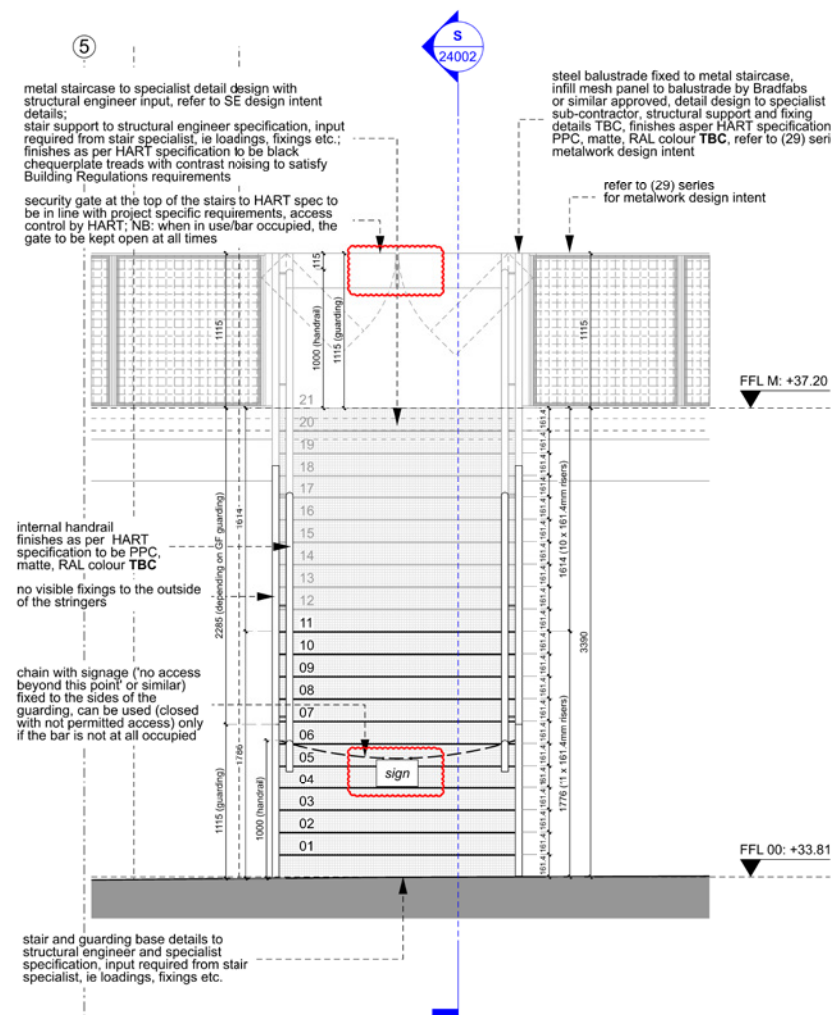
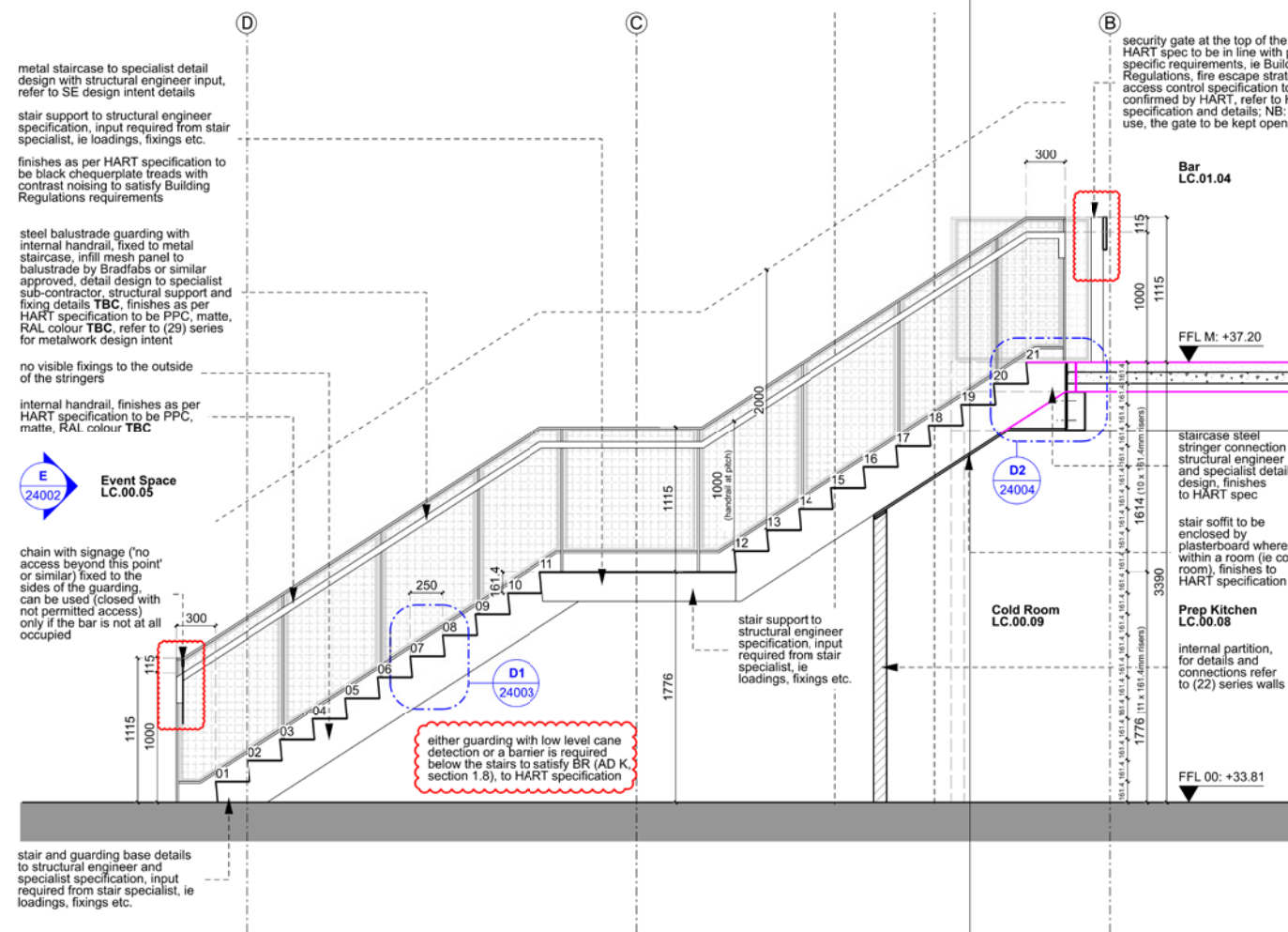




METAL STAIR: Elevation (E)
scale 1:50 @ A3



METAL STAIR: Section (S)
scale 1:50 @ A3

Notes:

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All omissions and discrepancies to be reported in writing to Project 3 Architects Ltd.
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NOTES

- All to comply with British Standards.
- All to comply with Building Regulations: Stairs and guardings AD Part K and AD Part B
- Common access stairs for buildings other than dwellings:
 - Vertical height from the pitch line of the finished steps to the top of the handrail to be 1000mm.
 - Vertical height from the finished landings to the top of the guarding to be 1100mm.
 - Minimum clear headroom to be 2000mm.
 - For handrails allow for min. 50mm distance from adjacent structure.
- Custom made internal metal staircase to detail design by specialist sub-contractor.
- All to manufacturer's recommendations.
- All detail design to be reviewed and approved by team prior to manufacture and installation.
- For structural design intent refer to Structural Engineer information.
- Finishes to HART specification.
- All dimensions to be checked on site by specialist prior to full design and fabrication.
- Read in conjunction with other relevant packages; ie (29) series metalwork
- Refer to drawings for (all Design Intent only):
Plan: 0774-P3A-XX-XX-DR-A-24001
Elevation / Section: 0774-P3A-XX-XX-DR-A-24002
Details: 0774-P3A-XX-XX-DR-A-24003 & 24004

C02	05/07/24	Tender 02 Amend	JG
C01	01/05/24	Construction Issue	JG
T03	27/11/23	As clouded	AS
T02	17/11/23	Amended as per comments	AS
T01	03/11/23	First Issue	AS

Rev: Date: Description: By:

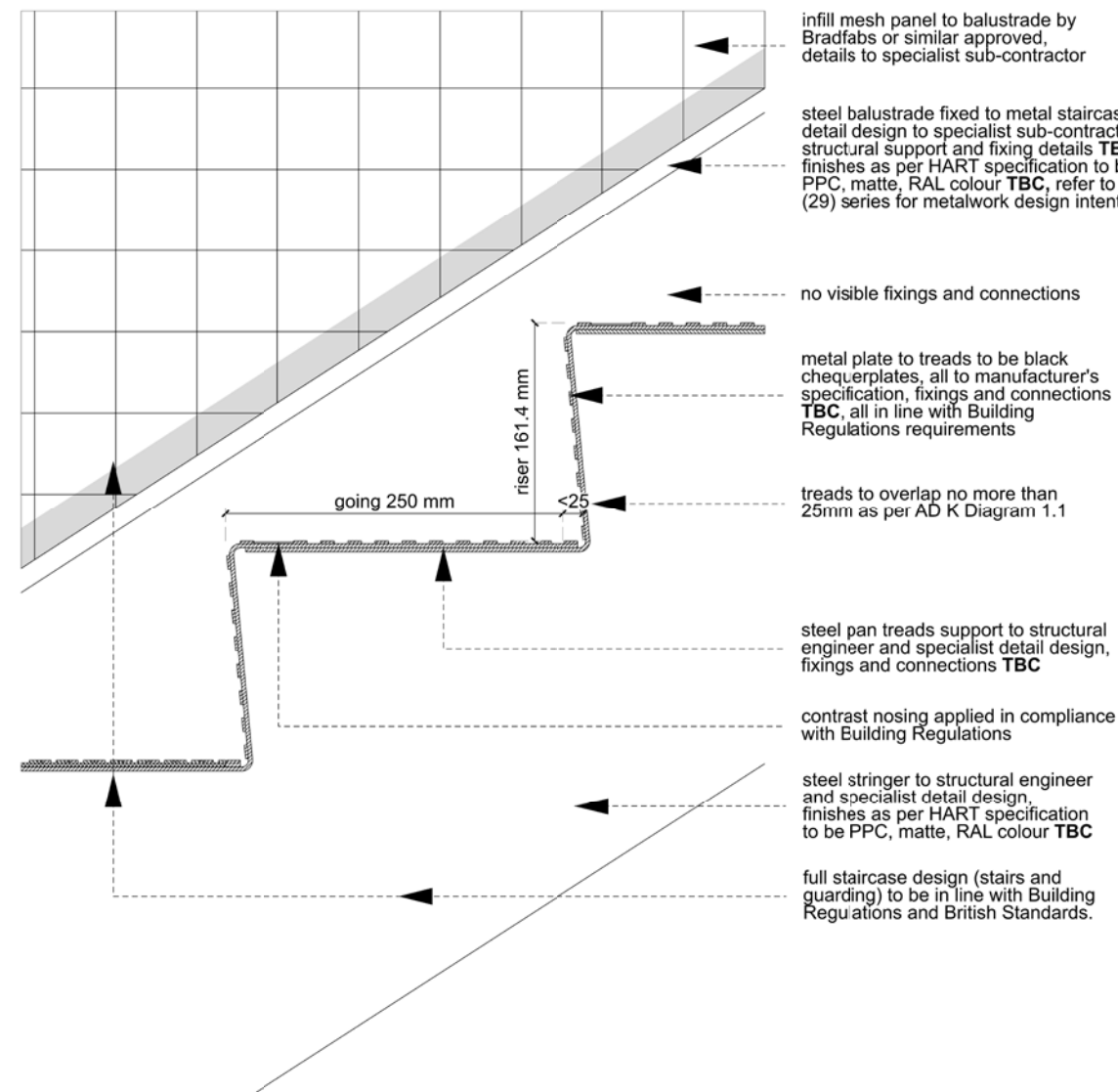


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Project:
Lower Campfield
Liverpool Rd, Manchester
Title:
Metal Stair
Proposed Elevation & Section
Status: Scale @ ISO A3:
CONSTRUCTION 1:50
Drawing Number: Revision:
0774-P3A-XX-XX-DR-A-24002 C02



METAL STAIR: Proposed Detail 1 (D1)
Typical Riser / Tread Detail
 scale 1:5 @ A3

Notes:

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NOTES

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- All to comply with Building Regulations: Stairs and guardings AD Part K and AD Part B
- Common access stairs for buildings other than dwellings:
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 - Vertical height from the finished landings to the top of the guarding to be 1100mm.
 - Minimum clear headroom to be 2000mm.
 - For handrails allow for min. 50mm distance from adjacent structure.
- Custom made internal metal staircase to detail design by specialist sub-contractor.
- All to manufacturer's recommendations.
- All detail design to be reviewed and approved by team prior to manufacture and installation.
- For structural design intent refer to Structural Engineer information.
- Finishes to HART specification.
- All dimensions to be checked on site by specialist prior to full design and fabrication.
- Read in conjunction with other relevant packages; ie (29) series metalwork
- Refer to drawings for (all Design Intent only);
 Plan: 0774-P3A-XX-XX-DR-A-24001
 Elevation / Section: 0774-P3A-XX-XX-DR-A-24002
 Details: 0774-P3A-XX-XX-DR-A-24003 & 24004

C02	05/07/24	Tender 02 Amend	JG
C01	01/05/24	Construction Issue	JG
T03	27/11/23	Treads overlap	AS
T02	17/11/23	Amended as per comments	AS
T01	03/11/23	First Issue	AS
Rev:	Date:	Description:	By:

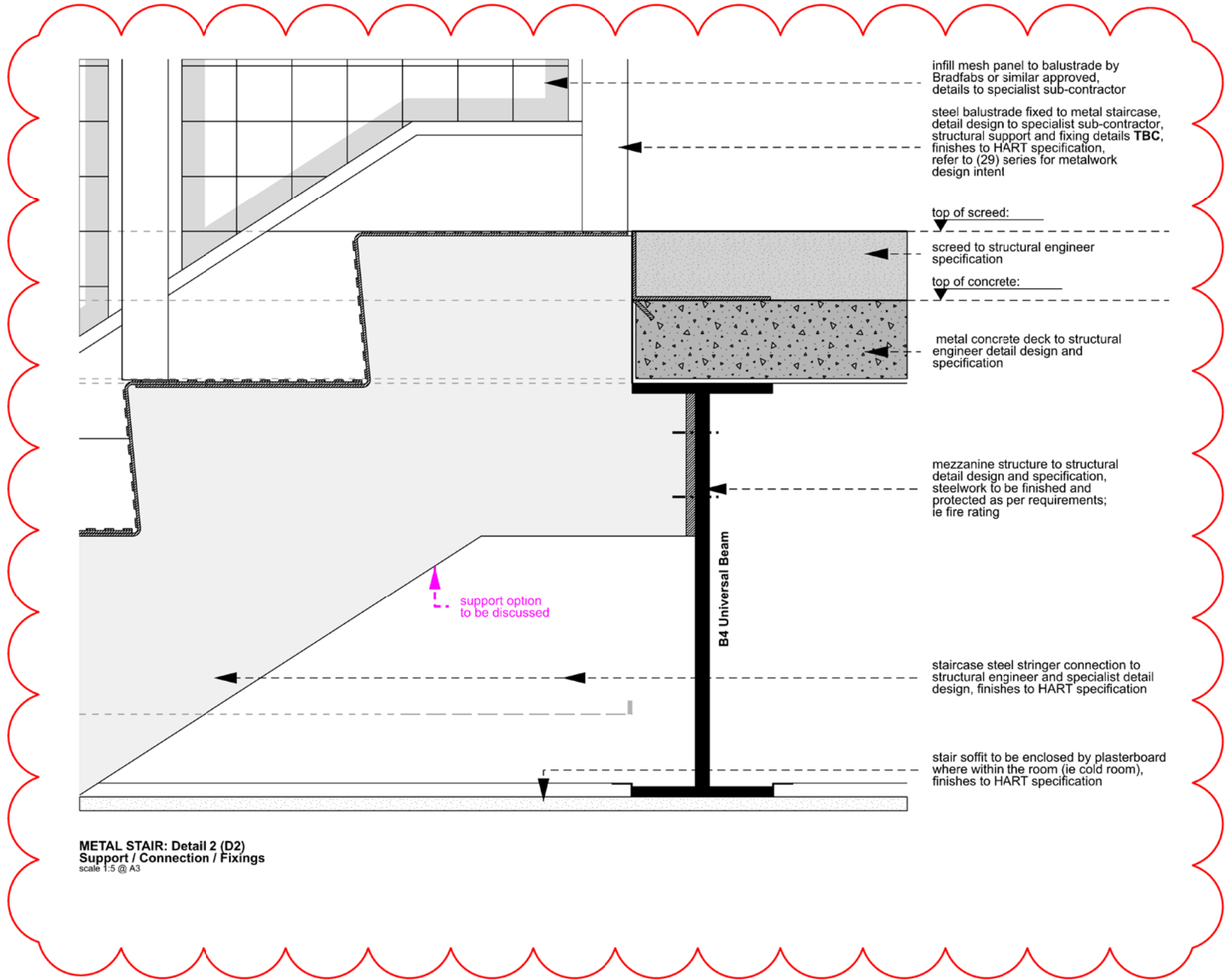


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Project:
 Lower Campfield
 Liverpool Rd, Manchester
 Title:
 Metal Stair
 Detail 1: Typical Riser/Tread Detail
 Status: Scale @ ISO A3:
 CONSTRUCTION 1:5
 Drawing Number: Revision:
 0774-P3A-XX-XX-DR-A-24003 C02



Notes:

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- NOTES**
1. All to comply with British Standards.
 2. All to comply with Building Regulations: Stairs and guardings AD Part K and AD Part B
 3. Common access stairs for buildings other than dwellings:
 - a. Vertical height from the pitch line of the finished steps to the top of the handrail to be 1000mm.
 - b. Vertical height from the finished landings to the top of the guarding to be 1100mm.
 - c. Minimum clear headroom to be 2000mm.
 - d. For handrails allow for min. 50mm distance from adjacent structure.
 4. Custom made internal metal staircase to detail design by specialist sub-contractor.
 5. All to manufacturer's recommendations.
 6. All detail design to be reviewed and approved by team prior to manufacture and installation.
 7. For structural design intent refer to Structural Engineer information.
 8. Finishes to HART specification.
 9. All dimensions to be checked on site by specialist prior to full design and fabrication.
 10. Read in conjunction with other relevant packages; ie (29) series metalwork
 11. Refer to drawings for (all Design Intent only):
Plan: 0774-P3A-XX-XX-DR-A-24001
Elevation / Section: 0774-P3A-XX-XX-DR-A-24002
Details: 0774-P3A-XX-XX-DR-A-24003 & 24004

C03	07/08/24	Connection Amend	JG
C02	05/07/24	Tender 02 Amend	JG
C01	01/05/24	Construction Issue	JG
T03	27/11/23	Treads overlap	AS
T02	17/11/23	Amended as per comments	AS
T01	03/11/23	First Issue	AS
Rev:	Date:	Description:	By:



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Project:
Lower Campfield
Liverpool Rd, Manchester

Title:
Metal Stair
Detail 2: Support / Connection

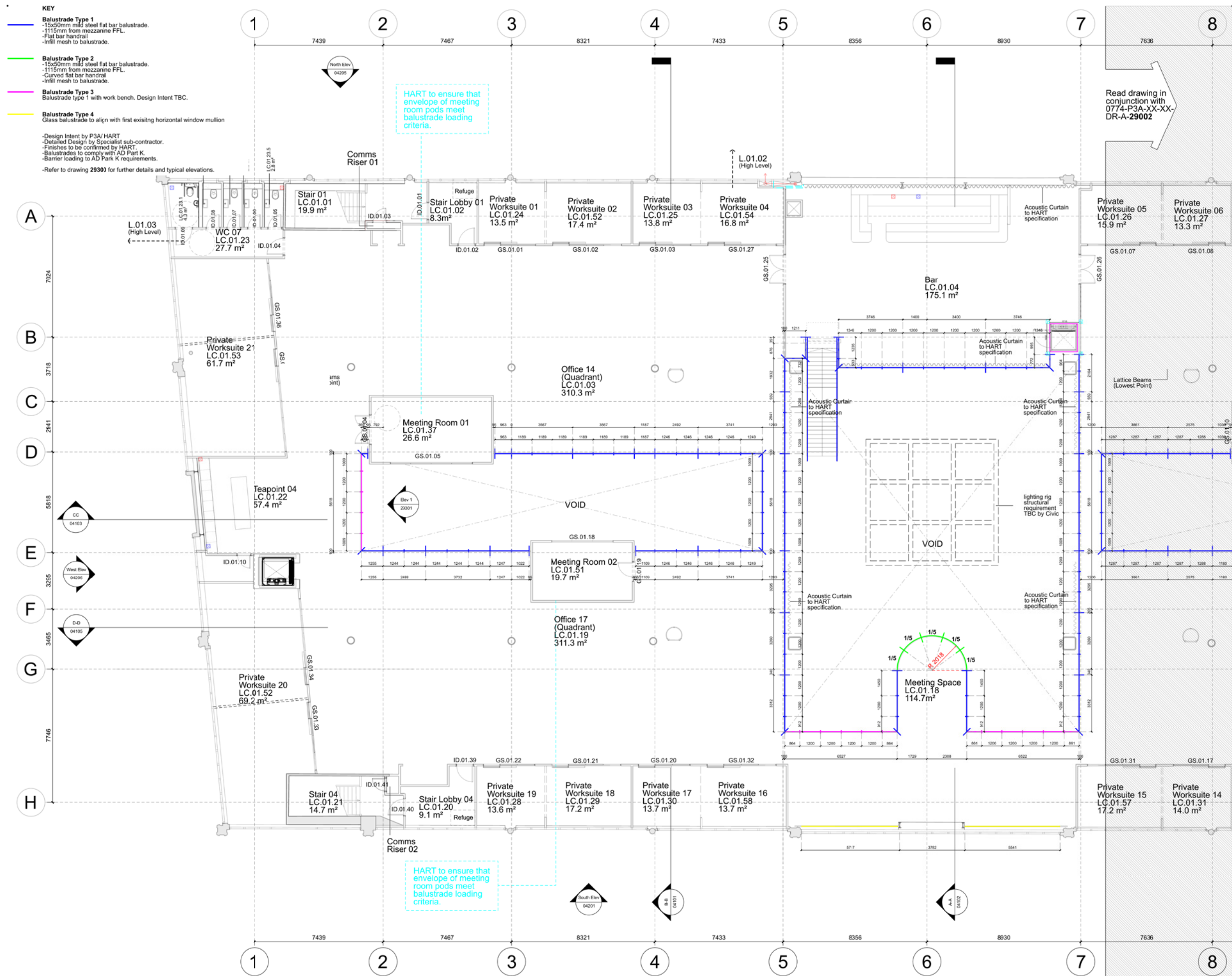
Status: DRAFT

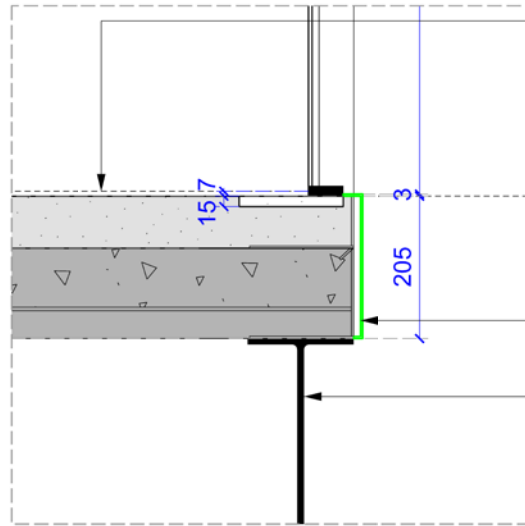
Scale @ ISO A3:
1:5

Drawing Number: 0774-P3A-XX-XX-DR-A-24004

Revision: C03





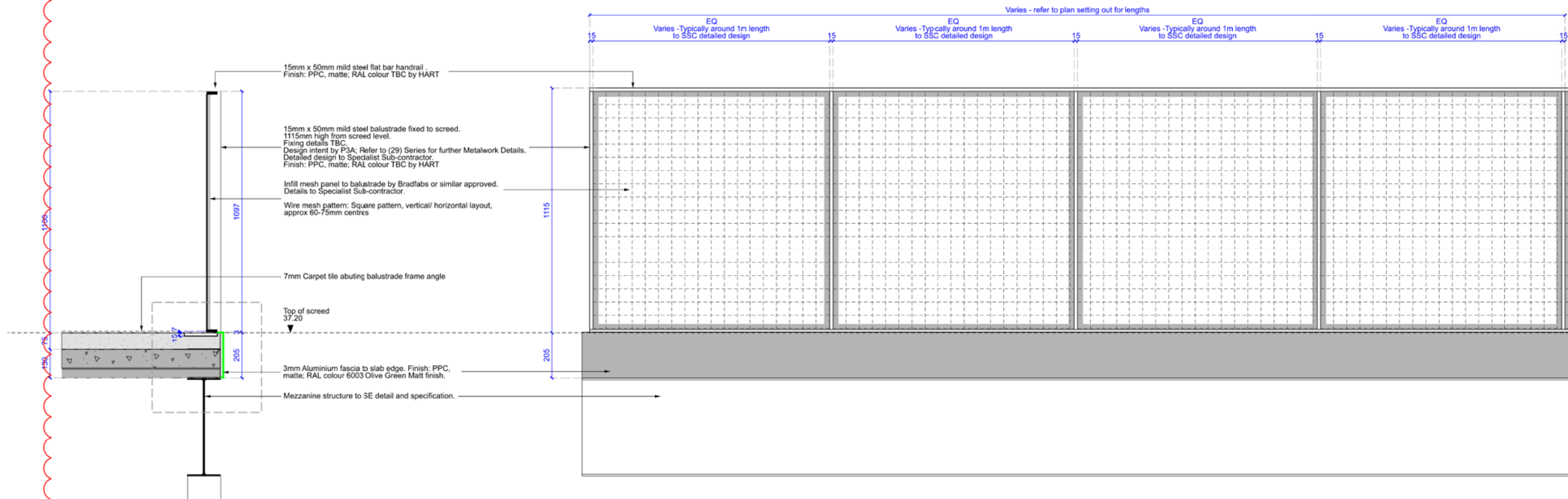


Balustrade Connection Detail
1:5

DESIGN INTENT _ PRECEDENT



Notes:
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C03	11/10/24	Facis Amend	JG
C02	05/07/24	Tencer 02 Amend	JG
C01	01/05/24	Construction Issue	JG
T02	17/11/23	Updated to HART comments ws	
T01	27/10/23	First issue	ws

Rev: Date: Description: By:

NOTES

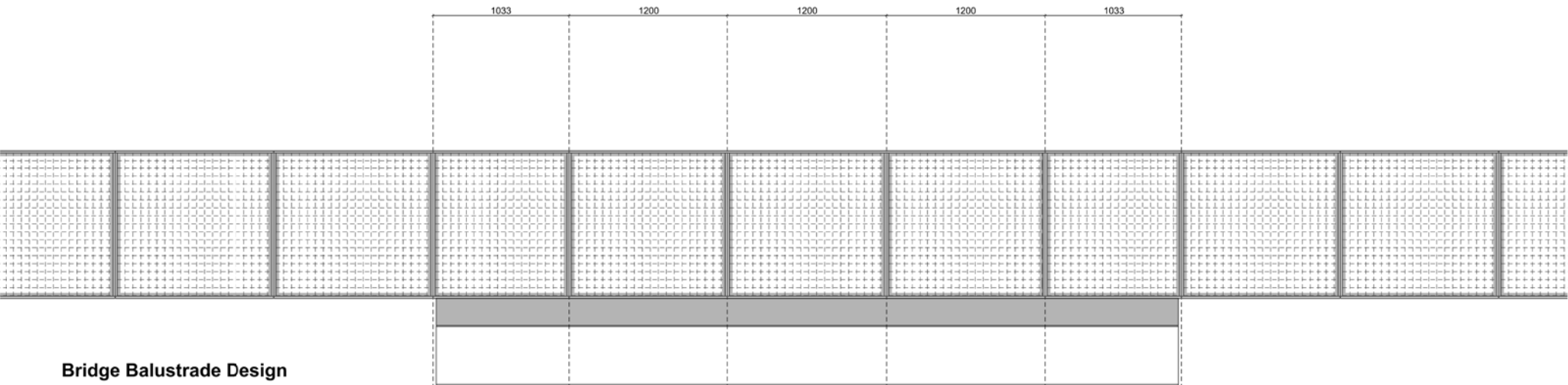
- All to comply with British Standards.
- All to comply with Building Regulations: Guarding heights and barrier loading to AD Part K
- All to manufacturer's recommendations.
- All detail design to be reviewed and approved by team prior to manufacture and installation.
- Fixing connections and structural support by Structural Engineer.
- All finishes by HART.
- All dimensions to be checked on site by specialist prior to full design and fabrication.
- Read in conjunction with other relevant packages; ie (24) series Staircases, (20) Series Mezzanine deck details
- Refer to drawings for (all Design Inten: only); Plan: 0774-P3A-XX-XX-DR-A-29001 & 29002

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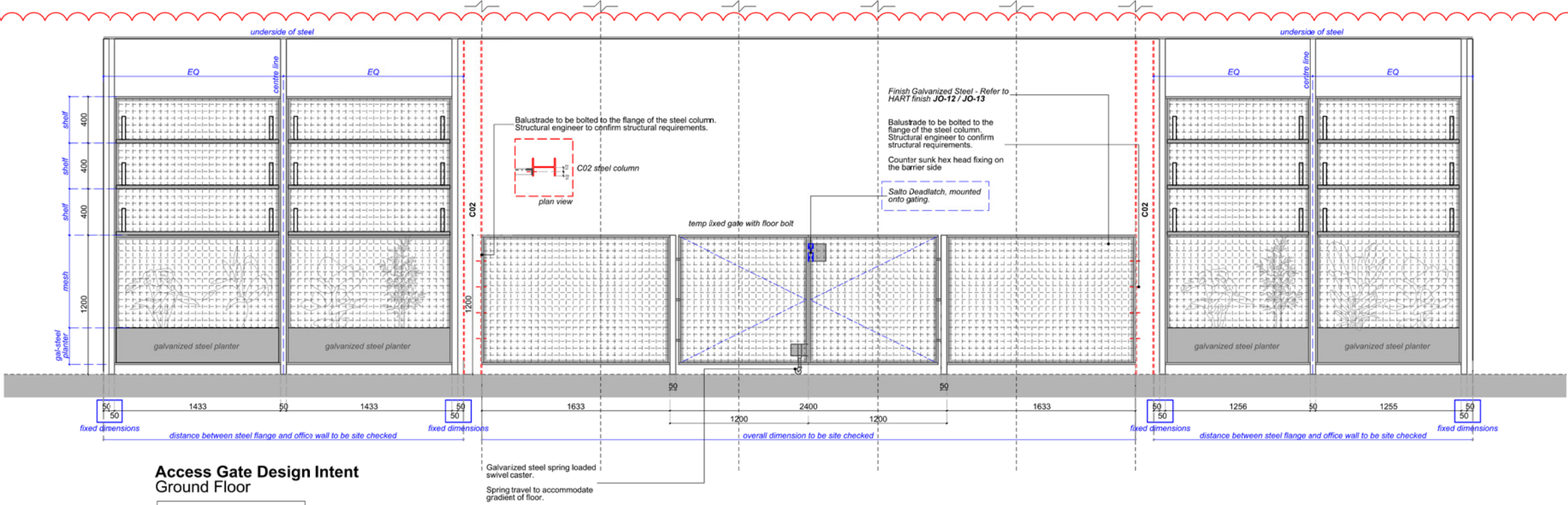
Project:
Lower Campfield
Liverpool Rd, Manchester
Title:
Proposed Metalworks
Typical Balustrade Detail
Status:
CONSTRUCTION
Scale @ ISO A1:
1:10
Drawing Number:
0774-P3A-XX-XX-DR-A-29301
Revision:
C03

Notes:
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Bridge Balustrade Design

C03 27/11/24 Garden Screens JG
C02 16/10/24 Including Side Panels JG
C01 03/09/24 First Issue JG
Rev: Date: Description: By:



Access Gate Design Intent
Ground Floor

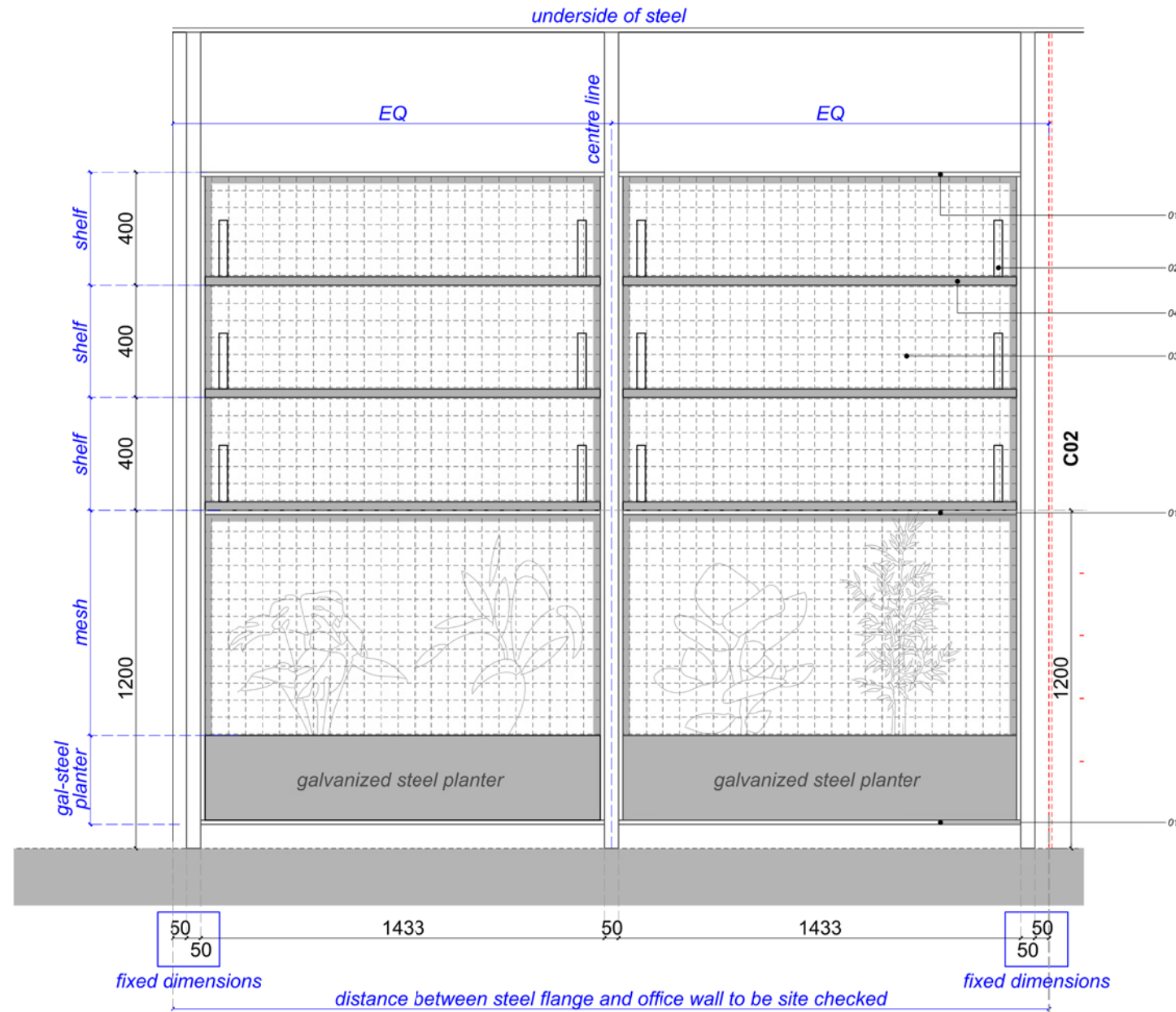
- NOTES
1. All to comply with British Standards.
 2. All to comply with Building Regulations.
 3. Guarding heights and barrier loading to AD Part K.
 4. All detail design to be reviewed and approved by team prior to manufacture and installation.
 5. Flange connections and structural support by Structural Engineer.
 6. All finishes by HART.
 7. All dimensions to be checked on site by specialist prior to full design and fabrication.
 8. Based in conjunction with other relevant packages: as C04 Series Staircases, C05 Series Mezzanine deck details.
 9. Refer to drawings for (all Design Intent only): Plan: 0774-P3A-XX-XX-DR-A-29001 & 29002

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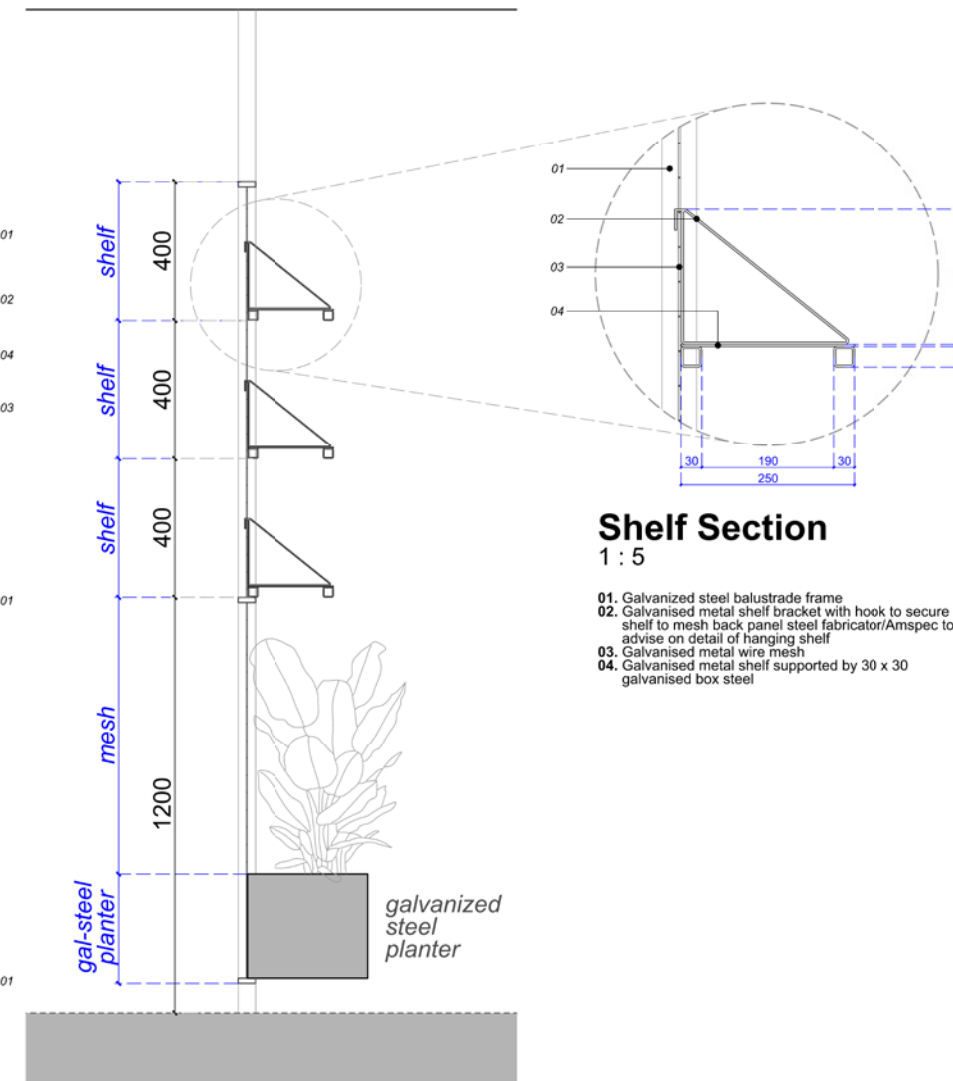
Project:
Lower Campfield
Liverpool Rd, Manchester
Title:
Proposed Metalworks
Ground Floor Access Gate
Status: Scale @ ISO A1:
CONSTRUCTION 1:20
Drawing Number: 0774-P3A-XX-XX-DR-A-29302
Revision: C03

Notes:
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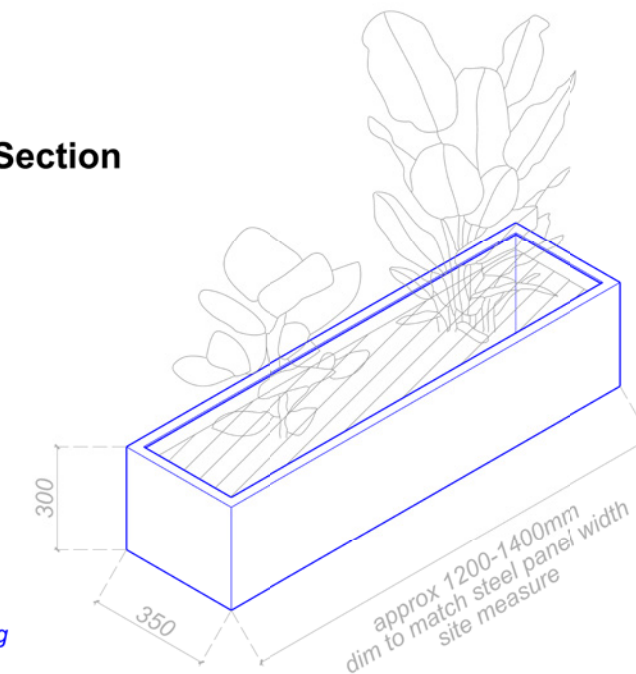
Typical Garden Screen Elevation
1 : 10

- 01. Galvanized steel balustrade frame
- 02. Galvanised metal shelf bracket with hook to secure shelf to mesh back panel steel fabricator/Amspec to advise on detail of hanging shelf
- 03. Galvanised metal wire mesh
- 04. Galvanised metal shelf supported by 30 x 30 galvanised box steel



Garden Screen Section
1 : 10

Galvanised steel planter.
Connection detail to railing
to be specified by steel
fabricator.



C01 27/11/24 Construction Issue JG
Rev: Date: Description: By:

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Project:
Lower Campfield
Liverpool Rd, Manchester
Title:
Proposed Metalworks
Garden Screens
Status:
CONSTRUCTION
Drawing Number:
0774-P3A-XX-DR-A-29303

Scale @ ISO A1:
1:10
Revision:
C01

		
Method Statement for:		Staircase Installations
Client: Amspec		Site: Lower Campfield, Liverpool Road, Manchester
Start Date: 24 th October 2024		Duration:
Job Number: J031124		Customer Order No:
Description of Works: ➔ Installation of new staircase		
Appointed site supervisors & operatives: Dom Allen and James Hall Morton		
Document Issue Date 17 th October 2024	Document Review Date: As required during the works	Revision No: 0
Method of Works:		
Prior to Works: <ol style="list-style-type: none"> 1. Familiarise yourself with the work environment 2. Ensure the site is secure to prevent unauthorised access 3. Request that the client keeps employees and members of the public away from the work area 4. Inspect the work area for over head and sub surface services 5. Inspect the work area for hazardous substances or items i.e., foul waste, asbestos, drug paraphernalia etc. (Do not commence works if hazardous items are present, contact the office) 6. Inspect equipment for signs of damage prior to use (If hiring equipment check all equipment has up to date certification) 7. Ensure suitable PPE is supplied & worn as required (See PPE Requirements) 8. Ensure relevant tools & equipment are available 9. Ensure the access equipment is suitable for the work environment and has been safely erected. 10. If using powered access equipment ensure that daily pre use inspections are completed, and that you hold the required license 		
During Works: <ol style="list-style-type: none"> 1. Arrive on site/induction if required 2. Deliver to site via Bradfabs van. 3. Unload materials to the work area and store safely unload using manual handling 4. Select and use appropriate access equipment ensuring that you hold the required license for powered access equipment and certificate for erecting and working from tower scaffolding etc. 5. Method of work 6. Build up top flight section at ground level lift up in one unit using SL15 genie 7. Bolt to existing beam and position legs 8. Repeat process with bottom section 9. install treads bottom upwards 10. Check line level and bolt down 11. Fit balustrade 12. All working at heights – short duration ladders and tower scaffold 13. Once works completed, clean down area, remove all rubbish and debris 14. Obtain customer sign off 		

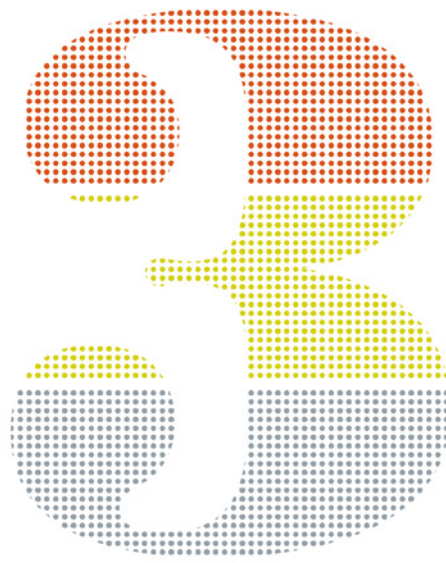
Lifting Operations:	
<ol style="list-style-type: none"> 1. Ensure that appropriate lifting equipment has been selected 2. Ensure that lifting chains, slings and accessories hold the current "Lifting Equipment Colour Code" for the period in which it is being used 3. Carry out daily pre use inspections of all lifting accessories checking for damage, contamination, rips or tears etc. Do Not use Damaged or Faulty Equipment 4. Ensure that the Safe Working Load of the lifting accessories is not exceeded 	
Hot Works:	
<ul style="list-style-type: none"> ➔ Where possible avoid hot works on site, where they cannot be avoided ensure that the following controls are implemented All combustible materials and flammable liquids are removed from the work area ➔ A fire extinguisher is kept to hand at all times (Ensuring that it is in date and has not been used) ➔ The correct type of equipment is selected, i.e., disc grinder, welder, oxy acetylene equipment etc. ➔ The correct PPE is selected and worn i.e. welding gauntlets, welding visors safety glasses, gloves ➔ A work colleague acts as a fire warden overseeing the hot work activity from a safe distance ➔ Cease all hot works at least 1 hour before the end of the working shift to allow a post works fire watch to be implemented 	
Completion of Works:	
<ol style="list-style-type: none"> 1. The installation will be inspected ensuring that it has been erected correctly and all fixings are in place and secured 2. All working areas are cleared of waste and work materials. 3. Access equipment will be taken down cleaned and removed from site. 4. All tools are to be removed from site. 5. The site is secured at the end of each shift 	
Environmental Controls	
<ul style="list-style-type: none"> ➔ Work in line with the site induction & environmental policy ➔ Segregate waste into skips for recycling where possible ➔ Minimise noise and dust on site ➔ Damp down dust prior to sweeping or use a vacuum 	
PPE Requirements:	
<ul style="list-style-type: none"> ➔ Safety helmets ➔ Safety foot wear ➔ Eye and ear protection ➔ Dust masks 	
Equipment Requirements:	
<ul style="list-style-type: none"> ➔ Lifting accessories, Chains or slings (Check the lifting equipment colour code chart for current colour code for the work period) ➔ Hand tools ➔ Ladders ➔ Genie SL15 ➔ Tower Scaffold ➔ Fire extinguisher (In service / date refer to label on the extinguisher) 	
Date: 17 th October 2024	Review Date: Annually as required
Sign: Kirstie Ibbotson – Office Manager and Health and Safety Advisor	Print: Kirstie Ibbotson – electronically signed 17 th October 2024
Employees Sign: ➔	Employees Print: ➔

		
Method Statement for: Balustrade Installations		
Client: Amspec		Site: Lower Campfield, Liverpool Road, Manchester
Start Date: 27th November 2024		Duration: 5 days
Job Number: J031124		Customer Order No:
Description of Works: Installation of new balustrade		
Appointed site supervisors & operatives: Danny Budge and Dave Glennon		
Document Issue Date 26th November 2024	Document Review Date: As required during the works	Revision No: 1
Method of Works:		
Prior to Works: <ol style="list-style-type: none"> 1. Familiarise yourself with the work environment 2. Ensure the site is secure to prevent unauthorised access 3. Request that the client keeps employees and members of the public away from the work area 4. Inspect the work area for over head and sub surface services 5. Inspect the work area for hazardous substances or items i.e., foul waste, asbestos, drug paraphernalia etc. (Do not commence works if hazardous items are present, contact the office) 6. Inspect equipment for signs of damage prior to use (If hiring equipment check all equipment has up to date certification) 7. Ensure suitable PPE is supplied & worn as required (See PPE Requirements) 8. Ensure relevant tools & equipment are available 9. Ensure the access equipment is suitable for the work environment and has been safely erected. 10. If using powered access equipment ensure that daily pre use inspections are completed, and that you hold the required license 		
During Works: <ol style="list-style-type: none"> 1. Arrive on site/induction if required 2. Deliver to site via Bradfabs van. 3. Amspec to distribute panels on to mezzanine using fork lift as agreed. 4. Bradfabs operatives to load out materials to the work area using skates and manual handling where applicable 5. Select and use appropriate access equipment ensuring that you hold the required license for powered access equipment and certificate for erecting and working from tower scaffolding etc. 6. Method of work 7. Balustrade panels positioned and fixed as per Bradfabs detail, working to lines / set out provided by Amspec on site. 8. Holes marked and drilled and panels fixed with appropriate / specified anchors 9. Panels bolted together at junctions 10. Check for line and level 11. All working at heights – short duration ladders and tower scaffold 12. Snagging work 13. Remedial work – any tig welding required hot works permit to be obtained prior to commencing all as per our hot works section ensuring you have familiarised yourself with the fire points 		

14. Once works completed, clean down area, remove all rubbish and debris 15. Obtain customer sign off	
Lifting Operations: <ol style="list-style-type: none"> 1. Ensure that appropriate lifting equipment has been selected 2. Ensure that lifting chains, slings and accessories hold the current “Lifting Equipment Colour Code” for the period in which it is being used 3. Carry out daily pre use inspections of all lifting accessories checking for damage, contamination, rips or tears etc. Do Not use Damaged or Faulty Equipment 4. Ensure that the Safe Working Load of the lifting accessories is not exceeded 	
Hot Works: <ul style="list-style-type: none"> ➤ Where possible avoid hot works on site, where they cannot be avoided ensure that the following controls are implemented All combustible materials and flammable liquids are removed from the work area ➤ A fire extinguisher is kept to hand at all times (Ensuring that it is in date and has not been used) ➤ The correct type of equipment is selected, i.e., disc grinder, welder, oxy acetylene equipment etc. ➤ The correct PPE is selected and worn i.e. welding gauntlets, welding visors safety glasses, gloves ➤ A work colleague acts as a fire warden overseeing the hot work activity from a safe distance ➤ Cease all hot works at least 1 hour before the end of the working shift to allow a post works fire watch to be implemented 	
Completion of Works: <ol style="list-style-type: none"> 1. The installation will be inspected ensuring that it has been erected correctly and all fixings are in place and secured 2. All working areas are cleared of waste and work materials. 3. Access equipment will be taken down cleaned and removed from site. 4. All tools are to be removed from site. 5. The site is secured at the end of each shift 	
Environmental Controls	
<ul style="list-style-type: none"> ➤ Work in line with the site induction & environmental policy ➤ Segregate waste into skips for recycling where possible ➤ Minimsie noise and dust on site ➤ Damp down dust prior to sweeping or use a vacuum 	
PPE Requirements:	
<ul style="list-style-type: none"> ➤ Safety helmets ➤ Safety foot wear ➤ Eye and ear protection ➤ Dust masks 	
Equipment Requirements:	
<ul style="list-style-type: none"> ➤ Lifting accessories, Chains or slings (Check the lifting equipment colour code chart for current colour code for the work period) ➤ Hand tools ➤ Ladders ➤ Genie SL15 ➤ Tower Scaffold ➤ Fire extinguisher (In service / date refer to label on the extinguisher) ➤ 110 tig welder 	
Date: 26 th November 2024	Review Date: Annually as required

Sign: Kirstie Ibbotson – Office Manager and Health and Safety Advisor	Print: Kirstie Ibbotson – electronically signed 26 th November 2024
Employees Sign: ✚	Employees Print: ✚





Sections 10-19

The following sections contains Stannah lifts information regarding the Internal platform lift and Midi Lift. Along with all of Caledonians information regarding the renovation of the exisitng lift. Following this there are HART's surface finishes for the internal lifts.



Stannah



Stannah

Method Statement & Risk Assessment

Stannah Lifts Ltd, Watt Close, East Portway, Andover, Hampshire, SP10 3SD

Principal Contractor:

Amspec Ltd

**Scope: Installation of Stannah Midilift CL & CLS
Wall or Structure Mounted Lift**

Contract Ref: **PID50974-002**

Location: **Lift 1 Allied London Campfield (Lower), Market
Hall, Liverpool Road, Manchester, M3 4FP**

Compiled By:

Print Name: Jo Walsh

Signed: *Jo Walsh*

Date: 16/12/2024

Office Use Only:

Document Version Issue Date: Sept 2023	Issued By: G Peters
Last Review Date: January 2024	Approved By: Jo Walsh

1. Scope of work

Delivery, assembly and installation of a Midilift CL & CLS – Wall or Structured Mounted Lift.

2. Hazards identified

- Working at height.
- Working from a scaffold.
- Manual handling.
- Slips, trips or falls.
- Struck by or struck against.
- Caught under, against or between.
- Contact with electricity.
- Movement of vehicle.
- Handling materials.
- Hand Arm Vibration.
- Noise.
- Occupied premises.

NB: Installation of this lift does not involve working in confined spaces.

3. Protection of other persons, and from other activities in the building

- Full height SNIB type lockable hoardings to each lift entrance and machine area are required in areas of high risk i.e. schools, shops, offices where members of the public and children may be present, all work areas must be segregated. These are to be in place throughout the installation including test and commissioning.
- Standard entrance protection to each lift entrance will be required on construction site where other tradesmen may be working; these should be constructed by utilising a removable one-piece construction, including a toe board at 150mm a mid-rail at 470mm and guard rail at 950mm.

4. Plant and equipment

- 24/36v impact drill.
- 18v hand drill.
- 18v jig/circular saw.
- 12v nut runner.
- Telescopic ladder.
- Manual/Electric chain hoist and accessories.
- 24V powered stair-climber (delivery vehicle).
- Portable Angle Grinder – Battery

NB: The use of ladders will be required to access and egress the safe working platform and install the cabin assembly. Any permits required for the use of ladders must be sought and provided by our client.

5. Personnel

This operation is normally carried out by a team of engineers. Work will usually be carried out during normal working hours (08:00 – 17:00). The work will be under the control of an Installation Project Manager or Supervisor.

Lead Installers are trained CITB (SSSTS) supervisors.

All Site personnel are DBS checked.

All installers carry relevant CSCS cards.

6. Methodology (sequence of work)

6.1. Arrival on site

Upon arrival on site, Stannah site personnel will sign in and introduce themselves to the site agent/foreman in charge, locate the area where the lift is to be installed and receive/ask for an induction which should contain advice on the following:

- Safe, clear access and egress to and from the installation area.
- Location of the First Aid Room and identification of the First Aider.
- Identification of the Site Safety Officer.
- Identification and location of Fire Exits/Fire Assembly Point.
- Identification of the location of all Welfare and Toilet Facilities.
- Attendance of any site/health & safety inductions.
- Any required permits to work.
- Site specific rules and asbestos register (if appropriate).

Installers are to carry out a site-specific risk assessment (H&S form 12b) prior to commencing any works, which is to be displayed for the duration of the works along with this document. Any significant risks identified must have control measures in place agreed with the site management prior to commencing work.

Any required permits to work must be identified and in place prior to commencing works.

Scaffolds – Wall mounted lifts only

Before using the scaffold provided check the following:

- The Scaffold Register to be completed and in date or current Scaff tag.
- Scaffold must be inspected every seven days by the Principal Contractor
- A visual inspection of the scaffold and a means of access to it must be carried out in order to identify any faults.
- All access ladders must be of sound construction and securely fixed.
- Scaffolds must be of sound construction and firmly anchored.
- Working platforms must be fully boarded out.
- Toe-boards must all be in place.
- Guard-rails must all be in position and at the correct height.

- Equipment and tools to be secured so that they cannot fall from the scaffold.

6.2. Check site dimensions

Measure and check site dimensions against our prepared builders work drawings and identify location of power point. Check scaffolding inspection register (if required).

6.3. Unloading and distribution of lift components

- The materials are delivered to site on a lorry fitted with a HIAB and vehicle barrier system or Moffat.
- The driver will be trained and authorised to use the equipment.
- Materials will be unloaded adjacent to the lorry and transferred to the allocated storage area where possible with the assistance of the Principal Contractor.
- Mechanical aids will be used where, safe and available.
- All manual handling has been assessed please see the attached manual handling risk assessments.
- The tank, ram, guides, and control panel are to be transferred to the lift machine area utilising the available mechanical aids.
- Only the delivery driver is to access the rear of the vehicle, this access must be via the fixed ladder while using the truck flatbed fall prevention barrier system.

6.4. Install the guide mounting brackets, lift and carriage platform assembly as per Installation Manual

Installation of lift structure and lifting beam – Structure mounted lift

- Install structure support tower, the structure is to be utilised to provide working platform using inspected before use scaffold boards provided by Stannah and supported every 1.2m.
- All working platform boards will be fitted from the below and all levels adequately supported and fully boarded, always ensuring that there is at least one fully boarded platform below the area being worked on.
- Install lifting beam/point and secure.
- When the structure is complete, it will be stabilised using the stabilising brackets or jacking bolts against the jacking points provided by the Principal Contractor (as detailed on builder's work drawing).
- When installing the guides and ram there is a need to remove one scaffold boards at each working platform level but the steel brackets previously installed to support the lift guide rails now reduces the risk of falling.
- The lift supporting structure will be installed, checked and signed off as safe as per installation manual.
- Where used, the cantilever/structure support bracket/s to be installed using a scaffold or scaffold tower from outside the lift shaft.

6.4.1. Installation of guides and brackets – Wall mounted lift

- Utilising the shaft installed scaffolding and lifting beam the guide and ram brackets are fitted.
- Guide rails are transported to the lift well then lifted into position.
- Guide rails are to be checked for burrs etc. before handling. All burrs are to be removed using a fine file.
- They are then fixed to the appropriate brackets.
- The rail is then positioned against the bracket and the clamps are bolted to secure it.
- This is repeated until all guides are in position, plumbed and tightened.

Installation of guides and brackets – Structure mounted lift

- Utilising the lift structure support boards, guide and ram brackets are fitted.
- Guide rails are transported to the lift well then lifted into position using a chain hoist or similar.
- Guide rails are to be checked for burrs etc. before handling. All burrs are to be removed using a fine file.
- They are then fixed to the appropriate brackets.
- The rail is then positioned against the bracket and the clamps are bolted to secure it.
- This is repeated until all guides are in position, plumbed and tightened.

6.4.2. Installation of ram

- The ram is transported to the lift well by using the mechanical aids.
- Then pulled into position using the hoist already fitted to the lifting beam.
- The ram is positioned and plumbed and tightened.
- Ropes are fed into the lift shaft from the landing, around diverters/pulley and to the rope fixing points.

6.4.3. Installation of Hydraulic Tank

- Fix hydraulic pump motor into its location outside the lift shaft.
- Plumb hydraulic and electric connections through into the shaft.

6.4.4. Installation of Electrical Equipment

- All work on the control and shaft equipment must only be done when power is isolated and locked off.
- The pump motor is to be electrically connected to the main power supply once the sling has been installed and wired.

6.4.5. Installation of car roof and floor – Wall mounted lift

- The car roof must be lowered into position and floor are assembled in the lift shaft onto the sling.
- At this point the car frame and floor assembly is used as a moving platform with appropriate guarding fitted if a clear gap of more than 300mm exists between the platform and the shaft wall/structure.
- Movement of the platform is controlled by a pendant lead wired into the lift control panel.
- Pit prop is to be installed when working below the car at all times.

Installation of car frame and floor - Structure mounted lift

- The car and floor are assembled in the lift shaft onto the sling.
- At this point the car frame and floor assembly is used as a moving platform with appropriate guarding fitted if a clear gap of more than 300mm exists between the platform and the shaft wall/structure.
- Movement of the platform is controlled by a pendant lead wired into the lift control panel.
- Pit prop is to be installed when working below the car at all times.

6.4.6. Fitting panels and car doors

- Car panels are fitted at the lowest landing level.
- They are unpacked and carried to the lift car and fixed.
- Car doors are lifted onto the hangers and secured.
- Car doors may have sharp edges; all persons working on fitting doors must wear gloves and safety shoes/boots.

6.4.7 Installation of entrance frames

- Check the position of the car entrance frame and sill assembly in relationship to the guides and then use the car floor as the working platform to install the entrance frames (ensure all loose wiring materials cannot catch on the car floor or frame as it is being moved up and down the shaft).
- Items to be positioned according to the General Arrangement drawing.
- All work on the control panel and other electrical equipment must only be done when the power is isolated.

7. Briefing arrangements

Engineers will be briefed on method statements by the relevant area Project Manager or Supervisor.

Understanding of Method Statement will be confirmed by question and answer.

Following briefing, all engineers will sign the confirmation page attached to the relevant method statement prior to commencement.

8. Safety of personnel

8.1. PPE requirements

As detailed in the risk assessment:

- **At all times:** Safety footwear, High visibility clothing and Hard hat;
- **Where required:** - Gloves – Rigger or similar. Level 5 sleeves and cut resistant gloves when handling glass, Eye Protection/ear protection
- Eye Protection/ear protection - every time when using power tools. Dust masks (FFP3) when masonry drilling or as directed by the risk assessment.

8.2. H&S monitoring

Site monitoring is conducted via a pre-determined schedule of audits conducted by a Stannah Lifts' Auditor. Not all sites are audited. Day-to-day monitoring is the responsibility of the senior installer and office support team. All installers are risk assessment trained.

9. COSHH

Summarised COSHH Assessments are provided in Safe System of Work Booklet which is to be available at all times. No further COSHH information is required for the operation described.

Hazardous substances likely to be encountered are:

- Hydraulic Oil;
- Grease;
- Chemical Resin;
- Solvent weld.

10. Manual handling

Significant manual handling is involved. Refer to Site Health & Safety Booklet for assessment.

11. Emergency plans: first aid/emergency procedures

Should there be an emergency, in the first instance always follow the site emergency procedures.

11.1. First aid

- First Aid kit is to be kept in the installation vehicle.
- Mobile phone is to be carried by all engineers.

11.2. Fire

In the event of becoming aware of a fire at customer's premises:

- Immediately raise the alarm and evacuate the building;
- Do not delay to collect personal belongings;
- Go to the assembly point and report to person in charge (as per induction);
- Do not return until told it is safe to do so.
- When using a grinder complete a 1hr fire watch after use

11.3. Accident reporting

Report any accidents firstly to the Site Manager and then to your Supervisor.

NB: No specialist emergency arrangements are required unless dictated by the Principal Contractor

11.4. Environment

The installation of this lift does not pose any significant environmental risks.

Installers will follow the site rules for waste management. Waste will be segregated where facilities are provided.

Excess oil is to be returned to Stannah Lifts Ltd. Empty oil containers are classed as low risk and can be disposed of in general waste or recycled. See separate COSHH assessment.

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Job - PID50974-002 Lift 1 Allied London Campfield (Lower), Market Hall, Liverpool Road, Manchester, M3 4FP
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STANNAH LIFTS LTD & STANNAH PLATFORM LTD MODEL RISK ASSESSMENT

Ref No:R544	Activity/Task: Installation of a Stannah Hydraulic Lift	Location/Site Address: Lift 1 Allied London Campfield (Lower), Market Hall, Liverpool Road, Manchester, M3 4FP
Date: Dec 2023	Assessed by: Glen Peters	

Identify the Hazards		Identify Any People Affected						List Any Existing Control Measures or Working Practices				Risk Rating Before Controls				Risk Rating After Controls					
		E	C	V	P	P	YP					L	S	Total	H/M/L	L	S	Total	H/M/L		
Existing control measures for general site activities and elements of the hazards identified below are referred to in Stannah Lifts Ltd.'s Safe Working Procedures																					
Asbestos		✓	✓	✓	✓	✓	✓	Stannah Lifts Ltd is not willing to work with Asbestos Containing Materials (ACMs). The onus is on the duty holder of the premises to inform Stannah Lifts Ltd when its presence impacts directly on our installers work areas. The duty holder must remove the ACM before our commencement on site. If ACMs are suspected or discovered during the installation process our installers will inform the duty holder and Stannah Lifts Ltd, their GP , cease work and leave site until confirmation has been received of its removal. If found not be ACM a "clean air or Asbestos free certificate" must be issued by the duty holder. Reference material: Control of Asbestos at Work Regulations 2012.						4	5	20	H	2	5	10	M
Work at Height: Fall of persons & fall of materials		✓	✓				✓	Refer to site safety booklet and installation manual where required. Work off working platform or certified scaffolding or structure. Scaffolding to have laddered access and trap hatches supplied by the Principal Contractor.						4	5	20	H	2	5	10	M

Job - PID50974-002 Lift 1 Allied London Campfield (Lower), Market Hall, Liverpool Road, Manchester, M3 4FP
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- Risk Rating ($L = \text{Likelihood}$, $S = \text{Severity}$, $\text{Total} = L \times S$, $H/M/L = \text{High, Medium \& Low}$)

Signed....Glen Peters.....

Identify Any Further Action Required to Reduce the Risk Rating to “as low as is reasonably practicable” on form 12b “site specific”

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	M22 – Movement of materials of irregular size and shape			
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Please tick relevant box to indicate which questions apply and identify level of risk.

		Low	Med	High	
The Tasks – do they involve:	✓				Possible remedial actions
Holding loads away from the body?	✓		✓		Training in safe lifting
Twisting?	✓		✓		Training in safe lifting
Stooping?	✓		✓		Training in safe lifting
Reaching upwards?	✓		✓		Training in safe lifting
Large vertical movement?					
Long carrying distance?	✓	✓			Reduce distances where possible
Strenuous pushing or pulling?	✓	✓			Training in safe lifting
Unpredictable movement of load?	✓	✓			
Repetitive handling?					
Insufficient rest or recovery?					
A work rate imposed by a process?					
The Loads – are they:					
Heavy?	✓			✓	Assess load before lifting
Bulky or unwieldy?	✓			✓	Assess load before lifting
Difficult to grasp?	✓			✓	Assess load before lifting
Unstable or unpredictable?					
Intrinsically harmful (e.g. sharp or hot)?	✓				Gloves to be used
The Working Environment – are there:					
Constraints on posture?					
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.
Poor floor surfaces?	✓		✓		
Variations in levels?	✓		✓		
Hot/cold/humid conditions?					
Strong air movements?					
Individual Capability – does the job:					
Require unusual capability?	✓		✓		At least two persons are required to lift guides
Hazard those with a health problem?	✓	✓			Persons to be fit and capable of carrying out the task.
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd
Call for special information or training?	✓		✓		Manual Handling training req'd
Other Factors:					
Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves as standard
What is your overall assessment of risk to Health and Safety?					MEDIUM

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment			
Movement of Materials of Excessive Length			
Summary			
Company Name	Stannah	Job Reference/Description	M23
Job Location	Customer Premises - various		
Personnel involved	Lift Engineers, Assistants, Trainees		
Preliminary Assessment			
1. It has been assessed that this operation involves a significant risk of injury.			
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost.			
3. It is assessed that the operations are not within acceptable limits.			
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
1. Review the potential for use of mechanical aids and implement as appropriate, e.g. DELIVER MATERIALS OF EXCESSIVE LENGTH AS NEAR AS POSSIBLE TO THE POINT OF USE. Sack trolley, barrow, trolley, Tower/Overhead crane, Chain hoist, Pulley, Forklift, Lifting beam, 'A' Frame/gantry, Powered stair climber			
2. If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individuals.			
3. Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested.			
4. Minimising distance between vehicle and worksite wherever possible			
5. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.			
6. Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.			
7. Provision of information - Manual Handling Safe Working procedure and a copy of site health and safety booklet – which has a section on Manual Handling.			
8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.			
Assessment dated	December 2023	Assessment by	
Date for reassessment	December 2024		G Peters

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	Movement of materials of excessive length				
Please tick relevant box to indicate which questions apply and identify level of risk.					
		Level of Risk			
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions
Holding loads away from the body?	✓		✓		Use Hiab when unloading
Twisting?	✓		✓		Use PPE particularly gloves
Stooping?	✓			✓	Use builder forklift if available
Reaching upwards?	✓		✓		Use chain hoists/block and tackle
Large vertical movement?	✓		✓		Use chain hoists/block and tackle
Long carrying distance?	✓	✓			Use equipment trolley or team lift
Strenuous pushing or pulling?	✓	✓			Use equipment trolley or team lift
Unpredictable movement of load?	✓	✓			Team lift to control movement
Repetitive handling?	✓	✓			Reduce this to a minimum
Insufficient rest or recovery?	✓	✓			Take rests where required
A work rate imposed by a process?	✓	✓			Take rests where required
The Loads – are they:					
Heavy?	✓		✓		Use equipment trolley or team lift
Bulky or unwieldy?	✓		✓		Use equipment trolley or team lift
Difficult to grasp?	✓		✓		Use PPE particularly gloves
Unstable or unpredictable?					
Intrinsically harmful (e.g. sharp or hot)?	✓				Use PPE particularly gloves
The Working Environment – are there:					
Constraints on posture?	✓				Use equipment trolley or team lift
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.
Poor floor surfaces?	✓		✓		
Variations in levels?	✓		✓		Use equipment trolley or team lift
Hot/cold/humid conditions?	✓				Assess conditions before starting
Strong air movements?	✓				Assess conditions before starting
Individual Capability – does the job:					
Require unusual capability?	✓		✓		Must be physically fit
Hazard those with a health problem?	✓	✓			Must be physically fit
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd
Call for special information or training?	✓		✓		Manual handling training required
Other Factors:					
Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves as a minimum
What is your overall assessment of risk to Health and Safety?	MEDIUM				

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment			
Unloading of Delivery Vehicle to Site			
Summary			
Company Name	Stannah	Job Reference/Description	M24
Job Location	Customer premises		
Personnel involved	Lift Engineers, Assistants, Trainees, Site labour		
Preliminary Assessment			
1. It has been assessed that this operation could involve a significant risk of injury.			
2. It has been assessed that this operation cannot be avoided or automated at reasonable cost.			
3. It is assessed that the operations are not within acceptable limits.			
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
1. Review the potential for use of mechanised plant relative to site conditions and implement as appropriate, e.g. Forklift Truck, Hiab, Moffatt, Tail lift Trolley, Stair –climber, Team lift, two man lift, single man lift.			
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable, fit individuals depending upon the nature of the task.			
3. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.			
4. Consideration should be given to reducing box weight at source (supplier) or transferring the contents to a smaller box or container on delivery (breaking bulk on site).			
5. If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.			
6. If the box size cannot be reduced, team lifting should be considered, including the use of lifting aids.			
7. Site personnel are encouraged to ask for assistance on site. Management must co-operate in providing extra help or aids when requested.			
8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.			
Assessment dated	December 2023	Assessment by	
Date for reassessment	December 2024	G Peters	

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	Unloading of Delivery Vehicle to Site
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Please tick relevant box to indicate which questions apply and identify level of risk.

The Tasks – do they involve:	✓	Level of Risk			Possible remedial actions
		Low	Med	High	
Holding loads away from the body?	✓	✓			Use FLT
Twisting?	✓	✓			Use FLT
Stooping?	✓		✓		Reduce bending use trolley
Reaching upwards?					
Large vertical movement?	✓	✓			Use HYAB
Long carrying distance?	✓		✓		Use trolley or sack truck
Strenuous pushing or pulling?	✓		✓		Use HYAB to unload stillage
Unpredictable movement of load?					
Repetitive handling?	✓			✓	Use a trolley or sack truck
Insufficient rest or recovery?	✓	✓			Take sufficient breaks
A work rate imposed by a process?					

The Loads – are they:

Heavy?	✓			✓	Use HYAB team lift or trolley
Bulky or unwieldy?	✓		✓		As Above
Difficult to grasp?	✓		✓		Wear grip gloves
Unstable or unpredictable?					
Intrinsically harmful (e.g. sharp or hot)?	✓	✓			Wear gloves if sharp

The Working Environment – are there:

Constraints on posture?					
Poor lighting conditions?	✓		✓		Deliver in daylight
Poor floor surfaces?	✓			✓	Use equipment trolley
Variations in levels?	✓			✓	Use equipment trolley
Hot/cold/humid conditions?	✓		✓		wear suitable clothing
Strong air movements?					

Individual Capability – does the job:

Require unusual capability?	✓		✓		Fit healthy and able bodied
Hazard those with a health problem?	✓			✓	As Above
Hazard those who are pregnant?					Specific risk assessment req'd
Call for special information or training?	✓	✓			Manual handling training

Other Factors:

Is movement or posture hindered by clothing or PPE?	✓	✓			Basic PPE required i.e. gloves, safety boots, overalls, hard hat
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What is your overall assessment of risk to Health and Safety?	MEDIUM
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* Delete as applicable

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment
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Movement of Materials in Excess of 20Kg
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Summary

Company Name	Stannah	Job Reference/Description	M25
Job Location	Company premises and Customer premises		
Personnel involved	Lift Engineers, Assistants, Trainees, Warehouse/stores personnel		

Preliminary Assessment

1. It has been assessed that this operation involves a significant risk of injury.
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost.
3. It is assessed that the operations are not within acceptable limits. SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.

OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY	MEDIUM
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Remedial Action Required

What remedial steps should be taken, in order of priority?
<ol style="list-style-type: none"> Review the potential for use of mechanical aids and implement as appropriate, e.g. Deliver materials that weigh over 20kg as near as possible to the point of use or storage area where possible provide a forklift truck or an overhead crane if not available consider the use of a: Pallet truck, sack truck, barrow, trolley, chain or electric hoist, pulley, lifting beam or eyes, 'A' Frame/gantry or Powered stair climber and additional suitable labour If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individuals. Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested. Minimising distance between vehicle and worksite wherever possible Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated. Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk. Provision of information - copy of site health and safety booklet – which has a section on Manual Handling. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.

Assessment dated	December 2023	Assessment by
Date for reassessment	December 2024	G Peters

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	Movement of materials in excess of 20Kg				
Please tick relevant box to indicate which questions apply and identify level of risk.					
		Level of Risk			
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions
Holding loads away from the body?	✓		✓		Use mechanical aids
Twisting?	✓		✓		Use PPE particularly gloves
Stooping?	✓			✓	Use forklift if available
Reaching upwards?	✓		✓		Use chain hoists/block and tackle
Large vertical movement?	✓		✓		Use chain hoists/block and tackle
Long carrying distance?	✓	✓			Use equipment trolley or team lift
Strenuous pushing or pulling?	✓	✓			Use equipment trolley or team lift
Unpredictable movement of load?	✓	✓			Team lift to control movement
Repetitive handling?	✓	✓			Reduce this to a minimum
Insufficient rest or recovery?	✓	✓			Take rests where required
A work rate imposed by a process?	✓	✓			Take rests where required
The Loads – are they:					
Heavy?	✓		✓		Use equipment trolley or team lift
Bulky or unwieldy?	✓		✓		Use equipment trolley or team lift
Difficult to grasp?	✓		✓		Use PPE particularly gloves
Unstable or unpredictable?					
Intrinsically harmful (e.g. sharp or hot)?	✓				Use PPE particularly gloves
The Working Environment – are there:					
Constraints on posture?	✓				Use equipment trolley or team lift
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.
Poor floor surfaces?	✓		✓		
Variations in levels?	✓		✓		Use equipment trolley or team lift
Hot/cold/humid conditions?	✓				Assess conditions before starting
Strong air movements?	✓				Assess conditions before starting
Individual Capability – does the job:					
Require unusual capability?	✓		✓		Must be physically fit
Hazard those with a health problem?	✓	✓			Must be physically fit
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd
Call for special information or training?	✓		✓		Manual handling training required
Other Factors:					
Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves as a minimum
What is your overall assessment of risk to Health and Safety?	MEDIUM				

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment			
Movement of Test Weight Carriages			
Summary			
Company Name	Stannah	Job Reference/Description	M26
Job Location	Various		
Personnel involved	Lift Engineers, Assistants, Trainees, Warehouse personnel		
Preliminary Assessment			
1. It has been assessed that this operation involves a risk of injury.			
2. It has been assessed that this operation has been part mechanised/automated cost.			
3. It is assessed that the operations are not within acceptable limits. SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
1. Use the weight hire company purpose made sack truck to transport the test weight carriages to the installation test area.			
2. If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection of suitable, fit individuals is mandatory.			
3. Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested.			
4. Minimising distance between vehicle and worksite wherever possible			
5. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.			
6. Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.			
7. Provision of information - copy of site health and safety booklet – which has a section on Manual Handling.			
8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.			
Assessment dated	December 2023	Assessment by	
Date for reassessment	December 2024	G Peters	

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	Movement of Test Weight Carriages
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Please tick relevant box to indicate which questions apply and identify level of risk.

Level of Risk

The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions
Holding loads away from the body?	✓	✓			Use mechanical aids
Twisting?	✓		✓		Two man teams
Stooping?	✓		✓		Regular rest periods
Reaching upwards?	✓	✓			Use chain hoists and gantry
Large vertical movement?	✓	✓			Use chain hoists and gantry
Long carrying distance?	✓	✓			Use equipment trolley
Strenuous pushing or pulling?	✓		✓		Use bar movement equipment
Unpredictable movement of load?	✓	✓			Team lift to control movement
Repetitive handling?	✓	✓			Take regular breaks
Insufficient rest or recovery?	✓	✓			Take regular breaks
A work rate imposed by a process?	✓	✓			Take regular breaks

The Loads – are they:

Heavy?	✓		✓		Use chain hoists and gantry
Bulky or unwieldy?	✓		✓		Use chain hoists and gantry
Difficult to grasp?	✓		✓		Use bar movement equipment
Unstable or unpredictable?	✓	✓			Monitor load
Intrinsically harmful (e.g. sharp or hot)?					Use PPE particularly gloves and foot protection

The Working Environment – are there:

Constraints on posture?	✓	✓			Use bar movement equipment
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.
Poor floor surfaces?	✓		✓		Use equipment trolley
Variations in levels?	✓		✓		Assess conditions before starting
Hot/cold/humid conditions?	✓				Assess conditions before starting
Strong air movements?	✓				

Individual Capability – does the job:

Require unusual capability?	✓		✓		Must be physically fit
Hazard those with a health problem?	✓	✓			Must be physically fit
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd
Call for special information or training?	✓		✓		Manual handling training required

Other Factors:

Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves and foot protection as a minimum
---	---	---	--	--	---

What is your overall assessment of risk to Health and Safety?	MEDIUM
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Manual Handling Risk Assessment

Operations Covered by this Assessment

Handling Lift Doors

Summary

Company Name	Stannah Lifts Ltd	Job Reference/Description	M14
Job Location	Various Customer Premises		
Personnel involved	Lift Engineers, Assistants, Trainees		

Preliminary Assessment

1. It has been assessed that this operation involves a significant risk of injury
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost
3. It is assessed that the operations are not within acceptable limits
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.

OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY	MEDIUM
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Remedial Action Required

What remedial steps should be taken, in order of priority?

- Review the potential for use of mechanical aids and implement as appropriate, e.g. Sack trolley, barrow, trolley, appropriate lifting table
- If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individuals
- Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested
- Minimising distance between vehicle and worksite wherever possible.
- Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.
- Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.
- Provision of information - Manual Handling Safe Working procedure and copy of Safe System of Work Handbook – which has a section on Manual Handling
- Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads shall wear protective footwear. Use of lifting belts is optional – some people find them helpful.
- Gloves to protect from sharp edges are essential

Assessment dated	July 2024	Assessment by	G Peters
Date for reassessment	July 2025		

Specific Manual Handling Risk Assessment

Job Reference/Description	M14
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Please tick relevant box to indicate which questions apply and identify level of risk.

		Level of Risk			
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions
Holding loads away from the body?	☐				
Twisting?	☒		✓		Training in safe lifting
Stooping?	☒		✓		Training in safe lifting
Reaching upwards?	☐				
Large vertical movement?	☐				
Long carrying distance?	☒	✓			Reduce distances where possible
Strenuous pushing or pulling?	☒	✓			Training in safe lifting
Unpredictable movement of load?	☒	✓			
Repetitive handling?	☐				
Insufficient rest or recovery?	☐				
A work rate imposed by a process?	☐				
The Loads – are they:					
Heavy?	☒		✓		Break assemblies into smaller parts where possible
Bulky or unwieldy?	☒		✓		
Difficult to grasp?	☒		✓		
Unstable or unpredictable?	☐				
Intrinsically harmful (e.g. sharp or hot)?	☒		✓		Gloves are essential – sharp edges likely
The Working Environment – are there:					
Constraints on posture?	☐				
Poor lighting conditions?	☒	✓			First walk the route and assess site conditions.
Poor floor surfaces?	☒	✓			
Variations in levels?	☒		✓		
Hot/cold/humid conditions?	☐				
Strong air movements?	☐				
Individual Capability – does the job:					
Require unusual capability?	☐				
Hazard those with a health problem?	☒	✓			Persons to be fit and capable of carrying out the task.
Hazard those who are pregnant?	☒		✓		Pregnant workers are not to carry out this task
Call for special information or training?	☐				
Other Factors:					
Is movement or posture hindered by clothing or PPE?	☐				
What is your overall assessment of risk to Health and Safety?					MEDIUM

Manual Handling Risk Assessment

Operations Covered by this Assessment			
Handling Guides			
Summary			
Company Name	Stannah Lifts Ltd	Job Reference/Description	M15
Job Location	Various Customer Premises		
Personnel involved	Lift Engineers, Assistants, Trainees		
Preliminary Assessment			
1. It has been assessed that this operation involves a significant risk of injury			
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost			
3. It is assessed that the operations are not within acceptable limits			
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
<ol style="list-style-type: none">Review the potential for use of mechanical aids and implement as appropriate, e.g. Sack trolley, barrow, trolley, appropriate lifting tableIf manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individualsDeployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requestedMinimising distance between vehicle and worksite wherever possibleForce should be applied gradually when lifting. If strain is felt, the task must be re-evaluatedConsideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original riskProvision of information - Manual Handling Safe Working procedure and copy of Safe System of Work Handbook – which has a section on Manual HandlingProvide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads shall wear protective footwear. Use of lifting belts is optional – some people find them helpfulGloves are essential due to possibility of sharp edges			
Assessment dated	July 2024	Assessment by	G Peters
Date for reassessment	July 2025		

Specific Manual Handling Risk Assessment

Job Reference/Description	M15									
Please tick relevant box to indicate which questions apply and identify level of risk.										
Level of Risk										
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions					
Holding loads away from the body?	☐									
Twisting?	☒		✓		Training in safe lifting					
Stooping?	☒		✓		Training in safe lifting					
Reaching upwards?	☒		✓		Training in safe lifting					
Large vertical movement?										
Long carrying distance?	☒	✓			Reduce distances where possible					
Strenuous pushing or pulling?	☒	✓			Training in safe lifting					
Unpredictable movement of load?	☒	✓								
Repetitive handling?	☐									
Insufficient rest or recovery?	☐									
A work rate imposed by a process?	☐									
The Loads – are they:										
Heavy?	☒		✓							
Bulky or unwieldy?	☒		✓							
Difficult to grasp?	☒		✓		Gloves to be used					
Unstable or unpredictable?	☐									
Intrinsically harmful (e.g. sharp or hot)?	☐									
The Working Environment – are there:										
Constraints on posture?	☐									
Poor lighting conditions?	☒	✓			First walk the route and assess site conditions.					
Poor floor surfaces?	☒	✓								
Variations in levels?	☒		✓							
Hot/cold/humid conditions?	☐									
Strong air movements?	☐									
Individual Capability – does the job:										
Require unusual capability?	☒		✓		At least two persons are required to lift guides					
Hazard those with a health problem?	☒	✓			Persons to be fit and capable of carrying out the task.					
Hazard those who are pregnant?	☒			✓	Pregnant workers are not to carry out this task.					
Call for special information or training?	☐									
Other Factors:										
Is movement or posture hindered by clothing or PPE?	☐									
What is your overall assessment of risk to Health and Safety?					MEDIUM					

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C282
Material	Hilti – HY270	Assessment Date	April 2024
Supplier /Manufacturer	Hilti	Review Date	April 2025
Trade Name(s)	HIT-HY 270	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Hydroxypropyl methacrylate	10-15	Irritant  Hazardous to the environment 	H317 - May cause an allergic skin reaction. H319 - Causes serious eye irritation. H410 - Very toxic to aquatic life with long lasting effects.
Dibenzoyl peroxide	5-10		
Boric acid	1		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Light grey flowing paste contained in tube or plastic pack. Supplied with applicator nozzles. For fastening items into solid base materials such as masonry and stone.			
Hazards in Normal Use			
Irritant to skin and eyes.			
Normal Control Measures			
Avoid contact with skin and eyes. Safety goggles, nitrile rubber gloves. Do not use near naked flame, heat or other sources of ignition.			
First Aid			
Skin:	Wash off with soap and warm water; seek medical attention if skin irritation persists.		
Eyes:	Flush with fresh water and seek medical advice.		
Inhalation:	Use in a well-ventilated area.		
Ingestion:	Seek medical advice, do not induce vomiting.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location		
C282		Company/client premises		
Description of Task Being Undertaken (indicate as appropriate)				
Passenger and Goods Lifts	☐	Manufacturing	☐	
Stairlifts	☐	Maintenance/Service/Repair	☐	
Platform Lifts	☒	Development	☐	
Escalators/Moving walkways	☐	Installation	☒	
Task description: Mounting metal components onto shaft walls				
How this substance will be used				
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored.				
Additional Specific Hazards Identified & Control measures				
Possibly poor ventilation, open additional doors and windows or introduce mobile LEV				
Ecological information				
Residual Risk Level	Insignificant	Low	Medium	High
Spillage Control Measures				
Wipe up immediately, ventilate area.				
Special Storage & Transport Requirements				
Store away from sources of heat and ignition. do not decant				
Waste Disposal				
Dispose of in accordance with local waste arrangements.				
Circulation of Risk Assessment – please tick				
Contractor		Sub-Contractor		Site Copy
Employees	☒	Other Occupier of Premises		Client
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.				
COSHH Task Specific Risk Assessment Completed by – Signed			Date	
JLH			April 2024	

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C317
Material	Solvent Weld	Assessment Date	October 2023
Supplier /Manufacturer	MITA	Review Date	October 2024
Trade Name(s)	MITA PVC Solvent Weld	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Acetone	5 - 10		Highly flammable harmful irritant. Harmful by inhalation. Irritating to eyes and may form explosive peroxides. May cause dryness and cracking of the skin. Vapours may cause drowsiness or dizziness. Harmful to the environment
Butanone	60 -100		
Cyclohexanone	10 - 30		
Tetrahydrofuran	5 - 10		
Exposure Levels			
It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE			
Description & Normal use			
Translucent liquid with a solvent odour, used as a joint adhesive			
Hazards in Normal Use			
Flammable. Harmful by inhalation. Irritating to eyes. May cause dryness and cracking of the skin. Vapours may cause drowsiness or dizziness. Vapours are heavier than air and can travel long distances			
Normal Control Measures			
Use in well ventilated area. Keep away from sparks and sources of ignition Avoid skin contact wear Nitrile rubber gloves and eye protection			
First Aid			
Skin:	Flush with water then wash with soap, seek medical attention if irritation persists		
Eyes:	Rinse immediately with water for 15 minutes and seek medical attention		
Inhalation:	Remove to fresh air and seek medical assistance		
Ingestion:	Do not induce vomiting, seek immediate medical attention		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location	
C317		Company/client premises	
Description of Task Being Undertaken (indicate as appropriate)			
Passenger and Goods Lifts	☒	Manufacturing	☐
Stairlifts	☐	Maintenance/Service/Repair	☒
Platform Lifts	☒	Development	☐
Escalators/Moving walkways	☐	Installation	☒
Task description: Used for join conduit ends to conduit tube lengths			
How this substance will be used			
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored.			
Additional Specific Hazards Identified & Control measures			
None identified			
Ecological information			
Prevent entry into water courses and drains, will damage the environment			
Residual Risk Level	Insignificant	Low	High
		✓	
Spillage Control Measures			
Extinguish all sources of ignition, avoid sparks and naked flames. Absorb in sand or granules, pick up with non sparking tools and collect into sealable containers, mark container with content details.			
Special Storage & Transport Requirements			
Store in a well-ventilated area. Keep away from sources of ignition, oxidisers and direct sunlight, keep in original containers			
Waste Disposal			
Not permitted for landfill in liquid state. All part full containers must be disposed by an authorised contractor. Empty containers can be recycled. Dispose of in accordance with local waste arrangements.			
Circulation of Risk Assessment – please tick			
Contractor	✓	Sub-Contractor	✓
Employees	✓	Other Occupier of Premises	✓
Site Copy		Client	
✓		✓	
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.			
COSHH Task Specific Risk Assessment Completed by – Signed		Date	
J. W. G. R.		October 2023	

COSHH Assessment (substance)

Company Name	Stannah Lift Services Ltd	Job Reference/Description	C04
Material	Lubricant grease (Aerosol)	Assessment Date	January 2024
Supplier /Manufacturer	Local	Review Date	January 2025
Trade Name(s)	Super Lube Plus Aerosol	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Pentane	15-20%	Harmful 	H315 Causes skin irritation
Butane	5-10%	Extremely flammable 	H336 May cause drowsiness or dizziness
Heptane	5-10%	Dangerous for the environment 	H304 May be fatal if swallowed and enters airways
2-Methylpentane	2.4-4.9%		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Aerosol spray. Translucent grease used as a lubricant. Solvent/lighter fuel odour.			
Hazards in Normal Use			
Extremely flammable. May cause irritation to skin and eyes. Vapour may cause nausea, fatigue, dizziness or headache. Swallowing larger volumes may lead to diarrhoea and vomiting.			
Normal Control Measures			
Use in well ventilated area – away from heat, flame or other source of ignition. Do not breathe vapour/spray. Avoid contact with skin, eyes and clothing. Use safety glasses, rubber gloves or overalls if risk of contact. Keep out of reach of children.			
First Aid			
Skin:	Wash immediately with copious amounts of soap and water. If skin irritation persists, consult a doctor.		
Eyes:	Wash thoroughly with plenty of water for at least 15 minutes, removing contact lenses if worn. Consult a medical practitioner.		
Inhalation:	Move to fresh air and allow to rest. Get prompt medical attention.		
Ingestion:	Rinse mouth thoroughly with water. Give water to drink. Get medical attention.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location		
C04		Company/client premises		
Description of Task Being Undertaken (indicate as appropriate)				
Passenger and Goods Lifts	☐	Manufacturing	☐	
Stairlifts	☐	Maintenance/Service/Repair	☐	
Platform Lifts	☒	Development	☐	
Escalators/Moving walkways	☐	Installation	☒	
Task description:				
How this substance will be used				
Used for regular short periods by Stannah Staff (1 - 2 people)in minimum quantities. Minimum quantities also stored.				
Additional Specific Hazards Identified & Control measures				
Possibly poor ventilation. Increase ventilation (open door/window). Allow time for aerosol gas to dissipate. Wear respiratory protection.				
Ecological information				
Toxic to aquatic organisms.				
Residual Risk Level	Insignificant	Low	Medium	High
Spillage Control Measures				
Extinguish all ignition sources. Avoid sparks, heat, flames and smoking. Do not allow to penetrate underground, earth, sewers or surface water drains. Ventilate. Absorb into liquid-absorbent materials. Allow to evaporate before disposal. Dispose of in accordance with local Stannah premises waste arrangements.				
Special Storage & Transport Requirements				
Cool dry place away from direct sunlight, heat, flames. Keep container tightly sealed. Do not seal receptacle gas tight.				
Waste Disposal				
Dispose of in accordance with local Stannah premises waste arrangements.				
Circulation of Risk Assessment – please tick				
Contractor		Sub-Contractor		Site Copy
Employees	☒	Other Occupier of Premises		Client
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.				
COSHH Task Specific Risk Assessment Completed by – Signed			Date	
J. H. [Signature]			January 2024	

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C291
Material	Hydraulic Oil VHVI 32/46 & 38	Assessment Date	June 2024
Supplier /Manufacturer	Wessex & Aztec	Review Date	June 2025
Trade Name(s)	HVI 46	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Mineral Oil 100%			None
Phosphorodithioic acid, mixed O,O-bis(2-ethylhexyl and iso-Bu and iso-Pr) esters, zinc salts	<1.0%	Not classified	None
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Amber liquid. used in hydraulic tanks and cutting and pressing machinery			
Hazards in Normal Use			
May cause irritation to eyes and skin if sensitised.			
Normal Control Measures			
Avoid contact with skin and eyes. If splashes likely use eye protection, barrier cream and disposable nitrile or PVC gloves.			
First Aid			
Skin:	Wash exposed skin thoroughly with soap and water.		
Eyes:	Flush with water, seek medical attention if irritation persists		
Inhalation:	Remove to fresh air and seek medical advice if breathing becomes difficult.		
Ingestion:	Do not induce vomiting. Seek medical attention.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location						
C291		Company/client premises						
Description of Task Being Undertaken (indicate as appropriate)								
Passenger and Goods Lifts	☒	Manufacturing	☒					
Stairlifts	☐	Maintenance/Service/Repair	☐					
Platform Lifts	☒	Development	☒					
Escalators/Moving walkways	☐	Installation	☒					
Task description: Used in hydraulic tanks and cutting and pressing machinery								
How this substance will be used								
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored.								
Additional Specific Hazards Identified & Control measures								
None								
Ecological information								
None								
Residual Risk Level	Insignificant		Low	✓	Medium		High	
Spillage Control Measures								
Clean up spills immediately absorbent material.								
Special Storage & Transport Requirements								
None								
Waste Disposal								
Dispose of in accordance with local waste arrangements. Excess oil to licensed waste contractor or returned to Anton Mill								
Do not let oils enter the watercourse or drains. Containers are not for landfill and are classed as low risk and can be disposed of in general waste and taken to plastic recycling centre.								
Circulation of Risk Assessment – please tick								
Contractor		Sub-Contractor		Site Copy				
Employees	✓	Other Occupier of Premises		Client				
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.								
COSHH Task Specific Risk Assessment Completed by – Signed					Date			
					June 2024			

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C308
Material	Spray Paint	Assessment Date	September 2023
Supplier /Manufacturer	Thermaset	Review Date	September 2024
Trade Name(s)	Spray Paint Matt	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Toluene	20-40%	 	Flammable, irritating to eyes, skin and respiratory system, may cause dizziness and drowsiness, may cause dryness and cracking of skin.
Isobutanol	0-10%		
Ethyl Acetate	0-10%		
Butyl Acetate	10-20%		
Nitro Cellulose	5-15%		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Coloured spray paint in an aerosol for painting metal components			
Hazards in Normal Use			
Flammable, irritating to eyes, skin and lungs			
Normal Control Measures			
Keep away from sources of ignition, use in well ventilated area, safety glasses and PVC gloves.			
First Aid			
Skin:	Wash with soap and water - seek medical attention if irritation persists.		
Eyes:	Rinse with water while holding eyelids open for 15 minutes - seek medical attention if irritation persists.		
Inhalation:	Remove to fresh air - seek medical attention if irritation persists.		
Ingestion:	Do not induce vomiting, drink plenty of water - seek medical attention if irritation persists.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location	
C308		Company/client premises	
Description of Task Being Undertaken (indicate as appropriate)			
Passenger and Goods Lifts	☐	Manufacturing	☒
Stairlifts	☐	Maintenance/Service/Repair	☐
Platform Lifts	☒	Development	☐
Escalators/Moving walkways	☐	Installation	☒
Task description: Used for touching up minor damage or metal components			
How this substance will be used			
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored.			
Additional Specific Hazards Identified & Control measures			
Prolonged use can cause dizziness and drowsiness and cracking and dryness of the skin. Add extra ventilation, take regular breaks or in confined spaces wear FFP3 face mask			
Ecological information			
None			
Residual Risk Level	Insignificant	Low	✓ Medium High
Spillage Control Measures			
Remove sources of ignition, ventilate area, absorb spills into sand, collect into sealable containers			
Special Storage & Transport Requirements			
Store in well ventilated area away from sources of ignition and out of direct sunlight.			
Waste Disposal			
Dispose of in accordance with local waste arrangements.			
Circulation of Risk Assessment – please tick			
Contractor		Sub-Contractor	Site Copy
Employees	✓	Other Occupier of Premises	Client
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.			
COSHH Task Specific Risk Assessment Completed by – Signed		Date	
J Hagg		September 2023	

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	Drilling masonry C253
Material	Respirable crystalline silica (RCS)	Assessment Date	July 2024
Supplier /Manufacturer	Not Known	Review Date	July 2025
Trade Name(s)	Likely to be present when brick or concrete is drilled	Data Sheet on File?	N/A
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Aluminium Compounds dust	Unknown		Serious health hazard if inhaled
Respirable crystalline silica dust (Possibly in ballast)	Unknown		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Dust occurring during drilling. Debris from drilling concrete or brickwork			
Hazards in Normal Use			
Dry concrete and concrete dust particles can cause abrasions or irritation to skin and eyes. Respirable crystalline silica (quartz) can cause respiratory problems if inhaled over a long period and can be present in concrete and brick.			
Normal Control Measures			
Use water spray on concrete to damp dust or use a H type vacuum cleaner to suck up dust/debris or FFP3 disposable respirator. Use on tool dust extraction where possible. Wear goggles and normal workwear			
First Aid			
Skin:	Wash thoroughly with soap and water.		
Eyes:	Irrigate immediately with plenty of clean water.		
Inhalation:	Remove to dust free area. Seek medical attention if any breathing difficulties are experienced.		
Ingestion:	Unlikely.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description				Job Location			
Drilling masonry				Client premises			
Description of Task Being Undertaken							
Passenger and Goods Lifts ☐ Stairlifts ☐ Platform Lifts ☒ Escalators/Moving walkways ☐ Task description: Drilling into masonry for lift installation				Manufacturing ☐ Maintenance/Service/Repair ☐ Development ☐ Installation ☒			
How this substance will be used							
Occasional and sporadic exposure							
Additional Specific Hazards Identified & Control measures							
None							
Ecological information							
None							
Residual Risk Level	Insignificant		Low	✓	Medium		High
Spillage Control Measures							
N/A							
Special Storage & Transport Requirements							
N/A							
Waste Disposal							
Dispose of in accordance with local Stannah premises waste arrangements.							
Circulation of Risk Assessment – please tick							
Contractor		Sub-Contractor		Site Copy			
Employees	✓	Other Occupier of Premises		Client			
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.							
COSHH Task Specific Risk Assessment Completed by – Signed					Date		
							

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C275
Material	Oil Additive	Assessment Date	March 2024
Supplier /Manufacturer	Motorex	Review Date	March 2025
Trade Name(s)	Hydrolgliss 202	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Synthetic Esters	100	None	None
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Amber clear fluid, smells of fatty acid, additive for hydraulic fluid			
Hazards in Normal Use			
None			
Normal Control Measures			
If splashes likely wear safety glasses, for repeated use wear rubber gloves.			
First Aid			
Skin:	Wash with soap and water.		
Eyes:	Rinse with clean water, seek medical advice if irritation persists.		
Inhalation:	Remove to fresh air.		
Ingestion:	Do not induce vomiting, drink plenty of water, seek medical advice if irritation persists.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location	
C275		Company/client premises	
Description of Task Being Undertaken (indicate as appropriate)			
Passenger and Goods Lifts	☒	Manufacturing	☐
Stairlifts	☐	Maintenance/Service/Repair	☐
Platform Lifts	☒	Development	☐
Escalators/Moving walkways	☐	Installation	☒
Task description: additive for hydraulic tanks			
How this substance will be used			
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored.			
Additional Specific Hazards Identified & Control measures			
None			
Ecological information			
Do not allow to enter the ground or water course.			
Residual Risk Level	Insignificant	Low	✓ Medium High
Spillage Control Measures			
Soak up with granules and bag.			
Special Storage & Transport Requirements			
Keep out of direct sunlight, there are no transport requirement.			
Waste Disposal			
Dispose of in accordance with local waste arrangements.			
Circulation of Risk Assessment – please tick			
Contractor		Sub-Contractor	Site Copy
Employees	✓	Other Occupier of Premises	Client
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.			
COSHH Task Specific Risk Assessment Completed by – Signed		Date	
JLH		March 2024	

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C348
Material	Slideway Oil	Assessment Date	January 2024
Supplier /Manufacturer	Morris Lubricants	Review Date	January 2025
Trade Name(s)	Astra 68 Slideway Oil	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Base Oil Unspecified - Distillates (Petroleum), hydrotreated Heavy Paraffinic	60 – 100%	None	Physical hazards Not Classified Health hazards Not Classified Environmental hazards Not Classified
Distillates (petroleum) solvent-dewaxed heavy paraffinic	60 - 30%		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Viscous amber liquid used as a lubricant.			
Hazards in Normal Use			
Prolonged or repeated skin contact may lead to dermatitis,			
Normal Control Measures			
Good hygiene practices. Avoid skin contact. Use eye protection if splashes likely. Wear impervious gloves (e.g. Nitrile or PVC), in case of repeated or prolonged contact. Change contaminated clothing and thoroughly clean before re-use. Keep away from sources of ignition. Ensure there is sufficient ventilation of the area.			
First Aid			
Skin:	Remove contaminated clothing wash skin with soap and water, seek medical attention if irritation persist		
Eyes:	Remove contact lenses. Hold eye lids open; flush with water for at least 15 minutes. If symptoms persist, seek medical attention.		
Inhalation:	If spray/mist has been inhaled, move affected person to fresh air and keep warm and get medical attention if discomfort continues		
Ingestion:	Do not induce vomiting, seek medical advice		
Pressure injection	Always obtain medical attention even though the injury may appear minor		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location	
C348		Lift maintenance, repair & Installation in domestic/commercial industrial premises	
Description of Task Being Undertaken (indicate as appropriate)			
Passenger and Goods Lifts	☐	Manufacturing	☐
Stairlifts	☐	Maintenance/Service/Repair	☐
Platform Lifts	☐	Development	☐
Escalators/Moving walkways	☐	Installation	☐
Task description: Guide lubrication			
How this substance will be used			
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored. 1 litre containers			
Additional Specific Hazards Identified & Control measures			
Possibly poor ventilation. Increase ventilation (open door/window). Allow time for aerosol gas to dissipate			
Ecological information			
Following a release to the environment, this product is expected to remain on soil and water surfaces. This product would be expected to biodegrade at a slow rate.			
Residual Risk Level	Insignificant		Low
		✓	Medium
			High
Spillage Control Measures			
Soak up with absorbent materials and dispose of as hazardous waste. Avoid exposure of the product to sources of ignition. Prevent entry into drains, sewers and water courses. In case of a boom and collect by skimming or absorption.			
Special Storage & Transport Requirements			
To be stored in a suitable bunded area. Keep containers tightly closed. Store drums undercover in racking protected from mechanical impact. If stored outside ingress of water should be avoided by placing containers on their side. Avoid sources of ignition. Avoid direct high temperature heat sources.			
Waste Disposal			
Dispose of in accordance with local waste arrangements.			
Circulation of Risk Assessment – please tick			
Contractor		Sub-Contractor	
Employees	✓	Other Occupier of Premises	
		Site Copy	
		Client	
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.			
COSHH Task Specific Risk Assessment Completed by – Signed		Date	
		January 2024	

HSE063 / 5969784 Lifting Plan

Location	Job - PID50974-002 Lift 1 Allied London Campfield (Lower), Market Hall, Liverpool Road, Manchester, M3 4FP		
Area	Operations contained within lift well		
Risk Assessment	Yes/No	Method Statement No. PID50974-002	Yes/No
Description of lifting activity			
Straight lift from ground floor level to final position of hydraulic ram using hoist.			
Weight of Load	Between 84 – 126 kg	Actual	Assessed
		☐	☒
Lifting Equipment and Accessories to be used			
1 x Manual hoist 1000kg, 2 x D Shackles .75T, 1 x lift webbing sling 1000kg, 1 x lifting beam 1000kg			
Note – where we use lifting equipment to raise a lift car with a person or persons standing on the car top then the SWL of all the equipment used should be derated by 50%. For example, lift car weight 850kg + 2 persons 150kg = 1000kg. All equipment to be rated at 2000kg.			
Task details (step by step)			
<ol style="list-style-type: none"> 1. Check all equipment is in date with Certificates of Thorough Examination 2. Carry out a pre use check of all equipment for damage/deterioration 3. All items used to lift the hydraulic ram into position 4. Place the lifting channel between the cabin guides 5. Attach the ram lifting eye assembly to the top of the ram 6. Attach a D shackle to the ram lifting eye 7. Safely manoeuvre the ram so that the lifting eye assembly is directly below the lifting chain 8. Connect the lifting hook to the D-Shackle 9. Raise the ram using the chain hoist and lower into position. 			

HSE063 Lifting Plan

Consider the following in preparation of task details - (not an exhaustive list)			
Details of method statement, risk assessment and controls		Weight of the load (actual or assessed)	
Ground conditions		Lifting points	
Lifting equipment and accessories to be used (type, SWL examined)		Communication – type (radio, hand signals etc), difficulties (language)	
Load – weight, size, centre of gravity (sketch if necessary)		Lighting	
Path of the load (hazards)		Method of slinging etc.	
Working under suspended loads		Use of handlines to control the load	
Access and emergency escape routes		Competence of personnel	
Number of personnel required		Pre-use inspections	
Permit to lift from Principal Contractor Yes/No		Number and duration of lifts	
Visibility of load throughout lift		Other conflicting tasks in the area	
Full briefing to all involved		Debrief and learning	
Control of fall hazards – before, during and after lifting operation			

Prepared by (Person planning the lift)		
Name J Walsh	Signature <i>J Walsh</i>	Date: 16/12/2024
Check on site that the situation is as planned and the equipment is suitable		
Reviewed on site by (person carrying out and supervising the lift)		
Name	Signature	Date

Job Number: PID50974-002

Stannah Lifts Ltd
Method Statement & Risk Assessment Register

This register is to be signed by all staff working on behalf of Stannah Lifts Ltd on the lift(s) at the location to which this method statement applies.

All operatives must read and fully understand this document prior to signing and commencing work.

Print Name	Sign	Date

Please sign and return this page with your final invoice or handover paperwork.

REMEMBER TO RETURN

Site Specific Risk Assessment
Test Sheet
Handover Notice
Signed Outstanding Items form, if required
Moving Platform Check Sheet
Lifting plan

REMEMBER TO CHECK BEFORE USE

Any Electrical Equipment
Working Platform
Ladder



Method Statement & Risk Assessment

Stannah Microlifts Ltd, Gate 1 Watt Close, Andover, Hampshire, SP10 3SD

Main Contractor:
Amspec Ltd

Scope: Installation of Stannah 50B

Contract Ref: PID50974-001

Location: Allied London Campfield (Lower) Market Hall
Liverpool Road Manchester M3 4FP

Compiled By:

Print Name: Mark Chapman
General Manager

Signed: 

Date: 27/06/2024

Office Use Only:

Document version issue date: 23/03/22	Issued By; Mark Chapman
Document version issue date: 26/09/23	Issued By; Mark Chapman

1. Scope of work
- Delivery, assembly and installation of a Stannah 50B
2. Hazards identified
- Working at height;
 - Manual handling;
 - Slips, trips or falls;
 - Struck by or struck against;
 - Caught under, against or between;
 - Contact with electricity;
 - Movement of vehicles;
 - Handling materials;
 - Hand Arm Vibration;
 - Noise;
 - Occupied premises.

NB: Installation of this lift does not involve working in confined spaces.

3. Protection of other persons, and from other activities in the building
- Builder/client is to provide hoarding or edge protection at landing entrances.
Installers are to cordon off lift working area with barriers as required to prevent unauthorised access by members of the public and other trades.
4. Plant and equipment
- 14v impact drill;
 - 14v hand drill;
 - 14v circular saw;
 - 14v nut runner
 - 110v drill;
 - Aluminium platform step;
 - Aluminium adjustable structure boards;
 - Mobile platform;
 - Gear stretcher;

NB: Any permits required for the use of the aluminium platform steps must be sought and provided by our client.

5. Personnel
- This operation is normally carried out by a team of engineers. Work will usually be carried out during normal working hours (08:00 – 17:00). The work will be under the control of an Installation Project Manager or Supervisor.
- Lead Installers are SSSTS trained.
All installers carry relevant CSCS cards.

6. Methodology (sequence of work)

6.1. Arrival on site

Upon arrival on site, engineers will sign in and introduce themselves to the site agent/foreman in charge, locate the area where the lift is to be installed and receive/ask for an induction which should contain advice on the following:

- Safe, clear access and egress to and from the installation area;
- Location of the First Aid Room and identification of the First Aider;
- Identification of the Site Safety Officer;
- Identification and location of Fire Exits/Fire Assembly Point;
- Identification of the location of all Welfare and Toilet Facilities;
- Attendance of any site/health & safety inductions;
- Any required permits to work;
- Site specific rules and asbestos register (if appropriate).

Installers are to carry out a site specific risk assessment (H&S form 12b) prior to commencing any works, which is to be displayed for the duration of the works along with this document. Any significant risks identified must have control measures in place agreed with the site management prior to commencing work.

Any required permits to work must be identified and in place prior to commencing works.

6.2. Check site dimensions

Measure and check site dimensions against our prepared builders work drawings and identify location of power point. Check scaffolding inspection register (if required).

6.3. Offload materials

Lift equipment is delivered to site via company van. Offload lift equipment from our transport and transfer to the working area. Use lifting aid equipment provided by Stannah Microlifts where possible.

6.4. Install the lift structure and lift car as per Installation Manual

- Erect the lift structure starting from the pit floor. Adjustable aluminium structure boards are to be used to fully board each new level of structure. This provides a safe working platform. These levels are no more than 2 meters apart.
- Laterally fix lift structure to shaft walls.
- Install the guides from the top of the lift shaft, working down the shaft using the structure boards as safe working platforms.
- Install the lift motor at the top floor.
- Install the lowest level and any intermediate level landing doors.
- Install shaft wiring using the structure boards as safe working platforms.
- Install car at top of lift shaft and begin roping procedure.
- Install counterweight from the pit and complete roping procedure

- Install all remaining landing doors

6.5. Complete wiring and fitting of options

- All wiring will be completed as per the appropriate supplied wiring manual.
- Once wiring is complete ensure any installation 'link outs' are removed from the wiring circuit.
- Ensure power is switched off and supply isolated when working on any lift wiring circuits.

6.6. Carry out full test in accordance with current service/goods lifts standards

- Carry out full test and examination of lift as per the Certificate of Test and Examination after Installation sheet.
- Ensure all boxes and tests are completed before leaving site. Any outstanding items must be recorded on the Completion and Handover Notice/Delay of Handover Notice and Engineers Planned Maintenance Report – First Visit sheets and passed on to the Installations Department.
- When manoeuvring test weights ensure that lifting aids are used where suitable.

6.7. Demonstrate and handover the lift

Provide our client or designated person a full briefing on the operation of the lift prior to demonstration.

Pass the top copy of the signed Handover document, the User Manual and all the keys over to the client at this point.

6.8. Leaving site

Before leaving site ensure that all rubbish has been disposed of in accordance with the site waste management plan, the lift has been fully cleaned down, and any damage to paint finishes is 'touched' in.

NB: Installers are to ensure that their working area is suitably secured at the end of each working day. Lifts must be isolated to preclude third parties from powering the lift. All shorting wires/links will be removed.

7. Briefing arrangements

Engineers will be briefed on method statements by the relevant area Project Manager or Supervisor.

Understanding of Method Statement will be confirmed by signature.

8. Safety of personnel

8.1. PPE requirements

As detailed in the risk assessment:

- At all times: Stannah uniform and:
- Safety footwear (200 joules),
- High visibility clothing (Category 2)

- Hard hat;
- Gloves (Traffi cut level 1 and 5, where required)
- Eye Protection (EN166FT)
- Ear protection (EN352-2/SNR=23dB(a))- every time when using power tools;
- Dust masks (FFP3) when masonry drilling or as directed by the risk assessment.

8.2. H&S monitoring

Site monitoring is conducted via a pre-determined schedule of audits conducted by a Stannah Microlifts' Auditor. Not all sites are audited. Day-to-day monitoring is the responsibility of the senior installer and office support team. All installers are risk assessment trained.

9. COSHH

Summarised COSHH Assessments are provided in Safe System of Work Booklet which is to be available at all times. No further COSHH information is required for the operation described.

Hazardous substances likely to be encountered are:

- Motor oil.
- Foaming cleaner
- Touch up paint spray
- Lubricating spray

10. Manual handling

Significant manual handling is involved. Refer to Manual Handling risk assessment in this document.

11. Emergency plans : first aid/emergency procedures

Should there be an emergency, in the first instance always follow the site emergency procedures.

11.1. First aid

- First Aid kit is to be kept in the installation vehicle.
- Mobile phone is to be carried by all engineers.

11.2. Fire

In the event of becoming aware of a fire at customer's premises:

- Immediately raise the alarm and evacuate the building;
- Do not delay to collect personal belongings;
- Go to the assembly point and report to person in charge (as per induction);
- Do not return until told it is safe to do so.

11.3. Accident reporting

Report any accidents firstly to the Site Manager and then to your Supervisor.

NB: No specialist emergency arrangements are required unless dictated by the main contractor

General Manager's contact number is **01264 384799**

12. Environment

The installation of the Stannah does not pose any significant environmental risks.

Installers will follow the site rules for waste management. Waste will be segregated where facilities are provided.

STANNAH LIFTS LTD & STANNAH MICROLIFTS LTD MODEL RISK ASSESSMENT

Ref No R549	Activity/Task: Installation of a Stannah Microlift	Location/Site Address:
Date: December 2023	Assessed by: Glen Peters	PID50974-001

Identify The Hazards	Identify Any People Affected					List Any Existing Control Measures or Working Practices	Risk Rating Before Controls				Risk Rating After Controls			
	E	C	V	P	YP		L	S	Total	H/M/L	L	S	Total	H/M/L
Asbestos	✓	✓	✓	✓	✓	Stannah Microlifts Ltd is not willing to work with Asbestos Containing Materials (ACMs). The onus is on the duty holder of the premises to inform Stannah Microlifts Ltd when its presence impacts directly on our installers work areas. The duty holder must remove the ACM before our commencement on site. If ACMs are suspected or discovered during the installation process our installers will inform the duty holder and Stannah Microlifts Ltd, their GP, cease work and leave site until confirmation has been received of its removal. If found not be ACM a "clean air or Asbestos free certificate" must be issued by the duty holder. Reference material: Control of Asbestos at Work Regulations 2012.	4	5	20	H	2	5	10	M
Work at Height: Fall of persons & fall of materials	✓	✓			✓	Refer to site safety booklet and installation manual where required. Work off Stannah working platform or certified scaffolding. Scaffolding to have laddered access and trap hatches supplied by the Principal Contractor (PC). PC to segregate work area from others at all times. Entrances to be protected by Principal Contractor. No working above or below each other. Access to delivery vehicle by driver only.	4	5	20	H	2	5	10	M

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Work At Height Use of Ladders	✓					All access equipment to be inspected before and recorded every 6 months Ladders only to be used to for access & egress to the working area. Ladders must only be used in conjunction with the safe working procedure. Ladders must be lashed or footed, sited on a firm level stable base and pitched at 4 to 1 or 75°. Ladders must be inspected before each use and formally inspected every 6 months.	4	5	20	H	2	5	10	M
Crushing below lift	✓	✓				Entrance protection, pit props and pawl device to be engaged on entering pit. Isolate the lift supply before gaining entry to the lift well.	4	5	20	H	2	5	10	M
Contact with moving or rotating parts	✓	✓				All moving parts to be enclosed where practicable, no loose clothing to be worn.	3	5	15	H	1	5	5	L
Lifting Equipment	✓	✓				Lifting equipment will be inspected before each use and formally every 6 months for lifting accessories and annually for hoists. Complete HSE063 lifting plan.	3	5	15	H	1	5	5	L
Use of Scaffolding	✓	✓				Only authorised competent personnel to erect and alter scaffolding scaffolding to be inspected at 7 day intervals and be "scaff tagged".	3	5	15	H	1	5	5	L
Manual Handling: Unloading lift components	✓	✓			✓	PC to provide a safe unloading area. Use mechanical aids where supplied, two man or team lifts. (See separate manual handling risk assessment). Where possible assistance from PC with heavy items to storage area and distribution between floors. Items in excess of 20kg to be marked with weight.	4	4	16	H	2	4	8	M
Manual Handling Weight testing.	✓	✓			✓	Test weights will only be manoeuvred with the use of mechanical aid where practicable. Ensure route to lift is clear and free from obstructions Care to be taken when traversing inclines and ramps.	4	2	8	M	2	2	4	L

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Electric Shock	✓	✓	✓	✓	✓	Isolators, motor room or control cabinet to be locked off (LOTO)where possible, key controlled by installer. Ensure all circuits are 'dead' before commencing any work. No live system working. All 110V power tools and leads visually checked before use and be PAT tested. No 240V tools to be used unless protected by RCD unit and with PC permission.	3	5	15	H	1	5	5	L
Electrocution	✓	✓				Permit to work system where required, liaise with other site trades and those in control of the work place to ensure that all are aware of the work to be carried out. Check that all control or switch rooms are clear of redundant materials and all temporary installations have been removed, all equipment covers and doors are closed. Insulated tools to be used at all times and correctly calibrated test equipment.	3	5	15	H	1	5	5	L
Shorting wires	✓	✓				Only numbered and registered shorting wires to be used. All shorting must be removed overnight, when installer is not in attendance and removed prior to handover.	3	5	15	H	1	5	5	L
Use of pendant control	✓	✓				Use only the purpose built pendant control issued or approved by Stannah Microlifts Ltd.	3	5	15	H	1	5	5	L
Use of Hand Tools:	✓	✓			✓	All hand tools to be in good condition and inspected regularly, damaged tools removed and replaced.	4	2	8	M	2	2	4	L
Use of nut runner Vibration (HAVS)	✓	✓			✓	Nut runner vibration is measured at 5m/s ² can only be used for 2 hours trigger time per person per day. Activities undertaken will not exceed this value.	2	4	8	M	1	4	4	L
Drilling into Masonry – Vibration (HAVS)	✓	✓				Hammer action tools averaged at 10m/s ² can only be used for 30 minutes trigger time per person per day. Activities undertaken by Stannah will not exceed this value.	2	4	8	M	1	4	4	L
Drilling into Masonry - Noise	✓	✓			✓	The noise created from masonry drilling will approach 90dBA for short period's disposable ear defenders	2	4	8	M	1	4	4	L

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						FFP3 dust masks and safety glasses are provided and will be worn during this process.								
Drilling into Masonry – Dust	✓	✓			✓	On tool dust extraction will be used where possible, where this is impractical press to check FFP3 dust mask will be worn, face fit testing is mandatory.	4	4	16	H	2	4	8	M
Work in Occupied Premises	✓	✓	✓	✓	✓	All work areas including movement of equipment is to be segregated by the PC from members of the public, school children, visitors, and other trades. On all sites standard entrance protection must be provided i.e. half height removable barriers with 150 toe boards, mid rails at 470 and top rails at 950.	3	5	15	H	1	5	5	L
COSHH:	✓	✓				Substances used during the installation process have been assessed, separate COSHH assessment are attached.	2	4	8	M	1	4	4	L
Slips Trips and Falls: at same levels	✓	✓	✓			All work areas to be kept clear and tidy at all times all redundant material and packing to be removed daily.	4	2	8	M	2	2	4	L
Fire	✓	✓			✓	All fire, emergency and first aid protocols to be briefed to site operatives at induction or start date by the PC.	2	5	10	M	1	5	5	L
Environment	✓	✓	✓	✓	✓	All plant to be switched off when not in use. All waste to be separated before disposal, all hazardous wastes to be removed by a licensed waste removal company. The PC's waste management plan to be followed at all times.	2	4	8	M	1	4	4	L
Single man working	✓	✓				Single man working is only permitted when the worker is qualified to the following: EOR202, NVQ2, 3 or 4. When the task is a not two man or team task Mates, trainees, assistants and or apprentices will not be permitted to work alone when unqualified or when completing the following: Working at height, Working with electricity, Manual handling without mechanical aids and beyond their capability or when the site is unoccupied	3	5	15	H	2	5	10	M

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PPE	✓						To be worn at all times: Hard hats to BSEN397, Foot protection at 200 joules, High visibility clothing-Cat 2 BSEN471 When directed: Gloves BSEN 388 and cut resistant gloves to BSEN 407 Level 5 sleeves when handling glass, Oil repellent when required. Red TG1010 Red Cut level A these can be used for general site work, electrical work, dexterous work, and surveying. Amber TG3010 Amber - Cut level B, these can be used for all of the above including operations where cuts and abrasions are possible. Green TG5010 Green Cut level D BSEN 388 Cut resistant gloves to BSEN 407 sleeves when handling glass . Ear protection to 23SNR, Safety glasses to BSEN 166 (1 BKN) Face mask to FFP3 (Mandatory face fit) And any other PPE as specified at induction by the PC.	3	5	15	H	1	5	5	L
Training:							Installers trained to NVQ 2 or equivalent. Competent and authorised persons to complete test and commissioning trained to NVQ3 or equivalent. All installers have attended annual H&S awareness training, including manual handling, working at height and asbestos awareness.								

- Risk Rating (L = Likelihood S = Severity, Total = L x S, H/M/L = High, Medium & Low)

Signed.....Glen Peters Date for Reassessment.....Dec 2024.....

SUPPORTING INFORMATION

Likelihood	Almost certain	5	Low	Medium	High	High	High	High
	Could happen	4	Low	Medium	Medium	High	High	High
	Might happen	3	Low	Medium	Medium	Medium	High	High
	Unlikely	2	Low	Low	Medium	Medium	Medium	Medium
	Improbable	1	Low	Low	Low	Low	Low	Low
			1	2	3	4	5	
			First Aid	<3 Day	>3 Day	Long Term/ Major	Fatal/ Disabling	

Multiply severity score (1-5) by likelihood score (1-5) to obtain a risk rating (1-25)

Low risk = 1 - 5 - Green
Medium risk = 6 - 12 - Amber
High risk = 15 - 25 - Red

Like a traffic light

Go ahead - safe to proceed
Caution - precautions may be needed
Stop - do not proceed until precautions in place

HAZARDS COULD INCLUDE: 1. WORK AT HEIGHT. 2. MANUAL HANDLING. 3. SLIPS TRIPS OR FALLS – at same level. 4. SLIPS TRIPS OR FALLS – at height. 5. STRUCK BY OR STRUCK AGAINST. 6. CAUGHT UNDER, AGAINST OR BETWEEN. 7. CONTACT WITH ELECTRICITY. 8. EXPOSURE TO HARMFUL SUBSTANCES, DUST, FUMES. 9. MOVEMENT OF VEHICLES. 10. HANDLING MATERIALS	GROUPS OF PEOPLE WHO MAY BE AT RISK COULD INCLUDE: E – Employees, C – Contractors, V – Visitors, P – Public, YP – Young People	EXISTING CONTROL MEASURES: Existing control measures could include other associated H&S documentation i.e. Stannah safe working procedures, safe systems of work, other risk assessments, LEIA site safety handbook, Stannah safety manual, etc	FURTHER ACTION REQUIRED: List any further action which may be required to reduce the hazard to an acceptable level i.e. low to medium
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Operations Covered by this Assessment			
Unloading of Delivery Vehicle to Site			
Summary			
Company Name	Stannah Microlifts Ltd	Job Reference/Description	PID50974-001 M24
Job Location	Allied London Campfield (Lower) Market Hall Liverpool Road Manchester M3 4FP		
Locations	Customer premises		
Personnel involved	Lift Engineers, Assistants, Trainees, Site labour		
Preliminary Assessment			
1. It has been assessed that this operation could involve a significant risk of injury.			
2. It has been assessed that this operation cannot be avoided or automated at reasonable cost.			
3. It is assessed that the operations are not within acceptable limits.			
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY			MEDIUM
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
1. Review the potential for use of mechanised plant relative to site conditions and implement as appropriate, e.g. Forklift Truck, Hiab, Moffatt, Tail lift Trolley, Stair –climber, Team lift, two man lift, single man lift.			
2. If manual handling is unavoidable, ensure operatives involved are trained in basic lifting techniques. Selection may be required of suitable, fit individuals depending upon the nature of the task.			
3. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.			
4. Consideration should be given to reducing box weight at source (supplier) or transferring the contents to a smaller box or container on delivery (breaking bulk on site).			
5. If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.			
6. If the box size cannot be reduced, team lifting should be considered, including the use of lifting aids.			
7. Site personnel are encouraged to ask for assistance on site. Management must co-operate in providing extra help or aids when requested.			
8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.			
Assessment dated	December 2023	Assessment by	
Date for reassessment	December 2024	G Peters	

Job Reference/Description	Unloading of Delivery Vehicle to Site				
<p>Please tick relevant box to indicate which questions apply and identify level of risk.</p> <p style="text-align: center;"><u>Level of Risk</u></p>					
The Tasks – do they involve:	☒	Low	Med	High	Possible remedial actions
Holding loads away from the body?	☒	☒	☐	☐	Use FLT
Twisting?	☒	☒	☐	☐	Use FLT
Stooping?	☒	☐	☒	☐	Reduce bending use trolley
Reaching upwards?	☐	☐	☐	☐	
Large vertical movement?	☒	☒	☐	☐	Use HYAB
Long carrying distance?	☒	☐	☒	☐	Use trolley or sack truck
Strenuous pushing or pulling?	☒	☐	☒	☐	Use HYAB to unload stillage
Unpredictable movement of load?	☐	☐	☐	☐	
Repetitive handling?	☒	☐	☐	☒	Use trolley or sack truck
Insufficient rest or recovery?	☒	☒	☐	☐	Take sufficient breaks
A work rate imposed by a process?	☐	☐	☐	☐	
The Loads – are they:					
Heavy?	☒	☐	☐	☒	Use HYAB team lift or trolley
Bulky or unwieldy?	☒	☐	☒	☐	As Above
Difficult to grasp?	☒	☐	☒	☐	Wear grip gloves
Unstable or unpredictable?	☐	☐	☐	☐	
Intrinsically harmful (e.g. sharp or hot)?	☒	☒	☐	☐	Wear gloves if sharp
The Working Environment - are there:					
Constraints on posture?	☐	☐	☐	☐	
Poor lighting conditions?	☒	☐	☒	☐	Deliver in daylight
Poor floor surfaces?	☒	☐	☐	☒	Use equipment trolley
Variations in levels?	☒	☐	☐	☒	Use equipment trolley
Hot/cold/humid conditions?	☒	☐	☒	☐	wear suitable clothing
Strong air movements?	☐	☐	☐	☐	
Individual Capability – does the job:					
Require unusual capability?	☒	☐	☒	☐	Fit, healthy and able bodied
Hazard those with a health problem?	☒	☐	☐	☒	As Above
Hazard those who are pregnant?	☐	☐	☐	☐	Specific risk assessment req'd
Call for special information or training?	☒	☒	☐	☐	Manual handling training
Other Factors:					
Is movement or posture hindered by clothing or PPE?	☒	☒	☐	☐	Basic PPE required i.e. gloves , safety boots, overalls, hard hat
What is your overall assessment of risk to Health and Safety?				<u>MEDIUM</u>	

Page 14 of 29 PID50974-001 Allied London Campfield (Lower), Market Hall, Liverpool Road, Manchester, M3 4FP

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment			
Movement of Materials in Excess of 20Kg			
Summary			
Company Name	Stannah	Job Reference/Description	PID50974-001 M25
Job Location	Allied London Campfield (Lower) Market Hall Liverpool Road Manchester M3 4FP		
Locations	Company premises and Customer premises		
Personnel involved	Lift Engineers, Assistants, Trainees, Warehouse/stores personnel		
Preliminary Assessment			
1. It has been assessed that this operation involves a significant risk of injury.			
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost.			
3. It is assessed that the operations are not within acceptable limits.			
SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
<p>1. Review the potential for use of mechanical aids and implement as appropriate, e.g. Deliver materials that weigh over 20kg as near as possible to the point of use or storage area where possible provide a forklift truck or an overhead crane if not available consider the use of a: Pallet truck, sack truck, barrow, trolley, chain or electric hoist, pulley, lifting beam or eyes, 'A' Frame/gantry or Powered stair climber and additional suitable labour</p> <p>2. If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individuals.</p> <p>3. Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested.</p> <p>4. Minimising distance between vehicle and worksite wherever possible</p> <p>5. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated.</p> <p>6. Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk.</p> <p>7. Provision of information - copy of site health and safety booklet – which has a section on Manual Handling.</p> <p>8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.</p>			
Assessment dated	December 2023	Assessment by	G Peters
Date for reassessment	December 2024		

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	Movement of Materials in Excess of 20Kg						
Please tick relevant box to indicate which questions apply and identify level of risk.							
		Level of Risk					
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions		
Holding loads away from the body?	✓		✓		Use mechanical aids		
Twisting?	✓		✓		Use PPE particularly gloves		
Stooping?	✓			✓	Use forklift if available		
Reaching upwards?	✓		✓		Use chain hoists/block and tackle		
Large vertical movement?	✓		✓		Use chain hoists/block and tackle		
Long carrying distance?	✓	✓			Use equipment trolley or team lift		
Strenuous pushing or pulling?	✓	✓			Use equipment trolley or team lift		
Unpredictable movement of load?	✓	✓			Team lift to control movement		
Repetitive handling?	✓	✓			Reduce this to a minimum		
Insufficient rest or recovery?	✓	✓			Take rests where required		
A work rate imposed by a process?	✓	✓			Take rests where required		
The Loads – are they:							
Heavy?	✓		✓		Use equipment trolley or team lift		
Bulky or unwieldy?	✓		✓		Use equipment trolley or team lift		
Difficult to grasp?	✓		✓		Use PPE particularly gloves		
Unstable or unpredictable?							
Intrinsically harmful (e.g. sharp or hot)?	✓				Use PPE particularly gloves		
The Working Environment - are there:							
Constraints on posture?	✓				Use equipment trolley or team lift		
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.		
Poor floor surfaces?	✓		✓		Use equipment trolley		
Variations in levels?	✓		✓		Use equipment trolley or team lift		
Hot/cold/humid conditions?	✓				Assess conditions before starting		
Strong air movements?	✓				Assess conditions before starting		
Individual Capability – does the job:							
Require unusual capability?	✓		✓		Must be physically fit		
Hazard those with a health problem?	✓	✓			Must be physically fit		
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd		
Call for special information or training?	✓		✓		Manual handling training required		
Other Factors:							
Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves as a minimum		
What is your overall assessment of risk to Health and Safety?					MEDIUM		

MANUAL HANDLING RISK ASSESSMENT

Operations Covered by this Assessment			
Movement of Materials of Irregular Size and Shape			
Summary			
Company Name	Stannah	Job Reference/Description	PID50974-001 M22
Job Location	Allied London Campfield (Lower) Market Hall Liverpool Road Manchester M3 4FP		
Assessment dated	Apr 23	Assessment by	Mark Chapman
Date for reassessment	Apr 24	Date by which action is to be taken	Mar 24
Locations	Customer Premises - various		
Personnel involved	Lift Engineers, Assistants, Trainees		
Preliminary Assessment			
1. It has been assessed that this operation involves a significant risk of injury.			
2. It has been assessed that this operation cannot be avoided/mechanised/automated at reasonable cost.			
3. It is assessed that the operations are not within acceptable limits. SEE PAGE 2 OF THIS DOCUMENT FOR DETAILED ASSESSMENT.			
OVERALL ASSESSMENT OF RISK TO HEALTH AND SAFETY		MEDIUM	
Remedial Action Required			
What remedial steps should be taken, in order of priority?			
1. Review the potential for use of mechanical aids and implement as appropriate, e.g. Sack trolley, barrow, trolley, Tower/Overhead crane, Chain hoist, Pulley, Forklift, Lifting beam, 'A' Frame/gantry, Powered stair climber 2. If manual handling is unavoidable, ensure operatives involved are trained in manual handling techniques. Selection may be required of suitable, fit individuals. 3. Deployment of sufficient persons to enable lifting operation to be carried out safely. Site personnel are to be encouraged to ask for assistance when their assessment on site is that the operation cannot be carried out safely. Management must co-operate in providing the extra help when requested. 4. Minimising distance between vehicle and worksite wherever possible 5. Force should be applied gradually when lifting. If strain is felt, the task must be re-evaluated. 6. Consideration should be given to reducing weight at source (supplier) or breaking load down into smaller sections where possible). If the load weight/size is reduced this may increase the risk arising from the resultant increase in frequency of handling and may further increase the original risk. 7. Provision of information - Manual Handling Safe Working procedure and copy of site health and safety booklet – which has a section on Manual Handling. 8. Provide and maintain suitable personal protective equipment on site, including suitable gloves for the task. Those handling loads should wear protective footwear.			
Assessment dated	December 2023	Assessment by	
Date for reassessment	December 2024	G Peters	

SPECIFIC MANUAL HANDLING RISK ASSESSMENT

Job Reference/Description	M22 – Movement of materials of irregular size and shape						
Please tick relevant box to indicate which questions apply and identify level of risk.							
		Level of Risk					
The Tasks – do they involve:	✓	Low	Med	High	Possible remedial actions		
Holding loads away from the body?	✓		✓		Training in safe lifting		
Twisting?	✓		✓		Training in safe lifting		
Stooping?	✓		✓		Training in safe lifting		
Reaching upwards?	✓		✓		Training in safe lifting		
Large vertical movement?							
Long carrying distance?	✓	✓			Reduce distances where possible		
Strenuous pushing or pulling?	✓	✓			Training in safe lifting		
Unpredictable movement of load?	✓	✓					
Repetitive handling?							
Insufficient rest or recovery?							
A work rate imposed by a process?							
The Loads – are they:							
Heavy?	✓			✓	Assess load before lifting		
Bulky or unwieldy?	✓			✓	Assess load before lifting		
Difficult to grasp?	✓			✓	Assess load before lifting		
Unstable or unpredictable?							
Intrinsically harmful (e.g. sharp or hot)?	✓				Gloves to be used		
The Working Environment – are there:							
Constraints on posture?							
Poor lighting conditions?	✓		✓		First walk the route and assess site conditions.		
Poor floor surfaces?	✓		✓				
Variations in levels?	✓		✓				
Hot/cold/humid conditions?							
Strong air movements?							
Individual Capability – does the job:							
Require unusual capability?	✓		✓		At least two persons are required to lift guides		
Hazard those with a health problem?	✓	✓			Persons to be fit and capable of carrying out the task.		
Hazard those who are pregnant?	✓			✓	Specific risk assessment req'd		
Call for special information or training?	✓		✓		Manual Handling training req'd		
Other Factors:							
Is movement or posture hindered by clothing or PPE?	✓	✓			Gloves as standard		
What is your overall assessment of risk to Health and Safety?					MEDIUM		

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C323
Material	Vanguard Gearing EP (extreme pressure) gear oil	Assessment Date	November 2023
Supplier /Manufacturer	Daldoss Elevevtronic spa	Review Date	November 2024
Trade Name(s)	Vanguard	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Mineral Oil	100%	None	No specific hazards under normal conditions of use. Prolonged or repeated exposure may give rise to dermatitis. Used oil may contain harmful impurities
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Microlift, Trolleylift, Goodsmaster and Goodsmaster Plus motor gear oil. Supplied by Daldoss in a small bottles (500ml for 50kg Microlift gears, 750ml for 100kg Microlift and Trolleylift gears and 3 litre for Goodsmaster), which the installer then pours into the gear unit during installation Supplied with product for the OEM			
Hazards in Normal Use			
Can be slightly irritating to the eyes and skin, if mists of oil are inhaled, slight irritation of the respiratory tract may occur. Dizziness and nausea may also occur.			
Normal Control Measures			
Use in a well ventilated area. Avoid prolonged or repeated contact with the skin. If cloth, paper or other materials are used to absorb spills, ensure they are disposed of safely and immediately to reduce the risk of a fire hazard.			
First Aid			
Skin:	Wash immediately with plenty of soap and water. If persistent irritation occurs, seek medical advice. Dermatitis may result from prolonged or repeated exposure.		
Eyes:	Remove contact lenses (if worn) and bathe the eye with running water for at least 15 minutes. Seek medical advice.		
Inhalation:	In the unlikely event of dizziness or nausea, move the casualty to fresh air, seek medical advice.		
Ingestion:	DO NOT induce vomiting, wash mouth thoroughly with water and seek medical advice.		
Hazard Category			
Low			

Task specific risk assessment

Job Reference/Description		Job Location	
C232		Company/client premises	
Description of Task Being Undertaken (indicate as appropriate)			
Passenger and Goods Lifts	☒	Manufacturing	☐
Stairlifts	☐	Maintenance/Service/Repair	☐
Platform Lifts	☐	Development	☐
Escalators/Moving walkways	☐	Installation	☒
Task description: used to fill motor gear boxes during the installation process of			
How this substance will be used			
Used for regular short periods by operatives (1 - 2 people) in minimum quantities of no more than 3 litre. Minimum quantities also stored.			
Additional Specific Hazards Identified & Control measures			
If used in quantities larger than 3 litres additional ventilation may be required, slippery when spilt.			
Ecological information			
Absorbed into soil. Not biodegradable.			
Residual Risk Level	<u>Insignificant</u>	☐	<u>Low</u>
	☒	<u>Medium</u>	☐
	☐	<u>High</u>	☐
Spillage Control Measures			
Material is stored in plastic bottles, in case of a rupture soak up residual with absorbent material, which must be disposed of safely and immediately to reduce the risk of a fire hazard. Ventilate the area.			
Special Storage & Transport Requirements			
Keep in original containers. Store in banded area in company premises – storage temperature 0-50c/32-122F. Carry minimum quantities to site in company vehicles.			
Waste Disposal			
Dispose of in accordance with local waste arrangements.			
Circulation of Risk Assessment – please tick			
Contractor	☐	Sub-Contractor	☐
Employees	☒	Other Occupier of Premises	☐
	☐	Client	☐
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.			
COSHH Task Specific Risk Assessment Completed by –			Date
Signed 			26.9.23

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C337
Material	Spray surface sanitiser	Assessment Date	January 2024
Supplier /Manufacturer	QA Flooring Solutions Ltd	Review Date	January 2025
Trade Name(s)	QA Cleanse+	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
DIMETHYLETHER	60-90%		H222 Extremely flammable aerosol.
ALKYLDIMETHYLBENZYLAMMONIUMCHLORIDE	<1%		H229 Pressurised container: May burst if heated H411 Toxic to aquatic life with long lasting effects
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Aerosol spray with a characteristic odour used as a general purpose surface sanitiser for items such as handles, handrails, doors, tables and desks, and other areas of frequent contact.			
Hazards in Normal Use			
Inhalation of vapours and mists from using the product, contact with skin while using the product. It is not anticipated that the intended use for this product will reach any exposure limits for the user.			
Normal Control Measures			
Use in a well ventilated area for short periods of time, use gloves if splashes from the product are likely to occur.			
First Aid			
Skin:	In case of skin contact, wash with plenty of soap and water. No known effects or symptoms in normal use.		
Eyes:	Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.		
Inhalation:	Remove victim to fresh air and keep at rest in position comfortable for breathing. No known effects or symptoms in normal use.		
Ingestion:	IF SWALLOWED: rinse mouth. Do NOT induce vomiting. No known effects or symptoms in normal use.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location						
C337		Company/client premises						
Description of Task Being Undertaken (indicate as appropriate)								
Passenger and Goods Lifts	☒	Manufacturing	☐					
Stairlifts	☐	Maintenance/Service/Repair	☐					
Platform Lifts	☐	Development	☐					
Escalators/Moving walkways	☐	Installation	☒					
Task description: lubrication shutter doors, manual gates, guides and dry running gear								
How this substance will be used								
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored in original containers. Lubrication of Microlift and Trolleylift main lifting guides + the lubrication of landing shutters and car shutters.								
Additional Specific Hazards Identified & Control measures								
Possible poor ventilation Increase ventilation open doors and windows or move task outside								
Ecological information								
Contains no components considered to be either persistent, bioaccumulative and toxic (PBT), or very persistent and very bioaccumulative (vPvB)								
Residual Risk Level	Insignificant	☐	Low	☒	Medium	☐	High	☐
Spillage Control Measures								
Absorb with liquid binding materials such as sand, diatomite, universal binders, sawdust etc). Spillages or uncontrolled discharges into watercourses must be reported immediately to the Environment Agency or other regulatory body. Do not discharge into drains or watercourses or onto the ground.								
Special Storage & Transport Requirements								
Keep away from heat, sparks and open flame. Avoid spilling, skin and eye contact. Ventilate well, avoid breathing vapours. Use approved respirator if air contamination is above accepted level. Must not be exposed to direct sunlight or temperatures above 50°C.								
Waste Disposal								
Dispose of in accordance with local waste arrangements. Do not pierce or burn empty cans								
Circulation of Risk Assessment – please tick								
Contractor	☐	Sub-Contractor	☒	Site Copy		☐		
Employees	☒	Other Occupier of Premises	☐	Client		☐		
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.								
COSHH Task Specific Risk Assessment Completed by – Signed						Date		
						26.9.23		

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C41
Material	Amberclens	Assessment Date	February 2023
Supplier /Manufacturer	Local	Review Date	February 2024
Trade Name(s)	Amberclens	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Hydrocarbons, C3-4-rich, petroleum distillate Petroleumgas (1,3-butadiene < 0.1%)	5-10%	Extremely flammable 	H220 Extremely flammable gas
Propan-2-ol; isopropyl alcohol: isopropanol	1-5%	Irritant & harmful 	H222 Extremely flammable aerosol
1-methoxy-2 propanol, monopropylene glycol methyl ether	1-5%		H225 Highly flammable liquid and vapour
Hydrocarbons, C11-C14, n-alkanes, isoalkanes, cyclics, <2% aromatics	1-5%		H226 Flammable liquid and vapour
Glycine, N-methyl-N-(1-oxododecyl)-, sodium	<3		H229 Pressurised container: May burst if heated
			H319 Causes serious eye irritation
It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE			
Description & Normal use			
Liquid in an aerosol. Colourless to yellow in colour with a characteristic odour used as a heavy duty cleaner.			
Hazards in Normal Use			
Extremely flammable. Irritating to eyes and respiratory system. Ingestion (unlikely) may cause lung damage.			
Normal Control Measures			
Do not breathe aerosol vapours. Use in a well ventilated area away from heat, sparks and other sources of ignition. Avoid contact with eyes and skin. Take precautionary measures against static charges. Eye bottles should be available.			
First Aid			
Skin:	Take off contaminated clothing and wash before reuse. Wash skin with plenty of soap and water. If skin irritation occurs, Get medical advice/attention.		
Eyes:	Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing. If eye irritation persists, seek medical advice/attention.		
Inhalation:	Remove person to fresh air and keep comfortable for breathing. Seek medical advice/attention if feeling unwell.		
Ingestion:	If swallowed accidentally, do not induce vomiting and seek medical advice.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description	Job Location							
C41	Company/client premises							
Description of Task Being Undertaken (indicate as appropriate)								
Passenger and Goods Lifts	☒	Manufacturing	☐					
Stairlifts	☐	Maintenance/Service/Repair	☐					
Platform Lifts	☐	Development	☐					
Escalators/Moving walkways	☐	Installation	☒					
Task description:								
How this substance will be used								
Used for regular short periods by Stannah Staff (1 - 2 people) in minimum quantities. Minimum quantities also stored. Cleaning components								
Additional Specific Hazards Identified & Control measures								
Possibly poor ventilation. Increase ventilation (open door/window). Allow time for aerosol gas to dissipate.								
Ecological information								
Residual Risk Level	Insignificant	☐	Low	☒	Medium	☐	High	☐
Spillage Control Measures								
Shut of all ignition sources and ensure adequate ventilation. Absorb with a suitable inert material. Do not allow to enter public sewers and watercourses. Wear suitable protective clothing and gloves.								
Special Storage & Transport Requirements								
Protect from sunlight and do not expose to temperatures exceeding 50°C. Keep in a cool, dry well ventilated place away from children.								
Waste Disposal								
Dispose of in accordance with local Stannah premises waste arrangements.								
Circulation of Risk Assessment – please tick								
Contractor	☐	Sub-Contractor	☐	Site Copy	☐			
Employees	☒	Other Occupier of Premises	☐	Client	☐			
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.								
COSHH Task Specific Risk Assessment Completed by – Signed						Date		
						26.9.23		

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	C324
Material	Rolmacryl RAL 7038	Assessment Date	November 2023
Supplier /Manufacturer	Daldoss Elevevtronic spa	Review Date	November 2024
Trade Name(s)	Grey Matt Touch Up Spray Paint	Data Sheet on File?	YES
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Acetone	30-40%	 Harmful Flammable Irritant	Irritating to eyes & skin. Repeated exposure may cause dry skin or cracking. Vapours may cause drowsiness & dizziness. Highly flammable, risk of explosion Extremely flammable Harmful by inhalation & in contact with the skin. Irritating to the skin
Propane	17-25%		
Butane	8 -11%		
Xyllene (mixture of isomers)	8 -11%		
2-Butoxyethanol	2 - 3%		
Ethylbenzene	2 - 3 %		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Cellulose spray touch-up paint. Used for touching up grey baked enamel painted finishes on Microlift and Trolleylift components			
Hazards in Normal Use			
Flammable, the product should only be used in areas free from which all naked lights and other sources of ignition have been excluded. NO SMOKING. High concentrations of vapour may cause drowsiness and dizziness. Solvent vapours are heavier than air and may spread along the floor. Harmful to aquatic organisms, may cause long term adverse effects in aquatic environments.			
Normal Control Measures			
Use in a well ventilated area away from heat, sparks and other sources of ignition.			
First Aid			
Skin:	Wash thoroughly with plenty of soap and water or use a recognised skin cleanser. DO NOT use solvents or thinners		
Eyes:	Remove contact lenses (if worn) and bathe the eye with running water for at least 15 minutes. Seek medical advice.		
Inhalation:	Move to fresh air, keep casualty warm and at rest, seek medical advice.		
Ingestion:	DO NOT induce vomiting, seek urgent medical advice keeping casualty at rest.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description	Job Location							
C324	Company/client premises							
Description of Task Being Undertaken (indicate as appropriate)								
Passenger and Goods Lifts	☒	Manufacturing	☐					
Stairlifts	☐	Maintenance/Service/Repair	☐					
Platform Lifts	☐	Development	☐					
Escalators/Moving walkways	☐	Installation	☒					
Task description: Touching up damaged grey baked on enamel paint unique to Daldoss products								
How this substance will be used								
Used for regular short periods by operatives (1 - 2 people) in minimum quantities. Minimum quantities also stored. Used to cover minor scratches and scuffs on painted components								
Additional Specific Hazards Identified & Control measures								
Possible poor ventilation. Increase ventilation (open near by doors and windows) or use outside if possible. Do not handle in a confined space. Smoking eating and drinking in the application area is forbidden. For prolonged or repeated contact, use PU coated gloves and anti-splash safety glasses								
Ecological information								
Keep away from waterway and vegetation								
Residual Risk Level	Insignificant		Low	✓	Medium		High	
Spillage Control Measures								
Material is stored in hermetically sealed cans, in case of a rupture allow to discharge, soak up residual with absorbent material, which must be disposed of safely and immediately to reduce the risk of a fire hazard.								
Special Storage & Transport Requirements								
Pressurised container, store in a cool well ventilated area. Keep away from sources of ignition and out of direct sunlight. No smoking. No special requirements needed for the small quantities carried on our installation vehicles.								
Waste Disposal								
DO NOT PUNCTURE cans – even when empty. Disposal of contaminated material to licensed waste removal company, empty cans to be recycled as metal waste.								
Circulation of Risk Assessment – please tick								
Contractor		Sub-Contractor	✓	Site Copy				
Employees	✓	Other Occupier of Premises		Client				
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.								
COSHH Task Specific Risk Assessment Completed by – Signed						Date		
M. 						26.9.23		

COSHH Assessment (substance)

Company Name	Stannah	Job Reference/Description	Drilling masonry C253
Material	Respirable crystalline silica (RCS)	Assessment Date	July 23
Supplier /Manufacturer	Not Known	Review Date	July 24
Trade Name(s)	Likely to be present when brick or concrete is drilled	Data Sheet on File?	N/A
Hazardous Ingredients			
Name	Conc:	Hazard Symbol	Risk Phrases
Aluminium Compounds dust	Unknown		Serious health hazard if inhaled
Respirable crystalline silica dust (Possibly in ballast)	Unknown		
Exposure Levels	It has been assessed that exposure to any hazardous ingredients will not approach WEL in NORMAL USE		
Description & Normal use			
Dust occurring during drilling. Debris from drilling concrete or brickwork			
Hazards in Normal Use			
Dry concrete and concrete dust particles can cause abrasions or irritation to skin and eyes. Respirable crystalline silica (quartz) can cause respiratory problems if inhaled over a long period and can be present in concrete and brick.			
Normal Control Measures			
Use water spray on concrete to damp dust or use a H type vacuum cleaner to suck up dust/debris or FFP3 disposable respirator. Use on tool dust extraction where possible. Wear goggles and normal workwear			
First Aid			
Skin:	Wash thoroughly with soap and water.		
Eyes:	Irrigate immediately with plenty of clean water.		
Inhalation:	Remove to dust free area. Seek medical attention if any breathing difficulties are experienced.		
Ingestion:	Unlikely.		
Hazard Category			
Low			

Typical COSHH task specific risk assessment

Job Reference/Description		Job Location						
Drilling masonry		Client premises						
Description of Task Being Undertaken								
Passenger and Goods Lifts		☒	Manufacturing	☐				
Stairlifts		☐	Maintenance/Service/Repair	☐				
Platform Lifts		☐	Development	☐				
Escalators/Moving walkways		☐	Installation	☒				
Task description: Drilling into masonry fixing structures into position								
How this substance will be used								
Occasional and sporadic exposure – installers exposed when drilling into masonry								
Additional Specific Hazards Identified & Control measures								
FFP3 face masks								
Ecological information								
None								
Residual Risk Level	Insignificant		Low	☒	Medium		High	
Spillage Control Measures								
N/A								
Special Storage & Transport Requirements								
N/A								
Waste Disposal								
Dispose of in accordance with local Stannah premises waste arrangements.								
Circulation of Risk Assessment – please tick								
Contractor		Sub-Contractor			Site Copy			
Employees	☒	Other Occupier of Premises			Client			
Review the typical COSHH task specific assessment above and if valid to your specific task sign and date the assessment. If not valid complete a new task specific assessment.								
COSHH Task Specific Risk Assessment Completed by – Signed						Date		
						26.9.23		

Job Number: PID50974-001

Stannah Microlifts Ltd
Method Statement & Risk Assessment Register

This register is to be signed by all Stannah Microlifts Ltd staff working on the Lift(s) at the location to which this method statement applies.

All operatives must read and fully understand this document prior to signing and commencing work.

Print Name	Sign	Date

Please sign and return this page with your final invoice or handover paperwork.

REMEMBER TO RETURN

- Site Specific Risk Assessment
- Test Sheet
- Handover Notice
- Signed Outstanding Items form, if required

REMEMBER TO CHECK BEFORE USE

- Any Electrical Equipment
- Working Platform
- Ladder

SITE - LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP
Method Statement

Overview of work - cleaning schedule for a lift car

- The work to be carried out comprises of the following
- The cleaning of all stainless steel/galvanised steel components.
 - The cleaning of a lift car ceiling and floor.
 - The cleaning of the glass and mirror.

Risk analysis

Lift company to make lift safe, prior to our works being carried out.

The company have analysed the risk for the lift refurbishment and considered the following to involve careful consideration.

- | | |
|----------------------------|-------------------------|
| • Working with substances. | No 1 on risk assessment |
| • The environment | No 2 ----- |
| • Fumes | No 3 ----- |
| • Manual handling | No 4 ----- |
| • Falls, off steps | No 5 ----- |

P.P.E Required for this task

All our operatives employed in the cleaning will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye protection and gloves.

A hard hat and hi-viz jacket must be worn if requested by the site rules.

Equipment and General Items.

All our operatives carry a multi purpose powder fire extinguisher in case of an emergency and are trained in safe use.

Working at height on top of the car all operatives are trained in using lift in a safe manner, and have taken part in tool box talks.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a current CSCS card.

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

Cont page 2

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On Site Risk Assessment No 26
COSHH Assessment No's 48-54 and 77

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics.

Installation.

The installation will begin by making the lift safe and out of use to others.

At the lift car our operatives will clean the stainless steel/galvanised steel with Vitopan or Janitol Plus depending on the lifts condition and working with the grain, work the cleaner into the steel until the surface has an even sheen.
They will then clean the sides, floor and ceiling using a soap and water or mild detergent. The mirror / glass are cleaned with Unipart glass cleaner and a clean non-abrasive cloth to remove smearing.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Testing

Lift company to turn the lift car back into service and test as needed.

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

ON SITE RISK ASSESSMENT

Report No_OSRA 26____

Based on the following 16 point scale, multiply the 2 scores, higher the score higher the risk

SEVERITY		PROBABILITY	
FATAL	=4	PROBABLE	=4
CRITICAL	=3	REASONABLY PROBABLE	=3
MARGINAL	=2 ✓	REMOTE	=2 ✓
NEGLIGIBLE	=1	EXTREMELY REMOTE	=1

CONTACT
G.Jones and A Gray

DESCRIPTION OF ACTIVITY

Lift Car Interior Cleaning

LOCATION OF WORKS

Inside lift car and Lift landing area.

SIGNIFICANT HAZARDS

- 1 The use of substances, Vitopan, Janitol Plus and Unipart glass cleaner
- 2 Environment, lighting, access, egress and general site conditions
- 3 Slight fumes from the use of substances being used.
- 4 Manual handling of equipment to the lift car and the nature of work in the car.
- 5 Falls from height, off step ladders when cleaning the top of car

ADVERSE AFFECTS

- 1 Irritation to the respiratory tract, irritation of the eyes, dermatitis
- 2 Broken bones cuts, bruises, twisting and sprains from slips, trips and falls.
- 3 Irritation to the respiratory tract, sore throat and coughing.
- 4 Back problems, straining and twisting injuries from not manoeuvring in the lift correctly.
- 5 Broken bones, sprains and bruises from falling off step ladders.

PEOPLE AT RISK

On site operatives, other contractors and the general public.

EXISTING CONTROL MEASURES

1. C.O.S.H.H assessments and MSDS sheets for all substances used are available.
2. The company give tool box talks on all issues relating to on site working and All employees' have CSCS accreditation All operatives carry a dust sheet and a protective yellow barrier to protect our working area.
3. All employees' are issued with filter masks and work with the doors open for ventilation.
4. All employees receive tool box talks on manual handling annually, and it's recorded onto the companies training matrix.
5. Tool box talks are given covering working at height and ladders, the company supplied step ladders have a risk assessment attached, and are inspected annually and recorded.
6. Employees' carry a dust sheet for protection of property, P.P.E to protect eyes and hands, operatives trained to clean up spillages and return it to the company for disposal.
7. P.P.E required for this task is clean work clothes, safety boots, eye protection and gloves.

RISK ASSESSMENT SEVERITY = 2 PROBABILITY = 2 RISK ASSESSMENT RATING = 4 Low Risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR A.Gray DATE 20/01/2025 SIGNATURE

FOLLOW UP ACTION DATE 20/01/2026 SIGNATURE

COMPANY: TRIPLE A	RECORD NO: CA 77
ADDRESS: 4 Athlone Road	PROCESS / LOCATION: Cleaning glass and mirrors in the lift car
Warrington	PERSON RESPONSIBLE FOR IMPLEMENTING COSHH
WA2 8JJ	Alister Gray
TEL NO: 01925 232090	M.S.D.S sheets Yes ✓ No

Substance	Astonishl glass cleaner
Contents of the substance	Propan-2-OL
Form, colour and smell	Liquid Clear Pleasant
Authorised Operatives	All grade 1, 2, and 3 re-furbers and sprayers
Identify the people who may be affected	All of the above who are using the substance only
How the substance might harm (Risks to Health)	Breathing in the vapours giving irritation to the throat, swallowing the liquid or spraying into the eyes which will irritate and cause redness to the eyes.
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots and eye protection. A mask and gloves may be worn but not required for short durations
Hazard Identification (Tick)	Irritant Corrosive Toxic Harmful Oxidising Flammable No Significant Hazard ✓
Warning Signs of Over Exposure (Stop work if these are experienced)	Drowsiness, dizziness or headaches if swallowed or splashed into the eyes
Instructions for Safe Use	Spray over the surface and with a soft clean cloth wipe off immediately Use in a well ventilated area, when not in use keep the spray nozzle in the closed position.
First Aid Measures	If sprayed into the eyes rinse under the tap for approx 10 minutes, if contact with the skin wash off with warm soapy water, remove to fresh air if feeling dizzy or drowsy, if swallowed wash out mouth with plenty of water
Control measures already in place	The substance is stored away in the workshop manager's office.
Disposal of Waste	Dispose of empty container into Triple A general waste skip.
Special Notes	Do not allow to enter the watercourse and use only as directed

COMPANY: TRIPLE A		RECORD NO: CA 48	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: Cleaning Stainless steel in the Lifts and elevators on site and in the workshop	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alistair Gray	
TEL NO: 01925 232090		M.S.D.S sheets	Yes ✓ No

Substance	Vitopan Steelclean S540
Contents of the substance	Blend of perfume, dye and distilled treated naphthenic oil base solvent distillate.
Form, colour and smell	Liquid Clear blue Solvent
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,
Identify the people who may be affected	Users only
How the substance might harm (Risks to Health)	Inhalation, ingestion, eye contact and prolonged skin contact Ingestion may cause nausea, vomiting, diarrhoea and possibly lung damage.
Personal Protective Equipment to be used (Mandatory)	Impervious gloves, safety glasses, work clothes, and safety boots.
Hazard Identification (Tick where appropriate)	<div>Irritant Corrosive Toxic Harmful Oxidising Highly Flammable</div> <div>✓</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness if swallowed or splashed into the eyes.
Instructions for Safe Use	Wear rubber impervious gloves, spray onto the steel from a distance of approx 250mm and wipe not rub with a clean cloth working with the grain of the steel until an even sheen is achieved. After use and before eating or smoking wash your hands.
First Aid Measures	If ingested do not induce vomiting and seek medical advice, for inhalation go to fresh air and rest, for skin contact wash with soap and warm water and for eye contact rinse the eye under running water or an eye wash solution.
Control measures already in place	Stored on the steel racking in the main stores, bought in spray form 275ml containers, only 7 boxes of 12 bought at a time
Disposal of Waste	When empty can be disposed of in the general waste skip, dispose of at Triple A only do not leave on site
Special Notes	Do not allow to enter the drains or any water course as it is harmful to the environment.

COMPANY: TRIPLE A		RECORD NO: CA 54	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: Cleaning Stainless steel, laminate panels and alloy in the Lifts and on elevators in the workshop or on site	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alister Gray	
TEL NO: 01925 232090		M.S.D.S sheets	Yes ✓ No

Substance	JANITOL PLUS Multi-purpose cleaner and degreaser
Contents of the substance	Aqua, Tetrapotassium Pyro Phosphate, Sodium Dodecylbenzene Ssulphonate, Monoethanolamine, Sodium Xylene Sulphonate, Trideceth-6, CI 45410.
Form, Colour and Smell	Liquid Pink solution. Smell - Odourless
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,
Identify the people who may be affected	Users only
How the substance might harm (Risks to Health)	Through inhalation of the vapours, contact with the eyes and skin and ingestion.
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots, eye protection and rubber gloves.
Hazard Identification (Tick)	<div>Irritant Corrosive Toxic Harmful Oxidising Harmful to environment</div> <div>✓</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness, if swallowed or splashed into the eyes.
Instructions for Safe Use	Always keep container tightly closed, mix only with hot or cold water as directed and wear eye protection when mixing, wipe onto the stainless steel(or any other surface) working with the grain of the steel and wipe off before drying with a clean cloth, avoid contact with the skin. Apply with a brush or rag Ensure plenty of natural ventilation when using, open a window or car door if possible
Control measures already in place	Training given by graded operatives to new employee's or trainee's on safe use.
First Aid Measures	Seek medical attention if swallowed and take the container label if possible. Remove to fresh air if feeling nausea drowsy or dizzy. Wash skin and rinse eyes immediately after contact.
Disposal of Waste	When empty dispose the plastic container in the companies general waste skip only.
Special Notes	Do not empty the contents into the drains as it's toxic to aquatic organisms

SITE - LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP
Method Statement

Overview of work -fitting 9 Watt low energy down lights

The work to be carried out comprises of the following

- The installation of 9 watt lighting to the lift car ceiling

Risk analysis

Lift company to make lift safe, prior to our works being carried out.

The company have analysed the risk for the light fitting and considered the following to involve careful consideration.

Electricity, working with power tools	No 1	in risk assessment
The environment	No 2	-----“-----
Use of power and hand tools	No 3	-----“-----
Falls from height	No 4	-----“-----
Entanglement with moving parts	No 5	-----“-----
Manual handling	No 6	-----“-----
Falling materials down the shaft	No 7	-----“-----

P.P.E Required for this task

All our operatives employed in the refurbishment will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye and ear protection, gloves.
A hard hat and hi-viz jacket must be worn if required by the site rules.
Due to the possibility of falling materials a hard hat must be worn at all times when working in the lift shaft.

Equipment and General Items.

All our operatives carry a multi purpose fire extinguisher and are trained in safe use in case of an emergency.

All portable tools, plant etc will be 110v inclusive of an RCD adaptor, using your supply or battery operated cordless.

Working at height on top of the car, all operatives are trained in using the lift in a safe manner, and have taken part in tool box talks in fall protection, working with ladders and scaffolds.

All our personnel hold a current CSCS card.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

Permits.

Permits to work permits, where required will be obtained from the employer prior to any work being carried out.

Cont page 2

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On site risk assessment No 144
COSHH assessment N/A

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics.

Installation.

After the order has been received on the number of lights required for the car our operatives will assemble all parts for the lights and test in the workshop.

We require Lift Company to position the lift car so that our operators can fit the Lock and tag out, this will be fitted if needed.

The operatives will begin by making the lift safe and out of use to others by placing a safety barrier around the entrance.
Access to the car top is achieved to release the existing ceiling bolts to enable the operatives to work safely, plates are then fitted over the existing light holes and new lights are fitted as follows

A 50mm to 75mm hole must be drilled into the car top to pass the wiring through, the edge of the cut fitted with a rubber grommet to protect wires.

The lights are fitted into the ceiling which requires a packing with a thickness of 13mm for the light springs to work; they hold the lights into position. To fit the light a 73mm hole is cut out of the ceiling, springs are lifted up and the light placed into the hole until the springs drop to underside securing the light.

An aluminium top hat section is fitted over the light for protection on top of the car roof.
All wiring is plug_and_play, for an integrated 3hr emergency light, each light is fitted with a plug, and each plug fits into a battery back up transformer the transformer is then hard wired to the lift.

For no 3hr emergency lighting the plugs fit into a connecting block and the block hard wired to the lift.

The installation of controls and the electrical wiring is to be carried out by Lift Company engineers.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Testing

All the portable appliances are tested on a 3 monthly basis
Lift company to turn the lift car back into service and test as needed.

ON SITE RISK ASSESSMENT

Report No_OSRA 144_____

Based on the following 16 point scale multiply the 2 scores, higher the score higher the risk

SEVERITY		PROBABILITY	
FATAL	=4	PROBABLE	=4
CRITICAL	=3 ✓	REASONABLY PROBABLE	=3
MARGINAL	=2	REMOTE	=2 ✓
NEGLIGIBLE	=1	EXTREMELY REMOTE	=1

CONTACT
G.Jones and A.Gray

DESCRIPTION OF ACTIVITY

Fitting 9 watt low energy down lighters into lift car ceiling.

LOCATION OF WORKS

Inside lift car.

SIGNIFICANT HAZARDS

- 1 Electricity using the mains power
- 2 The environment, access and egress, lighting, floor condition and work space
- 3 The use of power and hand tools
- 4 Falls from height from working off the car top
- 5 Entanglement with moving parts on top of the lift
- 6 Manual handling of tools, equipment and the ceiling
- 7 Falling materials whilst working in the shaft

ADVERSE AFFECTS

- 1 Electric shock and burns from faulty or broken equipment.
- 2 Broken bones, cuts and bruises from lack of work space and slips, trips and falls due to uneven floor surface or debris left on the floor.
- 3 Cuts, bruises, eye injuries and broken bones, using tools incorrectly and faulty equipment.
- 4 Serious injury, broken bones, sprains, cuts, bruises from falling off car top down the shaft.
- 5 Broken bones, loss of limbs, and possibility of serious injury from getting dragged into the sheave where applicable.
- 6 Back problems, straining and twisting injuries caused by lifting heavy objects and poor posture when working.
- 7 Head injuries, broken bones, cuts and bruises from being struck on the body by falling materials.

PEOPLE AT RISK

On site operatives, other contractors and the general public.

EXISTING CONTROL MEASURES

- 1. All operatives’ power tools are 110v, operatives carry R.C.D adaptors and equipment is regularly inspected.
- 2. The company give tool box talks on all issues relating to on site working especially regarding access and egress to the lift car top
No more than 2 people are allowed to work in the lift shaft at any one time.
All employees hold a CSCS accreditation card.
- 3. All power and hand tools used are bought for purpose, power tools are 110v and portable appliance tested every 3 months by the company.

- 4. Tool box talks are given covering working at height and ladders, the company supplied step ladders have a risk assessment attached, and are inspected annually and recorded.
If a fall hazard exists a safety harness must be worn and checked before use.
- 5. As company policy our operatives are not allowed to work on unguarded equipment.
- 6. All employees receive tool box talks on manual handling, annually, and it’s recorded onto the companies training matrix, 2 men are required to lift the heavier ceiling or if possible use a mechanical aid.
Always walk the route first and carry out a mental job hazard analysis before lifting and carrying.
- 7. Full kit of P.P.E issued to all employees and must be worn for this task, work clothes, safety boots, eye protection, gloves.
Hard hats and hi-viz jacket to be worn at the request of site rules.
Due to the possibility of falling materials a hard hat must be worn at all times when working in the lift shaft.
- 8. All operatives must use a dust sheet and a protective yellow barrier to protect our working area other contractors and the general public from entering the lift area

RISK ASSESSMENT SEVERITY = 2 PROBABILITY = 3 RISK ASSESSMENT RATING = 6 Medium Risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR	A.Gray	DATE	20/01/2025	SIGNATURE
FOLLOW UP ACTION		DATE	20/01/2026	SIGNATURE

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

Method Statement

Overview of work- fitting rubber studded type flooring into lift cars

The work to be carried out comprises of the following

- The installation of a new rubber studded floor, colour as required

Risk analysis

The company have analysed the risk for the fitting of the vinyl floor and considered the following to involve a careful consideration.

- | | | |
|----------------------------|------|------------------------|
| • Working with substances. | No 1 | in the risk assessment |
| • Fire | No 2 | -----“----- |
| • Manual handling | No 3 | -----“----- |
| • The environment | No 4 | -----“----- |
| • Use of hand tools | No 5 | -----“----- |
| • Fumes | No 6 | -----“----- |
| • Spillages | No 7 | -----“----- |

P.P.E Required for this task

All our operatives employed in the refurbishment will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye, gloves and filter mask.

A hard hat and hi-viz jacket will be worn at the request of site rules.

Equipment and General Items.

All our operatives carry a multi purpose powder fire extinguisher in case of an emergency and are trained in safe use.

No portable power tools are required on this task.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a current CSCS card

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On Site Risk Assessment No 42
COSHH assessment No 50-51-58

Cont page 2

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics.

Installation.

After our technical department have measured the existing car our in house team will manufacture all parts required in the workshop.

The installation will begin with securing the lift car on the preferred landing and placing a barrier around the entrance for safety, a wooden liner is fitted to the base so as to bring the floor level with the sill then preparing the car floor to take the vinyl ensuring that no debris is apparent and running over the floor with a light sandpaper.

Operatives will ensure that plenty of ventilation is available before any gluing starts.

The floor is measured, rubber tiles cut to size and both sides covered in a contact adhesive and left until touch dry before being stuck down into place.

The floor is silicone sealed all around the edge to prevent water ingress when the lift is being cleaned

Glue used is Premium bond contact adhesive and sealant is a multi purpose silicone sealer.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Testing

All the portable appliances are tested on a 3 monthly basis

ON SITE RISK ASSESSMENT

Report No_ OSRA 42_____

Based on the following 16 point scale, multiply the 2 scores, higher the score higher the risk

SEVERITY		PROBABILITY	
FATAL	=4	PROBABLE	=4
CRITICAL	=3	REASONABLY PROBABLE	=3
MARGINAL	=2 ✓	REMOTE	=2 ✓
NEGLIGIBLE	=1	EXTREMELY REMOTE	=1

CONTACT
G.Jones and A Gray

DESCRIPTION OF ACTIVITY

Fitting rubber studded flooring into the lift car.

LOCATION OF WORKS

Inside the lift car.

SIGNIFICANT HAZARDS

- 1
- The use of substances, contact adhesive and sealer.
- 2
- Fire from the use of a flammable substance
- 3
- Manual handling of the vinyl roll and glue container from van to the lift and back
- 4
- Environment, access and egress, lighting, temperature, work space and floor condition
- 5
- The use of hand tools, Retractable Stanley knife
- 6
- Fumes from the glue
- 7
- Spillages of the glue can present other hazards like slips, fire, and fumes

ADVERSE AFFECTS

- 1
- Irritation to the respiratory tract, irritation of the eyes and skin, dermatitis
- 2
- Burns to the body, breathing difficulties, damage to property.
- 3
- Back problems, straining and twisting injuries from poor lifting technique or lifting to heavy an object over an awkward route.
- 4
- Broken bones, sprains, cuts, bruises from slips, trips and falls on stairs or uneven floor surface or banging into things through poor lighting with no work space
- 5
- Cuts to the hands and body from slipping with the knife when cutting the vinyl.
- 6
- Irritation of the respiratory tract. Coughing and sore throat from breathing in the fumes off the glue.
- 7
- Skin irritation and damage to property through a spillage and getting the glue on the skin when cleaning up

PEOPLE AT RISK

Triple A on site operatives, other contractors and the general public depending on the location of the work.

EXISTING CONTROL MEASURES

- 1
- C.O.S.H.H assessments and MSDS sheets for the Premier Bond contact adhesive and for all substances used for this task
- 2
- All employees’ have received fire extinguisher training and carry a multi purpose powder extinguisher as part of their safety kit in case of an emergency. Training is recorded onto the company’s matrix
- 3
- All employees receive tool box talks on manual handling annually. If 2 men are required for the lift, a separate trip back for the glue container and tools is required.
Always walk the route first and carry out a mental job hazard analysis before lifting and carrying.

[Cont page 2](#)

- 4
- The company give tool box talks on all issues relating to on site working especially for access and egress
All employees’ have CSCS accreditation
- 5
- Operatives are experienced floor layers and can work safely with cutting tools, gloves must be worn when cutting the tiles.
- 6
- A filter mask is only required for this task if there is no adequate ventilation, keep the lift doors open at all times to alleviate a build up of fumes in the lift car and if a mask is required then operatives are issued a face mask as part of their P.P.E and must wear it.
- 7
- A dust sheet for protection of property is carried as part of the safety kit. To protect eyes and hands operatives must wear eye protection and gloves, and operatives are trained to clean up spillages and return it to the company for disposal.
- 8
- All operatives will carry and use a protective yellow barrier that’s part of their safety kit to protect our working area. And to protect any contractors or the public from entering the work area
- 9
- All works vans are to carry a first aid kit in case of cuts or any other accident.
- 10
- P.P.E issued to all employees and must be worn for this task, clean work clothes, safety boots, eye protection, gloves and mask. Hard hats and hi-viz jacket to be worn at the request of site rules.

RISK ASSESSMENT SEVERITY = 2 PROBABILITY = 2 RISK ASSESSMENT RATING = 4 Low Risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR	A.Gray	DATE	20/01/2025	SIGNATURE
FOLLOW UP ACTION		DATE	20/01/2026	SIGNATURE

COMPANY: TRIPLE A		RECORD NO: CA 58	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: General use on site for bonding steel trims to wooden packings, lifts, architraves and laminate panels to car walls.	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		A Gray	
TEL NO: 01925 232090		M.S.D.S sheets Yes ✓ No	

Substance	Ever Build 335 Low Modular Construction Silicone
Contents of the substance	White Paste RTV Silicone
Form, colour and smell	Paste Various Irritating odour
Authorised Operatives	All operatives of Triple A and under 18's only after instruction on safe use
Identify the people who may be affected	All the above using the substance and other people in the vicinity for the smell of the substance.
How the substance might harm (Risks to Health)	Skin contact, eye contact, ingestion and inhalation, may affect the eyes and respiratory tract
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots and eye protection, filter mask if limited ventilation.
Hazard Identification (Tick)	<div>Irritant Corrosive Toxic Harmful Oxidising Highly Flammable</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Irritation at site of contact, Soreness and redness of mouth and throat, eye and skin irritation, drowsiness.
Instructions for Safe Use	Do not cut off the top until ready to use, apply with a sealant gun keeping an even pressure on the trigger, ensure there is sufficient ventilation, always use the full tube before disposal, do not use the finger to smooth out as there is a tendency to place the finger in the mouth for lubrication for a smooth finish, you are ingesting the substance, wash your hands after contact with the substance and do not breathe in the fumes for long periods.
First Aid Measures	If fumes are causing difficulties remove your self to fresh air immediately. If contact with the skin or eyes wash off immediately and rinse the eyes for 15 minutes. If swallowed seek medical advice immediately and show the container or label.
Control measures already in place	All graded re-furbers are aware of the safe use by their experience
Disposal of Waste	General waste skip after the tube is empty and at Triple A only. Do not discharge into drains or rivers
Special Notes	In combustion the product emits toxic fumes. For more information see the safety data sheets

COMPANY: TRIPLE A		RECORD NO: CA 50	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: gluing panels, wooden / steel, in the workshop and on site	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alister Gray	
TEL NO: 01925 232090		M.S.D.S sheets Yes ✓ No	

Substance	Premium Hi-contact Adhesive
Contents of the substance	Methylene Chloride, Propane, Isobutane
Form, colour and smell	Liquid Cream Organic solvent
Authorised Operatives	All graded tradesmen and young employees after specific training on safe use.
Identify the people who may be affected	All of the above and when on site other contractors, and the public depending on the sites location for fumes and vapours.
How the substance might harm (Risks to Health)	Inhalation, contact with the eyes and skin, ingestion and fire / explosion.
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots, eye protection, gloves and a filter mask.
Hazard Identification (Tick)	<div>Irritant Corrosive Toxic Harmful Oxidising Extremely Flammable</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Drowsiness, dizziness, headaches, nausea, sore eyes, redness of the skin and if ingested.
Instructions for Safe Use	Always keep the container tightly closed, ensure plenty of ventilation if in the workshop or on site use the extractor if possible to remove the fumes, avoid direct contact and do not use near a source of ignition – do not smoke and keep containers stored in a cool place. Spread an even layer over both surfaces to be bonded and leave until touch dry before applying together. Remove any excess with solvent cleaner.
First Aid Measures	Inhalation – move to fresh air immediately, skin contact – remove clothing and wash the skin with soap and warm water, eye contact rinse the eye for 15 minutes under a tap, ingestion – do not induce vomiting and drink a pint of water / milk immediately, if systems persist consult a doctor
Control measures already in place	Stored in the paint storage room in a steel locker, filter mask supplied to all employees, fire extinguishers in close proximity in the workshop, on site all operatives carry an extinguisher and the approx amount stored in the workshop at maximum is 60 litres
Disposal of Waste	Permission has been granted to dispose of the empty containers in the steel skip at Triple A only

COMPANY: TRIPLE A		RECORD NO: CA 51	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: cleaning of any spillage of glue in the workshop and on site	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alister Gray	
TEL NO: 01925 232090		M.S.D.S sheets	Yes ✓ No

Substance Name of the substance	Premium contact adhesive solvent cleaner.
Colour and Smell	Colourless Aromatic Liquid
Authorised Operatives	All graded tradesmen and young employees after specific training on safe use.
Identify the people who may be affected	All of the above and when on site other contractors, and the public depending on the sites location for fumes and vapours.
How the substance might harm (Risks to Health)	Inhalation, contact with the eyes and skin, ingestion and fire / explosion.
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots, eye protection, PVC gloves and mask
Hazard Identification (Tick)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Irritant ☐ </div> <div style="text-align: center;"> Corrosive ☐ </div> <div style="text-align: center;"> Toxic ☐ </div> <div style="text-align: center;"> Harmful ☒ </div> <div style="text-align: center;"> Oxidising ☐ </div> <div style="text-align: center;"> Highly Flammable ☒ </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Drowsiness, dizziness, headaches, nausea, sore eyes, redness of the skin and if ingested.
Instructions for Safe Use	Always keep the container tightly closed, ensure plenty of ventilation if in the workshop use the extractor, avoid direct contact and do not use near a source of ignition – do not smoke and store in a cool place. The cleaner may be poured onto a flat panel and the excess glue removed with a scrapper or applied with a brush / rag and wiped onto the excess adhesive for removal.
First Aid Measures	Inhalation – move to fresh air immediately, skin contact – remove clothing and wash the skin with soap and warm water, eye contact rinse the eye for 15 minutes under a tap, ingestion – do not induce vomiting and drink a pint of water / milk immediately, if systems persist consult a doctor
Control measures already in place	Stored in the paint storage room in a steel locker, filter mask supplied to all employees, fire extinguishers in close proximity in the workshop, on site all operatives carry an extinguisher and the approx amount stored in the workshop at maximum is 60 ltrs
Disposal of Waste	Permission has been granted to dispose of the empty containers in the steel skip at Triple A only

SITE - LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP
Method Statement

Overview of work -fitting vinyl Wrap to lift car walls

The work to be carried out comprises of the following

- The installation of a new vinyl Wrap to walls.

Risk analysis

The company have analysed the risk for the fitting of the vinyl Wrap and considered the following to involve a careful consideration.

• Fire	No 1	-----“-----
• Manual handling	No 2	-----“-----
• The environment	No 3	-----“-----

P.P.E Required for this task

All our operatives employed in the refurbishment will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye, gloves and filter mask. A hard hat and hi-viz jacket will be worn at the request of site rules.

Equipment and General Items.

All our operatives carry a multi purpose fire extinguisher in case of an emergency and are trained in safe use.

No portable power tools are required on this task.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a current CSCS card

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On Site Risk Assessment No 123A

Cont page 2

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics.

Installation.

After our technical department have measured the existing car our in-house team will manufacture all Materials required in the workshop.

We require the Lift Company to position the lift car so that our operators can fit the Lock and tag out, this will be fitted if needed.

The installation will begin with securing the lift car at the appropriate floor and placing a barrier around the entrance for safety then preparing the car walls to take the vinyl Wrap ensuring that no debris is apparent and then running over the walls and floor with a light sandpaper. Operatives will ensure that plenty of ventilation is available before any fitting starts. The walls are measured, vinyl Wrap cut to size, the vinyl Wrap is pre glued, water will be used to help fit the Vinyl, Vinyl will be left until touch dry before being stuck into place.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Testing

All the portable appliances are tested on a 3 monthly basis

Lift company to turn the lift car back into service and test as needed.

ON SITE RISK ASSESSMENT

Report No_OSRA 123_

Based on the following 16 point scale multiply the 2 scores, higher the score higher the risk			
<u>SEVERITY</u>		<u>PROBABILITY</u>	
FATAL	=4	PROBABLE	=4
CRITICAL	=3	REASONABLY PROBABLE	=3
MARGINAL	=2	REMOTE	=2
NEGLIGIBLE	=1x	EXTREMELY REMOTE	=1x

CONTACT
G.Jones and A.Gray

DESCRIPTION OF ACTIVITY

Fitting of vinyl Wrap to lift car walls.

LOCATION OF WORKS

Inside the lift car.

SIGNIFICANT HAZARDS

- 1 The use of substances, Vinyl Wrap.
- 2 Manual Handling of the vinyl roll
- 3 Environment, access and egress, lighting, temperature, work space and floor condition
- 4 The use of hand tools, Retractable Stanley knife

ADVERSE AFFECTS

- 1 Irritation to the respiratory tract, irritation of the eyes and skin, dermatitis
- 2 Back problems, straining and twisting injuries from poor lifting technique or lifting to heavy an object over an awkward route.
- 3 Broken bones, sprains, cuts, bruises from slips, trips and falls on stairs or uneven floor surface or banging into things through poor lighting with no work space
- 4 Cuts to the hands and body from slipping with the knife when cutting the vinyl Wrap.

PEOPLE AT RISK

On site operatives, other contractors and the general public depending on the location of the work.

EXISTING CONTROL MEASURES

- 1 All employees` have received fire extinguisher training and carry a multi purpose extinguisher as part of their safety kit in case of an emergency. Training is recorded onto the company`s matrix
- 2 All employees receive tool box talks on manual handling annually.
Always walk the route first and carry out a mental job hazard analysis before lifting and carrying.
- 4 The company give tool box talks on all issues relating to on site working especially for access and egress
All employees` have CSCS accreditation
- 5 Operatives are experienced and can work safely with cutting tools
- 6 A dust sheet for protection of property is carried as part of the safety kit. To protect eyes and hands operatives must wear eye protection and gloves, and operatives are trained to clean up spillages and return it to the company for disposal.

Continued page 2.

- 7 All operatives will carry and use a protective yellow barrier that`s part of their safety kit to protect our working area. And to protect any contractors or the public from entering the work area
- 9 All works vans are to carry a first aid kit in case of cuts or any other accident.
- 10 P.P.E required for this task, clean work clothes, safety boots not shoes, eye protection, filter mask and gloves.
A hard hat and hi-viz jacket if required by the site rules.

RISK ASSESSMENT SEVERITY = 1 PROBABILITY = 1 RISK ASSESSMENT RATING = 1 Low Risk.

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR	A.Gray	DATE	20/01/2025	SIGNATURE
FOLLOW UP ACTION		DATE	20/01/2026	SIGNATURE

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

Method Statement

Overview of work- lift car interior cleaning

The work to be carried out comprises of the following

- The interior cleaning of all stainless steel trims.
- The exterior cleaning of stainless steel doors, architraves and header

Risk analysis

Triple a to make lift safe, prior to our works being carried out.

The company have analysed the risk for the cleaning and considered the following to involve careful consideration.

- | | |
|----------------------------|-----------------------------|
| • Working with substances. | No 1 in the risk assessment |
| • Fumes | No 2 -----“----- |
| • The environment | No 3 -----“----- |
| • Manual handling | No 4 -----“----- |

Personal Protective Equipment

All our operatives employed in the cleaning schedule will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye protection and gloves. Hard hats and hi-viz jackets to be worn as required by the sites rules.

Equipment and General Items.

Working at height at the top of the car all our operatives carry small steps, and have taken part in tool box talks on working safely with ladders.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a current CSCS card.

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On Site Risk Assessment No 35.
COSHH assessment No 48 and 54.

Cont page 2

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics

Cleaning Schedule.

The operatives will begin by making the lift safe and out of use to others by the erection of a safety barrier around the entrance.

The schedule will begin with cleaning all the interior stainless steel with Vitopan on a non absorbent cloth working with the grain until the surface has an even sheen.
If the stainless steel has been left for to long it may require the use of a diluted mild acid solution to remove the build up of dirt, this is an approved substance called Janitol Plus mixed 50-50 with water. Vitopan is then used afterwards to bring on an even sheen.
Scratches or scuffs may be removed by the use of a coarse scotchbrite pad in conjunction with the Laser using pressure in line with the grain only.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

ON SITE RISK ASSESSMENT

Report No_OSRA 35____

Based on the following 16 point scale, multiply the 2 scores, higher the score higher the risk

SEVERITY		PROBABILITY	
FATAL	=4	PROBABLE	=4
CRITICAL	=3	REASONABLY PROBABLE	=3
MARGINAL	=2 ✓	REMOTE	=2 ✓
NEGLIGIBLE	=1	EXTREMELY REMOTE	=1

CONTACT
G.Jones and A.Gray

DESCRIPTION OF ACTIVITY
Stainless steel cleaning schedule

LOCATION OF WORKS
Inside lift car, car frontage.

- SIGNIFICANT HAZARDS
- 1 The use of substances, Vitapan or Janitol Plus
 - 2 Fumes from Vitapan or Janitol Plus
 - 3 Environment, lighting electrical and natural, ventilation and temperature.
 - 4 Manual handling from twisting and straining by the cleaning actions.

- ADVERSE AFFECTS
- 1 Irritation to the skin, irritation of the eyes and dermatitis.
 - 2 Irritation of the respiratory tract. Coughing and sore throat from the fumes.
 - 3 Cuts and bruises from slips, trips and falls, by debris left on floor or spillage of substance.
 - 4 Back problems, twists and sprain injuries from repetitive movement when cleaning.

PEOPLE AT RISK
On site Triple A operatives, other contractors, and the general public if in a public building.

- EXISTING CONTROL MEASURES
1. C.O.S.H.H assessments and MSDS sheets for all substances used whilst cleaning the lift.
 2. The company give tool box talks on all issues relating to on site working, personnel to work in a well ventilated area i.e. lift and landing doors open.
 3. All operatives carry a dust sheet and a protective yellow barrier to protect our working area. P.P.E issued gloves, eye protection and work clothes to protect the body from spillages and operatives are trained to clean up spillages and return it to the company for disposal. All employees’ hold a CSCS accreditation card
 4. All employees receive tool box on manual handling annually, and it’s recorded onto the companies training matrix. Before lifting and carrying any containers walk the route, complete a mental JHA and if possible use a mechanical aid.

RISK ASSESSMENT SEVERITY = 2 PROBABILITY = 2 RISK ASSESSMENT RATING = 4 low risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR A.Gray DATE 20/01/2025 SIGNATURE

FOLLOW UP ACTION DATE 20/01/2026 SIGNATURE

COMPANY: TRIPLE A	RECORD NO: CA 54
ADDRESS: 4 Athlone Road	PROCESS / LOCATION: Cleaning Stainless steel, laminate panels and alloy in the Lifts and on elevators in the workshop or on site
Warrington	PERSON RESPONSIBLE FOR IMPLEMENTING COSHH
WA2 8JJ	Alister Gray
TEL NO: 01925 232090	M.S.D.S sheets Yes ✓ No

Substance	JANITOL PLUS Multi-purpose cleaner and degreaser
Contents of the substance	Aqua, Tetrapotassium Pyro Phosphate, Sodium Dodecylbenzene Ssulphonate, Monoethanolamine, Sodium Xylene Sulphonate, Trideceth-6, CI 45410.
Form, Colour and Smell	Liquid Pink solution. Smell - Odourless
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,
Identify the people who may be affected	Users only
How the substance might harm (Risks to Health)	Through inhalation of the vapours, contact with the eyes and skin and ingestion.
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots, eye protection and rubber gloves.
Hazard Identification (Tick)	<div>Irritant Corrosive Toxic Harmful Oxidising Harmful to environment</div> <div>✓ </div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness, if swallowed or splashed into the eyes.
Instructions for Safe Use	Always keep container tightly closed, mix only with hot or cold water as directed and wear eye protection when mixing, wipe onto the stainless steel(or any other surface) working with the grain of the steel and wipe off before drying with a clean cloth, avoid contact with the skin. Apply with a brush or rag Ensure plenty of natural ventilation when using, open a window or car door if possible
Control measures already in place	Training given by graded operatives to new employee's or trainee's on safe use.
First Aid Measures	Seek medical attention if swallowed and take the container label if possible. Remove to fresh air if feeling nausea drowsy or dizzy. Wash skin and rinse eyes immediately after contact.
Disposal of Waste	When empty dispose the plastic container in the companies general waste skip only.
Special Notes	Do not empty the contents into the drains as it's toxic to aquatic organisms

COMPANY: TRIPLE A		RECORD NO: CA 48	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: Cleaning Stainless steel in the Lifts and elevators on site and in the workshop	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alistair Gray	
TEL NO: 01925 232090		M.S.D.S sheets	Yes ✓ No

Substance	Vitopan Steelclean S540
Contents of the substance	Blend of perfume, dye and distilled treated naphthenic oil base solvent distillate.
Form, colour and smell	Liquid Clear blue Solvent
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,
Identify the people who may be affected	Users only
How the substance might harm (Risks to Health)	Inhalation, ingestion, eye contact and prolonged skin contact Ingestion may cause nausea, vomiting, diarrhoea and possibly lung damage.
Personal Protective Equipment to be used (Mandatory)	Impervious gloves, safety glasses, work clothes, and safety boots.
Hazard Identification (Tick where appropriate)	<div>Irritant Corrosive Toxic Harmful Oxidising Highly Flammable</div> <div>✓</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness if swallowed or splashed into the eyes.
Instructions for Safe Use	Wear rubber impervious gloves, spray onto the steel from a distance of approx 250mm and wipe not rub with a clean cloth working with the grain of the steel until an even sheen is achieved. After use and before eating or smoking wash your hands.
First Aid Measures	If ingested do not induce vomiting and seek medical advice, for inhalation go to fresh air and rest, for skin contact wash with soap and warm water and for eye contact rinse the eye under running water or an eye wash solution.
Control measures already in place	Stored on the steel racking in the main stores, bought in spray form 275ml containers, only 7 boxes of 12 bought at a time
Disposal of Waste	When empty can be disposed of in the general waste skip, dispose of at Triple A only do not leave on site
Special Notes	Do not allow to enter the drains or any water course as it is harmful to the environment.

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP
Method Statement

Overview of work- lift landing entrance cleaning

The work to be carried out comprises of the following

- The cleaning of the steel entrances.

Risk analysis

Ansa to make lift safe, prior to our works being carried out.

The company have analysed the risk for the cleaning and considered the following to involve careful consideration.

- | | |
|----------------------------|-----------------------------|
| • Working with substances. | No 1 in the risk assessment |
| • Fumes | No 2 -----“----- |
| • The environment | No 3 -----“----- |
| • Manual handling | No 4 -----“----- |

P.P.E Required for this task

All our operatives employed in the cleaning schedule will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye protection and gloves. A hard hat and hi-viz jacket must be worn if required by the site rules.

Equipment and General Items.

Working at height at the top entrance all our operatives carry small steps, and have taken part in tool box talks on working safely at height.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a current CSCS card.

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Sheet references: - On Site Risk Assessment No 164.
COSHH assessment No 48 and 54.

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics

Cleaning Schedule.

The operatives will begin by making the lift safe and out of use to others by the erection of a safety barrier around the entrance, if the doors require opening then the lift will be positioned at each entrance.

The schedule will begin with, cleaning the painted steel with Soapy water on a non absorbent cloth working with the grain until the surface has an even sheen. If the steel has been left for to long it may require the use of a diluted mild acid solution to remove the build up of dirt, this is an approved substance called Lazer.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Cont page 2

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

ON SITE RISK ASSESSMENT

Report No_OSRA 164____

Based on the following 16 point scale multiply the 2 scores, higher the score higher the risk

SEVERITY

FATAL=4

CRITICAL=3

MARGINAL=2 ✓

NEGLIGIBLE=1

PROBABILITY

PROBABLE=4

REASONABLY PROBABLE=3

REMOTE=2 ✓

EXTREMELY REMOTE=1

CONTACT

G.Jones and A.Gray

DESCRIPTION OF ACTIVITY

The cleaning of the steel landing entrances.

LOCATION OF WORKS

Lift landing entrances.

SIGNIFICANT HAZARDS

- 1The use of substances, Laser
- 2Fumes from Laser
- 3Environment, lighting electrical and natural, ventilation and temperature.
- 4Manual handling from twisting and straining by the cleaning actions.

ADVERSE AFFECTS

- 1Irritation to the skin, irritation of the eyes and dermatitis.
- 2Irritation of the respiratory tract. Coughing and sore throat from the fumes.
- 3Cuts and bruises from slips, trips and falls, by debris left on floor or spillage of substance.
- 4Back problems, twists and sprain injuries from repetitive movement when cleaning.

PEOPLE AT RISK

On site Triple A operatives, other contractors, and the general public if in a public building.

EXISTING CONTROL MEASURES

- 1.C.O.S.H.H assessments and MSDS sheets for all substances used whilst cleaning the lift.
- 2.The company give tool box talks on all issues relating to on site working, personnel to work in a well ventilated area i.e. lift and landing doors open.
- 3.All operatives carry a dust sheet and a protective yellow barrier to protect our working area. P.P.E issued gloves, eye protection and work clothes to protect the body from spillages and operatives are trained to clean up spillages and return it to the company for disposal. All employees’ hold a CSCS accreditation card
- 4.All employees receive tool box on manual handling annually, and it’s recorded onto the companies training matrix.
- 5.P.P.E required for this task is clean work clothes, safety boots, eye protection and gloves. Hi-viz jacket and hard hat must be worn if requested by the sites rules,

RISK ASSESSMENT SEVERITY = 2 PROBABILITY = 2 RISK ASSESSMENT RATING = 4 low risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR A.Gray DATE 20/01/2025 SIGNATURE

FOLLOW UP ACTION DATE 20/01/2026 SIGNATURE

COMPANY: TRIPLE A		RECORD NO: CA 54	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: Cleaning Stainless steel, laminate panels and alloy in the Lifts and on elevators in the workshop or on site	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alister Gray	
TEL NO: 01925 232090		M.S.D.S sheets Yes ✓ No	
Substance	JANITOL PLUS Multi-purpose cleaner and degreaser		
Contents of the substance	Aqua, Tetrapotassium Pyro Phosphate, Sodium Dodecylbenzene Ssulphonate, Monoethanolamine, Sodium Xylene Sulphonate, Trideceth-6, CI 45410.		
Form, Colour and Smell	Liquid Pink solution. Smell - Odourless		
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,		
Identify the people who may be affected	Users only		
How the substance might harm (Risks to Health)	Through inhalation of the vapours, contact with the eyes and skin and ingestion.		
Personal Protective Equipment to be used (Mandatory)	Work clothes, safety boots, eye protection and rubber gloves.		
Hazard Identification (Tick)	<div><div>Irritant ✓</div><div>Corrosive</div><div>Toxic</div><div>Harmful</div><div>Oxidising</div><div>Harmful to environment</div></div>		
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness, if swallowed or splashed into the eyes.		
Instructions for Safe Use	Always keep container tightly closed, mix only with hot or cold water as directed and wear eye protection when mixing, wipe onto the stainless steel(or any other surface) working with the grain of the steel and wipe off before drying with a clean cloth, avoid contact with the skin. Apply with a brush or rag Ensure plenty of natural ventilation when using, open a window or car door if possible		
Control measures already in place	Training given by graded operatives to new employee's or trainee's on safe use.		
First Aid Measures	Seek medical attention if swallowed and take the container label if possible. Remove to fresh air if feeling nausea drowsy or dizzy. Wash skin and rinse eyes immediately after contact.		
Disposal of Waste	When empty dispose the plastic container in the companies general waste skip only.		
Special Notes	Do not empty the contents into the drains as it's toxic to aquatic organisms		

COMPANY: TRIPLE A		RECORD NO: CA 48	
ADDRESS: 4 Athlone Road		PROCESS / LOCATION: Cleaning Stainless steel in the Lifts and elevators on site and in the workshop	
Warrington		PERSON RESPONSIBLE FOR IMPLEMENTING COSHH	
WA2 8JJ		Alistair Gray	
TEL NO: 01925 232090		M.S.D.S sheets	Yes ✓ No

Substance	Vitopan Steelclean S540
Contents of the substance	Blend of perfume, dye and distilled treated naphthenic oil base solvent distillate.
Form, colour and smell	Liquid Clear blue Solvent
Authorised Operatives	All grade 1, 2 and 3 re-furbers, all sprayers, fabricators and welders,
Identify the people who may be affected	Users only
How the substance might harm (Risks to Health)	Inhalation, ingestion, eye contact and prolonged skin contact Ingestion may cause nausea, vomiting, diarrhoea and possibly lung damage.
Personal Protective Equipment to be used (Mandatory)	Impervious gloves, safety glasses, work clothes, and safety boots.
Hazard Identification (Tick where appropriate)	<div>Irritant Corrosive Toxic Harmful Oxidising Highly Flammable</div> <div>✓</div> <div></div>
Warning Signs of Over Exposure (Stop work if these are experienced)	Headaches, nausea, dizziness and drowsiness if swallowed or splashed into the eyes.
Instructions for Safe Use	Wear rubber impervious gloves, spray onto the steel from a distance of approx 250mm and wipe not rub with a clean cloth working with the grain of the steel until an even sheen is achieved. After use and before eating or smoking wash your hands.
First Aid Measures	If ingested do not induce vomiting and seek medical advice, for inhalation go to fresh air and rest, for skin contact wash with soap and warm water and for eye contact rinse the eye under running water or an eye wash solution.
Control measures already in place	Stored on the steel racking in the main stores, bought in spray form 275ml containers, only 7 boxes of 12 bought at a time
Disposal of Waste	When empty can be disposed of in the general waste skip, dispose of at Triple A only do not leave on site
Special Notes	Do not allow to enter the drains or any water course as it is harmful to the environment.

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

Method Statement

Overview of work -supply and fit a suspended ceiling (straight or curved) with 5 watt low energy lighting

The work to be carried out comprises of the following

- The installation of a suspended lift car ceiling, flat or curved to your requirements.
- The installation of fitted lights and emergency lighting into the ceiling

Risk analysis

The company have analysed the risk for the fitting of the ceiling and considered the following to involve careful consideration.

- | | |
|-----------------------------------|-----------------------------|
| • Manual handling | No 1 in the risk assessment |
| • Electricity. | No 2 ----- |
| • The use of power and hand tools | No 3 ----- |
| • Environment | No 4 ----- |
| • Working at height. | No 5 ----- |
| • Falling materials | No 6 ----- |

P.P.E Required for this task

All our operatives employed in the fitting will wear the recognised safety equipment at all times, which on this project will include clean work clothes, safety boots, eye protection and gloves. Hard hat and hi-viz jackets to be worn if required by the site rules. Due to the possibility of falling materials a hard hat must be worn at all times when working in the lift shaft.

Equipment and General Items.

All our operatives carry a multi purpose powder fire extinguisher as part of their safety kit in case of an emergency.

All portable tools, plant etc will be 110v inclusive of an RCD adaptor, using your supply or battery operated cordless.

Working at height on top of the car, all our operatives are trained in using lift in a safe manner, and take part in yearly tool box talks especially regarding access and egress to the car top and shaft pit.

The conditions of work for contractors on site will be adhered to at all times, as will this method statement.

All our personnel hold a CSCS card

Permits.

Permits to work, where required will be obtained from the employer prior to any work being carried out.

The public and others affected by our work.

The company take full precautions to ensure the safety of the public and others by use of barriers, dust sheets, training and instruction.

Cont page 2

Sheet references: - On site risk assessment No 35.
COSHH assessments N/A

Arrival on site

Once on site, our on site team will notify the site owner/supervisor for induction, welfare facilities, unloading facilities and any specifics.

Installation.

After our technical department have measured the existing car, our in house team will manufacture the ceiling and all parts required in the workshop.

We require Lift Company to position the lift car so that our operators can fit the Lock and tag out, this will be fitted if needed.

The operatives will start by making the lift safe and out of use to others by placing a safety barrier around the entrance

The installation of the ceiling will begin by positioning it with an equal gap around the inside of the lift car and marking off the roof where the pre-drilled holes are located in each corner of the ceiling, the car roof is then drilled off with a 12mm drill bit for the bolts to hold the ceiling and a 40mm hole for the electrical wiring.

One person holds the ceiling into position in the lift car whilst another bolts the ceiling up from the car top and pulls through the wires for the lighting.

Once bolted into position the lights are fitted into the ceiling with the emergency situated closest to the C.O.P

Bolts used are M6 hexagon head for aluminium and M8 for stainless steel

The installation of the electrical wiring is to be carried out by Lift Company engineers.

Removal of debris

All debris will be thoroughly removed and brought back to our Warrington base for disposal and the area left clean and tidy.

Testing

All the portable appliances are tested on a 3 monthly basis

Lift company to turn the lift car back into service and test as needed.

SITE – LOWER CAMPFIELD, LIVERPOOL STREET, MANCHESTER M3 4FP

ON SITE RISK ASSESSMENT

Report No_OSRA 35____

Based on the following 16 point scale, multiply the 2 scores, higher the score higher the risk

SEVERITY		PROBABILITY	
FATAL	=4	PROBABLE	=4
CRITICAL	=3 ✓	REASONABLY PROBABLE	=3
MARGINAL	=2	REMOTE	=2 ✓
NEGLIGIBLE	=1	EXTREMELY REMOTE	=1

CONTACT
G.Jones and A Gray

DESCRIPTION OF ACTIVITY

Fitting a suspended ceiling with 9 watt low energy lighting

LOCATION OF WORKS

Inside the lift car

SIGNIFICANT HAZARDS

- 1
- Manual Handling of the ceiling from/to the works van to the lift car and lifting the ceiling above the head into position for bolting up.
- 2
- Electricity, the use of mains power for drilling the lift car top.
- 3
- The use of power and hand tools, drill and spanners.
- 4
- Environment, access and egress, lighting, temperature, floor condition and work space.
- 5
- Falls from height from working on steps in the lift car, and on top of the lift car.
- 6
- Falling materials from the motor room whilst working in the shaft

ADVERSE AFFECTS

- 1
- Back problems, straining and twisting injuries through poor lifting techniques or the ceiling to heavy to lift
- 2
- Electric shock and burns from faulty equipment, sockets and plugs.
- 3
- Cuts, bruises and eye injuries from debris flying off drill or spanner slipping and banging hand.
- 4
- Broken bones, sprains, cuts, bruises from slips, trips and falls on uneven floor surface or stairs and straining through lack of work space.
- 5
- Serious injury, broken bones, sprains, cuts and bruises from steps collapsing or falling off the steps when fitting the ceiling or if fell down the shaft from the car top / landing.
- 6
- Head injuries, broken bones, cuts and bruises from being struck on the body by falling materials.

PEOPLE AT RISK

On site Triple A operatives.

EXISTING CONTROL MEASURES

- 1
- All employees receive tool box talks on manual handling annually, and it’s recorded onto the company’s training matrix.
This task requires 2 men to lift and fit the ceiling.
Always walk the route first and carry out a mental job hazard analysis before lifting and carrying.
- 2
- All our operatives power tools are portable appliance tested every 3 months, and are issued an R.C.D adaptor for extra protection, if possible cordless equipment should be used.
- 3
- All hand and power tools are bought for there purpose and all operatives are competent users of tools as graded re-furbishers.

All power tools owned by the company for issue to operatives, drills, jig saw, grinder are 110v through a transformer.

[Cont_page2](#)

- 4
- The company give tool box talks on all issues relating to on site working especially regarding access and egress.
All employees’ have CSCS accreditation.
All operatives must carry a dust sheet and a protective yellow barrier to protect the working area, contractors or the public from entering the lift or shaft.
- 5
- Tool box talks are given covering working at height and ladders, the company supplied step ladders have a risk assessment attached, and are inspected annually and recorded.
If steps are required they must only be used for light work and for a short duration only.
- 6
- No more than 2 men or anyone under 18 years old are allowed to work in the lift shaft at any one time.
- 7
- Before work commences operatives must complete their Job Hazard Analysis that is attached to the job sheets to ensure that they can work safely.
- 8
- P.P.E issued and must be worn for this task is work clothes, safety boots, eyes protection and gloves, hard hats and hi-viz jackets to be worn at the request of site rules.
Due to the possibility of falling materials a hard hat must be worn at all times when working in the lift shaft.
- 9
- Operatives are not to connect up the mains wiring to the ceiling, leave it to the lift engineers.

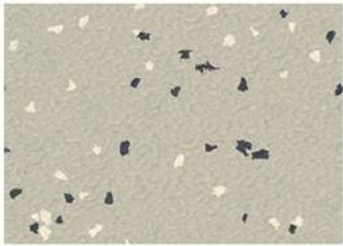
RISK ASSESSMENT SEVERITY = 3 PROBABILITY = 2 RISK ASSESSMENT RATING = 6 Medium Risk

ADDITIONAL CONTROL MEASURES REQUIRED

ASSESSOR	A.Gray	DATE	20/01/2025	SIGNATURE
FOLLOW UP ACTION		DATE	20/01/2026	SIGNATURE

Lift Surface Finishes

1. **Refurbished existing lift (east end of building)**
See drawing attached and spec info below (for items related to the internal car finishes)

Ref Code	Location	Image	Description	Colour/Finish	Product Code	Manufacturer	Notes
JO-03	Lift cart		Internal panels Replacement stainless steel panels	To specialist subcontractors recommendations			Or acceptable alternative, client to approve Please refer to LC-LF-20 for lift drawing Subcontractor to provide fabrication information to be reviewed and approved by client/architect before manufacture begins Materials to be approved through sampling and signed off by the client/architect
FF-02	Teapoints	 Colour in image is indicative, colour tbc	Vinyl - Colour A	6601 Reflection Breaking Surface	Stone	Noraplan	Or acceptable alternative, client to approve Substrate, preparation & installation: In accordance with manufacturers recommendations Notes for areas where the finish is installed on the existing concrete slab: - If required (due to the moisture levels of the slab) a moisture control product/system must be installed to prevent moisture penetrating or damaging the floor finish. - Self levelling screed is to be installed

For the two new lifts (below), these are all standard finishes from the lift manufacturer – listed out below.

2. **Midi-lift (west end of the building)**
Doors (panels and frame) – Brushed stainless steel
Car walls – Warm white P280
Car ceiling – White RAL 9016
Flooring – Light grey safety flooring S42 GB
Lift panel, operating buttons, indicators – all brushed stainless steel
Handrail – brushed stainless steel

3. **Platform lift (to bar)**
Car walls – N/A (given the style of platform lift, the majority of what you see inside, will be the interior of the structure, so that would be black)
Doors – black (with large glass vision panel)
Car ceiling – N/A
Handrail – stainless steel
Flooring – rubber, light grey G804
Console – Brushed stainless steel
Operating buttons and indicator – Brushed stainless steel

MEZZANINE EXTERIOR ELEVATION

GROUND FLOOR EXTERIOR ELEVATION

LIFT CART INTERIOR

LIFT CART INTERIOR

PRECEDENT IMAGE OF LIFT CART INTERIOR

