

Image Group

Earl Road, Stanley Green Trading Park, Cheadle
Hulme, Handforth
Manchester, SK8 6QE

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Co-op live citylink walk

Reference: RJ111111

Revision Number: 0

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Job Role: Install manager

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1.0 Method Statement

Project: Co-op live citylink walk

Reference: RJ111111

Site Address:

Holt town metrolink station
manchester
M40 7FQ

Start date: 14 Apr 24

End/Review date: 17 Apr 24

1.1 Scope of works

- Sign in and receive site induction at cabin located behind gate 15 on rowlsey road.
- Scissor lift will be stored in the compound at gate 15 , this is to be driven down to the site for 1am
- Tfgm to let driver know when safe to drive over the tracks
- position scissor lift in working area
- using water and glue apply the poster paper to the area indicated in the survey
- machine to be off the tracks before 4am
- repeat process for 4 nights until the wall is complete

1.2 Personnel involved in this project

The following persons will be working on site throughout this project:

-

1.3 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project. Copies of individuals training certificates are available upon request

1.4 Legislation

Associated legislation:

- Construction (Design and Management Regulations) 2015.
- Environmental Protection Act 1990.
- First Aid at Work Regulations 1981.
- Health and Safety at Work Act 1974.
- Health and Safety (Signs and Signals) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Provision and Use of Work Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Railway Safety Regulations 1999
- Railways Act 2005
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998

1.5 Access arrangements

All company operatives and sub-contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise.

Upon arrival, all company operatives and sub-contractors will sign in at the Site office (or other designated area) before accessing the working area. Before leaving the site, all company operatives and Sub-contractors will sign out.

1.6 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.7 Waste Management

In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

1.8 Hazardous waste

All hazardous waste generated on-site is disposed of according to the Site waste management plan - Any hazardous waste disposed of shall be reported to the Site Manager and the Site waste log completed as required.

Hazardous waste shall not be deposited into other waste skips under any circumstances.

All sharps shall be deposited into an appropriate type of bin for sharps manufactured according to BS EN ISO 23907. All sharps bins shall be secured at all time with any openings locked closed during transit.

1.9 Emergency procedures

Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan.

Instruction and information related to site emergency procedures will take place during the site induction which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and Safety Representative.

If any of the site emergency procedures change, all operatives shall be informed of the changes in a timely manner to ensure they are up to date.

1.10 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of operatives on site and stocked with contents according to BS 8599-1 unless a first aid assessment dictates otherwise.

If the needs assessment has identified that first-aiders may have to manage life-threatening bleeding, we will ensure the training provider covers this on a FAW course for our operatives

The Principal Contractor shall be responsible for the sites first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
Low hazard – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.11 Welfare provision

Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) Regulations - this includes the provision, as a minimum, of the following:

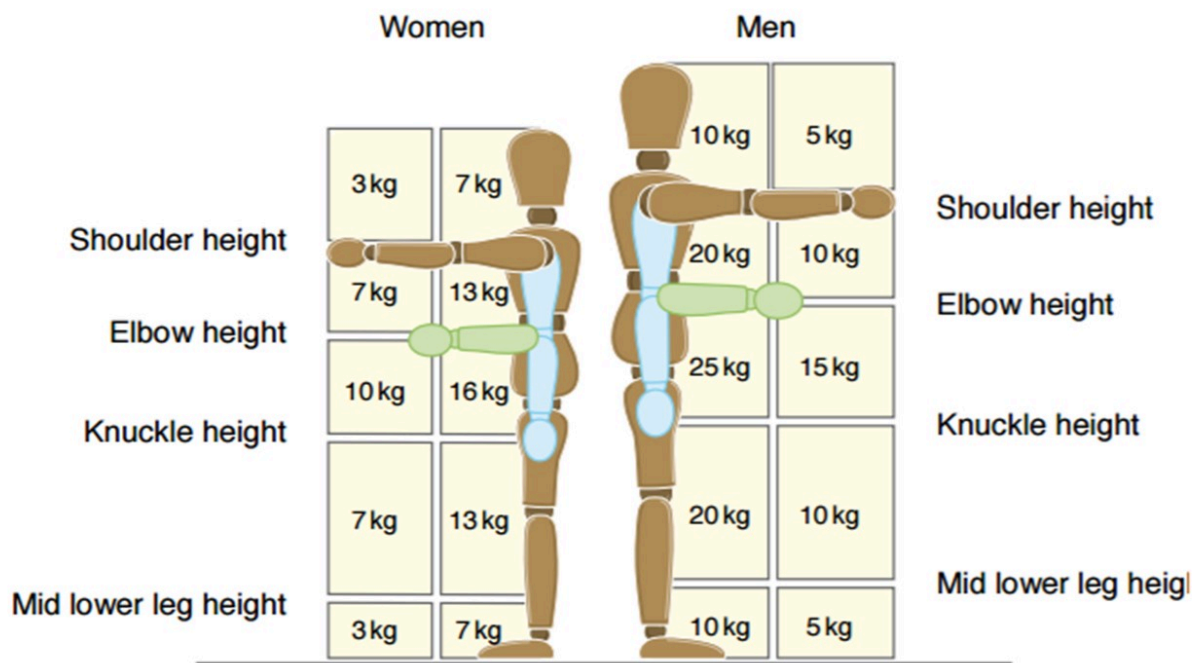
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

1.12 Manual handling

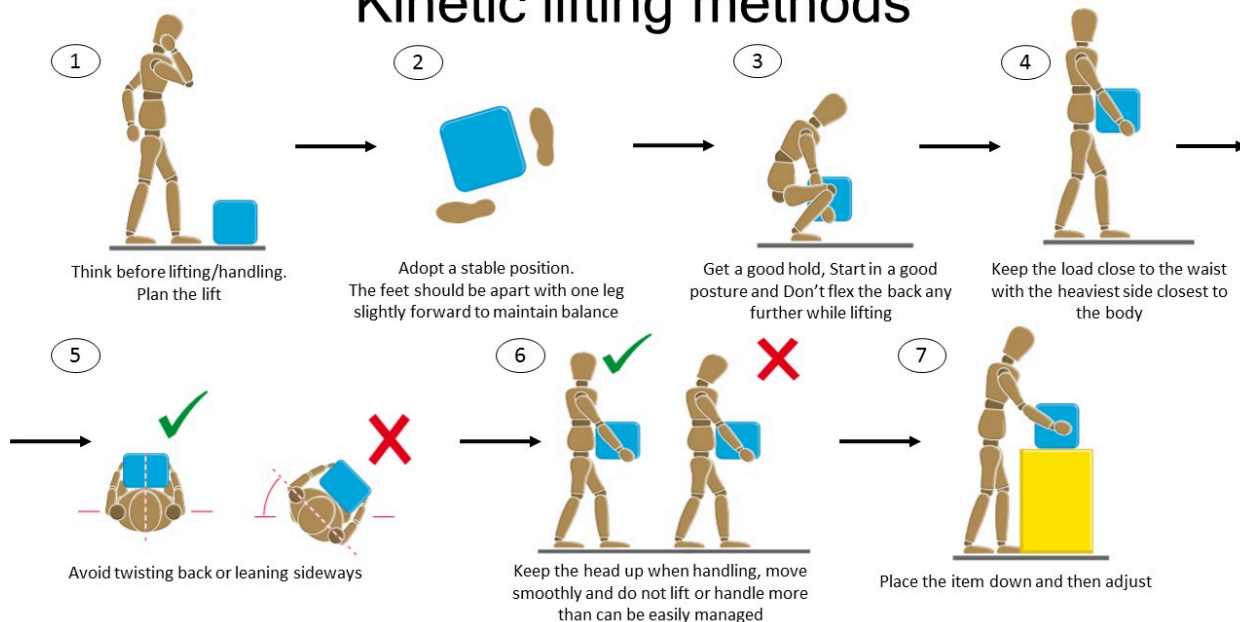
All company operatives are given suitable and sufficient information, instruction and training to carry out their Manual Handling duties. Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:



Manual handling

Kinetic lifting methods



Kinetic Lifting techniques

1.13 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Standard PPE

While on site, all staff shall be required to wear the above PPE at all times.

Task-Specific PPE

Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

In the event of additional PPE is required that is not considered standard (as highlighted above or within the supporting risk assessments), these shall be provided by the Principal Contractor who will also be responsible for the provision of suitable information, instruction and training as required.

1.14 Amendments and Authorisation

In the event of changes from the proposed work scope, the job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the changes to the workscope.

If required, the RAMs document and other safety related documentation will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.

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2.0 Sequence of Works

2.1 Signage Installation

2.1.1 Installation of sign at height using MEWP

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to install sign at height.
- Position the MEWP within the designated area for the work.
- Erect barriers with appropriate warning signage around the MEWP as required
- MEWP and surrounding ground areas shall be inspected prior to use by a competent person.
- local weather conditions shall be assessed and the MEWP shall only be operated in conditions that comply with the manufacturer's instructions.
- In the event that overhead power lines are identified, the job shall be stopped and an additional risk assessment required.
- Work restraint lanyard shall be attached on to the harness and secured onto the fixed anchor point and set so that the user cannot climb above the basket guardrails.
- 1 person will use the MEWP and access the area where the sign will be located.
- Fixing positions shall be marked in accordance with schematic drawings and client requirements.
- Fixing positions shall be drilled and all associated plugs installed in preparation for the sign installation
- MEWP shall be lowered back to ground level upon completion of all installation preparatory work.
- Sign will be placed within the MEWP basket with additional persons as required ensuring that the SWL of the MEWP has not been exceeded.
- MEWP will be raised into the correct location.
- Sign shall be lifted into position and secured as required.
- Any secondary retention strapping or fittings shall be installed as required.
- Upon completion, MEWP will be lowered to ground level and all persons will alight.

- All surplus materials and waste shall be disposed of in accordance with the site waste management plan
- Barriers will then be removed and the MEWP will leave site or be stored within the designated parking area.

2.1.2 Installation of vinyl

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to install signage.
- Mark out location for new graphics.
- Place vinyl into the correct location and install as per request.
- Repeat process until all signage is installed.

2.2 Use of plant, tools and equipment

2.2.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary paperwork.

2.2.2 Use of mobile elevated work platform (MEWP) – Scissor lift

- PPE shall be worn in accordance with the risk assessment requirements.
- Pre-use check on equipment to ensure the equipment is functional and free from defects.
- Check the ground conditions including gradient and ensure they are compliant with manufacturer's instructions.
- Review local weather conditions and the MEWP shall not be used during adverse weather.
- Check all safety systems including the emergency stop button functionality.
- Discuss the actions to take in the event of an emergency with all operatives involved with the activity.
- In the event of any safety system not being functional, the equipment is to be isolated with adequate warning signage attached and immediately reported to the Supervisor.
- Confirm the safe working load (SWL) of the equipment.
- Secure tools and materials within the basket and check to ensure the safe working load (SWL) has not been exceeded.
- Erect barrier with appropriate signage around the perimeter of the work area including any potential drop zones.
- Ascend the scissor lift using the equipment in accordance with the manufacturer's instructions.
- Undertake the activity from within the confines of the MEWP platform and guardrails.

- Descend the mast using the equipment in accordance with the manufacturer's instructions.
- Remove materials from the MEWP and store at Ground level.
- Remove barriers and signage from around the working area.
- Park the MEWP in the designated area when not in use
- Tidy worksite and transfer materials to a designated area.
- Remove wastage and surplus materials from site and dispose of in accordance with the site waste management plan



3.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
x			
Severity of injury	5	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
=			
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury					
		1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
	Negligible injury such as bruises and abrasions	1	2	3	4	5
	Minor Injury requiring first aid treatment	2	4	6	8	10
	1-7 day absence from work injury	3	6	9	12	15
	Regulatory reportable injury, disease or event	4	8	12	16	20
	Disability, fatality or injury to the public	5	10	15	20	25

3.1 Hand Tools (Use of)

Hazard Description: 3.1.1 Hand tools

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Do not use modified tools.	1
• Personal injury including	x	Inspect all hand tools prior to use to ensure that they are in good condition.	x
• Bruising	3		3
• Cuts	=	Keep all hand tools in tool bags/boxes when not in use.	=
• Eye damage	12	Operatives must be deemed competent to use relevant hand tools.	3
		Return all defective tools and equipment to the Line Supervisor and quarantine.	
		Use all tools and equipment in the manner in which they were designed to be used.	
		Wear Level 5 cut resistant gloves when using sharp/bladed tools.	
		All operatives are trained and competent to use the tools and equipment provided	
		Wear PPE in line with Risk Assessment	

3.2 Out of hours working

Hazard Description: 3.2.1 Work outside of general working hours

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Mobile phone or 2-way communication device provided to Operative/s in case of emergencies.	1
• Accident or incident without the ability to communicate to others	x		x
	3	Out of hours work procedure to be explained to all Operatives during the Company/Site Induction.	3
	=		=
	12	Site security informed of Operatives working out of hours on site.	3
		The Principal Contractor will determine the type of work that is allowed out of hours and any restrictions on work activities.	
		Shifts are assessed in line with the Working Time Regulations	
		Site security is maintained until all workers are off site	

3.3 Pedestrians or other workers on site

Hazard Description: 3.3.1 Pedestrian access on site

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A localised speed limit in place for site vehicles and plant.	1
• Collision with person	x		x
• Slips, trips and falls	5	Crossing points fitted with self-closing gates and warning signage installed where pedestrians are required to pass traffic routes.	5
	=		=
	15	<p>Pedestrians and vehicles to be physically separated using hard barriers.</p> <p>Pedestrians are required to wear hi-visibility clothing at all times on site.</p> <p>Pedestrian routes to be a minimum width of 1.2 meters.</p> <p>Security arrangements to be in place on site to prevent public access.</p> <p>Traffic management plan to be in place detailing the routes that vehicles and pedestrians can take.</p> <p>Traffic routes to have suitable drainage in place to prevent flooding traffic routes and pedestrian routes.</p>	5

3.4 Public presence

Hazard Description: 3.4.1 Presence of public

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Increased risk of an incident due to:	3	All operatives provided with mobile phones &/or radio communication devices.	1
	x		x
• Lower levels of risk perception	4	An accident/incident report will be filled in for all threats of and incidents of physical abuse.	4
• Violence	=		=
• Intimidation	12	Arrangements are in place for contact with emergency services in the event of more severe injury or medical condition.	4
		Erect barriers with appropriate signage around the perimeter of the work area to prevent unauthorised access.	
		If appropriate, police will be called to help with the situation	
		Notify the occupants of the building of the work being undertaken outside and also informed of the reason that barriers are in place.	
		Operatives are not to engage in violent behaviour and should attempt to calm a situation.	
		Record all incidents in the incident book and reported to the Works supervisor.	

3.5 Manual Handling

Hazard Description: 3.5.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff have received Manual Handling Training	1
• Musculoskeletal disorders	x	All staff have been inducted and trained to use mechanical lifting aids	x
• Work-related upper limb disorders	4	Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	3
• Sprains and strains	=		=
• Dropped objects	16	Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions. Remove any potential hazards before carrying the material where possible.	3
• Slips, trips and falls		Manual handling risk assessment to be developed for the activity and understood by all members of the work party.	
		Manually handle all materials on a firm and level ground where possible.	
		Staff are given Manual Handling information during induction	
		Operatives shall wear gloves to increase adhesion when manually transferring loads.	
		Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.	
		Team lift any loads that exceed the maximum guidance weight of 25kg.	
		Manual Handling information on display via noticeboards	
		When bending and crouching, bend from your knees, not your back.	
		When handling hot, cold or sharp items ensure correct gloves are worn.	
		Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials.	

Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall weight being carried at any one time.

3.6 Pedestrians or other workers on site

Hazard Description: 3.6.1 Pedestrians or other persons on site

Person at risk: Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All operatives to abide to site traffic management plan.	1
• Collision with vehicle	x		x
• Fatality	5	All operatives will sign in before entry on to the site.	5
• Specified Injury (RIDDOR)	=	All operatives will sign out before leaving the site.	=
	15	All pedestrians on site shall wear hi-visibility clothing.	5
		Gates shall be installed at crossing points with adequate warning signage on display to inform pedestrians of oncoming vehicles.	
		Pedestrians only to use specified pedestrian passageways/zones as thoroughfares.	
		Persons to be segregated from the working area using barriers with appropriate warning signage.	
		Plant and vehicles only operated by competent persons with the relevant training/certification.	
		Reversing vehicles have a Banksman and are controlled at all times if reversing is unavoidable.	
		Hazard warning signs and information on display	
		Supervision provided at all times	

3.7 Electrical overhead lines and rails/tracks

Hazard Description: 3.7.1 Overhead power lines

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	Any incident shall be reported to the Site and Track Manager immediately.	1
• Electrocution	x	Lines isolated where possible.	x
• Burns	5	Location of all live overhead lines identified by Site Manager before commencing with the activity.	5
• Damage to equipment	=		=
• Disruption to train service	25	Lowering equipment from overhead bridges, footways, gantries where overhead lines are present is strictly prohibited.	5
		No conductive equipment to be taken within 5 meters of the live electric train lines.	
		Operators to wear suitable (Rubber palmed gloves) when handling conductive equipment.	
		Overhead train lines to be isolated where possible.	
		Pre-job briefing to be held by Company Supervisor to alert operatives of the dangers associated with working near live electrical equipment.	
		Operatives are trained and competent to carry out the task	
		Operatives are given a site induction to be made aware of site risks and controls	

3.8 Work from MEWPS, cherry pickers, scissor lift or other mechanical height access equipment

Hazard Description: 3.8.1 MEWP - Delivery and Collection

Person at risk: Other Site Operatives, Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A trained and competent person will undertake delivery or collection of MEWP with relevant IPAF Certification for the type of MEWP being delivered or collected.	1
• Equipment not being fit for purpose	x		x
• Overturning	5		5
• Collision with temporary or permanent structures	=	Barriers with appropriate signage erected around any delivery area to prevent unauthorised access to throughout the activity.	=
• Collision with persons	15	Designated loading and unloading area to be determined before the delivery of the MEWP. Manufacturer's instructions shall be adhered to throughout the delivery/collection with the gradient of the ramp is strictly followed to avoid overturning the MEWP. MEWP delivery to be scheduled at times when there are low pedestrian or traffic levels where possible. Site traffic management plan identifies the designated parking area for MEWP's. Specification of MEWP to be agreed and confirmed with the equipment owner before delivery. Pedestrian footpaths routed around the designated loading/unloading area. Pedestrians shall wear hi-visibility clothing as standard PPE on site. Suitable lighting in place in delivery area	5

Hazard Description: 3.8.2 Work from MEWPS, cherry pickers, scissor lift or other mechanical height access equipment

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
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Risk of:	5	All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	1
• Falls from height	x		x
• Fatality	5		5
• Dropped objects	=	All operatives required to work at height are trained and competent.	=
• Subsidence/collapse			
• Trapping / Crushing / Entrapment	25	All operators hold valid certification for the MEWP and are deemed competent in operation.	5

All operators to remain in the platform basket at all times.

All personnel working from MEWP must wear full body harness and short fixed length lanyard attached to the designated anchor point within the basket.

Any localised ground features, e.g. trenches, manholes and un-compacted backfill identified and covered where necessary to prevent collapse.

Barriers with appropriate signage to be erected around any delivery area to prevent unauthorised access to throughout the activity.

Designated parking area for MEWP's to be determined as part of site traffic management plan.

Ensure the MEWP cannot be caught, or impact any overhead obstructions.

Following the initial inspection, the operator will inspect the access platform every day before use, according to the manufacturer's instructions.

Operation of MEWP will be undertaken by a trained and competent person with relevant IPAF Certification for the type of MEWP.

Pedestrian footpaths to routed around the designated loading/unloading area.

Pedestrians shall wear hi-visibility clothing as standard PPE on site.

MEWP must only be operated on a firm and level surface with sufficient strength to support the MEWP and gradient per the manufacturer's recommendations.

MEWP to be tested for safety every six months per

PUWER &/or LOLER regulations, with copies of documentation readily available.

Operative to use MEWP per training and manufacturer instructions.

Operatives shall secure tools at height with retention strap to prevent dropped object.

Rescue plan developed and discussed with all operatives before commencing with the activity. The rescue plan will be routinely practiced by operatives and knowledge tested

Safety helmets will be worn at all times when working at height from MEWPs.

The MEWP shall be regularly re positioned to ensure it remains in the optimum position as the task progresses.

Weather conditions continually assessed before commencing with work at height and during the completion of the activity.

The work area should be suitable pre-determined location and separated from pedestrians and operatives with safe access and walkways provided.

Working platform of MEWP fully enclosed with no risk of fall from height during use.

The route the MEWP will take on site will be planned suitably and sufficiently. Keep a sufficient distance from obstructions when elevated in the platform and avoid the drive/elevate/slew controls when close to an obstruction

Operate MEWP at a speed consistent with conditions on site

Operative are not to put objects on the platform control panel that could move and activate the controls

Avoid distractions whilst the MEWP is in operation / use such as using a mobile phone

Ensure good levels of visibility whilst working at height

Hazard Description: 3.8.3 Use of MEWPs near to Electrical services including overhead powercables

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All overhead lines will be isolated before commencing with the work.	1
• Electrocution	x		x
• Falls from height	5	Live hands-on working (LLHOW) shall only be undertaken using a tested and certified insulated MEWP (Insulated aerial design) used per electricity supply industry guidance.	5
• Fatality	=		=
• Dropped objects	25	MEWP to be restricted using a general exclusion zone of 15 meters from steel towers and 9 meters from wooden poles is maintained.	5
• Loss of services			
• Entrapment, Trapping , Crushing			
		Minimum exclusion zones for MEWP determined in per BS8460.	
		Reposition the MEWP as required to maintain a safe working position for the user.	
		The exclusion zone will ensure a suitable Stand-off distance is established.	
		The MEWP chassis shall stand perpendicular with the line of travel of the power lines.	
		The MEWP should also be kept at least 600 mm away from any part of poles, pylons and stay wires.	
		When overhead lines are proven to be carrying electricity, works must take place per local permit arrangements	
		The route the MEWP will take on site will be planned suitably and sufficiently. Keep a sufficient distance from obstructions when elevated in the platform and avoid the drive/elevate/slew controls when close to an obstruction	
		Operate MEWP at a speed consistent with conditions on site	
		Operative are not to put objects on the platform control panel that could move and activate the controls	
		Avoid distractions whilst the MEWP is in operation / use such as using a mobile phone	

Enhanced levels of supervision may be required when an inexperienced operator is working in restricted spaces, or areas that have increased risk of trapping and crushing

Ensure good levels of visibility whilst working at height

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The logo for Image Group, featuring the words "Image" and "group" in a blue, lowercase, sans-serif font, enclosed within a blue oval border.

By signing below, you are confirming that you are fully aware of the risk assessment findings, the method that the work will be undertaken and the required standard of behaviour at all times while representing the company on site during this project.

[illegible]