

1.0 Method statement

Brickwork and Block removal -and brickwork patching

Location of works:
Ground Floor

Site address:
Lower Campfield
Liverpool Street
Manchester
M3 4FP

Project reference: 2127
Client: Allied London
Principal contractor: Amspec

1.1 Description of activity

Method

The careful removal of brick and block work infills followed by infilling of apertures with block and brick
All work to be carried out in accordance with historic england guidance for repair of historic buildings.

Carefully remove the brick & block work

Loading all waste into a dumper to be permanently removed

1.2 PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Long Sleeves and
Trousers

1.3 Specific PPE requirements

- **Mandatory PPE requirements are:** Hard hat, High Visibility Vest, Safety Footwear with an S3 rating, gloves (specified types as follows)

Gloves conform to EN388:2003

The traffi TG1210 glove must be worn when moving or handling, materials or for manual handling activities

The Beeswift Kutstop amber glove **must** be worn when using utility knives.

Kevlar gloves (and sleeves-gauntlets) must be worn when handling glass, regardless of the size or quantity

- Additional PPE requirements may include, goggles, safety glasses, dust masks, ear defenders. These will be specified in the task specific risk assessments, please ensure you read the PPE requirements carefully before work begins
- Dust masks must have FFP3 filters
- Operatives must be face fit tested
- Check COSHH assessments as they will specify any additional PPE requirements for products being used

1.4 Risk assessment register

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1.5 Sequence of operations

1.5.1 General

General actions

- Inform anyone who may be affected by the work any dangers or hazards present.
- Erect signs and/or barriers as required.
- Ensure the safe use of all tools and equipment in accordance with risk assessment.
- Ensure all tools required are in good working order.
- Ensure you have all PPE as named in risk assessment.
- Carry out pre-use inspection on all PPE to check for signs of damage, defect or tampering
- Store all materials in safe piles away from common walk through areas and fire exits.

1.5.2 Working at height

Erect mobile tower

- Ensure all operatives involved with the tower erection have an in date PASMA certification.
- Push castor into adjustable leg into 2 rung span frame. Lock Castors. Repeat procedure with 2 rung ladder frame.
- It is recommended that for ease of levelling a gap of 50mm is left between bottom of the leg and adjustable nut. Adjustable legs are for levelling only. You must not adjust all four to gain extra height.
- Fit one horizontal brace (red) onto vertical of a span frame, just above the bottom rung, with the claw facing outwards. The frame will now be self supporting.
- Note: All locking claws be opened before fitting.
- Position the ladder frame and fit the other end of the horizontal brace on to the vertical, just above the bottom rung. Fit the horizontal brace between the bottom rungs on the other side of the frames to square the tower.
- Fit 2 additional end frames ensuring the frame interlock clips are engaged. Fit 2 diagonal braces (blue) in opposing directions, between the 1st and 3rd rungs. Ensure the frame are vertical and level by checking with a spirit level and setting the adjustable legs as required.
- Fit a temporary deck on the lowest rungs. Fit a trapdoor deck on the 4th rung with the trapdoor next to the ladder. Ensure the trapdoor is positioned with the hinges towards the outside of the tower as shown. Climb the ladder and from the protected trap door position, fit guardrails on 5th & 6th rungs (in that order) on both sides of the platform.
- Remove the temporary deck from the lowest rung.
- Fit the next pair of diagonal braces in opposing directions between 3rd & 5th rungs add 2 additional end frames.
- Add two more diagonal braces between the 5th and 7th rungs. If finishing at this height (4.2m platform) reposition the fixed deck to the 8th rung on the tower. Fit a trapdoor deck alongside it, with the hinges towards the outside of the tower, and the trap door next to the ladder. Add a single diagonal between the 7th & 9th rungs as shown. Climb up the ladder and from the protected trapdoor position, fit the guardrails on the 9th & 10th rungs in that order on both sides of the tower.
- Continue to add pairs of end frames, diagonal braces and fit trapdoor decks as shown in the previous steps. Add guardrails 0.5m – 1.0m (in that order) above the platform from the protected trapdoor position.
- Continue until the height required is reached. Re position the fixed deck to the required platform height and fit a trapdoor deck alongside it. Fit a single diagonal at the top of the tower as shown. Fit the guardrails.
- Fit toeboards.

1.5.3 Manual handling

Pushing and pulling

- Pushing and pulling is done using the body's own weight; lean forward when pushing, lean backwards when pulling
- Ensure you have enough grip on the floor to be able to lean forward/ backwards
- Avoid twisting and bending your back
- Handling devices have handles/hand grips so that you can use your hands to exert a force; handle height should be between the shoulder and waist so that you can push/pull in a good, neutral posture
- Handling devices are well-maintained so that the wheels have appropriate size and they run smoothly
- Floors are hard, even and clean

Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed

- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

1.5.4 Bricklaying

Brick Cleaning

- Put a physical barriers in place to segregate the area where the brick cleaning is taking place
- Ensure that the associated COSHH assessment and MSDS are read and understood prior to works commencing
- Ensure that the area is very well ventilated before works commence
- Ensure appropriate respiratory protection is worn at all times during the work
- Display warning signage to warn other of the works taking place
- Care should be taken to protect other surfaces from contamination
- Ensure that all splashes and spillages are cleaned up immediately
- Do not leave products open or unintended when not in use
- Carefully place all waste materials in waste bags and/or in allocated location ensuring neat waste piles away from walk through areas and fire exits until collection. Reduce hazards on site at all times.
- Constantly review working area and ensure that all measures are in place for the duration of the task
- Remove all waste materials and equipment from site once work is completed

Brickwork

- Ensure you have been inducted onto the job and signed in.
- Operatives must undergo face fit testing on P3 dust masks.
- Cover any surfaces, which are to be protected against the work being carried out.
- Remove existing mortar with hammer and chisel.
- Mix new mortar, cement and sand
- Apply new mortar
- Install brick
- Smooth mortar to required finish
- Ensure all waste materials are cleared away at once completed

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of masonry materials for the project
- Employ a safe method of manual handling and load materials out to the designated areas

Mixing of compounds

- Add the compounds to the mixer plant in a safe area according to the supplier specifications and use
- Ensure the safe use of plant at all times

Demolition of brickwork

- Ensure all services are isolated and rendered safe before commencing work
- Create a safe working zone cordoned off from other workers or the public
- Install supports to areas as requested by the site supervisor or structural engineer according to the demolition plan
- Demolish structural elements under the control and supervision of a competent person
- Maintain a safe access to the work face at all times
- Remove debris at regular intervals and dispose of it according to site plans

Formation of masonry walls

- Survey and set out
- Apply bitumen compound and lay a damp-proof course at the base
- Lay bricks, cement mortar and pointing
- Repeat the above allowing for structural openings and supports according to the approved drawings
- Install lintels and structural members where needed
- Remove waste materials according to the site waste management plan

Preparation of the area for re-pointing work

- Create a safe working zone cordoned off from other workers
- Loading out the bricks and mortar on the scaffold must be via an approved method. This would include: not carrying loads up ladders; 3 points of contact to be maintained at all times; Conveyor (hod hoist) or goods hoist to be used to transport bricks from the ground floor up to the scaffold
- Ensure that measures are in place to reduce dust. This may include plastic sheeting and exhaust extraction for use on tools. Wet cutting can also be used as a measure for reducing dust levels
- Maintain a safe access to the work face at all times
- Working from a fixed scaffold, damp down the work area to reduce the levels of dust
- Only a competent operator may carry out abrasive wheel work
- Collect and remove debris at regular intervals and dispose of it according to the site plans
- Check the model of abrasive wheel to be used for its vibration levels and assess the level of safe work using the trigger time periods. Always use the lowest rated vibration tools practical
- Wear the correct PPE including safety goggles and a FFP3/ P3 dust mask
- Starting from the top of the area, carefully grind out the mortar with an abrasive wheel to a level of 15-20mm (approximately 1/2 inch)
- Use hand tools, a wire brush and water to clean out the cavity

Re-point wall

- Working from a fixed scaffold, soak the area with a sprayer to ensure the cavities are kept wet
- Prepare the wall by washing it to remove soil, dust and debris. A backpack pressure sprayer fitted with a lance and adjustable nozzle is ideal. The wall must be damp when the mortar is placed
- Repointing is generally done from the top of the wall downwards. However, the first half metre of a solid wall without a damp-proof course holds a lot of moisture so this section must be done first to give it more time to dry
- Prepare new mortar using a cement mixer to the required mix and take it to the work area in small quantities using good manual handling techniques
- Aim to replicate the colour, texture and durability of the existing mortar
- Use the correct size tool to ensure that mortar is pushed well into the brick cavity. Pick mortar up on the key and place it from the back of the joint
- Once two or three courses have been filled, fill the vertical joints in between
- To avoid the new mortar drying out too quickly, spray the joints lightly with water from time to time
- When a wall section is complete, leave the mortar until it is nearly dry
- Use a wire brush to take off the excess mortar and leave a face joint that is just lower than the face of the wall
- The surface of the mortar can either be profiled to match an existing style, such as double struck, or “jointed” with a jointing tool, or it can be given a “weathered” finish by washing with mist fine spray or by tamping with the bristle ends of a churn brush.
- Remove waste materials according to the site waste management plan

1.6 Emergency procedures

- Copy of emergency procedures will be displayed on the site board and included in the construction phase plan
- Any changes in emergency procedures will be communicated

Amspec will ensure that the site emergency procedures are followed and that relevant information is given to operatives at time of induction .

All operatives must adhere to emergency procedures at all times

A map to the nearest hospital is provided in the construction phase plan and is displayed on the site board

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

1.7 Training

All operatives will have the following training:

- CSCS card
- Manual Handling
- Asbestos Awareness
- Abrasive wheel
- Relevant trade qualification (for trades-persons)
- Staff will possess a Certificate of Competence of Demolition Operatives card (CCDO) or equivalent.
- For staff operating plant, they will possess a Construction Plant Competence Scheme (CPCS) or National Plant Operators Registration Scheme card (NPORS)

Operatives who erect mobile scaffold towers will be PASMA trained

Operatives who operate MEWPS (3a, 3b, 1b) will be IPAF trained

Site Management Team will have the following training

- A minimum of SMSTS for Site Managers and Project Managers
- A minimum of SSSTS for Foremen
- CSCS Card
- IOSH Managing Safely
- Risk Assessment Training

Other training certificates or licences such as

- Forklift truck
- Dumper / excavator

will be in place as required before work begins

All operatives are adequately trained to carry out required tasks.

1.8 First aid facilities

A first aid box with enough equipment to cope with the number of workers on site will be provided for by Amspec

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Refer to the nearest hospital displayed on the site board and included in the construction phase plan
- If you are not first aid trained, you must not attend to an injured person- contact the first aider immediately

If an accident occurs, you must report this to management immediately

An accident investigation will be carried out

1.9 Legislation

- Health and Safety Work Act 1974
- Fire Safety Act 2021
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015

1.10 General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Use good manual handling techniques in line with manual handling trained
- Report any environmental waste accidents or spillages immediately to management who will put into action the emergency waste containment plan and inform the relevant authorities.
- Report any contamination to management immediately
- Never throw waste into skips, ensure this is placed in a controlled manner to prevent bounce back

1.11 Welfare requirements

Welfare arrangements will be provided at induction and will be outlined in the construction phase plan

Welfare facilities will consist of

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

Welfare areas must be kept clean and tidy at all times

Waste must be removed immediately after use and placed in waste bins provided

Smoking, vaping or e-cigarettes are not permitted in any welfare locations

1.12 Hazardous substances

COSHH Assessments will be in place for all hazardous substances

These must be read before work begins

1.13 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps must be reported to management immediately who will arrange a competent contractor to remove the waste accordingly
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.

1.14 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with 'keep out' signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Never climb into a skip.

1.15 Method of access

Access for materials will be Tonman road compound, access onto site is via the Lower Byrom st entrance.

1.16 Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- Hand tools
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Masonry power saw
- Mixing tools and plant

Refer to risk assessment specific control measures for any tools & equipment.

1.17 Working from height

- When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.
- When using access equipment for working at height, operatives will make sure they check if the equipment is 'fit for purpose', i.e. if inspection tag is attached and in date.
- Working at height equipment should be inspected every 7days.
- If no tag is attached to access equipment, operatives will not use the equipment and report to supervisor.
- Any access equipment that need to be built will be done so by competent operatives who have industry accepted training certificate (i.e. PASMA)

1.18 Ladder permits

- Please complete a risk assessment to ensure that ladders / stepladders are the only viable option to complete the task (see working at height risk hierarchy for further information or consult your HSE representative / specialist)
- Ladder permits are under a full shift / daily control as maximum validity. Each new day requires a new permit to be completed
- All operatives using steps/ladders must receive a TBT on Step Ladder/Ladder Safety and be issued a copy of the HSE "Top Tips for Ladder and Ladder Safety" pocket guide.
- Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
- Steps / ladders must show evidence of weekly inspection prior to using the equipment
- Steps/ladders are to be removed from work area and secured at end of the each day.

1.19 Manual handling

Manual handling aids will be used if available

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

T - The Task

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

I - The Individual

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

L - The Load

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

E- The Environment

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

1.20 Ground works

Monitoring arrangements during demolition works:

- Daily briefings to be completed with the workforce (DABS)
- Inspections to monitor that safe working practices and access / egress is properly maintained
- Good housekeeping shall be monitored throughout the day

1.21 Demolition management

Please insert your demolition H&S plan and construction phase plan (CPP) here.

The essential elements of the demolition H&S plan are: project information / scope of works; existing environmental information and drawings; personnel & roles and responsibilities; programme; services; method of demolition

A summary of management controls are as follows:

- A suitable demolition health & safety plan must be in place prior to works. The plan must stipulate the type of demolition activity that is taking place (partial; progressive top-down; deliberate collapse; manual demolition)
- Clients must appoint duty holders (Principal Designer and Principal Contractor) who have the relevant competence to complete the task.
- Clients (with the help of their principal designer) must collate and issue the Pre-construction information (PCI) to all those who need it
- The Principal contractor (PC) must plan, manage, monitor and coordinate H&S issues during the demolition work.
- Work must be supervised and the safe system of work followed at all times
- All staff and contractors must follow the instructions and plans given to them
- Workers must be involved in the process when developing suitable safe systems of work

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

2.0 Risk assessment

Brickwork and Block removal -and brickwork patching

Location of works:
 Ground Floor

Site address:
 Lower Campfield
 Liverpool Street
 Manchester
 M3 4FP

Project reference: 2127
 Client reference: Allied London
 Client: Allied London
 Principal designer: OBI
 Principal contractor: Amspec
 Start date and end date: 17/06/2024 to 05/07/2024

Example risk matrix

Likelihood 4
 x
 Severity 5
 =
 Risk/residual risk 20

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

2.1 Manual Handling

2.1.1 Task: Moving of materials of a regular shape and size

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of materials with a regular shape and size	5	PE: Gloves (with grip properties), goggles or spectacles, safety boots, hard hat	2
	x		x
	3	Manual handling training provided, if a formal certificate is unavailable a detailed toolbox talk will be implemented before work commences	3
	=		=
	15	All manual handling tasks take into account the TILEO method (task, individual, load, environment, other) – refer to tool box talk	6
		Mechanical lifting used where required	
		Ensure that all aspects of manual handling are considered, including:	
		Lifting	
		Carrying	
		Twisting	
		Stooping	
		Reaching	
		Pushing	
		Pulling	
		Offloading	
		Repetitive handling	
		Longer distance carrying	
		If any issues are identified this must be reported to site management immediately	
		Break the load into more manageable loads where possible.	
		Ensure lighting is adequate and walkway is cleared from debris and materials.	
		Secure load properly before moving	
		Check the weight of the load before handling	
Persons at risk: User			

2.2 Construction dust

2.2.1 Task: Working around or causing construction dust

Hazard	Risk	Control measures	RR
Lung cancer, silicosis, chronic obstructive pulmonary disorder (COPD) or asthma caused by inhaling construction dust	4 x 5 = 20	When operating plant that causes dust, the operative is to refer to the specific risk assessment for this plant. Operatives are to consider using a different method of work altogether when operating tools that create dust. The right size building materials are to be used so that less cutting or preparation is needed. Where possible, operatives are to use a less powerful tool that creates less dust, brick breaking tools such as hammers and bolsters and clock breakers are to be used where possible instead of grinders and cutting tools Designated cutting stations will be allocated in areas which are isolated and well ventilated. When alternatives cannot be used and dust control not sufficient, water is to be used for the entire length of the task or/and local exhaust ventilation system (LEV) will be used. A FFP3 dust mask that is face-fit tested, tight goggles or a face mask is to be worn at all times. Operatives are to maintain a high level of housekeeping, using filter vacuums for debris, bagging and removing waste according to local regulations and the site management plan.	1 x 5 = 5
Persons at risk: All site operatives			

2.3 Working on mobile scaffold

2.3.1 Task: Working on mobile scaffold

Hazard	Risk	Control measures	RR
Falls or serious injury from collapse of structure due to unsafe erection	2 x 4 = 8	Mobile towers erected/assembled by PASMA trained operatives A daily pre-use check must be carried out by a PASMA trained operative to identify signs of damage, defect or tampering Any issues the tower must be put out of use and tagged as DO NOT USE A tag/label must be in place and completed after first assembly and updated after each inspection Ensure that there are no person(s), materials, tools or equipment on the tower when moving to a new position (no surfing) Ensure the tower is sited on firm level ground. When in required position ensure that the castors are locked Appropriate PPE must be worn at all times Do not use mobile towers in adverse weather conditions	1 x 4 = 4
Persons at risk: User			

2.4 Repetitive works patterns

2.4.1 Task: Repetitive works patterns

Hazard	Risk	Control measures	RR
Upper limb injuries	2 x 2 = 4	Ensure adequate rest breaks are given to the operative, possibly more than normal. Where possible try to use job rotation with another operative.	1 x 2 = 2
Persons at risk: User			

2.5 Brickwork

2.5.1 Task: Brick/ mortar dust

Hazard	Risk	Control measures	RR
Brick/ mortar dust causing respiratory problems	3		1
	x	P3 masks worn at all times.	x
	2	Good housekeeping on site to keep the build up of dust to a minimum.	2
	=	Safety goggles must be worn.	=
	6		2

Persons at risk: All site operatives

2.5.2 Task: Brickwork

Hazard	Risk	Control measures	RR
Hazard to eyes causing major eye injury	3		2
	x	Safety goggles must be worn when cutting/ breaking bricks.	x
	1	Supervisors to ensure goggles are worn on site.	1
	=		=
	3		2

Persons at risk: All site operatives

Hazardous substances – Mortar	3	Use cement or cement containing products by their use buy date.	1
	x		x
Burns / skin problems	2	Direct skin contact to be avoided, PVC gloves worn.	2
	=	Good washing facilities available on site compromising of hot and cold water with soap.	=
	6		2

Persons at risk: All site operatives

Use of cement mixer	2		1
	x	Cement mixer positioned on firm level ground.	x
Crushed/ caught in moving parts	4	Mixer is fully guarded and guards in place during operation.	4
	=	Mixer used on site is 110v.	=
	8		4

Persons at risk: All site operatives

2.6 Concrete works

2.6.1 Task: Concrete works

Hazard	Risk	Control measures	RR
Concrete Burns	3		1
	x	Wear PPE at all times when handling concrete ie. Goggles, boots, gloves hi viz vest etc.	x
	3	Do not walk in wet concrete	4
	=		=
	9		4

Persons at risk: All site operatives

2.6.2 Task: Pumping concrete

Hazard	Risk	Control measures	RR
Fatal/ serious injury	3	Concrete Gang should wear a safety helmet, safety footwear, impervious gloves / gauntlets, high impact goggles and high visibility clothing.	2
	x		x
	4	Until concrete is flowing smoothly out of the end of the delivery hose, or when a blockage occurs in the boom pipeline, all personnel should remain clear of the delivery hose and placing boom.	4
	=		=
	12	Under no circumstances should any unauthorised personnel attempt to open the pipeline.	8
		All unnecessary personnel including the general public should be kept well away from the concreting area inc lower floors and staircases.	

Persons at risk: All site operatives

Broken bones	2	Do not kink placing hoses in the ground line.	1
	x	Do not attempt to pump very old concrete or concrete other than a pump mix. .	x
	3	The danger zone is the area around the end hose in which it can strike out. The diameter of the zone is twice the length of the end hose.	3
	=		=
	6		3

Persons at risk: All site operatives

2.7 Working in noisy environments

2.7.1 Task: Working in a noisy environment or operating noisy plant

Hazard	Risk	Control measures	RR
Gradual or sudden noise exposure causing permanent hearing damage	4 x 4 = 16	All operatives are to be provided with information, instruction and training around working in noisy environments or operating noisy plant. Alternative processes, equipment and/or working methods which would make the work quieter are to be investigated before undertaking any works. The correct ear protection, such as ear plugs or defenders, is to be used in conjunction with any noisy plant or when operating near noisy areas. A suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated - is to be selected for the task. Screens, barriers, enclosures and absorbent materials are to be considered in order to reduce the noise further. The workplace is to be designed in such a way as to create quiet workstations. Operatives are to only be in noisy areas for a limited time. Exposure to noisy works is not to exceed 87 decibels for daily or weekly personal noise exposure; and 140 decibels for peak sound pressure. Health surveillance is to be provided to monitor noise exposure over the upper exposure action values.	1 x 4 = 4
Persons at risk: All site operatives			
Risk of injury or death due to interference with communications reducing people's awareness of their surroundings	3 x 5 = 15	Where warning sounds are used to avoid or alert to dangerous situations, the principal contractor shall make sounds clearly audible in the noisy environment. Any systems of work where safety relies on verbal communications are to be avoided where the levels of noise or the wearing hearing protection could lead to misunderstandings. Verbal communications should be replaced with visual and touch communication and/or other safe methods of communication implemented." When working around mobile machinery or traffic, operatives are to be extra careful of their surroundings and not select hearing protection devices that are totally isolating in nature.	1 x 5 = 5
Persons at risk: User			

2.8 Delivery of materials

2.8.1 Task: Unloading of materials

Hazard	Risk	Control measures	RR
Falls from height or a back strain/injury during unloading	5	The delivery driver is to avoid manual handling beyond their capability, which they believe may cause injury.	1
	x		x
	4	The delivery driver is to ensure mechanical lifting aids (telehandler, pallet truck etc.) are used to offload materials wherever possible.	4
	=		=
	20	The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	4
		Materials are to be palletted and wrapped wherever possible.	
		The delivery driver is to ensure that delivery vehicles are loaded in the correct order of the deliveries so as to eliminate the need for re-stacking materials after the first delivery has been made.	
		No one is to enter the back of the vehicle unless suitable edge protection is in place to prevent a fall from height. Where suitable edge protection is unavailable, a restraint lanyard will be used to restrict access to any leading edges.	

Persons at risk: User

2.8.2 Task: Unloading materials

Hazard	Risk	Control measures	RR
Injuries from falling loads or the mechanical failure of a tail lift whilst unloading	5	The delivery driver is to take care of the security of the load when opening the doors or curtains.	1
	x		x
	4	The delivery vehicle door or curtains are only to be opened from the ground and no entry is to be made to the vehicle whilst the doors or curtains are open.	4
	=		=
	20	A tail lift is only to be operated under the manufacturer's recommended weight limits.	4
		A tail lift is only to be operated by those trained and assessed as competent to do so.	
		A tail lift is to be inspected as per the manufacturer's recommendations.	
		If operatives are manually unloading materials, items are to be positioned in the area required with the curtains/doors closed.	
		A tail lift may be used as an interim platform for loading/unloading.	
		The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	

Persons at risk: User

2.9 Slips, trips and falls

2.9.1 Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	3 x	PPE: Safety footwear with steel toe cap and mid sole protection, hard hat, high visibility vest	2 x
	3 =	Good housekeeping monitored on site by all operatives	3 =
	9	Keep walkways and working areas clear at all times	6
		Ensure emergency exit routes are clear and free from obstruction at all times	
		Ensure any spillages are cleaned up immediately.	
		Ensure lighting is sufficient.	
		Ensure safety footwear is worn and kept in good condition, particularly the sole and grip	
		Carry out regular checks on footwear to ensure that the sole/grip is in good condition	
		If any issues are identified this must be rectified before work continues	
Persons at risk: All site operatives			

2.10 Using hand tools

2.10.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4	Always choose the right tool for the job	1
	x	All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool	x
	2	Tools used shall have inherent safety features where possible, such as retractable blades for knives	2
	=		=
	8	Keep cutting tools sharp, so that they cut true without needing to be forced	2
		Tools should be checked regularly for damage and any item to be found damaged or defective taken out of use immediately	
		Guards to be used where available and never removed or adjusted from the intended position	
		All portable hand tools are to be used as per the manufacturers instruction	

Persons at risk: User

2.10.2 Task: Using retractable knife

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using retractable knife	4	Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knives with molded plastic guard or retractable blade	1
	x	Knives should be checked before use and fitted with a sharp blade before beginning work	x
	3	Knife to be stored in a safely away when not in use	3
	=		=
	12	Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired	3

Persons at risk: User

2.11 Using disc cutters

2.11.1 Task: Operating petrol disc cutters or cut off saws

Hazard	Risk	Control measures	RR
Inhalation of respirable crystalline silica (RCS) causing silicosis, chronic obstructive pulmonary disease (COPD) or lung cancer	5 x 5 = 25	Operate machinery in a well ventilated and cordoned off area Attach water hose to cut-off saw and use as suppression during cutting A dust mask with respirator with an assigned protection factor of 20 must be worn at all times	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained from using faulty equipment	4 x 4 = 16	Only a trained operative may use a cut-off saw or disc cutter Where damage and/or defects are identified, equipment will be taken out of use Equipment is to be visually inspected prior to use checking for damage and defects Ensure machinery is inspected regular and tracked in a log Ensure cutting disks are replaced when worn by a trained operative	1 x 4 = 4
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with training and authorised to use cut of saws should undertake work Guard on cutting wheel to be correctly adjusted to suit work position Equipment will only be used as described within the manufacturers instructions Suitable eye protection will be worn at all times	1 x 3 = 3
Persons at risk: User			
Hearing damage sustained from the use of cut off saws or disk cutters	5 x 3 = 15	Designated area for cutting to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by user at all times	1 x 3 = 3
Persons at risk: User			
Injuries sustained from equipment vibration	4 x 3 =	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment	1 x 3 =

	12 necessary Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment All operatives are to receive a briefing on the exposure action values and limit values for the equipment used. Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind.	3
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Persons at risk: User

Entanglement of clothing or hair whilst using abrasive wheel	3 x 4 = 12	User not to wear loose clothing or jewellery If operative has long hair, ensure hair is tied back	1 x 4 = 4
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Persons at risk: User

2.11.2 Task: Fuelling cut off saw or disc cutters (petrol two stroke oil)

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosion	4 x 4 = 16	Operatives are to read and understand the COSHH assessment A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions No smoking onsite unless in designated areas Ensure fuelling site is shaded and away from any possible ignition source Keep fuel in correct sealed containers When refuelling, ensure saw fuel cap is replaced securely All operatives included will receive information and instruction regarding the location and correct use of the spill kit	1 x 4 = 4

Persons at risk: User

2.12 Use of power tools

2.12.1 Task: Use of power tools

Hazard	Risk	Control measures	RR
Electrocution causing serious or fatal injuries whilst using portable power tools	3	Only 110v tools used on site.	1
	x	Examine each tool before use and do not use damaged tools.	x
	5	Check all guarding is in place before use.	5
	=	Ensure you have abrasive wheel or cartridge tool training before using these specific tools.	=
	15	Tools must be PAT tested annually. (arrange this with the office)	5
		Vibration tools should only be used for short periods of time.	
		Ensure you have all required PPE. Goggles must be worn at all times and ear defenders if noise is excessive.	

Persons at risk: User

2.13 Preventing falling debris or tools from height

2.13.1 Task: Movement at height

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falling debris or tools	4	All site operatives to follow PPE requirements including wearing of hardhats on site	1
	x	Safe working areas to be cordoned off when any works are undertaken overhead	x
	5		5
	=	All working platforms, scaffolding, mobile towers etc. to be erected by a competent person and to include toe boards to eliminate tools falling from height	=
	20		5
		Any persons working from height to be trained in the safe use of tools, and to be made aware of the dangers from falling tools from above	
		Any areas where the public are exposed to possible falling debris or tools to be protected by the use of safety nets, hoarding and other failsafe structures	
		When working at height around high traffic areas, tools are to be harnessed to the user	
		At no point should materials be carried up ladders	

Persons at risk: All site operatives, Public

2.14 General demolition

2.14.1 Task: Falls from height

Hazard	Risk	Control measures	RR
Injury from falling from edges, through openings, fragile surfaces and partially demolished floors.	2	Avoid working at height where possible	1
	x	Hazards such as fragile surfaces and openings to be highlighted with signage markings	x
	5	Fall restraint or arrest equipment to be given consideration depending on type of fall	5
	=	Permit to work system used as per company requirements	=
	10		5

Persons at risk: All site operatives

2.14.2 Task: Falling materials

Hazard	Risk	Control measures	RR
Injury from flying debris and uncontrolled collapse of structures	3	Suitable structural survey in place before starting the task	1
	x	Suitable Method statement / demolition plan produced, appropriate and communicated to the workforce	x
	5	Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary covered walkways	5
	=	Using high-reach machines	=
	15	Reinforcing machine cabs so that drivers are not injured	5
		Training and supervising site workers	

Persons at risk: All site operatives, Public

2.14.3 Task: Connected services

Hazard	Risk	Control measures	RR
Gas, electricity, water and telecommunications	3	Equipment to be located with cat / genny scanning and service drawings	1
	x	Services to be disconnected or isolated using an appropriate safe system of work	x
	5	Pipes and cables to be labelled and introduce measures to prevent disturbance	5
	=	Consult HSG 47 as required	=
	15		5

Persons at risk: All site operatives, Public

2.14.4 Task: Traffic management

Hazard	Risk	Control measures	RR
Injury from person and vehicle collisions	3	Effective traffic management systems / plan (TMP) on site	1
	x	Segregated paths to separate persons from vehicle movements	x

	5	Vision aids or banksman to be used	5
	=	Turning circle or turning area to be designated	=
	15	Zero tail swing machines should be used	5

Persons at risk: All site operatives

2.14.5 Task: Hazardous materials

Hazard	Risk	Control measures	RR
Dust and respirable crystalline silica (RCS). Risk of respiratory illness or skin condition	3	Off site building techniques used as required	1
	x	COSHH assessments in place	x
	4	Wet techniques used where possible to limit dust release	4
	=	Local exhaust ventilation or natural ventilation utilised	=
	12	Occupational health checks completed	4
		Staff made aware of occupational health dangers (Toolbox talks)	
		Adequate welfare provided	
		Stockpiles to be shielded from the wind	
		Suitable gloves issues to prevent skin conditions	
		Suitable dust masks (FFP3) provided with face fit testing	

Persons at risk: All site operatives, Public

Lead	3	Lead (paint) surveys completed prior to works as required	1
	x	Health surveillance arrangements in place	x
	4	Awareness instruction through toolbox talk	4
	=	Specialist contractor appointed	=
	12		4

Persons at risk: All site operatives

Asbestos - asbestos related disease	4	Asbestos refurbishment / demolition survey completed prior to works	2
	x	Asbestos containing materials (ACMs) removed prior to starting works	x
	4	Specialist contractor appointed and consulted as required	4
	=	Asbestos discovery process implemented	=
	16	Staff have asbestos awareness training	8

Persons at risk: All site operatives

2.14.6 Task: Noise & vibration

Hazard	Risk	Control measures	RR
Hearing damage or hand arm vibration syndrome (HAVS)	3	Noise survey and monitoring in place	1
	x	Acoustic barriers installed where required	x

4	Designated noise hazard zones installed	4
=	Designated noisy work time scheduled	=
12	Job rotation in place	4
	'Buy quiet' / 'buy smooth' policy in place	
	Toolbox talk completed about noise awareness	
	Equipment maintained in accordance with manufacturer instructions	
	Occupational health checks completed	
	Hearing protection provided	

Persons at risk: All site operatives

2.14.7 Task: Fire - including explosions

Hazard	Risk	Control measures	RR
Fire - including explosions	1	On site fire risk assessment in place	1
	x	Muster assembly point in place	x
	1	Fire detection equipment in place with regular testing and drills	1
	=	coordinated	=
	1	Fire fighting equipment installed on site	1
		Fire wardens appointed	
		Exclusion zones and full safe system of work implemented where explosives are used. Further supporting information here	

Persons at risk: All site operatives, Public

2.14.8 Task: Environmental impact

Hazard	Risk	Control measures	RR
Damage to land, air, sea, flora and fauna	1	Environmental management plan in place	1
	x	Specialist contractor available for environmental protection advice	x
	1	Staff receive toolbox talk about environmental awareness	1
	=	Incident reporting in place	=
	1	Spill kits provided	1

Persons at risk: All site operatives

Contaminated land	1	Specialist contractor appointed for remediation advice and support	1
	x		x
	1	Safe system of work implemented	1
	=	Isolation measures in place to prevent persons accessing the area	=
	1		1

Persons at risk: All site operatives

2.14.9 Task: Statutory nuisances

Hazard	Risk	Control measures	RR
Disturbance to the local community / adjacent properties	3	Set noisy working hours agreed	1
	x	Normal site operation hours - no out of hours engineering	x
	3	Community consultation arrangements in place	3
	=	Good housekeeping implemented to maintain appearance of site	=
	9	Regular cleaning and muck up arrangements in place to keep roads free from debris	3
		Logistics plan in place to manage deliveries	

Persons at risk: All site operatives, Public

2.15 Demolition of brickwork

2.15.1 Task: Demolition of brick wall

Hazard	Risk	Control measures	RR
Unexpected collapse of brick structure causing serious or fatal injuries	4	A full demolition plan should be implemented before undertaking any work	1
	x		x
	5	Construction Phase Plan to be revised (where applicable) to incorporate demolition risk and mitigations	5
	=		=
	20	All demolition work to be undertaken by competent worker who has been trained safe demolition of brickwork walls, structures and openings	5
		Exclusion zones are established to keep unauthorised people outside of potential collapse zones and areas affected by rebounding material	
		Safety glasses, a dust mask, gloves and long-sleeved clothes are worn as protection from flying objects and dust	
		Hearing protection is worn to protect against excessive noise levels	
		Workers do not work from the top of a wall that is being demolished	
		A wall is not to be permitted to stand unless it is effectively supported against collapse and includes checking whether the wall to be demolished is providing support for other walls	
		When removing entire wall sections using manual demolition methods that incorporate hand tools, such as jackhammers, sledge hammers, and picks, avoid weakening the wall	
		Never taking down multiple rows of brick at once or starting at the bottom of the wall	
		Removing the top course of bricks using a hammer and chisel	
		Finish an entire row before starting the next	

Persons at risk: All site operatives

2.15.2 Task: Demolition of brick wall to create opening

Hazard	Risk	Control measures	RR
Unexpected collapse of brick opening from lack of support, causing serious or fatal injuries	4	When removing a portion of a wall where masonry will remain above the opening (eg to install a door or window), the upper area of masonry should be supported prior to commencing demolition and the demolition should commence at the top of the intended opening	1
	x		x
	5		5
	=		=
	20	Seek advice from structural engineer as required	5

Persons at risk: User

Site briefing and induction form

Brickwork and Block removal -and brickwork patching

All persons who have signed below confirm that they have been briefed on the safe working methods and arrangements detailed in this method of work statement.

[illegible]



HAND-ARM VIBRATION EXPOSURE CALCULATOR

Version 5.6 June 2019

Company name / work area: Amspec Ltd, Lower Campfield

Employee ID and/or task name: Joseph Rimmer

Tool or process name	Vibration magnitude m/s ²	Exposure points per hour	Time to reach EAV 2.5 m/s ² A (8)		Time to reach ELV 5 m/s ² A (8)		Exposure duration		Partial exposure m/s ² A (8)	Partial exposure points
			hours	minutes	hours	minutes	hours	minutes		
Breakers - Vibration reduced	14	392		15	1	1		5	1.4	33

Daily exposure m/s ² A (8)	Total exposure points
1.4	33

Exposure likely to be below
2.5m/s²A(8) EAV (100 points)

Exposure calculation by: Michelle Aidley

Job role: Health, Safety & Compliance Co-Ordinator

Calculation date: 13 Jun 2024