been reduced either by design or the introduction of additional control measures. The risk including all associated work, discussions, resolutions etc to be recorded. Where applicable reference should be made within the health and safety plan.

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R A M S Declaration

Site Specific Risk Assessment

By signing this RAMS declaration sign off sheet, I am confirming that I have read and understand the contents and that all points have been explained. I understand what the associated hazards entail and agree with the safe working methodology. I agree to abide by the working procedures. In the event that something changes or other risks present themselves, then I will stop work and inform my supervisor immediately.

Print Name	Sign Name	Date

Severity \ Likelihood	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood	
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