

		RISK ASSESSMENT AND METHOD STATEMENT		Form S019-REV
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RAMS TITLE:

CUT & CRAFT



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- 10. Environmental** including **Waste Management**
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- 13. Protection of Others, Supervision and Protection of Others**
- 14. RAMS Revisions and RAMS Sign Off**

Appendices:

Risk Assessments: As stated below

COSHH Assessments and Data Sheets: As stated below

Manual Handling: As stated below

HAV Calculator and Record Sheets: As stated below

Noise Calculator and Record Sheets: As stated below

Repetitive Lift Plan: As stated below

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2	OVERVIEW OF WORKS	2
Client and Address:	Client – Dawnvale Site Address – Cut Craft, 32 Mosley Street, Manchester, M2 3AZ Clients Site Contact – Dave Connor – 07792 459 068	
Scope of Works:	The scope comprises of the installation of internal drainage, Installation of trimming steels to facilitate the installation of a new stair case & breaking out opening.	
Planned Programme and Working Hours:	Duration of works: As per main Contractors Programme – 4Weeks for Sub-contract works Working hours: 07:00 hrs - 18:30 hrs (Monday to Friday) Note. Please refer to programme of works	
Site Manager including Qualifications:	Site Manager: Adam Jeffrey Qualifications: SMSTS, First Aid at Work and Fire Safety, Temp works supervisor, scaffold inspection, Asbestos awareness, CPCS 360 Excavator, Dumper, Roller	
Plant Operators including Qualifications:	Name: TBC Plant: Telehandler Qualifications: CPCS / NPORS	
Site Operatives including Qualifications:	All training cards will be provided during the site induction unless specifically requested beforehand	
Emergency Contacts:	EMERGENCY NUMBERS: Tom Kilgannon (Aspire Construction Managing Director) 07531 118 678 Tom Bunting (Aspire Construction Operations Manager) 07946 653 447 Lee Cunningham (Aspire contracts Manager) 07845 919 053 All accidents and near misses must be reported to the Aspire Construction Site Manager in the first instance	

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3	RISK ASSESSMENTS	3
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Risk Control Systems in operation:

Daily / Weekly Safety Inspections, Safety Audits, Recording and Monitoring, supervision

Workplace Precautions in operation:

Safety Signs, Safety Barriers and Fencing, Protective Equipment, Personal Protective Clothing, Overall Prevention Policies, Training, Toolbox Talks, Site Inductions, Risk Assessments and Method Statements

Other Precautions:

All Electrical Tools used will be PAT tested, inspected and recorded

Noise assessments will be carried out where applicable. The tools selected for use will not exceed the Meter per second calculation with personal exposure above 8hrs.

Manual handling assessments to be completed where practical, all loads above 25kgs will be carried by 2 operatives or mechanically transported.

Slips, Trips & Falls • Minimise risk by good housekeeping i.e. Stacking all materials as soon as practical or by placing them in a designated skip • Any trip hazards that cannot be moved should be clearly highlighted

Dust • Dust masks suitable for the operation are to be worn during the works • Use water to damp down area to reduce dust (If available) • Use extraction units to reduce the level of dust (If available)

Noise • Ear defenders are to be used in compliance with H.S.E regulations for limiting exposure to noise

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		Severity (S)	
1	Very Unlikely	1	Minor injury, no lost time, no damage
2	Unlikely	2	Minor injury, less than or equal to 3 days lost time, minor damage
3	Likely	3	Reportable injury, 3+ days lost time, temporary disruption to operations
4	Very Likely	4	Major injury, damage, theft
5	Certain	5	Fatality, major damage, industry disruption
Risk Rating (R) = Likelihood (L) x Severity (S)			
Residual Risk Rating (RR) = Likelihood (L) x Severity (S)			

Key to Risk Rating:		Severity (S)				
		1	2	3	4	5
Likelihood (L)	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

KEY TO NUMERICAL RISK RATING/RESIDUAL RISK VALUES:

Low: 1 - 5
Medium: 6 - 10
High: 12 -25

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RA No.	RISK ASSESSMENT TITLE	ISSUED	
RA 001	Site Supervision	X	
RA 002	Site Engineer	X	
RA 003	Site Engineer Assistant		
RA 004	General Labour Operative	X	
RA 005	Excavator Operator	x	
RA 006	Dumper and Roller Operator	x	
RA 007	Telehandler Operator		
RA 008	Slinger Banksman		
RA 009	MEWP Operator	X	
RA 010	Pedestrian Walk Roller Operator		
RA 011	Disc Cutter Operator	X	
RA 012	Vibrating Plate Operator		
RA 013	Hydraulic Breaker Operator		
RA 014	Re-Fuelling Plant	X	
RA 015	Electrical Tool Operator	X	
RA 016	Cartridge Gun Operator	x	
RA 017	Bench Saw Operator		
RA 020	Excavation Operations	x	
RA 021	Confined Spaces Operations		
RA 022	Concreting Operations	x	
RA 023	Concrete Skip Operations		
RA 024	Kerb Laying Operations		
RA 025	Steel Fixing Operations		
RA 026	Masonry Operations	x	
RA 027	Joinery Operations	x	
RA 028	Scrabbling Operations	X	
RA 029	Blowing Out Operations		
RA 030	De-Watering Operations		
RA 031	HI-AB Operations		
RA 032	Unloading Delivery Wagons	x	
RA 033	Lifting with an Excavator Operations		
RA 034	Mobile Crane Operations		
RA 035	Access and Ladder Operations	X	
RA 036	Alloy Tower Operations	X	
RA 040	Working on Contaminated Land		
RA 041	Working with Lead and Contamination		
RA 042	Working adjacent to Water		

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RA No.	RISK ASSESSMENT TITLE	ISSUED	
RA 043	Working with Sewerage	X	
RA 044	Working in Hot Weather		
RA 045	Traffic Management	X	
RA 046	Traffic Signal Controls		
RA 047	Road Surfacing		
RA 050	General Manual Handling	X	
RA 051	General Fire	X	
RA 052	COVID-19		

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4	OCCUPATIONAL HEALTH	4
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All working activities have been assessed for the hazards associated with Occupational Health and the levels of exposure each Aspire Construction Operative is likely to be subjected to.

The four main areas are as follows:

- Noise
- Hand Arm Vibration
- Manual Handling
- Airborne particles

All Aspire Construction Operatives will be continuously monitored throughout the duration of the works when undertaking working activities highlighted within the following assessments.

Please see appended site specific assessments and calculators.

ASSESSMENTS AND CALCULATORS					
Noise	✓	Hand Arm Vibration	✓	Manual Handling	✓

NOISE

Noise will be monitored throughout the works by the Aspire Construction Site Supervisor with control measures introduced when the noise exceeds 85 dB at a distance of 1m from source. The control measures and types of ear protection required will be determined as follows:

- 0 - 85 dB: No Ear Protection
86 - 95 dB: Ear Plugs
96 dB +: Full Ear Protection

PLANT				TOOLS			
Brokk	✓			Breaker	✓	4/9inch grinder	✓
Twinca	✓			Recip Saw	✓	Floor Bully	✓
				Impact Driver	✓	Impact Wrench	✓

HAND ARM VIBRATION

Vibration will be monitored throughout the works by the Aspire Construction Site Supervisor. The use of vibrating tools will be required and assessments will be completed before the use of the tool. Vibration magnitudes of the tools will be assessed and the required time constraints for the use of the tool per person in 8 hours will be determined and adhered to by the operatives.

PLANT				TOOLS			
				Generator & Breaker	✓	4/9inch grinder	✓
				Recip Saw	✓	Floor Bully	✓
				Impact Driver	✓	Impact Wrench	✓

MANUAL HANDLING

Manual Handling will be monitored throughout the works by the Aspire Construction Site Supervisor with control measures introduced when required.

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5	PERSONAL PROTECTIVE EQUIPMENT	5
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All Aspire Construction Operatives must adhere to the following PPE requirements:

Mandatory PPE: 5 point PPE Must be worn at all times with the company logo on display

Task Specific PPE: Must be worn when required

- Impact resistant eye protection and ear protection when using Sthil saw, Breakers & Machines
- FFP3 RPE when cutting/breaking stone/concrete products with Sthil saw or breaker accompanied by a compatible dust suppression kit. Face Fit Testing must be in place for use of mask and operatives cleanly shaven.
- Hearing protection if noise assessment is above 85Db on items of plant

All PPE will be suitable for the task, correctly fitted, maintained and properly used. All personnel will know how to maintain, clean and store such equipment correctly

MANDATORY PPE		TASK SPECIFIC PPE	
Steel Toe and Mid Sole Safety Boots	✓	Eye Protection BS EN 166	✓
Safety Helmet BS EN 397	✓	Ear Protection BS EN 352	✓
High Visibility Vest BS EN 471	✓	FFP 3 RPE	✓
Eye protection / impact resistant	✓	Gloves Cut 5	✓

6	PLANT AND EQUIPMENT	7
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All Plant will be supplied with the documentation required under the LOLER and PUWER Regulations.

LOLER Regulations:

- Report of Thorough Examination of Lifting Equipment (6 monthly Examination for Lifting of Persons)
- Report of Thorough Examination of Lifting Equipment (12 monthly Examination for all other Lifting)

PUWER Regulations:

- Report of Thorough Examination of PUWER Equipment (12 monthly Examination)

Plant Inspections will be carried out on a daily basis by the relevant Plant Operator and recorded on the applicable Aspire Construction Inspection Sheet.

- Excavator Inspection Sheet (LOLER Regulations): All sizes of Excavators
- PUWER Inspection Sheet (PUWER Regulations): All sizes of Rollers and Dumpers

All Plant Operatives must hold a current operator's card relevant to the category of plant they are operating on site and all plant must be operated in line with the manufacturer's recommendations while under the control of a banksman.

PLANT				EQUIPMENT			
Brokk	✓						
Twinca	✓						
LOLER INSPECTIONS				PUWER INSPECTIONS			
MEWPs	✓						
Telehandler	✓						

When any plant needs to be refuelled it is to be sat on plant nappies or a bunded drip tray. In the event of a spill the Aspire Construction Site Supervisor will report the spillage to the main contractors site management team to ensure the clean-up process is undertaken satisfactory. Spill kits will be available from the Aspire Construction Site Supervisor.

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7	PERMITS TO WORK	7
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Permits to Work will be issued for any applicable tasks as and when required by the Aspire Construction Site Supervisor.

The following Permits to Work will be required:

Permit to Dig

- Must be issued for all operations that involve Entering confined space / exclusion zone
- Must be fully completed with sufficient detail included
- Must include either a Utilities Survey or a Coordinated Services Drawing of the area of work
- Must be read and fully understood by all operatives involved before being signed
- Must be closed on completion of the works

Aspire Construction operate a Policy where 'No means of Mechanical Excavation or use of Power Tools is permitted within 0.5m of a known Service'

PERMITS					
Exclusion zone	X	Permit to Dig	X	Hot Works Permit	X

8	TEMPORARY WORKS	8
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Temporary Works is defined as any structure, item or technique that is used during the course of the construction process to enable the permanent works to be constructed or to support/protect the permanent works until they become self-supporting. Once the structure is self-supporting the item of Temporary Works will be removed however, the Temporary Works may also be incorporated into the permanent works and left in place, even though they may not necessarily contribute to the final performance of the permanent works.

All items of Temporary Works are defined by complexity in to one of four different categories:

Category 0: Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope of limitations of the chosen standard solution

Category 1: For simple designs. These may include: formwork, falsework (where top restraint is not assumed), needling and propping to brickwork openings in single storey construction

Category 2: On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections for reinforced concrete

Category 3: For more complex or innovative designs, which result in complex sequences of moving and/or construction of either temporary works or permanent works

All items of Temporary Works will be planned, categorised and managed to comply with the requirements of BS 5975 by the Aspire Construction site management team.

Category 0		Category 1		Category 2		Category 3	
Formwork <1.2m		Formwork <3m		Formwork >3m		Tower Crane Bases	
Tower Scaffold/Podium	X						

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9	ENVIRONMENTAL	9
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Under no circumstances must any waste materials, fuels or any other contaminate be allowed to enter the drainage system.

The site is to be protected from spillages entering drains and sewers, spillage kits are available on site and the company will give instruction on their location and procedures during the site induction.

When any plant needs to be refuelled it is to be sat on plant nappies or a bunded drip tray.

In the event of a spill the Aspire Construction Site Supervisor will report the spillage to the main contractors site management team to ensure the clean-up process is undertaken satisfactory.

These include for general waste, timber, waste plastics and cardboard etc. and any special waste.

Noise will be kept to a minimum whilst on site.

The removal of waste shall be conducted in accordance with the main contractor's protocols.

Aspire Construction shall compile and retain waste disposal records for inspection on request and submit records on a weekly basis for inclusion with the main contractor's protocols.

Waste removal shall be strategically planned and effectively managed to ensure efficient and effective operation. Aspire Construction will undertake

Duty of Care checks on all proposed Waste Carrier and Disposal Facilities to confirm that current and appropriate permits.

All excavated arising's shall be cleared as required to avoid site congestion and to facilitate efficient progression of the works.

The stockpiling of waste is only permitted if instructed by the main contractors site management team.

All Waste concrete to be removed by licenced carrier

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	COSHH	10
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All applicable C.O.S.H.H Assessments and Data Sheets will be available for the materials and/or substances being used during the works.

These will be read and understood by all operatives prior to the use of any hazardous materials including any third parties who may be affected by the materials in use.

Instructions for the safe use, disposal and emergency procedures will also be given before use.

CA No.	COSHH ASSESSMENT TITLE	ISSUED	
CA 001	Blue Circle Cement	X	
CA 002	Mastercrete Cement		
CA 003	Ready Mix Mortar		
CA 004	Ready Mix Concrete	X	
CA 005	Engineering Bricks	X	
CA 006	Pre-Cast Concrete Blocks		
CA 007	Pre-Cast Trench Blocks		
CA 008	Cutting Bricks and Blocks	X	
CA 009	Diesel	X	
CA 010	Petrol	X	
CA 011	Ad Blue		
CA 012	2 Stroke Engine Oil	X	
CA 013	Hydraulic Oil		
CA 014	Line Marker Spray	X	
CA 015	Bituminous Paint		
CA 016	Leptospirosis		
CA 017	Pipe Lubricant (Tub)	X	
CA 018	Pipe Lubricant (Spray)		
CA 019	Bituminous Material		

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11	SEQUENCE AND METHOD	11
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Site Induction

1. This method statement outlines the procedures and safety measures for the installation of internal drainage and safe installation of trimming steels for staircase installation
2. Each member of the team shall receive a project safety induction form the main contractor prior to works commencing. They will also read, understand & be briefed on this Method Statement & associated risk assessments.. In addition to this operatives will also have a separate induction by the Aspire foreman where they will sign up to the Aspire RAMS and fully understand our element of works before commencing.
3. All training cards are held on the Aspire server & are to be submitted to main contractor site management team on induction. Operatives to be made aware of any items of plant that require ear defenders to operate and any exclusion zones where ear protection is required. They are also to familiarise themselves with the site and any constraints before operating plant. They will also undertake a visual inspection of the plant before operating & complete any relevant plant inspection forms.
4. A Permit for breaking ground will be issued by the main contractor and must be read and signed by all operatives prior to works. The main contractor should have previously issued any known service drawings to Aspire prior to visiting site.
5. Prior to commencing any activities, a pre-start meeting will be conducted involving all personnel involved in the project to discuss the method statement, safety procedures, and allocation of tasks.
6. Site-specific risk assessments and method statements will be reviewed and approved by the site manager.
7. Necessary permits, such as permits to work and permits for excavation, will be obtained before starting the works.
8. All relevant utilities will be identified, and any necessary disconnections or isolations will be arranged in coordination with utility providers

Trimming steel Installation

9. Aspire Operatives are to install steel sections as per structural engineers drawings and fabrication drawings which have been approved
10. Before works commence Aspire operatives will protect the columns by boxing these in with ply. There will be no fixing directly to the columns an ply lining will be free standing. The existing floor at ground level will also be protected by Ply
11. Before commencing any work, a designated person (Aspire Site Manager) will verify that the work area is clear of obstructions
12. When creating new openings, precise measurements will be taken to ensure proper alignment and fit.
13. The installation of steel trimmers will be performed according to structural engineer's specifications.
14. Steels will be transported to site via the loading area in a trolley
15. Operatives will have a tower scaffold on site erected in accordance with PASMA training for access to existing steels.
16. Steel will be lifted into position via two Number Genie Lifts. Aspire will have a permit to lift and completed all relevant LOLER documentation to ensure lifts are tested and in date
17. Steel will be mag drilled and bolted in position to existing steels in line with connection detail drawing
18. Operatives will then pilot drill all for corners where the steel adjoins to mark the corners of the proposed stair well and cut out.
19. Aspire operatives will then install a **crashdeck** to provide temporary working platforms and fall protection when working at height. The crashdeck will be used as a safety measure to prevent workers from falling to lower levels & to prevent debris from falling to the floor below
20. Operatives will set up crashdeck in accordance with TW Design.
21. Aspire operatives prior to installing the propping will lay visqueen under the cut area to assist with the control of the water used for cutting
22. Place the crashdeck support structures at pre-determined locations.

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23. Ensure that each support is fixed securely, ensuring stability.
24. Ensure that the supports are level and evenly spaced in line with TW design
25. Lay scaffold boards across the supports. Ensure the boards are placed securely and evenly to provide a stable platform. Ensure boards are free from defects (e.g., cracks, knots).
26. Use securing bolts, pins, or ties to ensure the crashdeck components are firmly held in place.
27. Double-check for any loose fittings and tighten where necessary
28. The Aspire site manager will then Conduct a visual inspection of the crashdeck to confirm all components are secure. They will also then complete a permit to load & the TW register which will be sent to our H&S manager for review and sign off before we are permitted to use the crash deck.
29. Cutting equipment is to be delivered to site in large transit style van
30. All tools and plant are to be transported to site
31. The Brokk will be delivered by the same means, however a 3 phase cable will have to be run from the power source to allow the machine to be powered up
32. As above Aspire with pin drill from the underside of the soffit to identify the corner of the beam to allow the marking out from above, once marked drill operatives will core the corners of the slab,
33. This will confirm the dimensions and also eliminate over cutting the slab
34. Operatives will then saw cut the lines using a floor saw. Dust will be suppressed by water and caught on the visqueen below the crashed deck below.
35. Operatives will then break out the opening using a Brokk machine. Only trained operatives are to use the brokk
36. Arisings are to be cleared by hand
37. Debris & Concrete is to be loaded in to a battery powered dumper
38. This is to be driven to agreed skip location
39. Once all debris has been removed a scaffolding handrail will be erected around the opening in accordance with Scaffolding RAMS
40. Once a handrail is in situ then operatives we decommission propping and the crash deck. Crash deck is to be carefully dismantled. Operatives are not to climb on crash deck and use podiums provided. Initially boards will be removed, then components removed to prevent propping collapse. RAMs are to be updated to confirm the order in which propping is to be removed

Trenching Works

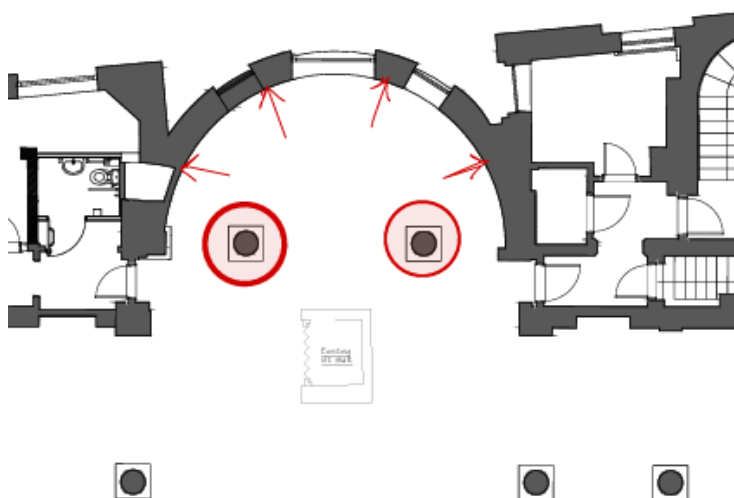
41. The Aspire Engineer will mark out the locations for trenching to facilitate drainage installation
42. A Permit to Dig including a copy of all known service drawings will be issued to Aspire Construction and must be read and signed by all operatives prior to the breaking of any ground. Services are to be located and physically identified prior to any excavation operations by a trained member of the team.
43. Machine checks are to be carried out by plant operators prior to the commencement of any works at the start of every working day. Aspire Construction will issue the relevant plant inspection forms during the site induction.
44. Once completed and satisfactory, work can commence.
45. Aspire Operatives will cat scan all surrounding area and ensure permit to dig is in place before reducing levels and excavating ground.
46. There are no existing service drawings for the area but high level services have been relocated onto containment. Live services at high level have been tagged and operatives are made aware of serviced during the toolbox talk and as part of this method
47. Saw cutting will be undertake to marked out trenching in line with saw cutting Risk assessments
48. Operatives will use the Brokk with pecker attachment to break out concrete & the bucket to excavate drainage
49. The trench will be excavated to the required depth and dimensions as per the project specifications.
50. Debris and excavated materials will be collected using a twinca and transferred to a skip located in the designated area
51. Pipes will be laid in the trench as per the project design and specifications, ensuring proper alignment and gradient for drainage purposes.
52. The trench will be backfilled with suitable materials, compacted in layers to achieve the required density and stability.

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53. Any excess materials will be removed from the site and disposed of appropriately.
54. Prior to concrete works, dowels will be installed into the existing slab to ensure structural integrity and stability.
55. All personnel involved in the works will be equipped with appropriate personal protective equipment (PPE), including safety helmets, high-visibility vests, gloves, and safety boots.
56. Regular toolbox talks and safety briefings will be conducted to reinforce safety awareness and compliance.
57. Adequate signage, barriers, and temporary fencing will be installed to demarcate the work area and prevent unauthorized access.
58. Fire extinguishers and first aid kits will be readily available on-site, and emergency procedures will be clearly communicated to all personnel.
59. Measures will be implemented to minimize noise, dust, and environmental impacts during the works.
60. Spill kits will be available on-site to address any potential spills or leaks of hazardous substances.
61. Waste materials will be segregated and disposed of responsibly, with recycling and reuse wherever possible.
62. Regular inspections and quality checks will be conducted throughout the duration of the works to ensure compliance with project specifications and standards.
63. Any deviations or non-conformities will be promptly addressed and rectified to maintain the quality of the works.

Protection of the Building and listed Features

- All operatives will be reminded at induction that they are working in a listed building and no existing features are to be damaged as part of the works.
- The adjoining walls and columns on the marked up plan are of particular interest and require protection before any works commence
- Before works commence operatives will protect the existing columns and rear curved walls and skirting board. The columns are to be initially wrapped with visqueen. This is to be lapped over & taped over the visqueen & not taped direct to the column. A free standing 3x2 frame will be erected around the column and lined with 15mm plywood. Framing is not to be fixed directly to the column. The ply lining is to prevent any accidental column impact & act as a barrier. The rear wall and skirting board will be the same principal as ten column.
- In addition to this Aspire operatives will be installing a crash deck below the soffit of the floor that is to be removed, in principle no debris will be going to the floor below, this will be removed at ground floor level, to protect the existing wall operatives will ply line these.
- Operatives will stitch drill and cut the slab, removing a small section at a time and remove debris in sections to prevent debris building up and minimise the risk of material damaging the existing structure



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12	PROTECTION OF OTHERS	12
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As far as reasonably practicable site traffic must be kept to a minimum and local traffic around the perimeter of the site must be treated with care.

Site Manager shall exchange information with owner / occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.

Access equipment will be provided to ensure maximum safety of workers and occupants.

Details of existing services will be obtained before the start of works.

COSHH assessments to be available for materials used.

Physical barriers and notices will be installed to isolate works from occupants and members of the public.

Work to be co-ordinated to reduce risks to third parties from trip hazards, no materials or tools to be left unattended on the public access thoroughfare, comprehensive signage/barriers to be used.

Fire exit routes will be kept free from obstruction, or alternative routes to be clearly signed.

Flammable and hazardous materials will be correctly controlled and stored.

Site Managers monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signage have not been removed or tampered with and that working areas are left safe and secure at the end of each work period.

Regular liaison will take place with occupants to co-ordinate work and eliminate hazards to them

SUPERVISION AND COORDINATION OF ACTIVITIES

The Site Manager / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area and interface the company activities with all contractors.

Site Emergency procedures must be strictly adhered with and all site rules will apply.

The Site Manager will have overall responsibility for the safe coordination of the company scope of works.

Where required, he will attend weekly safety coordination meetings held by the main contractor site management team and will liaise with the all other contractors to ensure all work can be carried out in a safe manner.

He will highlight any unsafe conditions or actions and will take the appropriate actions to make the conditions safe.

MONITORING OF WORKS

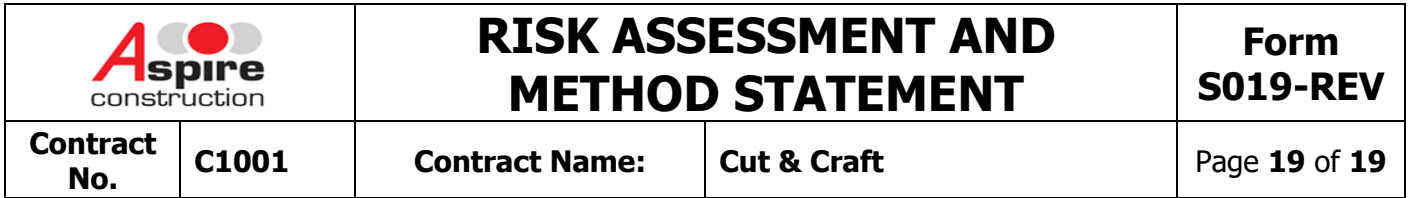
Monitoring will be as work proceeds for compliance with the method statements, H&S quality and to changes to the anticipated hazards relating with this activity.

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13	RAMS REVISIONS	13
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The Aspire Construction Site Manager responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by the Aspire Construction Site Manager and authorised in agreement with Aspire Construction Senior Management, any such amendments will be recorded and further instruction given to each operative of the amendments.

DATE	DETAILS	REVISED BY	AUTHORISED BY
11/12/25	Revision 0	TB	TB

[illegible]