

Upton Partitions Ltd

110 Westthorpe Road,
Killamarsh, S21 1EU

Telephone: 07817786456



Victoria Mill

Reference: Victoria Mill

Author: Oliver Upton

Job Role: Director

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1.0 Method Statement

Project: Victoria Mill

Reference: Victoria Mill

Site Address:

Lower Vickers Street
Manchester
M40 7LH

Principal Contractor: Truman

Start date: 12 Feb 24

End date: 12 Feb 24

Works Supervisor: Oliver Upton

Works Supervisor phone: 07817 786456

1.1 Scope of works

Installation of dry lining partitions and ceiling in this Grade 2 Star Listed Building.

In this regard, particular care will be taken to ensure that all relevant instructions and guidance are strictly adhered to in the renovation of this property, paying particular attention to ensure the following:

- Staff are appropriately informed.
- No fixings shall be made into the brick work, only the mortar joints.
- Care is taken at all times to protect the fabric of the building.

1.2 Personnel involved in this project

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

1.3 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.4 Legislation

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Manual Handling Operations Regulations 1992
- Electromagnetic Fields at Work Regulations 2016
- The Control of Vibration at Work Regulations 2005
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Asbestos at Work Regulations 2012
- The Control of Vibration at Work Regulations 2005
- Electricity at Work regulations 1989

1.5 Access arrangements

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

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

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

1.6 Tools and equipment

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

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

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

1.7 Waste Management

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

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

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

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

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

1.8 Emergency procedures

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

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

If any of the site emergency procedures change, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.9 First aid provision

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

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

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

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

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

First aiders on site guidance (Quantity)

1.10 Welfare provision

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

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

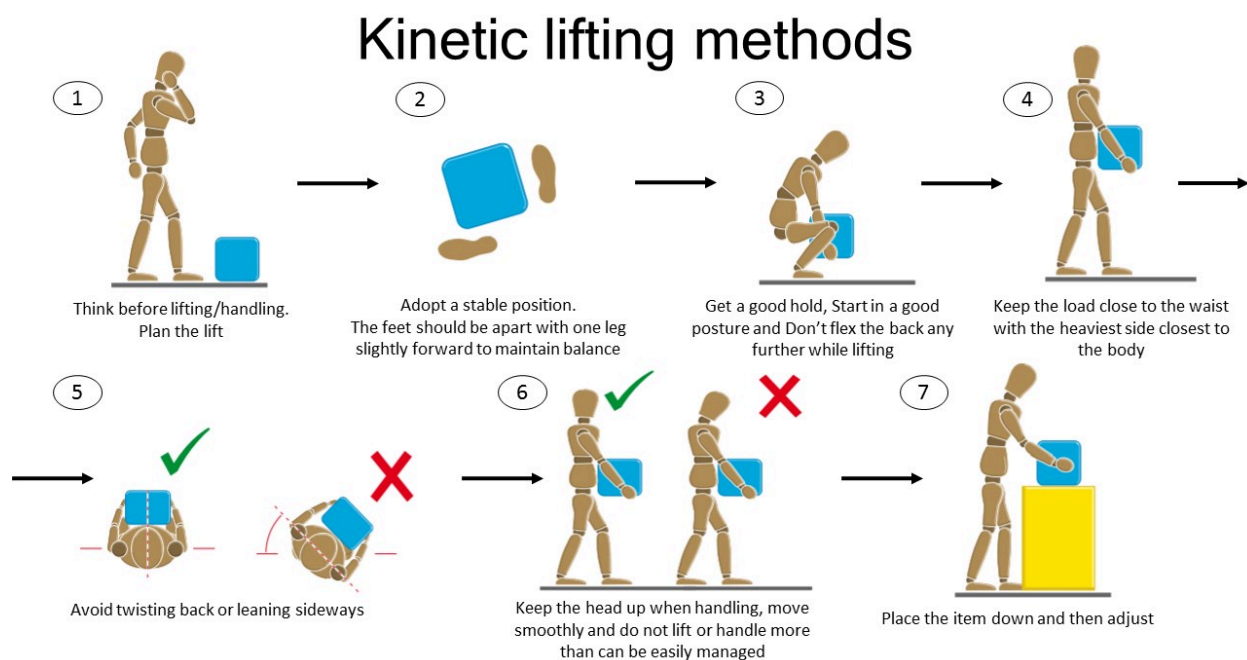
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

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

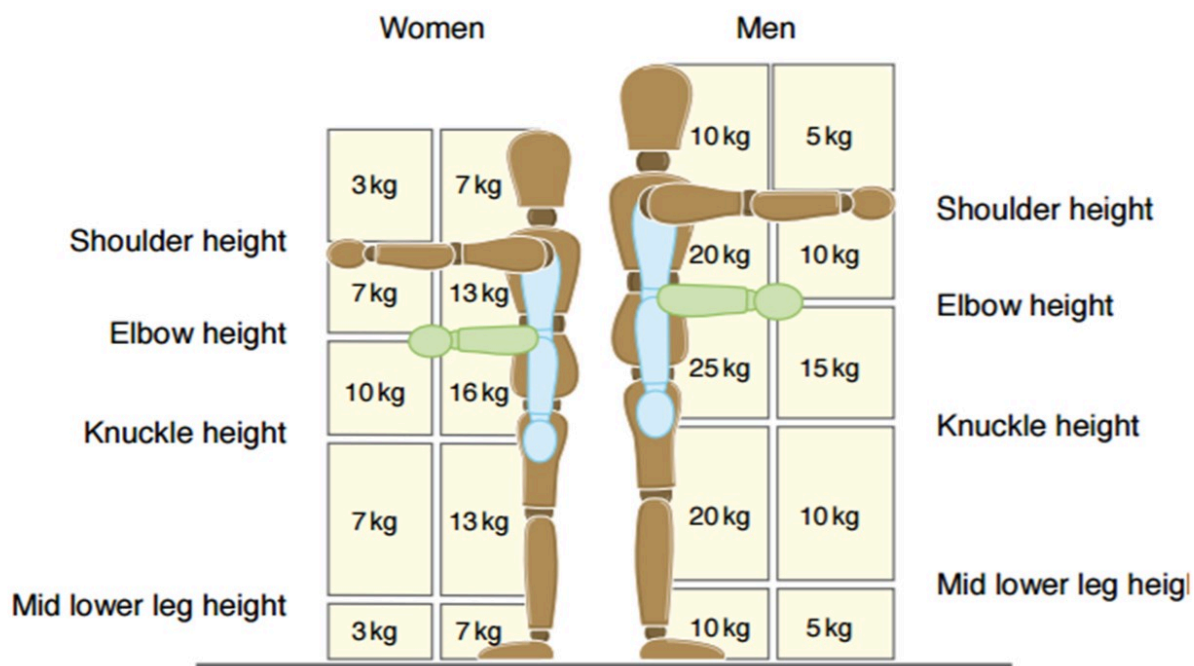
1.11 Manual handling

Where possible, all equipment and materials shall be transported using mechanical means.

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



Kinetic Lifting techniques



Manual handling

1.12 PPE requirements



Disposable Mask



Head protection
(En 397)



Protective
Footwear (Bs en
iso 20345)



Ear Protection
(Bs en 352)



Eye Protection
Safety Goggles
(Bs en 166)



Protective
Gloves



Hi Visibility
Clothing (Bs en
471)

1.13 Specific PPE requirements

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

Standard PPE

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

Task-Specific PPE

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

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

1.14 Amendments and Authorisation

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

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

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

2.0 Sequence of Works

2.1 Dry lining, Plastering and Tape Jointing

2.1.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary Paperwork.
- Operatives to ensure that they sign in at the Site office or designated sign-in area upon all future visits.

2.1.2 Delivery of dry lining materials to site

- PPE shall be worn in accordance with risk assessment requirements.
- Identify sufficient storage area to store materials.
- Transfer materials from delivery vehicle to the designated storage area.
- Erect barriers and appropriate signage around the perimeter of the storage area.
- Place all materials in corners to reduce the likelihood of trips and falls.
- Ensure that no materials are stored on emergency escape routes.

2.1.3 Installation of a stud wall/partition

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to undertake install the stud wall/partition.
- Review plan drawings/Schematics
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Mark on floor new partition set out according to drawing.
- Measure the width of any doorways required and mark on the deck for future reference.
- Apply Fire mastic and Fix bottom track for stud wall using the correct fixing for the floor..
- Check detail drawings for head deflection details.
- Install head deflection details if required.

- Install head track using a laser level to match the bottom track.
- Measure and cut studs, installing at 600mm centres unless otherwise stated on drawing.
- Form studding around door frames and allowing for timber lining in frames using site Datums and door schedules to obtain the correct door heights and widths
- Vertically level the stud – Apply adhesive if required.
- Fix the stud at bottom and top track (if specification allows fixing to head track).
- Repeat the process for the remaining studs.
- Install plywood/ backing boards, dwangs ect for other trades.
- Apply Plasterboard sheets according to client specification to one side only.
- Allow other trades to install services to the partitions.
- Check that the noggins are all level.
- Confirm with the site management prior to installing plaster boarding to second side to allow finishing trades
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.1.4 Loading out of plasterboard

- PPE shall be worn in accordance with risk assessment requirements.
- Determine any additional access requirements for locations at height.
- Pre-use check on all tools and equipment required to load out the plasterboards.
- Where possible, boards will be transported by mechanical means.
- Perform specific manual handling risk assessment as required for materials.
- Determine all access routes and ensure that all routes are free from floor level hazards – These should be removed where possible or highlighted prior to loading out activity commencing.
- If materials are to be loaded on to a scaffold, make sure that the scaffold is certified and the SWL of the scaffold is known and understood by all members of the activity.
- If boards are to be loaded on to a floor space, make sure that they are in a safe position and will not be a hazard to other personnel working in the area.
- If boards are being left within open air conditions, they shall be covered with hoods or a suitable weather proof sheeting that is secured..
- Commence with loading out of plaster boards in accordance with project requirements.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.1.5 Installation of plasterboard on ceilings and walls

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to install the plasterboard.
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Start with installing plasterboard on the ceiling.
- Check that joists are straight and set at 600mm apart.
- Apply adhesive onto joists and repeat every 200mm.
- Install with the long side at right angles to the joist.
- **Fix the boards to the joists.**
- Drive the fastener below the board surface without breaking the paper.
- Press the sheet against the adhesive.
- Fix the corners at max 300mm spaces.
- Install back blocks where required and as per manufacturer's instructions.
- Ensure that the cut edge is at the wall side of the ceiling.
- Install wall panels.
- Check the studs are straight without bulges.
- Remove protruding nails.
- Apply stud adhesive at 300mm intervals.
- Place plasterboard offcuts at deck level and use as packing.
- Fit the sheet horizontally from the edge.
- Fix along the edges using nails or screws spaced a maximum of 300mm.
- Cut the top sheet and cut if necessary.
- Repeat the process for additional wall boards.
- Fit corner beads and hold in place with staples or temporary nails.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.1.6 Taping and Jointing

- PPE shall be worn in accordance with risk assessment requirements.
- Determine any additional access requirements for locations at height.
- Pre-use check on all tools and equipment required to complete the taping and jointing.
- Erect barriers with appropriate signage around the working area. (If required).

- Transport materials to the designated storage area.
- Remove any surface contaminants from plasterboard linings.
- Lay jointing materials over the joints and bed in the tape.
- Squeeze out the tape removing any excess material and leaving a continuous tape seal.
- Repeat process until all internal and external corners have been addressed.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan

2.1.7 Fire rated beam encasement

- PPE shall be worn in accordance with risk assessment requirements.
- Determine any additional access requirements for locations at height.
- Pre-use check on all tools and equipment required to complete fire rated beam encasement.
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Review manufacturer's recommended height to ensure fire integrity.
- Position the track onto the floor and fix, ensuring that it is square with other columns or closely located wall panels.
- Offer stud, cut to length and bring to plumb to locate position of head channel.
- Fix the head channels again, checking for square and plumb using suitable fixings.
- Fit the studs into floor and head plate.
- Modify fire check plasterboard to size and screw fix to studs at recommended centres.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.1.8 Fire rated column encasement

- PPE shall be worn in accordance with risk assessment requirements.
- Determine any additional access requirements for locations at height.
- Pre-use check on all tools and equipment required to complete fire rated column encasement.
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Review manufacturer's recommended height to ensure fire integrity.
- Position the track onto the floor and fix, ensuring that it is square with other columns or closely located wall panels.

- Offer stud, cut to length and bring to plumb to locate position of head channel.
- Fix the head channels again, checking for square and plumb using suitable fixings.
- Fit the studs into floor and head plate.
- Modify fire check plasterboard to size and screw fix to studs at recommended centres.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.1.9 Use of power stirrer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the power stirrer.
- Transport the equipment to the work area.
- Supply power to the power stirrer using a 110v transformer if required.
- Ensure the side handle is securely fitted.
- Attach the mixer paddle and adaptor by screwing onto the drive spindle. Hold the drive spindle with a spanner and tighten the paddle.
- To start, switch on the power supply and then squeeze the ON/OFF trigger and keep pressed.
- To stop, release the ON/OFF trigger.
- To lock on the trigger, press the ON/OFF trigger and push the locking button upwards. To release the 'lock on' press the ON/OFF switch again and release.
- Confirm that any surfaces that are susceptible to damage are protective with protective sheeting in case of splashing.
- Locate the paddle into the bottom of the bucket and squeeze the trigger lightly to ensure a gentle start to the mixing.
- Mix the substance/s in accordance with manufacturer's instructions.
- Once complete, Clean the equipment thoroughly, paying particular attention to the mixer paddle.
- Wipe the power stirrer body with a clean, dry cloth
- Neatly coil the power supply cable ready for removal from site.

2.1.10 Skim plastering

- PPE shall be using in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required for plastering work.
- Confirm that the background is protected from the weather with no risk of freezing, is adequately strong, rigid and stable, free from dust, release agents etc., reasonably dry and free of salt efflorescence.
- Complete surface pre-treatment in accordance with identified suction rate for the background.

- Check the use-by-date on the bags making sure that the oldest material is used first.
- Confirm that the room temperature is in accordance with the manufacturer's recommendations for plaster application.
- Fix corner reinforcement to all external angles.
- Reinforce all plasterboard joints and internal angles as required - Where there is an increased risk of cracking or where gaps exceed 3mm, reinforce with joint tape bedded in plaster.
- Apply plaster with firm pressure after the joint treatment has stiffened but not set, to approximately 1mm thickness.
- Apply a second coat of plaster whilst the first coat is still wet to bring the total thickness to 2mm.
- Trowel to a smooth matt finish as the plaster is stiffening.
- Use any additional water sparingly and only in the latter stages of trowelling.
- Allow to cure in accordance with manufactures instructions and local temperature.
- Tidy surplus materials and dispose of in accordance with the site management plan.

2.2 Sealant/Silicone application

2.2.1 Application of Sealant (Internal)

- PPE shall be worn in accordance with risk assessment and associated COSHH assessment requirements.
- Pre-use check on all tools and equipment required for applying mastic.
- Inform any personnel within the area of work commencing.
- Confirm that all emergency escape routes and general thoroughfares are clear of obstruction and safe access and egress can be maintained throughout the work.
- Ensure the area to be sealed are clean and free from dust.
- Cut the seal on the tip cartridge above the screw thread with a sharp knife.
- Screw on the nozzle until secure.
- Remove the nozzle over-cap and cut 45-degree angle to a width matching the gap that will be sealed.
- Insert the cartridge into the applicator Squeeze the gun trigger, push forward to ensure pressure along the gap to be sealed.
- Commence with applying sealant as required.
- Carefully discard empty carts in accordance with COSHH assessment requirements.
- Dispose of surplus/waste materials in accordance with site waste management plan

2.3 Suspended & MF ceiling works

2.3.1 Installation of suspended ceiling (from existing ceiling)

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to undertake the activity.
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Determine the measurements of the room where the suspended ceiling will be installed.
- Draw the dimensions to scale on graph paper.
- Choose the correct configuration.
- Sketch the layout onto graph paper.
- Determine the height at which the suspended ceiling will be installed.
- Allow a minimum of 100mm clearance between the old ceiling and the new ceiling.
- After locating the position for the suspended ceiling, use a level to draw a line completely around the room indicating where the perimeter trim will be fixed.
- Fasten the perimeter trim securely to the wall at all points using masonry nails for block walls or drywall screws stud walls.
- Position the perimeter trim at the level line.
- Overlap the perimeter trim on inside corners, and mitre the perimeter trim on outside corners.
- Refer to your drawing of the room for the location of all main tees.
- Install main tees at right angles to the joists.
- Measure and mark out the position of each main tee along the perimeter trim.
- Cut the suspension wires to the required length. The wires should be 300mm longer than necessary
- Fix the first suspension wire for each main tee at 400mm from the perimeter trim.
- Apply the suspension wires to the ceiling with screw eyes, screw hooks, nails, or drilling.
- Attach a suspension wire every 1200mm along the line of the main runner.
- Stretch the wire to remove any kinks.
- Refer to the drawing to determine the distance from the wall to the first cross tee.
- Measure this distance along the top flange of the main tee and locate the slot just beyond this point.
- From this slot measure back the perimeter tile size and cut the main tee at that point.
- For rooms wider than 3600mm, the main tee can be joined.
- Install the main tees so that they're all level with the perimeter trim already mounted,.
- Stretch a line from wall trim to wall trim at 90 degrees.

- Install the cross tees by inserting the ends of the cross tees into the slots in the main tees.
- Border cross tees are installed between the perimeter trim and the last main tee.
- Measure from the last tee to the perimeter trim, allowing 2mm.
- Cut the cross tees and install them by inserting the connector in the main tee and resting the cut edge on the perimeter trim.
- Starting from the centre of the room, drop the ceiling tiles into position by tilting them slightly, lifting them above the framework and letting them fall into place.
- To cut the perimeter tiles, measure the required size and mark the face of the tile, using a straight edge cut the tile with a Stanley knife
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.2 Installation of MF Ceiling

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to install the MF ceiling.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Determine access requirements and gather any equipment required to perform work at height
- Determine the position of fixtures and fittings in accordance with client specification and mark out accordingly .
- Install perimeter channel on the walls at 600mm centres.
- Mark the soffit cleats to the structure at 1200mm centres to form a 1200 x 1200mm grid and secure each cleat.
- Pre-cut the hangers or steel angle to the approximate depth of suspension required.
- Pre drill the hangers to facilitate with fixing to the soffit cleat.
- Position each hanger or angle section against the soffit cleat and fix using a nut and bolt
- Screw fix to the structure.
- Fix the frame to the support channel and rest one end on the top flange of the perimeter channel.
- Fix hangers (two fixings per hanger) to the Primary Support Channel using a Wafer Head Jack-Point Screws.
- Extend channels by overlapping back-to-back by 150mm minimum and fix together using two Wafer Head Jack-Point Screws.
- Fix further channels to complete the primary grid.

- Form the secondary grid by running a Ceiling Section at right angles to the underside of the primary grid at maximum 450mm centres, engaging into Perimeter Channel at the perimeter.
- Screw-fix the Ceiling section to the channel using two Gyproc Wafer Head Jack-Point Screws or connecting clips.
- Extend ceiling sections (overlapping by 150mm minimum) and crimp or screw-fix twice through each flange ensuring that joints do not occur at the intersection between the ceiling sections and the channels.
- Install further channels to complete the grid.
- Install any additional sections, close down suspension centres or install supplementary framing, as required, to support fixtures and fittings.
- Fix boards to the sections with the long edges running at right angles to the framing using screws.
- Lightly butt board ends inserting fixings not closer than 10mm from bound board edges and 13mm from cut edges. Stagger end joints.
- Insert screws at 230mm maximum centres in the field of boards and 150mm maximum centres at board ends.
- Repeat process until all boards are installed
- Tidy surplus materials, remove barriers and dispose of waste in accordance with the site waste management plan.

3.0 Risk Assessment

Risk Matrix

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

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

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

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

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

3.1 Hand Tools (Use of)

Hazard Description: 3.1.1 Hand tools

Person at risk: Operative performing the work

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

3.2 Manual Handling

Hazard Description: 3.2.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff have trained in kinetic manual handling techniques.	1
• Musculoskeletal disorders	x		x
• Work-related upper limb disorders	3	Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	3
• Sprains and strains	=		=
• Dropped objects	12	Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions. Remove any potential hazards before carrying the material where possible.	3
• Slips, trips and falls		Manual handling risk assessment to be developed for the activity and understood by all members of the work party.	
		Manually handle all materials on a firm and level ground where possible.	
		Operatives shall wear gloves to increase adhesion when manually transferring loads.	
		Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.	
		Team lift any loads that exceed the maximum guidance weight of 25kg.	
		When bending and crouching, bend from your knees, not your back.	
		When handling hot, cold or sharp items ensure correct gloves are worn.	
		Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials.	
		Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall weight being carried at any one time.	

3.3 Electrical equipment

Hazard Description: 3.3.1 Electrical powered equipment

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All testing of equipment is to be undertaken on 'dead' circuits.	1
• Electrocution	x		x
• Serious Injury	5	A trained and competent electrician shall undertake all testing, commissioning and repair.	5
• Burns	=		=
• Loss of power	25	Electrical supply is transformed into low voltage (110v), and centre tapped to earth where practicable.	5
		Electrical work will be carried out by trained and qualified electricians.	
		Fixed-wiring inspected at periods not exceeding five years by a trained and competent electrician with all relevant certification held within the Head Office.	
		Isolations to be proven dead by using a certified tester by authorised members of the work party before commencing with the activity	
		Portable appliance testing to be undertaken by a Competent Person following HSG 107.	
		Tools and equipment shall be fit for purpose and inspected before use. If any tool or equipment is found to have a defect or improperly maintained or calibrated, remove from service pending testing, repair or disposal.	
		Undertake visual inspection ensuring there is no damage to casing or flex, ingress of liquids or dust.	
		When using 240-volt equipment, a Residual Current Device (RCD) must be used at the power outlet to protect the operator from electric shock. The RCD shall be tested before use.	

3.4 Power tools (Including hand held power tools)

Hazard Description: 3.4.1 Use of power tools, including hand held power tools

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A visual inspection must be carried out before use, any defects must be reported and the equipment withdrawn from service for repair or replacement as required.	1
• Cutting	x		x
• Stabbing	5		5
• Penetrating Wounds	=	All personnel wearing respiratory protective equipment shall be Face fit tested by a competent person.	=
• Entanglement with tool bits	20		5
• Lacerations		All power tools and machinery must be regularly inspected and maintained in good condition.	
• Eye damage		Allow time for equipment to stop before placing into storage.	
• Hearing damage		Always use hearing protection when using power tools.	
		Area to be segregated using barriers with appropriate warning signage to prevent unauthorised access into the work area.	
		Battery operated tools considered before the use of low voltage tools and equipment.	
		Goggles manufactured to the relevant British standard (BS EN 166) worn while operating power tools.	
		Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept under strict supervision while using power tools.	
		Operatives prohibited from wearing loose clothing or gloves or use rags or other materials which could become entangled with moving parts.	
		Operatives to wear suitable protective gloves to prevent friction burns and good grip when adjusting the position.	

3.5 Rotating cutting equipment

Hazard Description: 3.5.1 Chainsaw (Use of, at height)

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Chainsaw Operatives shall inform their employer of all prescribed medicines.	1
• Lacerations	x		x
• Severing of limb	5	Bare skin prohibited during the operation of the chain saw.	5
• Entanglement	=	Check that all guards, controls and safety functions are functional before use.	=
• Kick back	20	Cutting of materials undertaken in designated areas.	5
		Eye protection with suitable impact rated lens manufactured according to BS EN 166 be worn while using the chain saw.	
		First aid provisions on site shall consist of a suitably stocked first aid box and an appointed person to take charge of first aid on site.	
		Operatives shall be trained and competent to use the chainsaw safely.	
		Operatives provided with information on first aid provisions on site.	
		Planned preventative maintenance on the chainsaw according to the manufacturer's instructions.	
		A pre-use inspection shall be undertaken on the chainsaw to ensure that all safety features are functional before using the chainsaw.	
		Minimum PPE requirements for the use of a chainsaw:	
		• Safety Helmet (EN397) • Hearing Protection (EN 352-1) • Eye Protection (Mesh visors NE1731 & Safety glasses or Goggles EN166) • Upper body protection (BS EN 381-11) • Gloves (EN 381-7) • Leg protection (EN 381-5) • Chainsaw boots (BS EN ISO 20345) or Gators conforming to EN 2891-9 with	

safety boots

3.6 Use of cartridge operated tools or nail guns

Hazard Description: 3.6.1 Use of cartridge operated tools or nail guns

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A competent person shall undertake Pre-use inspection of cartridge operating tools - In the event of any defect or impairment is found, the equipment shall be removed from service, quarantined and labelled as not fit for use.	1
• Projectile objects	x		x
• Eye injury	5		5
• Ear damage	=		=
• Puncture injury	20	All cartridge's and tools are stored in a locked and secure store under the control of a competent supervisor.	5
• Electrocution		All Operatives are to be instructed not to stand within the line of fire.	
• Fire		All safety features to be tested to ensure functionality before use.	
		Cartridge operated tools shall not be left unattended at any time.	
		Equipment to be securely stored to prevent unauthorised access and use of cartridges and associated equipment.	
		Eye Protection with suitable A rated impact lenses manufactured per BS EN 166 worn throughout the activity.	
		Hearing protection manufactured to the relevant British standard throughout.	
		No persons shall be present on the opposite side of any wall, roof, partition or other fixings when using cartridge-operated tools.	
		Only trained operatives over 18 years old will be authorised to operate cartridge tools.	
		Operatives are not to place their face or any other part of their body directly in the firing line of the chamber.	
		Over-riding of any dead-man switch or safety feature is strictly prohibited.	
		Records of issuing and use of all cartridges and tools shall be maintained and kept available for inspection as required.	

Suitable eye protection manufactured to the associated British standard (BS EN 166) is to be worn by all operatives involved with the activity.

Suitable fire extinguisher to be on site and identified.

Use of cartridge-operated tools prohibited in flammable or explosive atmospheres.

3.7 Vibrating tools and equipment

Hazard Description: 3.7.1 Use of vibrating tools and equipment

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All Operatives exposed to hand-arm vibration (HAV) trained in HAVS awareness.	1
• Industrial disease	x		x
• Disability	4	All vibrating tools and equipment used are of a low vibration specification where reasonably practicable.	4
• Reduction in dexterity	=		=
	16	Each operative's exposure to vibration shall not exceed the exposure limit value (ELV) of 5m/s ² A(8) per day.	4
		Hand-arm vibration exposure calculator to be used to determine any restrictions that each specific vibrating tool can be used throughout the working day.	
		Health surveillance programme in place for employees where assessment indicates that is required.	
		Operatives shall keep hands warm to allow blood flow.	
		Operatives to be rotated to ensure over-exposure to vibration does not occur.	
		Pre-use check of all tools and equipment undertaken by the user.	
		Vibrating tools and equipment are to be maintained according to the manufacturer's instructions and tested to ensure accurate knowledge of vibration emitted by each piece of equipment.	

3.8 Low level work platforms

Hazard Description: 3.8.1 Use of hop-up system

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Visually inspect all equipment before use.	1
• Falls from height due to use on an unsuitable ground condition	x 3	All hop-ups manufactured according to BS 8620.	x 3
• Dropped objects	=	All staff are competent to work from hop-ups.	=
	12	Hop-up shall be moved as often as required to maintain a safe working position without over-stretching.	3
		The safe working load (SWL) of the podium step (150kg) shall not be exceeded under any circumstances.	

3.9 Work at height

Hazard Description: 3.9.1 General work at height

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All anchor points to be checked to ensure that they can sustain the forces generated in the event of a fall.	1
• Falls from height	x		x
• Orthostatic intolerance (Suspension Trauma)	5	Inspect all fall arrest equipment before use.	5
• Fatality	=	All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	=
• Dropped objects	25	All work at height will be sufficiently planned, organised and supervised by competent persons. Any holes or gaps within the floor structure to be covered with a suitable material to prevent trips and falls. Barriers and appropriate warning signage to be erected to prevent unauthorised access into any potential drop zones. Collective means of fall prevention considered before the use of fall arrest equipment. Communications methods to be discussed and understood by all operatives involved with the activity. Fall arrest harness to be worn where holes or drops are exposed with a permit to work system to be employed Fall prevention systems are certified and installed by an industry specialist organisation. Operatives are trained and competent in the correct selection, inspection and use of fall arrest/fall restraint equipment. Operatives shall secure tools at height with retention strap to prevent dropped object. Operatives to be trained in the installation and use mobile man anchors.	5

Periodic inspection of all fall arrest equipment complete at periods not exceeding six months.

Rescue plan developed and discussed with all operatives before commencing with the activity.

Specific liability insurance policy in place for all work above 10 meters.

Twin lanyards to be used to ensure 100% tie-off at all times when using fall-arrest equipment.

Work area checked for uneven ground and to be clear of debris or equipment.

Work at height to be undertaken by trained and competent operatives.

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

Hazard Description: 3.10.1 MEWP - Delivery and Collection Person at risk: Operative performing the work, Other Site Operatives			
Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A trained and competent person will undertake delivery or collection of MEWP with relevant IPAF Certification for the type of MEWP being delivered or collected.	1
• Equipment not being fit for purpose	x		x
• Overturning	5		5
• Collision with temporary or permanent structures	=	Barriers with appropriate signage erected around any delivery area to prevent unauthorised access to throughout the activity.	=
• Collision with persons	15		5
Designated loading and unloading area to be determined before the delivery of the MEWP.			
Manufacturer's instructions shall be adhered to throughout the delivery/collection with the gradient of the ramp is strictly followed to avoid overturning the MEWP.			
MEWP delivery to be scheduled at times when there are low pedestrian or traffic levels where possible.			
Site traffic management plan identifies the designated parking area for MEWP's.			
Specification of MEWP to be agreed and confirmed with the equipment owner before delivery.			
Pedestrian footpaths routed around the designated loading/unloading area.			
Pedestrians shall wear hi-visibility clothing as standard PPE on site.			

3.11 Mobile scaffold (Use of)

Hazard Description: 3.11.1 Performing work from a mobile scaffold

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All mobile scaffolds erected to manufacturer's instructions.	1
• Fall from height	x		x
• Fatality	5	Mobile scaffolding only erected by competent persons with PASMA certification &/or specific manufacturer training.	5
• Collapse of scaffold	=		=
	20	Mobile scaffolds to be tied or secured to a permanent structure with brakes applied at all times when not being transported.	5
		Mobile scaffolds to be accessed using an internal ladder or fixed staircase.	
		The movement of mobile scaffolding with equipment, materials or persons remaining on the structure is strictly prohibited.	
		Weather conditions to be continually monitored when using mobile scaffolds should not be used outside during adverse/ inclement weather.	

3.12 Cables

Hazard Description: 3.12.1 Cables

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All Operatives will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Slips, Trips and Falls related injuries	x		x
• Bruising	4	Cables to be routed above head height wherever possible.	4
• Cuts	=		=
• Dropped objects	16	Manage all cables and equipment, so they do not cause trip hazards in the working area. Unavoidable trailing cables to be identified and made visible to other persons within the area.	4

3.13 Materials stored at ground level

Hazard Description: 3.13.1 Equipment and materials stored at ground level

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Slips, Trips and Falls	x		x
• Personal injury	4	Store all equipment and materials in a designated area away from walkways and thoroughfares to prevent trips and falls.	4
• Dropped objects	=		=
• Potential obstruction during an emergency escape	16	Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	4

3.14 Mixing equipment

Hazard Description: 3.14.1 Operation of mortar silo

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

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All operatives briefed in the safe operation of the equipment before being allowed to operate. This includes information on the location of emergency shut off valves etc.	1
• Environmental impact due to overfilling	x		x
• Exposure to the hazardous substance (Mortar)	4		4
• Eye injuries caused by splashing	=	Daily cleaning is undertaken in accordance with the manufacturer's instructions	=
	16	Mortar tub shall only be transported by site telehandler forklift when it contains mortar.	4
		Mortar tub positioned directly under outlet before starting pumping.	
		Operating time set up during commissioning to prevent gross loss of containment.	
		Operatives instructed to report any defects or impairments to the Site Manager as soon as they are noticed.	
		Silo installed and commissioned by a competent person/s.	
		Spill kits located near to the silo and should be used in the event of overfilling/spillage.	
		Weekly cleaning is undertaken in accordance with the manufacturer's instructions	
		Workers to wear eye protection at all times when operating the mortar silo.	

