



The Structural Specialists

Safe System of Work

Contract: Rylands ICCP
Client: Domis
Works Order Nr: WO 10158
Prepared by: Damian Meyers (07764 585 724)
Date: 20/08/2024
Revision: 0
Site Supervisor: Paul Warbis
H&S Manager: Damian Meyers 07764 585 724)
Approved by: Colin McEllin
Signature:

Amendments

Once approved the Safe System of Work is to be changed, the amendments made and changes will be highlighted in **red** for approval by SM

Revision	Date	Prepared by	Approved by
0	20.08.2024	Damian Meyers	Colin McEllin

Readership

This Safe System of Work has been read and understood by the names below and has been signed by that operatives to verify this:

If you sign your name below, it means that you have read through the Safe System of Work and fully understand and agree to abide by:

- The methodology of The scope of works and The plant to be used on site
- All of the Assessments
- PPE Required and the working times of this site
- The permits to work required
- Emergency procedure in place
- Waste Management Plan
- Under no circumstances to enter the isolated or out of bounds areas stated

SSOW to be delivered to all site staff initially and in the form of a toolbox talk on a weekly basis, by the Site Manager and recorded by the Health and Safety Manager. Additional toolbox talks to be given on a weekly basis, recorded and copied to client. Point of works and Risk Assessments to be reviewed daily.

<u>Name</u>	<u>Date</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

I **Brief Description of Works**

2 Information Enclosed

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3 Distribution List

Domis	Nigel Dickens
Clan	Damian Meyers, Colin McEllin, Paul Warbis file(server M).

4 Personnel on Site

Site Manager - Paul Warbis, Paul Roberts, Robert Gourley, Kevin McArdle

Works inspected weekly by health and safety manager (Damian Meyers)

Works inspected weekly (at least) by Director (Colin McEllin)

Any changes to be reviewed and approved by Damian Meyers and Main Contractor.

5 Working Times, Location and Programme

Working Times: 8am to 5pm Monday to Friday (3:30pm on Fridays)

Work Location: Rylands Building Manchester

Programme: 1 Week

Welfare provided on site.

6 Personal Protective Equipment

All personnel to wear the following items at all times (plus job specific PPE): -

Safety boots – To BS EN 345. S3 type

Hard hat – To BS EN 397 Portwest PS53 height endurance helmet with chin strap

High Visibility clothing – EN 471 class 2 Clan standard orange high viz

Gloves PU palm Portwest A120

Eye protection / face visor OP - tema safety spec / Miers medical grade face visor bespoke made for clan

Dust Masks to be FFP3 - All operatives face fit tested.

Ear protection Portwest PW40

7 Permits to Work

Hot works

Confined space

Underground Works

Other

X if required

8 Security

Security to be managed by others.

9 Traffic Routes

All traffic routes as per authorised client routes. Any amendment co-ordinated in daily meetings.

10 Other Trades at Risk

Working area to be isolated from other trades. Where required, signage displaying use of ear defenders to be in place during noisy operations. Monitored by site manager.

11 Emergency Procedures

If asbestos is discovered, stop work immediately and inform client.

The nearest hospital is: **Manchester MRI**

12 Plant and Equipment

- 1 Transformer
- 2 Small breaker
- 3 Small Drill
- 4
- 5

All equipment hired will be PAT tested by hire shop and Clan tools to be PAT tested in-house

13 Waste Management

MATERIAL MANAGEMENT SCHEME

Defective mortar Skipped off site.

14 Isolated / Out of Bounds Area

TBC in site induction

If operative found to be in this location having signed the Readership of this Safe System of Work, Operative may be removed from site to the discretion of the Main Contractor and will be disciplined internally.

15 Environmental Certificates

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name:  Environment Agency

Address: National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number: 03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier: CLAN CONTRACTING LIMITED

Registered as: An upper tier waste carrier, broker and dealer

Registration number: CBDU209491

Address of place of business: CLAN CONTRACTING LTD
WATERLOO ROAD
WIDNES
WAB 0PY

Telephone number: 0151 422 8000

Date of registration: 30 October 2023

Expiry date of registration (unless revoked): 3 December 2026

This certificate was created on 30 October 2023. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

All working areas are to be left clean after each shift and moved to skip by hand

16 Method Statement

- 1 Using small drill, drill into brickwork to locate steel column / beam.
- 2 Drill 20mm holes at 700mm centres up either side of column beam. Remove dust and infill with geopolymer mortar. Insert wire and leave tail.
- 3 Connect tails and power up. Test and record readings

17 Risk Assessment

ACTIVITY				IDENTIFY HAZARD	
Access / Egress				Slips / trips	
PERSONS AT RISK				Other trades	
Employee	Contractor	Visitor	Public	Visibility	
x	x	x			
CONTROL MEASURES IN PLACE					
1 All operatives to wear suitable P.P.E. as below,					
Hard Hats,Goggles,Dustmasks,Gloves,Hi-vis vests,Overalls, safety specs, face covering					
2 Access and egress always by approved route					
3 Ensure adequate lighting					
4 Ensure awareness of other trades and procedures					
RISK ASSESSMENT					
SEVERITY			PROBABILITY		
	Rating	Description		Rating	Description
	4	Fatal injury		4	Probable
	3	Major injury		3	Possible
x	2	Minor injury	x	2	Remote
	1	No injury		1	Improbable
RISK EVALUATION					
Ratings 8 - 16		Immediate attention - remove/reduce hazard and re-assess			
Rating 6		Further proposals to minimise risk required - see below			
Ratings 4 - 2		Low priority			

Risk Assessment

ACTIVITY				IDENTIFY HAZARD	
Working areas				Slips / trips	
PERSONS AT RISK				Other trades	
Employee	Contractor	Visitor	Public	Visibility	
x	x	x			
CONTROL MEASURES IN PLACE					
1 All operatives to wear suitable P.P.E. as below,					
Hard Hats,Goggles,Gloves,Hi-vis vests,Overalls					
2 Access and egress always by approved route					
3 Ensure adequate lighting					
4 Ensure working area isolated from other trades.					
RISK ASSESSMENT					
SEVERITY			PROBABILITY		
	Rating	Description		Rating	Description
	4	Fatal injury		4	Probable
	3	Major injury		3	Possible
x	2	Minor injury	x	2	Remote
	1	No injury		1	Improbable
RISK EVALUATION					
Ratings 8 - 16		Immediate attention - remove/reduce hazard and re-assess			
Rating 6		Further proposals to minimise risk required - see below			
Ratings 4 - 2		Low priority			

Risk Assessment

ACTIVITY				IDENTIFY HAZARD	
Waste disposal				Sharps	Dust
PERSONS AT RISK				Debris	
Employee	Contractor	Visitor	Public	Access	
x	x	x		Working at height	
CONTROL MEASURES IN PLACE					
1 All operatives to wear suitable P.P.E. as below,					
Hard Hats,Goggles,,Gloves,Hi-vis vests,Overalls					
2 Access and egress through building to be agreed					
RISK ASSESSMENT					
SEVERITY			PROBABILITY		
	Rating	Description		Rating	Description
	4	Fatal injury		4	Probable
	3	Major injury		3	Possible
x	2	Minor injury	x	2	Remote
	1	No injury		1	Improbable
RISK EVALUATION					
Ratings 8 - 16		Immediate attention - remove/reduce hazard and re-assess			
Rating 6		Further proposals to minimise risk required - see below			
Ratings 4 - 2		Low priority			

Risk Assessment

ACTIVITY				IDENTIFY HAZARD	
Asbestos related issues				ACM in and around stand	
PERSONS AT RISK					
Employee	Contractor	Visitor	Public		
x	x	x			
CONTROL MEASURES IN PLACE					
1. Check register prior to commencement					
2. Stop works immediately if ACM suspected					
RISK ASSESSMENT					
SEVERITY			PROBABILITY		
	Rating	Description		Rating	Description
	4	Fatal injury		4	Probable
	3	Major injury		3	Possible
x	2	Minor injury	x	2	Remote
	1	No injury		1	Improbable
RISK EVALUATION					
Ratings 8 - 16		Immediate attention - remove/reduce hazard and re-assess			
Rating 6		Further proposals to minimise risk required - see below			
Ratings 4 - 2		Low priority			

Risk Assessment

ACTIVITY				IDENTIFY HAZARD	
Electrical hazards				Power tools	
PERSONS AT RISK					
Employee	Contractor	Visitor	Public		
x	x	x			
CONTROL MEASURES IN PLACE					
1. Ensure all power tools PAT tested and maintained					
RISK ASSESSMENT					
SEVERITY			PROBABILITY		
	Rating	Description		Rating	Description
	4	Fatal injury		4	Probable
	3	Major injury		3	Possible
x	2	Minor injury	x	2	Remote
	1	No injury		1	Improbable
RISK EVALUATION					
Ratings 8 - 16		Immediate attention - remove/reduce hazard and re-assess			
Rating 6		Further proposals to minimise risk required - see below			
Ratings 4 - 2		Low priority			

18 PPE Assessment

ACTIVITY						
Brickwork						
		Head	Arms	Legs	Trunk	Body
RIKS	Falls from height	x	x	x	x	x
	Impact					x
	Cuts		x			
	Vibration		x			
	Slips					x
	Scalds					
	Cold					
	Immersion					
	Traffic					
	Electrical					
	Noise	x				
	Radiation					
	Dust	x				
	Fumes					
	Vapour					
	Slashes		x			
	Bacteria					
	Viruses					
	Fungi					
	Antigens					
Personal Protective Equipment Required						
Hard hat, goggles, ear protection, overalls, gloves, boots						
FFP3 face fitted						

19 Noise Assessment

Employee		Paul Roberts	
Activity		Brickwork	
Method of measurement		From manufacturers data	
Method of assessment		Nomogram method (figure 3) - HSE L108	
Noise exposure assessments			
Noise source	Sound pressure level	Exposure time	L _{EP,d} dB(A)
Hilti Te500	101	4hrs	98
Action level exceeded ?			
L _{EP,d} dB(A)	80dB(A)		85dB(A)
	yes		yes
Recommended actions			
Immediate	Wear muff-type ear protectors for activity, and in vicinity.		
Other trades	Suitable signage to be displayed notifying other trades Possibility of stopping during sensitive times		
Future			

Employee		Paul Roberts	
Activity		Drilling	
Method of measurement		From manufacturers data	
Method of assessment		Nomogram method (figure 3) - HSE L108	
Noise exposure assessments			
Noise source	Sound pressure level	Exposure time	L _{EP,d} dB(A)
Hilti Te30	101	4hrs	98
Action level exceeded ?			
L _{EP,d} dB(A)	80dB(A)		85dB(A)
	yes		yes
Recommended actions			
Immediate	Wear muff-type ear protectors for activity, and in vicinity.		
Other trades	Suitable signage to be displayed notifying other trades Possibility of stopping during sensitive times		
Future			

20 Vibration Assessment

Employee	Paul Roberts		
Activity	Use of Hilti e500 to break		
Method of measurement	From manufacturers data		
Method of assessment	Nomogram method (figure 10) - HSG88		
Noise exposure assessments			
Vibration source	Weighted	Exposure time	Partial vibration
Hilti Te500	9.5	35 mins	2.8
Action level exceeded ?			
Partial vibration exposure (m/s^2)			2.8 m/s^2
			No
Comments			
It is very difficult to carry out a risk assessment for vibration-related damage as the figures for vibrational acceleration are typical and not specific. As a tie takes approximately 20 seconds to drill, the exposure time of 35 minutes is within HSE guidelines for one days work and equates to half a day drilling, half day fixing			
Recommended actions			
Immediate	Keep hands warm Don't grip the machine too tight Clan operates a no smoking policy - DON'T SMOKE Take regular breaks		
Future	Review new innovations (eg gloves) and new tools		

Employee	Paul Roberts		
Activity	Drill		
Method of measurement	From manufacturers data		
Method of assessment	Nomogram method (figure 10) - HSG88		
Noise exposure assessments			
Vibration source	Weighted	Exposure time	Partial vibration
Hilti Te30	9.5	35 mins	2.8
Action level exceeded ?			
Partial vibration exposure (m/s ²)		2.8m/s ²	
		No	
Comments			
It is very difficult to carry out a risk assessment for vibration-related damage as the figures for vibrational acceleration are typical and not specific. As a tie takes approximately 20 seconds to drill, the exposure time of 35 minutes is within HSE guidelines for one days work and equates to half a day drilling, half day fixing			
Recommended actions			
Immediate	Keep hands warm Don't grip the machine too tight Clan operates a no smoking policy - DON'T SMOKE Take regular breaks		
Future	Review new innovations (eg gloves) and new tools		

21 Manual Handling Assessment

ACTIVITY		MATERIAL TO BE HANDLED	
brickwork		n/e 25Kg	
TASK		LOAD	
Stooping	x	Bulky/unwieldy	x
Lifting high		Difficult to grip	
Lifting low	x	Hot	
Handling while seated		Cold	
Repetition	x	Heavy	
Reaching high		Light	
Reaching low		Sharp/abrasive	x
Carrying	x	Unstable	
Twisting	x	Eccentric shape	
Bending sideways		ENVIRONMENT	
Pushing		Hot	
Pulling		Cold	
PERSON		Humid	
Need for unusual strength		Windy	
Training required		Dusty	
PPE to be worn	x	Noisy	
18 - 55 years	x	Vibrating	
Medical condition/history		Obstructions	x
		Steps	x
		Confined spaces	
		Slopes	
		Uneven surfaces	
CONTROL MEASURES			
1. All lifting to be in accordance with Clan manual handling sheets and CSCS training			
2. PPE to include gloves			

COSHH Assessment

PRODUCT AND PROCEDURE				IDENTIFY HAZARD	
Brick removal producing dust				Inhalation	
				Ingestion	
PERSONS AT RISK				Skin contact	
Employee	Contractor	Visitor	Public	Eye contact	
X	X	X	X		
				Labelling	?
HARM					
1. Inhalation of dust when drilling, cutting					
2. Ingestion					
3. Skin contact through application					
4. Eye contact when drilling, cutting, sanding, cleaning up.					
CONTROL MEASURES					
1. Wear gloves, eye protection, dust mask and overalls. All cuts - wet cut					
First aid					
1. If ingested, rinse mouth and drink plenty of water					
2. Wash any spills to skin immediately					
3. Rinse eyes immediately for at least 15 minutes if contact occurs and seek medical advice					
4. Inhalation - move to fresh air					
ACTIONS				TAKEN	
Thorough examination and test				N/A	
Supervision				Site	
Training				Toolbox talk on PPE	
Emergency plan				Spills and containment	
Health surveillance				None	

PRODUCT AND PROCEDURE				IDENTIFY HAZARD	
Mortar				Inhalation	
				Ingestion	
PERSONS AT RISK				Skin contact	
Employee	Contractor	Visitor	Public	Eye contact	
X	X	X	X		
				Labelling	Irritant
HARM					
1. Inhalation when used inside					
2. Ingestion					
3. Skin contact through application					
4. Eye contact when applying					
CONTROL MEASURES					
1. Wear gloves, eye protection and overalls when applying					
FIRST AID					
1. If ingested, rinse mouth and drink plenty of water - seek medical advice (no vomiting)					
2. Wash any spills to skin immediately					
3. Rinse eyes immediately for at least 15 minutes if contact occurs and seek medical advice					
4. Inhalation - move to fresh air					
ACTIONS				TAKEN	
Thorough examination and test				Check cartridge before use	
Supervision				Site	
Training				Toolbox talk on PPE	
Emergency plan				Spills and containment	
Health surveillance				None	