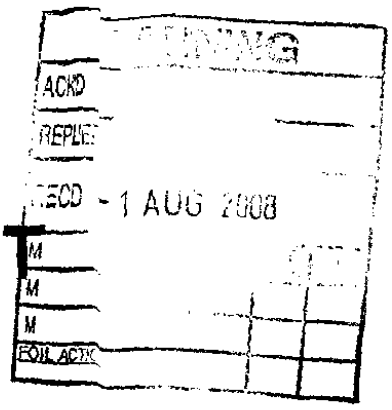
N.G DEVELOPMNTS



VARLEY STREET
MANCHESTER

NG 1096

METHOD STATEMENT

FAO:

Zahid Anwar

INTROBUILD

2008-05-16

Health & Safety Details

- **Safety Policy**
- **Method Statement**
- **Manual Handling Risk Assessment Process**
- **Manual Handling Risk Assessment**
- **Work Place Risk Assessment – Site**
- **Work Activity Risk Assessments**
- Sample Toolbox Talk
- Inspection Sheets
- COSHH Assessments

N G DEVELOPMENTS (NORMANTON) LTD
Unit 24
Normanton Business Park
Ripley Drive
Normanton
WAKEFIELD WF6 1QT

HEALTH & SAFETY AT WORK

GENERAL STATEMENT OF INTENT

The Health, Safety and Welfare of all employees and anyone who may be affected by our work activities are of prime importance. N G DEVELOPMENTS (NORMANTON) LTD provide, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work and will plan and organise our requirements for the effective implementation of our Occupational Health and Safety Management System.

We will at all times as part of our plan provide such information as may be needed to ensure the Health, Safety and Welfare of employees and others and make sure that adequate training and supervision is provided. We will also ensure that we have made adequate human and financial provisions for our Health & Safety considerations.

All employees of this company are aware of their own duties in respect of Health & Safety and will take all reasonable care of themselves and anyone else who may be affected by what they do, or do not do, whilst at work. They are required to give their full co-operation and support at all times on matters relating to Health and Safety.

As part of our continuing programme of developing and improving our performance in Health & Safety we have appointed Pearson Holland Management Services Limited as our independent advisors. In conjunction with us they have produced a documented procedure with the allocation of duties, the responsibilities and organisation for safety matters and details of particular arrangements. This document is kept up to date, relevant to the changing of the business and is fully reviewed and audited every twelve months.

SIGNED BY EXECUTIVE WITH OVERALL RESPONSIBILITY FOR HEALTH & SAFETY:

Adrian Lee
Richard Know
Joint Direct

Date: 28th August 2007

N G DEVELOPMENTS (NORMANTON) LTD
Unit 24
Normanton Business Park
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SIGNED BY EXECUTIVE WITH OVERALL RESPONSIBILITY FOR HEALTH & SAFETY:

Adrian Lee
Richard Knowles
Joint Directors

Date: 28th August 2007

N.G DEVELOPMENTS

Method Statement

NG 1096

VARLEY STREET

MANCHESTER

CONTRACTOR

INTROBUILD

2008-05-16

N.G DEVELOPMENTS

Introduction

Client:	INTROBUILD
Work Site Location	Varley St, Manchester
Site Commencement Date:	MAY 2008
Scope of Works:	Supply and installation of windows.

This statement covers the procedures and methods to be implemented by N.G Developments and addresses our proposed methods of material delivery, handling, access and installation of the glazing system.

Principal Work Related Hazards & Control Measures

Please refer to the attached Risk Assessment covering potential site hazards and safety measures. Also refer to the attached COSHH Assessments listing our materials and risk to health. Where appropriate, a specific Manual Handling of Loads Assessment will be carried out.

All Staff and operatives involved in the supervision and execution of these works will receive a copy of this method statement. They must make themselves aware of the contents of the Risk Assessment and adhere to the control measures.

Plant & Equipment

The following plant and equipment will be used by suitably competent operatives:

- Portable hand tools
- Cordless battery powered drills
- Tower scaffolding
- Stepladders
- 110V Power Tools
- MEWP

Construction Materials & Drawings
Refer to latest N.G Developments Construction Issue Drawings
Glazing System and ancillary materials – Seniors SPW300 series windows

- Polyester powder coated aluminium framing sections
- Thermal break and gaskets
- 2mm thick pressed aluminium cills and closer profiles
- Silicone perimeter frame sealant

Also incorporating:

- Double glazed units – make up as specified
- Aluminium composite panels

N.G DEVELOPMENTS

Labour

The installation will be carried out using sub-contract labour. The labour resource will be 2 men and this will be reviewed as the installation proceeds and to suit the available areas. No "young persons" are employed on site. All of our operatives either hold or are working towards obtaining a CSCS Card. Any operative driving an access machine will be trained and competent.

Our installers, although sub-contract, are known to us and have successfully completed other projects for N.G Developments

Periods of Working

Commencement: May
Duration: 1 day

Pre-Start Working Arrangements

Prior to the works being undertaken a site meeting will be held to ensure all parties are fully conversant with the proposed works and arrangements agreed.

Personal Protective Equipment (PPE) is to be worn at all times whilst on site. The minimum requirement is as follows:

- Hard Hat
- Safety boots with steel toe-caps
- High visibility coat/vest
- Gloves when necessary
- Safety glasses when necessary

Other PPE will be used as necessary. For example harnesses – these are to be stored correctly and inspection records kept. All operatives will be trained in the use of harnesses accordingly and all necessary documentation will be provided and maintained.

Usual welfare facilities will be provided by Introbuild.

Supervision & Resources

Visiting Contracts Manager:	Keith Cusworth	07989 435065
Foreman Fixer:	John Dawson	07956531136

Emergency Telephone Numbers

Site Project Manager:	Zahid Anwar	07976 725196
N.G Developments	Keith Cusworth	as above
N G Head Office	01924 896990	

N.G DEVELOPMENTS

Description of Works

The work covered and included in our latest quotation including connections, fixings, sealants, flashings, closures, labour, supervision and equipment required to complete the installation.

Progress Review

The job status will be reviewed weekly in an internal progress meeting to ensure that delivery and installation commitments are met. The programme will be monitored by our Contracts Manager. Where performance fails or is likely to fail to meet the programme alternative courses of action will be agreed and instigated.

Fabrication

The aluminium framing will be fabricated using the Seniors Systems from aluminium alloy 6063 to BS 1474. The components will be as detailed in the specification and fabrication techniques will be strictly in accordance with the Systems Manuals and as shown on our approved/Construction Issue Drawings.

Material Packing

The framing sections will be factory fabricated and loose loaded onto our transport. The glass will be delivered to the site loose loaded in NG's own transport .
All vulnerable surfaces of framing will be covered with low tack protective tape and the glass units will be isolated from each other with self-adhesive form packers.

Material Deliveries

Loading lists will be compiled by our Scheduling Department. The framing materials will be checked prior to leaving the factory and again during off-loading. Any shortages or damage will be notified back to N.G Developments. The glass will be delivered to site and distributed manually to the work front. All materials will be off-loaded by hand. Materials will be delivered to site using our own transport or a haulier, in accordance with our installation programme.

Storage will be a safe area allocated on site, to be agreed.

Access

Internally from Mezzanine floor
Externally from tower scaffolding

Installation, Sequence & Safe System of Work

The openings will be formed by cutting the holes in the existing cladding panels using a circular saw and reciprocating saw. A timber frame will be formed around the opening.
The frames will be offered into the openings with the rebate pre sealed to form a bond in contact to the cladding. They will be mechanically fixed with the use of fixing lugs to the timber surround plumb and square as detailed on our approved drawings. The following sequence and safe system of work must be adhered to at all times:

- Materials to be loaded to floor slab for the window installation

- Assemble windows as approved drawings and in accordance with the Systems guidelines.
- Stand assembled windows in position ready for fixing.
- Fit window in accordance with approved drawings.
- Once all fixing is complete, the glazing sequence can commence.

Glazing

The glass units are lifted manually, offered into the frames and secured with the use of glazing beads. Once the glass is in place any panels and pressings are then fitted in the same manner. Maximum glass unit weight 50kg.

The windows are then wedge gasketed.

Silicone sealant is then applied to the perimeter.

Visual checks will be carried out whilst un-loading any damaged or sub-standard units will be marked and returned to the glass supplier.

Any variation to sequence of work will constitute addendums as necessary.

Waste Management

By the nature of our work, the waste generated by our installers will be minimal. This will generally be spent silicone tubes, low tack protective tape and small component packaging. Our operatives will maintain tidiness during the working day and will clear any debris from the work area each day.

Site Safety

Safety helmets, suitable footwear, high visibility jackets/vests, gloves and appropriate personal protective equipment will be worn by all of our operatives.

The fixing is primarily with the use of cordless battery tools

Only power tools with a maximum rating of 110V will be allowed.
All site personnel will obey the site rules and familiarise themselves of the emergency evacuation procedures.

Accident Reporting

All accidents on the site must be notified to Introbuild and N.G Developments Site Management. The Site Accident Book should be filled in. The HSE will be notified under RIDDOR as necessary.

Tool Box Talks

Regular briefing sessions on Safe Working Methods and Health & Safety will be held by the N.G Developments Site Management. Genuine views from operatives working on the site will be considered and implemented as appropriate.

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Quality

Although N.G Developments Ltd do not hold and ISO 9000 quality certificate, we recognise that quality is important and the following will be checked as the installation proceeds:

- Materials received undamaged
- Quantity of materials correct
- Up to date drawings received
- Structure correct to receive frames
- Line and level acceptable
- Mullions fixed true and plumb
- Transoms level
- Flashings fitted and sealed correctly
- Gaskets secure
- Mastic pointing carried out to an acceptable standard

Where the quality of an item falls or is likely to fall below a reasonably acceptably level, discussion will take place involving the Main Contractor as appropriate to establish the cause of the problem and agree corrective action or a concession. It is understood that any action agreed must not affect the final appearance or compromise the specification.

All staff and operatives involved in the supervision & execution of these works will be taken through this Method Statement and then will be required to sign and date to confirm this. They must make themselves aware of the contents of the Risk Assessment and adhere to the control measures.

Compiled by K CUSWORTH
Contracts Manager

Distribution

Contracts Manager
Main File

Contract file
Introbuild

N.G DEVELOPMENTS

This Method Statement must be read, understood and applied by all operatives working on this site.

All operatives must sign and date below to show that they have read and understood this Method Statement.

PROJECT VARLEY STREET **PROJECT** N0 NG 1096

Name	Date	Name	Date

N.G DEVELOPMENTS

Manual Handling Risk Assessment

Risk Assessment Process

Hazard Identification
Identification of factors with a potential to cause harm to a given person

Risk Evaluation
The probabilities of harm actually resulting to a person

Risk Management
Analysis of the options for eliminating or reducing the risk

This assessment should:

- Identify the significant risks liable to arise from the work activity
- Disregard trivial risks arising from routine activities associated with life in general, unless compounded by the work activity
- Enable the employer to identify and prioritise the measures that need to be taken
- Be appropriate to the nature of the work
- Remain valid for a reasonable period of time
- Recorded in writing

Project Name VARLEY STREET	**Project No:** NG 1096
Assessment No: C1096/001	**Location:** All Elevations
Assessment Date: 15/05/2008	

Work Activity/Handling Operation	**Risk Factors**
Unloading & Distributing Materials	High (H) Major Injury, Death Medium (M) Minor Injury Low (L) Trivial or No Injury

Assessed By:
Name: K Cusworth (Print)
Appointment: Contracts Manager
Date: 15/05/08

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Manual Handling Risk Assessment

Description	Compliance	Risk (H/M/L)	Action
Does the Task include the following:			
Holding the load a distance from the trunk?	NO	LOW	
Unsatisfactory body movement or posture?	NO	LOW	
Twisting the trunk	YES	MEDIUM	See note 3
Stooping	YES	MEDIUM	See note 3
Excessive lifting/lowering distances?	NO	LOW	
Excessive carrying distances?	NO	LOW	
Excessive pulling/pushing distance?	NO	LOW	
Sudden movement of the load?	NO	LOW	
Frequent or prolonged physical effort?	NO	LOW	
Insufficient rest or recovery?	NO	LOW	
Individual Capabilities			
Does the job:			
Require unusual strength?	NO	LOW	
Unusual height?	NO	LOW	
Create a hazard to those who are pregnant or have a health problem?	YES	MEDIUM	See note 1
Require special knowledge or training for its safe performance?	YES	MEDIUM	See note 3
Is the load:			
Heavy?	NO	LOW	
Bulky or unwieldy?	NO	LOW	
Difficult to grasp?	NO	LOW	
Unstable or with contents likely to shift?	NO	LOW	
Sharp/hot or otherwise potentially dangerous	YES	MEDIUM	See note 2
The Working Environment – Are there:			
Constraints preventing good posture – space?	NO	LOW	
Slippery/uneven/unstable floors/ground?	NO	LOW	
Variations in level of floor/ground or work surfaces?	YES	MEDIUM	See note 4
Extremes in temperature/humidity or air movement?	NO	LOW	
Poor lighting?	NO	LOW	
Mechanical Handling			
Is mechanical handling equipment available?	NO	LOW	
What PPE is required?			
Safety Helmet?	YES	LOW	
Safety Boots?	YES	LOW	
Safety Glasses/goggles?	NO	LOW	
Glass handling gloves?	YES	LOW	
Gloves (other)?	NO	N/A	
Ear plugs/defenders?	NO	N/A	
High Visibility vest/jacket?	YES	LOW	
Safety harness?	NO	N/A	
Other –	NO	N/A	

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Manual Handling Risk Assessment

Note	Comment/Remedial Action	Action by Date	Completed Date
1	No pregnant or ill personnel will be used for physical works on this contract		
2	Glass must be carried manually to work locations therefore installers must use glass handling gloves if they are to carry glass without using glass suckers. Maximum lifting weight 25kg per person.		
3	All personnel instructed in lifting techniques		
4	Ensure route to work front is clear of obstructions. Plan route prior to lifting		

N.G DEVELOPMENTS

Workplace Risk Assessment (Site)

Project Name: VARLEY STREET

Project No: NG 1096 15/05/08

Description	Compliance	Risk (H/M/L)	Action
Unloading:			
Is the material protected?	YES	LOW	
Is the material safe to handle?	YES	LOW	
Storage:			
Is secure storage provided?	NO	LOW	See note 1
Installation:			
Has the material been manufactured in manageable sizes?	YES	LOW	
Are installation instructions available?	YES	LOW	
Has a site file been issued?	YES	LOW	
Are all fixers suitably competent to complete the work?	YES	LOW	
Tools:			
Are the appropriate tools available for safe installation of our product?	YES	LOW	
Are the tools regularly inspected?	YES	LOW	
Access/Egress:			
Is access/egress safe?	YES	LOW	
Do ramps and ladders conform to current legislation?	N/A		
Services:			
Who provides services?	M.C	LOW	
Are services clearly marked?	YES	LOW	
Is the voltage 110V?	YES	LOW	
Lifting Equipment/ Access Equipment:			
Is lifting/access equipment being used?	YES		
If YES has it been tested?	YES	LOW	
Is test documentation available?	YES	LOW	
Are operatives qualified to operate equipment?	YES	LOW	
Vehicle/Plant:			
Is the movement of vehicles and plant controlled?	YES	LOW	
Do all operatives hold the correct license/certificate?	YES	LOW	
Electrical Tools/Appliances:			
Have all tools/appliances been inspected by a competent person?	YES	LOW	
Are all electrical tools/appliances in good/safe working order?	YES	LOW	
Are cables in good condition i.e. not damaged or frayed?	YES	LOW	
Scaffold: (TOWER)			
Is the scaffold constructed correctly?	YES	LOW	
Has the scaffold been inspected by a qualified person?	YES	LOW	
Are other trades working above?	NO	LOW	

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Waste Disposal:			
Are rubbish skips provided?	YES (MC)		
Is rubbish disposed of correctly?	YES	LOW	
Is the work area kept as tidy as possible?	YES	LOW	
Hazards:			
Are any of the following hazards present?			
Noise	YES	LOW	Note 2
Dust	YES	LOW	Note 3
Fumes	NO	LOW	
Working at Height	YES	LOW	Note 4
Manual Handling	YES	LOW	Note 5
Asbestos	NO	LOW	
Working above water	NO	N/A	
Safety/Welfare:			
Has induction training been given?	YES	LOW	
Have operatives received formal H&S training?	YES	LOW	
Are all appropriate signs displayed?	YES	LOW	
Are the following welfare facilities provided?			
Washrooms	YES		
Toilets	YES		
Drying facilities	YES		
Canteen	YES		
Cooking facilities for heating food	NO		
Drinking water	YES		
Storing facilities	NO		
First aid box	YES		
Qualified first aiders	YES		
Is there adequate supervision?	YES		
Fire Precautions:			
Is a fire plan in place?	YES (MC)	LOW	
Is fire fighting equipment available?	YES (MC)	LOW	
Has fire training been given?	NO		
Have fire practice taken place?	NO		
Have all relevant risk assessments been carried out and recorded in writing	YES		
COSHH	YES		
Noise	YES		
Manual Handling	YES		
Personal Protective Equipment	YES		
Workplace	YES		
CDM	YES		
Others	NO		
Have all relevant method statements been produced?	YES		
Have all operatives seen and understood all issued risk assessments/method statements?	YES		

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET			**Work Activity:** Installation of Cladding & Curtain Walling	
Project No: NG 1096			**Assessment Date:** MAY 2008	
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Working at Height	Falls of Personnel	Operatives work from an elevating platform (see separate Risk Assessment) or fully boarded work platform with toeboards and guard rails in position if working over 2M high	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
Lifting & Positioning	Falls of Materials	All cladding and curtain walling modules will be manufactured in manageable sizes and lifted as per method statements and manual handling risk assessment	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Inclement Weather	Personnel/Materials	Work to cease during inclement weather and/or high winds	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
Signed: Contracts Manager			Construction (Design& Management) Regulations 1994 Assessment	
Name: **K Cusworth** Contracts Manager			**Probability**: Low	
Date: MAY 2008			**Severity:** Low	

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET			**Work Activity:** Use of Hand Tools (Non-Powered)	
Project No: NG 1096			**Assessment Date:** MAYT 2008	
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Misuse	Accidents & injury to Operatives	Operatives to be competent and trained to use hand tools. Correct hand tools to be selected for the task.	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
Mechanical Defects	Accidents & injury to Operatives	Hand tools to be in good working order, maintained and checked prior to use.	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
Flying Fragments	Eye injuries to Operatives & other persons	Operatives and all other persons likely to be affected are to wear appropriate PPE as per the risk assessment	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
Signed: Contracts Manager			Construction (Design& Management) Regulations 1994 Assessment	
Name: K Cusworth, Contracts Manager			**Probability:** Low	
Date: MAY 2008			**Severity:** Low	

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET			**Work Activity:** Use of Power Tools (Electrically Driven) Sheet 1	
Project No: NG 1096			**Assessment Date:** MAY 2008	
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Electricity	Electrocution	All electrical power tools to be 110V or less. All tools to be thoroughly inspected before use including controls, switches and cables. All tools MUST be covered by an up to date test and examination certificate with the details entered on the Tools Register (held in site file)	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Mechanical Defects	Accidents & Injury to Operatives	As above	As above	Low
Misuse	Accident & Injury to Operatives	Operatives must be competent and trained to use power tools. Power tools must be selected correctly for the task	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Trailing Cables	Trips/Falls of personnel	All electrical supply cables must be routed and made secure to prevent trips and falls of persons on site	N.G DEVELOPMENTS Contracts Manager, Installation Teams	
Noise	Noise Exposure	Persons likely to be affected by levels above 85dB must wear suitable ear protection as per the noise assessment	N.G DEVELOPMENTS Contracts Manager, Installation Teams	

Signed: Contracts Manager	Construction (Design& Management) Regulations 1994 Assessment
Name: K Cusworth, Contracts Manager	**Probability:** Low
Date: MAY 2008	**Severity:** Low

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET			**Work Activity:** Use of Power Tools (Electrical Driven) Sheet 2	
Project No: NG 1096			**Assessment Date:** MAY 2008	
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Noisy Work	Noise Exposure	Notices to be positioned warning of noise hazard	N.G DEVELOPMENTS Contracts Manager, Installation Teams & Main Contractor	Low
Vibration	White Finger	Operatives to wear anti-vibration gloves if practicable	N.G DEVELOPMENTS Contracts Manager, Installation Teams & Main Contractor	Low
Flying Fragments & Dust Particles	Eye Injury & Inhalation of dust particles by operatives and others	Operatives and all other persons likely to be affected are to wear the appropriate PPE as per the risk and COSHH assessment. Work area to be ventilated	N.G DEVELOPMENTS Contracts Manager, Installation Teams & Main Contractor	Low

Signed: Contracts Manager	Construction (Design& Management) Regulations 1994 Assessment
Name: K Cusworth, Contracts Manager	**Probability:** Low
Date: MAY 2008	**Severity:** Low

N.G DEVELOPMENTS

Workplace Risk Assessment - Site

Note	Comment/Remedial Action	Action by Date	Completed Date
1	Possible hire of site tool box to secure attractive/small items		
2	Ear protectors to be used should noise levels exceed 85 decibels		
3	Masks to be worn if high levels of dust particles are present		
4	Tower Scaffolding supplied for high level work		
5	See manual handling risk assessment		

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET			**Work Activity:** Distribution of Materials	
Project No: NG 1096			**Assessment Date:** MAY 2008	
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Material handling accidents	Falls of materials	Material handling equipment. Safe Working Load (SWL) capacity to lift safely all loads of material. Weight of all loads to be ascertained prior to lifting.	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
		Loads of all material to be loaded as per manufacturers requirements and instructions	N.G DEVELOPMENTS Contracts Manager, Installation Teams.	Low
		All operatives and other persons are to be kept away from beneath the lifting and lowering of materials	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
		All operatives and other persons MUST wear safety helmets	N.G DEVELOPMENTS Contracts Manager, Installation Teams.	Low
		All loads of materials to be lifted by crane are to be slung by a competent and certified banksman/slinger wearing high visibility vest.	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low
		Surface of access roads used for delivery of materials around the site should be firm and level	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor	Low

Signed: Contracts Manager	Construction (Design& Management) Regulations 1994 Assessment
Name: K Cusworth Contracts Manager	**Probability:** Low
Date: MAY 2008	**Severity:** Low

N.G DEVELOPMENTS

Work Activity Risk Assessment

Project Name: VARLEY STREET		**Work Activity:** Application of Mastic/Silicone (Sheet 1)		
Project No: NG 1096		**Assessment Date:** May 2008		
Hazard	**Risk**	**Control**	**Action**	**Risk (High/Medium/Low)**
Working at height	Falls of Persons	Operatives work from a fully boarded work platform with toeboards and guard-rails in position if working over 2 metres high.	N.G DEVELOPMENTS Contracts Manager, Installation Teams and Main Contractor.	Low
Lifting and positioning	Falls of Materials	Mobile towers are to be cleared of materials, equipment and operatives prior to moving. Ladders are to be in good condition, correct length and set at the correct angle and secured in position. Care is to be taken if stepping from towers to boards.	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Skin contact with sealant	Occupational dermatitis	Operatives to wear gloves and other PPE as required by a COSHH assessment. Personal hygiene standards must be maintained. All mastic/silicone to be washed of exposed skin immediately and before the consumption of food and drink.	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Waste, empty cartridges, etc	Slips, trips and falls of persons	All waste, empty cartridges, etc. are to be cleared up as work progresses and removed to the waste skip provided at the end of each work shift. All access, egress and passageways are to be kept clear to allow safe access and egress for site personnel.	N.G DEVELOPMENTS Contracts Manager, Installation Teams	Low
Signed: Contracts Manager		Construction (Design& Management) Regulations 1994 Assessment		
Name: K Cusworth Contracts Manager		**Probability:** Low		
Date: MAY 2008		**Severity:** Low		

NG DEVELOPMENTS

RISK ASSESSMENT No NG 015 **DATE MAY 2008**

DESCRIPTION OF HAZARDOUS ACTIVITY
WORKING AT HEIGHTS

RISK BEING ASSESSED 1. FALLING OBJECTS 2. OPERATIVES FALLING FROM HEIGHTS 3. THOSE BENEATH BEING INJURED 4. FALLING THROUGH FRIGILE ROOF

PERSONNEL / PUBLIC / OTHERS AT WORK			Number of people involved
X	X	X	2

ASSESSORS NAME K Cusworth	CAPACITY / TITLE
SIGNATURE	Contracts Manager

GENERAL	YES	NO
1. .Is a significant risk of injury or to health involved ?	X	
2. Can the risk be eliminated ?		X
3. Is the risk reduced by existing protective measures ?	X	
4. Can the risk be reduced or avoided ? If so , by which of the following means ?		
a) Mechanical aids (MEWP's ,Hoists, scaffolding, etc)	X	
b) Systems of work (permits, hours of work, etc)	X	
c) Other means (nets, hoardings, barriers etc)	X	

MEASURES WHICH CAN BE TAKEN TO AVOID OR REDUCE THE RISK, PREVENTATIVE & PROTECTIVE MEASURES, P.P.E AND PERMITS TO WORK

"COMPETENT" MEANS:- Having sufficient knowledge, experience, skills, training or other qualities to carry out the job safely and effectively. If P.P.E is specified employers must enforce its use.

1. All access equipment is properly constructed (inspection record maintained)
2. Method statement to be adhered to
3. Only trained operatives to construct, dismantle or control the access equipment
4. All access equipment has full toe boards and guard rails (no gaps greater than 470mm) top guard rail to be at least 950mm from platform
5. No access equipment is loaded above the level of the guard rail
6. Where work involves leaning out onto an open edge, then all operatives are to be fitted with a full body harness. The harness must be connected at all times
7. All fall arrest/ fall restrict equipment to be correctly maintained
8. Operatives to have tasks fully explained prior to commencement of works
9. Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct 1 in 4 angle
10. Fragile roof, ensure no operatives stand on it

OVERALL ASSESSMENT OF RISK PRIOR TO CONTROLS	LOW		MEDIUM	X	HIGH	
OVERALL ASSESSMENT OF RISK AFTER CONTROLS	LOW	X	MEDIUM		HIGH	

IF OVERALL ASSESSMENT OF RISK IS STILL MEDIUM OR HIGH

	YES	NO
1.Method statement needed	X	
2.Drawings needed		X
3. Calculations needed		X
4. Makers information needed	X	
5. specialist advice needed	X	
6. reference to higher authority		X

Legislation
H&S at Work Act 1979, Management of H&S at Work Regulations 1999, The Construction Regulations 1996, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operation and Lifting Equipment Regulations 1998, the Work at Height Regulation2005.

NOTE
Ground conditions Tarmac
No overhead wires

PROJECT NAME VARLEY STREET
PROJECT No NG 1098

DATE	16th MAY 2007	HEALTH AND SAFETY FILE MAIN CONTRACTORSITE COPY

N.G DEVELOPMENTS

Tool Box Talks — Scaffold Towers

Contract: _____ **Contract No:** _____

Before Erection

- Check all components are in good condition
- Check wheels for effective rotation
- Check brakes and locking devices work correctly
- Prior to erecting towers on suspended floors, ensure bearing capacity of floor is sufficient for the planned load

Before Use

- Ensure the tower is vertical and square
- Towers must not be used unless wheels are locked
- Check the outriggers are set correctly and secured
- Ensure the platform is fully boarded out and guard rails and toe boards are fitted if working platform is over 2 metres high

Stability

- Never climb up the outside of a tower – use the stairway or ladder on the inside
- Follow manufacturer's instructions on base to height ratio
- Hoist materials up from inside the tower
- Tie the tower to a permanent structure where possible
- Don't move the tower if persons or materials are still on the platform
- Don't pull the tower along while standing on it

Hazards

- Don't exceed the manufacturer's SWL for the tower
- When moving towers ensure there are no potholes, obstacles or overhead cables in the way
- When working, ensure the access hatch is closed on platform
- Never use ladders or steps on a scaffold platform as this will cause the tower to turn over
- Towers must only be used on firm surfaces. Where ground is soft, adequate support must be used

REMEMBER AFTER MOVING A TOWER AND BEFORE USE – WHEELS MUST BE LOCKED

I have read, discussed and understood this toolbox talk

Signed	Print	Date

N.G DEVELOPMENTS

Tool Box Talks — Manual Handling

Contract: _____ **Contract No:** _____

Between 1993 and 1996, almost 30% of all injuries at work (including one fatal accident) were caused by manual handling

GET IT WRONG TODAY AND YOU'LL SUFFER THE CONSEQUENCES TOMORROW

Considerations When Manual Handling

- Always use mechanical handling methods instead of manual handling if possible, eg. forklifts or pallet trucks etc.
- Know your capabilities, only tackle jobs you can handle
- Can you handle the load yourself, do you need assistance?
- Is there a clear walkway with good lighting to the work area?
- Where possible, establish the weight of the load before lifting
- Wear gloves to protect against cuts and punctures
- Wear safety boots to protect from falling loads
- Carry out a trial lift by rocking the load from side to side, then try lifting a small amount to get a "feel" for it

Good Handling Techniques

- Stand reasonably close to the load, feet hip width apart, one foot slightly forward pointing in the direction you're going
- Bend your knees and keep your back straight
- Get a secure grip on the load
- Breathe in before lifting as this helps to support the spine
- Use a good lifting technique, keep your back straight and lift using your legs
- Keep the load close to your body
- Don't carry a load that obscures your vision
- Lift slowly and smoothly
- Avoid jerky movements
- Avoid twisting your body when lifting or carrying a load
- When lifting to height from the floor, do it in two stages
- When two or more people lift a load, one person must take control to co-ordinate the lift

REMEMBER BAD MANUAL HANDLING TECHNIQUES CAUSE INJURIES

I have read, discussed and understood this toolbox talk

Signed	Print	Date

COSHH REGULATIONS ASSESSMENT/PROOF OF TRAINING

SITE VARLEY STREET	**ASSESSMENT No 14**
CONTRACT No NG 1096	

SUBSTANCES IN USE, INCLUDING HAZARDS & EXPOSURE LIMITS

SILICONE SEALANT:- EVERFLEX 335

LOCATION AND OPERATION

USED IN DYNAMIC MOVEMENT JOINTS IN CONSTRUCTION AND PARTICULARLY PERIMETER SEALING

FREQUENCY OF EXPOSURE:

DAILY		**WEEKLY**		**OCCASION**	X	**ONE OFF**	

DURATION OF EXPOSURE:

8 HOURS		**4 - 8 HOURS**		**2 - 4 HOURS**		**1 - 2 HOUR**	X

CONTROL MEASURES - INCLUDING PREVENTION OF POLLUTION

HAZARDS 1. CAN IRITATE THE KIN
2. MAY CAUSE STRONG IRRITATION OF MUCOUS, MEMBRANES AND SENSITISATION

CONTROL 4.1 WIPE OFF ANY SKIN CONTACT WITH CLEAN CLOTH OR PAPER AND WASH WITH SOAP AND WATER
4.2 EYE CONTACT - FLUSH WITH WATER FOR 15 MINUTES (SEE BELOW)

STORAGE	**DISPOSAL OF WASTE**	**DISPOSAL OF CONTAINERS**
IN DRY AND COOL CONDITIONS	AFTER SOLIDIFICATION DISPOSE AS GENERAL WASTE	AFTER SOLIDIFICATION DISPOSE AS GENERAL WASTE

PERSONAL PROTECTIVE EQUIPMENT ISSUED - IN ADDITION TO CONTROL MEASURES (PPE)

1. PROTECTIVE GLOVES WHEN USING THIS SILICONE
2. ENSURE ADEQUATE VENTILATION WHEN IN USE
3. EYE PROTECTION - SAFETY GOGGLES
4. SAFETY - AVOID CONTACT WITH SKIN WEAR GLOVES
*SEE INSTRUCTION BELOW

ASSESSMENT OF RISK OF EXPOSURE:

VERY HIGH		**HIGH**		**MEDIUM**		**LOW**	X	**VERY LOW**

TRAINING GIVEN BY: NAME:.....

TRAINING & PROTECTIVE CLOTHING EQUIPMENT RECEIVED BY:

NAME	**SIGNATURE AND DATE**	**NAME**	**SIGNATURE & DATE**

FURTHER INFORMATION (including processes or emergency situations)

CONTROL CONTINUED 4.2 OBTAIN MEDICAL ASSISTANCE IF IRRITATION CONTINUES 4.3 INHALATION - MOVE TO FRESH AIR 4.4 INGESTION - DRINK COPIOUS AMOUNTS OF WATER AND INDUCE VOMITING

HEALTH MONITORING YES NO

ASSESSMENT MADE BY: K CUSWORTH **DATE:** May-08

SIGNATURE:

N.G DEVELOPMENTS (Normanton) LTD

Windows/Doors/Glazing Checklist

Project VARLEY STREET				Project No NG 1096
Week Commencing		Unit No		Sheet No
Location				

	OPERATION	ACC	REJ	N/A	REMARKS
1	Scaffolding/Access				
2	Opening Size Check				
3	Vertical/Horizontal DPC				
4	Line Level & Plumb				
5	Fixings/Margins				
6	External Mastic Pointing				
7	Censor Operation				
8	Protection to Finish				
9	Door/Frame Clearance				
10	Closure Operation				
11	Beads/Gaskets				
12	Glass Surface Check				
13	Colour Match Finish				
14	Window Boards				
15	Final Tidiness				
16	Drainage caps				
17	Cills				
18	Ironmongery				

SUBCONTRACTORS SIGNATURE	SITE REPRESENTATIVE SIGNATURE
Date:	Date:

NG DEVELOPMENTS

RISK ASSESSMENT No NG 009 **DATE MAY 2008**

DESCRIPTION OF HAZARDOUS ACTIVITY

USE OF SCAFFOLD / MOBILE TOWERS

Height 4m

RISK BEING ASSESSED

1. FALLS FROM SCAFFOLD / MOBILE TOWERS. 2. SCAFFOLD / TOWERS NOT SAFE. 3. TOWERS / SCAFFOLD NOT ERRECTED CORRECTLY. 4. INSPECTIONS

PERSONNEL / PUBLIC / OTHERS AT WORK			Number of people involved
X	X	X	2

ASSESSORS NAME K CUSWORTH	CAPACITY / TITLE
SIGNATURE	CONTRACTS MANAGER

GENERAL	YES	NO
1. .Is a significant risk of injury or to health involved ?	X	
2. Can the risk be eliminated ?		X
3. Is the risk reduced by existing protective measures ?	X	
4. Can the risk be reduced or avoided ? If so , by which of the following means ?		
a) Mechanical aids (MEWP's ,Hoists, scaffolding, etc)	X	
b) Systems of work (permits, hours of work, etc)	X	
c) Other means (nets, hoardings, barriers etc)	X	

MEASURES WHICH CAN BE TAKEN TO AVOID OR REDUCE THE RISK, PREVENTATIVE & PROTECTIVE MEASURES, P.P.E AND PERMITS TO WORK

"COMPETENT" MEANS:- Having sufficient knowledge, experience, skills, training or other qualities to carry out the job safely and effectively. If P.P.E is specified employers must enforce its use.

1. ENSURE STAGES ARE AT CORRECT HEIGHT/DISTANCES FROM BUILDING
2. ENSURE TOE BOARDS AND HANDRAILS ARE FITTED AND SECURE (MAX GAP 470mm FOR SAFE USE)
3. ENSURE MOBILE TOWERS ARE ERECTED ON FIRM GROUND AND ARE LEVELLED WITH OUTRIGGERS INPLACE
4. ALL SCAFFOLDING / MOBILE TOWERS TO BE CHECKED BY SITE SUPERVISOR PROIR TO USE
5. USE ONLY INTERNAL LADDER ACCESS ON MOBILE TOWERS.
6. DO NOT USE UNSAFE SCAFFOLD OR TOWERS. DO NOT MODIFY SCAFFOLD.
7. TOWER SCAFFOLD TO BE ERECTED BY CERTIFIED PERSONNEL ONLY (PASMA)
8. FORMAL INSPECTION RECORD TO BE KEPT

OVERALL ASSESSMENT OF RISK	LOW	X	MEDIUM		HIGH	

IF OVERALL ASSESSMENT OF RISK IS STILL MEDIUM OR HIGH

	YES	NO
1.Method statement needed	X	
2.Drawings needed		X
3. Calculations needed		X
4. Makers information needed	X	
5. specialist advice needed	X	
6. reference to higher authority		X

Scaffolding for internal use
Ground condition concrete slab
Do not travel with personnel on scaffolding !!

SIGNED	PROJECT NAME	PROJECT No
	VARLEY STREET	NG 1096
DATE MAY 2008	HEALTH AND SAFETY FILE, SITE	MAIN CONTRACTOR

NG DEVELOPMENTS

RISK ASSESSMENT No NG 009 **DATE MAY 2008**

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Ground condition concrete slab
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SIGNED	PROJECT NAME VARLEY STREET	PROJECT No NG 1096
DATE MAY 2008	HEALTH AND SAFETY FILE, SITE	MAIN CONTRACTOR