



Risk Assessment

Client

PJD Properties

Date of works:

04/10/2023

Scope of works

The project consists of internal strip out, Cat A & B fit out across 5 floors at Sevensdale House. Works include soft strip of existing ceilings, partitions, flooring and M&E systems. Upon completion of strip out works, Install new partitions, ceiling rafts, reinstate lighting, install new fire alarm system, adapt existing ventilation & AC units, decorate throughout and install new flooring across all 5 floors.

Site Address

Sevensdale House 7 Dale Street, Manchester M1 1JA

Date of Issue

03/10/2023

Assessor

Print Name:

James Smith

Signature:

James Smith

Review status

Date:

30/01/2024

Version

1

Risk Assessment Ref

3415

NOTE:

This Risk Assessment should be read in conjunction with any relevant TJM Construction Phase Plan documents, SSOW, Method Statement, COSHH Assessments and Manufacturer's instructions.

Hazards / Consequences	Person at risk	Risk before controls			Controls	Risk with controls		
		L	S	R		L	S	R
Operating power tools – Entanglement, debris erection, incorrect use of tools, HAVS, Electrocution, exposure to noise, Dust	Operatives and others in immediate vicinity	4	4	H	Only competent and experienced personnel to operate any power tools. Keep loose clothing and long hair clear of any moving parts of power tools. Jewellery should not be worn when operating power tools. Factory fitted guarding must be kept in place to prevent or minimise fragments and debris flying out. Always use manufacturers dust extraction fittings. Always check that the correct blade, attachment or tool is being used for the task or material. All tools must be used in accordance with the manufacturer's instructions. Equipment should be inspected prior to use and maintained in good condition. Competent operatives must assess job requirements and materials being worked on to minimise chances of binding and jamming. Always use correct bits and accessories for the task. Stick to trigger times and ensure correct breaks are taken, and do not exceed daily maximum exposure times. Generally, minimize the time individuals use the equipment - job or operative rotation. Competent persons will test all portable electrical equipment at regular intervals. Operatives to do daily visual inspections prior to use, and especially check leads and plugs for damage and breaks. Remove any damaged equipment from use immediately and pass over to Site Management. Ensure equipment is maintained and in good condition. Ensure suitable PPE is worn including Hearing protection, eye protection and dust masks as necessary as required. Use modern tools with lower sound characteristics wherever possible. Ensure any site noise restriction times are observed to protect non-working staff who may be in the vicinity.	1	4	L

Use of skips - collision injuries, damage to vehicles and property, Entrapment and impact from skip whilst lowering, Arson and combustion of waste, Waste and debris being ejected from the skip by loading or wind	Operatives and the general public	3	5	H	All carriers to be approved and all skips and equipment complies with relevant current laws. Check audible reversing and beacons are functional and being used during all skip movements. If fitted to the wagon the carrier is to use skip covers to prevent debris falling out when driving. Driver to check chain lugs prior to lifting. Cones, signage (and lighting if applicable) to be used when on a public highway. Banksman to be used at all times. Level loads only to maximum of skip side height – no cheek boards. Ensure area is well lit and all around the skip can be seen. Skips to be kept at least 10 metres from any building if of the open type or 6 metres if the skip is enclosed and lockable. Skips must be enclosed and lockable if on public highway or easily accessible e.g. in a loading bay. Ensure a strict no smoking policy is in place and keep any designated smoking areas away from the waste collection area. Never stand on the sides of any skip. Never jump in the skip to adjust loads. Never try to salvage goods from skips for personal use Light or dusty materials to be bagged or damped to prevent wind blowing items from the skip. Ensure any glass is loaded first, horizontally to the base of the skip – do not lean at an angle.	1	5	L
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Housekeeping – slips, trips and falls	Operatives, other contractors	4	4	H	- Floors to be kept in good condition. - Stairways to be kept clear of obstacles and handrails fitted where required. - Barriers and relevant signage put in place around work area to prevent access by unauthorised people. - Waste materials removed regularly from work area and placed in suitable collection bins ready for transferring to waste containers. - If cables are on the floor, keep them tight to the side of any walkways and if there are multiple cables tie together to prevent spreading. - Use cable protectors, cones and / or hazard tape over trailing cables where they may cross entrance or doorways, aisles and walkways. - If possible, suspend power and lighting festoon cables at high level and drop them down into the immediate work area only. - The storage of goods on floors to be kept to specific areas with adequate walkways in between.	1	4	L
Manual handling - muscular injuries and general MSD issues. ? ? ? ?	Operatives	4	4	H	- Eliminate handling as far as possible through use of handling equipment. - Working practices to be regularly assessed to reduce repetitive handling of loads. - Allowances must be made to allow for adequate rest breaks or changes in tasks. Rotate personnel if possible. - Good basic manual handling techniques and training to be applied to all staff, not just general operatives. - Use of the principles of TILE – task, individual, load and environment for all manual handling operations. - Always use the right people and equipment for the task. - If in doubt stop and ask for assistance and further help or guidance. - Never try to do too much. - Operatives to receive training in manual handling techniques and to be adequately supervised. - TBT's to be given where needed or when the job requirements change. - Supervisors to monitor daily activities to ensure good practices are maintained.	1	4	L

Plastering/ Drylining works – Contact with plaster may lead to skin irritation, respiratory problems and eye damage.	Operatives	3	4	M	• Only competent operatives to handle and mix dry plaster powder. • Follow manual handling rules for moving and using plaster products. • PPE as specified in the COSHH assessment for gypsum products to be worn when mixing dry plaster powder – includes FFP3 masks. • Work area to be regularly cleaned and any damaged bags of plaster to be disposed of in the appropriate waste skip. • Barrier off mixing area and close up part used bags.	1	4	L
Use of transformers and temporary electrical supplies on site – possible electric shock, sparks, overloading, overheating and fires.	Operatives, others on site (including visitors) and existing occupiers.	3	5	H	• All electrical site equipment to be 110v as far as practicable. • Mains wired distribution transformers to be fitted wherever possible (4x16 and 2x32 amp outlets) on site - locate centrally to minimise cable runs. • All mains wired distribution transformers to be installed by competent electricians and the distribution boards used clearly signed as temporary site supply only. • Do not overload mains transformers – no plugging of smaller transformers into mains wired transformers – cable runs only direct to lights and tools. • Portable transformers to be inspected prior to use and be correctly rated for the tools to be used. Do not try and double up supplies by using splitter boxes.	1	5	L

Use of electrical equipment	Operatives, others on site (including visitors) and existing occupiers.	3	5	H	• Always check leads and plugs / sockets for defect and damage and ensure armour cable mains supplies are fully glanded with no exposed cores. Ensure spring loaded socket caps are all fitted and functional. • Remove any damaged leads or equipment from use immediately – no taping of damaged cables under any circumstances. • Always fully uncoil any extension lead reels to prevent overheating. • Visual user checks on all electrical power tools as per the issued RA05 - Operating power tools. • Keep cable runs from transformers either at high level or use cable management / protection for floor runs. • Unplug tools when not in use or at the end of each working day. • Only lights for security and safety reasons to remain plugged into transformers overnight. • Where lights have extension 16amp sockets do not overload. Single short duration tool use or (preferably) daisy chain lighting only.	1	5	L
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Exposure to asbestos fibres – chronic ill health and death.	Operatives, contractors, members of the public	3	5	H	• Asbestos survey prior to commencement or inspect existing asbestos register. • All operatives to have received asbestos awareness training. • If in doubt – stop! • Isolate potential risk area and ensure no unauthorised access until presence of asbestos is confirmed or excluded.	1	5	L
General painting and varnishing - paint splashes to body and eyes lead to skin irritation and eye damage.	Operatives	4	3	M	• Operatives to wear suitable PPE when carrying out painting works (e.g. coveralls, gloves, eye shields etc.) as specified within the relevant COSHH assessment. • All splashes on the skin to be treated immediately in accordance with the manufacturers Material Safety Data Sheet (MSDS). • Substitute to low VOC or water-based materials wherever possible.	1	3	L
Inhalation of paint and fumes - irritation of eyes and respiratory tract possibly leading to long-term or chronic health conditions.	Operatives	4	4	H	• Where possible use low / zero VOC materials. • Operatives to be instructed to read the safety label on all paint containers before use, follow any relevant COSHH assessment. • Provide natural ventilation as far as possible, then apply mechanical local extraction. • Ensure the work area is well ventilated. • Use FFP3 or organic vapour masks (filter change on respirator) as required.	1	4	L
Use of Hand tools - choosing the wrong type may cause tool to slip leading to piercing and cut injuries.	Operatives	3	3	M	• The correct type and size of tool for the task in hand to be chosen. • Ensure tool is in good condition and check the grip or handle and ensure tools is not defective before use. • Wear the correct gloves.	1	3	M
Using knives - incorrect use of knife can lead to cuts to hands / arms	Operatives	3	4	M	• Consider using a safer, alternative tool to carry out the task, e.g. a cable stripper, scissors etc. • Ensure blade is covered when not in use. • Cut away from the body and the hand should be kept behind the blade. • Cut resistant type gloves to be worn to prevent cuts.	1	4	L

Working at height from a tower scaffold - falls from height, materials or equipment falling from tower.	Operatives and others in the work area	4	5	H	• Operatives trained in work at height including PASMA training for operatives that erect and inspect mobile towers. • Ensure mobile tower is erected in accordance with manufacturers instructions. • Check Scafftag or inspection register prior to use if using an existing assembled tower. • Those using the tower to stay within the confines of the tower at all times. • The tower not to be overloaded with equipment or materials. • No parts of the tower to be removed or adjusted whilst in use. • Equipment not to be hoisted up the side of the tower – must be transferred through the internal structure. • Check safe working load (SWL) is suitable for expected use. • Check toeboards are complete and in the correct position. • Check guardrails are in position and to the correct working height of 1100mm. • Never attempt to move a tower with operatives on the equipment.	1	5	L
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Working off a ladder including step ladders and podiums - Working at Height / Fall of persons / equipment from height	Operatives	4	4	H	• Ladders must only be used when it is not practical to use another means of access and must be Professional (old Class 1) rated only. Refer to the HSE's latest guidance LA455 for further guidance if required. • User to inspect the ladders prior to use, any faults should be reported immediately (including missing feet) to the supervisor. Faulty ladders must not be used and removed immediately from site or locked off. • The size of the ladders should be approximately 1m shorter than the highest point, which needs to be reached - this will offer a wider, more stable base and places shelf at a convenient working height. • Open the ladder spreaders and shelf fully. • Check stability – ensure that all ladder feet are on a firm, level and non-slippery surface. • Do not twist to reach the work area – move the ladders to always maintain right angle of approach. • Avoid pushing or pulling the stepladders from the side. Face the stepladder when climbing up or down. • Keep your body centred between side rails, maintain a firm grip when climbing. • Knees at all times must be below the top rung. • Erect barriers around the work area to prevent access by other site personnel / public / pedestrians or plant as applicable. • Do not overload – ladders are meant for one person only. • Once works are completed ensure stepladders are removed and stowed. Do not leave them accessible for others to use who may not be authorised or trained. • Supervisors to inspect ladders on a regular basis and record via Ladder Tags or in the site files	1	4	L
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Non-construction personnel entering work area - resulting in serious injury.	Building users and building visitors.	3	4	M	• The work area will be cordoned off and warning signage put in place • Operatives to stay alert to possible unauthorised access to the work area and escort others immediately away from the work area. • Pre-warn (where possible) of works to be undertaken, including expected dates and times. • Where possible works will be planned to take place during quiet times, breaks or holidays. • Check for access doors or routes that may not be obvious, or later additions / changes not shown on drawings or floor plans.	1	4	L
Aggression and violence from non-construction personnel - resulting in abuse and potential physical assault.	Site operatives.	3	4	M	• All site operatives to show respect to other workers and non-construction staff. • If required a toolbox talk to be delivered on dealing with aggression and violence. • No lone working to take place unless fully assessed and authorised by Management. • Maintain a good level of communication with building users with regard to the programme of works. • If in a position of feeling threatened, leave work area in a safe condition and report to the site supervisor or manager. • All incidents to be reported to site manager and head office immediately.	1	4	L

General exposure to wood, MDF dusts, Silica dust, oils, wood coatings and sprays (e.g. silicone lubricant) – dermatitis and skin issues, respiratory disorders, nasal problems.	Operatives and others in the work area	4	4	H	• All sanders and saws to be fitted with extraction or dust collectors, which are suitable for the machine type, preferably manufacturer fitted. • Check collectors and / or suction is operational, empty bags regularly. • Create dust cubes if setting up cutting / workstations. • Ensure water suppression is used when cutting stone, bricks, blocks or other materials that can give rise to exposure to silica dust • Use FFP3 masks. • Check COSHH assessments when using or working with finishes, oils and sprays. • Wear suitable gloves or barrier cream where required.	1	4	L
Use of cartridge operated nail guns – eye damage, puncture wounds, hearing damage.	Operatives and others in the work area	4	4	H	• Always ensure correct type / gauge of nail are used. • Check safety guard / trigger to prevent unwanted firing. • Ensure gas canisters / batteries are good. • Ensure work pieces are firmly held / clamped. • Don't overreach with nail guns – kickback issues. • Be aware of what's behind the work area – nails can fire through materials. • Ensure that correct levels of eye protection are used (Impact rated)	1	4	L
Spillage of paints, chemicals and fuels leading to fire and explosion risk.	All operatives, other building users and the general public.	4	5	H	• Store different chemicals and substances separately, preferably on different pallets. • Managers to check COSHH or MSDS prior to delivery to assess possible reactive potential. • Strictly no smoking, naked flame or hot works near any stored goods or goods in the work area. • Ensure correct fire extinguishers are on site and easily accessible.	1	5	L

Mental Health – Stress, anxiety, Low morale, Staff feel bullied, harassed or excluded, Lack of support, or fear about raising issues	Employees, contractors and Management	4	4	H	• Promote a positive culture of trust. • Site managers and management to receive training in mental health awareness. • Find ways to celebrate success (rewards, bonus, staff lunches etc) • Ensure staff know how to praise staff • Make staff aware of support available within the organisation e.g. line manager, mentors • Raise awareness of support outside of the business (e.g. Mental Health First Aiders, occupational health, Health and Safety Manager)	1	4	L
Vibration created by hand held power tools being transmitted into the body. Vibration white finger and other Reportable diseases under RIDDOR)	Operatives	5	4	H	• All operatives to complete HAVS self – assessment, forms to be retained as per company procedure. • Identify tools and view information on Hilti ON!Track App • If no information is available on Hilti ON!Track – refer tool to H&S Manager with Make & Model for an assessment to be carried out. • If a worker is exposed to more than one tool or process during the day, the exposure should be added together to identify total exposure • Orchestrate job rotation or similar measures to prevent/reduce risk of injury. • Ensure the tool is properly maintained to prolong its best low vibration performance, and the cutting bit is sharp thereby avoiding undue grip and pressure.	1	4	L
Handling of metal frame sections, dropping / mishandling of heavy materials – strains and other MSD injuries.	Operatives	3	4	M	• Ensure Manual Handling risk assessment is followed. • Assess positioning of all stiles and mullions prior to lifting. • Ensure all correct jointing parts and hardware are present prior to start. • Ensure any specified specialist assembly tools are available. • Use cut resistant gloves if metal has cut ends or fine edges.	1	4	L

Movement and handling of glazing – cuts and slice injuries, eye damage from shards of broken glass.	Operatives and others in the transit route or work area.	3	4	M	• Identify storage or immediate work area designated for glass. • Make sure transit route is clear and unobstructed. • Where possible use mechanical aids such as glass trollies and glass suckers. • Try to arrange specific transfer at quieter times, such as lunch breaks or early mornings. • Place glass in designated area as gently as possible – ensure vertical angles stacking only and wedge against slippage. • Wear the correct PPE, specifically cut resistant gloves, eye protection and safety footwear. • When removing glass ensure area is clear of obstructions and the work is planned.	1	4	L
Working in occupied buildings - Insufficient communication between TJM and the client or occupiers - resulting in incidents causing harm and damage.	Other workers, site visitors and the public.	3	4	M	• TJM project management team to inform all building managers and other relevant client / building personnel of expected works to be carried out and access restrictions during the works. • Each work area will be fully cordoned off and access will be restricted to TJM personnel only – signage will be put up to show this. • TJM site supervisor to liaise regularly with managers and staff.	1	4	L

Demolition and Soft Strip - Temporary instability and potential collapse of internal structures such as partitions and ceilings – crush and impact injuries.	Operatives and others in the work area.	5	5	H	• Assess and plan internal demolitions – ensure all personnel area aware of restricted areas, and place appropriate signage and barriers. • Never work overhead other operatives • Use props and other temporary supports where required • Always remove doors and other affixed items before walls are removed • Drop ceiling or wall sections in smaller manageable sections, always work from the top down in a logical manner • Always remove waste as the works progress never leave until the end of the day	1	5	L
General Plumbing - Competence for working on gas installations – explosions, fire, and fume poisoning.	All operatives, other building users and the general public.	3	5	H	• Only trained and authorised plumbers to work on gas installations. • All plumbers to hold current Gas Safe Register accreditation – commercial only. • Plumbers may only work on installations covered by their Gas Safe Register accreditation. • All works to be completed to industry standards and guidance at all times.	1	5	L
Generally working with electricity - electric shocks and burns.	Operatives and others in the work area	4	5	H	• Only trained and competent staff to undertake electrical works. • Obtain permit to work (if required) from the relevant person or organisation. • Ensure isolation points are correctly identified, isolated and locked off • Ensure no wet areas or water present. • Check any existing cables and breakers for damage or arcing. • Place warning and lock out signage as required. • Use rubber mats (to BS921) where necessary.	1	5	L

Working on live fire and fire exit doors in occupied buildings – risk of serious injury and potential fatalities.	Tenants, visitors to the building, building staff and on-site contactors.	3	5	H	• Works requiring the propping open of fire door (NOT wedging) to be agreed in advance with the building management and where applicable the principal designer or contract administrator. • Doors can only be propped open by TJM authorised staff and not by any other contractor or building occupier. • Any door propped open must at all times be under the supervision of the operative working on the door. • Should the operative need to move away from the immediate vicinity of the door, for any reason (including welfare break) then the door must be returned to its closed position. • Any door to be propped must be held open with easily movable and obvious props, such as a suitably weighted box or sandbag. • Never use fire extinguishers or other unsuitable / prohibited equipment such as timber, rubber or metal wedges. • Be aware of the fire compartmentation and do not prop open multiple doors within one escape route, even if they are supervised. • Doors to be propped for the minimum times only required to conduct the required works. • Should any non-fire critical performance items such as signage be removed (to enable decoration for example) then this must be temporarily reattached when the door is closed and unattended. • Any additional protection measures being used such as barrier tape and temporary barriers to also be moved once the fire door is returned to its closed position. • Operatives to respond to any tenant enquires politely and direct them to the building management team or TJM project manager.	1	5	L
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Working at height and in open plant wells – falls from height, fall of materials from height, use of access equipment, slippery or treacherous conditions – death and serious injury.	Operatives, others in the plant well area.	4	5	H	• Only approved access routes to be used. • Only competent and experienced staff to access plant well. • Advised to use a permit to work system to control access. • Always use correct and full PPE, especially hearing and eye protection – noisy plant in operation and possible wind-blown debris. • If a man-safe system is fitted clip on at all times, and ensure harnesses are correct, inspected and suitably adjusted. • Do not lean or stand on any handrails or guardrails. • Always keep to defined walkways and access systems. • Do not climb on or over plant well machinery.	1	5	L
Ceramic tiles – removal and laying - Noise, fragments, dust and chips from tile removal - cuts, eye damage, respiratory issues.	Operatives and others in the work area.	3	4	M	• Ensure work areas are barriered off and warning signs erected, including noise warning signs. • Transfer noisy works to specific times out of hours or at weekends if possible. • Erect plastic sheet enclosures if possible, to minimise dust. • All correct PPE to be worn at all times, including FFP3 masks and ear defenders / ear plugs. • Always remove tiles from the top down. • Use correct tools and breakers for the task, ensure any chisels are sharp. • If cutting tiles by mechanical means, follow issued RA02 – Abrasive Wheels. • If using manual tile cutters, ensure they are positioned on a stable level work surface. • Always wear correct PPE for the task. • If possible, cut tiles externally, or use dust cubes / protective sheeting and always use wet cutting procedures. • Ensure tiles are held firmly prior to cutting.	1	4	L

Handling and stacking of materials. Obstructions and restriction of access ways and means of egress, through incorrect placing of materials. Collapse of stacked materials – crush injuries and blocked access ways.	Operatives and others in the work area, the General Public	3	5	H	• Use designated set down and storage areas • Assess and identify suitable set down area if materials are being delivered direct to the work area • Place suitable barriers and signage around goods dropped outside the storage area • Never place goods, even for a short period across doorways, stairways pedestrian routes • Use palletised stacking wherever possible • If skids are used ensure they are suitable, equal in size and use a minimum of 3 • Stacks no more than 2 pallets (or equivalent) high • Material stacks against walls etc. to close off access from one side	1	5	L
Installing partition systems - Moving and disposal of metal sections – potential cut injuries to hand and other body parts, strains from loading into containers. Installing fibreglass within partition cavity.	Operatives	3	4	M	• Use cut resistant gloves and any other required PPE such as eye protection. • Do not attempt to lift metal above chest height into waste container or van – load from the rear doors or low level side. • Ensure metal is stacked as neatly as possible to avoid projections and voids in the skip. • Metal to be placed in designated recycling container / skip where available, not in general waste skip. • Wherever practical return waste metal to head office for recycling. • Always follow manufacturers installation instructions. • Ensure suitable cut rated gloves and other PPE is worn at all times as identified in the COSHH Assessments. • Ensure insulation is correctly sized for the partition cavity. • Insulation to be cut with either a knife or saw depending on application and thickness.	1	4	L

Removing hard hats on site. Head injury	Operatives	4	4	H	• Operatives may remove their hard hats on site if the following activities/ hazards are NOT present. If any of the below activities or hazards are present operatives must wear a hard hat. Operatives & site management are required to monitor activities and implement hard hats as necessary • Working at height. • Working around or in proximity of scaffolds or other access equipment. • Working around or in proximity of plant or equipment. • Working in a MEWP. • Where PPE is incorporated into a safety helmet IE visor, hearing protection. • Risk of entering a designated hard hat area. Areas must be segregated and identified with signage. • Risk of banging head. • Risk of falling tools/ materials/ equipment.	1	4	L
					Before commencing any work on a listed building, it's crucial to understand its listing status, as this will dictate the type of work you can carry out and the required permissions. While work on Grade II buildings is common, gaining consent for works on Grade I and Grade II* buildings is much harder.			

Working in Buildings of historic nature IE listed buildings - Damage to property and historical artifacts	Building	3	4	M	Work to listed buildings requires Listed Building Consent if it involves the ‘fabric of the building,’ i.e., the roof, walls, and windows. In addition, some interior features like fireplaces are also protected. It’s advisable to consult with experts with specific experience with historic and listed buildings. Experts range from surveyors and conservation officers to architects and structural engineers. When working on listed buildings, it’s typically necessary to use materials and techniques compatible with the original structure. The choice of materials and techniques depends on the scope of the development – it’s often possible to pair traditional methods with modern materials or vice versa. The construction process may involve sourcing traditional building materials or employing specific construction methods to preserve the building’s historic character. A construction professional experienced in working with listed buildings, such as a structural engineer, will advise on appropriate materials and building techniques. Regular monitoring and supervision of the work are crucial to ensure the project stays on track and complies with the legal requirements. Monitoring includes checking that the correct materials and techniques are used, and that health, safety and sustainability measures are followed to the letter. Carrying out work on listed buildings requires carefully preserving the structure’s historical integrity while ensuring the work is safe and compliant.	1	4	L
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RISK RATING (R) 1 – 6 = LOW 8 – 12 = MEDIUM 15 – 25 = HIGH

Further Actions	(Further control measures that could be implemented to improve safety)	Action by Who & Date

Further Action authorised by:	Name		Position & Signature	



Method Statement

Client

PJD Properties

Date of works:

04/10/2023

Scope of works

The project consists of internal strip out, Cat A & B fit out across 5 floors at Sevendale House. Works include soft strip of existing ceilings, partitions, flooring and M&E systems. Upon completion of strip out works, Install new partitions, ceiling rafts, reinstate lighting, install new fire alarm system, adapt existing ventilation & AC units, decorate throughout and install new flooring across all 5 floors.

Site Address

Sevendale House 7 Dale Street, Manchester M1 1JA

Date of Issue

03/10/2023

Assessor

Print Name:

James Smith

Review status

Date:

30/01/2024

Version

1

Method Statement Ref

3415

Signature:

James Smith

NOTE:

This method statement should be read in conjunction with any relevant TJM Construction Phase Plan documents, SSOW, Risk Assessments, COSHH Assessments and Manufacturer's instructions.

SECTION	CONTENTS
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2	Security & Welfare
3	Emergency arrangement & First Aid
4	Inductions & Site Training
5	Monitoring & Compliance
6	Method of Work
7	Personal Protective Equipment
8	Environmental Issues

CONTACT DETAILS		
Name & Position	Contact No.	Responsibilities
Tony McCabe - Contracts Manager	07834 488 790	Overall project responsibility
Paul Scapens - Site Manager	07534 903 948	TJM Site Management
James Smith - QHSE Manager	07850 054 776	QHSE Support, Audits, RAMS
ASSOCIATED DOCUMENTS		
Risk Assessments		

Safe Systems of Work (SSOW)	SSOW Manual Handling	SSOW Hot Works	SSOW Mobile Tower Scaffolds	SSOW Ladders & Step Ladders
	SSOW Ceilings	SSOW Partitions		
Insurances				
Waste Carriers Licence				
SSIP Accreditation				
1.0 ACCESS				
Access to the general site (unless otherwise instructed) will be through main reception area located off Dale Street				

2.0 SECURITY & WELFARE

The security of the building will not be compromised by these works. The site manager will ensure that the work areas are secured at the end of the working day.

TJM create a dedicated welfare area within the footprint of the building with access to fridge microwave, kettle, toilet facilities and running water.

3.0 EMERGENCY PROCEDURES AND FIRST AID

Emergency procedures with regard to the instructions to follow in the event of an emergency, including contact details, will be given in the TJM induction.

Paul Scapens is site manager and is first aid trained with a fully stocked first aid kit available.

4.0 INDUCTIONS & SITE TRAINING

All TJM operatives will attend the site induction and sign any attendance register required. TJM operatives will also sign in and out daily on the site register.

Should they be required, TJM operatives will attend any briefings or TBT's regarding any site-specific issues that may arise with regard to activities or visitors to the site's common areas. This especially applies where contractors may be undertaking concurrent adjacent but under a different instructing party.

5.0 MONITORING AND COMPLIANCE

The works at Sevendale House will be monitored at all times by the project manager Tony McCabe with support from the TJM Site manager Paul Scapens. Visual informal inspections will be carried out before each task commences by the nominated site supervisor.

Should any formal H+S inspections be required the TJM H+S manager or our external consultants Socotec will seek authorisation to visit the works.

6.0 GENERAL METHODS OF WORK

Maintain warning and information signage, barrier off areas to prevent unauthorised access.

All floors, finished areas, transit routes, lifts, stairwells and material storage areas to be protected from potential damage by goods, waste materials, dropped objects, toolboxes etc. all historic features and characteristic of the listed building e.g. all windows, floors, joinery, floor and wall coverings are to be over boarded and protected for the duration of the works to ensure no damage is caused.

Identify new (or maintain existing) power supply route for 110v tooling and tape / protect trailing cables.

Work operations general strip out

Place agreed warning and information signage, lock off rooms and work areas wherever possible to prevent unauthorised access.

Access to any higher level areas (up to 2.4 metres) shall be via heavy duty step ladders or aluminum hop ups.

Access required higher than 2.4 metres (unlikely) will be via mobile towers.

All floors, finished areas, transit routes, lifts, stairwells and material storage areas to be protected from potential damage by goods, waste materials, dropped objects, tool boxes etc.

Strip out all old materials, coverings, tiles, partitions and screens etc. ensuring adherence to the Risk Assessments specified for strip-out works.

Carefully protect and store existing sanitary ware for re-use if required.

Take into account any potential blocking of fire escape routes and doors and ensure debris and tools can be moved immediately in the event of an alarm.

Follow programme of works for each area and ensure debris is removed promptly to the designated skips.

Complete tasks as per the programme and specific detail from the Site Supervisor, ensuring adherence to the relevant Risk Assessments for strip-out works.

Work operations ceiling installations:

Mobile podiums and where possible mobile tower to be used, stepladders will be used as a last resort

Install perimeter track and install new hangers.

Install main tees then transoms.

Install specified ceiling tiles.

All cuts to be done at floor level on a suitable work surface.

Cut tiles to be passed back up for fitting / adjustment.

Work operations partitions installations:

Using either mobile podiums or mobile tower, stepladders (last resort) depending on floor conditions, set out studwork installation lines.

Fix head and floor track using battery powered hand drills first and infill with vertical studs, braces and door frames as specified.

Install insulation to wall cavity

Working top down clad both sides with plasterboard.

Install specified doors and ironmongery.

Work Operations: Tape & jointing

Prepare surfaces ready to receive reinforced fibre tape and corner tape to joints as necessary

Apply a minimum of 2 coats of joint filling compound.

Areas to be sanded to leave a flat seamless finish using extraction to reduce dust (minimum M Class)

Work operations decoration:

Prepare surfaces and where necessary apply filler, allow to dry, and sand as necessary.

Mist coat the walls with brush & rollers. Brushes and rollers are to be stored in paint mate storage boxes and cleaned off site.

Apply final coats of emulsion paint.

Skirtings, door frames and architraves to be prepared and undercoated. Once dry gloss paint to be applied.

Work operations flooring:

Clean existing floor area.

Mix screed using suitable container / mixing paddle and pour to self-level.

Barrier off and allow specified drying time.

Cut and lay flooring, undertaking cuts in a suitable flat area.

7.0 PERSONAL PROTECTIVE EQUIPMENT



			✓		✓	✓
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8.0 ENVIRONMENTAL ISSUES

Historic Buildings

Ensure thorough consideration is given to the fact the site is a listed building and ensure all marked up drawings of strip out items are approved by the conservation officer prior to commencing any works. Refer to attached drawing showing all areas that must be protected to ensure no compromise of listed building features.

Noise:

Noise may be created by the various work operations. If works are being undertaken adjacent to occupied areas, care will be taken to restrict these operations to specified periods.

Dust & Fumes:

It is unlikely that any significant dust will be generated by the fit-out works. If required, face-fit FFP3 masks will be issued to operatives for local control.

Waste:

All waste will be collected at source and either placed in the designated site skip, wait and load facility or transported to St Helens (Westside Yard) for recycling / disposal in registered waste containers. TJM are registered waste carriers.

Further Actions	(Further control measures that could be implemented to improve safety)			Action by Who & Date
Further Action authorised by:	Name		Position & Signature	