

Risk Assessments & Method Statement

The following document must be read and signed by all operatives before work commences.

Customer	AJ Developments Ltd
Contract Address	Neptune Mill, 64 Chapeltown St, Manchester, M1 2WQ

Subcontractor	DW Specialist Leadwork & Roofing Ltd The Hatworks Business Centre, 51 Stockport Rd, Denton, M34 6NB
H&S Advisor	Mike Riley
Site Supervisor	David Whitney

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Hazardous Substances used on this project: Applicable								
	Flammable/ Highly Flammable	Oxidising	Explosive	Health Hazard	Acute Toxicity	Serious health hazard	Hazardous to the Environment	Corrosive
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Required Personnel Protective Equipment: Applicable							Other: 1. Hi-Viz 2.	
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection		
	Yes	Yes	Yes	Yes – task specific only	Yes – task specific only	Yes – task specific only	Yes	

Job description / Working Methodology
Leadwork: 1. Unload lead into loading area. 2. Move lead to storage area. 3. Measure and cut lead to required size in storage area. 4. Transport lead to roof/scaffold via hoist. 5. Start installing building paper ready to install lead gutters. 6. Install code 6 lead through wall chute & drop shaft. 7. Install code 6 lead gutters. 8. Install code 5 cover flashing into joint provided. 9. Upon complete apply one coat of patination oil 10. Clear all debris away from site.

Materials to be used / handled	COSHH assessment required?
• Code 6, sheet lead. • Building paper.	• X

Identify all work equipment					
Abrasive wheels / grinders		Compressed gas cylinders	x	Lifting equipment	
Access equipment		Firefighting equipment	x	Power tools	x
Asbestos removal equipment		Electrical equipment	x	Tile hoists (bumpa)	
Burning / welding equipment	x	First aid equipment		Road vehicles (company)	
Cartridge / gas operated tools		Hand-held tools	x	Safety equipment (harness)	

COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT - WORK AT HEIGHT – LADDER ACCESS	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment X Poor maintenance / defective equipment. Inappropriate use of equipment could lead to falls from height
Vehicles	Scaffold	Lone working	Confined space	Manual handling X Injury to person through lifting putting down, pushing, pulling carrying or moving access equipment
Work at height X Injury due to fall from height or falling objects	Electricity	Overhead obstructions	Access X Injury due to fall during access or egress	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders	X	Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X
HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix						
Tools/ equipment	2	2	4	- Regular inspections of equipment before use and quarterly records kept – damaged/defective ladders to be reported to management and removed immediately. - Ladders to be removed at the end of each working day, no access equipment to be left on site overnight. - Tool belts to be used to prevent fall of tools/materials from pockets etc. - Suitable PPE equipment must be made available.						
Manual handling	2	2	4	Annual training to be undertaken by all operatives – see site specific RAMS attached						
Work at height	3	2	6	- Annual WAH training to be undertaken by all operatives. - Work should be scheduled to take place when persons/others are not in the immediate area. - No work at height to be done outside in poor weather – site supervisor to monitor conditions. - Good housekeeping in place to ensure nothing is stored in such a way that it will fall from height (see housekeeping specific RAMS) - Materials, tools or debris must not be thrown down from height. - Areas where there is a risk of a falling object needs to be clearly indicated and unauthorised people need to be kept from it.						
Access	3	2	6	Roof ladders will be used to access work area – sloping roofs. - At least one hand should be able to always grip the ladder (three points of contact)						
Is a Permit to Work required? Where Yes, describe what type										

Degree of risk if above methods of work are adhered to:

High		Stop Work	Medium		Proceed under supervision	Low		Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT - WORKING AT HEIGHT – SCAFFOLD	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold X Injury due to fall from height during access and egress	Lone working	Confined space	Manual handling
Work at height X Injury due to fall from height or falling objects	Electricity	Overhead obstructions	Access X Injury due to fall during access or egress	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS	X	Scaffold	X	Tower scaffold	X	Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Scaffold	3	2	6	- Scaffold will be used to access work areas – Main Contractor to provide all scaffold and access. - Only authorised and competent persons shall erect, modify, or dismantle any scaffolds. - Design drawing should be produced for load-bearing scaffolds or nonstandard structures as required by TG20. - Erection of scaffolds must conform to SG4-10. - Local Authority must be notified should Scaffolds be placed on public highways or right of ways - Guard-rails and toe boards removed for access arrangements must be replaced once this operation has been completed. - Inspection of scaffolds by a competent person should be carried out at hand over stage, hand over certificate obtained and retained within scaffolding register. - Scaffolds must be inspected prior to use following adverse weather conditions or after alteration, records must be kept on site. - All ladders should remove or be boarded over, stairs barred, and other precautions taken to prevent access out of normal working hours
Work at height	3	2	6	- Annual WAH training to be undertaken by all operatives. - Where applicable all operatives to wear fall arrest harness - No work at height to be done outside in poor weather – site supervisor to monitor conditions. - Good housekeeping in place to ensure nothing is stored in such a way that it will fall from height (see housekeeping specific RAMS) - Materials, tools, or debris must not be thrown down from height. - Areas where there is a risk of a falling object needs to be clearly indicated and unauthorised people need to be kept from it
Access	3	2	6	- Ladder access points should be closed off e.g., Ladder Gates. - Consideration should be given for debris netting or fans should the scaffold be close to public areas; this will need to be included in the design features. - Site traffic should be kept clear of base of scaffolds.

Is a Permit to Work required? Where Yes, describe what type	
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Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X	Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE

RISK ASSESSMENT – MANUAL HANDLING	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold	Lone working	Confined space	Manual handling X Injury to person through lifting putting down, pushing, pulling carrying or moving
Work at height	Electricity	Overhead obstructions	Access	

Details of other foreseeable hazards **Slips trips and falls X Injuries sustained from falling e.g., cuts, bruises, fractures and dislocations**

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Manual handling	2	2	4	- Manual handling is avoided whenever possible. - Lifting aids are used wherever possible. - Annual training to be undertaken by all operatives. - Assessment of employee's suitability to be carried out by the Site Supervisor. - No operative should undertake manual handling if they are not comfortable that the load is within their capability. - Site Supervisor to ensure adequate number of employees are on site and are used in this operation. - Site Supervisor will ensure that the route to be taken is clear and free from any debris this will include the site area. - Site Supervisor will ensure correct gloves used as a form of hand protection whilst carrying. - Lighten the load where possible by splitting packs etc. - Use of mechanical aids if available. - Use of minimum two-man teams to lift, carry and distribute. - Ensure materials are offloaded as close to place of use as possible. - Suitable PPE equipment must be made available
Slips, trips, and falls	2	2	4	Good housekeeping in place to ensure nothing is stored in such a way that it will cause a trip hazard whilst lifting and carrying takes place (see housekeeping specific RAMS)

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE

RISK ASSESSMENT – USE OF HAND TOOLS	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment X Poor maintenance / defective equipment. Inappropriate use of equipment could lead to harm. Various injuries to user including cuts, abrasions, eye injuries and bruises broken bones
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Tools/equipment	2	2	4	- Tools provided by Dw Specialist Leadwork & Roofing Ltd comply with the Provision and Use of Work Equipment Regulations 1998 they are assessed to ensure that they are fit for purpose, the environment in which they are to be used and are in good working condition. - Tools to be secured by lanyard when working near roof edges not protected by brick guards/toe boards. - All operatives will be trained in the use of work equipment / tools. - Any defects will be reported immediately, and defective equipment set aside. - Tools only used by personnel who are trained and competent in the use of that specific equipment. - Use eye protection whenever work is done using cold chisels, drills, grinders, or other tools where there is a risk of flying particles or pieces of the tool breaking off. - Stanley / craft knives, screwdrivers and other sharp tools are to remain sheathed when not in use; they must be carried and used so as not to cause injury to the user or others. - Keep hands behind the cutting edges when working. - Cut away from the body. - Keep tools in boxes, tool-belts, or racks when not in use. - Pass tools to other people by the handles (you hold the tool end i.e., scissor blades) - Protect sharp edges of tools that are to be stored or carried. - Make sure that your grip and footing are secure before starting any work. - Keep close track of tools when working at height – do not leave them lying around where they could be accidentally kicked off the platform. - Carry tools in tool belt when climbing ladders/steps

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X	Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE

RISK ASSESSMENT – USE OF POWER TOOLS

Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise X Disruption of concentration and communication between site personnel, damage to hearing	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard X Noise could disturb members of the public	Excavations	In ground Services	Tools/equipment X Poor maintenance / defective equipment. Inappropriate use of equipment could lead to harm. Various injuries to user including cuts, abrasions, repetitive motion injuries, eye injuries and bruises, broken bones, slips and trips
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access	

Details of other foreseeable hazards

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers X	Public X	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes	X	Ears	X	Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask	X	Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Noise	2	2	4	- Noise assessments where levels determine. All within 1m to wear ear protection. Correct Fitting Hearing Protection to be provided - Job Rotation
Social Hazard	1	2	2	- Consider members of the public when using tools which create noise, plan based on use of building times of day and duration. - Where practical work away from other persons or inform them of work to be undertaken
Tools/equipment	2	2	4	- Tools to be secured by lanyard when working near roof edges not protected by brick guards/toe boards. - Cutting task segregated of task from others. - Leads to be highlighted and placed in such a position not to cause a hazard. - Use of 110volt powered tools or battery-operated tools only and operated by competent operators. - All tools to hold a current PAT test certificate. Daily inspection of tools before use - All defective tools / appliances to be removed from service and a record kept of these actions. - All tools to comply with PUWER 98, all guards in place only trained & competent users. - All trailing cables to current standards, - Ensure tools are fitted with anti-vibratory dampers, job rotation, wear suitable type gloves. - Use suppression techniques where possible. Always wear correct type eye protection - Use dust suppression where applicable, use of local exhaust ventilation, wear correct fitting PPE. - All of the above control measures should be used in conjunction. All Workplace precautions and risk control systems to be adopted

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:					
High		Stop Work	Medium		Proceed under supervision
Low		X	Proceed		

COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT – WORKING WITH LEAD	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance X Working with lead can put your health at risk, causing diseases including headaches, stomach pains and anaemia. Other serious symptoms include kidney damage, nerve and brain damage and infertility.	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears	X	Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask	X	Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Hazardous Substances	2	2	4	- Eating, drinking, and smoking should be prohibited in areas which are likely to be contaminated by lead. - Appropriate personal protective equipment (PPE) should be worn if exposure is significant. - Adequate washing and changing facilities should be provided and used by workers to ensure good personal hygiene standards. Workers should wash their hands and arms thoroughly before eating and drinking and at the end of the day; particular attention should be given to scrubbing under the nails to remove traces of lead. - Medical surveillance should be carried out if exposure is significant. - Where large pieces of lead are to be carried, mechanical handling devices should be used where practicable, and where lead is to be carried onto roofs suitable lifting devices must be provided. Or lead to be cut to a manageable size to allow lead to be hoisted up to work area. - Assistance should be sought for carrying large pieces of lead.

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High		Stop Work	Medium		Proceed under supervision	Low		Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT – HOT WORKS	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (*tick all hazards applicable*)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire X Burns, smoke inhalation, damage to property	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (*tick relevant box*)

Who is at risk?	Persons carrying out work X	Adjacent workers X	Public X	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (*tick relevant box*)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes	X	Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask	X	Overalls		Fire Extinguisher	X	Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Fire	3	2	6	- Hot works will only take place if there is no other alternative. - All combustible materials to be removed from the area of work. Fire extinguishers will be located and available for use within easy reach of those carrying out the hot works. Hot Works WILL STOP at least 1 Hour prior to employees leaving the area. Checks shall take place for smouldering materials. - Drains, cable racks, electrical cables and other heat/fire sensitive items are to be covered. - All gas hose connections, regulators, etc are to be examined regularly, to ensure they are in good order and fit for purpose. Only crimped connections are to be used for gas hoses. FLASH BACK ARRESTORS SHALL BE USED AT ALL TIMES. - Should hot works take place within public areas, the areas will be barriers erected to prevent access by the public warning placed informing of the works in progress. - Should storage of gas equipment be required within the client's premises, this will be for short duration only. - Barriers will only be removed once final fire checks have taken place. - Client / Principal Contractor will be informed when the works have been completed and sign off any hot works permit as required. - A high standard of housekeeping to be achieved.

Is a Permit to Work required? Where Yes, describe what type	Hot works permit
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Degree of risk if above methods of work are adhered to:

High		Stop Work	Medium		Proceed under supervision	Low		Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT – HOUSEKEEPING	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access X Blocking fire exits	

Details of other foreseeable hazards slips trips all falls caused by waste/materials being left around site

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Access				- Stack both stores and waste neatly – ensure that walkways/escape routes are not obstructed. - Clean up waste as it is created; small waste can be bagged, larger waste stacked and then skipped as soon as is practicable. - Ensure that members of the public are taken into consideration. - Use racks when storing lengths of pipe or timber. Where pallets are used then do not stack too high. - Try and allocate a set period each day to do general housekeeping in your work area the end of each day will ensure that waste is cleared away preventing the risk to members of the public out of hours and levels of materials building up to dangerous levels. - Report to your line Manager If you notice waste debris is building up in areas not under your control they will make arrangements to have it removed. - Leaving debris / materials in dangerous locations is a disciplinary matter and will be dealt with in accordance with Dw Specialist Leadwork & Roofing Ltd disciplinary procedures.
Slips, trips, and falls				- Never store or leave materials / plant, cables on footpaths or access ways unless barriers are erected around them. - Beware of muddy sites - these will greatly increase risk of slips. Keep footwear as clean as is reasonably practicable ensure loose mud is removed prior to climbing ladders, etc.

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X	Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT - ABRASIVE WHEELS	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust X Inhalation of dust	Noise X Disruption of concentration and communication between site personnel, damage to hearing	Fumes	Hazardous Substance	Lighting
Fire X Fire due to ignition of flammable materials or vapours from stray sparks. Burns, smoke inhalation, damage to property.	Social Hazard X Noise could disturb members of the public	Excavations	In ground Services	Tools/equipment X Poor maintenance / defective equipment. Inappropriate use of equipment could lead to falls from height
Vehicles	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers X	Public	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders		Other	
Personal Protective Equipment	Safety helmet	X	Eyes	X	Ears	X	Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask	X	Overalls		Fire Extinguisher	X	Hi-Vis	X
HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix						
Dust	3	2	6	- Where practical use abrasive wheel in well ventilated area with suppression techniques/equipment - Suitable use of respiratory protective equipment at all times.						
Noise	2	2	4	- Noise assessments where levels determine. All within 1m to wear ear protection. - Correct fitting hearing protection to be provided. - Job rotation						
Fire	3	2	6	- A high standard of housekeeping being achieved. - Hot works permit to be in place before commencement of works – see hot works RAMS attached. - If there are any flammable materials in vicinity, remove them or use spark shield. - Ensure suitable fire extinguishers are available.						
Social Hazard	1	2	2	Consider members of the public when using tools which create noise, plan based on use of building, times of day and duration.						
Tools/Equipment	2	2	4	- Only trained authorised persons to use and change abrasive wheels. - Cutting task segregated from tasks of others. - All tools to hold a current PAT test certificate. Daily inspection of tools before use. - All defective tools/appliances to be removed from service and a record kept of these actions. - Ensure tools are fitted anti-vibratory dampers, job rotation, wear suitable type gloves. - Always wear correct eye protection and gloves. No loose fitting clothing.						
Is a Permit to Work required? Where Yes, describe what type				Hot works permit						

Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE

RISK ASSESSMENT – USE OF BOCKER HOIST

Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment X Poor maintenance / defective equipment. Inappropriate use of equipment could lead to harm. Various injuries to user including cuts, abrasions, repetitive motion injuries, eye injuries and bruises, broken bones, slips and trips.
Vehicles	Scaffold	Lone working	Confined space	Manual handling X Injury to person through lifting putting down, pushing, pulling carrying or moving
Work at height	Electricity	Overhead obstructions	Access	

Details of other foreseeable hazards

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers X	Public	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-Vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Tools/ equipment	2	2	4	- Hire company to provide Bocker Hoist and appropriate test documentation. - The purpose of this equipment is to load scaffolding with roofing materials. - Under NO circumstances shall any person ride on this equipment (Bocker Hoist). Anyone found riding on machine will be instantly dismissed from site. - Select a suitable level area to open machine. Always check for overhead obstructions i.e branches, cables ect prior to opening machine - The area around the hoist must be fenced/cordoned off to prevent access by others when the hoist is in motion. - Ensure base of machine is level and wheel brakes are locked on. - Bocker Hoist to be removed to store at end of each day and immobilised during lunch and breaks. - The necessary personal protective equipment (PPE) must be worn at all times e.g gloves, head protection/hard hat, high visual clothing/vest and safety footwear along with any other PPE specified by site management team. - In the event of a jam, stop the machine immediately and reverse to clear.
Manual handling	2	2	4	- Safe Working Load (SWL) to be known and not exceeded (Information to be fixed to equipment) - Follow manufacturer's instructions for assembly. - A minimum of two operatives to assemble. - Refer to manual handling RAMS attached when loading/unloading Bocker Hoist.

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT - WORKING AROUND OCCUPIED PREMISES	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard X Creating trip hazards due to trailing leads, loose tools and materials. Site security.	Excavations	In ground Services	Tools/equipment
Vehicles X Injury due to falling objects.	Scaffold	Lone working	Confined space	Manual handling
Work at height X Injury due to fall from height or falling objects	Electricity	Overhead obstructions	Access X Blocking fire exits	
Details of other foreseeable hazards				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?		Yes X	No	See section 4 Risk and Control Measures

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders	X	Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Social Hazard	3	2	6	- Liaise between site personnel and occupier to ensure full knowledge of hazards, demarcation of work area have been established. - Works to be co-ordinated to reduce risk to third parties from slips and falls. - Always maintain good housekeeping, avoid leaving tools and materials outside buildings or work area. - During handling of materials around building use mechanical means where possible and ensure there are at least two operatives present. - Remove any ladders/access at the end of working days or during breaks to ensure site is secure. - COSHH assessments to be available for any materials used. - Dust emissions to be minimised and/or contained to boundaries of work area.
Vehicles	2	2	4	- Fire exit routes to be kept clear at all times - Demarcation tape to be used to mark out work area.
Work at height	3	2	6	- Access equipment to be provided to ensure maximum safety of employees and occupiers. - No materials or tools to be stored near leading edges of roof or scaffold/working platforms.
Access	2	2	4	- Never leave materials even temporarily in a position which blocks fire escape routes. - Never leave doors to outside unlocked or propped open even during material deliveries.

Is a Permit to Work required? Where Yes, describe what type	
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Degree of risk if above methods of work are adhered to:

High	Stop Work	Medium	Proceed under supervision	Low	X Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE	
RISK ASSESSMENT – USE OF SKIPS	
Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard	Excavations	In ground Services	Tools/equipment
Vehicles	Scaffold	Lone working	Confined space	Manual handling X Injury to person through lifting, putting down, pushing, pulling carrying or moving waste into skip
Work at height	Electricity	Overhead obstructions	Access	
Details of other foreseeable hazards : Slips, trips and falls caused by waste being left near skips				

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask		Overalls		Fire Extinguisher		Hi-Vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Manual handling/Use of skips	2	2	4	• Skips to be marked with accordance with regulations. • Skips on public highways to be placed, signed/illuminated according to highway authority requirements/permissions. • Materials are not to be placed in the skip to overload or project from the skip. • Only approved lifted methods will be used and the skip must be sited so that stable access is available for the supplier to collect it. Lifting points will be regularly inspected. • Special waste and controlled waste will be placed in separate, clearly identified skips. • Boards used for access for wheelbarrows ect will be of adequate size and strength and property supported. • Skips will be regularly emptied or replaced. • Waste or other materials must not be allowed to accumulate at the workface but should be continually removed to for disposal or storage as the work progresses. • Waste containers, where provided in local areas must always be used and emptied immediately when full. • Where work is liable to generate significant levels of dust, then suitable measures must be taken to control this e.g wetting, exhaust ventilation, extraction etc. • Burning of waste materials on site is not permitted.

Is a Permit to Work required? Where Yes, describe what type

Degree of risk if above methods of work are adhered to:

High		Stop Work	Medium		Proceed under supervision	Low		Proceed
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COMPLETE EACH BOX BY FILLING IN THE INFORMATION REQUIRED OR BY TICKING AS APPROPRIATE

RISK ASSESSMENT – COVID-19

Person carrying out Assessment	David Whitney
Contract Name / Address	AJ Developments Ltd/Neptune Mill

Section 1 Description of Work

Description of work to be carried out: - see page 2

Section 2 Hazard Identification (tick all hazards applicable)

Dust	Noise	Fumes	Hazardous Substance	Lighting
Fire	Social Hazard X Risk to others and self of passing-on/contracting coronavirus COVID-19	Excavations	In ground Services	Tools/equipment X Poor cleaning of equipment could lead to risk of passing-on/contracting coronavirus COVID-19
Vehicles X Preventing spread of coronavirus COVID-19. To support the 2m rule, vehicles are to be parked off site	Scaffold	Lone working	Confined space	Manual handling
Work at height	Electricity	Overhead obstructions	Access X Risk to others and self of passing-on/contracting coronavirus COVID-19	

Details of other foreseeable hazards

Section 3 Assessment of Risk? (tick relevant box)

Who is at risk?	Persons carrying out work X	Adjacent workers	Public	Others
Is it possible to reduce or eliminate the risk?	Yes X	No	See section 4 Risk and Control Measures	

Section 4 Control Measures (tick relevant box)

Access Methods	MEWPS		Scaffold		Tower scaffold		Roof Ladders		Other	
Personal Protective Equipment	Safety helmet	X	Eyes		Ears		Safety boots	X	Gloves	X
	Man anchor & Harness		Face Mask – See control measures	X	Overalls		Fire Extinguisher		Hi-Vis	X

HAZARD	Severity	Probability	Risk score	SAFE METHOD OF WORK / CONTROL MEASURES See attached risk matrix
Social hazard	3	2	6	- Always follow social distancing measures, wherever possible always maintain a 2-meter distance with others. If site has site specific rules, these must be followed at all times. - The number of workers on site will be kept to a minimum and you should work in small, fixed teams so each person works with only a few others. - If a 2-meter distance cannot be maintained: - Keep the activity time involved as short as possible. - Use back-to-back or side-to-side working whenever possible. - Use PPE as a last resort. - Site meetings, inductions and toolbox talks should, whenever possible, be held outside with a 2-metre distance maintained at all times. - At the end of every day, ensure all waste is removed from the work area, sanitise all of your hand tools and any other equipment you have used. - The use of PPE is limited in providing protection against COVID-19, it should be seen as a last resort. - Social distancing and hygiene are our priority, only when the risk of transmission is very high should PPE provide an additional protection. Face coverings may be beneficial in enclosed spaces where social distancing is not possible. - If you wear a mask at any point – wash your hands thoroughly before putting it on and after removing it. When wearing a face mask avoid touching your face. - Usual job specific PPE should still be worn on site and not shared.
Vehicles	2	2	4	- Vehicles to be parked off site. - Company vehicles should be shared with the minimum number of people possible. - Vehicles should be shared with the same individuals each day – use a fixed travel partner.

				- Vehicles should be kept clean and wiped down internally wherever individuals touch i.e steering wheel, door handles. - Whilst in the vehicle you should avoid touching your face at all times. - Keep good ventilation with an open window if possible. - Face away from each other if possible. - On leaving the vehicle wash your hands or use hand sanitiser.
Tools/equipment	3	2	6	- Do not rotate equipment, use gloves, and clean down after use. - Frequently clean work areas or equipment between use including objects that are regularly touched such as buckets, ladders etc.
Access	2	2	4	- Always follow social distancing measures, wherever possible always maintain 2-metre distance with others. 1 person on ladders or haki staircase at a time, wait at an appropriate distance. - Gloves to be worn at all times during ladder use. - Surfaces that have been touched i.e ladders or gates to be wiped down at regular intervals. - Wait at appropriate distance to use ladders if in use by others.
Is a Permit to Work required? Where Yes, describe what type				

Degree of risk if above methods of work are adhered to:

High		Stop Work	Medium		Proceed under supervision	Low		Proceed
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General Method Statement

Description of the Task/ Activity:	This statement describes the method to be used for the safe working methods required whilst working, please also refer to control measures in attached risk assessments above									
Specific Staff Training Required:	Annual training programme Including Work at height, Manual handling – training and toolbox talks, Site induction for all operatives									
Access Methods	MEWPS		Scaffold	X	Tower scaffold		Ladders/Steps		Other	
Personal Protective Equipment	Safety helmet	X	Eyes	X	Ears	X	Safety boots	X	Gloves	X
	Man anchor & Harness		Dust Mask	X	Overalls		Fire Extinguisher	X	Hi-vis	X
Accident & Emergency Procedures	All operatives will attend a site-specific induction and ensure all emergency procedures are identified and adhered to throughout the project.									
Working Hours	- Working day 8am – 4:30pm - Lunch 30 minutes									
Notification to others	None required									
Parking	NA									
Materials Delivery and Storage	- Times to be agreed with site management. - Materials to be unloaded by forklift truck from vehicles and set down in agreed area (manual handling procedures to be followed)									
Site Rules	All operatives to work to specific site rules i.e., traffic management, housekeeping, waste management etc.									
Welfare	- Welfare cabin available for the duration of contract - Barrier cream to protect against dermatitis and cleaning fluids. - All employees to use gloves during operations. - Hand wipes to be used as needed									
Fire Safety	- The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given. - Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently. - When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the workface until all clear has been given by the site management emergency coordinator.									
First Aid Facilities	Name of On-Site First Aider:		On site Manager							
	First Aid Box Location:		Site managers office							
	Location of Nearest Hospital:		Manchester Royal Infirmary, Oxford Rd, Manchester, M13 9WL							

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.

Prepared by David Whitney.....

Position Director.....

Date 06/03/2024.....

Method Statement Briefing Record

Briefing delivered by David Whitney

Position Director

Date Wednesday 6th March 2024

SITE INDUCTION RECORD Guidance

Site Supervision must inform those involved in the work activity so that they understand the safe system of work to be followed. Supervision must carry out a Site Induction **BEFORE** the work starts, and all those inducted must sign to say they understand the safe system of work to be followed. Any person found to be working in an unsafe manner whilst on site or disregarding the control measures identified below will be immediately removed from the work area.

Name (Print)	Signature	Date
Bailey Morris		
Mathew Fannon		
Robert Brooks		
David Whitney		
Michael Lawler		
Thomas Jones		
Anthony Fannon		
Michael Castell		