

vii. Hot Works

Scope: This element of the Method Statement consists of the methodology for hot works that may be required for the works.

HOLD POINT	Confirmation that a safety exclusion zone has been established around the works area with suitable and sufficient signage in place warning of the works being undertaken.	Works Supervisor Signature
HOLD POINT	Confirmation that prior to any works taking place, the immediate area around the works will be fenced off with 'Heras' type fencing and or hazard tape as appropriate. Warning signs will be posted around the access point and along the work area boundary. The whole of the works areas is to be an exclusion zone to all other trades and members of the public.	Works Supervisor Signature
HOLD POINT	Confirmation that a Hot Works Permit is issued. The Permit will be issued on a daily basis and a fire watch will be in place on completion of the element of works. Suitable means of fire fighting equipment will be on hand throughout the works and for a period upon completion. This will be in the form of Fire Extinguisher / LIVE Charged water hose.	Works Supervisor Signature

- **Safety Point:** All service disconnection paperwork will be in the possession of the site manager prior to the commencement of any works. Location of LIVE services will be clearly identified on site where applicable.
- **Safety Point:** PPE to be worn – Fire Retardant Overalls, Lace Covers / Foundry Boots and Gauntlet Gloves. RPE to be worn – Half Mask with ABEK filter.
- Ensure that all combustible material / liquids have been removed from the area and visual inspections have been made behind any column or beam where practically possible.
- The bottles will be stored on a trolley and chained on to ensure secure. They will be maneuvered within close proximity to the work area. All connections will be checked including for flashback arrestors and dialled gauges. The bagging will be laid out and connected to the burning gun. A suitable nozzle will be used to undertake the works. Ensure that the bagging is not knotted or tied together.
- No hot works should be carried out in the last hour of the working day or within one hour of any work break. A sweep of the building will be carried out to ensure that no burning embers etc are present.

- The use of Oxy-Propane cutting equipment to sever elements of pipes and associated plant within the units, must always be accompanied by a fire watch with adequate and appropriate extinguishers available to hand.
- Access / Egress points will be kept clear of any debris to avoid slip and trip hazards. Access into these areas will be limited and controlled by the working area supervisor.
- For internal "Hot Works" where practically possible windows must be opened to help with air flow within the structure and the intended work route / area. The site manager/supervisor and operatives must ensure there is enough ventilation and adequate firefighting equipment nearby. No hot works should be carried out in the last hour of the working day or within one hour of any work break.
- All operatives should ensure they commence the works adjacent to the entry point working into the area. This will ensure a clear unrestricted access/egress point is available should any type of emergency evacuation or emergency rescue be required.
- Operatives must be issued with a hot works permit, this must be completed, checked and logged prior to the commencement of any hot works.
- Any metal frame work etc that requires hot works will be cut using a series of sit and drop cuts methods using oxy-propane cutting equipment, the removed arisings will be cut into manageable sized items for removal from the work area and depositing into suitable skips / containers for removal off site.
- Where hot works are to be undertaken at height, access will be gained via a MEWP. Ensure that all trailing hoses are clear and a suitable drop zone is in place around the works area. Ensure that the base of the MEWP is not directly below the drop zone area and is a suitable distance back to prevent any risk from bounce material.
- Operatives to review for any potential of stored energy within an element to be hot cut. Ensure that the operative is out of harms way. Where practically possible the machine will be used to hold or prevent the movement of a section towards an operative.
- Where cuts into pipes are required, all cuts will be made 1m from an open end and work the pipe back. No cutting into a pipe or vessel blind.

Manual Handling Assessment (General Works)

A – Assessment (Answer the Following Questions)

1.	Does the operation involve a significant risk of injury? (complete Section B) <i>If No the assessment need go no further.</i>	☒ Yes ☐ No
2.	If Yes, can the operation be avoided, mechanised or level of risk reduced? <i>If Yes, record steps in Sect. C & D and review.</i>	☐ Yes ☒ No
3.	Has the risk of injury been eliminated or reduced to an acceptable level? <i>If Yes, the assessment is complete. If No, review activities to eliminate significant risks relating to Manual Handling Operations.</i>	☒ Yes ☐ No

B – Hazard Checklist (Answer All Questions Yes / No)

Item	The Task – Does it Involve?	Yes / No	Comment
1.	Holding the load away from the trunk?	☐ Yes ☒ No	Load to be carried between two operatives.
2.	Twisting the Trunk?	☐ Yes ☒ No	
3.	Poor Posture (i.e. stooping / stretching)	☐ Yes ☒ No	
4.	Strenuous pushing or pulling?	☒ Yes ☐ No	
5.	Excessive lifting or lowering?	☒ Yes ☐ No	
6.	Repetitive handling?	☒ Yes ☐ No	Regular material movements. Use trolley aids where practically possible.
7.	Excessive carrying distances?	☒ Yes ☐ No	Regular material movements. Use trolley aids where practically possible.
	The Load – Is it?		
8.	Heavy?	☒ Yes ☐ No	Loads to be carried between two operatives.
9.	Bulky or unwieldy?	☒ Yes ☐ No	Loads to be carried between two operatives
10.	Difficult to grasp?	☐ Yes ☒ No	
11.	Unstable or contents likely to shift?	☐ Yes ☒ No	
12.	Potentially harmful (COSHH / Hot / Sharp)	☒ Yes ☐ No	Care to be taken on sharp edges.
	The Working Environment – Are There?		
13.	Constraints on Posture?	☐ Yes ☒ No	
14.	Uneven or unstable floors?	☐ Yes ☒ No	
15.	Variations in floor levels / working surface?	☐ Yes ☒ No	
16.	Extremes of temperature / humidity?	☐ Yes ☒ No	
17.	Poor lighting conditions?	☐ Yes ☒ No	Task lighting required where no natural lighting
18.	Excessive noise levels or air movements?	☐ Yes ☒ No	
	Individual Capabilities – Does the Job?		
19.	Require unusual capabilities (i.e. strength)?	☐ Yes ☒ No	Operatives assessed against age and ability.
20.	Require special information / training?	☐ Yes ☒ No	Toolbox Talk in Manual Handling.
21.	Involve handlers who are pregnant?	☐ Yes ☒ No	
22.	Involve handlers with health problems?	☐ Yes ☒ No	Any health issue reported to works supervisor.
	Other Factors?		
	Are there any protective clothing or items being worn that may increase the risk from injury from Manual Handling Operations	☐ Yes ☒ No	

C – Assessment of Risk Against Identified Hazards (*Tick as Necessary)

OVERALL RISK RATING	NIL		LOW	☒	MEDIUM		HIGH	
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D – Additional Control Measures Required to Reduce the Risk ALRP.

Toolbox Talk on – Slips / Trips / Falls to minimise the risk during manual handling operations.

RISK ASSESSMENTS

Assessors Name	Tanya Donadi	Date of Assessment	24/07/2023	Review Date	Feb 2024																																				
Summary of Site Operation			<table border="1"> <tr> <td>0-5 Low risk 5-10 Moderate risk 11-15 High risk 16-25 Unacceptable</td><td>Minor injury, insignificant property or equipment damage</td><td>Non-reportable injury, minor loss of process or slight property damage</td><td>Reportable injury, moderate loss of process, limited property damage</td><td>Major injury, single fatality, critical process loss, critical property damage</td><td>Multiple fatalities, catastrophic business loss</td></tr> <tr> <td>5 Near certain</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr> <td>4 Probable</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr> <td>3 Possible</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr> <td>2 Unlikely</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr> <td>1 Remote</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>			0-5 Low risk 5-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss	5 Near certain	5	10	15	20	25	4 Probable	4	8	12	16	20	3 Possible	3	6	9	12	15	2 Unlikely	2	4	6	8	10	1 Remote	1	2	3	4	5
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Demolition and Associated works at Piccadilly Gardens Manchester.																																									
Document Details	Demolition																																								
Document Reference	MS-1011-001																																								
Document Revision:	C01																																								

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Manual Handling	Injury to Operative		✓	4	3	12	- Manual Handling Assessment Undertaken prior to the commencement of the works. - Follow manual handling (kinetic lifting) for the movement of materials. - Plan the route / access the load / reduce where possible / know the weight. - Use of trolley to move bags from the works area to the skip. Bags from the upper floor to be loaded into D-Rig bucket and lowered down to ground floor level.	1	3	3	Operatives
Slips / Trips / Falls	Injury to Operative		✓	4	3	12	- Ensure that access ways are clear. Regular checks to be made to ensure that clear throughout the duration of the day / end of the shift. - Ensure that all floor coverings are level and do not create a risk of trip hazard. - Ensure that all trailing leads are clear of obstructions. - Ensure good housekeeping.	1	3	3	Operatives

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Foot Penetration Injury	Injury to Operative		✓	4	3	12	- Ensure that the correct PPE is worn in accordance with the PPE Assessment. Footwear must have midsole protection. - Ensure good housekeeping. - Ensure nails sticking up have been removed to prevent operatives standing on.	1	3	3	Operatives
Damage to Eyes	Injury to Operative		✓	4	3	12	- Ensure that the correct PPE is worn in accordance with the PPE Assessment. - Light eye protection to be worn. - If using angle grinder / disc cutter then high impact goggles to be worn. - When Oxy-Propane cutting, face guard to be worn.	1	3	3	Operatives
Cuts / Grazes / Abrasions	Injury to Operative		✓	4	3	12	- Ensure operatives are aware of the hazards that may be present when handling the waste in particular hand and foot penetration. - Ensure the correct PPE as per the attached PPE assessment are worn at all times. When picking up materials / carrying materials. - Ensure that gloves are worn. Overalls to be worn (no shorts). Ensure that arms are covered. - Burning overalls to be worn for all Hot Works.	1	3	3	Operatives
Lighting	Injury to Operative		✓	3	3	9	Task lighting in the form of battery / 110v lights to be used to light up work area and the designated walkways.	1	3	3	Operatives

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Use of Plant & Equipment	Serious Injury to Operative or Public	✓	✓	4	4	16	- Only trained and competent operatives to operate any plant on site. - Ensure that keys are removed when not in use. - Ensure that plant and equipment is regularly inspected in accordance with PUWER. Records of inspections to be kept on site for record purposes. - Carry out servicing of plant and equipment. - Plant and equipment is only to be used in accordance with manufactures instructions and the use that it was intended for. - Should any defect plant or equipment be on site, ensure that it is removed from operation until it has been fixed. Ensure that tagged up with 'Do Not Use' when plant or equipment is not fit for work. - Ensure that plant in operation is segregated from other works / segregation to pedestrians. - Banksman to be in position within the gardens and have communication to the D-Rig operator during demolition works.	1	4	4	Supervisor
Changing of Quick Hitch Attachments	Injury to Operatives		✓	4	4	16	- Ensure a dedicated and segregated area is allocated for changing of machine attachments. Ensure the machine operator is fully trained in the use of the quick hitch system on the machine. - Visual inspection of all attachments in accordance with PUWER.	1	4	4	Supervisor / Operative

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Use of Disc Cutter	Injury to Operative		✓	4	4	16	Only competent and trained personnel to use this type of equipment. Changing of wheels to be supervised and carried out by a competent (trained) person. Check wheels for damage prior to use, ensure any guards are in place and effective. Clear away all combustible materials from workspace. Ensure any gas free certificates are in place. Wear all safety PPE as per PPE assessment i.e. Safety Goggles, Gloves, Safety Footwear, Hard Hat, High Viz, overalls and heavy clothing. If electrically driven, check for poor insulation, cracks in casing, broken leads, etc. prior to use. Petrol driven equipment must be filled with correct mixture and container stored away from workspace. DO NOT leave any equipment running and unattended at any time. Check all work surfaces and immediate area around cutting prior to execution of the works.	1	4	4	Supervisor / Operative

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Oxy Propane Cutting Operations	Risk of Fire and Injury to Operatives / Public including structural damage	✓	✓	5	5	25	- Ensure hot work permit system is implemented and signed off at the end of the works. Ensure firefighting equipment is on hand during all cutting works. Ensure that all cutting operatives are competent in their task and have had sufficient information, instruction, training & supervision. Fire extinguishing medium to be present at all Hot Work Locations (Fire Extinguishers and Live Charged fire hose). Ensure permit is signed off. Cold cutting should be employed as an alternative, wherever practicable. PPE to be used as per the attached PPE assessment (this includes for operatives wearing burning overalls, face visor, and gauntlets). '1 Hour' fire watch to be in place prior to the end of the shift. - All cutting equipment i.e. guns, bottles to be fitted with correct safety valves and flash back arrestors. All full and empty gas bottles to be stored in a safe area, preferably within a secure compound. Propane to be separated from oxygen by a minimum of 3 metres. No storage of bottles within the immediate boundary of any site. All burning equipment to be tested for leaks prior to use. Bottles must be transported on dedicated trolleys and or in bottle banks to the work area. Cylinders (bottles) must be stored upright in a secure and well-ventilated area.	2	5	10	Supervisor

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
							- Never roll cylinders along the ground or let them fall over / be dropped. Never let the cylinders or any of the relevant equipment come into contact with grease or oil, as this can create explosions and ignite on contact. Never leave the valve open when the cylinder is empty as this may produce water vapour. Keep cylinders and equipment clean and free from grease/oils, as well as your hands and clothing. Always open the cylinder slowly and carefully, sniffing the top valve before connecting. Always use in well ventilated areas, check fire escapes are clear and relevant fire extinguishers are present. Always use equipment that is specifically designed for use. Always think about what you need to do and assess any risks prior to commencement of work. - Ensure there is suitable air movement and or the hot works are carried out in open air. Ensure burner stands up wind of burning operations to fumes / vapours can dissipate down wind. See 'COSHH assessment 003 Cutting Operations (oxy-propane cutting metals) - Burning Fumes including possible lead fumes'. Where there is still a residual risk of inhalation of fumes then burner to wear a ABEC1 filtered mask.				

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
							- Prior to carrying out any cutting operations full assess the area and the item to be cut. If cutting into section ensure you take into account the supportive elements. Always use suitable length cutting torches while carrying out demolition cutting operations with oxy-propane cutting equipment. When cutting at height always ensure you are located above the item to be cut so the item when released falls downwards. Any metal of a substantial size that requires further cutting to allow onwards transportation should be laid flat on the floor by the excavator if possible. If the ground is uneven then the sections will be slightly deformed and additional stresses will be placed on the beam. Inspect the sections whilst it is lay on the ground for possible torsion stresses. Try to ensure the steel sections are as flat as possible to the ground. If necessary ask the excavator driver to adjust the steel sections if you have any concerns for stability. It is important to stand away from the steel sections when forming cuts, their may be a possibility of the steel sections moving when the final cut is made. - Carry out inspection of surrounding vicinity and remove combustible				

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
							materials wherever practicable. No blind cuts to be made. Cuts where possible to be undertaken no more than 2m from an open end. Where this is not possible, ensure that the steel sections (typically only required for pipe work) is visually inspected. Spread sand to area below cutting area if permissible. Adopt a permit to work procedure for all works. EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand. To reduce the risk of an uncontrolled fire no hot works must be undertaken within one hour of lunch or of the shift ending. Ensure permit is signed off. Fire watch to be in place at all times during hot works. Firefighting equipment to be on hand during all hot works.				
Refuelling of Plant	Environmental Impact	✓	✓	4	4	16	- All fuel storage will be in bunded tanks. - Ensure that the location of fuel storage and refuelling points are not near any drain. - Spill kit to be on hand in the event of spillage. - In the event of a spillage, it is to be contained in the first instance and then notified to the client. Arrangements put in place to clean up the spillage. - Plant nappies to be used under small plant when in use and during refuelling.	1	4	4	Supervisor

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Working at Height (Podium)	Injury to Operative		✓	4	4	16	- Podium / Hop Up to be suitable for the height that the operative needs access to. - Do not overload the working platform. - Scaffold Tower to be erected by PASMA trained operatives ONLY. - Ensure scaf-tag is on the podium and inspected prior to use. - Do not stand on site rails. - Ensure that double handrails and toe-boards in place.	1	4	4	Supervisor / Operative
Working at Height (MEWP)	Injury to Operative		✓	4	4	16	- IPAF / NPORS Trained Operatives only to operate the MEWP. - MEWP positioned on level and suitable ground. - MEWP Hired from reputable Hire Company with in date thorough examination certification. - Working within the limits of the MEWP, including weight limits. - Operatives working within the confines of the MEWP to wear full body harness with fall restraint type lanyard and clipped onto the designated anchor point within the basket. - Man on the ground in the event of malfunction to bring the operatives down to ground level. - Do not lean out of the basket or stand on the handrails of the basket. - Do not leave the basket to another floor level when the basket is off the ground. - Daily checks to be undertaken to the MEWP.	1	4	4	Supervisor / Operative

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Working at Height - Falls from height (access onto plant)	Injury to Operative		✓	4	4	16	Use the handrails and steps fitted to the side of the machine for access into the cab. Ensure that the boxing ring handrails are intact and fit for purpose when undertaking works on the rear of the machine. When exiting the machine, slew slightly to the right to allow suitable foot access onto the tracks. Ensure that the tracks are dug out on a regular basis to provide suitable foot access when entering and exiting the cab. Where access is required for maintenance / inspection, this may be required to gain access with the use of podium / scaffold tower or MEWP. Working at height assessment will be reviewed with the introduction of podiums, scaffold towers or MEWPS.	1	4	4	Operatives
Asbestos Containing Materials within the building	Long Term Health Issue to Operative and Public	✓	✓	4	5	20	- A Demolition and Refurbishment survey will have been undertaken by the client prior to the commencement of works on site. A copy of this will be made available to the works supervisor. - This document does not account for the removal of any asbestos materials as it is assumed there are no materials present as either non present or removed by others previously. - All operatives are CAT B Asbestos Awareness Trained and should any material be identified during the works, the works will stop and area sealed off until such time that the material has been checked.	1	5	5	Supervisor / Operative

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Demolition Works - Structural Stability – Element of building collapse	Injury to Operatives and Public as well as Property Damage	✓	✓	4	4	16	- All works are carried out in compliance with 'BS6187:2011 Code of practice for demolition' and industry best practice as details in NFDC (National Federation of Demolition Contractors) guidance notes. Each structure is naturally divided into structural bays. These bays are determined by any load bearing element of the structure i.e. upright columns, structural walls etc. - Site supervisor and machine operator to carry out walk around survey. Ask advice if not sure of building and or structures construction. Ensure through good supervision that the work is being carried out according to the method statement.	1	4	4	Supervisor / Operative
Demolition Works – Debris falling onto operative	Injury to Operative		✓	4	4	16	Ensure that a suitable and sufficient exclusion zone is established around the works area. All non-essential personnel are removed from the area. Care to be taken when undertaking the works. Work in a top down sequence and ensure that materials are cleared as the works progress.	1	4	4	Supervisor

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Demolition Works – Debris falling onto others adjacent to the site and operatives on site	Injury to Operatives and Public as well as Property Damage	✓	✓	4	4	16	- Site is secured with existing walls. Where this is not present, then Heras fencing will be installed by the client to establish a secure site boundary. - Ensure the physical barriers to prohibit unauthorised persons into the working area are effective. Ensure the warning signs posted are clearly visible. Banksman will use two-way radios to keep in constant communication with the plant operator during the demolition phase. - Banksman to be in position within the garden and exclusion zone established during mechanical demolition. Prior approval from residents to gain access into the gardens. - Following the demolition of the West elevation wall to residential properties, Heras fence line to be installed to create secure site.	1	4	4	Supervisor
Traffic Management - Vehicle Movement and Impact Injuries	Injury to Operatives and Public	✓	✓	4	4	16	All vehicles coming to site will be briefed by the works supervisor on the route to the work area. All vehicles to remain on the designated route. Segregation of pedestrians from plant and vehicles wherever practically possible. All drivers to abide by the site speed limit of 10mph. All operatives will be briefed on the traffic routes on site and this will be displayed on site information notice boards. Ensure that banksmen control the movement of traffic around site / works area. The works area will be segregated to prevent interaction during the works between traffic / plant / pedestrians. Operatives on site to wear high viz garment as per the PPE Assessment.	1	4	4	Supervisor

Hazard	Consequences	At Risk		Initial Risk Rating			Preventive / Control Measures	Residual Risk Rating			Action By?
		Public	Operative	P	S	R/R		P	S	R/R	
Site Security	Unauthorised Access	✓	✓	4	4	16	- Ensure all access points are sealed/secured if not in controlled use. - Use of barriers/Fencing/Hoarding to secure perimeters of site. - Site Inspections to be performed by site manager/safety office to ensure no unauthorised personnel are on site. - Road plates to be utilised	1	4	4	Supervisor
Needles on Site	Injury to Operatives		✓	4	4	16	- All operatives to be trained in needle stick injuries and toolbox talks to be given to reinforce. - PPE to be worn at all times, including safety boots with protective toe-cap & midsole, and cut level 5 gloves. - Needles will be handled with caution and collected as per method statement. All will be disposed of to hazardous waste contractor.	1	4	4	Supervisor / Operative
Vermin	Long Term Health Impact on Operatives		✓	4	4	16	- PPE to be worn at all times, including cut level 5 gloves. - Washing hands before and after breaks is essential. - Seek medical advice immediately in the unlikely event of a bite. - Suitable wash and first aid facilities to be on site.	1	4	4	Supervisor / Operative

A Suitably Qualified & Approved Contractor Will:

Carry out service disconnections on behalf of Client.

Use of power tools:

Where power tools are to be used, they will in the main, be powered by extra low voltage power packs, i.e. battery powered tools. In all other cases 110v ac power tools will be used in conjunction with suitably rated, centre tapped portable tool transformers. Where extension leads are required they will only be attached to the secondary side of the aforementioned transformers and will be in serviceable condition.

Personal Protective Equipment:

P.P.E (which all operatives have access to) shall be worn at all times. All our operatives have been advised in the use of the Personal Protective Equipment and in the areas in which such usage is to be considered imperative.

Working at Height:

Where access to high level areas is required, suitable access equipment will be utilised (scaffold tower + fixed scaffold, all erected by appropriately trained/qualified Operatives). This will be obtained on a short term hire basis by us from reputable hire centres, unless it is to be provided by the client. We will assume that the suppliers are responsible for the off hire maintenance, i.e said towers are supplied in serviceable condition and shall not be used until such time as faulty components are replaced by the hire company.

In all cases, towers are assembled in accordance with suppliers and / or manufacturers instructions. Including the use of stabilisers, toe boards, hands rails etc, as provided by the suppliers. Where these items are not provided then the access equipment will be considered to be unsuitable. Under no circumstances shall step ladders or any other access equipment be used in conjunction with a mobile access platform.

Hot Works:

If burning gear is required a 'Hot-Works' permit to work system will be enforced when any works of this nature are undertaken and **fire extinguishers will be prominent. Hot works will cease 1 hour before the end of a working shift and the area thoroughly checked prior to leaving site.**

By regularly removing the accumulated debris, the potential fire risk, that loose combustible material imposes, is minimised / removed. The debris will be taken off site and a copy of the Duty of Care - Waste Transfer Note, detailing description, producer and carrier of waste, will be kept on site and available for inspection.

Skip will be Heras fenced off with an exclusion zone set up around it.

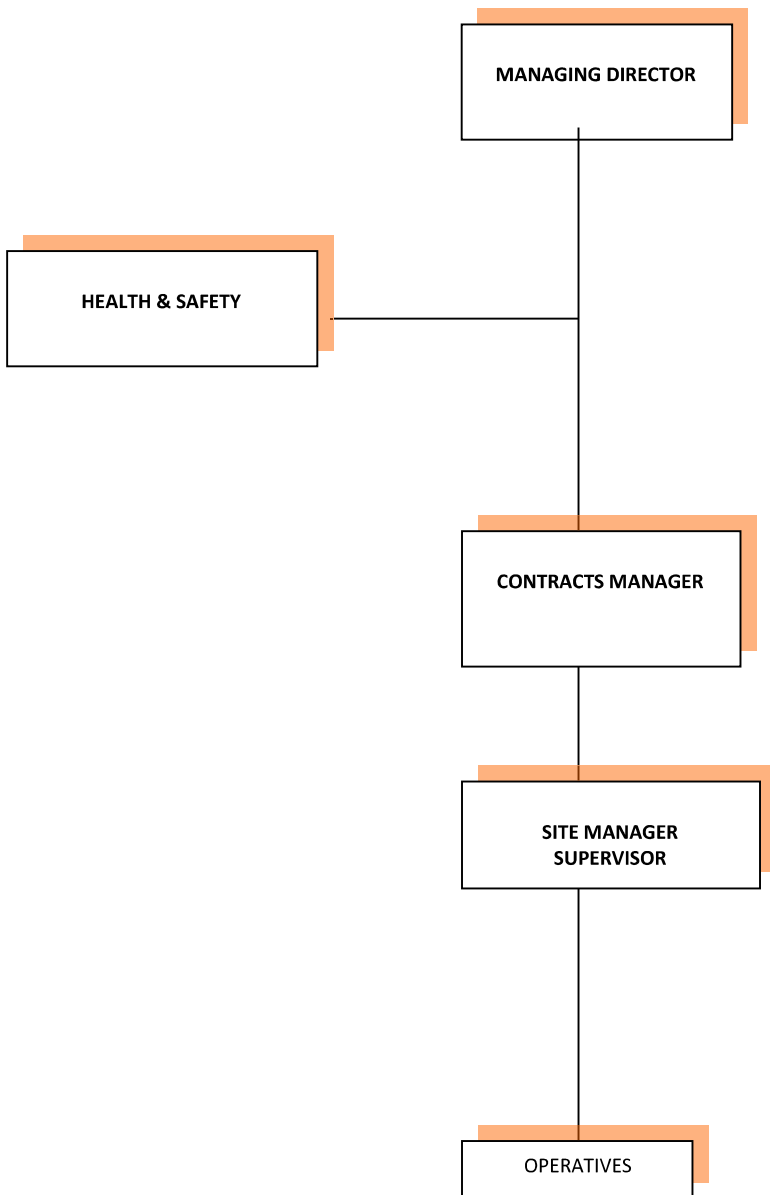
Emergency Procedures:

Know location of first aiders & kits. Know the location of nearest fire exit / assembly / call point. Location of fire extinguishers. In the event of an accident, log the accident in the site accident log and inform the site supervisor.

Additional Information:

Only qualified / competent staff who has received training in health and safety procedures will be allowed to work on site.

MANAGEMENT CHART



CONTACT NUMBERS

ZWR LTD CONTRACTS MANAGER: **NIGEL BURFORD** 07811 965630
SITE MANAGER: **DIETER SCHWARM** 07980 077912

COSHH ASSESSMENT LIBRARY

- In accordance with the COSHH Regulations 2002, made under the Health and Safety at Work etc. Act 1974, the health of persons exposed to substances hazardous to health in the workplace will be protected. The regulations impose duties upon employers and their employees.
- Substances hazardous to health in the workplace are either materials or products imported into the workplace or products produced by the processes.
- ZWR Ltd will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. So far as is reasonably practicable, the prevention or adequate control of exposure will be secured by measures other than PPE.
- Where measures taken do not prevent, or provide, adequate control of exposure then, in addition to taking those measures, ZWR Ltd will provide employees with, and ensure proper use of, suitable personal protective equipment that will adequately control their exposure.
- A library of COSHH assessments will be attached in conjunction with the method statement. The substances are those expected to be encountered during the course of the demolition works but the list is not limited. Products used in any asbestos removal process will be included in future documentation and any further substances discovered or used as a result of a change in method will be subsequently added to this section.

RISK ASSESSMENT LIBRARY

Similarly, in accordance with The Management of Health and Safety at Work Regulations 1999 ZWR Ltd will assess all work practices to be encountered during the contract and produce Risk assessments referring to the worst case situation for activities not eliminated by the method of works chosen as defined in the Method Statement.

The Risk Assessment will reflect both the likelihood that harm will occur and its severity to employees and other people who may be affected such as visiting contractors and members of the public. A Risk Assessment is not an end in itself. It is a management tool that allows dangers to be evaluated and suitable measures to be taken to prevent damage or harm from occurring. A library of Risk assessments relative to this building will be attached in conjunction with the Method Statement. The Risk Assessments Library will be updated throughout the contract should conditions change and/or new methods preferred.

HEALTH & SAFETY NOTES

The Health, Safety and Welfare of operatives, visitors and the general public are of prime importance to the Company. Our Health & Safety consultant will carry out fortnightly site Audits. Copies of the Audits will be available on site for inspection.

All personnel on site will carry out their work in accordance with the Company's Safety Policy. In addition to the requirements of this policy, the following considerations will also be observed: -

- The site will be deemed a 'Hard Hat Site' and the wearing of protective helmets, hi-vis jackets and steel toe-capped boots will be required by both site operatives and visitors.
- All operatives and visitors will be required to report to and sign in on arrival at site. Visitors will be requested not to enter the working areas until a member of the site staff is available to act as a guide.
- All site operatives will be given an induction talk covering the following: -
 - The Works Method Statement – provided by ZWR Ltd
 - The Health and Safety at Work Act.
 - The Company's Policy for health, safety and welfare.
 - Fire procedures (including the location and use of extinguishers).
 - First aid: name/location of first aider, introduction to them, position of first aid boxes/rules for their use.
 - Use and availability of protective clothing and equipment.
 - General hazards in and around work area.
 - Specific hazards in work area
 - Procedures for reporting accidents, injuries and property damage.
 - Safe systems of work, where applicable.
 - Welfare - location of canteens, toilets etc. and any other welfare matters.
- Adequate supplies of PPE (gloves, ear defenders, eye protection, dust masks, etc) will be available on site at all times.
- A personal protection equipment register will be completed and signed by each operative on receipt of the above.
- Access platforms, scaffolding, cranes, excavators and lifting equipment will be checked regularly in accordance with current regulations.
- All machinery, compressors, pneumatic tools etc. will be fitted with silencers of approved types.

- All works are to be carried out in accordance with the new demolition code of practice BS6187 and H&SE Guidance Notes parts 1-4 inclusive.
- All of the works are to be under the direct control of an experienced foreman.
- Regular toolbox talks will be given to the site operatives.
- All holes in floors and exposed edges are to be provided with suitable stout handrails and toeboards.
- Warning signs and notices are to be prominently displayed in and around the site – by ZWR Ltd
- All corridors and staircases are to be kept free from obstructions at all times. Debris materials will be cleared from floors to prevent excessive build up.
- No works where there is a risk from falling are to be carried out without either scaffolding or towers for safe man access.
- A First Aider and proper first aid kit, commensurate with total number of site personnel is to be maintained on site.
- Fire fighting equipment (carbon dioxide and foam fire extinguishers) under the control of operatives, trained in the use of the same, will be positioned in and around the works, paying particular attention to areas where flame-cutting operations occur. If a 'Hot Works' permit to work system is operating this will be adhered to.
- Oxy/propane cylinders will be fitted with flashback arrestors and stored outside the buildings in an upright position and in a lockable cage.

SITE RULES

1. No operatives are to work under the influence of alcohol or drugs. No alcohol or drugs allowed on site.
2. Smoking is not permitted on site or anywhere in the building.
3. Use of radios or similar equipment is not permitted on site or anywhere in the building.
4. Operatives must be courteous to the General Public and building staff at all times.
5. Emergency exits and equipment, access/egress routes and unloading points are not to be obstructed.
6. Hot works permits must be obtained for all hot cutting operations.
7. All substances must be used/stored in accordance with written instruction and returned to storage after use.
8. All liquid spillages are to be cleaned up immediately.
9. All waste is to be disposed of in the correct container.
10. All hazard notices / warning signs displayed on the premises are to be obeyed.
11. All hazard notices displayed in the workplace must be read and you are to ensure that you understand the instructions.
12. All safety equipment and facilities provided are to be used and must not to be misused or wilfully damaged.
13. Protective clothing and safety equipment is to be stored in accordance with the instructions.
14. The work area is to be kept clean and tidy at all times.
15. All emergency procedures relevant to the workplace are to be obeyed.
16. Any use or damage to fire fighting equipment is to be reported immediately.
17. Prompt medical assistance must be sought for any injury received at work and the injury must be reported ASAP.
18. Contractor's personnel will not be permitted outside the defined works area as set out in contract documents.
19. No unauthorised person shall be allowed on site.
20. No persons shall be allowed to work on site without attending a site induction and producing appropriate cards/certification evidence.

CONCLUSION

Whilst this statement has been produced specifically for this contract, should it be necessary to amend, deviate or alter due to safety or any other valid reason, a revised method can be agreed by our respective site representatives and an addendum statement produced. Any changes/variations to the original scope of works may have financial implications.

ZWR Ltd will provide a site team of skilled Management and Operatives to ensure that the contract is carried out within the programme period. All necessary precautions will be taken to prevent any disturbance, inconvenience or nuisance to the occupiers and users of adjoining neighbouring properties and the general public.

RAMS ARE TO BE REVIEWED WEEKLY (minimum) AS WORKS PROGRESS.

Any changes to the RAMS must be agreed with the ZWR LTD Contracts Manager and reviewed by CLIENT prior to execution and the RAMS appended accordingly.

CONFIRMATION OF UNDERSTANDING METHOD STATEMENT

Method Statement given by :

[illegible]

5.0 – Scaffolding & Perimeter Edge Protection



METHOD STATEMENT AND RISK ASSESSMENTS

FOR

PROVISION OF SCAFFOLD AND ACCESS

AT

PAVILLION @ PICCADILLY

ON BEHALF OF : HAVERCROFT

DATE : 19 / 07 / 2023

EY - METHOD STATEMENT

Reference No: 2

- 1 Various hand held tools i.e. saws, spanner, level, shifter, stihl saws.
- 2 Safety Harnesses will be worn by all operatives to current legislation and current inspection within the last six months.
- 3 Class A Fittings to be used [Doubles & Swivels] with SWL 6.1Kn
- 4 Signage, Boundary Fencing.
- 5 No storage unless authorised by site manager.

4. SITE DETAILS

Lee Ayre will take overall responsibility for ELEVATION YORKSHIRE Health & Safety on site.

A copy of our Health & Safety Policy, Procedures, Statements and Company Codes of Practice are available on request:

ELEVATION YORKSHIRE and all employees acknowledge our responsibility to ensure reasonable conduct and discipline, i.e. the wearing of PPE, safe methods and working, including safe working with harnesses and safe system of erection and dismantle all within SG4:22 guidelines & TG20:21.

On site all accidents / incidents are reported, recorded and if necessary investigated and reported by the charge hand using our Company procedure which complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) we will also comply with the Principal Contractors procedures relating to accidents..

We will follow and adhere to the Principle Contractors emergency procedures whilst working on site.
PLEASE REFER TO SITE INDUCTION

Appointed Person: **Lee Ayre**
Daytime Telephone No: 01482 440052
Mobile: 07716 076231

ELEVATION YORKSHIRE will provide all necessary clothing and equipment for their employees to carry out the work including adequate First Aid Provisions where not already provided.

We will ensure our method statement is circulated and that it is understood.

P. P. E. will include + to conform to:

- Gloves - BSEN 388:1994
- Safety Boots - ENISO 20345
- Hard Hats - BSEN 397:1995
- Ear Defenders - Plugs when using Stihl Saw to EN352-2
- High Visibility Jackets - EN471:2003 + EN343 3,3 + also conform to GO/RT3279
- Rain Proofs (inclement weather) - EN471:2003 Class 1 + EN343 3,3 + conform to GO/RT/3279
- Safety Glasses - EN1661B9
- Safety Hamess - EN361
- VIS Vests - EN471 Class 2

EY - METHOD STATEMENT

Reference No: PICCADILLY

1. SEQUENCE OF WORK

- * Access site via Oldham St adjacent to Five Guys using the Site Designated Route - Traffic Management Plan Rev A
- * Report to the Site Office within Café NERO and SIGN IN - (Make sure you are Inducted)
- * Please see and read attached document 'Working Safely Near Metrolink'
- * Move all Personal Tools and Equipment to Area of Works and form safe zone with pedestrian barriers
- * All operatives to wear PPE - Gloves / Safety Boots / HiVis / Harness / Lanyard
- * Safely Unload / Load Vehicle DO NOT CLIMB ONTO THE REAR OF VEHICLE
- * Move all equipment to Area of Works and store Safely - FORM SAFE ZONE
- * Erect Scaffolding as per Design (TBC) and in accordance with TG20 / SG4
- * Central Element of Works is to be Erected / Dismantled Out of Hours
- * Area of Works to be clean and tidy when works complete - 10 Mins Policy
- * Report to Site Office and SIGN OUT
- * Egress site via Site Designated Route - Traffic Management Plan Rev A
- * Handovers to be Completed by EY Supervisor via Smart Handover
- * Inspections to be carried out Weekly or after Adverse Weather by EY Supervisor via Smart Inspector

2. HAZARDS

Assessments of the known risks have been incorporated in this method statement. Any additions required to this will be drawn up and included in the method statement as the project progresses. Any contractors used will be required to provide Method Statements and appropriate Risk Assessments before commencing any work on site.

The work area will be signed and fenced to prevent public access.

3. PLANT, MATERIALS AND EQUIPMENT

ELEVATION YORKSHIRE acknowledges their legal and contractual obligations with regards to materials, plant and work equipment. Suitable materials, equipment and plant are used for works [either temporary or permanent if not specified]. Including methods of handling.

Training is given in its correct use and the names of operatives authorised to use particular items of equipment or plant are recorded. No operative will operate any machine, plant or work equipment unless they have been trained and authorised to do so they will at all times make full and proper use of all machine guarding or protection devices.

Prior to commencement of site it is ensured equipment, lifting equipment or plant has corrected in date certificate, statutory or otherwise. Any fault, damage, defect or malfunction of any machinery, plant, equipments, tools or guards will be reported to the site management immediately.

The removal of all surplus materials, rubbish or equipment to designated areas is carried out as and when required.

Operatives will at all times observe any pedestrian and vehicle controls throughout the premises or site.

EY - METHOD STATEMENT

Reference No: 3

Access and Egress on site will only be via authorised routes as agreed - see SITE INDUCTION

SITE WORKING HOURS - DAYS - 0730HRS TILL 1630HRS

DAYS - 0730HRS TILL 1630HRS

NIGHTS - 0000HRS TILL 0400HRS

BARRIERS:

MUST BE INSTALLED PRIOR TO WORKS COMMENCING

CIRCULATION OF METHOD STATEMENT

Contractor	☒	Employees	☒	Site Copy	☒
Sub-Contractor	☐	Occupier of Premises	☐	Client	☐

RESTRICTIONS (IF ANY) IN CONTRACT SPECIFICATIONS:

ADDITIONAL INFORMATION:

Signed:



Date:

19/06/2023

Position:

Operations
ELEVATION YORKSHIRE

OPERATIVES BRIEFING SHEET

Reference No: 4

THE RISK ASSESSMENT & METHOD STATEMENT FOR THE ABOVE SITE
HAS BEEN READ AND UNDERSTOOD BY:

Employee Signature:	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
.....	Print:
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.....	Print:

EY - RESCUE PLAN

Reference No: 5

EMERGENCY RESCUE PLAN WITHOUT SPECIALIST RESCUE EQUIPMENT

Method for emergency rescue for scaffolders trapped in harnesses. This rescue plan is formulated in accordance with SG19:10

SEQUENCE OF ACTIONS - ASSISTED

- 1 The first priority of the team [scaffolders] must be to recover the suspended scaffolder, from the point of suspension as quickly as possible, without endangering themselves or the casualty.
 - 2 A member of the team will then contact the site management and first aider, to make them aware of the emergency situation, and if necessary the emergency services can be contacted.
 - 3 If the suspended scaffolder is conscious, he maybe able to rescue himself or assist in his recovery. (SELF RESCUE)
 - 4 If unconscious. he team will move to, or create a working platform adjacent to the casualty, then clip their Lanyard onto the guardrail, ledger or other suitable anchorage point, and manoeuvre the casualty onto the working platform.
 - 5 Once the casualty is safely positioned on the working platform, if necessary First Aid maybe given by a trained person until the emergency services arrive.
 - 6 If requested the remaining members of the team [scaffolders] may assist the emergency services by providing safe access to the casualty, e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
- Now the emergency services can take over and recover the casualty safely.

All personnel wearing a Harness has received SG4 : 15 Training - Preventing Falls in Scaffolding

HAZARDS - SUSPENSION TRAUMA

All users of personal fall protection systems, and others involved with work at height, should be aware of the following precautions that might need to be taken in the event of a casualty being in a suspended position.

- 1 The longer the casualty is suspended without moving, the greater the chances are of suspension trauma developing and the more serious it is likely to be. Therefore, an injured person hanging in a harness awaiting rescue should be removed from upright suspension as quickly as possible. The aim should be to do this within 10 minutes. This is particularly important for a casualty who is motionless.
- 2 A conscious casualty should be encouraged to exercise their legs gently, to stimulate circulation of the blood.
- 3 Regarding the position of the casualty:
 - During rescue, a position with the lower limbs slightly elevated may be preferable.
 - After rescue, position the casualty in an upright sitting position, with knees bent - DO NOT allow them to lie flat.
 - Only move the casualty to a fully horizontal position at the advice of qualified medical personnel.
 - If suspension trauma is a possibility, alert medical agencies immediately and advise them of the issues, the casualty might need dialysis to protect the kidneys.

Following the accident, the casualty should be:

- Removed from the suspended position and cared for in a proper manner.
- Given medical assistance as quickly as possible.

Signed



Next Review date 06/01/2024

Position: Operations

EY - RISK ASSESSMENT RECORD

Hazard/Work Activity Assessed

MANUAL HANDLING

Reference No:

EY 01

Severity x Likelihood = Risk

Significant Risks Before Controls

	S	x	L	→	R
1 Requirement to manually handle materials: potential for orthopaedic or muscular discomfort or injury.	4	x	5	→	20
2 Requirement to be fit enough to carry the load.	4	x	4	→	16
3 Probable need for repetitive movements in some tasks: potential for minor Repetitive Strain injury to occur infrequently.	4	x	4	→	16
4 Possible slip, trip or fall while carrying loads.	4	x	4	→	16
5		x		→	
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☒

Official Visitors ☒

General Public ☒

Control Measures

- Task** - Wherever possible we will park the wagon as close to the job as possible.
- Individual** - We will only use trained experienced operatives who have been given Tool Box Talks and shown a DVD on Manual Handling.
- Load** - We will look to bank tubes and boards, and load into stillages to encourage forklift use in our yard and HIAB from our supplier on site.
- Environment** - The Manual Handling training that our operatives receive instructs them to plan the route prior to performing a task.

Significant Risks After Controls (Residual)

	S	x	L	→	R
1 Requirement to manually handle materials: potential for orthopaedic or muscular discomfort or injury.	4	x	1	→	4
2 Requirement to be fit enough to carry the load.	4	x	2	→	8
3 Probable need for repetitive movements in some tasks: potential for minor Repetitive Strain injury to occur infrequently.	4	x	1	→	4
4 Possible slip, trip or fall while carrying loads.	4	x	1	→	4
		x		→	
		x		→	
		x		→	
		x		→	
		x		→	
		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☐

Official Visitors ☐

General Public ☐

Severity/Likelihood/Risk Key

	Severity	Likelihood	Risk
1	Negligible	Remote	1 - 5 = Low
2	Minor	Unlikely	6 - 12 = Medium
3	Reportable	Likely	15 - 25 = High
4	Major	Highly Likely	
5	Death	Almost Certain	

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Personal Protective Equipment

Safety Helmet ☒ Ear Defenders & Ear Plugs ☐ Respiratory Protection ☐

Safety Boots ☒ Safety Harness ☐ Overalls ☐

Goggles/Visor ☐ Gloves ☒ Other, please specify ☐

Assessor LEE AYRE

Signature *LEE AYRE*

DATE 01/06/2023

EY - RISK ASSESSMENT RECORD

Hazard/Work Activity Assessed

WORKING AROUND THE PUBLIC

Reference No:

EY 02

Severity x Likelihood = Risk

Significant Risks Before Controls

	S	x	L	→	R
1 Obstruction to traffic.	2	x	4	→	8
2 Obstruction to public.	3	x	4	→	12
3 Hazard to public when Erecting/Dismantling	3	x	4	→	12
4 Hazard to operatives when Erecting/Dismantling	3	x	4	→	12
5		x		→	
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	
11		x		→	
12		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☒

Official Visitors ☒

General Public ☒

Control Measures

- 1 Park in a safe area and place cones out.
- 2 Place signage at both ends of work area and barrier off.
- 3 Form pedestrian walk way where possible.
- 4 Only use trained operatives.
- 5 Use fitting bags and rope to lift gear.
- 6 Keep operative on floor at all times.
- 7 Be Polite and Courteous
- 8
- 9
- 10
- 11

Significant Risks After Controls (Residual)

	S	x	L	→	R
1 Obstruction to traffic.	2	x	2	→	4
2 Obstruction to public.	3	x	1	→	3
3 Hazard to public when Erecting/Dismantling	3	x	1	→	3
4 Hazard to operatives when Erecting/Dismantling		x		→	
5	3	x	1	→	3
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	
11		x		→	
12		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☐

Official Visitors ☐

General Public ☐

Severity/Likelihood/Risk Key

	Severity	Likelihood	Risk
1	Negligible	Remote	1 - 5 = Low
2	Minor	Unlikely	6 - 12 = Medium
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4	Major	Highly Likely	
5	Death	Almost Certain	

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Personal Protective Equipment

Safety Helmet	☒	Ear Defenders & Ear Plugs	☐	Respiratory Protection	☐
Safety Boots	☒	Safety Harness	☒	Overalls	☐
Goggles/Visor	☐	Gloves	☒	Other, please specify	☐

Assessor LEE AYRE

Signature *LEE AYRE*

DATE 01/06/2023

EY - RISK ASSESSMENT RECORD

Hazard/Work Activity Assessed

MANUAL HANDLING

Reference No:

EY 01

Severity x Likelihood = Risk

Significant Risks Before Controls

	S	x	L	→	R
1 Requirement to manually handle materials: potential for orthopaedic or muscular discomfort or injury.	4	x	5	→	20
2 Requirement to be fit enough to carry the load.	4	x	4	→	16
3 Probable need for repetitive movements in some tasks: potential for minor Repetitive Strain injury to occur infrequently.	4	x	4	→	16
4 Possible slip, trip or fall while carrying loads.	4	x	4	→	16
5		x		→	
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☒

Official Visitors ☒

General Public ☒

Control Measures

- Task** - Wherever possible we will park the wagon as close to the job as possible.
- Individual** - We will only use trained experienced operatives who have been given Tool Box Talks and shown a DVD on Manual Handling.
- Load** - We will look to bank tubes and boards, and load into stillages to encourage forklift use in our yard and HIAB from our supplier on site.
- Environment** - The Manual Handling training that our operatives receive instructs them to plan the route prior to performing a task.

Significant Risks After Controls (Residual)

	S	x	L	→	R
1 Requirement to manually handle materials: potential for orthopaedic or muscular discomfort or injury.	4	x	1	→	4
2 Requirement to be fit enough to carry the load.	4	x	2	→	8
3 Probable need for repetitive movements in some tasks: potential for minor Repetitive Strain injury to occur infrequently.	4	x	1	→	4
4 Possible slip, trip or fall while carrying loads.	4	x	1	→	4
		x		→	
		x		→	
		x		→	
		x		→	
		x		→	
		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☐

Official Visitors ☐

General Public ☐

Severity/Likelihood/Risk Key

	Severity	Likelihood	Risk
1	Negligible	Remote	1 - 5 = Low
2	Minor	Unlikely	6 - 12 = Medium
3	Reportable	Likely	15 - 25 = High
4	Major	Highly Likely	
5	Death	Almost Certain	

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Personal Protective Equipment

Safety Helmet ☒ Ear Defenders & Ear Plugs ☐ Respiratory Protection ☐

Safety Boots ☒ Safety Harness ☐ Overalls ☐

Goggles/Visor ☐ Gloves ☒ Other, please specify ☐

Assessor LEE AYRE

Signature *LEE AYRE*

DATE 19/07/2023

EY - RISK ASSESSMENT RECORD

Hazard/Work Activity Assessed

WORKING AROUND THE PUBLIC

Reference No:

EY 02

Severity x Likelihood = Risk

Significant Risks Before Controls

	S	x	L	→	R
1 Obstruction to traffic.	2	x	4	→	8
2 Obstruction to public.	3	x	4	→	12
3 Hazard to public when Erecting/Dismantling	3	x	4	→	12
4 Hazard to operatives when Erecting/Dismantling	3	x	4	→	12
5		x		→	
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	
11		x		→	
12		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☒

Official Visitors ☒

General Public ☒

Control Measures

- 1 Park in a safe area and place cones out.
- 2 Place signage at both ends of work area and barrier off.
- 3 Form pedestrian walk way where possible.
- 4 Only use trained operatives.
- 5 Use fitting bags and rope to lift gear.
- 6 Keep operative on floor at all times.
- 7 Be Polite and Courteous
- 8
- 9
- 10
- 11

Significant Risks After Controls (Residual)

	S	x	L	→	R
1 Obstruction to traffic.	2	x	2	→	4
2 Obstruction to public.	3	x	1	→	3
3 Hazard to public when Erecting/Dismantling	3	x	1	→	3
4 Hazard to operatives when Erecting/Dismantling		x		→	
5	3	x	1	→	3
6		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	
11		x		→	
12		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☐

Official Visitors ☐

General Public ☐

Severity/Likelihood/Risk Key

	Severity	Likelihood	Risk
1	Negligible	Remote	1 - 5 = Low
2	Minor	Unlikely	6 - 12 = Medium
3	Reportable	Likely	15 - 25 = High
4	Major	Highly Likely	
5	Death	Almost Certain	

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Personal Protective Equipment

Safety Helmet	☒	Ear Defenders & Ear Plugs	☐	Respiratory Protection	☐
Safety Boots	☒	Safety Harness	☒	Overalls	☐
Goggles/Visor	☐	Gloves	☒	Other, please specify	☐

Assessor LEE AYRE

Signature *LEE AYRE*

DATE 19/07/2023

EY - RISK ASSESSMENT RECORD

Hazard/Work Activity Assessed

HAND TOOLS

Reference No:

EY 03

Severity x Likelihood = Risk

Significant Risks Before Controls

	S	x	L	→	R
1 Hand tools with sharp heads - Probable general cuts or bruises.	2	x	4	→	8
2 Damaged tools and blunt cutting tools - Possible hand/arm injuries	3	x	4	→	12
3 Material ejection - Exposure to ejected materials/dust, tool pieces etc.; potential for eye injuries and minor cuts and bruises.	4	x	4	→	16
4 Sparks - Possible fire if flammable materials are present.	3	x	4	→	12
5 Tools being incorrect purposes - Musculoskeletal injuries from sudden failure or jarring of tool. Potential for secondary injury from work location [e.g. falling from height].	3	x	4	→	12
		x		→	
		x		→	
		x		→	
		x		→	
		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☒

Official Visitors ☐

General Public ☒

Control Measures

- Only competent persons to undertake work.
- Inspect hand tools before use for defects or damage.
- Management must make appropriate tools available for work.
- Damaged or blunt tools not to be used at any time.
- Sharp edges will be protected when tool is being stored or idle.
- Ensure tools are clean and free from grease.
- Only use tool for purpose it was intended.
- Dispose of damaged tools.
- Full personal protective equipment [gloves, goggles (hard hats where necessary)] issued and mandatory.
- Use tools made from non ferrous metals to prevent sparks when working near flammable materials or explosive dusts.
- If work will be done on or near electrical apparatus, properly insulated and non-conductive tools shall be used.

Significant Risks After Controls (Residual)

	S	x	L	→	R
1 Hand tools with sharp heads - Probable general cuts or bruises.	2	x	2	→	4
2 Damaged tools and blunt cutting tools - Possible hand/arm injuries	3	x	1	→	3
3 Material ejection - Exposure to ejected materials/dust, tool pieces etc.; potential for eye injuries and minor cuts and bruises.	4	x	1	→	4
4 Sparks - Possible fire if flammable materials are present.	3	x	1	→	3
5 Tools being incorrect purposes - Musculoskeletal injuries from sudden failure or jarring of tool. Potential for secondary injury from work location [e.g. falling from height].	3	x	1	→	3
		x		→	
7		x		→	
8		x		→	
9		x		→	
10		x		→	
		x		→	

Who May Be Harmed

Employees ☒

Subcontractors ☐

Official Visitors ☐

General Public ☐

Severity/Likelihood/Risk Key

	Severity	Likelihood	Risk
1	Negligible	Remote	1 - 5 = Low
2	Minor	Unlikely	6 - 12 = Medium
3	Reportable	Likely	15 - 25 = High
4	Major	Highly Likely	
5	Death	Almost Certain	

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Personal Protective Equipment

Safety Helmet	☒	Ear Defenders & Ear Plugs	☒	Respiratory Protection	☐
Safety Boots	☒	Safety Harness	☐	Overalls	☐
Goggles/Visor	☒	Gloves	☒	Other, please specify	☐

Assessor LEE AYRE

Signature *LEE AYRE*

DATE 19/07/2023

6.0 – Site Perimeter Hoarding

Method Statement

Client: Havercroft Construction

Date: 04/08/2023

Site address: Havercroft Construction, Piccadilly Gardens, Manchester, M60 1HX

Name of supervisor: Daniel Jones

Originator: Tracey Ellis Document

rev nr: 04 (next revision date = Feb 2024)

Date created: Feb 2022

Date verified: Feb 2021, Feb 2022, Feb 2023

Date of next review: Feb 2024

Scope of work: Installation of hoarding, heras and gates Rev 00: issued for approval

Sequence of Operation:

First day

Operatives to familiarise themselves with surroundings, site layout and logistics, including the welfare facilities and emergency arrangements if not clearly identified in the main contractors induction.

If not previously agreed, identify and agree with the main contractor a suitable area for storage of delivered materials

Deliveries & distribution

Deliveries will be made via:

- LWB dropside van
- Wagon with hiab (certificates issued separately upon request)
- Wagon with moffett (certificates issued separately upon request)

Distribution of materials will be carried out by strategic drops around site by the delivery wagons in conjunction with subcontractor telehandler operated by a trained and certified operative.

Delivery booking slots will be advised to PC as best as possible, quite often suppliers allocate an AM or PM delivery slot, we'll do our best obtain an accurate booking time.

General provisions

Where necessary, request that the working area be cordoned off for the period of time in which the

work is undertaken. Any other site personnel working in close proximity to the nominated working area will be notified of the type of work being carried and materials to be used. GSS will cordon off their own works and notify anyone working or in the vicinity of the works. The area will be segregated by use of hazard barrier tape and/or chapter 8 barriers in vehicular areas.

The materials will be stacked neatly prior to installation, once the works have been installed the materials will be snagged and offered to PC for acceptance, once accepted the works are handed over to PC.

Kentledge hoarding

The PC will set out the hoarding line or agree the line in conjunction with our supervisor on the first day following induction.

The concrete kentledge blocks will be placed in position by one of the following methods, subject to site constraints and logistics:

- Articulated wagon with block grab
- telehandler operated by a trained operative
- Wagon with hiab
- Wagon with moffett

Using one or a combination of the identified methods above the blocks will be put in place at the required centres stated in the site specific temporary works design. An operative will work in conjunction with the plant to ensure the blocks are put in the correct location and act as a banksman.

Holes will be drilled through the posts and into the concrete kentledge blocks, this will be done using a cordless SDS with appropriate drill bits. The m16 bolts will be installed using a cordless wrench. The gate posts are pre drilled and will be secured to the concrete block in the same manner as the timber post.

When drilling the hole in the concrete the hole will be drilled through the timber as opposed to directly on to concrete, this method mitigates the airborne dust. Operatives will also have face fitted dust masks, certificates and data sheets issued separately.

Rails will be installed using a cordless impact driver and appropriate fixings. The lifting of the rails will be a two man operation, the rails are of a weight that permit a one man lift if required. The lifting of gate posts and gate leaves will be a two man operation. The gate posts have straps to allow drilling and installing to concrete blocks, one operative will hold in position whilst the other drills and fixes. Ply will be lifted via two man lift offered up to the rail and appropriate fixings used to secure the panels in place, the ply is of a weight that permits a one man lift if required, either hand tools or impact / combi drill used to secure the fixings. The fixings used for the rails and ply installation will be woodscrews and coach screws.

Upon completion clear all waste items and tools and sign out.

Pedestrian segregation

A combination of chapter 8 barriers and hazard barrier tape will be utilised to segregate the daily working area, sections approximately 50m each day will be sectioned off to allow operatives to work on and complete the works each day, to aim is to complete each section daily so as to limit the quantity of partially finished works. Operatives will wear full PPE, these visual standards will assist the public in identifying men / women at work.

Upon completion clear all waste items and tools and sign out

Painting

Operatives will utilise rollers and paint scuttle buckets. The contents of the paint tins will be emptied into the scuttle buckets, any empty tins will be allowed to dry and can be disposed of. The vast majority of the work will be carried out from the ground, for the top headers a 600x600 hop up will be used, the use of this equipment will be low duration and low frequency. Hazard barrier tape and wet paint signs will be utilised to notify the public, this is covered under the segregation of public in the RA. The painting COSHH data sheet is also submitted separately.

PPE

Personal protective equipment shall be issued to all operatives and will be worn in accordance with statutory requirements. The P.P.E. shall include: • Hard hat to BS EN 397 • High vis to BS EN 471 • Steel toe cap boots • Gloves to BS EN 374 • Ear Plug Style Ear Defenders to BS EN352-2, • Safety Glasses (Low Impact) to BS EN166.

Site Rules:

- To reiterate signing in and out must be done each day, Drive around site only with hazard lights on
- Comply with site speed restrictions
- Adhere to PPE standards
- Be courteous If you are being asked to do something that you believe to be unreasonable or a being dealt with in an inappropriate manner, consult Luke Oldroyd for guidance, do not engage in disputes
- Operatives will adhere to the client site rules set out in the site induction at all times. In addition to the client site rules, the work area will be segregated by suitable signage barriers. Site specific induction must be carried out before work starts.

Substances:

Petrol in generator (plant nappy to be present)

Diesel in plant

Paint

Materials:

Precast concrete kentledge block
Timber posts, size TBC
Timber rails, 97 x 47
18mm hardwood throughout class 3 ply
125x25 PSE timber
50x25 PSE timber
Fixings, generally

Plant /Equipment

Telehandler / forklift / moffett
Hand tools
Cordless power tools

Training:

Only trained and competent personnel will be employed to conduct this task.
CSCS card
SSSTS

Emergency Procedures:

In the event of an emergency, the operatives will contact their Manager or Supervisor
Luke Oldroyd 07491 911843

First aid supplies are provided in the site office

Hazards and Control Measures:

See separate risk assessment.

Monitoring Arrangements

Luke Oldroyd will monitor the system of work via feedback from the fitting team, should site conditions change such that the operations described above can no longer be carried out in a safe and practical manner work will cease and the fitting team will contact Luke Oldroyd to discuss and resolve the issue. Minor variations to the above method may be agreed between the senior fitter and PC, any minor changes are to be recorded in the box below and information passed to GSSMS Ltd. In the event of a system changing (addition or omission) the method statement will be revised with PC approval and all operatives concerned with the work will be re-briefed on the revised method statement. A new briefing record will be signed and passed to PC.

Access/ egress/ welfare

Provided by the Principal Contractor.

Additional Comments:

I agree I understand the contents of this method statement and agree to execute the works as detailed within this Method Statement. I confirm if the site conditions and/or requirements dictate that the works need be carried out in a different way to detailed in this Method Statement then I MUST cease work and pursue a revised up to date Method Statement . I agree i have read and understood the Risk Assessment.

Name, date & signature

Name, date & signature

Name, date & signature

Name, date & signature

Risk Assessment – Havercroft, Piccadilly Gardens

Client: Havercroft Construction

Date: 04/08/2023

Site address: Havercroft Construction, Piccadilly Gardens, Manchester, M60 1H

Name of supervisor: Daniel Jones

Personnel at risk: Employees, sub-contractors, members of public, client

Originator: Tracey Ellis Document

rev nr: 04 (next revision date = Feb 2024)

Date created: Feb 2022

Date verified: Feb 2021, Feb 2022, Feb 2023

Date of next review: Feb 2024

Scope of work: Installation of hoarding, heras and gates Rev 00: issued for approval

HAZARD	SEV	LH	RATE (SXL=R)	ACTIONS TAKEN TO <u>REDUCE RISKS</u>	SEV	LH	Residual risk (SXL=R)	Follow on Measures Needed / by/
Contact with underground services	4	4	16	Existing services drawings to be consulted. Cable location tools to be used prior to excavation which has been calibrated Where relevant, all known services shall be marked on the surface. Those affected by excavation or otherwise to be exposed with hand dug trial holes. Where directed a 'Permit to Dig' shall be issued. Exposed services to be properly protected in terms of support and from impact damage from associated work activity. Hand digging to be carried out within 0.5m of services Work to be carried out in accordance with the HSE guidance note HS 47 'Avoiding danger from underground services'	4	1	4	
Use of ~~situ~~ saw Risk of entanglement <u>cutting</u> , hand arm vibration and ejection hazards	4	4	16	All fixed machines or tools have a notice attached to the body of the machine or tool stating the types of wheels or discs that can be fitted and the correct operating speed for those wheels or discs (RPM). Pneumatically operated tools have a governor fitted to prevent the tool over-speeding the wheel or disc. The tool will be marked with the maximum working speed and air pressure. Guards will ALWAYS BE PROPERLY SECURED prior to use. Where tool rests are fitted to a machine, these will be regularly adjusted to compensate for wear of the wheel (maximum clearance of 3 mm is allowed between wheel and rest) All <u>wheels</u> and discs will be thoroughly checked for damage prior to mounting. No person shall mount an abrasive wheel or disc unless they are trained, competent and certificated. A wheel or disc shall only	4	1	4	

				be mounted onto a machine or tool for which it was specifically designed or intended for it to operate on. When not in use the machine will be switched off or switched to "idle" Impact resistant eye protection will be worn to EN 166 standard Exhaust is positioned above head height and work carried out outside, Gloves are worn during refueling. Petrol is stored in steel closed containers away from sources of ignition. Engine is left to cool before refilling Spill kits stored in site office in case of spill/ leakage.				
Use of electrical tools Risk of entanglement, impact injuries, noise induced hearing loss and hand arm vibration	4	4	16	<u>240 volt</u> hand tools are not used. We only purchase 110 volt or <u>battery operated</u> power tools. The <u>110 volt</u> tools are PAT tested on a 3-6 month cycle. This applies to abrasive wheels, circular saws, drills, etc. The workforce that uses these tools have undergone formal training in the operation and use of the equipment as part of their apprenticeship or construction skills training. The training has included specific health and safety instruction. Operators are instructed that portable equipment must be checked daily before starting work to ensure that there is no damage to the casing or supply cables. Damaged tools are taken out of service and reported to supervisors and managers so that repair or replacement can be organised. Under no circumstances should staff attempt to repair damaged tools themselves. There is a high risk of shock injury when using 240v tools and as such the requirement to check the tools cannot be overstated. Operators instructed to not wear any loose clothing which could catch on the machine and draw the operator into the moving parts. Those with long hair are instructed to keep it tied back and inside clothing where possible to prevent it being caught.	4	1	4	
				Grinding and cutting metal generates sparks which are hazardous to the eyes. Staff performing grinding or cutting operations are provided with and instructed to wear safety goggles to BSEN 166 standard whilst grinding or cutting to prevent eye injury Grinding and cutting also generates noise above the upper exposure action value. Hearing protection to BSEN 352 has been provided and workers have been told the hazards and instructed to use the protection issued to them. Drills have the potential to generate vibration levels well above those limits set in the control of vibration at work regulations. Tools which have a felt vibration level (as stated in the manual) of greater than a 2.5m/s² average over an <u>8 hour</u> period are subject to individual usage restrictions per employee. This has all been explained to the workforce and compliance is overseen by supervisors. Refer to vibration assessment. Drilling will often produce noise levels above the upper exposure action value of 85 dB(a) and all operatives are instructed to use ear defenders.				
Use of pneumatic drill	3	4	12	<u>Hand held</u> pneumatic equipment are fitted with vibration reducing aids. Job rotation is implemented and limits of 1 hour per day for vibrating equipment. Hands are kept warm by wearing gloves. Equipment maintained on a regular basis and operators informed of safety precautions	3	1	3	
Slips Trips and Falls: Risk of Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear	3	4	12	The work area to be kept clear of obstructions and good standards of housekeeping adopted. Safety shoes are worn with anti-slip soles. No cables will be run at ground level to avoid any slip, trips and falls. All staff will wear suitable footwear with <u>non-slip soles at all times</u>	3	1	3	
Use of hand tools Risk of bruising, Cuts, Eye	3	3	9	Tools are provided by management must be assessed to <u>they</u> are fit for purpose. It is important that the	3	1	3	

damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g. mushrooming of chisel heads				environment is taken into consideration. When operatives are to use cold chisels, drills, grinders and other types of tools where there is a chance that flying particles are potential the following is to be implemented before work continues: A 2 metre exclusion zone is to be created. Eye protection to BSEN 166 1F When using open bladed knives, screwdrivers, and other such sharps they are to be carried so as to not cause injury to users or others. When using cutting tools operatives are to use cut resistant gloves to BSEN 420 /388 Insulated tools must be used in areas where there is a possibility of live electrical work.			
Covid-19	5	5	25	Engineers will travel to site alone using their own transport, or face in the same direction with adequate ventilation. Operatives will wash their hands using soap and water for 20 seconds using the hand cleaning facilities immediately upon arrival or use hand sanitizer. Operatives will ensure that the 2m rule is observed during their work. All operatives will regularly clean common contact surfaces in their immediate work area including telephone handsets, desks and other work tops. Operatives will stay on site for the duration of the shift once they have entered it and not use local shops. Operatives will eat in the designated eating areas on site. If they are to use the common areas they will wear masks when walking around until seated and sanitise their hands before touching kettles, fridge, surfaces etc. Workers will sit 2 metres apart from each other whilst in the eating areas and avoid all contact. Where	5	1	5
				seating areas are signed and designated seating is in force all instructions will be complied with. Operatives will avoid crockery, eating utensils, cups etc. where at all possible, however if any are used workers must keep them with their belongings at all times and NOT share use of items with others outside their household. Waste food and food wrappings will be disposed of in the designated bins in the eating areas or will be taken home to be disposed of and not left for someone else to clear up. Operatives will clean their hands for 20 seconds using soap and water before and after using the toilet facilities use the bins provided for used paper towels and keep the facilities clean and tidy Operatives will report to the site manager if any refills are needed Those who are immune compromised or have underlying health conditions should not carry out the work. They must go home and self isolate for 10 days If operatives or members of their family display symptoms, or start to feel unwell ie persistent cough and or high temperature they will be told not to return to work, to stay indoors and avoid contact with other people for 10 days in self-isolation. This must be reported to Management who will advise them about self isolation and not to come back into the workplace			
Manual handling	3	3	9	Mechanical means will be used to transport goods to the work area. The area will be cleared of obstructions. Operatives will have received safe lifting techniques and use team lifting if items are too heavy for one person. Gloves and safety footwear are worn	3	1	3
Hit by moving vehicles	4	4	16	Site has maximum speed limits set and signs displayed which will be adhered to	4	1	4
				Engineers will wear high visibility clothing in traffic movement areas and for identification purposes. Engineers will not use mobile phone whilst walking around site Engineers will keep to designated walkways and crossing points. Area will be cordoned off where possible with cones/barriers/signs			

Use of forklift / telehandler	5	4	20	The telehandler will only be used by a certified operative Whilst operative operatives will follow the following measures: +Site has maximum speed limits set and signs displayed which will be adhered to +Engineers will wear high visibility clothing in traffic movement areas and for identification purposes. +Engineers will not use mobile phone whilst walking around site +Engineers will keep to designated walkways and crossing points. +Area will be cordoned off where possible with cones/barriers/signs The telehandler will only lift loads using the forks, i.e. no suspended loads or lifting chains. The telehandler will only lift the concrete blocks by using the fork slots under the blocks (image below) The placing of the concrete block in the required position, the load will be placed on ground at. When the block is put in position one operative will be in communication with the telehandler driver, communication will be visual and verbal. The primary operative will ensure he and all other operatives are a safe distance back from the load when it is placed in position.	5	1	5
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Pedestrian / public segregation

4	4	16	The use of chapter 8 barriers and adjoining hazard barrier tape will be used to segregate the daily working area This barrier will act as a physical and visual barrier for pedestrians and will move along as the works progress It is especially important that any stacked materials are kept inside the barriered area so as to remove the risk of public interface	4	1	4
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Dust

4	5	20	Airborne dust from drilling & cutting activities Control measures: • The drilling is done through timber, this method traps 90% of the dust as opposed to drilling straight into concrete • the further control measure is the operatives will wear a face fit tested mask, data sheet and face fit cert submitted separately • Stihl saw will additionally have wet dust suppression	2	1	2
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Use of excavator	5	4	20	The excavator will only be used by a trained and certified operative. Operatives will adhere to the following : + site speed limits + PPE requirements + No use of mobile phones + Plant routes + Cordon off areas where possible Risks: + moving – strikes to persons + slewing – trapping persons + working – inadvertent fall of attachments Control measures: + exclusion – set up zones where possible + clearance – ensure sufficient space between excavator and any fixed structures + visibility – ensure excavator is visible, bright colours and flashing beacons assist + assistance – utilise the help of an additional operative as a <u>marshall</u>	5	1	5
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7.0 – General Notes

Sub-contractors will be briefed at pre-let meetings to ensure that each of their suppliers comply with the requirements of the CMP.

The requirements of the CMP will form part of the site safety induction training delivered by our resident Site Manager.

HCL will have a site management team in place at all times and the site will be audited frequently for compliance with Health, Safety, Environmental and Highways requirements.

Residents and neighbouring businesses will be kept informed of progress via regular letter drops and within these letters there will be contact details for the Site Manager and HCL Health and Safety Coordinator. Residents & neighbouring businesses will be encouraged to communicate with HCL in relation to any concerns at an early stage.

C. Holmes

C. Holmes
24th July 2023