

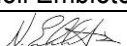


Stone Technical Services Group Ltd

SAFE METHOD OF WORK

OBJECTIVE

The objective of this safe method of work is to provide and document a safe working procedure for employees of the company and consideration has also been given in respect of persons who may be affected by our work.

Job number:	CRM 26613	Method statement number:	STS/M&BBROWNSMCR2027
Client:	Keith Russell		
Client contact:	Building Development Manager Keith.Russell@mbplc.com 07599 100546 (Mobile) 0121 498 4000 (Company)		
Programmed commencement date:	11 th Jan 2027		
Duration of the works:	3 Weeks		
Number of pages in document:	11		
Method statement developed by:	Luke Stone, Operations Director		
Signature:		Date:	20 th October 2026
Method statement checked by:	Neil Embleton, Contract Manager		
Signature:		Date:	20 th October 2026
Date issued:	21 st October 2026		

1.0 TASK

Brief description of works:	
Stone Technical Services Group Ltd (STS) to carry out repairs following our façade inspection using clients fixed access scaffolding: works consist of Doff cleaning, De-frassing, masonry repairs, pointing works timber repairs.	
Location of works:	
Browns Manchester, 1 York Street, Manchester, M2 2AW	
What.Three.Words Location	
///voter.note.rewarding	
Weather Conditions	
Weather monitoring to be monitored using MET office weather reports and also through daily visual checks by STS supervisors ahead of any external works commencing. Weather checks such as for snow, ice & morning frost underfoot. Wind monitoring to be carried out using handheld anemometer (If available) and/or MET office weather reports to forward plan.	
Parking of Company vehicle	
Suitable and adequate parking provision to be provided for a minimum of one long wheelbase van for the duration of the works.	
Personnel involved:	
1. Michael Rae	2. Scott Lambert
3. Harry Guy	4.
Supervisor: Lee Walton	
Materials:	
<ul style="list-style-type: none">• Lime• Conservation Lime Repair Mortar• Timber	<ul style="list-style-type: none">• Sand• Timber Repair Kit• Rubble Sacks
Equipment (Plant):	
<ul style="list-style-type: none">• Doff Machine• Fire Extinguishers	<ul style="list-style-type: none">• Hand Tools
Emergency procedures:	
Fire	

All site personnel will adhere to and follow site fire procedures outlined at any client site induction and any conditions of hot works permits if in operation.

Accident

All accidents will be reported to the operative's immediate supervisor, who will inform the STS head office and the client. Incidents to be recorded on STS and client accident report forms.

Emergency site evacuation

All site personnel will familiarise themselves with the site evacuation procedure. The client is to provide details during the site induction. Additional provisions will be provided dependant on risk, location of works etc. if required.

First aid provision:

The designated first aider on site will be the onsite STS supervisor. First aid provision will be provided in the site office/reception/security (locations to be confirmed at the site induction), along with First Aid kits in all STS company vehicles.

All client site first aiders will be confirmed at the site induction, along with any first aid points if applicable.

Welfare facilities:

STS to have use of current welfare facilities onsite provided and maintained by the client as agreed.

2.0 RISK ASSESSMENT AND CONTROL METHODS

HAZARDS/RISKS TO OPERATIVES			
Access/egress	✓	Access equipment	✓
Slips trips and falls	✓	Plant fixed/portable	✓
Falls from height	✓	Hand tools	✓
Confined space		Hazardous materials	
Excavations		Falling objects	✓
Hot work/fire		Moving machinery vehicles	
LPG		Lighting levels	
Buried/overhead services/ existing services		Hearing damage/vibration HAV VWF	
Overlap with client undertakings	✓	Respiration	✓
Lone working	✓	Eye injuries	✓
Manual handling	✓	Cuts and bruises	✓
Lifting operations	✓	Other (Please specify)	
Inclement Weather	✓		

HAZARDS/RISKS TO THE PUBLIC/3rd PARTIES			
Slips trips and falls	✓	Scaffolding	✓
Falling objects	✓	Site access	
Movement of transport/plant	✓	Inclement Weather	✓
Excavations			

3.0 CONTROL MEASURES

CONTROL MEASURES TO PROTECT THE OPERATIVES			
Site induction	✓	Access equipment provision/inspection/maintenance	✓
Housekeeping i.e. trailing leads etc	✓	Plant provision/inspection/maintenance	✓
Permanent/temporary work restraint systems		Tool provision/inspection/maintenance	✓
Permit to work	✓	Substitute substances/materials/COSHH	
Site drawings from client		Tool/material tethering	
Regular communication with client/STS head office	✓	Exclusion zones	
Relevant training required	✓	Designated pedestrian routes	
Proof of competence required, CSCS, etc.	✓	Additional temporary lighting	
Written procedures guidance (RAMS briefing)	✓	PPE	✓

PERSON PROTECTIVE EQUIPMENT					
Safety helmet – EN 397, EN 50365, ANSI Z89	✓	Hi Vis – BS EN 471	✓	Dust masks – EN 149:2001	✓
Light eye protection – EN 166:2001	✓	Gloves – CE EN 388	✓	Goggles – EN 166:1996	✓
Ear protection – EN 352-2	✓	Safety boots – EN ISO 20345:2011	✓		
Overalls		Industrial full body rope access harness – EN 813:2008			

CONTROL MEASURES TO PROTECT THE PUBLIC/3 rd PARTIES			
Good housekeeping	✓	Hoarding	
Exclusion zones		Access points (security)	
Warning signs		Tool/material tethering	
Heras fencing/barriers		Designated pedestrian routes	
Ground staff		Out of hours working	

4.0 METHOD STATEMENT

Sequence of works / method of working
<p>Prelims</p> <ul style="list-style-type: none"> Supply the necessary skilled C.I.T.B. registered labour, plant and equipment sufficient to carry out the following works to comply with current Health and Safety at Work regulations. On arrival to site, STS personnel will sign in and attend any site safety induction. All personnel will be briefed on the site asbestos survey/register and ensure their works are not likely to disturb any known ACMS present. Operatives are to remain vigilant and if any suspect materials are found during the works, they are to implement the Company Asbestos Management procedure. All STS personnel/sub-contractors to carry their relevant skills/competency cards which are to be presented to the client's management team during the site induction for their records. All operatives shall be given a pre-start briefing by the resident STS site supervisor and are to have read and understood all the method statement and risk/COSHH assessments. Task specific PPE to be issued, including tool tethering lanyards, restraint harnesses etc. STS supervisor to carry out a safe start briefing at the work area using the safe start briefing sheet Ref: Safe Start/001, which will include a physical check of the work area to ensure there are no H&S interface issues. A daily safety check on exclusion zones and or access platforms to be carried out by the site supervisor. Any changes in working methods to be conveyed to all operatives by the site supervisor. If during the works operatives find the method of works has changed, they must stop and inform their supervisor to ensure all hazards and necessary control measures are managed adequately. All electrical tools/equipment to have current PAT test certification and legible ID stickers. All up to date access equipment maintenance and inspection records to be kept on site. STS supervisor to carry out daily inspection of all access equipment. Good housekeeping to be maintained at all times to prevent slip trip and fall hazards. Dynamic Risk Assessment to be carried out daily by STS supervisor, on discovery of any hazards or Health and Safety issues found, these MUST be reported to STS office prior to starting works including Inclement Weather. The dynamic risk assessment prestart checks of the work area during inclement weather should include checks for snow/ice/frost & pooled water under foot etc. Where applicable snow/ice/frost clearing to be carried out in line with the company Safe Work Procedure for Clearing Ice & Snow of Scaffolds & Roof areas SWP/010.

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JOB METHOD – DOFF CLEANING

DOFF Cleaning of Ground Floor Elevations Masonry

Exclusion Zone: Prior to commencing work Herras fencing complete with Monoflex sheeting to be erected around the work area to protect members of the public during high pressure water wash cleaning works (all access equipment and protection is to be provided by main contractor for purpose of these works).

All tools and equipment to be sited in the exclusion zone area, such as water wash plant and equipment, under no circumstances are hose, equipment etc. permitted outside of the STS controlled work areas.

Area to be attended at all times where high pressure water washing equipment is in use.

The water wash equipment contains a pressurised chamber and emits pressurised water. As such the system may constitute a hazard to personal safety. All personnel should never come into direct contact with the pressurised jet of water, and are not to tamper or try to fix the pressurised system.

All water dispersed by the pressure washing cleaning system is usually categorised as low risk.

Potential Diesel emissions from the water washing equipment, so good natural ventilation is required.

Noise – when starting up the water washing equipment there may be a sudden loud noise emitted, when working in public areas in particular where horses are present, avoid sudden noise, i.e. avoid powering the water washing equipment up until horses are clear of the area, as sudden loud noises may startle them.

In the event of fault or failure of the water washing equipment, the machine is to be immediately switched off and removed from service and labelled as faulty. The fault is to be reported to the Nominated Responsible Person, and the system is to be fixed by a trained and qualified person.

Water wash cleaning of the area: Ensure that there is a firm, flat base on which to use the water washing equipment.

Once the required pressure has been attained as indicated on the indicator on the central unit release the water through the connecting hose and steel nozzle to create a pressurised stream.

Apply a jet of moisture to the area where contaminant is to be removed.

Prolonged application of the water in a single area should be avoided to reduce risk of enlargement of pore space.

If enlargement of the pore space and capillaries of the substrate or removal of the surface coating/ paintwork being cleaned does occur use of the system should be terminated immediately.

Pressure wash cleaning is then to be resumed only after appraisal of the situation by nominated personnel.

As the water is applied operatives are to remove the contaminant by brushing. Stiff bristled nylon or phosphor bronze brushes are to be used to further invigorate and remove the contaminant from stone substrates.

Soft bristle brushes or even finer tools, such as scalpels, are to be used to remove fine contaminant from delicate areas and finishes.

Brushing or manual methods of contaminant removal should not be undertaken if the substrate to be cleaned is impacted.

If the brushing or removal of contaminant creates an alteration in the surface finish, or removes the original surface, it is to be halted until full appraisal of the process is undertaken.

Refuelling activities: All fuels diesel & petrol to be stored in proprietary containers for portable fuel cans, use only UPC- or CSA-certified containers.

Store all fuels in a flammable lockable store away from occupied buildings and material/equipment storage containers/compounds.

Agree a designated refuelling area at project commencement, ensuring it is away from naked flames, hot works. No smoking is permitted when carrying out refuelling activities.

Ensure adequate bunding, and storage area is clear of drains/watercourses.

Before refuelling of plant, ensure the plant power is isolated and the plant has cooled down.

Ensure adequate ventilation, refuelling not to take place inside or in poorly ventilated areas.

Always ensure a funnel is used to refuel the plant.

Ensure the plant is sited in a drip tray/nappy, and a spill kit is available. If there are any spillages, they are to be cleaned up immediately, please refer to the diesel COSHH assessment.

Ensure any spills are clean up before re energising the equipment.

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DOFF Clean

The STONEHEALTH DOFF 'superheated water' system is generally appropriate for the removal of thermoplastic paints (oil based, acrylic, dispersion etc.) and oil, grease, bitumen, algae (and other biological matter including mosses, lichens & fungi etc.), chewing gum etc.

The objectives and scope of the project will be taken into account. This will determine the boundaries for the cleaning / removal process e.g. timescale, access, cost limitation & aesthetic requirements.

The areas to be worked will be examined by the Supervising Officer. The said officer will be assisted by the contractor or other participants having an understanding of the principle and possibilities of the system. Considerations will include safety, substrate condition, control of water and proximity of other works.

It should be normal practice before commencement of the cleaning operation that one or more sample areas are evaluated. Due merit should be given to the following:

- Areas should be representative of the substrate, soiling and detail of the main works
- Test panels should be positioned discreetly
- Location of the test areas must be recorded and protected from further alteration
- The parameters by which the result is obtained must be recorded
- An acceptable test area should be retained as a control panel for the main works
- Measures adopted as a result of the tests must be attainable and controllable in the main works

The cleaning of the surface should be carried out by a capable operator who has received instruction from Stonehealth Ltd into the proper use of the DOFF steam cleaning system. Stonehealth Ltd maintains a record of the induction of each operator.

If the Test Supervisor (the Client's nominated representative) is not familiar with the DOFF system, they should seek such information from Stonehealth Ltd as to be able to correctly identify the origins of the principle components of the system (equipment serial numbers, nozzle type number).

Consideration should be given to protecting windows, doors, delicate features or any other areas not to be treated. For example 'Tank-Tape' and polythene to reduce water ingress through openings. Isolation of vulnerable electrical apparatus, lighting etc.

In some instances it may be necessary to use supplementary techniques to expedite the process.

Adjustment of the water volume, pressure and temperature controls should be made whilst maintaining an appropriate distance of the nozzle from the work. A balance should be achieved in order to obtain an effective cleaning result without abrading the substrate. Consideration may also be given to differing nozzle specification i.e. aperture and spray angle.

To maintain full temperature at the nozzle, consideration must be given keeping the high-pressure hoses as short as possible and fitting insulation (pipe lagging) if necessary. This is normally appropriate for hose lengths greater than 30m, or under cold prevailing weather conditions.

When progress is difficult it may be found beneficial to carry out cleaning in stages, allowing a dwell period between applications.

Where there is a high risk of water damage to adjacent fabric e.g. during internal usage, consideration should be given to vacuuming or channelling away unwanted matter and vapour. 'Steam' will activate smoke detectors if placed in local proximity.

As this work is being carried out on an internal floor the operative will include the use of the approved DOFF water recovery system to ensure minimal residual water is left behind

Consideration must be given to all Health & Safety matters. These are;

Protective Clothing & Equipment

Normal will be: Rubber dipped cloth gloves, eye protection (visor), ear defenders (above 30 bar pressure), waterproof clothing (skin to be covered). Respiratory equipment will be advisable if toxic coatings are suspected or if bird / animal droppings are to be removed.

Electrical Safety

Appropriate electrical ancillaries and supply protection (see the Electrical Considerations sheet). Isolation and / or

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protection of electrical fittings.

Location of DOFF Equipment

Equipment should be placed in a well-ventilated area out of the reach of the lance or other water spray. The exhaust must not be covered or obscured. A purpose made ventilation duct can be used if required in an enclosed area. It will reassure the Operator if the unit can be observed, if only from a distance, by themselves or an assistant.

Storage & Use of Fuel

Stonehealth Ltd now only advise the use of kerosene (28 sec heating oil) as a fuel for the Hot Box. The Hot Box will function on red or white diesel but will not burn as cleanly both for the machine and the environment. With new equipment, repair work attributable to the use of diesel fuel is no longer covered under the warranty. **Kerosene is not** suitable for use in engines eg diesel compressors etc. This will be stored in suitable marked containers or drums away from heat or direct sunlight. Storage will not be adjacent to the DOFF heater unit (at least 5 metres distant). Precautions should be made to avoid accidental or malicious spillage. Make use of containment / bunding as required by law. Avoid contact with skin, soil and vegetation. Transfer of fuel to the DOFF should be carried out using a 20 litre Jerry can with 'clip on' spout. If storage on site is difficult transfer to the site sufficient only to maintain continuity of working.

Storage & Use of Acid De-scaler

In hard water areas descaling of the boiler unit will be required in accordance with the Operator Instruction. The de-scaler will normally be inhibited hydrochloric acid (see product Health & Safety Data Sheet). This should be stored at ambient temperature with controlled access. Preliminary transfer (in a controlled location) into 1 or 2½ litre marked containers will reduce later handling. Protective waterproof clothing, eye protection and rubber gloves / gauntlets are required. Supply of clean water should be readily accessible during usage. Do not dispose of untreated residue: neutralize with Limestone or similar. Neutralized residues may be disposed to the foul drain (not into surface water drainage or watercourse).

Education of Personnel

Whilst personnel working in the vicinity need not be inducted into the working of the system they should be made aware of the potential hazards – heat, ventilation, the temperature of metal / rubber components etc. A nominated person adjacent, other than the Operator, should be aware of how to safely shut down the system in circumstances unforeseen.

Firefighting Equipment

Maintain access of an appropriate fire extinguisher to suit liquid fire in electrical environment.

Refuelling activities – Generators & Machinery (if applicable)

All fuels diesel & petrol to be stored in proprietary containers for portable fuel cans, use only UPC- or CSA-certified containers.

Store all fuels in a flammable lockable store away from occupied buildings and material/equipment storage containers/compounds.

Agree a designated refuelling area at project commencement, ensuring it is away from naked flames, hot works. No smoking is permitted when carrying out refuelling activities.

Ensure adequate bunding, and storage area is clear of drains/watercourses.

Before refuelling of generators, ensure the generators power is isolated and the generators has cooled down.

Ensure adequate ventilation, refuelling not to take place inside or in poorly ventilated areas.

Always ensure a funnel is used to refuel the generator.

Ensure the generator is sited in a drip tray/nappy, and a spill kit is available. If there are any spillages, they are to be cleaned up immediately, please refer to the diesel COSHH assessment.

Ensure any spills are clean up before re energising the equipment

JOB METHOD – MASONRY REPAIRS & REPOINTING OF STONWORK

Pointing Works

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Mortar for building and pointing stonework to be Hydraulic lime mortar, comprising 1 part NHL3.5 Hydraulic Lime: 3 parts sand, comprising 2 parts sharp sand: 1 part soft sand.

Mortar samples: The contractor is to identify the range of mortar colours required within the areas designated either on drawings or on site for repointing and to prepare range of mortar samples for the Architect's approval.

Replacement mortar is to match un-weathered portions of mortar from within the joints, not the spiked and weathered face.

The constituents of each sample must be noted in detail to ensure accurate replication.

Samples presented for approval must have been allowed to dry and set naturally.

Joints to be pointed with mortar finished tight within arises of stonework. Where joints (particularly perpendes) are open deep pointing will be required, and mortar should be packed to fill the full depth of the stonework.

Fine Joints: Rake out joints using a fine toothed saw blade or hooked knife blade to a depth of 20mm, or until all loose material has been removed, as work proceeds. Ensure arrises are not damaged during this operation. Wash out joints with clean water.

Use manual methods only, power tools will not be permitted.

If cavities are discovered behind pointing a backing rod of twisted, greased string is to be placed into the back of the joint to stop mortar escaping into the structure.

Push lime mortar into joint using a suitable pointing iron sized to suit width of the joint. Press mortar firmly back into joint to achieve full compaction and remove any trapped air. Place mortars in two layers each 10mm thick.

Clean off surplus material the following day using a hand spray and stiff bristle brush.

Joints Greater than 5mm: Rake out joints, using methods necessary to prevent damage to surrounding work, to a minimum depth of 25mm or twice the width of the joint. Well attached mortar to remain in situ. Back of joints to be square.

Use manual tools only, power tools will not be permitted.

Dampen joints to prevent suction.

Press the mortar well into the joints using a pointing key or suitably sized iron, preventing voids forming behind, but avoiding encroaching over arrises of surrounding bricks. Place mortar in two layers each 10mm thick

Do not allow rapid drying of the mortar.

Joint treatment and finish as fine joints above.

Protect all newly laid mortar from driving rain, drying wind and direct sunlight.

Ensure that mortar is laid on or inserted within uniformly dampened, but not over wetted, backgrounds. Using a nebulising spray to moisten backgrounds and to maintain the dampness of the adjoining material during the initial mortar curing.

Take every reasonable precaution to prevent premature drying out in warm, sunny weather and the consequent appearance of shrinkage cracks. Cover newly executed work in dampened, starch free, bleached hessian cloth.

Use all hydraulic lime mortar after 2 hours in summer, 2½ - 3 hours in cooler weather. Discard all time-expired mortar and start afresh.

Workmanship Generally: Ensure that all mortar is thoroughly compacted into joints and fissures to eliminate voids and air pockets.

When pointing with lime mortar, use a pointing key or other suitable tool to ensure that the greatest possible pressure is used to compact the mortar in the joint. Do not use a trowel, because it cannot exert sufficient pressure. All joints are to match existing unless otherwise directed by the Client's Architect.

Leave air-lime mortar for about 3-4 hours to set partially in the work, then carefully remove all surplus material from brick surface before the mortar has fully cured. Tool the joints a second time to achieve a final compaction.

Hydraulic lime mortars are to be compacted once only, when the mortar is placed. Do not attempt to compact after the mortar has begun to set.

Air lime mortar may, at the instruction of the Client's Architect, be compacted by brushing into the joint not less than 24 hours after the mortar has been placed. Use a churn brush or other, equivalent broad bladed brush to ensure even competition.

Do not attempt to compact hydraulic lime mortar by brushing.

Masonry Compound Repairs

Preparation & Materials for Thin Plastic Repair Coats: Preparation: Remove all dust, flakes and other loose particles

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back to a sound layer. Clean off all other contaminants, such as salt crystals or organic soiling. Examine the surface for voids, fissures or delamination. Infill these in feebly hydraulic lime mortar. After infilling, remove surplus material from masonry faces as work progresses.

Wash and sterilise cavity using approved biocide.

Apply milk casein to the background if it is friable or distressed immediately before applying the repair medium, or as directed by the Client's Architect.

Contoured Plastic Repair Application: To stabilise and consolidate broken, eroded or powdering existing stone surfaces by building up thin plastic repair coats which follow the contour of the damaged area.

Preparation: The stone around the perimeter of the decayed area should be slightly undercut, in order to provide a 'key' for the repair mortar. A clean joint between masonry and mortar should be achieved - edges are not to be feathered.

Application: Moisten backgrounds using nebulising spray to reduce suction. Apply slurry coat if required. Do not wet excessively. Apply in thin coats, not exceeding 3mm thick, to reduce and smooth off the concavity in the depleted stone. The finished repaired surface must not contain cavities, ridges ribs or similar which may retain water on the stone surface.

The first coat, or roughing out coat, should contain coarser, sharper aggregate than the subsequent coats and should be scratched to provide a key.

Between repair coats keep surfaces free from dust. Protect from rain and rapid drying.

Compaction: Carefully compact render in situ by tamping or stippling.

Finish: Float the final coat using a small hardwood, cross grained wooden float to a surface texture which matches the adjoining sound stone surface.

Curing: Allow any one coat to cure slowly before applying a subsequent coat. Use dampened, bleached hessian cloths as covers to ensure slow, even drying out.

Armatures for Built-up Repair Coats (for deep plastic repairs): Do not apply repair coats to a depth greater than 25mm without reinforcement in the background in the form of an armature or dowel which is compatible with the repair compound. Do not use ferrous armatures or reinforcement. Use austenitic stainless steel to BS6744 type 316, phosphor bronze wire, unvitified porcelain, glass fiber, drawn glass filaments or terracotta, e.g. "Brick-Mesh" from Telling Lime Products Primrose Avenue, Fordhouses, Wolverhampton WV10 8AW, or other, equivalent, approved material.

Masonry Descaling

Carefully remove loose shaling and powdering from stones to the extent agreed.

Method: Dry brush surface of walling with a stiff bristle brush without damaging the stonework. Brush walling in one direction followed by brushing in the opposite direction. This should remove general detritus, dirt, webs and loose vegetation. The walling should not be scrubbed with the brush. Suitable bristle brushes or carborundum blocks only to be used, do not use wire brushes.

JOB METHOD – APPLICATION OF FLEXIBLE SEALANTS

Surface Preparation: Surfaces must be clean, dry and free from dust, grease and other contaminates.

Improve adhesion by wiping surfaces with white spirits. Priming is not generally required.

Application: Cut the tip of the cartridge taking care not to damage the thread.

Apply nozzle and cut cleanly at an angle of 45 degrees with an opening slightly larger than the gap to be sealed.

Apply using a standard sealant gun. Best results will be obtained by keeping an even pressure on the gun trigger and keeping the gun at a constant angle to the sur-faces to be sealed.

To ensure a proper bond, always smooth down seal-ant using a spatula or piece of wood wetted with soap and water solution.

Tool down within 15 minutes of application. An improved appearance can be achieved by placing masking tape to both sides of the joint, removing with-in 5 minutes of application

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Completion

- Upon completion site to be left in clean and tidy condition.
- STS supervisor to complete site report receipt and obtain signature from client. WHITE copy to be returned to Head Office and PINK copy left with client.

5.0 ACCOMPANYING DOCUMENTS

Associated documents (These must be made available at the safe start briefing and communicated to all personnel involved in the work)

Risk assessments	<ul style="list-style-type: none"> • HSC/RA/002 – Access & Egress • HSC/RA/004 – Asbestos Contact With • HSC/RA/021 - COSHH • HSC/RA/023 – Dispatch of Waste Materials • HSC/RA/052 – Emergency Procedures • HSC/RA/056 – First Aid – Administering • HSC/RA/067 – Hand Tools – Safe Use Of • HSC/RA/075 – Jet Washing Masonry • HSC/RA/085 – Lone Workers • HSC/RA/087 – Manual Handling • HSC/RA/089 – Masonry Restoration Works • HSC/RA/105 - PPE • HSC/RA/120 – Slips, Trips & Falls • HSC/RA/130 – Third Party Protection • HSC/RA/139 – Work at Height • HSC/RA/140 – WAH – Access Scaffolding
COSHH assessments	<ul style="list-style-type: none"> • COSHH/0002 – Diesel • COSHH/007 – Lime Hydraulic • COSHH/010 – Masonry – Restoration Mortar
Company procedures	<ul style="list-style-type: none"> • Supervisor safe start checklist • Company Asbestos Management Procedure • Needles Procedure • Accident Reporting Guidance, Register & Record • COVID19
Additional Documents	<ul style="list-style-type: none"> • SWP/010 - Safe work procedure for clearing snow/ice from scaffolds and roof areas (if applicable, i.e. during winter months)

6.0 OPERATIVE COMPLIANCE**OPERATIVE COMPLIANCE FORM**

- Operatives must read all safety documentation, risk assessments, method statements, and all relevant information regarding health and safety for site operations and be deemed to understand their responsibilities to all relevant statutory requirements to the Health and Safety At Work Act 1974.
- Job specific information must be read and understood before commencement of works. Any questions raised must be discussed with your supervisor prior to attending site.

Declaration:

I/We the undersigned have read and understood all the documentation and will comply with all health & safety, method & risk assessments and all site-specific requirements.

Name:	Signature:	Date:
1.		

2.		
3.		
4.		
5.		
6.		
PLEASE NOTE: DOCUMENT MUST BE SIGNED AND RETURNED TO STS HEAD OFFICE UPON COMPLETION OF EACH JOB.		

ALL STS OPERATIVES INVOLVED WITH THIS PROJECT WILL BE BRIEFED ON THIS ADDENDUM TO THE ORIGINAL METHOD STATEMENT AND THE ASSOCIATED RISK ASSESSMENTS.

Declaration:

I/We the undersigned have read and understood the above addendum to the method statement and will comply with all health & safety, method & risk assessments and all site-specific requirements.

Name:	Signature:	Date:
1.		
2.		
3.		
4.		
5.		

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/002

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	Access & Egress
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
<u>Trailing cables</u> extension cables, portable lighting cables.	Stones operatives, contractors, 3 rd parties	Ensure that all trailing leads are kept tidy and routed away from walkways.			x
<u>Damaged floor surfaces</u>	Stones operatives, contractors, 3 rd parties	All access / egress routes must be of a suitable hard wearing material for their intended purpose & properly maintained.			x
<u>Spillages</u> Liquid on floor surface	Stones operatives, contractors, 3 rd parties	Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken.			x
<u>Unprotected edges / openings</u>	Stones operatives, contractors, 3 rd parties	All open edges to be adequately protected with correctly designed and installed handrails.			x
<u>Sloping surface</u> <u>Uneven steps</u> <u>Changes in floor levels</u> <u>Poor lighting</u>	Stones operatives, contractors, 3 rd parties	All access / egress routes need to be adequately lit, of suitable size and construction for the purpose intended to ensure safe, easy access and egress. Emergency routes in particular should be highlighted and maintained in a safe condition.			x
<u>Traffic</u> Plant movement	Stones operatives, contractors, 3 rd parties	Traffic / plant movements and pedestrians should be segregated wherever possible or otherwise tightly controlled.			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/004

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	Asbestos (Contact with)
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Inhalation of asbestos dust / fibres which can cause asbestosis, lung cancer, Mesothelioma or other respiratory diseases. This may occur whilst carrying out work in any buildings that were constructed pre - 2000.	Stones operatives, contractors, 3 rd parties	<p>All work involving known or suspected asbestos-containing materials must be assessed in accordance with the Control of Asbestos Regulations 2012. Suitable asbestos survey information must be obtained and reviewed before intrusive work commences.</p> <p>Personnel liable to encounter asbestos must receive appropriate asbestos awareness training. Personnel undertaking non-licensed or notifiable non-licensed asbestos work must receive additional task-specific training and instruction. Licensable asbestos work must be undertaken by an appropriately licensed contractor using suitably trained and competent personnel.</p> <p>The asbestos control limit is 0.1 fibres/cm³ averaged over four hours. Exposure must be prevented or reduced as far as reasonably practicable. If suspected asbestos is discovered or disturbed, work must cease immediately, the area must be secured and further assessment undertaken before work resumes.</p> <p>.</p>			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/021

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLECTIBLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	COSHH
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
<u>Any liquid, gas, dust or solid that has the potential to be hazardous to health</u>	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> All substances must be subject to a suitable risk assessment, with the findings and control measures required, communicated to those likely to be affected - before being used in the workplace. The CoSHH assessment will establish the potential harmful effects, how it should be handled, who may be affected, how it should be stored and what appropriate control measures are to be taken. If an unknown substance is discovered, it must be brought to attention of the person in charge and a suitable assessment must be carried out before the substance is handled, used or disposed of. The risk to personnel must be considered and exposure to any harmful substances must be either eliminated or reduced to a safe level by introducing appropriate control measures. Where use of hazardous substances cannot be avoided, all possible precautions must be taken to minimise exposure. <p>All appropriate PPE must be used as required by the assessment.</p>			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/023

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLECTIBLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 2

LOCATION	All Sites	ACTIVITY	DISPATCH OF WASTE MATERIAL
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Operatives being injured by vehicles manoeuvring throughout the site to carry out the removal of waste materials	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> High visibility clothing to be worn Vehicles removing site materials must at all time be assisted by a member of the Company (Banksman) when reversing. All personnel must keep clear at all times when vehicles are manoeuvring into the loading position or when carrying out loading procedures. 			x
Operatives being injured when materials are lowered or lifted by 360° machines	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Operatives should be fully aware of all site personnel/vehicle drivers and general public in the area of danger. To protect the Driver materials should not be taken over the drivers cab whilst loading procedures are taking place. 			x
Vehicle drivers, operatives and general public being injured when loading and unloading procedure are taking place.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> The Operative must always ensure that the materials are in a safe condition to be loaded or unloaded prior to the procedure taking place. Consideration should be made to the stability of the wagon when unloading or loading. 			x

HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Wagons may become unstable when loading on uneven ground causing the load to topple.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Loading operations must be carried out on firm and level ground 			x
Slips, trips and falls while assisting in the loading procedure.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> The work area must be clear of all tripping hazards before any loading operation takes place. 			x

RISK ASSESSMENT

RISK RATING		LIKELIHOOD OF OCCURRENCE		
See explanations at right		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	EMERGENCY PROCEDURES
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Serious incident / injury due to poor emergency procedures.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> A suitable and sufficient emergency plan must be in place and employees informed of requirements and responsibilities. Regular fire drills to be carried out so personnel are familiar with escape routes, fire actions and use of extinguishers. 			x
People trapped in buildings - in the event of fire.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Personnel to be made aware of the importance of keeping exits clear and fire escape doors unlocked. Nominated 'Fire Wardens' will be appointed to maintain escape routes / exits. Escape routes are to be clearly signed and where appropriate, emergency lighting installed. An attendance sheet will be used by the Fire Warden to account for personnel. In the event of disabled people being on the premises, a person will be nominated to accompany them at all times and to escort them to safety; this will be arranged prior to any emergency situation. 			x
Slips, trips & falls.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Good housekeeping standards and cable management will be encouraged. Walkways will be kept clear of debris. 			x
Failed fire fighting equipment.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> All firefighting equipment will be subjected to periodic checks and visually inspected regularly. This will be done by a trained and competent person. 			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/056

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLECTABLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	FIRST AID (ADMINISTERING)
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
<u>Inexperienced or unqualified persons</u> First aid being given by inexperienced or unqualified persons, which may well result in aggravation of patients injuries.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Persons administering first aid should have completed a comprehensive first aid course. Examples are; First Aid at Work Certificate (3 Days) First Aider Qualification. Emergency Life Saving Skills (1 Day) Appointed person. Ensure adequate first aid cover is available at all times. 			x
<u>The person administering first aid being exposed to the same hazard</u> that caused the initial accident, therefore inflicting injury. Examples would be: Chemical contact, electric shock, falls from height etc.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Contact Emergency services before attempting to carry out any first aid on an injured person or delegate the task to a colleague where possible. The First Aider must establish that the area where the injured person is located is safe to enter. The First Aider must never rush in. Always assess the risks to yourself, regarding the area and situation, before proceeding. 			x
<u>Insufficient equipment</u> The First Aider having insufficient equipment to administer appropriate treatment.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> It is the responsibility of the First Aider to ensure that all essential equipment is available in the workplace, to enable them to carry out their duties adequately, i.e.; first aid box is adequately stocked. 			x

RISK ASSESSMENT

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

CATION	All Sites	ACTIVITY	Hand Tools – Safe use of
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Using incorrect tools or damaged tools may cause injury to the operatives.	Stones operatives, other contractors	<ul style="list-style-type: none"> Management to ensure appropriate tools are available. Tools must be fit for purpose, in good condition and well maintained. Always select the correct type of tool for the job in hand. Screwdrivers and chisels should never be used as pry bars. Safe storage must be provided & used, to prevent tools from being damaged. 			X
Unsafe use. General cuts and bruises can occur when tools are not used for their correct purpose.	Stones operatives, other contractors	<ul style="list-style-type: none"> The correct type of tool to be selected for the task. Operative must check tools before and after use. Any tools not fit for purpose must be replaced. When using sharp knife, ensure blade retracts or fits into sheath after use. 			X
Flying Debris Eye injuries can be caused by flying fragments of tool or materials.	Stones operatives, other contractors, 3 RD Parties	<ul style="list-style-type: none"> Operatives must wear suitable and sufficient eye protection. Ensure eye protection is task specific!! Light eye protection is not sufficient protection for many hand tool tasks. 			X
Damaged tools Hand and arm injuries.	Stones operatives, other contractors.	<ul style="list-style-type: none"> Tools should be inspected before use. Damaged tools should be removed from service and replaced or repaired e.g. Mushroomed heads on chisels to be removed by regular grinding. Knives and chisels must be kept sharp. Blunt/worn saw blades must be replaced or sharpened. 			X
Poor Posture Musculoskeletal injuries	Stones operatives, other contractors.	<ul style="list-style-type: none"> Adopt good manual handling techniques when using tools - never twist or put pressure on the torso, which may result in muscular-skeletal injuries. Always adopt a good posture when using tools. If kneeling - use knee pads. Ensure there is adequate lighting to carry out tasks. 			X

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/075

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 2

LOCATION	All Sites	ACTIVITY	JET WASHING MASONRY (safe use of pressurised cleaning equipment)
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
<u>High pressure water</u> Water pressure to maximum of 2000psi can cause serious injury to the operative.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Prior to commencement of the task all equipment must be inspected to ensure that it is in a serviceable condition, checks to be carried out by a competent person. Safety checks of the equipment must be recorded. Works area to be cordoned off to prevent unauthorised access when the pressurised system is in use. 			x
<u>Hot water/steam</u> Operative coming into contact with hot water and steam used in the process.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Operatives carrying out this type of work must have received adequate training in the task and have an understanding of the process in regards to hot water and steam hazards. Works area to be cordoned off to prevent unauthorised access when the system is in use. 			x
<u>Chemicals</u> used in the process coming into contact with the operative carrying out the task.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Chemicals used for this process must always be handled and stored in line with the requirements of the appropriate COSHH assessments for the product being used. 			x
<u>Flying Debris</u> loose masonry rebounding to the face area	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Operatives must be trained in the use of a jet wash machine. Before use the area must be checked for loose debris. If loose debris is discovered the area must be scraped to remove any large pieces. Operatives must wear a full face mask and waterproof suit. Works area to be cordoned off to prevent unauthorised access when the system is in use. 			x
<u>Slips and Trips</u> on wet/oily surfaces, trips on associated flexi hoses & cables	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Care must be taken with surface water, operatives to wear the appropriate footwear such wellington boots. Store equipment safely, always use the flexi hose and gun so as does not cause a trip hazard to the operative or others. 			x

<u>Electric Shock</u> from pump, air cooler connections and cables if not properly maintained	Stones operatives, contractors	<ul style="list-style-type: none"> Electrical components should have covers in place when in use. Operator made aware in induction of electrical damage and the need for visual inspections before use. PAT regime to be up to date. 			x
<u>Manual handling</u>	Stones operatives, contractors	<ul style="list-style-type: none"> Cleaning system should be lifted by more than one person. Installed wheels to be used to aid horizontal movement. 			x
<u>Hazardous substances</u> Matter being removed by the cleaning system e.g. lead based paints, bird or vermin waste etc. <u>Noise</u>	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Contain residue where appropriate and dispose of as per local/national legislation. Where and use appropriate PPE as outlined in the associated method statement. Use ear protection as outlined in the associated method statement 			x
<u>Refuelling</u>	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Refer to the company refuelling procedure outlined in the associated method statement When using generators reference to be made to the generator risk assessment Use appropriate appliances and place protection floor mat/tray under the plant machinery 			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/085

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	LONE WORKERS
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Lone operative has an accident	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> The nature, duration and location of the work should determine the appropriate level of supervision required. Arrangements for providing help or back-up should be put in place. A means of contact via a radio or mobile phone will be maintained and where possible (depending on the risks) the supervisor will carry out periodic checks on the workers. Lone workers must be sufficiently experienced and have a clear understanding of the risks and precautions required. Lone workers should have access to adequate first-aid facilities. Occasionally risk assessment may indicate that lone workers need training in first aid. The operative will be familiar and trained in emergency procedure. PPE appropriate and adequate for the task will be worn where specified. Where significant residual risks exist, after the control measures have been applied, then the task will be re-assessed 			x
Lone operative is subject to physical assault by an assailant.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Women may be especially at risk if they work alone, so means of access to where they work e.g. offices etc. shall be secure and suitably controlled. The lone worker should have means to raise the alarm if there is a risk of attack or physical assault. 			x
Lone operative becomes ill	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> The lone worker should be medically fit and suitable to work alone. Only operatives deemed fit and capable of doing the task will be used and they will be trained and competent in emergency procedures. Regular contact and periodic checks will be maintained as appropriate 			x
Young workers	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Young or inexperienced workers will not be expected to work alone where any risks are present. Only trained and competent employees will be expected to work alone. 			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/087

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLECTIBLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	MANUAL HANDLING
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Many work place activities involve frequent manual handling tasks - lifting of objects may involve difficult and heavy lifts that may lead to potential back or other musculoskeletal related injuries.	Stones operatives, contractors,	<ul style="list-style-type: none"> Wherever possible - avoid the need for manual handling. When manual handling cannot be avoided, ensure an adequate risk assessment is carried out and control measures introduced to reduce the risk to an acceptable level. Always consider use of mechanical lifting equipment / appliances, in preference to manual handling of heavy, bulky and awkward loads. Ensure all identified control measures are applied, in order to minimise the likelihood of back or other strain injuries. Operatives must be trained, AND/OR had adequate instruction in good manual handling techniques where significant manual handling tasks are undertaken Great care should be taken when lifting any object. If the lift is too heavy for one person – get assistance e.g. team lift, two-man lift. Always maintain an upright and straight posture. Do not lift with your back bent or over reach, the correct posture and technique is essential. Know your limitations. <p style="text-align: center;">Remember - Assess the Task, Individual Capabilities, The Load, The environment STOP – THINK – CONSIDER</p>			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/089

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLECTIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	MASONRY RESTORATION WORK
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
The use of hazardous substances for this process i.e.; cement/lime can cause health problems to operatives i.e.; skin infections, burns etc.	Stones operatives, other contractors	<ul style="list-style-type: none"> All hazardous products must be handled and stored in line with the requirements of the appropriate CoSHH assessments for the product being used. Operatives must ensure that thorough hygiene procedures are followed before eating, smoking and using the toilet. Cement products are very harmful to the skin, keep the skin covered and ensure contamination is removed as soon as possible. PPE Requirements for this task are; <ol style="list-style-type: none"> Protective coveralls. Approved safety footwear. Head protection. Impervious gloves. Goggles if process causes splashing 			X
Injury to the operative from incorrect use of hand tools.	Stones operatives, other contractors	<ul style="list-style-type: none"> All operatives to be trained in the correct use of hand tools. Prior to the commencement of the task, all equipment must be inspected to ensure that it is in a serviceable condition, checks to be carried out by a Competent person. 			X
Portable abrasive grinding wheel i.e. Injuries to eyes etc.	Stones Operatives other contractors	<ul style="list-style-type: none"> Persons using this type of equipment must be fully trained in the correct working procedures and safety requirements. 			X
Electric shock from portable electrical equipment.	Stones operatives, other contractors	<ul style="list-style-type: none"> Operatives to be fully trained in the safe working procedures. All equipment should have a valid test certificate. 			X
Working at height.	Stones operatives, other contractors	<ul style="list-style-type: none"> Adequate working platforms must be used and should be erected by a competent person and inspected on a regular basis. Safety harnesses must be used where required. 			X

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/105

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLIGIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	PERSONAL PROTECTIVE EQUIPMENT (PPE)
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Selection of incorrect or unsuitable PPE, e.g. Too low attenuation hearing protection for the noise level exposed to not providing optimum protection e.g. for a Stihl Saw (110dB) the hearing protection required to be effective, must have an SNR rating of at least 30.	Stones operatives, contractors, 3 rd parties	All PPE must comply with the Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, and relevant product conformity requirements. PPE must be suitable for the identified hazards, provided free of charge where required, correctly maintained, and accompanied by appropriate information, instruction and training.			x
Wearing incompatible personal protective equipment.	Stones operatives, contractors, 3 rd parties	The personal protective equipment must be compatible with other forms of personal protective equipment worn by the employee e.g. hearing protection should not interfere with safety helmets.			x
Wearing personal protective equipment incorrectly, thereby exposing the wearer to a hazard	Stones operatives, contractors, 3 rd parties	Personal protective equipment must be worn correctly at all times, in accordance with manufacturer's instructions or as required by the site rules or as identified through the risk assessment process. Example of non-compliance - not inserting ear plugs correctly.			x
The wearing of damaged or incorrectly fitting personal protective equipment		Employers must ensure that the appropriate personal protective equipment as required by task specific risk assessments is made available for the workforce. Employees must wear and look after PPE issued to them.			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/120

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLECTIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	SLIP TRIP & FALLS
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
<u>Slips, Trips & Falls</u> Slippery floor conditions, uneven ground, tripping hazards and untidy work areas.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Ensure that all trailing electrical leads are kept tidy and routed away from walkways. All walkways shall be kept clear and be of suitable width to allow easy access and egress. Ensure safety footwear is in good condition with adequate tread, to prevent slipping. Avoid walking on uneven ground or surfaces. Take extra care if this is necessary. Be aware of weather, particularly winter conditions when working outside Do not leave tools and equipment where they may create a tripping hazard; store all tools, equipment and materials away when not in use. To prevent falls, ensure excessive amounts of debris or waste are not allowed to build up in areas where personnel may require access. Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken. Never carry objects that may restrict your view. 			x
<u>Poor lighting and untidiness</u> leads to personnel slipping, tripping or falling.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Ensure all areas are adequately lit. Ensure that a good housekeeping policy is implemented and maintained at all times. 			x
<u>Carrying loads</u> Most accidents in the workplace occur when staff are moving or carrying loads.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Always use handrails on stairways. Keep all stairways clear of tools, equipment, materials, etc. Personnel must ensure they have a clear view of where they are walking at all times, when carrying loads. 			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/130

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLIGIBLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	Third Party Protection
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Work activities can pose a variety of potential hazards and injury situations to third parties, including the general public	Other contractors, 3 rd parties etc.	<ul style="list-style-type: none"> The Company will ensure that all of their activities are assessed to determine the nature of any hazards and the degree of risk to personnel, including those not in the employment of the company. Adequate information will be given to any third party that may be affected by the company's activities. Ensure demarcation of work area, including prominent display of suitable signs, stating the company name and the work being carried out. Precautions and safeguards will be implemented for all foreseeable risks, to protect all third parties, including employees of the client / occupier, other contractors and the general public. When practical, physical measures will be taken to prevent unauthorised entry. Where applicable hording fencing, barriers, bunting, fan / scaffold protection, debris netting etc. will be erected. Ensure containment of the site activities and include precautions to eliminate or confine falling debris and any dust arising. Visitors will be accompanied at all times. Drivers of Company's vehicles will obey the Highway Code and give due care and attention to the general public, when operating outside the Company premises. 			X

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/139

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
HAZARD SEVERITY	NEGLECTIBLE	UNLIKELY	POSSIBLE	HIGHLY LIKELY
		LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 2

LOCATION	All Sites	ACTIVITY	WORK AT HEIGHT
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Falls from Heights PERSONS	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Work at height risk assessment to be carried out. Work at height should only be performed when no other practicable option exists. Safe working platform, with a safe means of access/egress - erected by trained personnel – to be provided. Safe working platforms to be inspected at least every seven days. Fragile roof areas should be protected or access to the area prevented. Edge protection should be erected at all open edges, where falls could occur. Safe working platforms to be inspected at least every seven days. Operatives to wear full body safety harness and restraint lanyard attached to a suitable anchor point, when a fall is possible. Safety netting, air bags or suitable crash decks to be positioned underneath work area, where restraint is impracticable. Where fall arrest equipment is used, a rescue procedure and equipment must be available on site, for use by trained rescue personnel. All operatives to wear appropriate PPE - safety footwear must have adequate grip. 			x

HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Falling Objects Materials injuring persons when falling from height.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> All work of this type to be risk assessed and closely supervised Falls of debris should be prevented by toe boards, chutes, netting, brick guards etc. The area below the work should be cordoned off and warning signs put in place. When removing pipes etc. from their fastenings or supports, they should be cut up into manageable sections. Beware of stored energy! Sections of pipes etc. to be removed should be supported prior to their supports being removed to prevent the pipe falling in an uncontrolled manner. At least two men to be employed in removing pipework using good manual handling techniques. <u>NEVER</u> release suspended equipment near to scaffolding 			x
Slips trips & falls	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Good housekeeping standards should be adopted on working platforms. Working platforms to be inspected on a regular basis. Suitable working platform for the work to be carried out safely 			x
Live services(Electric) Contact with overhead Electric cables.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Overhead cables should be isolated or rerouted if possible. Contact the service provider to arrange. Operatives should be made aware of any live cables in the work area. Protective sheaths should be fitted where cables are still live. 			x
Collapse / overturning Caused by strong winds, stability problems or overloading.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Safe working platforms should be inspected at least every seven days. Work at height will not be carried out in adverse weather conditions. Scaffold structures to have a safe base: height ratio. All scaffold structures to be tied, braced and stabilised in a safe manner. Safe working load not to be exceeded. 			x

RISK ASSESSMENT

RISK ASSESSMENT NUMBER

HSC/RA/140

RISK RATING See explanations at right		LIKELIHOOD OF OCCURRENCE		
		UNLIKELY	POSSIBLE	HIGHLY LIKELY
HAZARD SEVERITY	NEGLECTIBLE	LOW	LOW	LOW
	MODERATE	LOW	LOW	MED
	SERIOUS	LOW	MED	HIGH
	MAJOR	MED	HIGH	HIGH
	CATASTROPHIC	HIGH	HIGH	HIGH

RISK RATING	
LOW	No immediate action required. Proceed with care.
MEDIUM	Hazard to be investigated in conjunction with the Company Health Safety Advisor with a view to reducing the risk
HIGH	Task must not be undertaken. Immediate action must be taken to eliminate the risk or Substantially reduce the risk.

ASSESSORS NAME	Louise Mackenzie	DATE ASSESSED	October 2026
		REVIEW DATE	October 2027
		SHEET	1 of 1

LOCATION	All Sites	ACTIVITY	WORK AT HEIGHT - ACCESS SCAFFOLD
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HAZARD	PERSONS AFFECTED	CONTROL MEASURE List those provided and required	RISK RATING WITH CONTROL MEASURES		
			H	M	L
Falls from height. PERSONS.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> All scaffolds on site must be on a register Scaffold will not be used if guard rails are missing or incomplete in any way. Suitable access provided to platforms via ladders as minimum, with handrails at dismount points. Adequate size platform for work to be carried out safely Ladders should be boarded, stairs barred and other precautions taken to prevent trespassers gaining access to the scaffold outside normal hours. Operatives must not stand on handrails or remove any scaffold parts. 			x
Collapse of the structure.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Only authorised and competent persons should erect, modify or dismantle scaffolds. Scaffold not to be loaded with materials, equipment and tools unless specifically designed as a load bearing platform scaffold. Ties removed for any purpose should be replaced immediately or alternatives fitted. A scaffold tagging system should be in place. Scaffolds must be inspected every 7 days or after any adverse weather or alterations and the inspection must be recorded. Traffic should be restricted around the base of the scaffold. 			x
Falling materials.	Stones operatives, contractors, 3 rd parties	<ul style="list-style-type: none"> Use guards and debris netting etc. for high scaffolds near public areas. Keep brick stacks stable and as low as possible. Keep tools tidy, use toolbox to store tools when not required. Continually clear away debris or materials, do not allow the working platform to become untidy. Do not handle large sheet boards in strong windy conditions. Scaffolding to be clad with debris netting and third handrail dependant on scaffold use, i.e. types of materials etc. 			x

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002				
C.O.S.H.H. ASSESSMENT SHEET				
DIESEL				
Company Name	Stone Technical Services Group Ltd	COSHH Ref:	STS/COSHH/002	
Assessed By	Louise Mackenzie	Assessment Date	May 2025	Page
		Review Date	May 2027	1 of 2
Product Name	Derv Diesel, Gas Oil			
Application	Used To Power Plant And Equipment			
WEL 8hr TWA	LTEL - 5mg/m ³ : STEL - 10mg/m ³			
Hazards	<ul style="list-style-type: none"> Derv will remove natural greases resulting in dryness. Cracking and dermatitis to the skin and the risk could possibly be irreversible. Aspiration to the lungs may cause severe pulmonary injury. Will react violently if in contact with strong oxidising agents. It is harmful to aquatic organisms and may cause long term adverse effects to the aquatic environment. 			
Risk Phrases	R40	Possible risk of irreversible effects		
	R52	Harmful to aquatic organisms		
	R43	May cause long term effects to the aquatic environment		
Who is at risk of exposure?	STS Ltd employees, contractors, 3 rd parties			
Exposure Level				
All persons	<ul style="list-style-type: none"> Operatives are exposed to spillages and fumes when replenishing plant and equipment. The level is dependent on usage of plant and equipment. 			
Handling and Storage	<ul style="list-style-type: none"> Maintenance Operatives will be exposed when carrying out repairs or routine maintenance to plant equipment. Exposed skin may be subjected to splashes Risk of fume inhalation. The level is dictated by the amount of maintenance required. 			
Controls	<ul style="list-style-type: none"> Diesel must be transferred to tanks in a controlled manner. Tanks must be bunded. Drums must be situated inside a drip tray. All containers to be on stable ground with good access for delivery and filling procedures. There must be a fire extinguisher in close proximity. A suitable medium to absorb spillages must be available. Filling areas must be kept clean; debris such as paper, cloth material or wood must not be allowed to accumulate. Strong oxidising agents must not be stored in the area. A suitable fire extinguisher must be readily available in the immediate area. Operatives must use latex type gloves when topping up. Special care to be taken, not to spill diesel on themselves or surrounding area. No smoking or sources of ignition will be allowed whilst topping up procedures are taking place. Maintenance Operatives must wear protective coveralls, gloves and eye protection when carrying out maintenance routines. They must not smoke or have any form of ignition. Before starting maintenance routines, absorbent material must be spread, to capture any spillages that may occur when stripping or opening engine parts. All staff must be trained in the hazards of diesel and all the precautions required. 			

PPE								
	EN 420	EN 166	EN 149 FFP3	EN 340	EN 471	EN 20345 EN 20346	EN 397	
Fire	<ul style="list-style-type: none">In the event of a fire <u>DO NOT USE WATER</u> –Use Powder, foam or CO₂ extinguishers.Only tackle small fires - if in any doubt, call the emergency services.Fire extinguishers must be readily available near the filling station area and staff must be fully conversant with their use and procedures for putting fires out.							
Spillages/Clean up procedure	<ul style="list-style-type: none">Absorb spillages onto sand, earth or any suitable absorbent material. Collect up containers for disposal.DO NOT allow to enter sewers or watercourses.If spillages are large and enter sewers or water courses, alert the appropriate regulatory body.							
FIRST AID MEASURES								
<u>Contact with eyes</u> - Irrigate with eyewash or clean water for at least ten minutes. Obtain medical attention.								
<u>Skin contact</u> - Remove contaminated clothing. Wash skin with water. If symptoms persist, seek medical attention.								
<u>Ingestion</u> - <u>DO NOT INDUCE VOMITING.</u> Wash out mouth with water and drink 200-300ml.(half pint) It must be water. Seek medical attention.								
<u>Inhalation</u> - Remove patient from exposure. Obtain medical attention.								

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002							
C.O.S.H.H. ASSESSMENT SHEET							
Lime - Hydraulic							
Company Name	Stone Technical Services Ltd		COSHH Ref:		STS/COSHH/007		
Assessed By	Louise Mackenzie		Assessment Date		May 2025	Page	
			Review Date		May 2027	1 of 1	
Product Name	MICROTECH BIOCIDES						
Application	Mixing compound for building applications.						
WEL 8hr TWA	5mg/m ³						
Hazards	<ul style="list-style-type: none"> • Particles, if inhaled, can irritate the upper respiratory tract. • Avoid contact with eyes. • Irritation and injury can occur. • May dry skin and cause allergic reactions, in the event of prolonged contact. 						
Risk Phrases	R 41	Risk of severe eye injuries.					
	R63/37/38	Irritant to the eyes, respiratory tract and skin.					
Who is at risk of exposure? Risk Level, H,M,L	Stone Technical Services Ltd employees, contractors, 3 rd parties L						
Exposure Level							
Stones Personnel	<ul style="list-style-type: none"> • Operatives will come in contact with the substance during mixing operations. • The areas of exposure will be the hands, respiratory system and eyes. 						
Handling and Storage	<ul style="list-style-type: none"> • Store in a cool dry place 						
Controls	<ul style="list-style-type: none"> • Good hygiene should be observed. • Wash hands thoroughly after use - avoid formation of dust clouds. • PPE: - Protective gloves, respiratory protection, safety goggles, overalls. 						
PPE							
	EN 420	EN 166	EN 149 FFP3	EN 340	EN 471	EN 20345 EN 20346	EN 397
	PPE: Safety footwear, eye protection, respiratory protective equipment if natural ventilation is not adequate gloves and overalls. Site specific mandatory PPE may also be required such as hard hat/Hi Vis & safety boots.						
Health Check	N/A						
Fire	N/A Non flammable						
Spillages/Clean up procedure/Disposal	<ul style="list-style-type: none"> • Avoid creating dust. • Collect by vacuum cleaning or hose away with plenty of water 						
FIRST AID MEASURES							
<p>Contact with eyes - - In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Causes burns. Causes severe inflammation and may damage the cornea. Seek prompt medical attention.</p> <p>Skin contact - causes burns. Wash off immediately with plenty of soap and water. Remove contaminated clothing. Seek Medical attention if irritation or symptoms persist.</p> <p>Ingestion - Wash out mouth, drink plenty of water and seek medical attention.</p> <p>Inhalation - Move victim to fresh air and seek medical aid.</p>							

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002							
C.O.S.H.H. ASSESSMENT SHEET							
MASONRY – REMMERS RESTORATION MORTAR							
Company Name	Stone Technical Services Ltd		COSHH Ref:	STS/COSHH/010			
Assessed By	Louise Mackenzie		Assessment Date	May 2025	Page		
			Review Date	May 2027	1 of 1		
Product Name	Remmers Restoration Mortar SK						
Application	Restoration Cement Mortar						
WEL 8hr TWA	5 mg/m ³						
Hazards	Irritant to eyes and skin.						
Risk Phrases	R36	Irritating to eyes					
	R38	Irritating to skin					
Who is at risk of exposure?	Stone Technical Services Group Ltd employees, contractors, 3 rd parties						
Risk Level H,M,L	L						
Exposure Level							
All persons	<ul style="list-style-type: none"> Contact likely when applying the mortar during re-pointing activities Areas of exposure are the hands, other exposed skin and splashes into the eyes. 						
Handling and Storage	<ul style="list-style-type: none"> Store in closed rooms protected against moisture. 						
Controls	Dust: Provide adequate general and natural ventilation. Mortar: Immediately remove soiled, saturated clothing. PPE: DUST - Short term filter device: Type FFP2 minimum specification. PPE: MORTAR - Where splashing is likely to occur during application, suitable eye protection & impervious gloves to be worn.						
PPE	 EN 420	 EN 166	 EN 149 FFP3	 EN 340	 EN 471	 EN 20345 EN 20346	 EN 397
Health Check	N/A						
Fire	Extinguishing media – Water, Foam, CO2 or Dry Powder.						
Spillages/Clean up procedure	<ul style="list-style-type: none"> Avoid uncontrolled admittance of water. Avoid run off into sewers & drains 						
FIRST AID MEASURES							
<ul style="list-style-type: none"> Contact with eyes - Rinse opened eye for several minutes under running water. Then consult doctor Skin contact - Wash immediately with water and soap - rinse thoroughly. If skin irritation continues, consult a doctor. Ingestion - Call a doctor immediately. Inhalation - Seek medical treatment in cases of complaints 							

Needlestick Arrangement Toolbox Talk

Scope

This arrangement is in place to remind you what you should do if you come across a hypodermic needle (sharp) in the course of your duties. Please read it carefully and observe the advice given.

SAFE WORKING PROCEDURE FOR DEALING WITH HYPODERMIC NEEDLES:

- Be aware of the possible presence of hypodermic needles at all times whilst carrying out normal work activities.
- If you find hypodermic needles in your work area, **STOP WORK IMMEDIATELY.**
- **NEVER TOUCH A NEEDLE WITH YOUR BARE HANDS. GLOVES MUST BE WORN DUE TO THE RISK OF HAZARDOUS FLUIDS.**
- Open the 'sharps' container and place it as close as possible to the 'sharp'
- Once gloves are worn pick up the needle from the safe end (see fig 1 & 2 below). Tongs to be used if possible. If not hands may be used.



Fig 1 Safe end



Fig 2 Safe end

- Place the needle into an appropriate sharps container taking care to ensure that the needle is pointing away from you and to the ground whilst you walk to the sharp container.
- Do not discard sharps into bags or general rubbish disposal facilities.
- Immediately advise your Line Manager of the presence of needles, giving exact location and how many have been found.
- If you are unsure or have any doubts **DO NOT** touch the needle or attempt to dispose of it.

WHAT TO DO IF YOUR SKIN IS PUNCTURED BY A HYPODERMIC NEEDLE:

- Stop work immediately
- Apply pressure to the wound area and encourage bleeding by pushing the blood back out of the wound. (This may assist in preventing foreign material being carried around the blood stream.)
- Clean the wound with soap and water where possible; if not available use antiseptic wipes from the first aid kit. Apply an adhesive dressing to keep the wound clean.
- Where possible notify the site First Aider.
- Determine whether the injury is **HIGH RISK** or **LOW RISK** and follow the listed course of action

HIGH RISK

A HIGH RISK injury is defined as follows;

The needle is from an unknown source, it is unsheathed/ unguarded and it is suspected that it is from a substance user. Known sharps from medicinal users where the medical history of the user is unknown.

- For a high risk injury and once initial treatment has been given **immediately attend the Casualty Department at the local Hospital, stating that you have a needle stick injury from an unknown source.** Give the exact address of where the incident occurred. At the hospital you should be given a tetanus and anti-viral drugs if deemed necessary by a health professional. A blood sample will be taken, though **no further tests will be carried out if the needle has come from an unknown source.**
- Once treatment has been received, if you have not already done so, inform your Line Manager of the incident giving details of where the needle was found and how many were present. The Line Manager needs to then complete an Accident/Incident report form and follow normal reporting procedures.
- **Make an appointment with an Occupational Health Nurse for follow up treatment/ advice**

LOW RISK

A LOW RISK injury is defined as follows:

The needle is from a known source and is sterile.

- Follow usual first aid procedures

- Once treatment has been received, if you have not already done so, inform your Line Manager of the incident giving details of where the needle was found and how many were present. The Line Manager needs to then complete an Accident/Incident report form and follow normal reporting procedures.

Stones Technical Services Pre Start Safety Checklist
(to be completed by the nominated person/supervisor)

Team sheet - Supervisor to record the following:	
Name of Team Member	Trade and Competency
Work Incident and Injury Free	

Pre Start Checklist record		
CLIENT:		
START DATE		
	DD	MM
NAME of SUPERVISOR (Contact Details)	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
METHOD STATEMENT TITLE (Number, Revision Date)	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
LOCATION OF WORKS	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
Pre Start Safety checklist Sign Off		
Date		
Name		
Signature		
Work Incident and Injury Free		

Stones Technical Services Pre Start Safety Checklist (to be completed by the nominated person/supervisor)

Before starting work, STOP, THINK & CHECK If the answer to any question below is NO, do not start work until the issues are resolved				YES	NO	N/A
1 - Method Statements, Risk Assessments & Permits						
Have you read and understood the method statement and risk assessment for the task?						
Is everyone on <u>your</u> team briefed on the method statement & risk assessments for this task, and named on the team list?						
2 - Place of Work						
Are you certain that <u>you</u> and <u>your</u> team has a safe place of work?						
Have you checked that any access equipment, MEWP, scaffold or tower being used has been inspected, as required, and certification issued?						
Are other teams / contractors, working adjacent to you, aware of what you are doing today?						
Are 3 rd parties and members of the public securely protected from falling materials?						
3 - Task Specific						
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?						
Are you confident there are no health & safety risks in your work task(s)?						
Work Incident and Injury Free						

4 – VARIATIONS/CHANGE MANAGEMENT		YES	NO
Have the team members changed? [If Yes revise]			
Has the task or working environment changed significantly sufficient to require;			
A review of the risk assessment and method statement? [If you answer YES to the above STOP work and review/revise the method statement/risk assessment before recommencing works]			
It you answered NO to any question in the first 3 sections, list below the remedial actions required to resolve the issue			
<p style="text-align: center;">REMEMBER <u>YOU</u> are responsible for ensuring <u>YOU</u> & <u>YOUR</u> Team follow the safe system of works</p>			
Work Incident and Injury Free			

ACCIDENT REGISTER

[illegible]

ACCIDENT REPORTING

Guidance

These guidance notes have been prepared using the Accident book BI 510 issued May 2003 and from HSE RIDDOR guidance.

RIDDOR: Employee Duties.

When you are injured at work, the law says you have to tell your employer as soon as you can. You can do this by writing about your accident on the enclosed form. Anyone else can do this on your behalf.

How to use the accident record form.

- Complete the accident record, giving your personal details and details about your accident. Answer each question that applies to you. Do not complete section 4 called 'For the employer only'.
- When you have filled in the form, hand it to the person nominated as being responsible for storing the accident records (Usually the Site Manager, Senior Site Representative or your supervisor).
- You may wish to make a photocopy of the form before handing it in. You should also keep a note of the report number.
- After completing the Accident Register this form is then sent back to Head Office where it is stored in a secure location.

Advice about benefits.

If your accident stops you from working - Your employer may pay you sick pay from a private sick pay scheme. Whether or not this is paid, Statutory Sick Pay (SSP) should be paid. If you do not qualify for sick pay or SSP from your employer, you may be able to get State Sickness Benefit. Ask at your local Social security Office about this.

If the accident disables you – You may be entitled to Disablement Benefit. You can find out about this benefit in leaflet NI 6 Industrial Injuries Disablement Benefit. To claim this benefit you will need claim form BI 100 Industrial Injuries Disablement Benefit for people who have had an accident at work. You can get the leaflet and form from any Job Centre.

If the accident has not affected you. You should protect your future right to benefit. You should do this because the accident may affect you later on. Ask your local Job Centre Plus Office for form BI 95 Accident at work: what to do about it. Use this form to apply for a declaration that the accident was an industrial accident.

If you want to ask anything about these benefits, please get in touch with any Jobcentre Plus office.

RIDDOR: Employer

What is RIDDOR?

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related deaths;
- serious injuries;
- cases of diagnosed industrial disease; and
- certain 'dangerous occurrences' (near miss incidents).

This information aims to help employers, and others in control of work premises, to comply with RIDDOR and to understand recent changes to reporting.

The over-three-day reporting requirement for people injured at work has now changed to more than seven days. You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

You must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Why report and record?

Reporting and recording is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and ORR) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Records of incidents covered by RIDDOR are important. They ensure that you collect the minimum amount of information to allow you to check that you are doing enough to ensure safety and prevent occupational diseases. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any **reportable death, injury, occupational disease or dangerous occurrence**; and
- all occupational accidents and injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days).

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

What must be reported?

Deaths and injuries

Deaths and injuries do not have to be automatically reported, but must be reported if they occur as the result of an accident arising out of or in connection with work.

An accident is a separate event to a death or injury, and is simply more than an event, it is something harmful that happens unexpectedly.

When deciding if the accident that led to the death or injury has arisen out of or in connection to work, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely that the injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at www.hse.gov.uk/riddor/do-i-need-to-report.htm.

Deaths

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR); or
- it results from an act of physical violence to a worker.

Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work – ‘major injuries’ and from 6 April 2012 ‘over-seven-day injuries’.

Major injuries

These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- an acute illness requiring medical treatment;
- loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and/or
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

Over-seven-day injuries

From 6 April 2012, the law will introduce the over-seven-day injury category. This is where **an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Over-three-day injuries

From 6 April 2012, **you do not have report over-three-day injuries but you must keep a record of them** (see 2012 change). If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Injuries to people not at work

You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.

If the injured person was already at a hospital, the report only needs to be made if the injury is a ‘major injury’ (see above).

Occupational diseases

Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

Dangerous occurrences

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- the accidental release of a biological agent likely to cause severe human illness; and
- the accidental release of any substance that may damage health (not applicable offshore).

For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces, see *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

Exemptions

In general, regulation 10 of RIDDOR exempts dutyholders from reporting deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the movement of a vehicle on a road (unless the person was loading or unloading the vehicle or working alongside the road, eg constructing or maintaining the road or adjacent buildings, the accident involved a train, or the accident involved the escape of a substance from a vehicle) and/or
- the duties carried out by a member of the armed forces while on duty.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online

More information about contacting HSE out of hours can be found at www.hse.gov.uk/contact/outofhours.htm

ACCIDENT RECORD

Site Address

Report No.

1. About the person who had the accident

Name _____ Occupation _____

Address _____

_____ Postcode _____

2. About you, the person filling this record

If you did not have the accident, write your address and occupation

Name _____ Occupation _____

Address _____

_____ Postcode _____

3. About the accident Continue on the back of this form if you need to

Say when it happened. Date ____/____/____ Time _____

Say where it happened. State which room or place _____

Say how the accident happened. Give the cause if you can _____

If the person who had the accident suffered an injury, say what it was _____

Please sign the record and date it

Signature _____ Date ____/____/____

4. For the employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR).

How was it reported? _____

Date Reported ____/____/____ Signature _____

ASBESTOS MANAGEMENT PROCEDURE

Asbestos Information and Management Procedure

Asbestos Overview

Over 3,000 workers die each year from asbestos related diseases including asbestosis, Mesothelioma and lung cancer. These diseases are caused by breathing in air which contains asbestos fibres. Although the body can remove most of the larger fibres that enter the nose and mouth, tiny fibres can pass into the lungs and can stay there for years.

Asbestos-related diseases will generally appear many years after first exposure, which can vary between 15 and 60 years. The symptoms may include: -

- Shortness of breath.
- A cough.
- Blood coughed up from the lungs.
- Pain in the chest or abdomen.
- Difficulty in swallowing or prolonged hoarseness.
- Significant weight loss.

Where are you likely to find asbestos containing materials?



Asbestos cement
roof sheeting



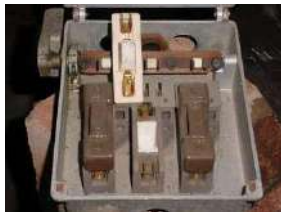
Ceiling asbestos
insulating board



Toilet cistern



Textured coatings



Old fuse box



Pipe insulation



Floor slabs



Sprayed ceiling coatings

Other locations where asbestos can be found include: -

- Sealants on pipe joints, gaskets etc.
- Boarding around pillars, radiators etc.
- Electrical switchgear.
- Water tanks.
- Drain pipes.

It is possible to release fibres from asbestos containing materials by drilling, sanding, cutting etc. Asbestos is often mixed with other materials, so it is hard to know if you are working with it or not.

Asbestos Management Procedure:

- Stones & Contractor Supervisor to ensure all contractors/employees are provided with an up to date Asbestos survey/register before they commence work.
- Stones & Contractor Supervisors to ensure any non-domestic premises where their staff/sub-contractors are working has an up to date asbestos survey/register, and identifies where the work force may be working in close proximity to ACM's.
- Stones & Contractor Supervisors to ensure a Safe Method of Works is produced for safe working around Asbestos containing materials, and this is briefed to all personnel involved in the works.
- Stones & Contractor Supervisors to ensure employees/sub-contractors complies with site rules and methods of working and risk assessments for the specific tasks.

Unchartered Asbestos Procedure

If unchartered asbestos is discovered during the works then the following procedure is to be carried out:-

- Works to stop immediately
- Contractors Supervisor/Stones Technical Services project Management team are informed.
- Stones Technical Services to cordon off/secure the area, with clear signage displayed advising of hazardous substances and to prevent people from entering the area.
- It is Stones Technical Services and the client's responsibility to appoint competent persons to come and take samples of the area, and if necessary arrange licensed asbestos removal.
- Stones Technical Services are only to permit their employees or sub-contractors back into the work area after a formal ACM clearance, and/or re-occupation certificate has been received from the Asbestos removal contractor.

Emergency procedures where asbestos is unintentionally released

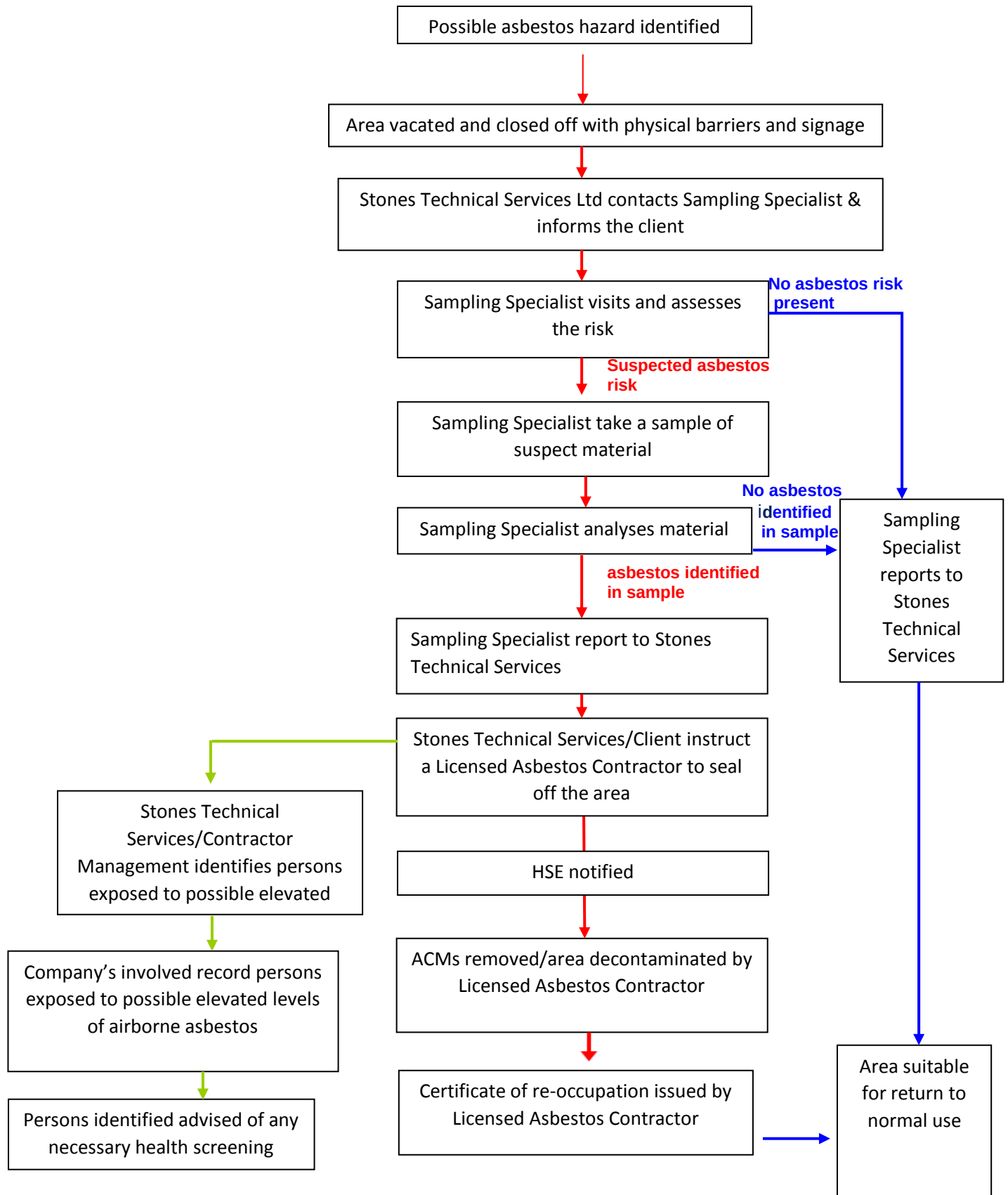
- If you know or suspect that asbestos has been damaged or released, stop work Immediately.
- Stop people entering the work area.
- Report the problem to your supervisor immediately.
- Display warning signs (that asbestos is present).
- Remove contaminated clothing and place in a plastic bag and double bag it.
- Wash yourself.

Training/Awareness

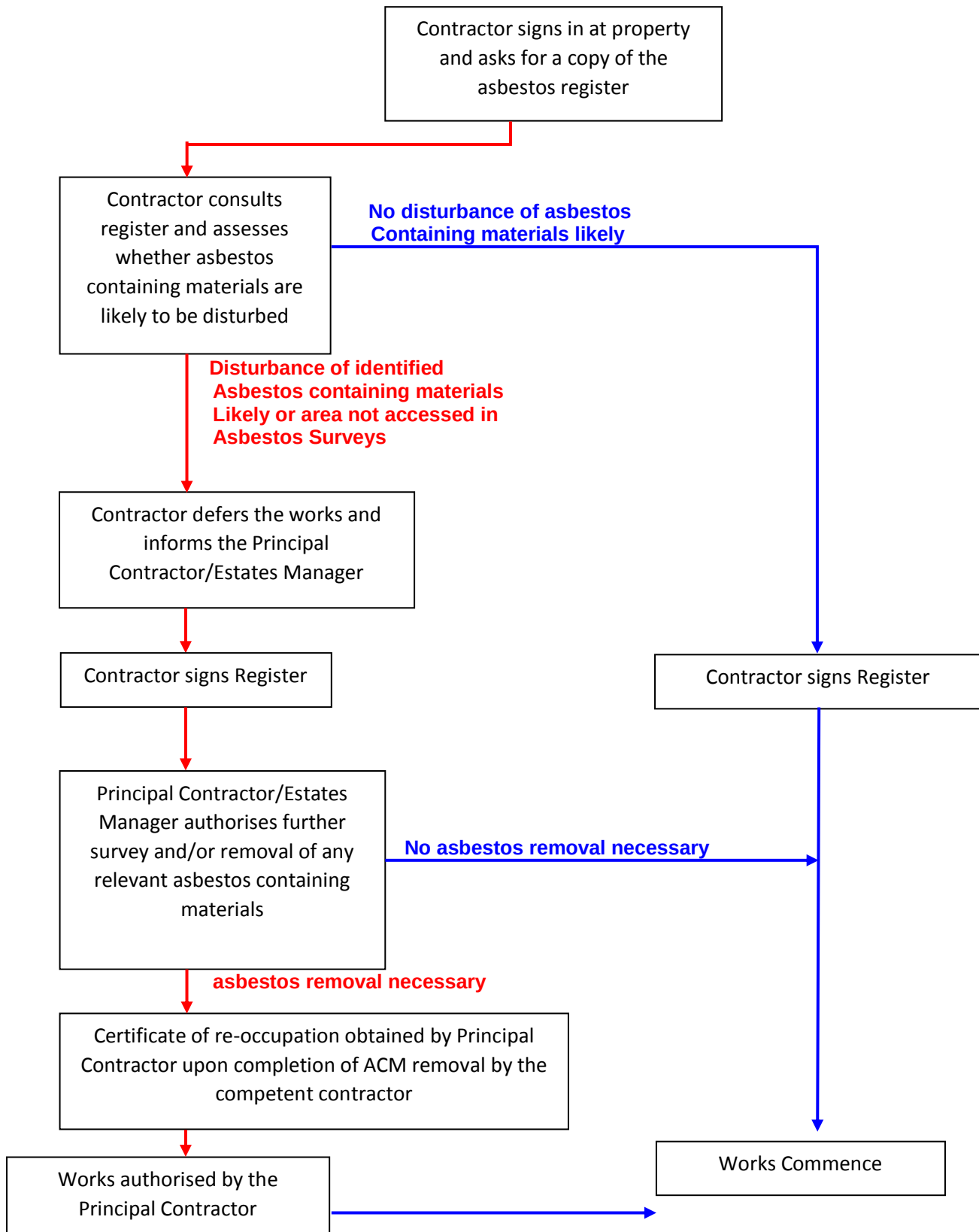
- Contractors will ensure all personnel/sub-contractors working in premises where ACM's may be or are present will attend an Asbestos Awareness Course before commencing works.
- Only trained/licensed asbestos companies will handle/remove ACM containing materials.
- All Contractors/subcontractors to be briefed on the Stones Technical Asbestos Management Procedure and any associated Safe System of works.

	Issue Date	Revision No
Stone Technical Services Group Ltd	June 2016	02

EMERGENCY PROCEDURES FOLLOWING SUSPECTED UNCONTROLLED RELEASE OF ASBESTOS FIBRES



MANAGEMENT OF ASBESTOS IN ROUTINE MAINTENANCE AND MINOR REFURBISHMENT



STS GROUP

COVID 19 SAFETY PROCEDURE

Contents

- Section 1 Introduction
- Section 2 Covid 19 Hierarchy of Control – Social Distancing
- Section 3 Covid 19 Risk Assessment

Appendices

- Appendix 1. Covid 19 Safety Notice
- Appendix 2. Covid 19 Toolbox Talk
- Appendix 3. Toilet & Welfare Maintenance Log
- Appendix 4. Covid 19 Management Briefing Register

Further Information/References resources:

- HSE Guidance: <https://www.hse.gov.uk/news/coronavirus.htm>
- Government guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

Section 1 Introduction

This procedure is intended to cover all grades of employees/contractors of STS GROUP The person responsible for implementing the procedure will be Name Here .

All supervisors have a legal responsibility to enforce and monitor compliance with this policy, and all employees including supervisors & management of STS GROUP have a legal responsibility to co-operate and comply with the safe systems of work introduced by STS GROUP to ensure Public Health and government guidelines in respect of stopping/reducing the spread of COVID-19 within the workplace are met.

This guidance is intended to introduce consistent measures in line with the Government's recommendations on social distancing.

These are exceptional circumstances and workplaces must comply with the latest Government advice on Coronavirus at all times. The health and safety requirements of any operation/activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual. Supervisors should remind the workforce at every opportunity of the safe systems of work and procedures which are aimed at protecting them, their colleagues, their families and the UK population.

All STS GROUP employees & visitors to the premises will be briefed on the COVID 19 Management risk assessment and also the COVID 19 Management toolbox talk.

SECTION 2 Hierarchy of Controls – Social Distancing

In line with Public health & government guidance, if STS GROUP are not able to work whilst maintaining a two metre distance, we will firstly consider whether the activity should continue and, if so, we will ensure our work program & our risk assessment process considers the hierarchy of controls below along with any other relevant public health & sector-specific guidance.

<p>Eliminate Risk</p>	<ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace. Employees within the vulnerable categories as outlined by the NHS/government must be shielded as far as is reasonably practical, and where they can work from home continue to work from home, until their vulnerable status is lifted. Where a vulnerable employee is identified, and cannot carry out their role from home, management will be required to carry out a personal risk assessment and make the necessary reasonable adaptations/adjustments to the employees job role and workplace to reduce their risk of exposure to the virus as far as is reasonably practical. Rearrange company operations/tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) Avoid skin to skin and face to face contact Consider alternative or additional mechanical aids to reduce worker interface such as team lifting. <p>Site meetings</p> <ul style="list-style-type: none"> Only relevant STS GROUP personnel to attend meetings. Meeting organiser to ensure attendees are able to be at least two metres apart from each other Meeting organisers to ensure the meeting room is well ventilated / windows opened to allow fresh air circulation If practical STS GROUP to hold their meetings (weather permitting), in open areas where possible. <p>Welfare Facilities</p> <p>STS GROUP management will ensure a cleaning regime is in place in all public use areas such as the welfare area to ensure touch points such as door handles, taps, shared appliances are cleaned regularly. To assist employees are asked to adopt the following hygiene & good practices.</p> <p>When working on other employers premises/clients premises, supervisors to ensure that they have adequate hygiene practices and welfare facilities in place for their employees/contractors.</p> <p>Good hygiene practices will be as follows:</p>
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	<ul style="list-style-type: none"> • Only one employee to use the rest room at a time when making tea/coffee, eating. • Before entering the welfare facility either wash or sanitise hands thoroughly. • It is encouraged that employees find a quiet safe area to take breaks away from their work area, such as their vehicles, an outdoor safe space away from others. <p>Toilet Breaks</p> <p>STS GROUP management will ensure a cleaning regime is in place in all public use areas such as the toilets to ensure touch points such as door handles, flushes and taps are cleaned regularly. To assist employees are asked to adopt the following hygiene practices.</p> <p>When working on other employers' premises/clients premises, supervisors to ensure that they have adequate hygiene/cleaning practices and toilet facilities in place for their employees/contractors.</p> <p>The following good hygiene practices will be adopted:</p> <ul style="list-style-type: none"> • Sanitisers, Soap, hot water and paper towels will be provided & available to all employees. • All employees to sanitise before they enter the toilets. • Wash their hands thoroughly using the soap & water provided for at least 20 seconds before leaving the toilet, • To sanitise their hands again upon leaving the toilet. <p>REMEMBER KEEP HANDS AWAY FROM YOUR MOUTH NOSE AND EYES AS MUCH AS POSSIBLE AS THESE ARE ROUTE ENTRY POINTS OF THE VIRUS.</p>
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied, STS GROUP Management will reduce the risk by:</p> <p>Where possible manual handling activities will be planned so that mechanical means such as cranes/hoists are used to handle materials and equipment. Where this is not always practical and team lifting is required within the work area, personnel will try to lift without facing each other firstly, i.e. back to back, or one facing forward the other back facing their lift partner.</p> <p>Where this cannot be achieved, the use of filtered P2/3 face masks will be worn. Refer to the PPE section on more information regarding safe use.</p> <ul style="list-style-type: none"> • Minimising the frequency and time workers are within 2 metres of each other. • Minimising the number of workers involved in tasks where practical. • Encourage workers to work side by side, or facing away from each other, rather than face to face.

	<ul style="list-style-type: none"> • Unless having to transport heavy materials and equipment, all workers to avoid using lifts/hoists and use stairs to avoid congestion. • STS GROUP management will ensure common worker touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. are cleaned regularly. • STS GROUP personnel to wash their hands before and after using any equipment.
Isolate	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • Keep groups as small as possible • Away from other workers/contactors where possible, i.e. encourage personnel to bring their own lunches and avoid using shared canteen facilities. Find a quiet area within the site to take their breaks.
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> • Keep this to 15 minutes or less where possible • Wear their individually issued RPE. • Supervisors to regularly monitor and manage compliance
PPE	<p>PLEASE NOTE: Construction leadership council guidance advises that sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, being mindful that masks (RPE) are the last resort in the hierarchy of control. • If it is a client rule that face masks are to be worn where social distancing cannot be maintained, personnel to be provided with a minimum of a FP2 Mask. • All personnel must be trained in its safe fitting and removal to ensure there is no risk of cross contamination during these times. Personnel must sanitise/wash hands thoroughly with soap and water before fitting and removing masks. Masks must be stored safely after every use to ensure they do not become contaminated. • Employees are responsible for the maintenance and cleaning of their own Re-usable RPE, which should be thoroughly cleaned after use and stored in the bags provided and not shared between workers. • Single use PPE should be disposed of so that it cannot be reused • When working in isolation in none RPE areas RPE is not required outside of the areas outlined above.
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the Company taking responsibility for their actions and behaviours. STS GROUP Management encourage an open and collaborative approach between workers and site management on site where any issues can be openly discussed and addressed.</p>

SECTION 3 - STS GROUP COVID 19 RISK MANAGEMENT RISK ASSESSMENT

COVID-19 Pandemic (Working safely)							
HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	Operatives, Public Visitors. Those who are pregnant, Are 60 years of age and over, Persons with an underlying health condition		Assessed By	Louise Mackenzie	
L – Low	Care/ Vigilance Required	Frequency	Dependant on the tasks		Assessment Date	July 2021	
M – Medium	Action Required	Duration	Short		Review Date	Annually or as required	
H - High	Immediate Action & Stringent Controls Required	File Reference No HS/RA/	168	Page 1 of 3	Location	All projects	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK				REVISED RISK RATING
Coronavirus (Covid-19) Virus is spread from persons to person by contact with fluids such as cough droplets. Symptoms: Cough, Difficulties in breathing and fever. Risk of Death		H	Stopping/reducing the spread of COVID - 19 Our company will ensure active Health Monitoring is in place within the workplace, supervisors will be required to ask operatives each morning if they have any symptoms. As per guidance, anyone with even mild symptoms must self-isolate. Client / Principal Contractors shall be notified immediately if staff member has Covid-19 symptoms. The company will adopt Personal Hygiene practices in line with public health guidance and all staff will be informed of requirements in formal toolbox talk. The toolbox talk will Include how to manage coughing or sneezing, hand-washing requirements, avoiding touching your face. Operatives must hand-wash frequently. <ul style="list-style-type: none">Personnel to sanitise hands ahead of entering any toilet, communal welfare facilities, wash hands thoroughly and upon leaving toilets re sanitise.Consider all personnel wearing eye protection at all times to prevent unconscious rubbing/touching of eyes.Tools and equipment to be assigned to individuals where possible to avoid communal use of equipment. Staff are not to hand out their equipment to any other staff member. All tools MUST go back to the stores for a deep clean ahead of being re-issued to other personnel.Employees should also ensure that their work areas are not shared with others and follow the good hygiene practices to ensure high standards of cleanliness/hygiene are maintained in and around the workplace at all times.To ensure no cross contamination, all work cloths/equipment to stay in work vans or on site, and not taken home at the end of the working day.Do not use hot desking in the workplace. Social distancing measures will be implemented in line with government guidelines, including a hierarchy of control where social distancing is not practical.				L

		<p>Host of social distancing measures devised i.e. leave at least 2 metres (6 feet) distance between persons. This includes:</p> <ul style="list-style-type: none"> Where practical all vans will be single driver vans. Single driver vans will not be permitted to pick up other employees from different households to take the to and from work/digs, unless authorised to by management and shared van status. <p>Where single van use is not practical, the following steps must be taken to reduce the risk of spread when shared company vehicles are in operation.</p> <ul style="list-style-type: none"> All passengers including the driver MUST wear a face covering AT ALL TIMES when travelling in a shared work vehicle. Share vans/vehicles will transport the same individuals and with the minimum number of people at any one time. Before shared vans are put into operation they will undergo a deep professional clean using Formula 429 FC, and this will be undertaken as often as required and advised by the competent cleaning provider. The cleaning product will instantly kill any contaminant upon contact, and also provide a instant Kill residual Efficacy protection. PLEASE NOTE to ensure the instant kill residual protection is maintained, no wiping down of any areas of the van protected with this substance is to be undertaken as this will remove the protective coating and protection. Where possible the vehicles will be layed out to maintain a distance of two metres, and passengers are to avoid touching their faces. Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey. Masks and eye protection will be worn in vehicles. Before donning or removing masks/eye protection hands must be cleaned/sanitised first. Avoid touching masks/eye protection whilst they are worn. If disposable, masks to be placed in the bins provided, and must not be reused or shared with others. Before entering the vehicles, all personnel will wash their hands for 20 seconds using soap and water and/or use the hand sanitiser provided at the vehicle entrance points. Upon leaving the vehicle re sanitise hands. <p>Program/site work management</p> <ul style="list-style-type: none"> Supervisors review work practices/programmes prior to assigning duties to ensure that social distancing rules can be applied in the workplace. Staggered breaks implemented (lunch, tea and smoking) and start and finish times to limit groups of people congregating. Sanitise hands before entering communal facilities such as canteens and toilets. Sanitise also upon leaving. When using communal canteens face coverings be worn unless seated and eating/drinking.. Personnel to be encouraged to bring their own lunches and either take their breaks in their vehicle alone, or find a suitable quiet space in the workplace, 	
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		<ul style="list-style-type: none"> ○ Face-to-face site meetings to ensure adequate social distancing can be achieved. ○ Videoconferencing to be used where practical instead. ○ Toolbox talks & RAMs briefings to be held outdoors in areas where 2m separation can be maintained and should cover Covid-19 risks. ○ Accommodating staff overnight: It will be encouraged that no sharing of rooms is permitted if personnel are living away from home with work, they must have their own rooms allocated. ○ Management will ensure good cleaning regimes are adopted by those they rent rooms from ahead of booking the accommodation. ○ Where single room occupancy is not practical & due to hotel closures and where house sharing is organised they are to stick to same house share members, and they must have their own rooms and en-suite bathroom facilities. They must not share communal areas where a two-metre distance cannot be achieved such as kitchens and living rooms. With a rota system in place for use of kitchen facilities and good cleaning regime in place for all shared touch points. <ul style="list-style-type: none"> ● Travel – Government rules on travel should be adhered to at all times during the pandemic, and staff to include any mandatory isolation/quarantine periods within their leave request where it is required. 	
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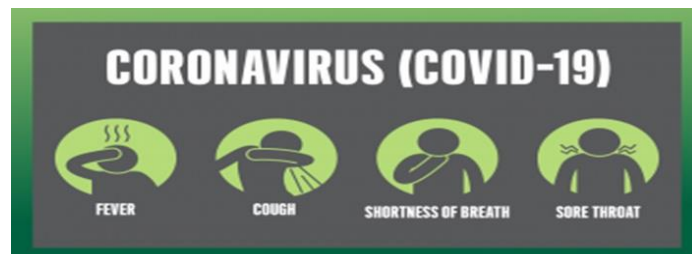
APPENDIX 1

STAFF & VISITORS HEALTH & SAFETY NOTICE COVID - 19

STS GROUP are committed to providing a safe working environment for all working staff during the COVID 19 Pandemic. To assist in this please ensure you follow these simple steps to stop/reduce the spread of the COVID -19 Virus when visiting or working in and around our premises.

TOGETHER WE CAN STOP THE SPREAD!

You **MUST** not come to work or enter this building if you are displaying any of the following symptoms relating to COVID 19. Anyone showing symptoms should inform management by telephone and self-isolate as per public health guidance.



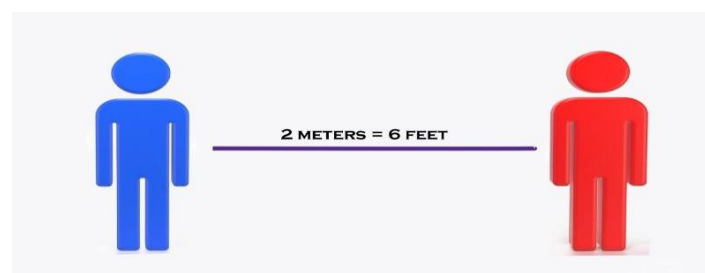
Personal Hygiene

The following personal hygiene measures **MUST** be adopted by all staff and visitors to our workplace.



Social distancing

Social distancing **MUST** be adopted where reasonably practical, i.e. leave at least 2 metres (6 feet) distance between persons around the workplace.



Appendix 2

Toolbox Talk Covid 19 Hygiene and Safety

Introduction

This toolbox talk focuses purely on managing COVID 19 in the workplace. Stopping and reducing the risk of spreading COVID 19 is Stone's priority within the workplace. People should be 2m apart and not grouped tightly together for this talk.

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tools or any other workplace resources. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If you are standing within two meters of a person with COVID-19 it can be caught by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in similar ways to flu.

Hygiene Advice



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues
(then wash hands)



If you don't have a tissue
use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

So what can we do to reduce the spread in the workplace?

Use of communal canteens & rest rooms on site

Avoid communal canteens and rest rooms where practical, Consider the implications if one person in that room is unaware that they're carrying the virus. If it's a facility where you are packed in tightly then far better not to use it. If able to do so then better to plan your break in an area where it is less populated (your van or car for example) or take it at a time when it is less busy.

Social distancing should be observed whenever possible. 2 meters at all times. Where two metres cannot be achieved at least 1 metre to be met and the use of face coverings.

Face coverings are mandatory on site in the following circumstances:

- When moving around the workplace and when using communal welfare/canteen facilities, unless seated for eating/drinking.
- where social distancing isn't always possible
- where you come into contact with, or are working in close proximity to others they do not normally work with (outside your work bubble) such as other contractors
- When working in confined spaces

Hygiene practices

STONE'S personnel MUST sanitise before entering toilet facilities & welfare facilities, wash their hands/sanitise again upon exiting the communal facilities.

Do not have close contact with delivery drivers to your site or place of work. Ensure safe distancing is adhered to at all times.

Hygiene during works

Tools and equipment to be assigned to individuals where possible to avoid communal use of equipment. STONE'S personnel are discouraged from using other workers' tools and equipment. Where shared tools are unavoidable, personnel to wipe down before and after use, and sanitise/wash hands.

If you believe that your work equipment may be contaminated, perhaps it's also used by others, then there are steps you can take. Wear gloves and dispose of them at the end of shift. Disinfect items regularly picked up and put down, or used by others. Whether it's as simple as a pen or a plate compactor, a screwdriver or a welding kit, they are all surfaces that can hold the virus and therefore you must keep in mind that sharing these items means there's a potential to share the virus.

As for clothes worn for work, there's a lot of benefit in changing your clothes daily. The virus could stay on your clothes and you could take it into your home after work.

Advice is to remove clothing after work or at the end of shift and put it into the wash. Shower and change into clean and uncontaminated clothing.

Key, is to keep in mind that if you avoid touching your face, then you are not going to transmit the virus to your mouth, nose and eyes. This is worth pausing for consideration. Even if the cleaning regime in your workplace fails, you may still avoid the virus by the simple measure of not rubbing your eyes or nose and not putting your fingers into your mouth.

If PPE is appropriate and available, wear a face mask and eye protection. This will prevent you from touching your face. If you don't have a mask then wear gloves and eye protection as you're less likely to touch your face with gloves on and eye protection will still stop you from touching your eyes.

Validation of Toolbox Talk

After operatives have received the toolbox talk information, the following questions Should. The questions can be asked to a group or an individual. If the incorrect answer is given the trainer should revisit the relevant section of previous guidance.

Q1 How is Covid 19 transmitted?

Q2. How can an individual contract this virus?

Q3. Name 3 measures you can take to avoid catching this virus?

Upon completion of this toolbox talk all attendees should sign the appropriate section of the toolbox talk record.

Management will ensure all shared areas are regularly cleaned, this will include the shared toilet and welfare facility. All shared touchpoints will be cleaned regularly, including taps, door handles, & appliance handles.

Employees are asked to assist by ensuring they adopt good hygiene practices at all times as laid out in the STS GROUP HERE Covid Management Policy.

Any faults or sub standards to the shared areas are to be reported immediately to a manager or supervisor so that remedial action can be taken.

[illegible]

Appendix 4

COVID 19 STS GROUP MANAGEMENT EMPLOYEE BRIEFING REGISTER

I confirm that I have attended the company briefing in respect of COVID –19 management in the workplace. I understand what is expected of both management & employees in respect of eliminating/reducing the spread of COVID 19 in the workplace, and that I understand the risks associated with COVID 19 and also the control measures required to reduce as far as is reasonably practical the spread of COVID 19 in the workplace.

I hereby sign that I have been briefed on the STS GROUP COVID-19 Management safe systems of work & that I understand them and will comply with them.

Name (Print)	Signature	Job Title
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2.		
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12.		