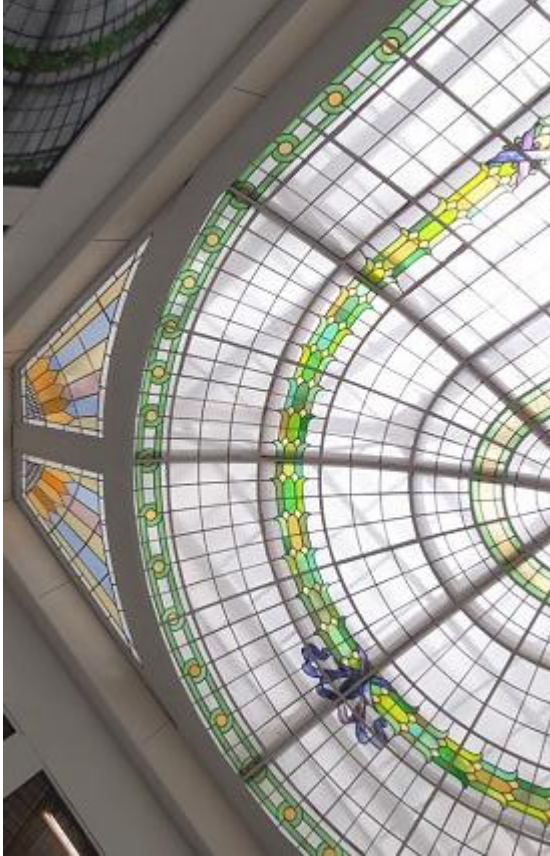




SUNLIGHT HOUSE

Little Quay St, Manchester M3 3HP

Design Glass Ltd

Dave Morris and George Boardman-Lee

Risk Assessment

Suggested Hold Points

We are open to inspection of any part of the job at any time. However, we would suggest logical points for holding would be :

1. Steel Frame.
On site after glass removal. Works to steel work as assessed to be agreed.
2. Leaded Panels
After assessment at our workshop, suitable replacement glass being identified and repairs etc quantified. Labelling regime.
3. Leaded Panels
After completion of initial panels (e.g one of each type). Suggested types of ties to be approved. Points 2 and 3 could be combined.
4. Completion of works to steel frame and painting (by others).
5. Initial installation of first panels.

Summary

There is very little real risk present to the structure as a whole and what there is predominantly falls into the category of accidental damage or loss of individual panes

We assess risk on a scale of one to ten with ten being happening and one being a non-event. This figure is shown at the end of each item.

1. Risk surveying/Removal

		Score
Description	Damage caused by accidental impact from individuals or items carried by such.	5
Mitigation	• Only approved personnel allowed in vicinity of work. Each operative has a high level of experience and skill in the removal and handling of leaded lights. • Sufficient time and number of operatives allocated so that the process is not time pressurised. • Personnel are CSCS trained and have Manual Handling and Working at Height certificates that are annually renewed.	2

		Score
Description	Damage caused by inadvertent dropping of panels, or damage caused to the building by the above.	7
Mitigation	- Only skilled personnel to be involved in this process. Each operative has a high level of experience in the removal and handling of leaded lights. - Each operative is supplied with and will use Kevlar friction gloves to ensure that the dropping of a panel is minimised. - The lowering of the panels from the crash deck to the floor level will be via the purpose built staircase. - Personnel are CSCS trained and have Manual Handling and Working at Height certificates that are annually renewed.	2

		Score
Description	Damaged caused by prolonged storage on crash deck.	5
Mitigation	- Only approved personnel allowed in vicinity of work. Each operative has a high level of experience and skill in the removal and handling of leaded lights. - Panels to be removed for transport at regular intervals during works. - Sufficient time and number of operatives allocated so that the process is not time pressurised.	4

		Score
Description	Damage caused by storage in transport on site	2
Mitigation	- This is probably the safest place for the panels. The vans that we use have been specifically customised for the safe transportation of glass and leaded lights. - Each operative is skilled and proficient in securing leaded lights in the van that minimises breakages.	1

		Score
Description	Damage caused during transport	6
Mitigation	• All vans are company owned and have been purchased in the last 3 years. • The vans that we use have been internally specifically customised for the safe transportation of glass and leaded lights. • Each operative is skilled and proficient in securing leaded lights in the van that minimises breakages. • We will use a direct route from site to works and utilise motorways where possible. • As a company we have a Driving Licence Policy to ensure that all personnel drive lawfully and responsibly.	3

2. Risk during restoration of panels

		Score
Description	Damage or loss of panels during storage	4
Mitigation	• Correctly store panels in a designated safe and purposely designed storage space/area • Check that the means of labelling has not moved during transportation. • The building is located in a secure compound alarmed and protected by CCTV on all sides. • Only skilled personnel are allowed in the workshop. Any visitors are accompanied at all times.	2

		Score
Description	Damage caused during the refurbishment process	5
Mitigation	• Only skilled personnel to be involved in this process. Each operative has a high level of experience and skill in the handling and refurbishment of leaded lights. • Sufficient time will be allocated to the refurbishment process to mitigate time pressures. • Each piece that makes up the panel will be removed and hand cleaned using de-ionised water and non abrasive cloths.	2

		Score
Description	Mixing of Panels or glass	5
Mitigation	- Each panel will be labelled and documented. - Each panel will be worked on individually so that mixing of panels is minimised. - Each piece that makes up the panel will be removed and hand cleaned using de-ionised water and non abrasive cloths. - Only skilled personnel to be involved in this process. Each operative has a high level of experience and skill in the handling and cleaning of leaded lights. - Sufficient time will be allocated to the refurbishment process to mitigate time pressures.	2

3. Risks during re glazing

Description	Damage caused by accidental impact from individuals or items carried by such.	5
Mitigation	- Only approved personnel allowed in vicinity of work. Each operative has a high level of experience and skill in the removal and handling of leaded lights. - Sufficient time and number of operatives allocated so that the process is not time pressurised. - Personnel are CSCS trained and have Manual Handling and Working at Height certificates that are annually renewed.	2

		Score
Description	Damage caused by inadvertent dropping of panels, or damage caused to the building by the above.	7
Mitigation	- Only skilled personnel to be involved in this process. Each operative has a high level of experience in the removal and handling of leaded lights. - Each operative is supplied with and will use Kevlar friction gloves to ensure that the dropping of a panel is minimised. - The method of getting the panels from the floor level to the crash deck will be via individually passing one to another. - Personnel are CSCS trained and have Manual Handling and Working at Height certificates that are annually renewed.	2

		Score
Description	Damaged caused by prolonged storage on site.	5
Mitigation	- Only approved personnel allowed in vicinity of work. Each operative has a high level of experience and skill in the removal and handling of leaded lights. - Panels to be returned to site, removed from the van, fitted and finished in small batches. - Sufficient time and number of operatives allocated so that the process is not time pressurised.	4

		Score
Description	Damage caused by storage in transport on site	2
Mitigation	- This is probably the safest place for the panels. The vans that we use have been specifically customised for the safe transportation of glass and leaded lights. - Each operative is skilled and proficient in securing leaded lights in the van that minimises breakages.	1

		Score
Description	Damage caused during transport	6
Mitigation	- All vans are company owned and have been purchased in the last 3 years. - The vans have been internally specifically customised for the safe transportation of glass and leaded lights. - Each operative is skilled and proficient in securing leaded lights in the van that minimises breakages. - We will use a direct route from site to works and utilise motorways where possible. - As a company we have a Driving Licence Policy to ensure that all personnel drive lawfully and responsibly.	3

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4. Risks associated with steel frame / works thereof

Specific risks will only become apparent after the leaded panels are removed as there is little that can occur before this process has started - we will issue additional risk assessment as soon as we are able to assess such