[redacted]

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1.0 Method statement

Document created: 13 May 26
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Revision number: 0
Prepared by: [redacted]
Position: [redacted]

Sunlight House

Location of works:
Sunlight House

Site address:
Little Quay St
Manchester
M3 3HP

Nearest A&E:



Manchester Royal Infirmary
Oxford Road
Manchester, M13 9WL

Open 24 hours
0161 276 1234

Open in Google Maps

Rams reference: Flooring Investigation
[redacted]

1.1 Introduction

The purpose of this Method Statement is to provide a written Safe System of Work. It should include details of the work, the system to be used and issues which need to be looked at to make sure the work is carried out safely.

It is the responsibility of the operative carrying out the work to make sure that the content of this Method Statement is suitable and sufficient for the work to be done.

The Method Statement must be accompanied by all the supporting Risk Assessments.

1.2 Scope of works

1. Attend site induction and receive briefing on site rules, access arrangements, emergency procedures, conservation sensitivities and Listed Building requirements prior to commencing works.

2. Establish and segregate the designated work area using appropriate barriers and signage to prevent unauthorised access and protect surrounding finishes and occupied areas from disturbance during the exploratory works.

3. Carry out an initial visual inspection of the existing raised access flooring, perimeter details and surrounding finishes to identify any visible defects, signs of movement, unstable areas or existing damage prior to commencement of uplift operations.

4. Confirm and agree with the Client/Principal Contractor the specific exploratory areas to be opened up. All works will be undertaken progressively and in small controlled sections in order to minimise unnecessary disturbance to the building fabric and any retained historic materials.

5. Prior to any uplift works commencing, operatives will carefully inspect perimeter details, movement joints and exposed edges to identify safe starting points for the exploratory removal works and reduce the risk of damaging underlying parquet flooring.

6. Existing floor coverings and finishes located above the suspected parquet flooring will be carefully lifted using controlled hand methods only. Operatives will utilise non-invasive hand tools such as floor scrapers, broad-bladed hand tools and pry tools in order to gently separate finishes without excessive force or sudden impact.

7. Any adhesives, coverings or intermediary materials located above the parquet flooring will be loosened gradually and removed progressively by hand to minimise the risk of gouging, splitting, chipping or disturbing the parquet beneath.

8. No mechanical breakers, impact tools, abrasive grinding equipment or aggressive removal methods will be used during the exploratory works. Works are intended to carefully reveal the existing parquet flooring whilst preserving the integrity and condition of any retained historic material.

9. Prior to undertaking any further works, liaise with Sam Astin (Conservation) to obtain his recommendations regarding the findings on site.

10. Upload photographs and submit them to Conservation for approval of the proposed methodology for exposing the parquet flooring.

11. Once sections of parquet flooring become exposed, operatives will continue works using smaller hand tools and fine controlled techniques to carefully reveal additional areas incrementally rather than undertaking large-scale removal in a single operation.

12. Operatives will avoid levering directly against parquet edges or applying concentrated force onto individual timber blocks in order to minimise the risk of cracking, lifting, delamination or edge damage.

13. Any loose debris, dust or residual material located above the parquet flooring will be removed carefully using soft hand tools and vacuum extraction where appropriate. Care will be taken to avoid scratching or damaging the timber surface during cleaning and exposure works.

14. Where parquet blocks are found to be loose, detached or require temporary uplift to facilitate further investigation works, they will be carefully lifted individually using fine hand tools and controlled manual techniques in order to minimise the risk of splitting, edge damage or breakage.

15. Any uplifted parquet blocks or sections will be handled carefully at all times and will not be thrown, dropped or stacked loosely. Materials will be placed gently into designated protected storage areas away from active work zones and access routes.

16. Uplifted parquet flooring will be stacked in small stable quantities only on suitable protective sheeting, boards or

padded surfaces to prevent twisting, impact damage, contamination or distortion of the timber blocks.

17. Where practicable, parquet blocks will be stored in a sequential and organised manner to assist with identification, condition assessment and potential reinstatement at a later stage.

18. Exposed parquet flooring and any uplifted sections will be protected from unnecessary foot traffic, moisture, dust contamination, dropped tools and material storage throughout the investigation process.

19. Raised access floor panels located above the exploratory areas will be lifted carefully using suitable panel lifting tools and controlled manual handling techniques only. Panels will be removed sequentially and stored safely in designated areas away from exposed parquet surfaces to prevent accidental impact or contamination.

20. All uplifted flooring materials, access floor components and loose debris will be stored in a controlled manner to prevent damage to the exposed parquet flooring and surrounding finishes.

21. Exposed parquet flooring areas will be photographically recorded progressively throughout the works to document the condition, extent and layout of the flooring as it is revealed.

22. Works will proceed on a gradual “lift, inspect and review” basis to allow continuous assessment of the parquet flooring condition and ensure that any areas of historic significance can be reviewed before further disturbance takes place.

23. Should significant original parquet flooring, fragile sections or unexpected historic features/materials be uncovered, works within that area will stop immediately and findings will be reported to the Client/Principal Contractor prior to proceeding further.

24. Waste materials and debris generated during the works will be removed progressively to maintain a clean, controlled and safe working environment and reduce the risk of contamination or accidental damage to historic finishes.

25. Upon completion of the exploratory investigation works, all exposed areas will either be temporarily protected, reinstated or left in a safe condition in accordance with the Client’s instructions and any conservation-related requirements pending further review.

1.3 Management contacts

[redacted]

[redacted]

[redacted]

1.4 Site induction, access and egress

The principle contractor, if one exists, is responsible for providing safe access and egress to the site. Otherwise [redacted] employees and contractors will follow the access procedures as laid down by the customer or site owner.
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.

1.5 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

1.6 Training requirements

Site Managers: will either be SMSTS approved and IOSH Managing Safely.

Operatives: All company operatives undertake mandatory induction training on:

- Asbestos Awareness
- Fire Awareness
- Manual Handling
- Working at Height training

In addition, operatives are also trained and certificated in accordance with their company role i.e. Electrician, Plumber, Heating Engineer and will hold the correct accreditation for their role such as 18th Edition, Gas Safe, F-Gas, etc.

In addition to carriage of relevant cards i.e. IPAF, PASMA, Working in Confined Spaces etc. proof of competence can also be gained from the Site Manager.

1.7 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 secured in vans.

1.8 Sequence of operations

1.8.1 General

Preparation and induction

- Arrive on site and carry out any mandatory induction. Receive site rules, access arrangements, emergency procedures and listed building requirements.
- The asbestos register must be made available and viewed by engineers carrying out any works or activities on-site. No works shall be carried out without viewing the asbestos register first.
- Go to work area and read and sign all relevant risk assessments and method statements.
- All works to be planned and other trades to be notified of work commencing in the area.
- All PPE (Gloves, Glasses, Safety Boots, etc) to be worn at all times on site and also to ensure task specific PPE is also worn when applicable (including Ear Defenders).
- Work area to be inspected prior to commencing work activities and a Dynamic / Point of Works Risk Assessment will be completed.
- All operatives to be aware and adhere to all of the site rules.
- Identify area for work to take place and implement safe working procedures (I.e Barrier and signage). Ensure that equipment is checked before use and ensure that it is fit for purpose.
- Ensure place is well lit, using task lighting as required.
- Distribute materials to desired locations
- Ensure that all materials are kept tidy at all times to prevent slips, trips and falls.
- Erect necessary signage and barriers to protect work area.
- At no stage is the work detailed to be attempted if it cannot be conducted in a safe manner.

1.8.2 Common Hazards

Sign-in and induction

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

1.9 Risk assessment register

- 2.1 Preventing slips, trips and falls - page 12
- 2.2 Using hand tools - page 13
- 2.3 Using vibrating machinery - page 14
- 2.4 Moving of general materials of normal size and shape - page 16
- 2.5 Using portable power tools - page 17
- 2.6 Arrival & departure from site - page 19

1.10 PPE Requirements


Safety Hats


Safety Boots


Hi Vis Vest


Hearing Protection


Safety Glasses

1.11 Specific PPE requirements

PPE requirements to be followed as per site rules / Induction.
Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.

1.12 General waste handling

Always dispose of waste in accordance with [redacted] and Client Waste & Environmental procedures.
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.

All waste accumulated will be removed or disposed of in segregated skips.
Toolbox talks will be carried out regarding good housekeeping.
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.

1.13 Use of skips

No Skip being used.

1.14 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.l.

Hazardous waste like COSHH items should be disposed in COSHH bins 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.

1.15 Welfare requirements

The nearest Welfare facilities are located at: [On site Welfare]

Welfare arrangements are to be 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:

- Toilet Facilities - Engineers may be permitted to utilise the existing site provider's sanitary facilities if provided. Where they are not, engineers are to utilise local facilities. Engineers must ensure they leave all sanitary facilities in a clean and hygienic condition.
- Washing Facilities - Existing site providers washing facilities are available to utilise; engineers must ensure they leave such facilities in a clean and hygienic condition.
- Rest and Eating Facilities - Engineers will need to ensure they arrive on site with adequate food and drink to sustain them throughout the duration of the task. Consideration should be given to the prevailing weather conditions and where necessary extra water etc. should be taken.

1.16 First aid

- Nominated first aider on-site will be detailed in the Site Induction.
- Nearest hospital will be detailed in the Site Induction
- First Aid Box will be in site office & company vans.
- Minor First Aid contact site first aider. ALL incidents/accidents, however minor, must be reported to the site supervisor and recorded using the [redacted] Incident/Accident report form.
- You must also inform your line manager, in line with Antac Support Services health & safety policy.
- All incidents/accidents, however minor, must be reported and recorded.
- In the event of an emergency on site evacuation, all operatives to meet at client's fire muster point.
- Fire meeting point will be identified in the Site Specific Induction.
- Fire extinguishers will be available at the site office & at hand by anyone carrying out hot works.

1.17 Emergency Procedures (Environmental)

Environmental impacts will be reduced as far as possible.

Environmental incident - Spills:

- Attempt to isolate the cause of the spill.
- Contain spill using spill kits which are located on vans
- Ensure that the works area is safe and secure as far as is practical.
- Do not attempt to re start works.
- Contact the Supervisor for further instructions.
- The Supervisor will advise the Project Manager of the nature of the spill and the actions taken.

1.18 Emergency Procedures (Medical)

Minor Medical Emergency or Minor Incident:

- All [redacted] vehicles are equipped with a basic First-aid kit.
- First aid point will be positioned on site in vehicles
- Contact the named Site First-aider (see Fisrt Aid).
- The nominated first aider treat's the injured person on site.
- Call the [redacted] Project Manager first for advice if there is no immediate risk of danger and/or no one has sustained a serious injury.
- The Site Supervisor will advise the Project Manager of the nature of the injury/incident and the actions taken.
- The Project Manager/Supervisor will contact the [redacted] H&S Manager – and report as necessary using Workspace.

Serious Medical Emergency or Incident with immediate risk of danger:

- Contact the Emergency Services, state your name and position, the location and nature of the emergency, emergency services required, persons injured/trapped etc., any other relevant information and request assistance.
- Contact the Project Manager
- Ensure that the works area is safe and secure as far as is practical.
- Operatives to go to the emergency assembly point if required.
- Site Supervisor to ensure all operatives are accounted for – if not advise the emergency services and or Project Manager as applicable.
- Do not attempt to re start works.
- Preserve the incident area for any investigation.
- The Supervisor will advise the Project Manager of the nature of the injury/incident and the actions taken.
- Commence investigation procedures by taking witness statements.

1.19 Emergency Procedures (Fire)

FIRE – If minor, immediately sound alarm and alert all those present within the premises and tackle same with on site fire extinguishers. Call 999 if not brought under immediate control. If major, evacuate building and call 999. Report in accident book and RIDDOR. Notify H&S Advisor to investigate. ACCIDENT – Report immediately to site supervisor. Action to be taken as per company Health and Safety Policy.

Local Muster Point: is As per site Fire plan or Site Induction

Serious, Fire or Incident with immediate risk of danger:

- Contact the Emergency Services, state your name and position, the location and nature of the emergency, emergency services required, persons injured/trapped etc., any other relevant information and request assistance.
- Contact the Project Manager
- Ensure that the works area is safe and secure as far as is practical.
- Operatives to go to the emergency assembly point if required.
- Site Supervisor to ensure all operatives are accounted for – if not advise the emergency services and or Project Manager as applicable.
- Do not attempt to re start works.
- Preserve the incident area for any investigation.
- The Supervisor will advise the Project Manager of the nature of the injury/incident and the actions taken.
- Commence investigation procedures by taking witness statements.

In the event of an emergency on site evacuation, all operatives to meet at client's fire muster point. Fire meeting point will be identified in the Site Specific Induction. Fire extinguishers will be available at the site office & at hand by anyone carrying out hot works.

1.20 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?

1.21 Special permits

The Site Manager will be responsible for ensuring any permits required for this site are in place and details of such permits are communicated to the visiting engineers prior to starting work.

Any Permits to Work are to be issued to Operatives as required prior to start of work, details of Permits are to be detailed below:

-

1.22 Materials to be used

- Hand tools

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.

[redacted]

[redacted]

2.0 Risk assessment

Document created: 13 May 26
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Prepared by: [redacted]
Position: M&E Project Manager

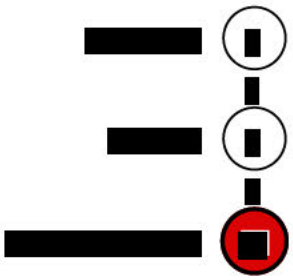
Sunlight House

Location of works:
Sunlight House

Site address:
Little Quay St
Manchester
M3 3HP

[redacted]

Example risk matrix



			[redacted]		[redacted]	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 Preventing slips, trips and falls

2.1.1 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 x 5 = 20	All raised platforms with be erected by a trained and competent individual Prior to use, all raised platforms will be inspected and tagged to display that the platform is safe to access. 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.	1 x 5 = 5

Persons at risk: All site operatives

2.1.2 Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	4 x 3 = 12	All operatives are to be shown the correct area for safe storage of materials onsite before works begin. 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. 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.	1 x 3 = 3

Persons at risk: All site operatives

2.2 Using hand tools

2.2.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4 x 2 = 8	Always choose the right tool for the job All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool Tools used shall have inherent safety features where possible, such as retractable blades for knives Keep cutting tools sharp, so that they cut true without needing to be forced 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	1 x 2 = 2

Persons at risk: User

2.2.2 Task: Using retractable knife

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

Persons at risk: User

2.3 Using vibrating machinery

2.3.1 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 x 4 = 20	Where possible, try eliminate or reduce exposure to the lowest reasonably practicable level Consult supervisor and employees for extent of use with vibrating machinery All workers should have sufficient training and competency in using vibrating machinery 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	1 x 4 = 4
Persons at risk: User			
Whole body vibration	4 x 4 = 16	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, access to manually loaded areas should be unimpeded by the machinery and involve minimal lifting, provide adequate break times, space and facilities for rest Choose suitable seats and tyres for the activity	1 x 4 = 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	

2.4 Moving of general materials of normal size and shape

2.4.1 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

2.5 Using portable power tools

2.5.1 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 All Portable Electrical Equipment / Appliances shall be tested annually (PAT).	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			
Power tools creating / causing construction dust Lung cancer, silicosis, chronic obstructive	4 x	When operating power tools that causes dust, the operative is to refer to the specific risk assessment for the tool.	1 x

pulmonary disorder (COPD) or asthma caused by inhaling construction dust	5 = 20	Operatives are to consider using a different method of work altogether when operating tools that create dust. All tools that create dusts are to be fitted with or used with a dust suppression system or have dust extraction attachments fitted. 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 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. Where possible designated areas will be allocated which are isolated and well ventilated. An 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 Hepa filter vacuums for debris, bagging and removing waste according to local regulations and the site management plan.	5 = 5
Persons at **risk**: All site operatives, User			

2.6 Arrival & departure from site

2.6.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4 x 5 = 20	The prevailing site condition is to be checked and all deliveries are to be undertaken in a pre-determined safe area. No vehicles are to be parked or unloaded in the vicinity of overhead lines. 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.	1 x 5 = 5
Persons at risk: User			
Being crushed by a falling load, with potentially fatal injuries	5 x 5 = 25	Deliveries are to be taken in designated areas only. Other workers and the public are to be kept outside of the delivery area. 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). 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.	1 x 5 = 5
Persons at risk: All site operatives, Public			
Muscle strains, sprains and injuries caused by lifting heavy loads	3 x 3 = 9	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling. Manual handling on stairs will be avoided, at no point will any loads be carried up ladders 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.	1 x 3 = 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			

2.6.2 Task: Leaving vehicle

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

2.6.3 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			

Supervision and personnel

Declaration – I understand and will agree to adhere to the contents of this method statement and the associated risk assessments (as highlighted by the supervisor). I have attended a site induction/briefing that explained the general site rules and necessary site specific arrangements.

Note: if you have any doubt about information given or contained in this method statement, ask for clarification.

Name	Role	Phone	Date	Signature