

1.0 Method statement

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Spear Street

Location of works:
Spear Street

Site address:
Manchester
Greater Manchester
M1 1JU

Project reference: 154-SPE
Client reference: 09736658
Client: M4NCHESTER ONE LIMITED
Principal designer: Carbon Maze Limited
Principal contractor: Triple M Projects Limited
Start date and end date: 29/05/2023 to 31/03/2024

1.1 Description of activity

As Per Programme of Works

1.2 Sequence of operations

1.2.1 Plant or equipment

Using telehandlers to lift suspended loads

- The supervisor must ensure that the operator has proof of competence, which should include proof of training (CPCS card or similar), proof of familiarisation with the telehandler to be used and adequate experience of the task to be undertaken
- Before lifting any load the operator is to inspect the load does not exceed the Safe Working Load (SWL)
- When using telescopic boom, the operator to ensure the reduced SWL is taken into consideration as per the manufactures instructions.
- Where it is stated “thorough examination certificate (TEC)”, you should confirm that the excavator requires a 12 month TEC and the accessories a 6 month TEC. This is to avoid clarify to the operator the timescales, to avoid confusion and ensure compliance.
- The supervisor must ensure that the telehandler being used has been maintained and has a current report of thorough examination covering both the machine and any attachments
- The supervisor must carry out a toolbox talk before work starts covering the task to be carried out, personnel involved, work area, risks, exclusion zones and procedures
- At the start of each day or shift the operator should carry out the pre-use checks specified in the manufacturer's operating instructions
- Seat belts must be worn at all times
- The telehandler's brake engine must be switched off and then applied before the operator leaves the cab. Before any personnel approach the telehandler to secure loads etc. the operator must ensure that the telehandler is made safe i.e. the brake applied and the engine switched off
- The operator should plan the route and final destination of the load, making sure the route is clear of all obstacles, that there are no width or height issues with the load or telehandler and that the final destination is a safe and suitable place for the load. If the route involves travelling or working on slopes, the manufacturer's operators instructions should be consulted before traversing gradients and cross slopes
- Where you have stated planning a route : please add when working near excavations and walking routes stop blocks and adequate warning signs should be positions to prevent the collisions with pedestrians and plant falling into excavations. Also, excavator driver to ensure no overhead services (overhead line equipment) above.
- Before lifting a load the operator should get out and inspect the load - check for warning signs, centre of gravity, loose materials on the load or anything anchoring the load
- Before lifting the load the operator should check ground conditions to make sure it is suitable for them to drive and use stabilisers on. Spreader mats should be used if the ground conditions or weight of the load make it necessary to do so
- The operator should then lift the load approximately 150mm (6 inches) and check the load position, weight and balance
- The load should then be secured, strapped down or fastened where necessary
- Before setting off, the boom should be telescoped in as far as possible and the load lowered as close to the ground as possible to increase stability whilst travelling
- If the load obscures the operator's view when travelling, a banksman should be used. A banksman should also be used when reversing
- Before placing the load in the final position the operators should check the ground conditions
- If the operator is unable to clearly see the load's final position, a qualified banksman should be used to signal to the operator when landing the load
- When the lifting operation has been completed, the telehandler should be stored in a safe place, on level ground where possible, with the handbrake engaged, the boom and fork arms/handling attachment lowered to the ground, the key removed and the cab locked. The key should be stored in a safe place and not left in the machine
- When using extension forks the safe working limit should be reduced as the standard Rated Capacity chart will not give the correct information as it only applies to loads on standard length forks. Information on the rated capacity of extended forks can be found in the manufacturer's operating instructions
- If the operator is unsure of any aspect of the lifting operation they must immediately stop and consult their supervisor

1.2.2 Manual handling

Pushing and pulling

- Pushing and pulling is done using the body's own weight; lean forward when pushing, lean backwards when pulling
- Ensure you have enough grip on the floor to be able to lean forward/ backwards

- Avoid twisting and bending your back
- Handling devices have handles/hand grips so that you can use your hands to exert a force; handle height should be between the shoulder and waist so that you can push/pull in a good, neutral posture
- Handling devices are well-maintained so that the wheels have appropriate size and they run smoothly
- Floors are hard, even and clean

Dual / two person lift

- Decide who will be caller (The caller co-ordinates the lift and ensures each lifter knows what to do and when)
- Assess the weight
- Correct positioning of feet and straight back - Comfortably apart with one leg slightly forward to maintain balance; One foot positioned in direction of movement; Other foot where it can give maximum thrust to the body
- Correct grip or use of handles where applicable - A full palm grip will reduce muscle stress to the arms and decrease the possibility of the load slipping
- Continue to dynamically assess the environment during lift / movement
- Lift together and relax load down together

Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed
- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

1.2.3 Site set-up

Installation of office and welfare facilities

- Position the lorry loader at the nominated lifting area and follow the risk assessment for operating vehicles onsite
- The lorry loader operator must set up the lorry loader as per the manufacturer's instructions. Suitable supports must be placed under the stabilised legs
- Lorry loader will raise jib and position so as to attach O-ring of lifting chains and inertia reel fall block to crane hook
- Lorry loader operator must raise the crane and position it over the centre of the portable unit, generator and fuel bund and through suitable access to the roof of the portable unit, must attach lifting accessories to the unit. Use a safety harness/ inertia reel fall arrest assembly during any roof access and secure it at ground level. Secure this to the lorry loader hook block and fit at ground level
- Secure an appropriate number of guidelines to the portable unit to assist in controlling the potential for unit swing
- Now raise the lorry loader jib to take the weight of the load and ensure that the lift is centred and stable (carry out a test lift). Then slew the load over to the final position and lower it into place
- Once the lorry loader operation is complete the slinger/banksman must remove lifting accessories from the lifting eyes of the portable unit, gaining access by use of a suitable access system
- Once the four legs of the lifting accessories are removed, the lorry loader operator must raise the jib, remove the lifting accessories and stow the crane for transit. The operation is now complete
- For repeat lifts, follow all previous sections as above
- Collect all waste and remove from site
- Once all the units are placed, a qualified electrician must connect up all the units to the generator, do the required testing and supply the completion certificate

1.2.4 Fencing

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Removal of fencing

- Soft strip the fencing and remove panels and posts in a safe and controlled manner

- Remove concrete posts and cut below ground with a petrol saw
- When dismantling fences check for vegetation growth which could make the behaviour of the fencing unpredictable. Take particular care with old fences
- Store in a safe location, ensuring all nails or sharps are suitably hammered down and not exposed
- Remove the wastage from site

Installing heras fencing

- Run through the layout of the heras fencing with the site supervisor according to the layout drawings
- Lay down rubber footings according to the layout for the first fencing panel
- Lift the fencing panel into place with plant lifting equipment
- Lift the fencing panel into place by way of a two man lift
- Double clamp the fencing panels and add bracing if deemed necessary by the site supervisor
- Repeat the above process until the fencing layout is complete
- Add triangular heras fencing braces to any long lengths of fencing panels

1.2.5 Scaffolding

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Delivery or removal of scaffolding from site

- Ensure a safe, designated area has been provided for the parking and unloading of scaffolding materials for the project
- Where materials cannot be left on trailers, provide stillages and bins
- Exclusion zone to be created around the scaffolding, using barriers to prevent access with adequate warning signs and information.
- If on a public highway, cones and signage must be in place plus pedestrian management
- Trained operators must use correct manual handling techniques at all times, conforming to SG6:22
- Hand tools to be tethered to operatives
- Keep scaffold materials clear of buildings when lifting or lowering
- Use a guide rope on long loads when lifting or lowering
- Use a 300kg rack and pinion hoist to access materials to and from the work place
- Prior to working at height, a rescue plan is to be arranged between the operatives and the supervisor included within the risk assessment and briefed to all workers
- Guard rails to be fitted (handrails have a minimum height of 950 mm, and that any gap between the top rail and any intermediate rail should not exceed 470 mm)
- Toe Boards to be fitted, of a minimum of 100mm in height
- Ladder to be suitably positioned and secured to allow access to the scaffold, and a ladder hatch fitted to prevent falls from height
- Where required brick guards to be installed to prevent falling objects
- Scaffold is to be inspected and inspection tag fitted at the ladder access point to show it is safe to use” / “dismantling first point should be to remove the scaffold tag

Erecting multi lift independent tied scaffold

- Place the base plates and sound sole plates to form 4 + 2 board wide arrangement from the building line
- Standards must bear centrally onto a base plate and sound timber sole plates. Place the standards to the designated bay spacing as required by the duty of use. Select and place them to provide a staggered joint arrangement between multi lifts
- A longitudinal ledger and transom are then to be secured to the uprights using double couplers to form a self-supporting frame fixed 150mm above the base plates
- Secure alternate pairs of standards into position and vertically plumb using a suitably fixed temporary brace. With the temporary braces in place, the first lift level of framework can commence
- Place ledgers in order to provide a staggered joint arrangement between bays and lifts connected to the upright by a load bearing couplers. The ledger and upright can be plumbed horizontally and vertically using the braced members
- Place the main transom tubes across the ledgers within 150mm of the braced uprights and secured using single couplers
- The outside uprights can now be vertically plumbed on the braced line
- Intermediate transoms are required on a fully boarded lift at 1.2m centres secured with single couplers with a butt joint to

support each of a fleet of boards. Non-working lifts minimum 3 number transoms per board

1.2.6 Roof works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

New roof trusses

- Fix the trusses in sequence and place in accordance with the working drawings
- Engineers trained to work from height must wear fall protection at all times
- The principal contractor must provide relevant working platforms including scaffolding, edge platforms, netting etc.
- Ensure the slinger/banksman prepares the loads for lifting from trucks
- Then lift the bundle of trusses onto the wall plate and temporarily brace until needed
- The bundle of trusses must be carefully separated by two joiners. Manually lift the first truss into position and temporarily brace to both wall plates
- Then manually lift the remaining trusses into position and temporarily brace back to the first truss
- Fix the diagonal bracing to the top of the first truss and nail to the wall plate using 75mm-long galvanised nails
- All longitudinal bracing will be fixed to the trusses, ceiling ties and struts using 75mm long galvanised nails
- Then fix the trusses to the walls and gables by bracing them using galvanised metal retaining straps
- The two joiners must then remove the temporary bracing and inspect all trusses to ensure they are aligned vertically and free from bowing

New roofing structure or cladding

- Employ the correct materials and delivery techniques
- Install the new roof structure using training engineers
- Install the new roof cladding using trained engineers
- Transfer wastage to the ground safely

Installing vapour control layer

- Loosely lay a polythene vapour control layer onto the deck
- Prime the deck where required and install a vapour control layer onto the deck

Installing insulation

- Lay insulation in accordance with the manufacturer's guidelines and fix to the decking
- Lay insulation in accordance with the manufacturer's guidelines and adhere to the VCL using polyurethane adhesive
- Torch and lay the insulation in accordance with the manufacturer's guidelines
- Loosely lay the insulation onto the membrane and secure in place with roof finishes i.e. paving slabs or pebbles

Installing membrane

- Hot works permits are to be issued prior to any hot works taking place
- Flammable gasses (LPG) will be stored within a suitable COSHH locker, with adequate ventilation, away from sources of ignition, with suitable warning signs and kept locked to prevent unauthorised access. Suitable fire fighting equipment will be stored nearby
- COSHH risk assessments will be completed for the chemicals used and briefed to the operatives prior to starting work
- Install the single ply membrane onto the insulation board and mechanically fix in accordance with the manufacturer's instructions along the seam edges. The membrane must be heat-welded together by trained operators using hot air welding equipment approved by the manufacturers
- Install the single ply membrane onto the insulation board and adhere in accordance with the manufacturer's instructions. The membrane must be heat-welded together by trained operators using hot air welding equipment approved by the manufacturers
- Pour an adhesive onto the insulation boards, then roll the membrane into the adhesive with pressure being applied across the roll width
- Torch-apply an intermediate layer of felt membrane to the insulation to achieve an approximate 30% bond. Apply the cap sheet in the same way but achieving a full bond by ensuring that the heat-dispersible film is completely removed
- Install a waterproofing membrane directly to the deck

- An intermediate layer of felt membrane will be torch-applied to the substrate to achieve an approximate 30% bond. Apply the cap sheet in the same way but achieving a full bond by ensuring that the heat-dispersible film is completely removed
- Hire the equipment via a specialist and maintenance records should be available for inspection. The hot melt must be delivered to site in block form and melted in the thermostatically controlled, mechanically agitated boiler
- Once the material has reached the required temperature of between 210 and 230 degrees, take it from the boiler by banjo, discharge into buckets and carry to the area for laying
- Apply the 1st layer of the hot melt monolithic rubberised bitumen to primed area and spread with a rubber-bladed squeegee. This layer forms the base of the system. The roll out the polyester reinforcement layer and bed it into the first later while it is still hot, allowing the hot melt to partially bleed through. The reinforcement also provides foot traffic access for the installation of the second layer
- Then pour a second layer of hot melt onto the polyester reinforcement and again spread with a rubber-bladed squeegee to the required depth. This second layer bleeds through the reinforcement to blend with the first application of hot melt to form a single monolithic waterproof layer
- Bed the felt protection layer into the second layer while it is still hot and torch seal the laps
- Loose lay a single ply membrane onto the decking

Roof finishes

- Roll out a protection/filtration layer over the deck. Secure this with a drainage/water retention layer, cover in filter fleece with substrate and lay bio-diverse products over to the required specification. Lift all green roofing products to roof level and distribute by crane, supplied by the main contractor
- Lay pebbles as per the specification
- Paving slabs mounted upon 15mm pave pad supports must be positioned on top as ballast

1.2.7 Excavation

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Initial works

- An emergency plan is to be agreed, to follow in the event of striking buried services, discovery of buried asbestos
- Suitable welfare arrangements to be arranged prior to starting work
- An emergency rescue plan to be agreed, in the event of 1) collapse of the excavation 2) asphyxiation due to hazardous gases 3) water/flooding
- Methods of suitable monitoring to be agreed and implemented (i.e. air monitoring with an alarm system)
- Obtain underground service prints, call the local authorities and obtain permits where necessary for excavations
- Lay out all the appropriate signage to cordon off a safe working area and adjust as works proceed or change
- Use cable location equipment to identify all underground services and clearly mark locations onsite
- Double check all underground services locations with plans. Reconfirm with the local authorities if there are any discrepancies
- Outline the locations of excavation on site, ensuring the ground works and/or surveying team confirm the locations of trenches
- Check the excavator's inspection permit, ensuring an up to date inspection has been undertaken
- Unload the excavator from the trailer and deliver to the location
- Deliver and prepare materials that are adequate for shoring any trenches

Excavation works

- Protect and support any exposed existing services
- Move the excavator/digger into a fully guarded area
- No use of mechanical excavators within 500mm of services
- Excavations below 1.2m, the type of substrata to be inspected and if required adequately shored implemented
- Position the compressor away from the excavation but within the guarded work area
- Remove the pneumatic breaker and hose from the vehicle, check for damage and connect the hose to the breaker and the compressor
- Dig trial holes in advance of the proposed excavation. Hand dig trial holes within 500mm of all services
- Commence excavating

- Remove spoil from site according to the local authority specifications, soil to be stored at a safe distance away from the excavation
- Excavate for open-cut ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for launch pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for reception pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Ensure access to and from the excavation by the use of a ladder positioned on a firm base, tied and footed
- Ensure that safe access to the properties is maintained by the use of walking boards and steel plates
- Guardrails and toe boards to be positioned around the excavation to prevent falls from height, prevent objects and materials falling into the excavation
- Fixed barriers such as stop blocks to be positioned at a safe distance around the excavation to prevent the excavator driving/falling into the excavation
- Excavations to be covered/backfilled when not in use
- Allow for the repair of services
- Allow for the installation of services
- Carry out reinstatement once the works are deemed complete

1.2.8 Concrete works

Sign-in and induction

- All operatives must arrive onsite and sign in at site office
- All operatives must undertake a site induction

Preliminary foundation works

- Excavation of the foundation/slab must be carried out by machine excavators to the required depth
- The setting out engineer must set out grid lines and levels under the supervision of the site supervisor
- The area of the works must be segregated with signage and fencing to create a working zone ready for formwork installation

Installing formwork & reinforcement

- A permit to work is required before undertaking any works in confined spaces
- Construct the formwork to the beams and slab edges using ply and hand tools
- Deliver the steel reinforcement by flatbed lorry
- Mechanically lift the steel reinforcement into position under the supervision of a banksman
- Lift the steel reinforcement from the lorry by hand and handle safely into position before assembly takes place
- Check the steel is in the correct location according to the structural engineer's drawings
- The steel must be tied by hand and checked for accuracy by the site supervisor
- Place mushroom caps over any exposed steel
- Check all support props for formwork before pouring the concrete

Pouring concrete

- Check that the correct concrete type has been ordered when taking delivery of the concrete
- Operate a small concrete mixer, adding aggregate mix with water as per the instructions from the manufacturer- operatives to wear suitable Respiratory Protective Equipment (RPE)
- Use a barrow and shovel to distribute the concrete safely around site to the pre-designated locations
- When using a concrete pump, complete and sign a permit before pouring
- Reverse the pump lorry under the supervision of the banksman to the works area and set up in accordance with the manufacturer's instructions
- The pump operator must move the boom into position, with the operative located at the end to move the pipe to the desired location
- Pour the foundations
- Pour the slab
- Use a concrete vibrator to distribute the aggregate into any gaps
- Sweep and level the concrete surface with plant to smooth the surface
- Sweep and level the concrete surface with hand tools to smooth the surface
- All exposed steels must have mushroom caps
- Strike all formwork after it has cured in accordance with the engineer's guidelines

Slab cutting

- Remove the floor saw and equipment from the trailer/van
- Transfer the equipment onto site via the main entrance of the building
- Liaise with the site supervisor for the location of the works and the marking out of cut lines
- Liaise with the site supervisor to issue a permit to work if required
- Transfer all necessary equipment to the work location
- Establish a work area and set up the floor saw, water and 3 phase power supplies
- Ensure the hose and leads are free from footways, access routes and walkways so as not to form a trip hazard
- Attach a 600mm diameter blade to the floor saw
- Apply any extra PPE required i.e. ear defenders, eye protection
- Power up the saw and begin cutting into the slab
- Cut into the slab to full depth – estimated at 200mm deep
- Hoover up the slurry created and empty it into the designated skips
- Complete all cutting
- Arrange for breaking out to be completed at the specified times
- Complete the breaking out and stockpile for labour to clear
- Ensure all areas are left clean and tidy for inspection and are free from obstacles to other trades

1.2.9 Steelworks

Arrival onsite

- All engineers must arrive onsite and sign in at the site office
- All engineers must undertake a site induction

Unloading of deliveries

- Prior to transporting deliveries. The transportation route should be checked to ensure the load can be safely transported
- Delivery vehicles must be guided into the unloading area by the designated banksman
- Ensure the banksman guides the forklift truck operator during the unloading processes
- Double check all items that are to be unloaded to ensure safe working load capacities are satisfied
- Lay down all unloaded loads in a safe manner, and within a predesignated area

Setting out for new steel structural works

- Set up and cordon off the working area, remembering to leave plenty of manoeuvring room to move the materials and equipment around in. It is essential that no other persons or equipment etc. are allowed in the working area, as this may restrict the works and prevent access to parts of the building where fixings need to be made, as well as causing additional hazards for anyone below the working area
- Under no circumstances must any members of the public, visitors or persons employed on the site be permitted within the working area unless accompanied and supervised. Safety helmets must be worn by all persons within this area whilst the works are being carried out
- To reinforce the hazards associated with the works, warning and safety signs must be erected around the working area; these must include 'Keep Clear', 'No Admittance to Unauthorised Persons' and 'Warning, falling objects'
- Ensure floor areas are marked out by a supervisor to identify base plate locations
- Drill holes in floor using a 110v drill
- Insert through bolt floor fixers into the drilled holes

Installation of steel columns

- Manoeuvre columns into the lifting area using a forklift truck and/or skates
- A banksman must guide the forklift driver, or other manual handling plant operator, into the agreed column location
- Ensure the forklift driver or plant operator lifts the column into place with guidance from a banksman
- Lower the column onto mountings on the base plate once the column is vertical and bolted into position
- The sling must be unhitched from the steel by an operative working from above on access equipment such as a Mobile Elevated Work Platform
- All scissor lifts/ MEWPS need an in date 6 month thorough examination certificate, must be inspected before use with a documented weekly inspection

Installation of beams

- Move beams into the area using a forklift truck, or use skates and manually push them into the designated area
- Beams must be lifted into place using a forklift truck and directed by a banksman
- Once the beams are in place, operatives must bolt them into place from safe working platforms using nut runners
- Tighten all bolts to the correct torque and mark with white marker pen

Installation of decking

- Use suitable raised access platforms with the correct PPE during the installation of decking
- Provide a datum point on joists to work from
- Create a loading platform using the datum point
- Packs of decking must be loaded onto the loading platform and guided into place by a banksman
- Decking boards must be manually lifted into place by 2 operatives and fixed concurrently
- Undertake any board cutting in a safe designated area

Installation of Metsec SFS from scaffolding

- Use scaffold to facilitate the works and to provide a safe working platform. Construct the working platform with an integral toe board and double handrails as per the requirements of the Work at Height Regulations
- The principal contractor is responsible for the provision and erection of the scaffold by suitably qualified scaffolders
- Under no circumstances are the operatives permitted to over-stretch or overreach through or over the handrails. They must at no time reach more than 700mm (approximately an arm's length) from the working platform. Similarly the operatives are not permitted to climb out of the working platform at any time. Carry out all work from within the security of the hand railed platform
- Before starting work, carry out a visual inspection of the work area to ensure that the required works are as per the specification and that no additional works or materials are likely to be required. If additional works are required, or if any suspect materials such as asbestos are present, inform the client and head office immediately
- Transport all materials to the working area, ensuring that appropriate care is taken when manually handling large, heavy or awkwardly shaped objects such as the components of the SFS
- Before commencing work, ensure that all personal protective equipment (PPE) is being worn and inform all other persons that they should stay clear of the working area. No person, including the client's representatives, should be permitted in the vicinity of the working area without wearing the appropriate PPE
- On commencement of the works, prepare the site for work by advising the client of the hazards associated with the works, the scope of works and the restrictions that will be placed upon the working area in terms of where other contractors and persons can and cannot go in relation to the property whilst the works are being carried out. An exclusion zone must be established below where the works are being carried out
- Check for buried/hidden services within the walls of the premises before drilling or cutting into any such structure
- Secure the Metsec SFS (Steel Framing System) to the main structure as per the specification and contract drawings
- Secure all panels using the recommended fixings in accordance with the designer's fixings layout requirements to ensure that the panels are securely fixed to the structure
- Once the works have been completed, clean and tidy the work area and remove all waste from the site, placing it into the waste skips for disposal off-site

Staircase installation

- Any areas on a mezzanine staircase to be installed must be safely cordoned off to prevent falls from height
- Assemble the main staircase on ground floor level
- Prior to lifting the operator will inspect the load to ensure the SWL of the forklift is not exceeded
- Sling and other lifting accessories will be inspected prior to use for damage and defects, 6 month thorough examination certificate in place
- Lift the staircase into position using a forklift truck and sling. Operatives working from safe working platforms or scissor lifts must guide the staircase into place
- Once the staircase is in position, operatives must bolt it into place and install handrails
- Operatives must then install the staircase surround

1.2.10 Precast concrete works

Pre-start works

- The site supervisor and surveyor must confirm the levels for a precast concrete installation

- The site supervisor and principal contractor must determine the delivery locations, areas for offloading and access platform requirements

1.2.11 Bricklaying

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of masonry materials for the project
- Employ a safe method of manual handling and load materials out to the designated areas

Mixing of compounds

- Add the compounds to the mixer plant in a safe area according to the supplier specifications and use
- Ensure the safe use of plant at all times

Formation of masonry walls

- Survey and set out
- Apply bitumen compound and lay a damp-proof course at the base
- Lay bricks, cement mortar and pointing
- Repeat the above allowing for structural openings and supports according to the approved drawings
- Install lintels and structural members where needed
- Remove waste materials according to the site waste management plan

1.2.12 Stone masonry

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of masonry materials for the project
- Employ a safe method of manual handling employed and load materials out to designated areas
- Where mechanical means for lifting are employed, a lifting plan will be undertaken

Mixing of compounds

- Add the compounds to a mixer plant in a safe area according to the supplier specifications and use
- Ensure the safe use of plant at all times

Form masonry walls

- Survey and set out
- Apply bitumen compound and lay a damp-proof course at the base
- Lay stone blocks, cement mortar and pointing
- Repeat the above, allowing for structural openings and supports according to the approved drawings
- Install lintels and structural members where needed
- Remove waste materials according to the site waste management plan

1.2.13 Joinery and carpentry

Removal of existing joinery

- Remove any existing joinery onsite
- Dispose of joinery according to the site waste management plan

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of joinery materials for the project
- Employ safe method of manual handling and load materials out to specific areas of work

Joinery 1st Fix

- Working methodology to be agreed with operatives / contractor to detail correct ways of working and agree client rules &

expectations whilst on site

- Set up an appropriate cutting station at a safe distance from other work
- Fit the ply groundings to the wall for fixing points behind the wall
- Fit the door frames according to the manufacturer's specification and approved layout
- Fit the floorboards according to the manufacturer's specification and approved layout
- Fit the staircases according to the manufacturer's specification and approved layout
- Fit the windows according to the manufacturer's specification and approved layout

Joinery 2nd Fix

- Fit the skirting boards according to the manufacturer's specification and approved layout
- Install the door surrounds/architraves according to the manufacturer's specification and approved layout
- Install the doors according to the manufacturer's specification and approved layout
- Fit the intumescent strips to the doors and frames
- Install the shelving according to the manufacturer's specification and approved layout
- Install the door handles and locks according to the manufacturer's specification and approved layout
- Remove waste from site according to the site waste management plan

1.2.14 HVAC

Containment tray installed

- Create a safe area to cut the containment tray, Unistrut and drop rods to size ensuring there are no combustible or flammable materials nearby
- Arrange for a hot works permit to be issued and closed where required on a daily basis
- Cut the containment tray, Unistrut, and drop rods to size used the appropriate grinder
- Install the anchor, drop rods, unistrut and tray containment in the approved route
- All containment must be level. Allow sufficient space from obstructions above and any bends of 45 or 90 degrees

Pipework installation

- Pipework must be delivered to a safe, pre-determined secure location onsite
- Install CHW and LTHW pipework
- Organise and agree hot works with the client management before undertaking hot work
- Lag the pipework
- Tie pipework to the tray

Low voltage electrical works

- Advise the user of risks of electric shock, burns, and fire before commencing and undertake necessary site checks
- Isolate associated services as required
- Erect a safe working platform where needed by a trained operative
- Install a low voltage cable, tied to the containment or anchored to a predetermined route
- Connect to the associated equipment

Ductwork installation

- Erect a safe working platform when needed by a trained operative
- Install ducting as per the manufacturer's requirements
- Install and fasten diffuser grilles and plenum air boxes as per the plan and the manufacturer's requirements
- Connect and seal ducting to the plenum spigot
- Connect and seal the plenums to diffusers
- Fit and balance the dampers
- Fit fire dampers as required

Pressure testing pipework

- Check with management if a permit is required
- Before carrying out the pressure test, take precautions to evacuate all personnel from the area of risk and post notices advising that the system or equipment is under pressure
- Strength/leak test to 1.1 x the maximum working pressure of the system, for a minimum of 15 mins at 100 psi
- If there are no leaks, undertake a pressure test with oxygen-free nitrogen according to the specifications and document

results

- The test pressure must not exceed that applied to the components by the manufacturer of the particular component
- The pressure in the system should be built up gradually and monitored by a remote gauge located in a safe place
- Once the test pressure is reached, the nitrogen cylinder(s) should be closed off and isolated from the system under test
- The test pressure in the system should be held for at least one hour but must follow the manufacturer's specification
- If any leaks are present the fault(s) should be corrected and the system re-tested following the codes of practice and pressure systems legislation

Test & Commissioning

- Test the pipes for leaks under pressure in the presence of the client's representative
- Perform hydraulic/smoke test and obtain certification from the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Erect a safe working platform where needed using a trained operative
- Power up the system using trained operatives
- The contractor must undertake commissioning as per the manufacturer's specifications
- The manufacturer must undertake commissioning as per the manufacturer's specifications

1.2.15 Electrical

Electrical isolations

- Obtain a permit to work
- Place warning notices and secure the areas where isolations are to be undertaken
- Conduct a fault diagnosis using approved test instruments
- Identify isolation points and verify de-energisation of electrical circuits and equipment
- Lock off the isolations to eliminate accidental re-energising

Working in live electrical risers

- Verify if a permit to work is required
- Carry out a tool box talk on the method statement with all the operatives undertaking or associated with the works
- Place warning notices and secure the areas where isolations are to be undertaken
- Conduct a fault diagnosis using approved test instruments
- Identify isolation points and verify de-energisation of electrical circuits and equipment before continuing with the works
- Lock off the isolations to eliminate accidental re-energising

Metal containment tray and conduit installation

- Create a safe area to cut the containment tray, Unistrut and drop rods to size ensuring there are no combustible or flammable materials nearby
- Arrange for a hot works permit to be issued and closed where required on a daily basis
- Cut the containment tray, Unistrut, and drop rods to size used the appropriate grinder
- Install the anchor, drop rods, uni-strut, tray containment and conduit in the approved route
- All containment must be level. Allow sufficient space from obstructions above and any bends of 45 or 90 degrees

Installation of a new distribution board

- Install the new distribution board next to the incoming supply
- Drill the holes as per the design, insert the rods and fix into position as per the manufacturer's instructions, add the Unistrut to the correct position and tighten the bolts to ensure the Unistrut is adequately supported, hang the distribution board and fix onto the Unistrut
- Ensure the distribution board is level on the wall
- Populate the distribution board with outgoing devices/circuits, ensuring all are correctly fitted and fastened
- Fit full form blanks to any unused outgoing ways
- Label the incoming supply cables and file back any sharp edges where the supply enters the board
- Isolate associated services as required
- Terminate the cabling as per the manufacturer's specification and code of practice
- Complete all testing as per the requirements of BS7671 ensuring that all dead tests are carried out prior to energizing
- Label all new circuits and provide a schedule for circuits inside the board

Installing lighting

- Mount the lighting junction boxes
- Mount the lighting control boxes
- Run new cables to the specified locations using containment where provided
- Install the light fixtures according to the manufacturer's specifications and approved layout
- Install the emergency lighting according to the approved layout
- Label the distribution board and fittings accordingly

Installing underfloor small power

- Plan with site management the areas where the removal of access tiles is required for under floor power installation
- Fix underfloor power tracks directly to the floor structure according to the manufacturer's specification
- Pull the cables from the drum to the approved route and anchor in place according to the manufacturer's details
- Gland the cables into floor track termination boxes using the appropriate hand tools
- Pull and mount the cables to the wall locations using back boxes and allowing for the 2nd fix
- Plug power modules into power tracks when ready for the 2nd fix
- Complete testing and labelling

Installing small power above floor

- Chase walls for small power in accordance with the latest drawings
- Install the conduit/trunking along wall in the locations noted in the latest drawings
- Fit the surface-mounted back boxes to the wall
- Fit the recessed back boxes to the wall
- Pull the cables from the drum to the approved route. Tape up cables and leave them coiled in the back boxes allowing for the 2nd fix
- Fit face plates to the back boxes
- Complete testing and labelling

Testing and commissioning

- Complete all testing as per the codes of practice ensuring that all dead tests are carried out prior to energising
- Label all new circuits and provide a schedule for circuits inside the board
- Provide emergency lighting certificates according to codes of practice for building control approval

Maintenance - Emergency lighting test

- Walk around site checking that the charging indicator lights are on
- Turn off supply to the emergency lights using MCB or the test switch if fitted
- Walk around site checking that the charging lights are now off and that the main light is now alight (working via internal battery)
- In the case of duration tests the lights may need to stay alight for up to 3 hours. Any lights that fail within this time require attention
- Report the findings to the site maintenance team for them to repair/replace the emergency light
- Reinstall supply to the emergency lights after the given time. Function test only immediately after the test/repairs, a 1 Hour duration test, after 1 hour and a 3 Hour Duration test after 3 hours
- Check the charging lights are back on
- Supply certificates/complete the log book

1.2.16 Plumbing

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Containment tray installation

- Create a safe area to cut the containment tray, unistrut and drop rods to size
- Install the anchor, drop rods, unistrut and tray containment in the approved route
- All containment must be level. Allow sufficient space from obstructions above and any bends of 45 or 90 degrees

Internal pipework installation

- Pipework must be delivered to a safe, pre-determined secure location onsite
- Erect access equipment in accordance with the safe use of ladders guidance notes/erection of tower scaffolds
- Cut, bend and fit according to the approved layout
- Install pipework and tie to tray
- Install pipework to wall chasing
- Install pipework to wall surface using approved technical specifications
- Locate the fixture outlets according to the working drawing
- Organise and agree hot works to be with the client management before undertaking the work
- Refer to the risk assessment for the risks associated with hot works
- Insulate hot water pipes with the specified material

Underground pipework water supply installation

- Confirm the location and the extent of the pipe works with the site supervisor
- Prior entering the excavation the responsible person is to inspect the excavation and confirm the excavation is safe to enter
- Prior to entering the excavation, ensure suitable excavation protection is in place to support the excavation walls, a rescue plan is in place, there is a suitable means of emergency exit and a permit to work has been issued
- Mark pipelines in the ground according to the working drawing and cordon off the area
- Excavate trenches to the required depths as per the working drawings
- The excavation is being undertaken by others
- Prepare the base of the trench for laying the pipes, as per the technical specifications
- Lay the pipes on the prepared base and support them at adequate intervals
- Test the pipes for leaks under pressure in the presence of the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Coat the pipes with the specified anti-corrosive treatment (if metal pipes are used)
- Provide encasement with sand/granular material, if specified
- The encasement is being undertaken by others
- Backfill the trenches in layers, including compaction
- The backfill is being undertaken by others

Underground sewerage & storm water pipework install

- Confirm the location and the extent of the pipe works with the site supervisor
- Prior entering the excavation the responsible person is to inspect the excavation and confirm the excavation is safe to enter
- Prior to entering the excavation, ensure suitable excavation protection is in place to support the excavation walls, a rescue plan is in place, there is a suitable means of emergency exit and a permit to work has been issued
- Mark pipelines in the ground according to the working drawing and cordon off the area
- Excavate trenches to the required depths as per the working drawings
- The excavation is being undertaken by others
- Prepare the base of the trench for laying the pipes, as per the technical specifications
- Lay the pipes on the prepared base according to the specified gradient and support them at adequate intervals
- Perform a hydraulic/smoke test and obtain certification from the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Coat the pipes with the specified anti-corrosive treatment (if metal pipes are used)
- Provide encasement with concrete/sand/granular material, as specified
- The encasement is being undertaken by others
- Backfill the trenches in layers, including compaction
- The backfill is being undertaken by others

Installing fixtures and fittings

- Deliver the fixtures and fittings to the required areas following the manual handling method statement
- Flush new pipework to remove debris or blockages
- Fixtures and fittings will be installed in accordance with manufacturer instructions
- Fit the fixtures and fittings to their locations

- Fit the kitchen cabinetry and fittings
- Fit the bathroom cabinetry and fittings
- Fit the shower fittings
- Fit the water heaters
- Connect the fixtures and fittings to the power supply, following the risk assessment
- The fixtures and fittings are being connected to the power supply by others
- Connect the fixtures and fittings to the water supply
- Connect the fixtures and fittings to the waste
- Clean all joints and apply silicone/mastic to the specified areas

Testing and commissioning

- Test the pipes for leaks under pressure in the presence of the client's representative
- Perform hydraulic/smoke test and obtain certification from the client's representative
- Maintain a 'test certificate', duly signed by the representatives of the client and contractor
- Chlorinate the drinking water system

1.2.17 Fire alarm systems

New fire alarm works

- Install a new conduit or tray for the fire alarm route in accordance with manufacturer instructions and/ or drawing annotations
- Install the new fire alarm cables to the specified route in accordance with manufacturer instructions and/ or drawing annotations
- Install the heat detector smoke heads in accordance with manufacturer instructions and/ or drawing annotations
- Install the smoke detector smoke heads in accordance with manufacturer instructions and/ or drawing annotations
- Install the beam detectors in accordance with manufacturer instructions and/ or drawing annotations
- Install the void detection heads in accordance with manufacturer instructions and/ or drawing annotations
- Check the continuity of the circuit

Commissioning a fire alarm system

- Fault check the fire alarm system
- Reactivate isolated circuits
- Configure the fire alarm panel to accept new devices
- Add new devices to the graphics system
- Test the new devices for correct operation
- Provide test certificates to the client
- Activate the system and leave in live state

1.2.18 Access control

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Delivery of materials

- Coordinate the delivery of cabling boxes with the site supervisor and the site management plan, refer to the risk assessment for the unloading and loading of vehicles
- Position all cabling boxes in a safe cordoned off area

Metal containment tray and containment installation

- Create a safe area to cut the containment tray, unistrut and drop rods to size
- Create a safe area to cut the trunking into size
- Install the anchor, drop rods, unistrut, tray containment and conduit in the approved route
- All trunking and containment must be level. Allow sufficient space from obstructions above and any bends of 45 or 90 degrees

Installing cabling

- Lift raised access floor in the direct area and cordon off the area where floor has been removed
- Remove ceiling access tiles or panels for access above ceiling
- Pull the cabling into the agreed locations and fasten down
- Pull the cabling and fasten into the trunking, closing the lid to the trunking once complete
- Close raised access floor in the local area as works proceed
- Close access ceiling or panels in the local area as works proceed
- Protect or cover any exposed cabling ends throughout works

Equipment 1st fix

- All equipment must be delivered to a dust free predetermined area onsite
- Install the access control system as per the specification
- Install the access control system to the communications rack

Equipment 2nd fix

- Install the access control
- Install the push to exit push plates

Cable termination and labelling

- Terminate access control cables at patch panels
- Mark all cables with the agreed labelling schedule
- Provide warranties and certificates
- Perform final inspection with the client and hand over

1.2.19 Dry lining, plastering or tape jointing

Delivery of dry lining materials to site

- All dry lining materials must be delivered to site in accordance with the arrival and departure from site risk assessment
- All dry lining materials must be manually handled to working areas according to the manual handling method statement

Form MF ceiling

- Allow other trades to complete the 1st fix of services
- Install metal supports or hangers to the structural soffit
- Install metal hangers and MF ceiling supports
- Install plasterboard to the ceiling as per the approved layout
- Install beading or edge details to plasterboard
- Cut holes for fixtures and fittings as per the approved layout

Form plasterboard partitions

- Mark on the floor the new partition set out according to the drawing
- Fix the top and bottom track for the stud wall
- Measure and cut the studs, installing at 600mm centres
- Form the studding around the door frames, allowing for timber lining in the frames
- Allow for the services 1st fix
- Apply dry lining sheeting according to the client's specification

Mixing compounds

- Add the compounds to a bucket of clean water according to the supplier specifications
- In a well ventilated area mix the compounds by hand or by machine in a safe area
- Slowly mix the compounds by hand or by machine, ensuring that excessive amounts of dust do not enter the local atmosphere

Applying plaster/jointing compounds to surfaces

- Erect access equipment in accordance with the safe use of ladders/erection of tower scaffolds guidance notes
- Prepare the surfaces

- Apply multiple coats of the compound to the wall using beads and trims at corners/edges
- Local exhaust ventilation system to be set up to prevent dust particles from entering the local atmosphere
- Rub down the surface by hand or with a machine
- Apply a final coat to all areas
- Rub down and prepare the surface for decorations
- Dispose of waste material according to the site waste management plan

1.2.20 Suspended ceiling works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Preliminary works

- Agree upon the programme of works, the specific finishes liked and the firm finish date
- Ensure all trades are working from the latest reflected ceiling plans and that the drawings take into account any visible obstructions or services
- Identify setting out points and elevation benchmarks and relate them to the design/layout drawings
- Check the design dimensions against the actual construction
- Check the proposed ceiling module layout for inconsistencies

Suspended ceiling install

- Demarcate finished ceiling heights and take into account the installed services and required clearance
- Set out the ceiling with string lines and/or lasers establishing 'square' reference lines
- Install the perimeter detail at the agreed level
- Fit fixings into the structural soffit with hangers then attach
- Hangers must be levelled by ceiling engineers
- Install the ceiling grid and place panels in the grid
- Install acoustic cavity barriers above the agreed partitions
- Fire cavity to be installed above agreed partitions
- Cut out apertures for ceiling mounted items such as down lights
- Others perform the 2nd fix of ceiling fittings

1.2.21 Painting and decorating

Sign-in and induction

- All decorators must arrive onsite and sign in at the site office
- All decorators must undertake a site induction

Interior decorations

- Erect access equipment in accordance with the safe use of ladders/erection of tower scaffolds guidance notes
- Prepare the surfaces
- Apply primer or undercoat
- Rub down the surface
- Apply a second coat of paint

Interior decorations - paint spraying

- Prepare the surfaces
- Protect areas as needed to reduce paint overspray
- Ensure the areas are clear for work and well ventilated
- Isolate any live fire detection systems
- Wear protective clothing and breathing apparatus
- Spray interior walls/ceiling with an applicator

1.2.22 Floor laying

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Applying primer

- Operatives must wear a 3M Respirator 6300 during this operation
- Open both units and place the lids safely to one side and pour part B into part A. Do not attempt to mix units in confined spaces
- This should be done in open spaces (for example outside) in order to reduce the risk of inhaling the fumes
- Mix the contents to obtain uniformity in colour and consistency using a drill and whisk. Ensure all materials from the base and sides of the containers are mixed in thoroughly to ensure a uniform cure
- Mix with care to prevent splashing. Do not mix more than one unit at any one time
- Apply an even continuous coat, free of pinholes to the substrate using a medium pile roller, and roll with care to prevent splashing. Take care to prevent the formation of puddles
- Leave the coating to dry to a translucent film. Make sure any remaining material still in its original container has fully cured before removing units from the working area by hand to the designated waste point on site. Material is not considered hazardous when it is fully cured

Floor preparation and screeding

- The COSHH assessment and material safety data sheet will be briefed and signed as understood before work commences
- Thoroughly clean, and Hoover the area to be undertaken and remove debris from the floor
- Use ply sheeting or similar to even out discrepant surface levels and check against datum or level
- Check and survey site, layout marking and setting
- Operatives must wear suitable respiratory protective equipment with dust filter cartridges during this operation
- Into a clean bucket pour one unit of liquid and stir into it one unit of latex powder. The powder should be added at a steady rate, mixing briskly with a drill and whisk until a smooth creamy mixture is obtained
- Pour the mixed product onto the floor and float the product with a trowel at a thickness of 2-3mm
- Immediately after one mix has been poured and trowelled, pass a spiked roller consistently back and forth through the product to finish the application
- Once the latex is dry, lightly abrade using a 110v STR floor sander and 24grit sanding pad with added local exhaust ventilation system
- Vacuum all dust/debris from the floor and empty in site skips
- Remove units from the working area by hand to the designated waste point on site. Material is not considered hazardous when it is fully cured
- Cordon off the area until the supervisor has agreed that the screed is now safe to walk on

Fitting vinyl tiles

- Plan the installation carefully; begin by drawing a chalk line down the centre of the area or from a doorway, equally spacing cuts at the perimeter of main walls
- Trowel the adhesive using a 1.5mm notch trowel, taking care to prevent splashing. Allow the adhesive to tackify and lay the tiles into the adhesive
- When fitting tiles at the edge of the room, butt one tile against the skirting, and position the tile to be cut exactly on top of the one immediately behind, overlapping the butted-up one

Fitting carpet/matting tiles

- Plan the installation carefully. Begin by drawing a chalk line down the centre of the area or from a doorway, find the centre point and draw a line at a right angle
- Lay one row of tiles along each leg or cross. If necessary, re-draw the chalk lines so there's at least half a tile border along each wall
- Using a pre-wetted pile roller sleeve, apply the F41 adhesive evenly over the whole area
- Let the adhesive dry (until it turns from white to clear) for 30 minutes or longer, depending on humidity and temperature
- Working outwards from the centre of the cross, lay the tiles in position, pressing firmly to ensure they stick properly to the surface

- When fitting tiles at the edge of the room, butt one tile against the skirting, and position the tile to be cut exactly on top of the one immediately behind it, overlapping the butted-up one
- Where this crosses, mark and cut the top tile, and butt the tiles firmly together but be careful not to compress them against each other

Fitting stair carpet

- Fit a smooth edge carpet gripper at the junction between the tread and riser of the stairs leaving a 15-188mm gap at cruth of stair for carpet tuck down
- Fit the carpet underlay and trim neatly to the carpet gripper. On wooden subfloors, hold the underlay in place with tack-hammer staples; on sand and cement subfloors use the spot tackifier adhesive method
- Cut the carpet to the width of the stairs and roll inside out, and secure in place using a carpet bolster. Trim excess from the top and bottom of the flight and leave a neat edge

Handover

- Clear and remove rubbish from site
- Hoover and clean the carpet
- Perform the final handover with the client and sign off
- Lay protection to the carpet where requested

1.2.23 Carpet laying

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Floor preparation

- Thoroughly clean and vacuum the area and remove debris from the floor
- Use ply sheeting or similar to even out discrepant surface levels and check against datum or level
- Check and survey the site, layout marking and setting
- Mix latex screed in a safe, predesignated area with the correct PPE
- Apply screed to the floor using a latex screed with a trowel
- Cordon off the area until the supervisor has agreed that the screed is now safe to walk on

Laying carpet

- Sweep the area clean
- Spread adhesive tackifier over the floor area
- Lay the carpet tiles
- Lay the underlay
- Lay the broadloom carpet, cut the edge using a craft knife
- Clear and remove rubbish from the site
- Vacuum and clean the carpet
- Lay protection to the carpet

1.2.24 Glazing

General

- Prior to any work, the properties asbestos register (management survey) should be checked and/or any presumed asbestos containing material sampled and checked. No work should disturb any asbestos material. All employees must have attended asbestos awareness training and know the procedures to follow if they discover any material that could be asbestos-containing
- Prior to the commencement of work, the sizes, type and condition of all windows and doorsets should be checked both against the survey sizes and types and against the actual aperture sizes
- The client/customer should be given adequate notice to remove any furniture, fixtures or fittings that may otherwise be damaged during the installation
- The installer is responsible for both the internal and external protection of the property during the installation work
- Floor coverings should be protected and care afforded to decorations and furnishings

- Reasonable steps should be taken to minimise any damage to adjacent reveals
- Wherever possible, the installer should install and seal the new windows and doorsets on the same day that the existing windows or doorsets are removed, to maintain the security and weather tightness of the building. If this is not possible, an alternative arrangement for security and weather tightness should be agreed in advance between the installer and client
- The existing windows and doorsets should be removed with care to avoid unnecessary damage to the building structure and its finishings and without permitting any subsidence of the superstructure during or after the installation procedure
- Any electrical or specialist items, such as television aerials or telephone wires, should be rerouted around the frame of the window. Where this is not feasible, then alternatives should be agreed with the customer. The appropriate service provider should be employed where necessary

Delivery of materials to site

- Materials must be unloaded in a safe and predesignated unloading area
- Removal of materials from the delivery vehicle to be undertaken according to the manual handling method statement
- Delivery and load out of materials must follow the risk assessments and manual handling method statement
- Store materials in a safe and secure manner according to the handling glass risk assessment

Installing glazing partition systems

- Install the top and bottom track according to the approved partition layout
- Lift and install the glass safely into place
- Apply silicone to the glass joins
- Wash the glass down ready for sign off
- Apply the glass manifestation

Installing door glazing

- Ensure the substructure is ready for supporting the weight of the glazed door
- Install the door frame
- Cut out and install the door pivot box under the floor
- Cut out and install the door pivot box above the ceiling
- Fit and install the glass door to the pivots or frame
- Clean down the glass
- Apply manifestation and clean

Installing window glazing

- Ensure the cutouts and structure are secure for the window frame install
- Install the glazing frames according to the frame specification
- Install the window components and beads
- Install the glazing and component to the window frame

Installation packers

- Installation packers should be used adjacent to fixing positions to prevent outer frame distortion during installation
- Installation packers should be resistant to compression, rot and corrosion
- Installation packers should span the full depth of the outer frame
- The fixings should be tightened so that the frame is held securely against the packers. Over-tightening can lead to distortion and should be avoided
- Where enhanced security is required, additional packers might be necessary adjacent to hinge and locking points

Window and door fixing

- For correct window and door fixing, each frame member should be fixed to the structure or to an adjacent frame in order to resist all likely imposed loads which could cause the frame to deflect
- These loads might be due to wind loads, operating loads, weight, accidental impact or attempted burglary
- Fixing methods are affected by the presence or absence of a wall cavity, the nature and condition of any cavity, the relative position of the frame and cavity, the design of the reveal, any requirements for fire resistance (timber frame) or the position of the plaster line and the need to minimise disturbance and damage to any interior decorations

Open cavities

- Any open cavities discovered between inner and outer skins of brick or blockwork should be closed with an insulating material
- Care should be taken to maintain the integrity of the DPC and adequate purchase for fixing screws should be ensured, if necessary with extended fixing lugs

Glazing

- All glazing should conform to the recommendations given in the relevant part of BS 6262 and in BS 8000-7. In addition, any glass or insulating glass unit manufacturer's instructions should be followed
- All insulating glass units should be examined for damage prior to installation and defective units should not be used
- Insulating glass units incorporating safety glass should be oriented with the safety glass on the appropriate side
- Insulating glass units incorporating safety glass should be oriented with the safety glass on the appropriate side
- Insulating glass units with low emissivity coatings should be oriented in accordance with the manufacturer's instructions. Failure to do so can render the coating less effective
- Many windows and doorsets are delivered ready-glazed. Alternatively, they can be supplied with glass units and pre-formed glazing gaskets to be applied on site in accordance with the manufacturer's instructions
- Some systems require butyl-based, polyethylene, PVC or acrylic glazing tapes. When used externally, these glazing tapes should be capped with silicone sealant
- Other systems use non-setting compounds, gun-grade solvent release sealants, one or two part curing sealants or two part rubberizing compounds
- In all cases the manufacturer's instructions should be followed
- Insulating glass units should be installed in accordance with BS 8000-7, requiring, where appropriate, the correct use of setting and location blocks, distance pieces, frame to glass and bead to glass gaskets, bead to frame air seals, corner sealing blocks, beads and bead end caps, and bedding and capping sealants

Finishing off and making good

- Debris or contaminants should be removed and any drainage paths should be cleared
- Internal reveals should be made good as agreed, ready to redecorate if necessary
- Any materials such as trims or sealant should not be applied on top of loose material
- Protective tapes should be removed as soon as practicable, as ageing of tapes can cause difficulties in removal. Refer to the manufacturer's guidance
- Sand and cement should not be used to fill the gap between the outer frame and the substrate except for backfill for steel windows, usually limited to windows in stone surrounds or interior fair-faced brick and concrete
- Where the replacement product has a smaller front to back dimension than the original, there might be a mastic and/or paint line visible on the substrate which should be removed as much as practicable or covered with a trim
- The method of, and responsibility for, repair to any render should be as agreed with the client/customer

Sealing

- The purpose of perimeter sealants is to repel water and prevent air leakage in the face of differential movement between the aperture and the window
- Suitable sealants exhibit and retain flexibility
- Sealants should be compatible with the frame, substrate and other materials with which it may come into contact
- The presence of old oil-based mastics and bituminous DPC's can adversely affect the behaviour or appearance of otherwise correctly specified and applied sealants through the migration of hydrocarbons to the surface of the new sealants. Consequent photo-oxidation of the migrant products can affect sealant performance and produce discoloration. This risk should be avoided by removal of unwanted mastic and by keeping sealant away from DPC's
- Perimeter joints should be sealed on both the outside and the inside, with a sealant appropriate to the frame surface, the substrate material, joint size and configuration, anticipated joint movement and anticipated exposure to the weather
- In situations where sealants rely upon atmospheric moisture to initiate curing, deep filling should be avoided
- The sealant should be applied against a firm backing e.g. foamed PE rod, so that it is forced against the sides of the joint during application
- To avoid failure in service, the sealant should not adhere to the backing because this would restrict the lateral movement of the joint. This can be achieved through the use of a closed-cell foam strip such as a polyethylene foam tube
- Wherever practicable, an insulating fill should be inserted or injected around the full perimeter of the frame, between the frame and the structural opening

- Any insulation should be sufficiently flexible that it does not interfere with any expansion and contraction of the frame

Finishing off installed hardware and fittings

- Oil or light grease should be applied to the mechanisms
- A thin film of light oil on friction stays and mechanisms will enhance their corrosion resistance
- Residential door hinges with plastics bushes require no lubrication. The low-friction bushes could be damaged by the application of mineral oil over the long term
- Vertical slider spring balances are pre-lubricated and should require no maintenance
- When using spring balances, take care to avoid any lubricant being applied or transferred to the spring balance chambers in the frame. Any such lubricant will impede the effectiveness of the pivot shoe locking system, causing the sash to move around when tilted inwards for cleaning
- Exercise caution when using solvent-based aerosol lubricants as these may cause damage to the frame material. If in doubt, further advice should be sought from the frame supplier
- Brass metal rapidly tarnishes when exposed to the atmosphere and requires regular polishing. To avoid this, solid brass furniture is usually supplied coated with a protective lacquer to keep it bright. However, if the lacquer becomes scratched or worn away then the underlying brass will naturally tarnish. Advice on removing and re-applying lacquer to brass furniture should be sought from the supplier

Cleaning glass

- The cleaning of glass can be carried out using a solution of detergent in warm water
- Less heavily soiled glass surfaces can be cleaned using a soft cloth and proprietary glass cleaner, in accordance with the manufacturer's instructions
- Laminated, toughened, leaded or low-E glass, and units containing Georgian bars, can all be cleaned in a similar manner
- The glass used in double glazed units can be easily scratched especially by jewellery and metallic scrapers. It is therefore recommended that hand jewellery is removed prior to cleaning and the use of such scrapers be avoided
- Care is required when cleaning leaded lights as excessive pressure can dislodge the lead from the glass surface
- Care should be taken not to damage the seals between the frame and the glass
- Externally exposed lead will oxidise - this is a natural phenomenon and does not indicate a fault with the material

Final inspection

- After installation, a final inspection should be carried out to ensure that the installation is fully in accordance with the surveyor's and manufacturer's instructions and that the products operate correctly
- The client/customer should be made aware of the method of operation, locking and unlocking and the fire egress
- Written operating and maintenance instructions should be provided
- Information on the ordering of spare keys should be provided
- It is good practice to have the client/customer sign off the installation after the inspection has been passed

1.2.25 Paving and ground surface works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Initial surface works

- Confirm there are no buried services before beginning work, review services and utilities drawings and CAT scan
- Set up traffic management
- Set up fencing or barriers for exclusion and security of work
- Remove all weeds and other unwanted organic matter, along with topsoil
- Excavate the ground as necessary and prepare the ground surface with any soft spots excavated
- Lay and compress sub-base material with a compactor

Kerb and edging works

- Excavate existing kerbs or edgings using a compressor
- Deposit all excavated materials into the designated skips
- Lay out the bedding concrete and lay out the string line guide
- Place the edging or kerb on top of the concrete bedding, and tap down to the required level

- Surround the edging or kerbs with concrete

Laying tarmacadam

- Place a sub-base material and level out with shovels and/or rakes
- Compact the sub-base with a mechanical roller
- Compact the sub-base with a vibrating plate
- Check the accuracy of the sub-base layer at regular intervals with a level
- Binder course material must be delivered to the site in insulated wagons
- The wagon must empty bitmac into the paver machine whilst it progresses along its run
- Use the paver machine to spread and screed the bitmac in a level and continuous operation
- Load out the bitmac manually with barrows and rake it level
- Apply binder course and roll ground course
- Apply surface course

Completion and making good

- Clear the surface of all detritus, dregs, and bits of spilled or surplus bitmac
- Remove construction materials and plant
- Cover the haunching to edging kerbs with topsoil
- Remove traffic management and fencing

1.3 Risk assessment register

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1.4 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- CSCS certification
- The Construction Industry Scaffolders Record Scheme (CISRS)
- Stepladder training
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training
- Installing edge protection
- Mobile Elevating Work Platforms (MEWPs): IPAF
- Installing and wearing harness systems (including rescue procedures)
- Staff will possess a Certificate of Competence of Demolition Operatives card (CCDO) or equivalent.
- For staff operating plant, they will possess a Construction Plant Competence Scheme (CPCS) or National PlantOperators Registration Scheme card (NPORS)
- Slinger/Signaller training
- Crane Operation training
- PFF Code of Practice for the Safe Erection of Precast Concrete Flooring
- Fall Arrest and Height Safety Equipment appreciation and Rescue techniques
- ECS certification
- JIB trade cards
- Test engineers hold City and Guilds 2391 certification
- All operatives are apprenticeship served electrical engineers
- All operatives are apprenticeship served plumbing engineers

1.5 Legislation

- Health and Safety Work Act 1974
- Fire Safety Act 2021
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Hazardous Waste Regulations 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- The Gas Safety (Management) Regulations 1996
- The Pipelines Safety Regulations 1996
- New Roads and Street Works Act 1991
- Electricity Safety Quality and Continuity Regulations 2002
- The Road Vehicles (Construction and Use) Regulations 1986 SI 1986/1078
- Supply of Machinery (Safety) Regulations 1992
- Fire and Rescue Services Act 2004
- Pressure Equipment (Safety) Regulations 201
- The Ozone-Depleting Substances Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Pressure Systems Safety Regulations 2000
- Pressure Equipment Regulations 2016
- The Environmental Protection Act 1990
- Ozone Depleting Substances Regulations 2015
- Fluorinated Greenhouse Gases Regulations
- Pressure Equipment Regulations 1999 (SI 1999/2001)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Building Regulations England and Wales 1991 Part N 'Glazing – materials and protection'

1.6 Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- Hand tools
- Sawing tools
- Cutting tools
- Planing tools
- Shaping tools
- Drilling or boring tools
- Holding and clamping tools
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Stake driving tools
- sawing tools
- cutting tools
- planing tools
- shaping tools
- drilling or boring tools
- holding and clamping tools
- Step ladders/access towers
- Shovels
- Excavators
- Mixing tools and plant
- Barrows
- Pumps
- 3 phase 30hp floor saw
- Blade sizes @ 600mm & 800mm
- Hose pipe
- 3 phase leads
- 110v wet vacuum
- 110v leads
- Brokk 100 with hammer and bucket
- Insulated hand tools:
- Digital Volt/Ohm/Amp meter
- Pipe Bender & Cutter
- Welding / Arc tools
- Masonry power saw
- Digital thermometer
- Refrigeration gauges
- Vacuum pump
- Recovery machine
- Pipe bender & cutter
- Digital volt/Ohm/Amp meter
- Insulated rubber mats and gloves
- Jig saw
- Cold cutter
- Cable jacks
- Lifter
- Pipe threading machine
- Welding / arc tools

- Smoke detector cover / tester
- Step ladders/hop ups/podium steps/access towers
- Mixing equipment or plant
- Concrete nailer
- Concrete driller
- Laser Level machine
- Plumbs
- Steel bench cutters
- Ceiling gun
- Steel square ruler
- Paint spraying machine
- Battery Drill
- Trowels
- Rollers
- SDS Drill 110v
- Floor Sander 110v
- Mixing tools (battery or 110v)
- Welding gun (110v)
- Transformers
- Task lights
- Carpet knee kicker
- Suction devices
- Cutting knives
- Trolleys
- Body pads to assist with manual handling
- Silicone gun
- Warning signs or temporary manifestation
- Cleaning products
- Paving machine

Refer to risk assessment specific control measures for any tools & equipment.

Refer to risk assessment specific control measures for any tools & equipment.

1.7 Method of access

- All operatives will be inducted by onsite supervisor.
- Access and egress routes will be detailed on site fire and emergency plan.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

1.8 Manual handling

Manual handling aids will be used if available

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

T - The Task

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

I - The Individual

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

L - The Load

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

E- The Environment

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

1.9 Working from height

- When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.
- When using access equipment for working at height, operatives will make sure they check if the equipment is 'fit for purpose', i.e. if inspection tag is attached and in date.
- Working at height equipment should be inspected every 7days.
- If no tag is attached to access equipment, operatives will not use the equipment and report to supervisor.
- Any access equipment that need to be built will be done so my competent operatives who have industry accepted training certificate (i.e. PASMA)

1.10 Ladder permits

- Please complete a risk assessment to ensure that ladders / stepladders are the only viable option to complete the task (see working at height risk hierarchy for further information or consult your HSE representative / specialist
- Ladder permits are under a full shift / daily control as maximum validity. Each new day requires a new permit to be completed
- All operatives using steps/ladders must receive a TBT on Step Ladder/Ladder Safety and be issued a copy of the HSE "Top Tips for Ladder and Ladder Safety" pocket guide.
- Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
- Steps / ladders must show evidence of weekly inspection prior to using the equipment
- Steps/ladders are to be removed from work area and secured at end of the each day.

1.11 Ground works

Monitoring arrangements during demolition works:

- Daily briefings to be completed with the workforce (DABS)
- Inspections to monitor that safe working practices and access / egress is properly maintained
- Good housekeeping shall be monitored throughout the day

1.12 Permit to dig

- The Permit to Dig should be used as an operational document, prepared by a responsible person who is familiar with the work procedures, the hazards involved and the precautions to be taken.
- Description of work to be carried out must be stipulated. The original Permit to Dig should be held by the responsible person and a copy carried by the supervisor and the operative undertaking the work. The Permit to Dig should provide a brief description only and provide reference to the associated Safe System of Work detailing the correct sequence of work, the precise way in which the work is to be done and the duties of all persons involved.. The supervisor must acquaint all relevant persons under his control of the Permit to Dig and instruct them accordingly.
- Service drawings and CAT equipment must be acquired and used to show the designated work area and any known or suspected positions of services. No work outside of the defined work area shown on the drawing is permitted.
- The following excavation assessment is made prior to works commencing: Is the excavation deeper than or likely to be deeper than 1.2mtrs in depth; Is there adequate trench support on site to proceed if required; Is adequate edge protection available; Does anybody need to enter the excavation, are there adequate access arrangements; Is there an area for the safe storage of excavated material; are services suitably protected and supported where required.
- For any mechanical excavation, the following must be adhered to: No mechanical or powered equipment will be used within 1M of any known service; A Banksman will be in attendance to check for underground service indicators; If there is any doubt that the work cannot proceed safely, works must stop and the site Management team consulted.
- Permit issue / authorisation: This section must be signed by the responsible person preparing the confirming that, having implemented all necessary precautions, the work can proceed.
- Permit acceptance: The must also be signed by the supervisor responsible for, and the operative undertaking, the work to signify that they understand the system of work and the precautions to be taken.
- Permit completion: This part to be completed by the supervisor, stating the date and time when the work has been completed or suspended and left in a safe condition. To include a check to ensure that any residual holes or excavations are guarded and signed where appropriate.
- Permit cancellation: Finally, this section of the permit to be countersigned by the responsible person and filed for record purposes.

1.13 General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.
- Always dispose of waste in accordance with principal contractor's environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

1.14 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with 'keep out' signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.
- Never climb into a skip.

1.15 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- Gas store will be in secure store fully vented and situated in a well-ventilated area preferably outside.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Hazardous waste (such as radiated waste and asbestos) is to be segregated from all other waste, bagged and stored within an exclusion zone. Only trained operatives issued with a permit to work are to enter areas containing hazardous waste.
- Consignment notices to be received upon removal, retained and copies provided to the principal contractor.

1.16 Emergency procedures

- Copy of emergency procedures will be kept on Safety Notice Board.
- Any changes in emergency procedures will be communicated to site operatives.
- Refer to the names of Fire Marshals on site Safety Notice Board.

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

1.17 First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states “a first aid box with enough equipment to cope with the number of workers.....” add, “a first aid assessment to be completed to ensure suitable first aid provisions are available for the number or people and works taking place.”
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- < 5: At least one appointed person.
- 5–50: At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- **More than 50:** At least one first-aider trained in FAW for every 50 people employed.

1.18 Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

1.19 Specific PPE requirements

- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.
- Welding gauntlets(gloves)
- Brazing goggles
- Flame retardant overalls
- RPE fume extraction welding hood

PPE considerations for the hot works may include:

1.20 Crane Type / Position

The crane type (rating and style, i.e. tonnage, mobile, tower, etc.) General location of the crane etc.

- Any crane operations will be planned in advance.
- For crane type and position please refer to Lifting Plan / Lifting Strategy

1.21 Maximum component weights and crane working radius

The maximum 'Weight/Radius' for each component type must be stated and any recommendations from the crane suppliers should be incorporated

Please refer for any details to Lifting Plan / Lifting Strategy.

1.22 Stability and bearings

The adequacy of bearings and who is responsible for checking them prior to work commencing. The responsibility for ensuring stability and the method used.

1.23 Special permits

Any cutting of MDF may require a permit to work from site management, ensuring all cutting undertaken in a well ventilated area.

A permit to work will be employed by the principal contractor or client before undertaking any works

Permit to dig to be issued prior to breaking ground.

Working in confined spaces permit required before entering excavations.

- A hot works permit should be obtained from client before undertaking any hot works such as welding and will ensure that welding and flame cutting does not start until after the risks for that particular task are identified and measures to eliminate or control risk are in place.
- Fire extinguishers used for hot works will be checked to ensure they are in date and have not been used
- Hot works permit needs to be issued for the following operations: welding, blazing, soldering, grinding and cutting, thawing pipes, the use of open flames, blow-lamps, and torches, using bitumen and tar boilers, the use of hot air blowers and lead heaters.
- Permits issued for the day/task will be returned to site management team when the work/task is finished or at the end of the day
- Correct PPE will be worn when carrying out hot work
- The work area is to be inspected for one hour after hot works take place, the permit signed to confirm the areas is safe and for cancellation and the permit returned to the principle contractor for closure
- **Hot Works**
- Site operatives shall adhere to the principal contractors HWP requirements and fire watch policies
- The principal contractor will be the sole issuing authority for HWP
- The principal contractor will ensure all site operatives are aware of emergency procedures at site induction
- The principal contractor will make all site operatives aware of their basic requirements when undertaking Hot works which may include the following:
- The user must comply with safe procedures and manufacturers instructions whilst undertaking hot works
- Any areas where hot works are to be undertaken must ensure combustible materials, flammable liquids and gas cylinders are removed from immediate area
- Fire extinguishers placed in local area of proposed hot works
- Hot works area cordoned off and operatives told of immanent works
- The user must not use an open flame whilst wearing clothing soiled with grease or flammable liquids
- The user must not use open flame in an atmosphere containing flammable vapors, explosives, dust or in confined spaces such as tanks
- The user must not use open flame in conditions where there are strong winds
- The user must extinguish any open flame when not in use
- The user and site supervisor should ensure of adequate ventilation to area

Hot works permit may be required onsite and to be organised with site management.

Permit to work may be required to work in riser cupboards, isolations or working on live power, these and other permits to be organised with site management as needed.

A hot works permit or isolation request will be required on any live systems, before any works are to take place. Any permit if required is to be organised directly with site management / client.

1.24 Hot works permit

Always assess whether works can be completed via cold techniques before proceeding with a hot works permit

The hot works permit must address the following points:

- What work will be done
- How and when it is to be done
- What safety and health precautions are needed
- Who is responsible for checking it is safe to start
- Who will check the work is done safely
- Who is responsible for confirming that work is complete and there is no longer a risk from, or to, the people doing the work.
- Start and finish times for hot works
- Location of works
- Type of activity
- Designated fire watch time

1.25 Demolition management

Please insert your demolition H&S plan and construction phase plan (CPP) here.

The essential elements of the demolition H&S plan are: project information / scope of works; existing environmental information and drawings; personnel & roles and responsibilities; programme; services; method of demolition

A summary of management controls are as follows:

- A suitable demolition health & safety plan must be in place prior to works. The plan must stipulate the type of demolition activity that is taking place (partial; progressive top-down; deliberate collapse; manual demolition)
- Clients must appoint duty holders (Principal Designer and Principal Contractor) who have the relevant competence to complete the task.
- Clients (with the help of their principal designer) must collate and issue the Pre-construction information (PCI) to all those who need it
- The Principal contractor (PC) must plan, manage, monitor and coordinate H&S issues during the demolition work.
- Work must be supervised and the safe system of work followed at all times
- All staff and contractors must follow the instructions and plans given to them
- Workers must be involved in the process when developing suitable safe systems of work

1.26 Mental health - general management recommendations

- Share the construction industry help line with the workforce - 0345 605 1956
- Make resources available so teams can discuss mental health in toolbox talks
- Ensure mental health concerns and incidents can be raised with an effective incident reporting and investigation process
- Train supervisors and first line management in mental health awareness, and appoint Mental health first aiders (MHFA) to support workforce
- Ensure well-being of the workforce is tracked with ongoing monitoring and remedial actions as required
- Provide resources to support individuals through risk assessment, employee assistance literature and ability for professional support
- Signing the Building Mental Health Charter helps show mental health support from senior management



A signed mental health charter to show senior management support



Regular check in with remote staff to ensure they are ok



Toolbox talk in place to increase workforce awareness on mental health



A system for reporting incidents and concerns



Training is made available on mental health



Mental health first aiders (MHFA) are available



Monitoring is in place to ensure the well being of staff



Professional services are available



Additional guidance and resources are available

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in

all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

2.0 Risk assessment

Document created: 11 May 23
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Prepared by: Ryan McKeown

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Location of works:
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Client reference: 09736658
Client: M4NCHESTER ONE LIMITED
Principal designer: Carbon Maze Limited
Principal contractor: Triple M Projects Limited
Start date and end date: 29/05/2023 to 31/03/2024

Example risk matrix

Likelihood

4

x

Severity

5

=

Risk/residual risk

20

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very likely
		1	2	3	4	5
Severity	Negligible 1	1	2	3	4	5
	Minor 2	2	4	6	8	10
	Moderate 3	3	6	9	12	15
	Major 4	4	8	12	16	20
	Extreme 5	5	10	15	20	25

2.1 Exposure to sewage, rats and vermin

2.1.1 Task: Exposure to sewage, rats & vermin

Hazard	Risk	Control measures	RR
Leptospirosis (Weils Disease), hepatitis or other infections possibly causing death	4 x 5 = 20	All operatives at risk of exposure will receive a tool box talk on weil's disease, how it is contracted, the symptoms and methods of prevention and the importance of good hygiene when eating, drinking and smoking. Suitable welfare provisions will be made available to operatives including handwashing facilities with warm water and soap Arrangements to be taken to any medical centre, first aid post or direct to hospital for medical attention where necessary Wear impervious gloves where physical contact with suspect surfaces is necessary Management to periodically check and report on compliance with environment assessment of risk Ensure cuts and abrasions are cleaned immediately	1 x 5 = 5
Persons at risk: User			

2.2 General office work

2.2.1 Task: Display screen equipment

Hazard	Risk	Control measures	RR
Staff risk posture problems and pain, discomfort or injuries (e.g. to their hands/arms) from overuse or improper use of the equipment or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	4 x 4 = 16	DSE Risk Assessments are to be carried out at least annual for all DSE users and any issues identified are to be rectified in a timely manner. Any actions are to be carried out ASAP. Additional re-assessments are to be carried out where there a change to the work equipment, work environment, or the individual. A initial DSE Risk Assessment will be completed at induction for all new starters. Workstation and equipment are to be set up to ensure good posture and to avoid glare and reflections on the screen Shared workstations are to be assessed for all users Work is to be planned to include regular breaks or changes of activity Lighting and temperature is to be suitably controlled Adjustable blinds are to be installed at the window to control natural light on the screen Noise levels are to be controlled Eye tests are to be provided for those who need them and the duty holder is to pay for basic spectacles specific for VDU use (or a portion of cost in other cases) Laptop users are to be trained to carry out their own DSE assessment for use away from office. When used at the office, the laptop should be used with a docking station, screen, keyboard and mouse.	1 x 4 = 4

Persons at risk: All site operatives

2.2.2 Task: General office work

Hazard	Risk	Control measures	RR
Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	3 x 5 = 15	Staff are to be trained to spot and report (to an office administrator) any defective plugs, discoloured sockets or any damaged cables/equipment. Defective equipment is to be taken out of use safely and is to be promptly replaced. Staff are to be told not to bring in their own appliances, toasters, fans etc. All mains electrical equipment and wiring is to be periodically inspected and maintained All portable electrical appliances to be periodically maintained and PAT testing All electrical equipment is to be used as per the manufacturer's instructions All staff will receive suitable information, instruction and training on the	1 x 5 = 5

safe use of the electrical equipment used.

Persons at risk: All site operatives

2.3 Working outside

2.3.1 Task: Working outside

Hazard	Risk	Control measures	RR
Heatstroke/ sunburn	4	In advance of significantly hot weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In warmer months, sun-protective clothing," such as long sleeves and full length trousers"	5
	=		=
	20	A minimum of SFP30 sun cream will be provided for all operatives, where required, operatives are expected to re-apply it every 2-3 hours when working outdoors.	5
		Operatives are to take regular breaks, rehydrating and resting in the shade where possible.	

Persons at risk: All site operatives

2.3.2 Task: Working outside

Hazard	Risk	Control measures	RR
Cold weather	4	In advance of significantly cold weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In colder months, suitable warm clothes will be worn, suitable heating will be arranged within the welfare areas.	5
	=		=
	20	Operatives are to take regular breaks, drinking warm drinks and resting in the warmth.	5

Persons at risk: All site operatives

2.4 Visually impaired people at work

2.4.1 Task: Working with visually impaired people onsite

Hazard	Risk	Control measures	RR
Potential injuries or fatalities sustained from visually impaired operatives being unaware of existing or potential risks	3 x 5 = 15	A buddy system should be agreed, with the visually impaired individual working closely with another operative. The site foreman or individual responsible for the health and safety onsite is to induct visually impaired operatives, separately if needed, on top of the normal induction. Specific reference is to be made to: the layout of the workplace; the physical, biological and chemical agents visually impaired operatives will be exposed to; manual handling procedures; and how the work and processes are organised. The site foreman or the individual responsible for health and safety is to ensure that visually impaired operatives have an understanding of the hazards, risks and controls included in this risk assessment and method statement. Visually impaired operatives are to be made aware of the location of hazards and their location on site. A visually impaired operative is to have tailored training before undertaking their work (where necessary) as well as closer supervision whilst undertaking their work and signing off completed works. Visually impaired operatives are to be introduced to the worksite and any workers that may come into contact with them, Visually impaired operatives are to have their progress continually reviewed to help identify if and how adjustments can be made to make their work safer. A visually impaired operative is not to work from height unless they are under supervision and the risks have been assessed under the working from height risk assessment. Visually impaired operatives are not to operate any equipment or machinery unless supervised and it has been deemed safe to do so. If the site foreman has any doubts about a visually impaired operative's ability to carry out a task safely, they are to be asked to cease performing the task until concerns are addressed or another operative can complete the task in their place.	1 x 5 = 5

Persons at risk: All site operatives

2.5 Delivery of materials

2.5.1 Task: Unloading of materials

Hazard	Risk	Control measures	RR
Falls from height or a back strain/injury during unloading	5	The delivery driver is to avoid manual handling beyond their capability, which they believe may cause injury.	1
	x		x
	4	The delivery driver is to ensure mechanical lifting aids (telehandler, pallet truck etc.) are used to offload materials wherever possible.	4
	=		=
	20	The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	4
		Materials are to be palletted and wrapped wherever possible.	
		The delivery driver is to ensure that delivery vehicles are loaded in the correct order of the deliveries so as to eliminate the need for re-stacking materials after the first delivery has been made.	
		No one is to enter the back of the vehicle unless suitable edge protection is in place to prevent a fall from height. Where suitable edge protection is unavailable, a restraint lanyard will be used to restrict access to any leading edges.	

Persons at risk: User

2.5.2 Task: Unloading materials

Hazard	Risk	Control measures	RR
Injuries from falling loads or the mechanical failure of a tail lift whilst unloading	5	The delivery driver is to take care of the security of the load when opening the doors or curtains.	1
	x		x
	4	The delivery vehicle door or curtains are only to be opened from the ground and no entry is to be made to the vehicle whilst the doors or curtains are open.	4
	=		=
	20	A tail lift is only to be operated under the manufacturer's recommended weight limits.	4
		A tail lift is only to be operated by those trained and assessed as competent to do so.	
		A tail lift is to be inspected as per the manufacturer's recommendations.	
		If operatives are manually unloading materials, items are to be positioned in the area required with the curtains/doors closed.	
		A tail lift may be used as an interim platform for loading/unloading.	
		The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	

Persons at risk: User

2.6 Working in dusty environments

2.6.1 Task: Working around or causing construction dust

Hazard	Risk	Control measures	RR
Lung cancer, silicosis, chronic obstructive pulmonary disorder (COPD) or asthma caused by inhaling construction dust	4 x 5 = 20	When operating plant that causes dust, the operative is to refer to the specific risk assessment for this plant. Operatives are to consider using a different method of work altogether when operating tools that create dust. The right size building materials are to be used so that less cutting or preparation is needed. Where possible, operatives are to use a less powerful tool that creates less dust, brick breaking tools such as hammers and bolsters and clock breakers are to be used where possible instead of grinders and cutting tools Designated cutting stations will be allocated in areas which are isolated and well ventilated. When alternatives cannot be used and dust control not sufficient, water is to be used for the entire length of the task or/and local exhaust ventilation system (LEV) will be used. A FFP3 dust mask that is face-fit tested, tight goggles or a face mask is to be worn at all times. Operatives are to maintain a high level of housekeeping, using filter vacuums for debris, bagging and removing waste according to local regulations and the site management plan.	1 x 5 = 5
Persons at risk: All site operatives			

2.7 Working in noisy environments

2.7.1 Task: Working in a noisy environment or operating noisy plant

Hazard	Risk	Control measures	RR
Gradual or sudden noise exposure causing permanent hearing damage	4 x 4 = 16	All operatives are to be provided with information, instruction and training around working in noisy environments or operating noisy plant. Alternative processes, equipment and/or working methods which would make the work quieter are to be investigated before undertaking any works. The correct ear protection, such as ear plugs or defenders, is to be used in conjunction with any noisy plant or when operating near noisy areas. A suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated - is to be selected for the task. Screens, barriers, enclosures and absorbent materials are to be considered in order to reduce the noise further. The workplace is to be designed in such a way as to create quiet workstations. Operatives are to only be in noisy areas for a limited time. Exposure to noisy works is not to exceed 87 decibels for daily or weekly personal noise exposure; and 140 decibels for peak sound pressure. Health surveillance is to be provided to monitor noise exposure over the upper exposure action values.	1 x 4 = 4
Persons at risk: All site operatives			
Risk of injury or death due to interference with communications reducing people's awareness of their surroundings	3 x 5 = 15	Where warning sounds are used to avoid or alert to dangerous situations, the principal contractor shall make sounds clearly audible in the noisy environment. Any systems of work where safety relies on verbal communications are to be avoided where the levels of noise or the wearing hearing protection could lead to misunderstandings. Verbal communications should be replaced with visual and touch communication and/or other safe methods of communication implemented." When working around mobile machinery or traffic, operatives are to be extra careful of their surroundings and not select hearing protection devices that are totally isolating in nature.	1 x 5 = 5
Persons at risk: User			

2.8 Working with or around combustible materials

2.8.1 Task: Working with or around combustible materials

Hazard	Risk	Control measures	RR
The materials used may form a fuel in the event of ignition, causing fires resulting in burns, smoke inhalation or possible death	3 x 5 = 15	Operatives are to follow the correct storage procedures, according to the manufacturers' instructions, where possible, combustible materials are to be covered in fire retardant sheeting. Flammable liquids and gasses and other hazardous substances are to be stored within a COSHH locker and positioned in an adequate location. Access to COSHH lockers will be restricted to those who have been trained and assessed as competent, suitable warning signs and information will be displayed on the exterior of the COSHH locker. Spill kits are to be available to soak up any spillages. Materials are only to be used for their intended purpose. Naked flames and smoking are to be strictly forbidden near combustible materials. Appropriate signage is to be erected or displayed identifying combustible materials on transport and in storage areas. An appropriate means of raising a fire alarm is to be allowed for. Suitable firefighting equipment is to be provided for tackling fires. A nominated fire coordinator and operative is to have been trained in the use of fire extinguishers. Fire detection systems and hot works permits are to be in place. Fire escape routes are to be clearly displayed onsite and all operatives are to be aware of their assembly point.	1 x 5 = 5
Persons at risk: All site operatives			

2.9 Young people at work

2.9.1 Task: Young people at work

Hazard	Risk	Control measures	RR
Potential injuries or fatalities sustained from a young person having a lack of experience, being unaware of existing or potential risks and/or a lack of maturity	3 x 5 = 15	A separate young persons risk assessment will be completed, in co-ordination between the young person and the line manager The site foreman or the individual responsible for the health and safety onsite is to induct the young person, separately if needed. On top of the normal induction, specific reference is to be made to the layout of the workplace, the physical, biological and chemical agents the young person will be exposed to, manual handling procedures and how the work and processes are organised. The site foreman or the individual responsible for health and safety is to ensure the young person has an understanding of the hazards, risks and controls included in this risk assessment and method statement. A young person is to have tailored training before undertaking their work, where necessary, and are to be more closely supervised whilst undertaking their work. A young person is to be introduced to the worksite and any workers that may come into contact with the young person A young person is to have their progress continually reviewed to help identify if and where adjustments can be made to make their work safer. A young person is not to work from height unless they are under supervision and the risks have been assessed under the working from height risk assessment. A young people is not to operate any equipment or machinery unless supervised or specifically trained to undertake such work. High-risk plant or equipment should have an age limit applied where a serious risk to a young person is evident.	1 x 5 = 5

Persons at risk: User

2.10 Preventing slips, trips and falls

2.10.1 Task: Movement at height or on raised platforms

Hazard	Risk	Control measures	RR
Severe or fatal injuries caused by slips, trips and falls at height	4	All raised platforms with be erected by a trained and competent individual	1
	x		x
	5	Prior to use, all raised platforms will be inspected and tagged to display that the platform is safe to access.	5
	=		=
	20	All operatives working at height will receive working at height training. All raised platforms will have suitable edge protection including double guard rails and toe boards. Ladders where required will be suitable installed and tied with ladder hatches/gates fitted to prevent falls from height. All operatives are to ensure good housekeeping onsite and 'clean as you go' is to be implemented across the site. All items on raised platforms are to be placed in a designated and safe area away from thoroughfares and edges of platforms. Raised platforms are to be protected by cappings or fenced off to prevent entry into any risk area. The correct PPE is to be worn at heights to prevent falling from height caused by slips, trips or falls.	5

Persons at risk: All site operatives

2.10.2 Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	4	All operatives are to be shown the correct area for safe storage of materials onsite before works begin.	1
	x		x
	3	A clear working area is to be created onsite and operatives are to ensure that dustsheets, mats and other materials cannot slip or slide underfoot.	3
	=		=
	12	Potential slip/trip hazards are to be managed and removed as they arise and site management is to be notified if assistance is required. Operatives are not to carry items that will hinder the carrier's clear view. All rubbish is to be removed from the site at scheduled times, organised by the site supervisor and in line with the site waste management plan.	3

Persons at risk: All site operatives

2.11 Arrival & departure from site

2.11.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4	The prevailing site condition is to be checked and all deliveries are to be undertaken in a pre-determined safe area.	1
	x		x
	5	No vehicles are to be parked or unloaded in the vicinity of overhead lines.	5
	=		=
	20	If it is necessary for deliveries to be undertaken below overhead cables, the works and area are to be coordinated with either the local authority or the principal contractor. Sufficient protection is to be in place for workers and the public, together with ensuring safe working distances are achieved and goal posts are used where required.	5
Persons at risk: User			
Being crushed by a falling load, with potentially fatal injuries	5	Deliveries are to be taken in designated areas only. Other workers and the public are to be kept outside of the delivery area.	1
	x		x
	5	Any machinery used for unloading is to be operated by trained personnel only and is to carry a through examination certificate for the lifting equipment (re-certificated every 12 months) and accessories (re-certificated every 6 months).	5
	=		=
	25	There will be no walking/working beneath raised loads at any time. Unstable loads will be made safe prior to lifting At no point with the safe working load of the lifting equipment and accessories be exceeded Any items that could potentially be lifted by the wind are to be placed in designated anchor areas and/or weighted down. Ensure any equipment being used for unloading is not operated in overly windy conditions - operatives are to refer to the equipment or plant guidelines. Goods are to be placed on firm, level ground in designated areas. The height of the goods is to be kept to a minimum to prevent stack failure.	5
Persons at risk: All site operatives & public			
Muscle strains, sprains and injuries caused by lifting heavy loads	3	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling.	1
	x		x
	3	Manual handling on stairs will be avoided, at no point will any loads be carried up ladders	3
	=		=
	9	The correct lifting techniques are to be used. All operatives are to be trained in the safe method of lifting - refer to manual handling section in the attached method statement. A two-man lift is to be enforced for reaching or carrying heavier items.	3

Operatives are to split loads to make them lighter and safer to handle.

Although there is no universal safe maximum, mechanical aids are to be used when loads exceed 25kg per person or as referenced in the method statement.

Operatives are to be aware of handling large or bulky items (e.g. plasterboard) in windy conditions.

Persons at risk: User

Falls from vehicles - drivers may suffer serious, possibly fatal, injuries if they fall from the cab or trailer of a vehicle

3

x

5

=

15

Loading and unloading is to be planned.

Working on the bed of the trailer is to be avoided.

Suitable access equipment is to be used to access the trailer unit and drivers are to be trained how to use it safely.

Drivers are to be trained in the safe system of work for sheeting loads, e.g. the safe use of PPE.

Fall arrest equipment is to be inspected by a competent person prior to use.

Drivers are to be instructed not to walk backwards on the trailer or to jump from the cab/trailer.

Fixed steps and grab bars are to be used to allow drivers to access the cab safely.

Drivers are to be reminded of the need for good housekeeping in the trailer and cab.

Retrofit foldable steps are to be used to improve access to the trailer bed.

Operatives are to consider using other forms of access equipment where appropriate, e.g. mobile elevating working platforms (MEWPS) or podium steps.

1

x

5

=

5

Persons at risk: All site operatives

2.11.2 Task: Leaving vehicle

Hazard	Risk	Control measures	RR
Being struck by moving vehicles	4	All operatives are to park in designated areas.	1
	x	Site rules and authorised routes, provided by the client or principal contractor, are to be followed.	x
	4	All operatives are to wear hi-visibility jackets when leaving a vehicle.	4
	=	All operatives are to sign in onsite.	=
	16	All operatives are to receive a site induction.	4
		Banksman are to be used when vehicles are reversing.	

Persons at risk: All site operatives

2.11.3 Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5 x 4 = 20	All operatives and site visitors are to ensure they sign in when entering. Inductions are to be provided to all operatives and visitors before entering the worksite, individuals will be notified of the designated vehicle and pedestrian routes and site rules. Physical barriers such as stop blocks will be utilised to protect the pedestrian walking routes. Where there is a shared working area between individuals and vehicles, vehicle movements will only take place under the control of a trained and assessed as competent traffic marshal Operators/drivers are to adhere to the site speed limit at all times. At no point will the operator exceed the safe working load of the plant/ vehicle. All drivers and operators will be trained and assessed as competent for the equipment operated. The correct PPE is to be worn at all times. All operatives and visitors are to keep to pedestrian areas only. The use of crossover points is to be incorporated into the site plan by the principal contractor. All operatives are to be made aware of changes in the Site Traffic Management Plan as and when it is changed. All operatives and site visitors are to ensure they sign out when exiting the site. Operative and visitors are to watch out for other contractors leaving the area at the same time.	1 x 4 = 4
Persons at risk: All site operatives & public			

2.12 Working within risers

2.12.1 Task: Working within risers

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	5	A safe system of work is to be implemented with the site supervisor including a permit to work if necessary.	1
	x		x
	5	Where possible, any live electricity is to be isolated according to the electrical isolations risk assessment and by a competent electrician.	5
	=		=
	25	Warning notices are to be placed and secure areas created where isolations are to be undertaken, ensuring all site staff are aware of the non-tampering policy.	5
		The site supervisor is to control access by site operatives into risers where live electricity is present by employing a permit to work system.	
		Any direct contact with live electricity is to be prevented by ensuring all insulation barriers/covers are fitted to any electrical boards, equipment etc. by a competent electrician.	
Persons at risk: All site operatives			
Serious or fatal injuries caused by falling operatives or materials	5	A safe system of work is to be implemented with the site supervisor, including a permit to work if necessary.	1
	x		x
	5	Secure flooring and footing are to be provided, and site management must have confirmed that the riser area is safe to work in.	5
	=		=
	25	Any holes in the floor structure, which are to be refitted by a competent person, are to be protected and cordoned off with warning signs posted.	5
		As a last resort, safety harnesses are to be worn where holes or drops are exposed. A permit to work system is to be employed and a suitable rescue plan implemented prior to work commencing.	
		Head protection is to be worn at all times.	
Persons at risk: All site operatives			

2.13 Lone working

2.13.1 Task: Communication and coordination

Hazard	Risk	Control measures	RR
Loss of communication Lone worker at risk from inadequate response to an incident.	3 x 5 = 15	The client or principal contractor is to deem which activities can or can't be undertaken whilst lone working and the site supervisor is to relay this to staff before undertaking any works. Local procedures for lone working are to be produced and communicated with all operatives, including supervision requirements, permits and lone working emergency procedures Communication device (mobile phone / radio) issued to ensure contact can be made by the lone worker Buddy system / supervision checks are put in place to routinely check up on lone worker at agreed intervals. The lone worker is also to phone when job is complete and they are off site Consideration into whether a safety worn device needs to be used (man down / emergency panic button)	1 x 5 = 5

Persons at risk: User

2.13.2 Task: Sole occupancy driving for work

Hazard	Risk	Control measures	RR
Driving activities Risk of serious injury or death from a road traffic incident	3 x 5 = 15	Public transport use is encouraged where possible All drivers have a valid driving licence and insurance in place Staff must be fit for work before driving The vehicle must be regularly maintained and serviced to ensure optimum operation of the vehicle. Drivers must note weather conditions and drive accordingly A company driving policy is in place Breaks are encouraged every 2 hours of continuous driving to reduce tiredness and fatigue. Staff are not to drive more than 8 hours in one day. Toolbox talk and awareness training about safe driving is in place	1 x 5 = 5

Persons at risk: User

2.13.3 Task: Fitness for work

Hazard	Risk	Control measures	RR
Vulnerable persons Individuals may be at a greater risk from lone working if they are a young person, expectant	3 x 4	Young workers, expectant mothers and those with a medical condition or disability that would prohibit working alone shall not engage in lone working activities (eg diabetes, epilepsy, heart condition) Individuals will be assessed for fitness to work prior to commencing any	1 x 4

mother, or have a disability or medical condition that would prevent lone working from happening.

=
12

lone working activity. Advice from their GP may be required and HR consulted to assist with this.

=
4

Access to occupational health (OH) and / or health & safety competent person is available to assist with risk assessing lone working activities

Information, instruction and awareness around the dangers of lone working

The work is only to be undertaken by those with the correct competencies, i.e. young workers would need supervision therefore not suitable for lone working

Persons at risk: User

2.13.4 Task: Accessing site / work location

Hazard	Risk	Control measures	RR
Access & egress	4	Lone worker made aware of access / egress arrangements for the building	1
Risk of injury to lone worker due to inadequate access and exit to site and inadequate first aid resources to respond to incident	x 4 = 16	Point of work / dynamic risk assessment completed to ensure access / egress to the work location is safe Any staff within the work location (eg security staff / out of hours staff) will be notified of works Good housekeeping maintained at all times to ensure escape routes remain free from obstruction at all times.	x 4 = 4

Persons at risk: User

2.13.5 Task: Emergency arrangements

Hazard	Risk	Control measures	RR
Emergency incident	3	Ensure suitable fire detection and fire fighting equipment is in place and operational within lone working area	1
Harm and / or damage to premises as a result of inadequate emergency arrangements to respond to an incident	x 5 = 15	Ensure emergency plans are in place for the work location and that the lone worker is made aware of the arrangements Ensure the lone worker is trained in responding to emergency incidents as required Ensure a suitable form of communication is in place to report the incident to the emergency services and line management	x 5 = 5

Persons at risk: All site operatives

2.13.6 Task: Personal security

Hazard	Risk	Control measures	RR
Violence in the workplace	3	Lone workers to receive conflict resolution awareness and routine toolbox talks about personal safety	1
Lone worker at risk from verbal or physical abuse	x 4	Lone workers to position vehicles close to works where possible or	x 4

=	within a well lit environment	=
12	Communication device issued to lone worker so that any emergency incident can be raised	4
	Further guidance and information is available via the Suzy Lamplugh trust - https://www.suzylamplugh.org/	

Persons at risk: User

2.13.7 Task: General lone working

Hazard	Risk	Control measures	RR
Work equipment	3	High-risk activities (like working on live electrical equipment and working in confined spaces) is to be either eliminated or minimised where possible	1
Increased risk of injury due to person working on their own and may not be able to get assistance	x		x
	4	PAT tested items will have been labelled "Pass" and all electrical cables etc. are to be regularly visually inspected for damage. Operatives are not to interfere with plugs, cables etc. when any item is connected to the power supply	4
	=		=
	12	Equipment hazards to also be adequately controlled, such as ensuring equipment has the correct fitted guard before proceeding with work	4

Persons at risk: All site operatives

2.14 Using telehandlers

2.14.1 Task: Operating telehandler around people

Hazard	Risk	Control measures	RR
Telehandler chassis, boom or moving load striking people in area	4	Public excluded from secure site	1
	x	Segregate telehandler and personnel where possible	x
	5	Ensure telehandler has adequate vision aids such as rear-view mirrors, and cctv	5
	=		=
	20	If necessary establish effective exclusion zone in conjunction with Principal Contractor	5
		All personnel to wear high visibility clothing	
		Ensure personnel are fully briefed on need to keep clear of load during lifting and telehandler during travelling	
		Ensure telehandler is made secure from unauthorised access or operation	
		Use of plant and lifting equipment near walking routes and where there is no clear segregation is to be directed by a trained and assessed as competent banksman at all times	
		Operators to adhere to the site speed limit at all times	
		At no point will the safe working load be exceeded	
		All operatives working in close proximity to plant and within the exclusion zone, to be briefed on the operators blind spots and safe working distances	
		Where required warning systems such as beacons and sirens to be fitted	

Persons at risk: All site operatives

2.14.2 Task: Operating telehandler under stability concerns

Hazard	Risk	Control measures	RR
Ground unable to support telehandler	4	Establish presence of voids/underground services with Principal Contractor	1
	x		x
	4	Assess the ground conditions and establish whether it is safe to operate in the area	4
	=		=
	16	If required, Supervisor to check that mats supplied match those specified in Method Statement and are suitable to support/disperse the load	4
		Any voids identified should be adequately demarked with barriers and warning signs to exclude plant access until suitable control measures can be implemented	
		Stabilizer mats to be used as required	

Persons at risk: All site operatives

Telehandler overloaded

4
x
5
=
20

Ensure weight of load is known and accurate
Telehandler operator to have proof of competence

1
x
5
=
5

Persons at risk: All site operatives

Telehandler failure

4
x
3
=
12

Ensure telehandler has been adequately maintained, pre-use checks carried out and has current report of thorough examination

1
x
3
=
3

Persons at risk: All site operatives

2.14.3 Task: Movement of load

Hazard	Risk	Control measures	RR
Load or telehandler structure collides with overhead obstacles	4	Route to be planned and overhead obstacles marked with goal posts and signs	1
	x		x
	4	Boom to remain as low as practicable at all times	4
	=	Operator and banksman to be advised of any overhead risks	=
	16		4

Persons at risk: All site operatives

Load collides with other plant - cranes, excavators etc

4
x
5
=
20

Establish effective exclusion zone
Ensure that the safe systems of work for other plant in the vicinity address this hazard

1
x
5
=
5

Persons at risk: All site operatives

Telehandler boom comes within arcing distance of overhead lines

4
x
5
=
20

Establish presence or otherwise of overhead lines. If present arrange for isolation or position telehandler boom/load outside minimum safe approach distance

1
x
5
=
5

Persons at risk: All site operatives

Loose parts on load may fall	4	Inspect load for loose objects prior to lift and secure/remove loose items All personnel to wear hard hats	1
	x		x
	5		5
	=		=
	20		5

Persons at risk: All site operatives

2.14.4 Task: Environmental conditions

Hazard	Risk	Control measures	RR
Telehandler becomes unstable when lifting loads with large wind area	4	Wind speed to be checked with hand held anemometer by Supervisor before lift starts. Lift to be aborted if wind speed exceeds 15 mph	1
	x		x
	5		5
	=		=
	20		5

Persons at risk: All site operatives

2.15 Using road roller

2.15.1 Task: Operating or maintaining roller

Hazard	Risk	Control measures	RR
Catching of long hair, loose clothing or fingers in plant with rotating parts	3	No loose clothing or Jewellery to be worn, long hair to be tied up	1
	x	Only those with sufficient training can operate machinery	x
	4	Operatives to be aware of all the safety signs on the machine, follow all the safety instructions, including those for maintenance	4
	=		=
	12		4

Persons at risk: User

2.15.2 Task: Operating road roller

Hazard	Risk	Control measures	RR
Trapped or crushed persons under road roller	4	Refer to using vehicles onsite risk assessment for general controls of hazards when operating vehicles onsite	1
	x	Only a trained operative may operate a road roller	x
	5	Switch off road roller when not in use and apply brake	5
	=	Do not operate machinery close to buildings or other assets, finish edge work by hand	=
	20		5
		All site operatives to be inducted and trained in the risks associated with working near road rolling plant	
		Site supervisor to implement a safe and excluded working area whilst operating plant, a banksman to be used at all times where no exclusion zone can be created	
		Confirm location of bystanders at all times	

Persons at risk: All site operatives

2.16 Using fork lift trucks

2.16.1 Task: Operating fork lift trucks

Hazard	Risk	Control measures	RR
Injuries sustained from unsafe or unauthorised driving	5	Plant must be operated by trained and licensed persons only	1
	x	Keys to forklift must never be left in vehicle whilst unattended	x
	5	No persons shall use the plant as a means to raise or lowers persons, unless fully trained and using the correct equipment	5
	=		=
	25	Passengers will not be carried unless a passenger seat is fitted	5

Persons at risk: All site operatives

Injuries sustained from using unsafe or non-maintained fork lift truck	4	Visually inspected before each use with recorded inspections made daily	1
	x		x
	4	Maintained in good physical condition, with materials in cabin kept to a minimum and good house keeping employed	4
	=		=
	16	As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months.	4
		Certificates of examination will be retained, and copies held on site	
		Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	

Persons at risk: User

Collisions with pedestrians, operatives or other objects	4	Fork lift trucks to be operated on firm, level ground at all times	1
	x	Banksman to be used whenever fork lift truck is in operation, particularly when reversing	x
	5	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	5
	=		=
	20	Provide suitable traffic management system and record within a traffic management plan	5
		At all times the site speed limit will be adhered to	
		At no point will the Safe Working Load (SWL) be exceeded	
		Make sure the workplace is adequately lit where there is regular movement of vehicles, where pedestrians and vehicles circulate and cross and near buildings and plant	
		Operator to check that the load is secure before lifting and manoeuvring	
		The operator will travel with the forks lowered and the mast of forks titled back	
		When fitted, out-riggers should be used when lifting and lowering	

Persons at risk: All site operatives & public

2.16.2 Task: Operating or refuelling fork lift with internal combustion engine

Hazard	Risk	Control measures	RR
Injuries sustained from fire or fumes whilst operating or refuelling fork lift truck	4	Exhaust to be checked at intervals and correctly sited to ensure good ventilation	1
	x		x
	4	Operatives are to read and understand the COSHH assessment	4
	=		=
	16	A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions	4
		Filter systems or catalytic converters will be fitted to exhausts where possible	
		Engines and exhaust filters to be regularly maintained and register kept onsite	
		Do not use lift trucks with internal combustion engines in confined spaces or where there is inadequate ventilation	
		If operating in suspected smaller or less ventilated area, monitoring of gases will be undertaken and COSHH assessment followed	
		Ensure to turn off fork lift truck before re-fuelling, and use funnel	
		Ensure fuel for equipment is carried in an explosion proof and appropriate metal container which is secured in the transport vehicle and/or appropriate COSHH locker	
		Machine is to be fuelled away from other vehicles	
		Smoking is not permitted during refuelling and operation of this equipment	
		Ensure fuel tank and cap is secure at all times	
		Caution shall be exercised to prevent overfilling and spillage, all spillages will be cleaned up immediately	
		All operatives included will receive information and instruction regarding the location and correct use of the spill kit	

Persons at risk: All site operatives

2.16.3 Task: Operating forklift with risk of the vehicle overturning or where protection to the user required

Hazard	Risk	Control measures	RR
Crushing injuries to user when operating forking with risk of overturning or trapping from falling objects	4	At no point will the Safe Working Load (SWL) be exceeded	1
	x		x
	4	Prior to all lifting operation, the load will be assessed to ensure it is adequately secured and stable	4
	=		=
	16	Counterbalanced trucks, rough-terrain trucks and side-loading trucks, one side only, must be fitted with an operator restraining system	4
		Where a restraining system cannot be fitted, and the risks are sufficiently high, it will be necessary to use another lift truck which has such a system	
		Any lift truck fitted with a roll-over protective structure (ROPS) to protect operators from the risk of injury resulting from 180° or more roll-over	

should be fitted with a restraining system

A falling object protective structure (FOPS) should be provided where there is a significant risk of falling materials endangering the operator

Persons at risk: User

2.16.4 Task: Use of pallet truck

Hazard	Risk	Control measures	RR
Any injury caused by the use of a pallet truck	3 x	Pallet trucks will only be operated by those trained and assessed as competent to do so	2 x
	3 =	Manufacturers instructions to be followed at all times and made available to operators and managers	3 =
	9	At no point will the Safe Working Load (SWL) be exceeded	6
		Prior to all manual handling operations, the task, load and environment will be assessed to ensure the load is adequately secured and stable and the environment is suitable for the use of pallet trucks	
		Ensure pre-user checks are carried out, checking controls, actions, wheels and hydraulic fluid	
		Ensure forks are pushed through as far as possible to avoid tipping	
		Do not lift forks more than necessary to avoid lateral tipping	
		Be aware of yours and other peoples feet when lowering load	

Persons at risk: All site operatives & public

2.16.5 Task: Parking fork lift truck

Hazard	Risk	Control measures	RR
Injuries caused by the use of a fork lift truck	3 x	The FLT/tele handler will be parked in a safe area and out of the way of other tasks	1 x
	3 =	The mast/forks tilted forward and the toes of the forks resting on the ground	3 =
	9	The parking brake applied and the engine switched off	3
		The key removed and returned to the appropriate place	

Persons at risk: All site operatives

2.17 Plant lifting operations

2.17.1 Task: Plant lifting operations

Hazard	Risk	Control measures	RR
Serious injuries sustained from using unsafe or incorrect lifting equipment	4 x 5 = 20	Prior to works commencing, operators are to ensure a lifting plan is available and they have read and understand it Lifting equipment will be selected for its suitability for the load lifted and the environment. Only suitably trained and assessed as competent operators and banksmen will take part in lifting operations All lifting equipment is to have a current test certificate where valid Be inspected prior to each and every use by the user The safe working loads shall not be exceeded under any circumstances	1 x 5 = 5
Persons at risk: All site operatives			
Injuries to unauthorised personnel gaining access to lifting area	4 x 4 = 16	All site operatives or public are not be allowed under a suspended load Only use trained competent personnel for lifting duties and one man to control lifting operation The use of a subcontracted work force should be minimised where possible to ensure efficient knowledge of safe method of working Areas shall be fenced off, signage applied to all lifting areas, and use banksman to warn any third parties No unauthorised personnel shall be allowed into or near the lifting areas All personnel involved in lifting operations to read and understand lifting plan with site supervisor	1 x 4 = 4
Persons at risk: All site operatives & public			
Serious injuries sustained from uncontrolled falling of loads	4 x 4 = 16	Lifting Operations are to strictly conform to LOLER regulations 1998 As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months. Certificates of examination will be retained, and copies held on site. Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	1 x 4 = 4
Persons at risk: All site operatives			

2.18 Using cartridge tools

2.18.1 Task: Using cartridge tools

Hazard	Risk	Control measures	RR
Injuries sustained from contact with cartridge projectiles	4 x 3 = 12	Only trained operatives in the safe use of cartridge tools may this tool Cartridge operated tools should NEVER be used in a careless manner A cartridge operated tool shall have a rigid, lockable box or case, provided with compartments, to contain the splinter guard; the operating and maintenance instructions and a pair of goggles Pins should not be driven through pre-drilled holes unless a special adapter is used which will ensure that the pin is guided right up to the instant of contact with the working surface When loading the tool there should be no need for more than light finger pressure to insert the cartridge. If more than that is necessary, the attempt to load should be abandoned and the tool returned for examination Cartridge operated tools should not be used in areas where there is flammable vapour or risk of dust explosion A tool should never be left unattended when loaded, and should only be loaded as the last operation immediately prior to firing	1 x 3 = 3

Persons at risk: User

2.18.2 Task: Use of cartridge tools

Hazard	Risk	Control measures	RR
Injuries from loss of balance whilst working at height with cartridge tools	3 x 3 = 9	General working from height shall follow the working from height risk assessment, ladders should not be used when using cartridge tools, instead a work should take place from a firm and stable position such as a podium or tower. Consider using fall arrest systems when necessary Where there is insufficient edge protection in place to prevent a fall from height, a fall arrest system should be used and a rescue plan agreed If using a mobile tower, scaffold should be securely tied to the structure Consider using fall arrest systems when necessary	1 x 3 = 3

Persons at risk: User

2.19 Using hand tools

2.19.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4	Always choose the right tool for the job	1
	x	All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool	x
	2	Tools used shall have inherent safety features where possible, such as retractable blades for knives	2
	=		=
	8	Keep cutting tools sharp, so that they cut true without needing to be forced	2
		Tools should be checked regularly for damage and any item to be found damaged or defective taken out of use immediately	
		Guards to be used where available and never removed or adjusted from the intended position	
		All portable hand tools are to be used as per the manufacturers instruction	

Persons at risk: User

2.19.2 Task: Using retractable knife

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using retractable knife	4	Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knives with molded plastic guard or retractable blade	1
	x	Knives should be checked before use and fitted with a sharp blade before beginning work	x
	3	Knife to be stored in a safely away when not in use	3
	=		=
	12	Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired	3

Persons at risk: User

2.20 Using tipper lorries and lorry loaders

2.20.1 Task: Operating or manoeuvring tipper lorries and lorry loaders

Hazard	Risk	Control measures	RR
Overturning of rear-tipping lorries during tipping operations	4 x	Refer to using vehicles onsite risk assessment for general control of risks associated with operating or manoeuvring vehicles	1 x
	4 =	On unmade or uneven ground, tipper-trucks of Stability Category A or equivalent should be used	4 =
	16	When tipping, always tip on firm level ground, never tip on a slope or during high winds	4
		Ensure the load is evenly distributed in the body of the truck	
		For articulated vehicles, ensure that the tractor is in line with the trailer body	
		Ensure a competent signaller is on hand to supervise tipping operations	
		Tip the load gradually so that it is discharged in a controlled manner	
		Watch out for loads sticking, which could cause instability during tipping	
		Lorry drivers should only stay in their cabs during loading operations if it is safe for them to do so	
Persons at risk: All site operatives			

2.21 Using site dumpers

2.21.1 Task: Operating or manoeuvring site dumpers

Hazard	Risk	Control measures	RR
Overturning of dumpers or falling into holes causing serious or fatal injuries to site operatives	5	Refer to using vehicles onsite risk assessment for general controls relating to operating and manoeuvring vehicles	1
	5	At no point will the safe working load be exceeded	5
	=	Driver to be made aware during induction of the differences in performance of site dumpers when loaded and unloaded, particularly speed, braking, and stability on slopes	=
	25	Driver will not drive on gradients in excess of those safe for the dumper (see manufacturer's instructions)	5
		Only competent people to drive site dumpers	
		Stop clocks and adequate barriers and signage will be positioned around holes excavations and leading edged	
		Engine will not be left running when driver not in the vehicle	
		Wheel stops to be provided at the edges of excavations, pits, spoil heaps etc to prevent site dumpers falling when tipping; with the blocks positioned a sufficient distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse	
		Site dumper's controls will not be operated unless seated on the driving seat	
		Passengers will not be taken in vehicle unless purpose-built seats are provided	
		When manoeuvring on sloping ground, driver will operate with extreme caution and according to their training	
		Site dumper will be driven at appropriate speeds according to site conditions	
		Loading of materials will be undertaken on flat ground with brakes applied, and loads will be distributed evenly	
		Operator will ensure he or she will not be on the dumper when it is being loaded	
		Any loose loads which risk causing danger will be securely fixed	
		The vehicle will be stopped, taken out of gear and parking break applied before tipping loads	
		Site dumper will not be driven around with the skip in the vertical discharge position	
Persons at risk: All site operatives			

2.22 Using excavators

2.22.1 Task: Operating or manoeuvring excavators

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from excavators slewing around, reversing and moving around site	3	Refer to using vehicles onsite risk assessment for general controls of hazards	1
	x		x
	5	Excavators should be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine	5
	=		=
	15	People should be kept away from the areas of excavator operation by the provision of suitable barriers	5
		A signaller should be provided and in a safe position to direct the excavator's operation and any pedestrian movements	
		A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction	
Persons at risk: All site operatives			

2.23 Using vehicles onsite

2.23.1 Task: Operating or manoeuvring vehicles

Hazard	Risk	Control measures	RR
Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries	5	Drivers are to assess the work area prior to starting works, to identify services and structures	1
	x		x
	5	The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site	5
	=		=
	25		5
		Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing	
		Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area	
		Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles	
		Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle	
		Ensure everyone on site understands site rules on vehicle safety	
		Drivers and signallers need to be in constant communication during reversing operations	
		Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles	
		Ensure all vehicles on site are fitted with appropriate warning devices	
		Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles	
		All workers to wear high visibility vests at all times	
Persons at risk: All site operatives & public			
Striking services and obstructions causing serious injury site operatives	4	Any unsuitable vehicles entering site will be turned away	1
	x		x
	4	Relocate services or re-route traffic away from any obstructions or services	4
	=		=
	16		4
		Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services	
		Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas	

A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction

Persons at risk: All site operatives

Serious or fatal injuries to site operatives or public from a restricted traffic route visibility

4

x

5

=

20

Design corners with clear sight lines or provide one-way traffic routes

Where vision of traffic routes is restricted, vehicle and plant movement will only take place under the direction of trained and assessed as competent banksman

Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access

Warning signs to be provided in any place where difficulty of vision expected from a vehicle

Follow safe systems of work, eg traffic control and speed restriction

1

x

5

=

5

Persons at risk: All site operatives & public

2.23.2 Task: Operating or manoeuvring vehicles on steep gradient or near edges

Hazard	Risk	Control measures	RR
Overturning of vehicle or fall into holes after breaching its edges	3	Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients	1
	x		x
	5	Remove, or re-route traffic away from steep gradients and edges where possible	5
	=		=
	15	If possible, principal contractor to reduce gradients by levelling traffic routes	5
		Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions	
		Install protection to edges, eg stop blocks and warning signs etc	

Persons at risk: All site operatives

2.23.3 Task: Parking or securing vehicles

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from unintended vehicle movement	3	Only competent persons to drive vehicles	1
	x		x
	5	Provide site induction training about the site conditions and requirements when parking and operating vehicles	5
	=		=
	15	Only vehicles with appropriate braking systems should be selected for the work and environment onsite	5
		Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing	
		Instruct drivers to test brakes before operating vehicles	
		All vehicles to be parked on flat ground whenever possible, keys are to be removed from unattended vehicles at all times	

Chock wheels of vehicles and trailers as necessary when parked on sloping ground

Persons at risk: All site operatives & public

2.24 Using abrasive wheels

2.24.1 Task: Use of abrasive wheels

Hazard	Risk	Control measures	RR
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	5	Prior to use, all operatives will receive suitable information, instruction and training on the equipment used	1
	x		x
	3	Equipment will have a declaration of conformity and a CE mark	3
	=	Equipment to be used as is set out within the manufactures instructions	=
	15	Equipment is to be periodically checked, maintained and tested and visually inspected before use	3
		Only operatives with training and authorised to use abrasive wheel tools should undertake work	
		Correct PPE to be worn at all times when using abrasive wheels and or angle grinders, including safety goggles and gloves	
		Guard on abrasive wheel to be correctly adjusted to suit work position	
Persons at risk: User			
Damage to lungs through the inhalation of dust	4	Where possible, dust extraction to be used or abrasive wheel work to be undertaken in a well ventilated area	1
	x		x
	3	All operatives in the area to where correct PPE, masks may be required depending on the application	3
	=		=
	12	Refer to HSE Construction Information Sheets 36, 54 for further dust control information if necessary	3
Persons at risk: User			
Injuries sustained from the use of noisy equipment	5	Designated area for abrasive wheel cutting/grinding to be used where possible	1
	x		x
	3	When cutting in situ, area to be cleared of personnel or provided with hearing protection	3
	=		=
	15	Hearing protection to be worn by operative at all times	3
Persons at risk: All site operatives			
Injuries sustained from equipment vibration	4	Use in compliance with Control of Vibration at Work Regulations 2005	1
	x	Gloves to be worn at all times by operatives	x
	3	Working in short stints with breaks in-between to be applied	3
	=	See vibration risk assessment if sustained use of vibration equipment necessary	=
	12	Use will be monitored to ensure action limit values are not exceeded	3
		Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment	

All operatives are to receive a briefing on the exposure action values and limit values for the equipment used

Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind

Persons at risk: User

Possible fire from sparks emanating from abrasive cutting tools	4	A hot works permit shall be applied for as necessary, details of safe work to be provided by principal contractor	1
	x		x
	3	Site management will ensure operation of abrasive wheels will be isolated from flammable materials. If unavoidable, ensure flammable materials are covered with flame retardant cover	3
	=		=
	12	Suitable fire extinguisher for type of flammable materials to be supplied	3
		Ensure any petrol operated machines do not leak	
		Switch off petrol operated machines before refuelling	

Persons at risk: All site operatives

Entanglement of clothing or hair whilst using abrasive wheel	5		1
	x	User not to wear loose clothing or jewellery	x
	3	If operative has long hair, ensure hair is tied back	3
	=		=
	15		3

Persons at risk: User

2.24.2 Task: Replacing abrasive wheels

Hazard	Risk	Control measures	RR
Possible injuries sustained from replacing wheels	4	Only operative's trained in the safe use of abrasive wheels are to change or operate abrasive wheels	1
	x		x
	2	Abrasive wheels should be changed as per the manufacturers instructions	2
	=		=
	8	Only suitable blades as detailed within the manufacturers instructions should be used	2

Persons at risk: User

2.25 Using disc cutters

2.25.1 Task: Operating petrol disc cutters or cut off saws

Hazard	Risk	Control measures	RR
Inhalation of respirable crystalline silica (RCS) causing silicosis, chronic obstructive pulmonary disease (COPD) or lung cancer	5 x 5 = 25	Operate machinery in a well ventilated and cordoned off area Attach water hose to cut-off saw and use as suppression during cutting A dust mask with respirator with an assigned protection factor of 20 must be worn at all times	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained from using faulty equipment	4 x 4 = 16	Only a trained operative may use a cut-off saw or disc cutter Where damage and/or defects are identified, equipment will be taken out of use Equipment is to be visually inspected prior to use checking for damage and defects Ensure machinery is inspected regular and tracked in a log Ensure cutting disks are replaced when worn by a trained operative	1 x 4 = 4
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with training and authorised to use cut of saws should undertake work Guard on cutting wheel to be correctly adjusted to suit work position Equipment will only be used as described within the manufacturers instructions Suitable eye protection will be worn at all times	1 x 3 = 3
Persons at risk: User			
Hearing damage sustained from the use of cut off saws or disk cutters	5 x 3 = 15	Designated area for cutting to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by user at all times	1 x 3 = 3
Persons at risk: User			
Injuries sustained from equipment vibration	4 x 3 =	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment	1 x 3 =

12	necessary	3
	Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment	
	All operatives are to receive a briefing on the exposure action values and limit values for the equipment used.	
	Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind.	

Persons at risk: User

Entanglement of clothing or hair whilst using abrasive wheel	3		1
	x	User not to wear loose clothing or jewellery	x
	4	If operative has long hair, ensure hair is tied back	4
	=		=
	12		4

Persons at risk: User

2.25.2 Task: Fuelling cut off saw or disc cutters (petrol two stroke oil)

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosion	4	Operatives are to read and understand the COSHH assessment	1
	x	A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions	x
	4	No smoking onsite unless in designated areas	4
	=		=
	16	Ensure fuelling site is shaded and away from any possible ignition source	4
		Keep fuel in correct sealed containers	
		When refuelling, ensure saw fuel cap is replaced securely	
		All operatives included will receive information and instruction regarding the location and correct use of the spill kit	

Persons at risk: User

2.26 Using vibrating machinery

2.26.1 Task: Using vibrating machinery

Hazard	Risk	Control measures	RR
Serious injuries like hand-arm vibration syndrome caused by the extended use of vibrating machinery	5	Where possible, try eliminate or reduce exposure to the lowest reasonably practicable level	1
	x		x
	4	Consult supervisor and employees for extent of use with vibrating machinery	4
	=		=
	20	All workers should have sufficient training and competency in using vibrating machinery	4
		A list of all vibrating equipment that could pose a risk should be collated in the 'tools and equipment' section of the method statement with info on each item including make, model, power, vibration risks, vibration information etc.	
		A list of all employees using equipment should be made and what jobs they will be undertaking with the vibration equipment in the 'description' section of the method statement	
		Make an assessment of how long employees hands are in contact with equipment while its vibrating, ask employees which equipment seems to have high vibration and note other sources of difficulty using equipment in the 'manual handling' section of the method statement	
		Any vibrating activities should be grouped according to whether they are high, medium or low risk	
		High risk (above ELV) activities could include using hammer action tools for more than about one hour per day or some rotary and other action tools for more than about four hours per day	
		Medium risk (above the EAV) activities could include hammer action tools for more than about 15 minutes per day or some rotary and other action tools for more than about one hour per day	
		Ensure employees are not exposed above the ELV If they are, take immediate action to prevent recurrence	
		Where exposure still remains above EAV implement health surveillance and make available job rotation to limit excessive exposure	
Persons at risk: User			
Whole body vibration	4	Chose work equipment with the appropriate design that can help to eliminate vibrations by looking at: the different vibration emissions, if the machine can be operated without stretching and twisting, ease of getting in and out of the machine with minimal climbing or jumping,	1
	x		x
	4	access to manually loaded areas should be unimpeded by the machinery and involve minimal lifting, provide adequate break times, space and facilities for rest	4
	=		=
	16	Choose suitable seats and tyres for the activity	4

Maintain vehicles including seat and suspension

Keep record of unmade roads and ground conditions on the site to know which machines will be suitable for the conditions to reduce shocks and jolts

Design sites to reduce need to transport materials

Provide suitable and sufficient training

Limit duration and magnitude with all reasonable steps to reduce vibration magnitude acknowledging that there is no PPE for whole body vibration

Ensure adequate rest periods

Protect employees from cold and damp

Reduce exposure below the exposure limit value all measures must be design to prevent this level of exposure- if exceeded measure must be implemented to reduce exposure and identify the reason

Persons at risk: User

2.27 Using portable power tools

2.27.1 Task: Using portable power tools

Hazard	Risk	Control measures	RR
Electrocution causing serious or fatal injuries whilst using portable power tools	3 x 5 = 15	Only 110v or battery operated equipment to be used Electric equipment to be kept dry and stored in toolbox to protect from damp and damage Visual inspection prior to use, plugs, leads, power supply (transformer), insulation, switches, RCD(if used), signs of burns, casing, loose parts Damaged or defective equipment including leads to be replaced immediately or fixed by competent person Electrical equipment must not to be tampered with, anything showing evidence of tampering must not be used until tested by a professional Electrical equipment to be PAT tested	1 x 5 = 5
Persons at risk: User			
Hearing loss to site operatives working near noisy power tools	3 x 2 = 6	All operatives trained in risks of noise exposure Suitable hearing protectors should be provided for operatives and any surrounding workers Use low-noise tooling where possible Operatives and the supervisors are to co-ordinate with other workers in the area to ensure that works taking place do not impact one another's safety, where unavoidable operatives working nearby noisy works will be provided with suitable hearing protection.	1 x 2 = 2
Persons at risk: All site operatives			
Serious cuts, injuries or amputations to body parts from the incorrect use of cutting tools	3 x 5 = 15	All operatives to be trained in the safe usage of power tools Always choose the right tool for the job Ensure all portable tools are set up correctly and securely fastened to worktops as per product specifications Ensure any portable tools that are set up, are in a designated safe area avoiding thoroughfare of other workers or vehicles All cutting tools to have safety guards incorporated, fastened securely and regularly checked and maintained Ensure no loose clothing is worn in the vicinity of cutting, and gloves are worn at all time	1 x 5 = 5
Persons at risk: User			

2.28 Using mobile man anchor

2.28.1 Task: Using mobile man anchor

Hazard	Risk	Control measures	RR
Falls from height and back Strain	4	Operatives to be trained in the installation and use mobile man anchors	1
	x	Mobile man anchors are to be used and in accordance with the manufacturers instructions	x
	4	Work area to be checked for uneven ground and to be clear of debris or equipment	4
	=		=
	16	Ensure deck where man anchor is being placed is of sound construction and able to take the weight, anchor weight to be checked to ensure equipment specifications are correct for task	4
		Ensure deck where man anchor is being placed is clean so as to allow for good adhesion of the weights	
Persons at risk: User			

2.29 Using ladders

2.29.1 Task: Using ladders

Hazard	Risk	Control measures	RR
Unsafe or defective ladder failure causing serious injuries to user	4 x 4 = 16	A 'pre-use' check will be undertaken by the user at the beginning of the working day; before a task, and after something has changed, e.g. a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet) The user will check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse The user will check the feet – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt (e.g. soil, chippings or embedded stones) is making contact with the ground The user will check the rungs – if they are bent, worn, missing or loose the ladder could fail The user will check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged. The user will check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse Check the steps or treads on stepladders – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse If you spot any of the above defects, don't use the ladder and notify site supervisor	1 x 4 = 4
Persons at risk: User			
Falls from height whilst using ladder	4 x 5 = 20	All users are trained in the safe use of ladders and working at height Light tools and materials should be secured within a tool belt when climbing ladders User will not overreach whilst on ladder – user to make sure belt buckle (navel) stays within the stiles Three points of contact with the ladder must be maintained at all times User to make sure ladder is long enough or high enough for the task User to ensure ladder is not overloaded – consider workers' weight and the equipment or materials they are carrying before working at height User to make sure the ladder angle is at 75° – you should use the 1 in 4 rule (i.e. 1 unit out for every 4 units up) User to always grip the ladder and face the ladder rungs while climbing	1 x 5 = 5

or descending – user will never slide down the stiles

User should not move or extend ladders while standing on the rungs

User should not work off the top three rungs, and will ensure the ladder extends at least 1 m (three rungs) above area of working

User not to stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms

User to avoid holding items when climbing (consider using a tool belt)

User won't work within 6m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation.

A non-conductive ladder (e.g. fibreglass or timber) will be used for any electrical work

User will maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position

Where user cannot maintain a handhold, other than for a brief period (e.g. to hold a nail while starting to knock it in, starting a screw etc), user will need to take other measures to prevent a fall or reduce the consequences if one happened

For a leaning ladder, user will secure it (e.g. by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, i.e. do not rest a ladder against weak upper surfaces (e.g. glazing or plastic gutters) and user could also implement an effective stability device

Where ladders are operated by a single user, ladder will be fitted with relevant supports for one man use

Where a task takes longer than 30 minutes, an alternative means of access should will be considered

Persons at risk: User

2.30 Working on podium steps

2.30.1 Task: Using podium steps

Hazard	Risk	Control measures	RR
Injuries sustained from the improper use of podium steps	4 x 3 = 12	Podiums steps are only to be erected by operatives who have been trained and assessed as competent. Once safely erected, podiums are to be tagged, signed and dated to confirm it has been inspected and is safe to use Ensure the castors are pointing outwards and wheel brakes are locked" add "once moved into the required location Use the correct size podium for the job to avoid over-reaching Position the podium correctly to avoid over-reaching Only one operative to use the podium at one time Never stand on rails Always have both feet on the platform Make sure the platform is not overloaded Make sure safety gate is shut and locked when you are on the podium Ensure the castors are pointing outwards and wheel brakes are locked Take care not to bang your head on any overhead hazards, wear hard hat at all times Take care not to injure your eyes on any overhead hazards, wear goggles where hazards persist Keep the podium steps away from the overhead electric fittings and cables. It is made of metal which will conduct electricity down to the user Each day, before podiums are used the engineer will check the castors, guards, brakes, rungs, rails and platform to ensure that they are clean and safe Inspection records will be kept in site folder	1 x 3 = 3

Persons at risk: User

2.30.2 Task: Moving podium steps

Hazard	Risk	Control measures	RR
Injuries to person from improper movements of podium steps	4 x 4 = 16	Observe manufacturer's instructions for moving podium steps Keep hands, hair and loose clothing away from all moving parts Never lean ladders or other items against the podium steps - check no one else from site has leant items against your podium step before moving Never move a podium with materials or tools on it Never move a podium with a person on it	1 x 4 = 4

Ensure ground conditions are suitable – flat, level and firm ground (use spreader plates if necessary)

Ensure the castors are pointing outwards and wheel brakes are locked

Ensure that the podium steps are safe and secure if left unattended – even for a short time

Persons at risk: All site operatives

2.31 Preventing falling debris or tools from height

2.31.1 Task: Movement at height

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falling debris or tools	4	All site operatives to follow PPE requirements including wearing of hardhats on site	1
	x		x
	5	Safe working areas to be cordoned off when any works are undertaken overhead	5
	=		=
	20	All working platforms, scaffolding, mobile towers etc. to be erected by a competent person and to include toe boards to eliminate tools falling from height	5
		Any persons working from height to be trained in the safe use of tools, and to be made aware of the dangers from falling tools from above	
		Any areas where the public are exposed to possible falling debris or tools to be protected by the use of safety nets, hoarding and other failsafe structures	
		When working at height around high traffic areas, tools are to be harnessed to the user	
		At no point should materials be carried up ladders	

Persons at risk: All site operatives & public

2.32 Using personal fall arrest / fall restraint equipment

2.32.1 Task: Working with fall arrest / restraint equipment

Hazard	Risk	Control measures	RR
Serious or fatal injuries from unsafe anchorage, and using unsafe or inappropriate fall protection systems	5	All fall protection systems are to be store in safe conditions	1
	x	All operatives using anchorage and harness systems will receive harness and lanyard training and working at heights training prior to work commencing	x
	5		5
	=	All fall protection systems are installed by registered professionals and inspected before use	=
	25	Periodic inspection and certification of installations should be available before undertaking any work Do not use fall protection systems which are not within service inspection date and report out of date equipment as soon as possible Any device which has arrested a fall it must be taken out of service	5

Persons at risk: User

2.32.2 Task: Selecting correct fall arrest / restraint equipment to use for task

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from the failure to observe good practice in fall protection equipment or misuse of equipment	5	Operatives shall be trained in the correct selection, inspection and use of fall arrest / fall restraint equipment	1
	x		x
	5	Correct fall prevention/protection system must only be used for the specific task	5
	=	A qualified person must supervise the setting up of work and equipment	=
	25	A full body harness is always required when using fall protection equipment	5

Persons at risk: User

2.32.3 Task: Rescuing person from fall whilst using fall protection equipment

Hazard	Risk	Control measures	RR
Suspension trauma and orthostatic intolerance from fall and subsequent injuries from not having an effective rescue plan in place	4	Every precaution must be made to prevent operatives from falling in the first place	1
	x		x
	5	Details of rescue procedure to be provided in a separate statement to all involved operatives on site	5
	=	The operatives are trained and competent in use of rescue equipment	=
	20	Sufficient number of trained and competent personnel on site The rescue procedure in place is practised on a regular basis and competence is maintained on record The selection of rescue equipment needs to be appropriate for the	5

nature of work

Prior to starting, a drill will take place to test the effectiveness of the rescue plan. Where a rescue plan is identified as being insufficient a new rescue plan will be implemented and tested.

Persons at risk: All site operatives

2.33 Working from step ladders

2.33.1 Task: Working from step ladders

Hazard	Risk	Control measures	RR
Contact with over head cables causing possible fatal injury through electric shock	3 x 5 = 15	Check prevailing site condition Take care when erecting/positioning step ladders close to an services Do not erect step ladder in close proximity to a power cables - seek advice from supervisor before commencing with work	1 x 5 = 5
Persons at risk: User			
Head injuries caused by falling objects	5 x 3 = 15	Barrier off work area Take care when placing step ladder avoiding thorough fare of workers or public if possible When step ladder is secure, remove any dislodgeable items in close proximity Keep persons away from ladder and surrounding area when carrying out work	1 x 3 = 3
Persons at risk: All site operatives & public			

2.33.2 Task: Working from step-ladders

Hazard	Risk	Control measures	RR
Injuries sustained from the unsafe use of step-ladders	5 x 3 = 15	Operatives will ensure that step-ladders are only used for work that is short-term, of a light nature, that requires one hand to be used, and that can be done without stretching Inspect step-ladders before use to ensure that there are no obvious defects Do not paint stepladders, or use those that have been painted, painting can cover up defects Do not put step-ladders in front of doorways without taking appropriate precautions to prevent people bumping into them and never obstruct a fire exit with a ladder If the step-ladder is being erected in a public area or on a public path, then it is essential to provide proper protection for pedestrians or vehicles before the step-ladder is put up Wherever possible a step-ladder should be footed while someone climbs The step-ladder should be resting on a stable and secure surface The step-ladder should be placed away from overhead and wall mounted power cables	1 x 3 = 3

Step-ladders should never be supported on the bottom rung but always on the feet

Tools etc. should be carried in tool bags or belts rather than by hand, so that the step-ladder can be properly gripped during climbing

Do not lean from ladders or stepladders

Persons at risk: User

2.34 Using mobile elevating work platforms (MEWP)

2.34.1 Task: Operating or manoeuvring MEWP

Hazard	Risk	Control measures	RR
Serious injuries to personal trapped between part of the basket and a fixed structure	5	Always use the correct MEWP for the job	1
	x	All operators are trained in the safe use of MEWP, and will only operate plant they have been trained to use	x
	3	Ensure the operator keeps the platform tidy at all times reducing chances of tripping	3
	=	Use MEWPs with shrouded or protected controls	=
	15		3

Persons at risk: User

Serious injuries to user from the overturning of plant, throwing user from the basket	5	The MEWP shall only be used on firm and level ground	1
	x	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	x
	4	Banksman to be used where possible clash with other site operatives is apparent	4
	=	Ensure localised ground features that pose a risk are removed or covered	=
	20	Operating the MEWP over temporary covers at ground level shall be strong enough to withstand the applied pressure and load	4
		Outriggers must be extended and chocked before raising platform	
		User to wear a harness with fall arrest and connect to anchor point at all times (not for cherry pickers/scissor lifts)", and rescue plan to be agreed prior to work starting	
		Users to calculate the total weight of load including their own weight, ensuring the safe working load of the MEWP is not exceeded.	

Persons at risk: User

Injuries sustained from using unsafe or non-maintained MEWP	4	Visually inspected before each use with recorded inspections made daily	1
	x	Maintained in good physical condition, with materials in basket/cabin kept to a minimum and good house keeping employed	x
	3	MEWP to be tested for safety every six months per PUWER/LOLER regulations, with copies of certificate held onsite	3
	=		=
	12		3

Persons at risk: All site operatives

2.34.2 Task: Working from MEWP platform

Hazard	Risk	Control measures	RR
Serious injuries to user who	5	Ensure work platform is fitted with effective guard rails and toe boards	1

may fall from the basket during work activities	x 5 = 25	Use correct fall arrest PPE, anchored to correct anchorage point within basket Always position the MEWP correctly to undertake the work Always ensure two feet are planted on MEWP platform, and never climb onto basket to undertake any work Users are reminded via daily briefing not to overstretch from the basket to complete work	x 5 = 5
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Persons at risk: User

2.34.3 Task: Operating, manoeuvring or working from MEWP

Hazard	Risk	Control measures	RR
Serious injuries sustained from collisions collide with site operatives, pedestrians, overhead cables or nearby vehicles	5 x 4 = 20	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided Provide suitable traffic management system if risk of collision with pedestrians is likely including the provision of banksman When handling materials in MEWP ensure a safe system of work is employed, check the weight and dimensions of materials and review need to use additional lifting equipment to transport materials to work position Never operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route	1 x 4 = 4

Persons at risk: All site operatives & public

2.34.4 Task: Operating or manoeuvring MEWP in adverse weather

Hazard	Risk	Control measures	RR
Serious or fatal injuries from MEWP overturning due to high winds and falls from damaged platforms after storms/snowfalls	5 x 5 = 25	MEWP's should not be used outside in adverse weather conditions A maximum safe wind speed for operation should be consulted from manufacturers literature Supervisor will check wind levels with anemometer built into MEWP or with own personal anemometer If weather considered safe, only operatives trained and certificated will operate MEWP plant and Inspect the platform before or after severe weather Supervisor to review location of MEWP if operated between buildings where increased wind speed and/or turbulence can cause a problem Operatives will be wearing correct wet weather gear and thermal clothing in cold weather If using a MEWP rated as 'indoor only' think about wind exposure in areas of increased risk like partially clad buildings	1 x 5 = 5

Persons at risk: User

2.34.5 Task: MEWP delivery to and collection from site

Hazard	Risk	Control measures	RR
Overturning or contact with MEWP during delivery or collection	5	Any delivery or collection of MEWP will be undertaken by a trained and IPAF accredited operative only	1
	x		x
	5	Consider size of delivery vehicle and secure delivery location to fit within site conditions	5
	=		=
	25	Any delivery or collection near public highway or public will be adequately segregated to eliminate risk to others	5
		MEWP manufacturers details will be followed during delivery/collection with gradient of ramp being strictly followed to avoid overturning of MEWP	

Persons at risk: All site operatives

2.35 Working on flat roofs

2.35.1 Task: Working on flat roofs

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falling from edge or gaps in flat roof	5	Look at eliminating or substituting the need to work from height by implementing alternative tools or undertake works from below the roofing structure on a tower, scaffold or cherry picker	1
	x		x
	5	Any areas of height at risk of serious or fatal injury needs to have a safe system of work employed by the site supervisor and include a permit to work system	5
	=		=
	25	All site operatives working from height to be trained in the safe method of working from height by own company and inducted by site supervisor on safe system of work	5
		Edges and any openings will need protection during work and should be in place from start to finish of the work; aswell as strong enough to withstand people and materials falling against it	
		Site supervisor to ensure any permanent or temporary access equipment that's been installed has been checked and maintained by competent person before, whilst and after using equipment	
		Where the roof edge is unprotected and the use of full (temporary) edge protection is unsuitable, a restraint lanyard should be used to restrict access to within 2m of the rood edge	

Persons at risk: All site operatives

2.36 Working on mobile scaffold

2.36.1 Task: Working on mobile scaffold

Hazard	Risk	Control measures	RR
Falls or serious injury from collapse of structure due to unsafe erection	4 x 5 = 20	The employer will ensure that all employees required to erect, alter or dismantle mobile scaffolds, receive the necessary training All mobile scaffolds shall be erected to manufacturers / suppliers instructions If a static tower is to be free standing, the height to base ratio, using shortest base dimensions, should be 4:1 for internal use 3.5:1 for external use If the tower is a mobile tower that is fitted with castors or wheels, the ratios are: Inside a building 3.5:1, Outside buildings 3:1. The minimum base dimensions can be increased, and stability improved by the use of out-riggers or stabilisers. The recommended maximum height for a free standing tower is 9.6m when mobile, and 12m when static Mobile scaffolds should not be used outside in adverse weather conditions, If they are to be left erected overnight then they will require the brakes to be applied on the wheels/castors and tied or secured to a permanent structure At all times, operatives are to remain within the guard rails of the mobile tower Operatives are never to stand on guard rails or overstretch out of the safe working area While climbing onto the scaffold tower, operatives are never to climb on the outside of the ladder Ladder hatches are to remain closed at all times when not in use	1 x 5 = 5
Persons at risk: User			
Falls or serious injury whilst working from mobile scaffold tower	4 x 4 = 16	All operatives should be trained in the safe use of mobile towers Mobile scaffolds must not be used or moved on sloping, uneven or obstructed surfaces Overhead obstructions should be noted i.e. ceiling heights, roof members, electrical light fittings etc. and in particular overhead electricity cables when using mobile scaffold Only the access ladder securely installed to mobile tower may be used to access various levels of mobile tower	1 x 4 = 4
Persons at risk: All site operatives			
Injuries sustained from falling objects	4 x 3	A suitable working platform must be provided which is closely boarded, incorporates guard rails and a toeboard on all four sides Mobile scaffolds should never be overloaded	1 x 3

=
12

Materials should be securely stacked and brick guards or netting used

=
3

Persons at risk: All site operatives

2.37 Cable pulling

2.37.1 Task: Cable pulling

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect pulling of new runs of cables	4 x	All hazardous manual handling operations should be avoided so far as is reasonably practicable	1 x
	3 =	The workforce will be trained to, observe safe lifting techniques, and safely handle loads for materials of regular shape or size	3 =
	12	Any heavy or awkward loads should be moved using a handling aid	3
		Team to consider correct and safest method for cable pulling prior to completing the task. Methodology to be briefed and fully understood with team before proceeding	
		Before undertaking any manual handling operations, make sure the route is clear of obstructions	
		Cable drums should positioned in an area that allow a straight pull	
		The use of cable rollers or holders should be implemented to ensure as much friction is reduced as possible	
		All operatives to be wearing correct PPE for the job, including hard hat, gloves, hi vis vest and safety glasses	
		All operatives to pull cables on firm ground, avoiding twisting the body as much as possible by position one self with the load	
		Cables shouldn't be pulled above the shoulders or below the torso of the user	
		Reduce the risk of injury so far as is reasonably practicable	

Persons at risk: User

2.37.2 Task: Pulling cables at height

Hazard	Risk	Control measures	RR
Falls from height whilst pulling cables	4 x	Manual handling at height should be avoided where possible	1 x
	3 =	At all times the selected access equipment should be suitably tied	3 =
	12	All operatives to pull cables on firm and level ground from selected access equipment	3
		Ensure the weight of the cable pulled does not exceed the safe working load of the access equipment	3
		Risk assessments for specific access equipment used will be followed at all times	
		Regular rest periods will be taken	

Persons at risk: User

2.38 Moving pipes, rolls or irregular shaped or sized materials

2.38.1 Task: Moving pipes, rolls or irregular shaped or sized materials

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of pipes, rolls or irregular shape or sized materials	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits It may be possible to roll drums of cable, this should be undertaken as a last resort if the above fails; the area should be cleared and movement of drum controlled by a team of operatives Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3
Persons at risk: All site operatives			

2.39 Moving of general materials of normal size and shape

2.39.1 Task: Moving of materials of a regular shape and size

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of materials with a regular shape and size	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3
Persons at risk: User			

2.40 Movement of boxed materials

2.40.1 Task: Movement of general boxed materials

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of boxed materials	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of boxed materials Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3
Persons at risk: User			

2.41 General mental health

2.41.1 Task: Staff with depression or suspected depression

Hazard	Risk	Control measures	RR
Low mood and thoughts to individual	4 x	First and foremost, please always treat the person with dignity and respect	1 x
Risk of harm to individual and lost time	3 = 12	Offer regular emotion support (check ins) Seek advice from the NICE clinical guidance for depression and follow any GP advice given Work with occupational health services or trained practitioner for support Recommend advice around lifestyle factors such as exercise, diet and sleep Line management to be informed of any medication being taken to ensure the health & safety of the employee Assess any computer based resources that may help such as self help mobile apps Provide advice around available support groups or community and voluntary sector organisations Adopt wellness approach such as 5 ways to wellbeing - https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/	3 = 3

Persons at risk: All site operatives

2.41.2 Task: Staff with suicidal thoughts

Hazard	Risk	Control measures	RR
Individuals with suicidal thoughts may act on these feelings	4 x	Assess how high the risk of suicide is (for emergencies - see emergency section of the method statement)	1 x
Risk of loss of life	5 = 20	Seek advice from specialist mental health services Actively listen to the person and give reassurance and guidance Encourage the person to seek professional help or support from their network Encourage person to have a wellness action plan to help with their recovery Line management to support reasonable adjustments advised by a professional	5 = 5

Persons at risk: All site operatives

2.41.3 Task: Drugs and alcohol use in the workplace

Hazard	Risk	Control measures	RR
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Individuals are at risk of harming themselves and others when under the influence of substances (including prescriptions)

4
x
4
=
16

Drugs & alcohol (D&A) or general wellbeing policy implemented to help recognise and manage incidents along with rehabilitation support

Ensure your own safety at all times when handling situations. Remain calm when dealing with the person. Always express concerns in a non-judgemental, supportive and non-confrontational manner as aggression may arise

Follow emergency incident controls where a poisoning or overdose event is apparent

Provide advice to general support available such as NHS - <https://www.nhs.uk/live-well/alcohol-support/> Drink Aware or Alcohol change

Consult available OH professional or employee assistance programme (EAP) and consult with your HR / H&S competent persons to assess the individual's for fitness to work

1
x
4
=
4

Persons at risk: All site operatives

2.41.4 Task: Staff diagnosed with anxiety disorder or suspected symptoms

Hazard	Risk	Control measures	RR
Individuals at risk from poor mental health resulting in harm or injury to themselves	4	Always hold private meetings to discuss concerns. Be mindful of personal space and respect the person's confidentiality	1
	x		x
	3	Recommend some lifestyle support such as mindfulness, talking therapies and local support groups	3
	=		=
	12	Seek additional professional help where post traumatic stress disorder is suspected (PTSD) and follow any general advice given by a healthcare provider	3
		Call for first aid assistance if you think a panic attack is underway	
		Recommend and encourage self help strategies such as limiting caffeine intake, engaging in leisure time and ensure good nutrition	

Persons at risk: All site operatives

2.41.5 Task: Individuals self harming

Hazard	Risk	Control measures	RR
Individual at risk from major injury where they engage in self harm	3	Persons to be approached privately and in confidence.	1
	x	Assess person if more harm could occur (risk of suicide)	x
	4	Listen and communicate in a non-judgemental manner. Seek advice from medical professional as required. Remain calm and respectful at all times with empathy expressed.	4
	=		=
	12	Work with the person to create new coping strategies and check in regularly	4
		Seek medical help immediately where medical emergency found (deep laceration)	

Persons at risk: All site operatives

2.41.6 Task: Individuals with an eating disorder or suspected eating disorder

Hazard	Risk	Control measures	RR
Individuals at risk of harm and illness from their eating disorder	3 x	Always treat the manner with respect, dignity and confidentiality and seek advice with HR functions	1 x
	3 =	Encourage the person to speak to their GP about support. Assessment through a SCOFF questionnaire may be offered and results / advice are to be followed	3 =
	9	Offer advice and support from available resources and EAP service	3

Persons at risk: All site operatives

2.41.7 Task: Individuals with more complex and specialist mental health disorders

Hazard	Risk	Control measures	RR
Specialist conditions such as Personality disorders & psychosis	3 x	Ensure your own safety at all times when supporting individuals. Look to ensure the person is in no danger and try to understand what the person is saying to you. Never belittle, irate or embarrass the person	1 x
Injury to an individual and colleagues	5 =	and seek specialist medical help	5 =
	15	Try to create a calm, non-threatening atmosphere. Never shout, argue or criticise the person and express empathy for the person's emotional distress. Comply with reasonable requests and use simple and short language to help with communication	5
		Line management to work with the person to understand the best individual management plan. Discuss options for professional intervention and support and reach out to the individual's friends and family to help create support	
		Contact the emergency services where required	

Persons at risk: All site operatives

2.42 Site surveying

2.42.1 Task: Accessing site for surveying

Hazard	Risk	Control measures	RR
Injury from falling	3	Access to buildings to have been pre-arranged before site work begins.	1
	x	The	x
	4	surveyor is to ascertain at the time of survey whether access is safe or unsafe.	4
	=		=
	12	All site operatives to attend site induction by principal contractor to be informed of safe working conditions onsite.	4
		Do not enter buildings/rooms where there is risk of falling debris or weak flooring.	
		Hazard awareness in place to look for slip / trip hazards; point of work risk assessment completed to ensure all hazards have been accounted for; preferably work to take place as a team / with your host to eliminate lone worker and be under the knowledge of someone who is familiar with site	

Persons at risk: User

2.42.2 Task: Working in inclement weather

Hazard	Risk	Control measures	RR
Exposure or hypothermia from working outside	3	Staff will wear hi-vis vests for the duration of the survey.	1
	x	In cold weather staff are to dress accordingly.	x
	4	Welfare areas to be used to warm up; hot drinks to be consumed in welfare areas	4
	=		=
	12		4

Persons at risk: User

2.43 Installing heras fencing

2.43.1 Task: Installing heras fencing

Hazard	Risk	Control measures	RR
Trips or striking injuries sustained from improper installation of heras fencing	3	Once heras fencing delivered, check panels for integrity, any damaged panels are to be quarantined and removed from site	1
	x		x
	5	Fence footings then fencing panel will be installed in sequential order to avoid tripping over footings	5
	=		=
	15	All fence panels to be lifted by way of two man lift or by mechanical means	5
		All operatives to wear correct PPE including gloves, steel cap boots and hard hats	
		Fencing line will be double clipped	
		Braces to be used over uneven ground or where fence panels are erected in long line	
		Gated sections will be installed to allow for regular access and egress into the working area	
		Heras fencing to be weighted where high winds have been evaluated.	

Persons at risk: All site operatives & public

2.44 Safe storage of fencing

2.44.1 Task: Safe storage of fencing materials

Hazard	Risk	Control measures	RR
Trips or striking from movement of fencing if not stored correctly	4	Safe working area to be designated for delivery of fencing materials	1
	x		x
	4	The fence materials must be stored / stacked lying down or stored in a stillage	4
	=		=
	16	Site materials to be stored in accordance with delivery / logistic plans on site	4
		Fence materials must not be propped up against walls, lamp posts or trees	
		Fence materials should be stored as close to the prospective fence line as possible to minimise risk of inadvertently coming into contact with members of the public	

Persons at risk: All site operatives & public

2.45 General carpentry works

2.45.1 Task: General joinery works

Hazard	Risk	Control measures	RR
Workers risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades	4 x 5 = 20	Refer to hand tool risk assessment for safe use of machinery All machines guarded according to manufacturers' instructions Machinery / blades to be inspected and replaced as required Machinery / blade to be inspected and maintained in accordance with manufacturer instructions Guards inspected regularly and maintained as necessary to ensure their good condition Workers have sufficient space at machines to work safely All workers trained in safe use of machines by a competent person	1 x 5 = 5
Persons at risk: User			
Lung, skin & eye damage caused by exposure to wood dust during sanding or cutting	4 x 4 = 16	Ensure workers never dry sweep wood dust, which will only spread the dust around Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter Safety goggles worn when cutting wood Any cutting to be completed in a well ventilated area where possible Ensure first aid kit contains eye wash or an eye wash station is provided in close proximity to cutting area Clothing to cover the skin to be worn RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	1 x 4 = 4
Persons at risk: User			
User susceptible to back injury and long-term pain if regularly lifting or carrying heavy or awkward objects, also risk cuts when tooling, or splinters	4 x 3 = 12	Refer to method statement on safe lifting techniques Workbenches and machine tables set at a comfortable height to work from Appropriate gloves provided for handling tooling and protection from splinters Clothing to cover the skin to be worn Material secured on bench with vice to secure material and prevent from slipping	1 x 3 = 3
Persons at risk: User			
The inhaling of hazardous	4	A lower risk alternative should be always used as a first option where	1

substances such as MDF which may induce difficulties breathing or cause asthma to some

x

4

=

16

- one exists. Eg. use a 'no added formaldehyde' MDF board or low-emission MDF board if practicable to do so
- Ensure a designated cutting station/area is located onsite away from other workers in a well ventilated area
- Dust masks to be used at all times when cutting or sanding
- Use an effective dust extraction system whenever MDF is machined or sanded as a minimum requirement, all cutting to be undertaken in a well ventilated area
- Use vacuum cleaners with high performance filters (HEPA) to clean up MDF dust
- Ensure good housekeeping onsite, 'clean as you go' is implemented across the site
- RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required

x

4

=

4

Persons at risk: All site operatives

2.46 Avoiding buried services

2.46.1 Task: Carrying out work on or near underground services

Hazard	Risk	Control measures	RR
Severe or potentially fatal burns to the hands, face and body caused by the explosive effects of arcing current when a live cable is penetrated by a sharp object such as the point of a tool	5	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely	1
	x		x
	5	Obtain service drawings from utilities companies or client with relevant information about the site	5
	=		=
	25	Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient	5
		Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area	
		Allow sufficient time and provide sufficient resource to do the work safely	
		Avoid using hand-held power tools over the buried electrical cables, never assume depths; you may find cables at shallower depths than 450mm	
		Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables	
		Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations	
		If cable is struck with a mechanical digger, drivers should be instructed to stay in the cab	
		Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground	
		HSG 47 document to be followed; permit to work process to be followed at all times	
		Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services.	

Persons at risk: User

Damage to gas pipes and connections causing leaks resulting in fire or explosion	5	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely	1
	x		x
	5	Obtain the most recent service drawings from utilities companies or client with relevant information about the site	5
	=		=
	25	Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient	5

Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area

Allow sufficient time and provide sufficient resource to do the work safely

Locate PE gas pipes by hand digging before mechanical excavation begins, do not use mechanical excavators within 500 mm of a gas pipe

Mechanical excavation around gas services should be carefully managed and planned and only used where hand tools are not sufficient

When mechanical excavation is undertaken, another person should assist the excavator driver, from a position where they can safely see into the excavation and warn the driver of any services or other obstacles

Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables

Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations

Where striking of gas supply has taken place, prohibit smoking, and extinguish all naked flames and other sources of ignition within at least 5 m of the leak, evacuate everyone from the immediate vicinity, warn the occupants to leave the building, and any adjoining building, inform the gas distribution network operator

Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground

HSG 47 document to be followed; permit to work process to be followed at all times

Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services

Persons at risk: All site operatives & public

Damage to surrounding property and financial losses when striking a water supply pipe

4
x
3
=
12

Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely

Where work is carried out near water mains, obtain plans from the relevant water company and use a pipe locator

Plastic pipes will not be detectable by most detecting devices, therefore follow safe digging practices, using hand tools as far as practicable

At bends in mains, concrete thrust blocks may be used, under no circumstances will thrust blocks or the ground supporting them be disturbed

Support exposed water pipes, as necessary, and use the correct method of backfilling

If a water pipe or its wrapping is damaged, inform the relevant water company or water authority – and the owners of any other underground

1
x
3
=
3

services which may be affected – immediately.

Never make unauthorised repairs.

Spill kits to be used and to contact water company for emergency isolation

Persons at risk: User

2.46.2 Task: Contact with service

Hazard	Risk	Control measures	RR
Delay calling correct services if contacted, causing further damages to persons or property	5 x 5 = 25	For gas/electric - evacuate the trench and keep all persons well back, extinguish all flames and cigarettes, call the gas/electric company immediately, warn adjacent residents/occupiers if necessary, inform principal contractor and other necessary company supervisors lastly. Network operator to be informed immediately and only to fight fire if safe to do so. Site emergency plans to be followed at all times and arrangements tested for effectiveness In the event of injury or explosion, call the emergency services on 999. For water - contain the water in the trench if possible or divert to a safe point e.g. a gully. Inform the water company and inform principal contractor and other necessary company supervisors lastly.	1 x 5 = 5

Persons at risk: All site operatives & public

2.47 Excavation

2.47.1 Task: Excavation of soil

Hazard	Risk	Control measures	RR
Soil collapse from excavation, fatally trapping workers	5	Provide ground condition reports to all contractors making them aware of conditions	1
	x		x
	5	Provide information on underground structures, water courses and location of existing services to all contractors involved	5
	=		=
	25	Ensure safe access and egress provided to all excavation with secured ladder or steps extending allowing for 1 meter above excavation for safe egress/access	5
		Shore or step excavations, and ensure all materials are available onsite before works starts - don't assume ground will stand unsupported	
		Make sure any adjacent structures are not undermined – dig well away from them	
		Undertake battering of excavation sides to a safe angle of repose as needed - the angle of slope should be less than the natural angle of repose of the material being excavated, in wet ground a considerably flatter slope will be required	
		Support the excavation as work proceeds	
		Check the excavation each day before work starts and after any event that may affect its stability – eg a fall of material or poor weather. Keep records so people can be sure it is safe for work to continue	
		Excavations to be placed onto temporary works register and temporary works	
		Coordinator / Supervisor (TWC / TWS) to ensure safe systems of work are in place; sloping, benching, shoring and shielding (e.g. trench boxes) to be considered	

Persons at risk: User

2.47.2 Task: Movement of plant above excavation

Hazard	Risk	Control measures	RR
Surcharging of soil and collapse of excavations trapping or pulling in workers to excavation	4	Vehicle routes to be planned out before works are undertaken, and suitable barriers installed to maintain a safe distance from the excavation edge	1
	x		x
	5	Horizontal loads should be assessed by a competent person and the excavation supports that are installed should be designed to resist them	5
	=		=
	20	Spoil from excavations to be placed away from the side of an excavation by a distance of 1.5 m. Where the excavation depth exceeds 1.5m, this distance needs to equal the depth of the excavation	5
		If any boulders present in spoil, these are to be pushed into the spoil heap with the excavator bucket	

Temporary support shall be strengthened where buildings and other structures will create a surcharge, to take account of the additional loading to the ground

Additional temporary support is provided for work on sloping sites where there is surcharging on the uphill side of the excavation

Persons at risk: All site operatives

2.47.3 Task: Working within excavations

Hazard	Risk	Control measures	RR
Falling or dislodging material causing injuries to site staff	5	Head protection to be worn at all times	1
	x	Install edge protection including toeboards, projecting trench sheets or box sides to protect against falling materials	x
	3	Check excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls, and seek guidance from an engineer whether extra support for any nearby structures is needed	3
	=		=
	15	Do not park plant and vehicles close to the sides of excavations, these extra loadings can make the sides of excavations more likely to collapse 02 monitoring equipment to be used as required Full safe system of work to be implemented including confined spaces permit and emergency escape plan Team to be trained in confined space awareness / management	3

Persons at risk: All site operatives

Asphyxiation caused by contamination of oxygen	4	Excavations are considered a confined space, and risk assessment shall be undertaken when planning to work within excavations that test for low oxygen, toxic gases, and hazardous fumes	1
	x		x
	5	Any plant being used for or near excavations shall be positioned away to ensure diesel fumes do not flow down into excavation pit whilst workers are working within excavations	5
	=		=
	20		5

Persons at risk: All site operatives

2.47.4 Task: Movement above excavation

Hazard	Risk	Control measures	RR
Site staff falling into excavations suffering serious injuries	5	Edges of excavations to be protected with substantial barriers where people are liable to fall into them	1
	x	Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or	x
	4	fabricated guard rail assemblies that connect to the sides of the trench box; or	4
	=	the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth	=
	20		4

Persons at risk: All site operatives

2.48 Loss on site (theft / property damage)

2.48.1 Task: Loss on site (theft / property damage)

Hazard	Risk	Control measures	RR
Theft of equipment and materials on site	5	Where possible, tools and equipment to not be left on site overnight	2
	x	Secure materials and equipment so that they cannot be seen	x
	2	Suitable insurance in place in order to protect asset for claims	2
	=	Consider liaising with local police crime prevention officer	=
	10	Install warning signage to deter thieves	4

Persons at risk: All site operatives

Property damage due to unoccupied premises	5	Access gates to be locked at the end of each day	2
	x	Compounds are secured and anti-theft containers used on site	x
	2	CCTV to remain operational at all times	2
	=	Security monitoring to take place - either person or security guard and dog patrolling	=
	10		4

Persons at risk: All site operatives

2.48.2 Task: Arson

Hazard	Risk	Control measures	RR
Property damage. Harm to persons on site	2	Ensure measures specified within the site fire risk assessment (FRA) are implemented and followed at all times	1
	x		x
	5	Secure waste containers / skips at all times	5
	=	Ensure hazardous substances are kept in secure suitable storage when not in use	=
	10	Good housekeeping levels maintained throughout site	5

Persons at risk: All site operatives

2.49 Unauthorised access

2.49.1 Task: Unauthorised access onto site during working hours

Hazard	Risk	Control measures	RR
Uninvited person on site. Harm or injury to persons and / or property	2 x	Site access arrangement through key card, biometric system or key code access. Details are not to be shared outside the organisation	1 x
	3 =	Only booked visitors may enter the site and accompanied by their host at all times	3 =
	6	All persons to site shall be logged with an appropriate system to track movements of people	3
		CCTV installed around the premises with backup system in place for retaining footage Site access is monitored and maintained by dedicated security staff Site hoarding installed Report any security concerns immediately to your line manager or host Regular inspection / monitoring completed on site to ensure security measures are not compromised Regular maintenance of fencing / hoarding must be in place	

Persons at risk: All site operatives

2.49.2 Task: Unauthorised access to site outside of working hours

Hazard	Risk	Control measures	RR
Trespassing, vandalism and damage to site / equipment	2 x	Site access shall be locked at the end of each working day	1 x
	2 =	CCTV shall be in place to monitor the site	2 =
	4	The use of security personnel shall be implemented (security booth) with regular site monitoring (foot or car patrol)	2
		The installation of PID / Armadillo tripod or similar intruder alarm systems The installation of PIR / proximity lighting systems to act as a deterrent Suitable security signage to be installed around the site boundary 2m high perimeter / boundary hoarding to be installed and maintained at all times. Consideration given to installation of barbed / razor wire Anti-climbing paint to be considered on hoarding Ensure immobilisation of site vehicles / equipment when not in use Some specific equipment may require additional procedures in place to ensure they cannot be used or vandalised Anti theft containers and lockers to be used Remind regular workers to not keep valuables in any welfare lockers	

overnight

Persons at risk: All site operatives

Persons at particular risk trespassing on premises (children). Children engaging in horseplay.	2	Excavations and pits are covered up when site is not in operation	1
	x	Vehicles to be isolated / immobilised	x
	5	Access ladders to be removed	5
	=	Look to work with local schools to promote the dangers of construction sites	=
	10		5

Persons at risk: All site operatives

2.50 Raising / lowering materials by Ginny wheel and rope

2.50.1 Task: Operating Ginny wheel and rope

Hazard	Risk	Control measures	RR
Overloading, or incorrect installation leading to falling materials or collapse causing serious injuries or fatality to those on ground level	4	Other mechanical means to be assessed prior to using a gin wheel (e.g. lifting beam / hoists)	1
	x		x
	5	SG9:21 guidance to be utilised	5
	=		=
	20	All operatives shall work under the full supervision of the lead scaffolder who shall supervise the rising and lowering of all materials	5
		All associated lifting equipment & support must be inspected prior to use by the lead scaffolder	
		The Ginny wheel shall thoroughly examined before use and suitably fixed at 2 points and restrained by using load bearing couplers only	
		Loading shall not exceed 50kg and no one to stand under any raised or lowered loads	
		The wheel should be secured in position with 2no. right angle couplers either side of the wheel, with the wheel positioned no further than 750mm away from the outside leg.	
		When the working platform is used for storage, toe boards and a fully board platform shall be installed progressively to prevent materials falling from any level	
		A safety zone will be created using suitable physical barriers with all the necessary warning signs to control and divert persons at risk away from the work area	

Persons at risk: All site operatives & public

2.51 Erecting / dismantling scaffolding systems

2.51.1 Task: Raising or lowering scaffold materials

Hazard	Risk	Control measures	RR
Injuries sustained from strains, pulled muscles, impact injuries or rope burns whilst handling scaffold materials	4 x 3 = 12	When lifting/carrying scaffolding materials only carry recommended amounts Tie materials correctly when using a gin wheel and rope, if passing hand to hand, ensure receiver has the material in grasp before releasing Wear correct PPE at all times Only competent operatives to erect scaffolding and will use correct manual handling techniques Check gin wheel and rope in good order, exclusion zone in place All equipment to be regularly inspected and serviced by a competent person	1 x 3 = 3

Persons at risk: All site operatives & public

2.51.2 Task: Installation of ties, ring bolts, anchors etc

Hazard	Risk	Control measures	RR
Serious injuries sustained to from collapse of structure	3 x 5 = 15	Test minimum of 3 anchors and at least 5% of total job Ties/anchors & physical to be fixed/removed as works progress In- house company testing regime to be implemented at all times TG4:19 (proof test) requirements to be followed Failed equipment to be removed immediately from service; good practice NASC guidance to be followed at all times	1 x 5 = 5

Persons at risk: All site operatives & public

2.51.3 Task: Erecting or dismantling either tube and fitting or system scaffolding from height

Hazard	Risk	Control measures	RR
Serious or fatal injuries to operatives from height whilst erecting or dismantling scaffolding	5 x 5 = 25	Safe system of work in place and briefing given to operatives Use only trained, competent and skilled drivers/operatives Correct PPE to be worn at all times including fall arrest systems Install exclusion zone below the work area Keep scaffold materials clear of buildings when lifting Progressively position and fix ladders All work to be carried out within the SG4:15 NASC Guidance Erect ties as work proceeds Cease work if adverse weather prevails Close supervision of work force	1 x 5 = 5

Persons at risk: User

2.51.4 Task: Rescue of someone who's had a fall when harness is attached to anchor point

Hazard	Risk	Control measures	RR
Suspension trauma and potential injury to those carrying out the rescue	5	Fall prevention must be considered in the first instance, install span-set running lines, inertia blocks and protection decks	2
	x		x
	4	It is important that a rescue plan is in place and understood by the scaffold operatives before work commences	4
	=		=
	20	See specific rescue plan supplied by site supervisor	8

Persons at risk: User

2.51.5 Task: Erecting or dismantling haki roofing system from height

Hazard	Risk	Control measures	RR
Falls of men and materials	4	Pre-dismantle checks to be undertaken, ties, boards, guard rails, and ensure scaffold is cleared of debris by user/main contractor	1
	x		x
	4	Follow haki roof system user guide when erecting/dismantling	4
	=	Install exclusion zone below the work area	=
	16	Install span set running lines and retractable inertia blocks to Haki system temporary roof	4

Persons at risk: All site operatives

2.51.6 Task: Incomplete platforms

Hazard	Risk	Control measures	RR
Fall of men and materials causing serious or fatal injuries from incomplete platforms	5	Installation of hard barriers and relevant warning signage clearly displayed, to prevent access	1
	x		x
	5	Fixed barriers should be used where possible	5
	=	Mobile man safe or use of eyebolts to be assessed	=
	25	All working at height equipment to receive pre use inspection and ongoing testing / servicing requirements as per manufacturer instructions	5

Persons at risk: All site operatives & public

2.51.7 Task: Collapse of scaffold when erected and during erection or dismantle

Hazard	Risk	Control measures	RR
Serious or fatal injuries from falling materials or men	4	Operatives must inspect material prior to erection	1
	x		x
	5	Client and other contractors to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag	5
	=	No modifications will be made to the scaffold, especially removal of ties or structural members - any modifications will be approved by	=

20

scaffolding supervisor

5

Scaffolds to be physically tied throughout all stages of erection and dismantling

Levels of materials stored on the scaffold should be kept to the lowest possible level at all times and offloaded safely when ever possible

Scaffolds to be located upon firm and solid foundations that are capable of withstanding all impose loading

Persons at risk: All site operatives & public

2.52 Delivery and collection of scaffolding

2.52.1 Task: Delivery and collection of scaffolding by hand

Hazard	Risk	Control measures	RR
Impact or collision with persons, property and or vehicle whilst delivering or collecting scaffolding by hand	4	Use only trained, competent and skilled drivers/operatives	1
	x	Driver to be made familiar with the site layout before arrival, and entry and reversing operations to be supervised at all times	x
	2	New Roads and Street Works Act (NRSWA) trained staff to design, use and work on public highways	2
	=		=
	8	Scaffolders to undergo site induction and made aware work areas	2
		Scaffolders to wear PPE as per method statement at all times	
		Site supervisor to install exclusion zones and display clearly all relevant signage	
		If works are on the public highway, cones and signage must be in place together with pedestrian management	
		Access ladder onto trailer and hand rails or other type of fall prevention to be in place providing safe access onto vehicle, with materials banded wherever possible	
		Access-ways and drive through routes to be kept clear and unobstructed at all times	

Persons at risk: All site operatives & public

2.52.2 Task: Offloading and loading of scaffolding materials using lorry mounted crane

Hazard	Risk	Control measures	RR
Impact or collision with persons, property and or vehicle whilst delivering or collecting scaffolding by lorry mounted crane	5	Use only trained, competent and skilled operators of lorry mounted crane	1
	x		x
	3	Exclusion zones will be in place and relevant signage displayed clearly before unloading or loading any scaffolding materials	3
	=		=
	15	Use only certified lifting and well maintained lifting gear, all lifting gear will be inspected regularly by trained operative at main depot, operatives must be in possession of valid training card (IPAF / CPCS for vehicle mounted HIABs)	3
		Loads may only be lifted below safe working load of 1 TON	
		Vehicle will be parked on safe and level ground with outriggers extended as necessary	
		Site logistics and traffic management plan (TMP) to be followed at all times	
		Drivers to not exceed guidance working hours (i.e. in accordance with tachograph driver card	
		Fleet companies encouraged to be a member of safe driving scheme such as CLOCS or FORS	

Persons at risk: All site operatives & public

2.53 Installation of roof trusses

2.53.1 Task: Installation of roof trusses

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falls, loss of footing or collapse of structure	5 x	Weather conditions (in particular wind speed) must be acceptable for truss installation work	1 x
	5 =	The joists and stair opening at the first-floor level are to be fully boarded	5 =
	25	The scaffolding lift is to be a convenient height for both safety and access into trusses - 'hop up' may be needed	5
		The wall plate must be of sufficient height above the working platform to offer edge protection when lifting trusses into position on the wall plate (950mm)	
		Where possible, roof trusses are to be assembled on the ground and lifted into position as a completed roof unit	
		Otherwise trusses are to be lifted onto the scaffold by mechanical means or with enough persons to ensure safety	
		Sufficient temporary boards are to be in position so that joiners can easily position and secure them within the trusses	
		Trusses are not to be left in a temporary un-secured state. Trusses must be secured and braced before being left	

Persons at risk: All site operatives

2.54 Using concrete blocks

2.54.1 Task: Moving blocks around site to load out

Hazard	Risk	Control measures	RR
Strains from weight of Blocks or falls from height	3	Depending on size of the blocks, separate if required to reduce weight	1
	x	Ensure the loads are mechanically loaded as near to work point as possible	x
	3	Ensure either safety netting or air bags are placed in the void below the work area	3
	=		=
	9	Stop work in severe weather or when you think conditions become unsafe and consult management	3

Persons at risk: User

2.54.2 Task: Cutting blocks

Hazard	Risk	Control measures	RR
Breathing in of dust created whilst cutting and injuries to eyes	3	Ensure cutting is carried out in a well ventilated area or local exhaust ventilation to be used	1
	x		x
	2	Wear a dust mask with face fit testing if prolonged cutting is to be carried out or working on a poorly ventilated area	2
	=		=
	6	Pre use inspection prior to using equipment to ensure correct disc used and no faults found	2
		Ensure goggles are worn when using abrasive wheels	
		Ensure operatives have had abrasive wheel training	
		Ensure disposable coveralls are worn	

Persons at risk: User

2.55 Installing timber joists

2.55.1 Task: Installing timber joists

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falls or collapse of structure	4	Only trained and experienced joiners to undertake work, If inexperienced they are to work under the direct supervision of an experienced worker at all times	1
	x		x
	5	Fall protection should be positioned at the earliest possible opportunity and prior to joists being positioned	5
	=		=
	20	Wall plate must be of sufficient height above working platform to offer edge protection when lifting trusses into position on the wall plate (950mm)	5
		Access will be provided in the form of protected working platforms, joiners will not walk on wall heads as means of access	
		Joists are to be handled by sufficient people to maintain stability as well as manual handling hazards	
		Joist to be adequately braced or chocked to prevent rolling or moving	
		Joists must not be loaded until they are permanently braced and fixed	
		If access is required onto the joists, they must be adequately fixed and boarded to provide safe access and safe working platform, including edge protection	
		All temporary access onto the joists must be removed from the plot when the plot is left unattended	
Persons at risk: All site operatives			

2.56 Fitting Roof and Low-level Roof Trusses

2.56.1 Task: Fitting Roof and Low-level Roof Trusses

Hazard	Risk	Control measures	RR
Being struck by hoisted trusses	4 x 3 = 12	Stand clear until banks man has truss in position	1 x 3 = 3
Persons at risk: All site operatives			
Cutting hands or fingers from cutting and fixing wall plates	4 x 2 = 8	Appropriate PPE to be worn Consult Using power tools risk assessment if unsure	1 x 2 = 2
Persons at risk: All site operatives			
Nail deflecting and hitting body when bracing trusses	5 x 3 = 15	All tools to be inspected before use. Appropriate PPE to be worn Consult Using power tools risk assessment if unsure	1 x 3 = 3
Persons at risk: All site operatives & public			
Cutting fingers or hands when fitting fascia and soffit	4 x 2 = 8	Appropriate PPE to be worn Consult Using hand tools risk assessment if unsure	1 x 2 = 2
Persons at risk: All site operatives			

2.57 Safe storage of steel

2.57.1 Task: Safe storage of steel

Hazard	Risk	Control measures	RR
Injuries caused by being struck or crushed by moving steel stock	4	Stock should be stored and stacked so that it is not likely to fall or move and cause injury	1
	x		x
	5	Any storage racking used is to be SEMA certified as required and operatives to be briefed on safe stacking of materials	5
	=		=
	20	Likely damage, for example from lift trucks, should be taken into consideration when installing any storage racking, and must be properly installed, regularly inspected, maintained and safely used	5

Persons at risk: All site operatives

2.58 Piling works

2.58.1 Task: Pilling works

Hazard	Risk	Control measures	RR
Plant instability caused by gradients, variable ground conditions, and/or inadequate bearing capacity	5	Consider the type and size of rig(s) to be used, track bearing pressures and the requirements for adequate safe working space, exclusion zones and storage areas	1
	x		x
	5	The physical limits of the designed platform should be clearly defined on site	5
	=		=
	25	Evaluate the balance between optimum earthworks scheme and optimum pile foundation scheme	5
		Competent specialist contractor to be used and ground type to be considered	
		HSE guidance notes to be followed	
		Annual Inspection Certificate & Servicing Schedule	
Persons at risk: All site operatives			
Injury to workforce, electrocution, due to overhead services	5	Instigate appropriate method statements and attach lifting plan	1
	x	Agree working clearances with utility companies	x
	5	Utilise smaller/low headroom plant if required, possibly with a change of construction technique if technically acceptable	5
	=		=
	25	GS6 document to be followed	5
		Non-conductive materials to be used in vicinity as possible.	
Persons at risk: All site operatives			
Personal injury or death, damage to construction plant and/or surrounding property, delay to project. due to unexploded explosive ordnance (UXO)	3	Undertake preliminary risk assessment and if possibility of UXO is identified	1
	x		x
	5	notify client of his CDM responsibilities should it appear they have not been	5
	=		=
	15	discharged. Follow on with detailed assessment and risk mitigation. Implement	5
		UXO risk management strategy and emergency response	
		Specialist contractor to be used	
		UXO surveys to be cross referenced where available or survey commissioned where risk of UXO is likely	
Persons at risk: All site operatives			
Miss-use of piling plant	5	Operators must be trained and competent in the operation of piling equipment. Both the operator and his supervisor should be made	1
	x	familiar with the operational controls and the supplier's instructions of	x
	5	the specific piling equipment in use	5

=
25

=
5

Persons at risk: All site operatives

2.58.2 Task: Piling near to the top of slopes

Hazard	Risk	Control measures	RR
Slope failure, rig overturning	5 x 4 = 20	Consider the type and size of rig(s) to be used, track bearing pressures and the requirements for adequate safe working space, exclusion zones and storage areas. The physical limits of the designed platform should be clearly defined on site. Evaluate the balance between optimum earthworks scheme and optimum pile foundation scheme	1 x 4 = 4

Persons at risk: All site operatives

2.59 General demolition

2.59.1 Task: Falls from height

Hazard	Risk	Control measures	RR
Injury from falling from edges, through openings, fragile surfaces and partially demolished floors.	2 x 5 = 10	Avoid working at height where possible Hazards such as fragile surfaces and openings to be highlighted with signage markings Fall restraint or arrest equipment to be given consideration depending on type of fall Permit to work system used as per company requirements	1 x 5 = 5

Persons at risk: All site operatives

2.59.2 Task: Falling materials

Hazard	Risk	Control measures	RR
Injury from flying debris and uncontrolled collapse of structures	3 x 5 = 15	Suitable structural survey in place before starting the task Suitable Method statement / demolition plan produced, appropriate and communicated to the workforce Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary covered walkways Using high-reach machines Reinforcing machine cabs so that drivers are not injured Training and supervising site workers	1 x 5 = 5

Persons at risk: All site operatives & public

2.59.3 Task: Connected services

Hazard	Risk	Control measures	RR
Gas, electricity, water and telecommunications	3 x 5 = 15	Equipment to be located with cat / genny scanning and service drawings Services to be disconnected or isolated using an appropriate safe system of work Pipes and cables to be labelled and introduce measures to prevent disturbance Consult HSG 47 as required	1 x 5 = 5

Persons at risk: All site operatives & public

2.59.4 Task: Traffic management

Hazard	Risk	Control measures	RR
Injury from person and vehicle collisions	3 x	Effective traffic management systems / plan (TMP) on site Segregated paths to separate persons from vehicle movements	1 x

	5	Vision aids or banksman to be used	5
	=	Turning circle or turning area to be designated	=
	15	Zero tail swing machines should be used	5

Persons at risk: All site operatives

2.59.5 Task: Hazardous materials

Hazard	Risk	Control measures	RR
Dust and respirable crystalline silica (RCS). Risk of respiratory illness or skin condition	3	Off site building techniques used as required	1
	x	COSHH assessments in place	x
	4	Wet techniques used where possible to limit dust release	4
	=	Local exhaust ventilation or natural ventilation utilised	=
	12	Occupational health checks completed	4
		Staff made aware of occupational health dangers (Toolbox talks)	
		Adequate welfare provided	
		Stockpiles to be shielded from the wind	
		Suitable gloves issues to prevent skin conditions	
		Suitable dust masks (FFP3) provided with face fit testing	

Persons at risk: All site operatives & public

Lead	3	Lead (paint) surveys completed prior to works as required	1
	x	Health surveillance arrangements in place	x
	4	Awareness instruction through toolbox talk	4
	=	Specialist contractor appointed	=
	12		4

Persons at risk: All site operatives

Asbestos - asbestos related disease	4	Asbestos refurbishment / demolition survey completed prior to works	2
	x	Asbestos containing materials (ACMs) removed prior to starting works	x
	4	Specialist contractor appointed and consulted as required	4
	=	Asbestos discovery process implemented	=
	16	Staff have asbestos awareness training	8

Persons at risk: All site operatives

2.59.6 Task: Noise & vibration

Hazard	Risk	Control measures	RR
Hearing damage or hand arm vibration syndrome (HAVS)	3	Noise survey and monitoring in place	1
	x	Acoustic barriers installed where required	x

4	Designated noise hazard zones installed	4
=	Designated noisy work time scheduled	=
12	Job rotation in place	4
	'Buy quiet' / 'buy smooth' policy in place	
	Toolbox talk completed about noise awareness	
	Equipment maintained in accordance with manufacturer instructions	
	Occupational health checks completed	
	Hearing protection provided	

Persons at risk: All site operatives

2.59.7 Task: Fire - including explosions

Hazard	Risk	Control measures	RR
Fire - including explosions	3	On site fire risk assessment in place	1
	x	Muster assembly point in place	x
	5	Fire detection equipment in place with regular testing and drills	5
	=	coordinated	=
	15	Fire fighting equipment installed on site	5
		Fire wardens appointed	
		Exclusion zones and full safe system of work implemented where explosives are used. Further supporting information here	

Persons at risk: All site operatives & public

2.59.8 Task: Environmental impact

Hazard	Risk	Control measures	RR
Damage to land, air, sea, flora and fauna	3	Environmental management plan in place	1
	x	Specialist contractor available for environmental protection advice	x
	4	Staff receive toolbox talk about environmental awareness	4
	=	Incident reporting in place	=
	12	Spill kits provided	4

Persons at risk: All site operatives

Contaminated land	3	Specialist contractor appointed for remediation advice and support	1
	x		x
	4	Safe system of work implemented	4
	=	Isolation measures in place to prevent persons accessing the area	=
	12		4

Persons at risk: All site operatives

2.59.9 Task: Statutory nuisances

Hazard	Risk	Control measures	RR
Disturbance to the local community / adjacent properties	3	Set noisy working hours agreed	1
	x	Normal site operation hours - no out of hours engineering	x
	3	Community consultation arrangements in place	3
	=	Good housekeeping implemented to maintain appearance of site	=
	9	Regular cleaning and muck up arrangements in place to keep roads free from debris	3
		Logistics plan in place to manage deliveries	

Persons at risk: All site operatives & public

2.60 Pouring concrete

2.60.1 Task: Pouring concrete

Hazard	Risk	Control measures	RR
Contact with wet concrete to the skin and eyes causing severe chemical burns	5	Inform site operatives of hazards associated with concreting and the control measures to be implemented	1
	x		x
	4	Appropriate PPE including safety glasses to be worn at all times, and monitored for compliance throughout the pouring	4
	=		=
	20	Suitable welfare facilities for washing and immediate first aid (eye irrigation) facilities to be provided by client or principal contractor	4
		Provide health surveillance for workers who will be working with wet cement on a regular basis, and ensure operatives wash the skin with warm water and soap, or other skin cleanser, and dry after completing work or when necessary	

Persons at risk: User

Failure of support systems and/or platform before, during or after pouring causing injuries to those in vicinity	4	All concrete support systems are to be installed by competent persons	1
	x	Inspect all support systems and platforms immediately prior to the pour	x
	5	Use an appropriate means of pouring/delivering the concrete	5
	=		=
	20	Monitor support systems during the pour, particularly leading edge protection	5
		PPE footwear worn with tread to reduce chance of slips and trips	

Persons at risk: All site operatives

Entanglement of persons with moving parts of site plant	3	Ensure only a competent person may operate site plant	1
	x	Do not wear loose clothing that could be caught in rotating/moving parts	x
	5	Ensure all moving parts (where there is a risk of entanglement) are guarded, or other suitable measures are in place	5
	=		=
	15	Do not climb inside concrete drums	5
		Do not reach into rotating drums with hand/arm or shovel	
		Long hair to be tied back	

Persons at risk: User

2.60.2 Task: Walking across formwork

Hazard	Risk	Control measures	RR
Trips/falls particularly due to concrete reinforcement bars and risk of being impaled when falling	4	Operatives to be briefed regarding the risk and safety awareness during induction and before task	1
	x		x
	5	When practicable lay a board across kicker bars until immediately before the pour	5
	=		=

20

Ensure caps to reinforcement bars are installed where possible before the pour

5

Persons at risk: All site operatives

2.60.3 Task: Gross spillage of material

Hazard	Risk	Control measures	RR
Spillage of concrete material causing damage to environment	3	Where practicable allow spills to set and lift	1
	x	If this is not an option, lift the wet product with suitable equipment (depending on quantity split) into a suitable receptacle for later disposal	x
	3	Dispose of via authorised site or in accordance with Local Authority requirements	3
	=		=
	9	Avoid spills into natural watercourses due to the alkalinity of the product	3

Persons at risk: All site operatives & public

2.61 General welding

2.61.1 Task: Operating oxy/fuel gas torches

Hazard	Risk	Control measures	RR
Hot works	5	Always assess whether hot works can be eliminated via cold techniques	1
Fire caused by heat, sparks, molten metal or direct contact with the flame, resulting in major injury and / or property damage	x 3 = 15	The workpiece shall be moved to a safe location for carrying out hot work Remove nearby combustible materials such as flammable liquids, wood, paper, textiles, packaging or plastics from working area Protect nearby combustible materials that cannot be moved. Use suitable guards or covers such as metal sheeting, mineral fibre boards or fire-retardant blankets Area will be checked for any combustible materials hidden behind walls or in partitions Flame-resistant sheets or covers will be used to prevent hot particles passing through openings in floors and walls doorways, windows, cable runs, etc. If the consequences of a fire are severe, a fire watch during and after the work finishes will be implemented Flame, heat, sparks or hot spatter will be prevented from landing on the hoses Fire extinguishers will be kept nearby at all times Suitable RPE must be selected for welding activities and all masks must have face fit testing	x 3 = 3
Persons at risk: All site operatives			
Flashbacks causing equipment to fail or explosion of cylinders	3 x 3 = 9	A flashback arrestor must be used and checked before starting any hot works Use the correct lighting-up procedure, purging hoses before lighting the torch Remove any potentially explosive gas mixtures use a spark igniter and light the gas quickly after turning it on Make sure the blowpipe is fitted with spring-loaded non-return valves Use the correct gas pressures and nozzle size for the job Equipment to be maintained regularly and kept in good condition Fuel canisters to be secured at all times Minimum quantities to be held on site	1 x 3 = 3
Persons at risk: User			
Fire or burns from misuse of oxygen	5 x	Never use oxygen to blow dust off clothing	1 x

	3	Never attempt to improve air quality inside confined spaces by releasing oxygen in the space	3
	=		=
	15	Never allow oil or grease to come into contact with oxygen valves or cylinder fittings	3
		Only use equipment designed for use with oxygen	

Persons at risk: User

Contact burns to operative	5	Work in a safe location away from other people	1
	x	User to wear protective clothing, boots, gauntlets and eye protection	x
	3	Shut off the torch when not in use. Do not leave a lighted torch on a bench or the floor as the force of the flame may cause it to move	3
	=		=
	15	Always clamp the workpiece, avoid holding it by hand	3

Persons at risk: User

2.61.2 Task: Operating oxy/fuel gas torches on tanks or drums

Hazard	Risk	Control measures	RR
Explosion when cutting up or repairing tanks or drums containing flammable material (solid, liquid or vapour)	3	Check for the risk of explosive atmosphere prior to starting works	1
	x		x
	5	Never use an oxy/fuel gas blowpipe on a drum or tank that has contained, or may have contained, flammable material	5
	=		=
	15	Cold cutting techniques to be considered where possible	5

Persons at risk: User

2.61.3 Task: Operating or transporting oxy/fuel gas equipment

Hazard	Risk	Control measures	RR
Fire or explosion caused by gas leaks	3	When job is finished, turn gas supply off at cylinder or before the cylinders are moved or transported	1
	x		x
	5	Isolate and purge or remove hoses and equipment from enclosed or poorly ventilated spaces when there is a break in work	5
	=		=
	15	Keep hoses away from sharp edges and abrasive surfaces or where vehicles can run over them	5
		Do not allow hot metal or spatter to fall on hoses	
		All equipment will be maintained by a trained operative and all connections and equipment checked for faults and leaks weekly when in heavy use	
		Any leak detection will be undertaken by a trained operative, using proprietary leak detecting spray or solution suitable for use with oxy/fuel systems and make immediate repairs as necessary	

Persons at risk: User

Crushing or impact injury when handling and transporting cylinders	4	Cylinders will be secured in transport so they don't come loose in an accident	1
	x		x
	3	Cylinders will be prevented from falling or being knocked over by securing them with a stout chain or strap	3
	=		=
	12	Avoid moving a cylinder by tilting it on its base and rolling it, always use a trolley to transport	3

Persons at risk: User

2.61.4 Task: Storing and transporting cylinders

Hazard	Risk	Control measures	RR
Fire or explosion caused when storing and transporting cylinders	3	Do not fix gases hoses together when gas welding	1
	x	Ensure suitability and serviceability of gas regulators before putting into service.	x
	5	Close the cylinder valves when the equipment is not in use	5
	=		=
	15	Store gas cylinders outside whenever possible, or in a well-ventilated place. Ensure fuel gas and oxygen are stored separately and adequately spaced	5
		Equipment during storage should close the cylinder valves with the protective caps in place	
		Outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure	

Persons at risk: User

2.62 Structural steel demolition

2.62.1 Task: Structural steel demolition

Hazard	Risk	Control measures	RR
Serious injuries sustained from uncontrolled falling of loads	3	All lifting and lowering operations are to strictly conform to LOLER regulations 1998	1
	x		x
	5	Any demolition is to follow a pre-prepared demolition plan that is structured strictly around the health and safety of operatives	5
	=		=
	15	Any changes to the hazards onsite during demolition should be recorded, work suspended and a new safe method of work employed by the site supervisor	5
		Lifting and lowering operations are to have correct documentation submitted including test certificates, qualifications, lift plan etc.	
		Specialist contractor to be engaged with and competence reviewed / pre-vetted prior to engagement	
Persons at risk: All site operatives			
Serious injuries sustained from using unsafe or incorrect lowering equipment	4	All lifting and lowering equipment is to have a current test certificate where valid	1
	x		x
	5	Be inspected prior to each and every use by the user	5
	=		=
	20	The safe working loads shall not be exceeded under any circumstances	5
		Lifting team in place to coordinate lift	
		Use of appointed authorised person (AP) to sign off safe systems of work	
		Exclusion zone created to prevent persons under load; and oversailing reduced as much as possible	
Persons at risk: All site operatives			
Injuries to unauthorised personnel gaining access to demolition area	3	All site operatives not be allowed under a suspended load	1
	x		x
	5	Only use trained competent personnel for lifting and lowering duties and one man to control lifting operation	5
	=		=
	15	The use of a subcontracted work force should be minimised where possible to ensure efficient knowledge of safe method of working	5
		Areas shall be fenced off, signage applied to all lifting areas, and use banksman for to warn any third parties	
		No unauthorised personnel shall be allowed into or near the lifting or lowering areas	
		All personnel to involved in lifting or lowering operations to read and understand demolition plan with site supervisor	
Persons at risk: All site operatives & public			

2.63 Installation of Metsec SFS

2.63.1 Task: Fitting of cladding panels

Hazard	Risk	Control measures	RR
Falls from height causing possible death whilst installing cladding panels	4 x 5 = 20	All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system works, any changes will be communicated to site staff immediately with work stopping until all staff are made aware Access equipment to be considered where appropriate e.g. MEWPs Working at height (WAH) training and toolbox talks to be provided Ensure adequate supervision is provided and that control measures remain valid for the duration of the work Plan works to take account of weather conditions and now works shall be permitted during periods of adverse weather such as in strong winds or wet weather A safe system of access and egress to the working area shall be provided in the form of a full access scaffold Access scaffolds are to be provided with toe boards, double guard rails and ladder access	1 x 5 = 5
Persons at risk: User			
Injuries to hands or body from exposed nails	4 x 3 = 12	All operatives to be provided with appropriate PPE and trained in its use and application Operatives to receive hazard awareness training to spot for hazards Complete point of works risk assessment prior to commencing the task	1 x 3 = 3
Persons at risk: User			
Serious or fatal injuries from falling materials/tools to those passing underneath or near works	4 x 5 = 20	Warning signs shall be erected stating "men working overhead" The working area shall provide protection from and to pedestrians and other persons who may be in the vicinity of the works Access scaffolds are to be provided with toe boards, double guard rails and ladder access Other features such as a gin wheel and debris chute shall be incorporated into the scaffold design where applicable No materials or debris shall be allowed to be thrown (or bombed) from the scaffold or roof area Rubble netting, brick guards and fans shall be considered to provide protection to persons below where applicable Exclusion zone to be erected where possible	1 x 1 = 1

Tool tethering to be considered

Persons at risk: All site operatives & public

2.64 Brazing

2.64.1 Task: Brazing

Hazard	Risk	Control measures	RR
Fire		Assess whether hot works can be eliminated such as cold techniques or off site fabrication	
Risk of fire from heat source and sparks when brazing	x		x
		Fire risk assessment in place and hot work permit to be implemented	
	=	Combustibles to be removed from work area and escape routes kept free from obstruction at all times	=
		Fire watch in place after works	
		Emergency plans in place - fire detection systems, suitable fire fighting equipment located nearby, trained fire marshals on site, and evacuation plans followed	

Persons at risk: All site operatives & public

COSHH		COSHH assessment in place for material being used	
Hazardous substance exposure to the user resulting in long term ill-health	x	Operatives made aware of health risks through COSHH awareness training and toolbox talks	x
		Occupational health monitoring and advice available where required	
	=	Suitable serviced local exhaust ventilation (LEV) used Respiratory protective equipment (RPE)	=
		Base materials cleaned thoroughly before task to remove any hazardous substance contamination from the work area	
		Adequate amount of flux applied to the task to protect the equipment	

Persons at risk: All site operatives

Repetitive tasks			
Injury or musculoskeletal disorder resulting from prolonged periods of working in the same position and repetitive movement on the limbs	x	Ergonomic assessment tool available for assessment and monitoring	x
		Supervision in place to inspect work technique	
	=	Adequate work breaks provided	=
			

Persons at risk: User

2.65 Precast stairs installation

2.65.1 Task: Installing concrete pre-cast stairs to steel frame structure

Hazard	Risk	Control measures	RR
Injury due to falling from the incomplete staircase or into an exposed stair well	4 x 5 = 20	Stairs will require to be installed in such a way that access is required to each half landing level where the half landing is over 1.5m above the ground floor Access platforms will be provided at the bearing positions allowing erectors to carry out the erection process from the platforms and only require operatives to move onto the erected stair to remove chains During this time the erectors will make use of fall arrest/work restraint equipment attached to the installed floor or the building The formed stairwell must be protected as soon as installation is complete. Stairs must not be considered as safe means of access until they are provided with handrails and their edges are protected	1 x 5 = 5

Persons at risk: User

2.65.2 Task: Installing concrete pre-cast stairs to masonry frame structure

Hazard	Risk	Control measures	RR
Injury due to falling from the incomplete staircase or into an exposed stair well	4 x 5 = 20	Stairs will require to be installed in such a way that access is required to each half landing level where the half landing is over 1.5m above the ground floor The first half landing can normally be installed from the ground floor, however half landings at upper levels will normally require working platforms The erector installing at first floor can be protected by the use of work restraint equipment so that the erector is prevented from working beyond the leading edge The formed stairwell must be protected as soon as installation is complete. Stairs must not be considered as safe means of access until they are provided with handrails and their edges are protected	1 x 5 = 5

Persons at risk: User

2.66 General masonry works

2.66.1 Task: General masonry works

Hazard	Risk	Control measures	RR
Serious head and other injuries to workers, others on site and members of the public	4	Plan stacking area and stack bricks neatly	1
	x	Brick guards kept in position on scaffold lifts	x
	5	Do not overload scaffolding	5
	=	Waste materials removed from scaffolding and placed in skip	=
	20	Safety helmets and protective footwear supplied and worn at all times	5

Persons at risk: All site operatives & public

Injuries sustained from operatives regularly lifting or carrying heavy or awkward objects such as a load of bricks	5	Refer to C.I.T.B. manual for safe install of masonry blocks or bricks	1
	x	Palletised bricks to be kept in planned stacking area	x
	3	Palletised bricks to be staked no higher than 2 metres	3
	=	Moving of palletised bricks by forklift only to be operated by a competent person	=
	15	Bricks, blocks, mortar etc to be transported and lifted to scaffold using telehandler or other mechanical goods lift	3
		Trolley to be used for moving loads of bricks around the scaffold	
		Brick piles to be covered during inclement weather and scaffold netting to be assessed	
		Manual handling risk assessment to be complete, split loads into manageable loads where possible	
		Manual handling training and toolbox talks to be provided	
		Individual capabilities assess including fitness for work	

Persons at risk: User

Skin disease such as dermatitis after having direct skin contact with the mortar	4	Risk of dermatitis or cement burns explained to all operatives	1
	x	Use cement or cement containing products within the use-by date	x
	3	Direct skin contact to be avoided, CE marked PVC gloves used when handling mortar	3
	=		=
	12	Check welfare facilities, ensure good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms	3
		First aid should be checked to ensure eye wash is included in site kit	
		Health checks and health surveillance in place	
		COSHH assessments in place with instructions to be followed	

Persons at risk: User

Inhalation and exposure to	4	Angle grinders replaced with block splitter, removing the risk of	1
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dust could cause silicosis and lung damage	x 3 = 12	significant dust exposure	x 3 = 3
Persons at risk: User			

2.67 Working with lead

2.67.1 Task: Working with lead

Hazard	Risk	Control measures	RR
Serious health risk through inhaling lead dust, fumes, vapour or ingestion	4 x	Before undertaking any work, supervisor to assess whether risk is significant so he can then provide additional control measures if needed	1 x
	3 =	Ensure all staff have been trained in the safe use of lead, understanding risks of ingestion or inhalation together with operating machinery/ machinery safely	3 =
	12	Make sure operatives are trained for any emergencies when working with lead like a sudden uncontrolled release of lead dust or fume All PPE equipment provided should fit correctly and be in good condition, and return it at the end of the shift/day to the proper place provided by your employer Any damaged or defective equipment to be reported and replaced immediately by employer Washing & changing facilities will be provided by client for staff, where all operatives will practice a high standard of personal hygiene including washing hands, face and scrubbing nails The above good hygiene principals will be undertaken before drinking, eating or smoking A welfare area free from lead contamination where staff can eat and drink safely will be provided by client Keep immediate work area as clean and tidy as possible; clearing up any lead waste at the end of each day or shift Fume and or dust extraction will be implemented to prevent or control exposure to lead for site operatives and all equipment will be kept in efficient working order Once works complete, operatives should wash or shower before leaving work and not take home any protective clothing or footwear for washing or cleaning Work with HSE guidance INDG305 and ACOP L132 Health surveillance programme to be implemented	3

Persons at risk: User

2.67.2 Task: Working in areas with 'significant' exposure to lead

Hazard	Risk	Control measures	RR
Working in any areas deemed to cause 'significant' exposure to lead causing potentially serious health effects	4 x	All operatives will be trained in the safe handling and working with lead in environments of 'significant' exposure	1 x
	4 =	Operatives will be provided with protective clothing & PPE by employer, with training in the safe use of such equipment included	4 =

Employer will measure the level of lead in the air and let all site operatives know the results of tests and how this would effect your health

If exposure to lead cannot be kept below occupation exposure limit, the employer will provide you with respiratory protective equipment

Any 'significant' exposure areas where risk to inhalation of ingestion by public will include a more detailed control plan to ensure public exposure to lead is eliminated i.e. using industrial ventilation or extraction units

Site supervisor will make arrangements for laundering contaminated clothing

A doctor will visit the workplace every 3 months or sooner to measure the level of lead in all operatives blood and each operative will be informed of their respective results

If a doctor proves any operatives blood-lead level reaches the suspension level, the doctor will repeat the test and if this still confirms the result of the first test, operative(s) should not carry on working with lead

Persons at risk: User

2.68 Air handling unit works

2.68.1 Task: Manoeuvring and installing air handling unit into place

Hazard	Risk	Control measures	RR
Musculoskeletal injuries when installing the unit and securing it into place	4	Operatives are to review the manual handling method statement before lifting any heavy or bulky items	1
	x		x
	3	Mechanical lifting assistants should be used for any load that is awkward or weighs more than 25kg	3
	=		=
	12	Where mechanical aid is not feasible, management must ensure sufficient manpower resources are allocated for the safe lifting and position of air handling unit	3
		The manufacturer's specification is to be referred to for fixing the air handling unit into place	
Persons at risk: All site operatives			
Unit or materials falling from height onto engineer or other site operatives	3	Trained operatives are to be employed in the safe lifting and securing of the air handling unit, following LOLER regulations where any lifting equipment is used	1
	x		x
	5	The area is to be cordoned off before undertaking any works, and engineers are to work from safe working platforms like fixed scaffolding or an access tower	5
	=		=
	15	The manufacturer's instructions are to be followed when installing the air handling unit on the base structure. If unsure, the site supervisor or nominated structural engineer is to be consulted	5
		If AHU is being craned into position, operatives are to follow the separate crange risk assessment from a specialist contractor and follow LOLER regulations at all times. Employees who are not trained are strictly not to be admitted into the cordoned lifting space. The site supervisor is to be present throughout the lift	
Persons at risk: All site operatives			

2.69 Fan coil unit works

2.69.1 Task: Manoeuvring and installing a fan coil unit into place

Hazard	Risk	Control measures	RR
Musculoskeletal injuries when installing the unit and securing it into place	4 x	Operatives are to review the manual handling method statement before lifting any heavy or bulky items	1 x
	3 =	Mechanical lifting assistants are to be used for any load that is awkward or weighs more than 25kg	3 =
	12	Where mechanical aid is not feasible, management is to ensure sufficient manpower resources are allocated for the safe lifting and positioning of the fan coil unit Operatives are to refer to the manufacturer's specification for the fixing of the condenser unit before undertaking the works	3

Persons at risk: User

Unit or materials falling from height onto engineers or other site operatives	4 x	It is to be ensured that trained operatives are employed in the safe lifting and securing of fan coil unit	1 x
	4 =	The area is to be cordoned off before undertaking any works, and engineers are to work from safe working platforms like podium steps or an access tower	4 =
	16	The manufacturer's instructions are to be followed when fastening hangers to the soffit and operatives are to check that the hangers can carry the loads. If unsure, the operatives are to consult the site supervisor or the nominated structural engineer A mechanical handling aid (i.e. genie lift) is to be used when positioning and securing the fan coil unit into place. The unit is to be securely fastened before removing the handling aid If positioning the unit without a handling aid, workers are not to be positioned below the unit and are to be in a location where they can safely undertake the works without strain	4

Persons at risk: All site operatives

2.70 General plumbing works

2.70.1 Task: General plumbing

Hazard	Risk	Control measures	RR
Lung damage caused by inhalation of fumes and skin and eye damage from sealants	3	All substances required to perform plumbing activities are to be identified i.e. lead, solder, plumber flux etc. and the relevant COSHH assessments and personal protective equipment is to be made available	1
	x		x
	3	The use of respiratory equipment is to be considered in confined areas	3
	=		=
	9	Skin contact with sealants is to be avoided and they are to be washed from the skin as soon as possible if skin contact occurs	3
		All areas is to be kept very well ventilated during the sealant works and the minimum requirement is to open all doors and windows	
		Good hygiene measure to be followed and PPE gloves to be used	
Persons at risk: User			
Slips, trips and falls	4	All live pipework is to be isolated before undertaking any work to ensure no leakage	1
	x		x
	2	See the slips trips and falls risk assessment	2
	=		=
	8	Work area barriered off to prevent others accessing area	
		Stout footwear worn to reduce chance of slip / trip event	2
Persons at risk: All site operatives			

2.71 Ductwork installation

2.71.1 Task: Ductwork installation

Hazard	Risk	Control measures	RR
Injuries or cuts to hands from the general fixing and assembly of ductwork	4 x	Operatives are to wear gloves or long sleeves when working through the ceiling grid to prevent cuts and grazes to hands	1 x
	2 =	Operatives are to refer to the manual handling risk assessment for any heavy or bulky items that need to be lifted into place	2 =
	8	Conduct dynamic assessment on the material to ensure it can be carried safely	2
Persons at risk: User			
Lung damage caused by inhalation of fumes and skin and eye damage from sealants	4 x	All substances required to perform ductwork activities are to be identified i.e. solder, sealants etc. and the relevant COSHH assessments and personal protective equipment is to be made available	1 x
	2 =	Skin contact with sealants is to be avoided and they are to be washed from the skin as soon as possible	2 =
	8	All areas are to be kept very well ventilated during sealant works and the minimum requirement is to open all doors and windows The use of respiratory equipment with face fit testing is to be considered in confined areas	2
Persons at risk: User			

2.72 Copper pipework installation

2.72.1 Task: Copper pipework installation

Hazard	Risk	Control measures	RR
Lung damage caused by inhalation of fumes (which may contain cadmium) and skin and eye damage from sealants	3 x 3 = 9	All substances required to perform plumbing activities are to be identified i.e. lead, solder, plumber flux etc. and the relevant COSHH assessments and personal protective equipment is to be made available The use of respiratory equipment is to be considered in confined areas Skin contact with sealants is to be avoided and skin is to be washed as soon as possible All areas are to be kept very well ventilated during sealant works and the minimum requirement is to open all doors and windows	1 x 3 = 3
Persons at risk: User			
Serious injuries sustained from fire or explosions whilst using a blowtorch or similar for brazing/bronze welding (oxy-acetylene and oxy-propane)	4 x 5 = 20	A hot work permit system should be implemented onsite by the principal contractor or client Site operatives must comply with safety procedures and manufacturers' instructions whilst undertaking hot works Hot works are only to be carried out by suitably trained and competent personnel Users are to ensure that all combustible materials are removed, and that flammable liquids and gas cylinders are beyond the range of the blowtorch When using a blowtorch on metal surfaces, combustible material in contact with the metal behind or adjacent to the work area is to be removed before work commences Operatives are to keep watch whilst work is in progress for signs of fire or smouldering in the immediate vicinity A portable fire extinguisher is to be readily available wherever and whenever hot works are in progress The blowtorch is always to be extinguished when it is not in use and it is never to be left burning whilst unattended Adequate ventilation is to be ensured where gas burning appliances are in use The area is to be checked thoroughly at the end of the work period and signed off as being safe on a hot works permit by the site supervisor and user	1 x 5 = 5
Persons at risk: All site operatives			

2.73 Repairs to manholes and live drains

2.73.1 Task: Repairs to manholes and live drains

Hazard	Risk	Control measures	RR
Workers or members of the public contracting infectious diseases from contaminated drains	4 x 4 = 16	Operatives are to ensure personal hygiene is kept to a high standard The site supervisor is to ensure barrier creams and skin cleansing products are available The correct PPE is to be provided and may include disposable/ protective coveralls, rubber gloves and rubber boots All disposable coveralls are to be bagged onsite and disposed of once the works are complete An inoculation program is to be made available to all operatives identified as 'at risk' Toolbox talk on infectious diseases to be given Where applicable, operatives to carry Leptospirosis cards with them, informing GP if they suspect they have contracted a disease for early diagnosis and treatment	1 x 4 = 4
Persons at risk: User			
Injuries sustained to workers or members of the public due to exposed manholes	4 x 3 = 12	Any requirements for a manhole to be removed are to be coordinated with the site supervisor Operatives are to refer to the special permit procedure in the method statement if a working in confined space permit is required The area of concern is to be cordoned off with barriers The manhole cover is only to be removed whilst working in the manhole	1 x 3 = 3
Persons at risk: All site operatives & public			
Injury from manual handling of manhole covers	4 x 4 = 16	Manhole covers are very heavy Manual handling controls must be followed Dual lift or mechanical too to be used where possible for lifting all manhole covers	1 x 4 = 4
Persons at risk: All site operatives			

2.74 Installation of cable trunking and trays

2.74.1 Task: Fabrication and fixing of metal services i.e. conduit, basket tray unistrut

Hazard	Risk	Control measures	RR
Injuries or cuts to hands and eyes from general fixing and the assembly of metal services	4	The using portable tools or equipment risk assessment is to be followed	1
	x	A safe area is to be designated by site management to cut materials to size	x
	2	Materials are to be deburred and sharp edges removed	2
	=		=
	8	Cut resistant gloves/ gauntlets to be worn	2

Persons at risk: User

2.74.2 Task: Installation of cable trunking and trays at height

Hazard	Risk	Control measures	RR
Falls from height during cable tray installation causing serious injuries	4	The working from height risk assessment (specific to the access equipment being used) is to be followed	1
	x		x
	4	When installing cable trunking or trays at height, a safe system of work is to be employed including having another operative to assist with placement and mounting	4
	=		=
	16	Selection of suitable access equipment for task (PECO, MEWP, mobile scaffold tower) to be used/ ladders only to be used for low intensity and sporadic work	4
		Ladders to follow safe usage guidance and be regularly inspected to ensure equipment remains operational	

Persons at risk: User

2.75 Testing pressure systems

2.75.1 Task: Testing pressure systems

Hazard	Risk	Control measures	RR
Serious injury caused by brittle failures, missile generation or failure under pressurisation	4 x	Secure test area - the site supervisor is to be informed, any permit to work systems are to be in place, and warning notices are to be visible to others likely to enter the test area	1 x
	5 =	The floor area is to be cleared before the test to reduce trip hazards in case of emergency	5 =
	20	PPE (goggles) are to be worn	5
		All end caps are to be secured prior to the test commencement	
		A hose is to be connected to the drain valve throughout the test in case of emergency	
		A container is to be on hand in case of water leaks	
		Any spillages are to be cleaned up immediately and warning notices put in place if the area remains slippery	
		A complete air test is to be completed first to check for leaks	
		Once the air test is complete, pressurisation is to proceed in a slow, controlled and procedural manner	
		Site operatives are to monitor pipework throughout the pressure test	

Persons at risk: All site operatives

2.76 Thermal and acoustic insulation to pipework

2.76.1 Task: Thermal and acoustic insulation

Hazard	Risk	Control measures	RR
Lung damage caused by inhalation of fumes and skin and eye damage from adhesives, welding agents, or fibre from insulation	4 x	Operatives are to wear safety goggles and safety masks with face fit testing for operatives	1 x
	2 =	The cutting and welding of insulation is to be minimised where possible	2 =
	8	All insulation works are to be undertaken in a well-ventilated area	2

Persons at risk: User

2.77 Installation of cabling

2.77.1 Task: Installation of cabling

Hazard	Risk	Control measures	RR
Cuts, abrasions and possible injury to eyes during cable installation and termination works	3 x	Operatives are to be wearing the correct PPE, including gloves, hi-vis jackets, hard hats, safety glasses and boots	1 x
	2 =	Cable ends are to be covered or taped before the final termination to minimise cuts	2 =
	6	All operatives are to be competent and trained to strip/cut cabling to minimise flying debris and cuts	2

Persons at risk: User

Contact with live electricity causing serious or fatal injuries	3 x	Site management is to ensure all power has been terminated in the areas of work	1 x
	3 =	Any isolations are to be undertaken by a competent operative who needs to follow the electrical isolations risk assessment before undertaking any work	3 =
	9	Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	3

Persons at risk: User

2.77.2 Task: Installation of cabling at height

Hazard	Risk	Control measures	RR
Falls from height during cable installation	4 x	Operatives are to follow the working from height risk assessment (specific to the access equipment being used)	1 x
	3 =	When installing cables at height, a safe system of work is to be employed, including having another operative to assist with cable pulling and cable mounting	3 =
	12		3

Persons at risk: User

2.78 Electrical isolations

2.78.1 Task: Electrical Isolations

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	4 x	Operatives are to ensure a safe system of work has been implemented with the principal contractor or representative	1 x
	5 =	Equipment is to be checked with a compliant tester, insulated hand tools and a competent electrician prior to commencing the works. The equipment is to be approved by the site supervisor	5 =
	20	The installation/circuit being isolated is to be switched off, and a voltage indicating device used to verify that no voltage is present. This is to be reconfirmed again All electrical equipment is to be made dead and locked off by a competent electrician and the keys are to be retained Warning notices are to be provided and operatives are to double check that the circuit or equipment is dead and locked off by lock out, tag out (LOTO) policy, to be followed at all times. Circuit main earth(s) are to be applied where necessary and precautions taken against adjacent live parts where necessary A permit to work is to be issued and local earth(s) applied where necessary Continual vigilance and monitoring of circuits is to be undertaken by a competent electrician or a designated site representative Only GS38 compliant test tools to be used Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	5
Persons at risk: User			

2.79 Installing new lighting

2.79.1 Task: Installing new lighting

Hazard	Risk	Control measures	RR
Contact with live electricity resulting in serious or fatal injuries	4 x 5 = 20	A trained operative is to follow the electrical isolations risk assessment The manual handling risk assessment is to be followed when lifting and mounting new light fixtures into position Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	1 x 5 = 5
Persons at risk: User			
Falls from height during lighting installation	4 x 3 = 12	The working from height risk assessment (specific to the access equipment being used) is to be followed When pulling cables at height, a safe system of work is to be employed including having another operative to assist with cable pulling and cable mounting Working at Height (WAH) hierarchy of control is to be evaluated and implemented at all times (Avoid, Prevent, Reduce)	1 x 3 = 3
Persons at risk: User			
Falling objects causing head injuries	4 x 3 = 12	Items waiting to be installed to a high level are to always be secured on a stable platform or lifted into place using manual handling equipment The correct safety measures are to be in place to ensure tools or equipment do not fall from fixed or mobile platforms The correct PPE is to be worn by all site operatives Tool tethering to be used where tools are liable to fall or fall protection measures (toe boards, brick guards) to be assessed	1 x 3 = 3
Persons at risk: All site operatives			

2.80 Installing a new distribution board

2.80.1 Task: Installing a new distribution board

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	5	The electrical isolations risk assessment is to be followed	1
	x	A permit to work system is to be implemented	x
	5	A competent person is to be employed to undertake any works on or near distribution board	5
	=		=
	25	All testing is to be completed as per the requirements of BS7671, ensuring that all dead tests are carried out prior to energising	5
		Install new distribution board electrical shock hazard	
		LOTO applied to prevent accidental re-energisation	

Persons at risk: User

2.80.2 Task: Installing new distribution board

Hazard	Risk	Control measures	RR
Cuts to hands or limbs during mounting of new distribution board	3		1
	x	Follow the using portable tools or equipment risk assessment	x
	2	Follow manual handling risk assessment when lifting and mounting new distribution board into position	2
	=		=
	6		2

Persons at risk: User

2.81 Electrical work up to 400 volts

2.81.1 Task: Electrical work up to 400 volts

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries from electric shock	5 x	Please consult your appointed person or authorised engineer (AP / AE) for site specific safe systems of work before proceeding	1 x
	5 =	Working on or near live equipment is not to be undertaken unless completely necessary and deemed as such by the principal contractor or representative	5 =
	25	A safe system of work is to be recorded when 'live' work is necessary and should only be undertaken by a trained and competent electrician If coordinating work where more than one group is involved, the necessary precautions and emergency procedures are to be discussed with all operatives The roles and responsibilities of the supervisors and workers, including those of any contractors who may be employed, are to be clearly defined before undertaking any work Any supervisors are to be competent to supervise the work, with the level of supervision being appropriate to the danger and the competence of those carrying out the work Sufficient lighting and working space is to be allowed for before undertaking any work The electrical isolations risk assessment is to be followed by a competent electrician Only a competent electrician may work on electrical services up to 400 volts. Unauthorised, unqualified or untrained people are not to be allowed to work on any electrical services Any live working is to be undertaken with a partner who will be able to assist in an emergency Correct PPE is to be worn at all times Specialist contractor to be used, and a member of NICEIC Enlist the guidance / instruction from an AP, SAP, AE SAE as required	5
Persons at risk: All site operatives			

2.82 Electrical testing and commissioning

2.82.1 Task: Testing and commissioning

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries sustained from electric shock testing 'decommissioned' equipment	5	A competent testing electrician is to ensure that the equipment is dead and locked off	1
	x		x
	5	When testing equipment, where possible operatives are to test it dead, and if not possible they are to look at energising it to a safe current	5
	=		=
	25	The environment in the direct vicinity of the testing and commissioning is to be reviewed	5
		If testing on live equipment, the operative is to review the risk assessment for live testing	

Persons at risk: User

Serious or fatal burns and injuries from electric shock testing live equipment	5	Only test engineers are to be permitted to carry out testing of live equipment as part of their duties	1
	x		x
	5	The area is to be reviewed and it is to be determined if a separate test area can be created where the equipment can be taken for testing	5
	=		=
	25	Where possible, residual current devices (RCDs) are to be employed to provide supplementary protection	5
		Physical safeguards are to be applied to the equipment being tested to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats	
		Isolating transformers are to be used as the source of the supply to mains-powered test equipment if possible when undertaking hardware precautions	
		Where the risk of arc flash exists, adequate calorific value PPE is to be employed and only properly-maintained insulated tools used	
		If using a test bench, all test equipment is to be placed on an insulated shelf immediately above the test bench	
		All test and shorting leads are to be fused	
		Where there is a risk of touching live parts, insulated gloves are to be worn	
		A second person is to be in attendance in case of an accident	

Persons at risk: User

2.83 Pipe threading/grooving machines

2.83.1 Task: Operating a pipe threading/grooving machine

Hazard	Risk	Control measures	RR
Clothing entangling with moving parts and causing serious injury or amputation	3	Only trained operatives are to undertake the work	1
	x	An area for the machine is to be selected with minimum pedestrian access	x
	5	Adequate lighting is to be provided in the work area	5
	=		=
	15	Guards are to be fitted to the rotating parts, and end guards around rotating pipe ends, unless the machine is positioned so that no person can approach a rotating pipe end	5
		Any damaged parts or guards are to be replaced before starting work	
		Operators are not to wear loose clothing or gloves, or use rags or other materials which could become entangled with moving parts	
Persons at risk: All site operatives			
Skin damage to operatives from coming into contact with hazardous substances	4	The correct gloves and PPE are to be provided	1
	x	COSHH assessments are to be available for any lubricating or cutting fluids on machines	x
	3	Operators are to also be made aware of any hazards and controls required by relevant COSHH assessments	3
	=		=
	12		3
Persons at risk: User			
Slips, trips or falls whilst operating the machinery	4	Good housekeeping to be undertaken at all times	1
	x	Oil spillage from the pipe threading machine is to be prevented and collected	x
	3	The safe collection of swarf is to be undertaken as necessary	3
	=		=
	12	Power leads are to be kept clear of the work area	3
		Machinery is to be disconnected from the power source when left unattended for long periods or when in any area open to access by members of the public	
		The general slips, trips and falls risk assessment is to be read in conjunction with the above	
Persons at risk: All site operatives & public			

2.84 Testing and commissioning fire alarm systems in an occupied space

2.84.1 Task: Testing and commissioning a fire alarm system in an occupied space

Hazard	Risk	Control measures	RR
Injuries caused to building occupants or site staff when escaping under a live fire alarm during testing and commissioning	4	All fire alarm tests are to be coordinated with the client or site management and all fire marshals are to be made aware on the day of testing	1
	x		x
	1	If possible, fire alarm tests are only to be undertaken in one local area at a time to minimise disruption to occupants or site staff	1
	=		=
	4	control of works to be completed by a BAFE certified engineer / company	1
		Commissioning of fire alarm system to comply with BS 5839-1 and commissioning certificate issued	
Persons at risk: All site operatives & public			

2.85 Preparing surfaces for decorations

2.85.1 Task: Preparing surfaces for decorations

Hazard	Risk	Control measures	RR
Lung damage or difficulty breathing from mixing and sanding powdered fillers	3 x 2 = 6	A dust mask is to be worn when mixing up the filler solution The filler solution is to be mixed in a well ventilated and nominated area by the site supervisor COSHH assessments to be followed	1 x 2 = 2
Persons at risk: User			
Cuts to hands from preparing surfaces	4 x 2 = 8	Operatives are to wear gloves when cleaning surfaces Cuts and open wounds are to be covered with onsite first aid supplies and all accidents are to be reported to the site supervisor Operatives are to wash and wipe their hands before eating, drinking, smoking and after their shift	1 x 1 = 1
Persons at risk: User			
Lung damage or difficulty breathing from the use of chemical paint strippers	4 x 2 = 8	Overalls, gloves, eye protection and masks are to be worn when using chemical paint strippers Operatives are to wash their hands before coming into contact with any food The COSHH statement is to be reviewed if chemical strippers are used No naked flames are to be allowed in the vicinity	1 x 2 = 2
Persons at risk: User			
Lung damage or difficulty breathing caused by sanding and making good old work	3 x 2 = 6	If using powered sanding machines, a dust collection system is to be present Operatives are to check before preparing if old paint had been used containing lead If sanding by hand, operatives are to wear dust masks to prevent inhalation and check the method statement for selected PPE	1 x 2 = 2
Persons at risk: User			

2.86 General plastering/tape and jointing works

2.86.1 Task: General plastering/tape and jointing works

Hazard	Risk	Control measures	RR
Lung damage caused by sanding down surfaces	4 x	All site operatives are to be educated on the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes	1 x
	2 =	Users are to wear eye protection when plastering ceilings	2 =
	8	Users are to ensure the work area is kept clean and tidy	2
		If using powered sanding machines, a dust collection system is to be present	
		If sanding by hand, operatives are to wear dust masks to prevent inhalation	
Persons at risk: User			
Lung damage or difficulties breathing from mixing and sanding powdered fillers	3 x	Dust masks should be worn when mixing up filler solution	1 x
	2 =	The filler solution is to be mixed in a well ventilated and nominated area by the site supervisor	2 =
	6	If using powered sanding machines, a dust collection system is to be present	2
Persons at risk: User			

2.87 Suspended ceiling works

2.87.1 Task: Working at height installing/removing suspended grids and ceilings

Hazard	Risk	Control measures	RR
Injuries sustained from falling from height or the dropping of materials from height	4	A safe system of work is to be provided	1
	x	The appropriate working equipment risk assessment (i.e. mobile scaffold tower, MEWP) is to be referred to	x
	4	Well-maintained equipment is to be used by competent operatives	4
	=		=
	16		4

Persons at risk: All site operatives

2.87.2 Task: Working within exposed metal ceiling grid

Hazard	Risk	Control measures	RR
Injuries sustained from exposed sharp metal edges or points	4	Waste material is to be removed regularly, taking care not to expose sharp edges to others (i.e. in skips)	1
	x	Others are to be excluded from the area when preparing wire hangers	x
	2	All operatives in ceilings are to wear gloves, hard hats, hi-vis clothing, and safety glasses	2
	=		=
	8		2

Persons at risk: All site operatives

2.88 General painting works

2.88.1 Task: Painting and use of solvents

Hazard	Risk	Control measures	RR
Lung damage caused by inhalation of fumes and skin and eye damage caused by the usage of solvents or paints	4 x 2 = 8	All paints are to be approved under the health and safety control system The safety data sheet (SDS) for the particular paint is to be referred to for specific information The COSHH assessment for the product is to be followed Water-based paints are to be used wherever possible Solvent-based paints are only to be used if there is a technical reason for not being able to use water-based paint All areas are to be kept very well ventilated during painting and the minimum requirement is to open all doors and windows If solvent-based paints are to be used, additional precautions will be needed (e.g. forced ventilation) The use of respiratory equipment is to be considered in confined areas Skin contact is to be avoided and operatives are to wash paints/solvents from their skin as soon as possible	1 x 2 = 2
Persons at risk: User			
Possible burns caused by contact with solvents or paints	4 x 2 = 8	Gloves are to be worn when cleaning surfaces Cuts and open wounds are to be covered with onsite first aid supplies and all accidents are to be reported to the site supervisor Operatives are to wash and wipe their hands before eating, drinking and smoking and after their shift	1 x 2 = 2
Persons at risk: User			
Lung damage or difficulty breathing caused by inhaling debris and dust	4 x 2 = 8	The method statement is to be referred to for the correct PPE The selected protective equipment is to be worn when at risk (i.e. dust mask, goggles)	1 x 2 = 2
Persons at risk: User			

2.89 Mixing and applying floor preparation products

2.89.1 Task: Mixing and applying floor preparation products

Hazard	Risk	Control measures	RR
Risk of skin infections, lung disease, eye damage and intestine damage when using Evo-Stik or similar	4	SDSs are to be obtained for all hazardous substances used	1
	x	COSHH assessments are to be undertaken prior to the works and precautions including emergency arrangements are to be communicated to all operatives	x
	2		2
	=		=
	8	The PPE selected in the method statement is to be worn at all times	2
		Adequate welfare facilities are to be provided by the principal contractor or client	
		Suitable ventilation is to be allowed for to reduce the concentration of fumes within the immediate area	
		Welfare provisions are to be allowed for to remove contaminants from operatives skin in the event of contact	
Persons at risk: User			

2.90 Transporting materials and tools

2.90.1 Task: Removal of materials, tools and flooring systems from carriage vehicles

Hazard	Risk	Control measures	RR
Materials, tools or rolls may fall or items may fall due to damage in transit causing impact/contact/crush injuries	4 x 4 =	Personnel will be trained in manual handling Mechanical aids such as pallet trucks or carpet barrows are to be used The transport distance is to be minimised with the unloading procedure	1 x 4 =
Poor handling techniques may cause back injuries or upper limb injuries	16	All loads and rolls are to be secured to vehicles for transit	4

Persons at risk: User

Passers-by may be struck by materials for rolls being unloaded	4 x 3 = 12	Personnel are to be trained in manual handling Safe working practice, PPE, and warning signs are to be used where appropriate The unloading area is to be isolated or cordoned off where practical All will be planned in advance in daily Safe Start meetings	1 x 3 = 3
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Persons at risk: All site operatives

2.90.2 Task: Transportation of materials from vehicles to the job site

Hazard	Risk	Control measures	RR
Materials, tools or rolls may fall or move in transit causing impact injury Poor handling techniques may cause back injuries or upper limb injuries	4 x 4 = 16	Personnel are to be trained in manual handling Level 5 safety gloves are to be worn to protect against cuts and safety boots with ankle supports are to be worn to protect from falling loads Warning signs are to be employed Mechanical aids such as pallet trucks or carpet barrows are to be used Materials are to be carried one box at a time (max. 25kg per unit)	1 x 4 = 4

Persons at risk: User

2.90.3 Task: Transportation of materials, tools and rolls from vehicles to the job site

Hazard	Risk	Control measures	RR
Poor handling technique by employees manually handling items causing back or upper limb injuries	4 x 3 = 12	Personnel are to be trained in manual handling Mechanical aids such as pallet trucks or carpet barrows are to be used Carrying distances are to be minimised and the site access route and duckboards/access route surfacing are to be checked for suitability Slip and trip hazards/poor materials etc are to be removed	1 x 3 = 3

Persons at risk: User

2.90.4 Task: Storage of materials, tools and rolls on site prior to installation

Hazard	Risk	Control measures	RR
Persons may trip or fall over materials, tools and rolls causing bruising or lacerations	4	Personnel are to be trained in manual handling	1
	x	Level 5 safety fingered gloves are to be worn to protect against cuts and safety boots with ankle supports are to be worn to protect from falling loads	x
	3		3
	=	Warning signs are to be employed and work/storage areas cordoned off with physical barriers	=
	12		3
		Materials are to be stored according to the manufacturers' specifications on a level surface	
		All other materials are to be stacked neatly ensuring that stacks are no higher than three times the minimum base width	
Persons at risk: All site operatives			

2.91 Installation of new flooring systems

2.91.1 Task: Installation of new flooring systems

Hazard	Risk	Control measures	RR
Poor handling technique used by employees causing back or upper limb injury	4	Personnel are to be trained in manual handling	1
	x	Mechanical aids such as pallet trucks or barrows are to be used	x
	3	The works area is to be cleared and cordoned off with physical barriers	3
	=	The method statement for safe fitting is to be followed	=
	12		3

Persons at risk: User

Contact with safety knife blades, cutting equipment, or with an electrical supply	4	All plant are to be pre-inspected before use	1
	x	Self-retracting knives are to be returned to protective sheaths after use	x
	3	Only battery and 110v operated equipment are to be used	3
	=	All equipment are to be PAT tested (3 monthly)	=
	12	Level 5 gloves and safety boots with ankle support are to be worn	3
		The working area is to be well lit through the use of task lights	

Persons at risk: User

2.91.2 Task: Installation on floor levels and working from height

Hazard	Risk	Control measures	RR
Falling from height and tools and materials falling on personnel below	4	Work areas are to be cordoned off with physical barriers	1
	x	Internal stairs are to be fully fitted and have edge protection fitted for full use	x
	5	All edges are to have protection and operatives are only to work from safe and stable positions on stairs or landings	5
	=	Stairs are to be closed to other trades (arranged via daily Safe Start meeting)	=
	20		5

Persons at risk: All site operatives

2.92 Disposal of waste materials

2.92.1 Task: Disposal of waste materials

Hazard	Risk	Control measures	RR
Contact with waste materials or chemicals whilst they are being transferred from the vehicle or the skip which may result in injury	4	Appropriate receptacles for waste materials are to be used	1
	x	All operatives are to keep site tidy at all times	x
	4	Any hazardous waste is to have fully dried in its original container before disposing of it into site skips	4
	=		=
	16	COSHH assessments to be followed	4
		Lids are to be re-fitted to containers before they are transferred to the waste point	
Persons at risk: User			

2.93 Handling and installing glass

2.93.1 Task: Handling and installing glass

Hazard	Risk	Control measures	RR
Serious injuries or cuts sustained from broken or exploding glass whilst manual handling	4	The unloading of deliveries risk assessment is to be followed	1
	x	As far as reasonably practicable, manual handling of glass is to be avoided by using mechanical handling equipment/vacuum suckers	x
	4	All operatives are to have been trained in the safe manual handling of glass	4
	=		=
	16	For transportable racks, pallets and stillages, an angle of 5° – 6° is recommended	4
		A banksman is to be used for transporting large panes of glass	
		Operatives are to check wind conditions and ensure any movement of glass will not be susceptible to being dropped in freak winds	
		Suitable PPE is to be worn - refer to the method statement	
		Any working at height is to follow the working at height risk assessment	
		Glazing is to be disposed of through a licensed disposal site	
		When unloading spillages, glass is to be completely removed from the front before attempting to take other panes from the centre of the stack	

Persons at risk: All site operatives & public

Serious injuries or cuts sustained from a collision with installed or stored glass	3	The storage area and method of storage is to be suitable for the site conditions	1
	x		x
	5	The glass is not to be in contact with any substance that is harder than itself, e.g. concrete, stone, ferrous metals	5
	=		=
	15	The angle of inclination or lean of the glass is to be 3° from the vertical on static racks	5
		Glass stored on its edge is to be supported as evenly as possible over its surface area	
		Glass is to be covered with sheeting and appropriate warning signage used where it is stored	
		When full height glass panels are fitted to access routes/vulnerable areas, manifestation or clear marking is to be in place	

Persons at risk: All site operatives

2.94 Laying tarmacadam

2.94.1 Task: Working with hot bitumen

Hazard	Risk	Control measures	RR
Serious or fatal burns to persons from handling hot bitumen or incorrectly operating a bitumen boiler	4	The working area is to be adequately fenced off to protect the public and others within the vicinity and prevent any unauthorised access	1
	x		x
	4	Operators are to be trained and competent in the operation of the bitumen boiler and understand the emergency requirements if burns occur onsite	4
	=		=
	16	All operatives are to wear the correct personal protective equipment, including heat-resistant long sleeve gauntlets, overalls, safety boots, hard hats and eye protection when transferring hot materials	4
		A live bitumen boiler is not to be left unattended	
		The bitumen boiler is not to be moved when the bitumen is fluid	
		Operatives are to ensure that bitumen does not come into contact with water, so it should not be used near watercourses etc.	
		Bitumen blocks are to be broken into manageable pieces where necessary and the bitumen boiler is not to be overfilled	
		Bitumen is to be transported manually in pouring cans, which is never to be filled above the 3 quarter mark	
		All machines are to be inspected and well maintained	
		A nominated first aider is to be present at all times near the work, and the first aid kit is to contain burns dressings and treatment for burns	

Persons at risk: All site operatives & public

Fire caused by unsafe transporting or materials or maintaining boiling plant	4	The combustible materials risk assessment is to be referred to for general controls	1
	x		x
	5	All operatives are to be trained in the safe use of LPG	5
	=		=
	20	All operatives are to be trained in the correct type of extinguisher (dry chemical and not water extinguishers)	5
		No open flames are to be used near the bitumen	
		There is to be no smoking near the bitumen	

Persons at risk: All site operatives

2.94.2 Task: Applying tack coat to aggregate surfaces

Hazard	Risk	Control measures	RR
Injuries sustained from the incorrect use of the tack spraying machine from run away sprayer	3	All operatives are to wear PPE - as selected from the method statement	1
	x		x
	3	The operator is to be trained and competent in the operation of the machinery	3
	=		=
		Machinery is to be inspected and well maintained, and the correct hose	

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and fittings are to be used at all times

3

Persons at risk: All site operatives & public

2.95 Asphalt heating and transportation

2.95.1 Task: Asphalt heating and transportation

Hazard	Risk	Control measures	RR
Burns to employees and other site personnel	4	PPE Requirements: Hand / arm protection to BSEN511, Face shield to BSEN 1663B, Work wear to BSEN531, safety footwear	1
	x		x
	3	All employees carrying out the heating and transporting of liquid asphalt to be specifically trained in these works. Only competent and authorised personnel to carry out this activity	3
	=		=
	12	The area for heating to be cordoned off by barriers and warning signs to be in place	3
		All boilers and burner stands MUST be fitted with high pressure armoured gas hose (i.e. with an exterior braid or metal spiral) with a minimum length of 4 metres	
		Cylinders must be a minimum of 10' from boiler in the open air and away from any heat source and upwind of the boiler. They should be positioned so that any spill of bitumen will run AWAY from the cylinder. Make sure that the cylinder is large enough for your requirements	
		Fire extinguishers, a bucket of sand, first aid and safety equipment should be in easy reach and accessible at the work area and heating area at all times	
		Purpose made buckets only to be used to transport liquid asphalt	
		Buckets only to be filled to a maximum of ¾ full	
		Area below lifting operation to be clear of all personnel excluding specifically trained banksman	
		Observe good housekeeping and lifting techniques at all times	
		Never leave unattended at any time	

Persons at risk: All site operatives

Site briefing and induction form

Spear Street

All persons who have signed below confirm that they have been briefed on the safe working methods and arrangements detailed in this method of work statement.

[illegible]

Supervision and personnel

Name	Role	Phone
Ryan McKeown	Projects Manager	07500800366
John Maskell	Projects Manager	07747 691011