Risk Assessment & Method Statement

Contract:	Manchester Ice Rink
Client:	Arena Structures
Principle Designer:	**Acorn**
Principle Contractor:	**Acorn**
Issue Date:	02/10/2023
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Structure Method Statement

1.0 **Scope of Works**

Ground Levelling Platform Ice Rink - Ground Levelling Platform - HD/Event Deck Finish. - 20m (w) x 45m (d) built to a height of 1m (h). - Layher System Scaffold. Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with
anti-slip surface.

Ground Levelling Platform Skate Exchange - Ground Levelling Platform - HD/Event Deck Finish. - 7.5m (w) x 35m (d) built to a height of 0.8m (h). Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with anti-slip surface.

Ground Levelling Platform Skate Exchange On Area. Ground Levelling Platform - HD/Event Deck Finish. - 5m (w) x 35m (d) built to a height of 1.2m (h). – Layher System Scaffold Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with anti-slip surface.

Ground Levelling Platform Zamboni. Ground Levelling Platform - HD/Event Deck Finish. - 5m (w) x 5m (d) built to a height of 1.0m (h). - Layher System Scaffold Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with anti-slip surface.

Ground Levelling Platform Ice Path. Ground Levelling Platform - HD/Event Deck Finish. - 192m2 built to a height of 1m (h). - Layher System Scaffold Dimensions may alter slightly to suit Layher stock sizes. – Platform rated to 5kN/m2 with anti-slip surface

Ground Levelling Platform Skate On Queuing / Penguin Store / Front Entrance. Ground Levelling Platform - HD/Event Deck Finish. - 168m2 built to a height of 0.6m (h). - Layher System Scaffold Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with anti-slip surface. Child proof handrails to exposed edges.

Ground Levelling Platform Staff CCTV. Ground Levelling Platform - HD/Event Deck Finish. - 5m (w) x 5m (d) built to a height of 0.8 m (h). - Layher System Scaffold Dimensions may alter slightly to suit Layher stock sizes. - Platform rated to 5kN/m2 with anti-slip surface

Ground Levelling Platform Viewing Platform Ground Levelling Platform - HD/Event Deck Finish. - 13m (w) x 2.5m (d) built to a height of 0.5m (h). - Layher System Scaffold. - Platform rated to 5kN/m2 with antislip surface. Glass balustrades to exposed edges.

Access Ramp (Layher system scaffold) Main Entrance Skate On: Access Ramp (Layher System Scaffold): - 2m (w) x 12m (l) built to a height of 0.8m (h) with gradient: 1: 15. – Child proof handrails to exposed edges. - Platform
rated to 5kN/m2 with anti-slip surface.

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Access Ramp (Layher system scaffold) Skate Off Exit: Access Ramp (Layher System Scaffold): - 2m (w) x 30m (l) built to a height of 0.8m (h) with gradient: 1: 15. - Child proof handrails to exposed edges. - Platform rated to 5kN/m2 with anti-slip surface.

Access Staircase (Layher system scaffold) Access Staircase (Layher System Scaffold): 2no in Total. - 2.07m (w) built to a height of 1m (h); platform rated to 5kN/m2. - Treads & risers finished with anti-slip plywood with childproof handrails to exposed edges.

Free Text - Inclusive of 9 weeks hire. - Cladding and finishes by others. - Ballast/ ground pinning for Marquee by others. - Supply and install black scrim to all sides excluding elevation facing the museum.

Plant (Customer to provide) - 1 no. Rough Terrain 5m Telehandler | Rough Terrain Forklift

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2.0 Hazard Identification, Risk Assessment and Control Measures

Hazard	Risk Assessment	Control Measure	Residual Risk
Materials or equipment falling over 1.5m	Medium	• No other work to be scheduled within 10m of our works.	Low
Falls from height	High	• All structure builds to be carried out by appropriately qualified personnel only. • All structures to be erected in accordance with NASC guidelines "Prevention of Falls from height by use of Fall Arrest equipment" SG4:15. • Structures to be designed (where applicable) • If possible, tools and equipment to be lifted to upper levels via forklift or hoist or rope. • Ladders to be moved by qualified personnel only. • Structure surfaces to be maintained in a tidy manner.	
Manual Handling	Medium	• Training will be available and delivered through toolbox talks to minimise the risk or injury through lifting. • All manual handling to be in accordance with NASC guidelines for manual handling in the scaffolding industry. • Operatives will wear gloves at all times – these will be made available. • Materials will be located as near as possible to the working area.	Low

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Hazard	Risk Assessment	Control Measure	Residual Risk
Tube Cutting	Medium	• All cutting tools to be 110v electricity or Stihl saws. All operatives to be trained in Abrasive wheels regulations. If a Stihl saw is to be used a hot works permit will be obtained. • All tube cut at high level will be via a reciprocating saw to avoid sparks.	Low
Structure collapse	Low	• All structures to be checked prior to works commencing. • Each structure to be handed over before use • All alterations to be carried out by Acorn operatives.	
Fire	Low	• Any hot works will be undertaken under permit to work system, with extinguishers present.	N/A
Injury during cutting or drilling or general use of mechanical tools	Medium	• All cutting to be carried out by appropriately trained and certified operatives • Operatives to make use of PPE during all cutting operations, including gloves, eye protection and ear protection. • All equipment to carry appropriate certification	Low
Falling materials	Medium	• Loose materials to be contained by perimeter fencing (if applicable and requested by client).	Low
Services	High	• All cables will be treated as live until proven otherwise • Prior to cutting adjacent to any service, checks are to be made by the site manager	Medium
Collision with plant and machinery	Medium	• Delivery and removal vehicles will be controlled through specified routes • Pedestrians are to be segregated from vehicles at site entrance. • Parking to be provided to keep the vehicle movements to a minimum. • Banks man to be provided when vehicles moved. • Our operatives will only drive our Moffet mounty 3 tonne all terrain Moffets and will possess the relevant certificate i.e. NPORS. Typical details enclosed. All other operatives will where hi-vis shirts.	
Hazardous substances	Medium	• All operatives will have gloves and eye protection made available for their use.	Low
Delivery of materials	Low	• Suitable road to be provided to get wagon within 10m of job. • All stillages or equipment placed on the ground will utilize protection pads under feet.	Low

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Hazard	Risk Assessment	Control Measure	Residual Risk
Interface with other contractors	Low	• We shall segregate our working area to prevent risk of injury to other contractors.	Medium
Structure foundation	Low	• Suitable base plates to be utilised.	Low

3.0 Methodology

3.1 General Method Statement

A stihl saw/circular saw may be required at certain times for cutting materials. PPE will be made available.

3.2 Area Specific Method Statement

3.2.1 Site

Structures to be erected in accordance with our quotation

Access to the site will be from the main road/unloading docks. All materials will be set down and stacked/stored in an appropriate manner. All trailers will be loaded to maximum 4.3m high any 4.5m curtain-siders will be cross loaded onto flat trailers in designated area.

Location of materials will be planned in advance and positioned in a way to minimise both nuisance and risk of injury to operatives.

Care should be taken when erecting structures.

All work to be co-ordinated with other trades on site by the site manager and particularly those carrying out works on or adjacent to the working area.

Areas of particularly high risk (ie reversing vehicles) to be offered additional protection in terms of supervision and/or segregation. Layout of working area to be provided prior to commencement of work on site.

All structures to be erected in accordance with BS5973/BSEN12811, SG4:15.

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Harnesses to be worn by all operatives at all times and used in accordance with NASC guidelines for "Use of Harnesses".

Once structure is fully erected it is to be inspected by the Client and then handed over via the issue of an Acorn Event Structures Limited handover certificate.

Structure is now complete and works can commence.

Any excess materials are to be cleared from site and returned to our operation branch headquarters, or placed in designated pre-arranged storage areas.

4.0 Briefing Arrangements

4.1 Induction

All operatives will be safety inducted with respect to general site principles and safety arrangements.

4.2 Briefing and Tool Box Talks

Our Area Supervisor will undertake a detailed briefing with the general method statement and all building specific method statements. Particular attention will be paid to the risk assessment and the control measures. All operatives will read and if necessary have it translated by working Chargehand.

Prior to each shift all operatives will be briefed with any changes to working methods following exposure of the structure and toolbox talks with respect to the current and forthcoming hazards and controls on the site. All operatives will acknowledge their understanding of the Method Statement/Risk Assessment by signing the acceptance sheet.

5.0 Permit to Work/Confined Spaces

5.1 Permit to Work

Permits to work will be issued for the following if required:-

Scaffolding.

5.2 Confined Spaces

No confined space work is necessary. If, however, work in confined areas is identified during the course of the works, appropriate method statements and measures will be taken to carry out work in an appropriate manner.

6.0 Plant, Equipment and Temporary Services Certification

6.1 Plant and Equipment

All our materials confirm to BS1139 and Layher guidelines and are inspected by our depot staff prior to delivery to site. Additionally, all materials will be visually inspected by operatives prior to use. All scaffolding materials to be erected in accordance with BS5973. We may on occasion use small plant such as drills, which will be hired or bought from a specialist tool hire company and as such all operatives to have suitable training or certification for use of the plant.

7.0 Operative Certification

All operatives using machines will be trained and certified on the particular equipment as identified.

Operatives undertaking structure operations will be CISRS Card Holders.

8.0 Personal Protective Equipment

All operatives to wear the following standard equipment:-

Hard hat
Safety footwear
Harness and lanyard when applicable
Gloves

Additional equipment will be provided for specific operations in response to Risk or COSHH assessments. Items already identified:-

Dust masks
Eye protection
Ear defenders

9.0 **Environmental Protection**

9.1 **Noise Monitoring**

Not applicable.

9.2 **Dust**

Not applicable.

9.3 **Waste**

All our waste to be removed back to our depot for environmental disposal.

10. **Emergency Procedures**

10.1 **Contact Priority**

In the event of an emergency site operatives and management will contact the following in order:-

Emergency Services
Main Contractor
Site Supervision

10.2 **Work Halt Process**

The main contractor has the authority to halt work on site should this be required during the course of the works due to health and safety or security issues.

10.3 **Key Personnel Contact Details**

Acorn Event Structures Limited

Andrew Nutter	Managing Director	Head Office: 01977 686490 Mobile: 07799 117748

10.4 **First Aid**

First Aid boxes will be maintained by the main contractor and will be advised during site induction.

First aiders will be advised.

10.5 **Rescue Procedure**

Discuss with the Principal Contractor the provisions they have made under the CDM Regulations as part of their emergency arrangements. This would usually include emergency services access within 20-minutes.

Heightec Fall Arrest Rescue Kit

- Inform emergency services and site management as soon as practical to make that aware of the emergency situation.
- If conscious encourage suspended scaffolder to move limbs to aid blood circulation by flexing leg muscles, transferring body weight and making use of foot holds.
- A competent trained rescuer will deploy the high access rescue equipment (GOTCHA) ensuring that they are secured onto a safe anchorage point; all the necessary components are in position attached and fastened correctly
- The scaffolder/s carrying out the rescue shall use the block and tackle recue pack in accordance with their training and the instructions shown below.
- High anchor point: the rescuer shall access the casualty's anchorage point, attach the anchor sling to a suitable anchor point above the casualty.
- The rescuers weight is to be used to assist in the operation. The double pulley is clipped to the anchor sling. Adjust the pole to the required length.
- Attach the red clip to the end of the pole, and clip the single pulley into the webbing.

- Adjust ropes in-between the pulleys to the same length as the pole. Set the red clip to open. Using the pole attach the red clip to the casualty's harness attachment. remove the pole from the red clip. Attach the GRIGRI to the rescuers harness. Pull the slack rope through the GRIGRI to tension the system. The rescuer now sits down, thus raising the casualty.

- With one hand, the rescuer holds the rope above the GRIGRI, close to the attachment sling. In the other hand they take in the slack rope as they stand up. Once the casualty's weight has been transferred to the GOTCHA, their lanyard can be disconnected.

- The casualty can now be raised to a point of safety or lowered as follows.

- To lower the casualty the rescuer must take hold of the rope that exits the GRIGRI, and this is used to control the descent. With the other hand release the black handle on the GRIGRI until the rope can be fed at a controllable speed. This lowers the casualty.

If conscious the casualty should be seated in an upright position and not allowed to lie in a horizontal recovery position

If unconscious the casualty is best managed in an inclined position with the head at the highest point of the body at about 20 degrees; and never laid flat to maintain airways open.

The emergency services should then assist the casualty and assess the situation prior to moving the casualty.

Casualty Evacuation Procedure

Once the casualty has been placed in a safe area the following evacuation procedure will be carried out.

1. The rescuer will sound the alarm and seek medical assistance by means of contacting the emergency services using best practicable means of communication stating the following information;

    - The location of work
    - Safe access route for the emergency services
    - Provision of communication equipment
    - Number of competent first aid trained personnel
    - Nature of the site

- Any surrounding hazards, e.g. proximity to hot pipes, electrical cables, other construction activities
- Severity of injuries to the casualty

2. When the emergency services have been notified the rescuer will then administer first aid to the casualty using the recognised ABC priority method if competent to do so if not seek assistance of client appointed first aiders on site.

3. When the casualty is stable the (rescuer and first aider) will place the casualty in the recovery position until medical emergency services arrive on site to take over and evacuate the casualty to the nearest infirmary AE Dept.

4. The rescuer and first aider will then record all the relevant information about the casualty's condition in order to handover to the emergency services.

5. The rescuer will then carryout the accident reporting procedure, recording all the relevant information using the accident book. This information shall be relayed through to the Health & Safety Advisor who shall report the incident if required in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995.

11. Programme of Works

Site management should remain in regular contact with Acorn Event Structures Ltd.

12. Working Hours

As agreed

13. Management Structure

Attached**.**

14**.** Dismantle

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1) All structure dismantling will be carried out in reverse order of the Erection procedure.

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METHOD STATEMENT AND RISKASSESMENT ACCEPTANCE SHEET

SITE: ……..

CLIENT: ……

I confirm I have read and understood the risk assessment and method statements held on file and will work according to these documents.

Date	Name	Signed

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