



Health and Safety Information

Hardware Installation

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Task Risk Assessment and Method Statement

Task Title	Installation of wireless data communication system	Produced by		Date	08/03/2019
Site				Ref	PR R 007

Scope of work

The purpose is to Supply & Install wireless data communication systems. Succorfish Hardware needs to be positioned correctly to ensure effective operation. It must have clear line of sight of the sky and be 300mm from any other radio equipment. A secure fixing point must be used.

Introduction + Communication

This risk assessment and method statement document has been prepared by Succorfish management and is intended as instructions for safely undertaking specific, identified work. Installers must read and agree to work to this document prior to works commencing, drawing particular attention to the safety precautions to be upheld throughout the installation. All installers must sign the sheet at the end of this document to confirm their understanding and that they will uphold all safety precautions throughout the work.

Site Supervision + Comments

Installers will self-manage and supervise their own works, who will ensure that the safe means of working as given in this method statement is complied with and will liaise with the client concerning any overlapping issues with the work.

This document must be immediately reviewed if circumstances change. All services should be assumed live until proved otherwise.

All work will be undertaken by qualified and competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy.

Approved by (Print):

(Sign):









Position:

Date:

Risk Assessment

Hazards Identified											
1	Abrasive wheels		7	Fire/ explosion		13	Noise	✓	19	Violent behaviour	
2	Access/egress	✓	8	Fumes/gas		14	Overhead services		20	Waste disposal	
3	Asbestos	✓	9	Hazardous materials		15	Plant (general)		21	Working at height	✓
4	Confined spaces		10	Lighting levels	✓	16	Pressure systems		22	Working on or near water	✓
5	Disease		11	Live services	✓	17	Tools/equipment	✓	23		
6	Dust	✓	12	Manual handling		18	Vibration	✓	24		

PPE

Activity description	Protection required (Include standard)							
	 Hand	 Ear	 Eye	 Respiratory	 Head	 Body / Hi Viz	 Foot	 PFD
At all times								
During Installation								

Task Risk Assessment and Method Statement

Risk factor key						Persons Affected Key							
Likelihood (L)						Person				Code			
3 = Probable 2 = Occasional 1 = Remote						X	Severity (S)			=	Risk Score (RS)		
							5 = Catastrophic				10+ = High Risk		
							4 = Critical				5 – 9 = Medium Risk		
							3 = Serious				1 – 4 = Low Risk		
							2 = Marginal						
							1 = Negligible						

Task Risk Assessment and Method Statement

Hazard, who might be harmed and how may they be harmed	Risk Factor			Control Measures	Residual Risk			Measures to be Implemented By												
	L	S	RS		L	S	RS													
Lighting levels <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table> Risk of injury as a result of poor vision.	E	O	P	V	Y	M	✓						3	3	9	a) Temporary lighting to be installed in areas with poor lighting. b) Operatives to ensure that adequate lighting is used to allow works to be carried out in a safe manner.	1	2	2	All Operatives
E	O	P	V	Y	M															
✓																				
Live services <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table> Risk of electrocution	E	O	P	V	Y	M	✓						3	3	9	a) Ensure all live services positions are identified and where there is risk of contact all services are to made dead.	1	2	4	All Operatives
E	O	P	V	Y	M															
✓																				
Noise Exposure <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table> Risk of hearing damage due to noise emitted from power tools.	E	O	P	V	Y	M	✓						3	2	6	a) Employee to wear hearing protection to (EN 352 - 1) during use of power tools for drilling / fixing.	3	1	3	All Operatives
E	O	P	V	Y	M															
✓																				
Tools/equipment <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table> Risk of cuts and eye injuries from inappropriately used or damaged tools and equipment.	E	O	P	V	Y	M	✓						3	3	9	a) Tools and equipment visually examined prior to use. b) Eye Protection BS EN 166 F – used during drilling / fixing. c) Appliances including client power points will be visibly inspected for faults prior to connection being made to power source.	3	2	6	All Operatives
E	O	P	V	Y	M															
✓																				
Vibration <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table> Risk of vibration white finger from excessive use of power tools.	E	O	P	V	Y	M	✓						3	2	6	a) Exposure to Vibration is low due to the duration of the works, b) Tools and equipment examined visually on a daily basis prior to use by the operative. c) Defective tools removed from service.	2	2	4	All Operatives
E	O	P	V	Y	M															
✓																				
Waste Disposal <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td></td><td></td></tr></table> Risk of slips, trips on waste and debris	E	O	P	V	Y	M	✓	✓	✓	✓			2	2	4	a) Waste to be removed from working area and not allowed to build up.	1	2	2	All Operatives
E	O	P	V	Y	M															
✓	✓	✓	✓																	

Task Risk Assessment and Method Statement

Hazard, who might be harmed and how may they be harmed	Risk Factor			Control Measures	Residual Risk			Measures to be Implemented By												
	L	S	RS		L	S	RS													
Work at Height <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td>✓</td><td></td><td></td><td></td></tr></table> Risk of falling while accessing or egressing vessel or falling from the vessel or mast	E	O	P	V	Y	M	✓		✓				3	3	9	a) All Operatives must adhere to local site access arrangements. b) Access equipment is to be permitted for short duration tasks due to space constraints c) Access equipment to be used on a stable flat floor ensuring the floor area around the base is kept clear. d) Employees to maintain three points of contact at all times. e) Advanced consideration given to tide time to minimise the height f) Equipment to be lowered or raised via a harness	1	2	2	All Operatives
E	O	P	V	Y	M															
✓		✓																		
Work on or Near Water <table><tr><td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td></tr><tr><td>✓</td><td></td><td>✓</td><td></td><td></td><td></td></tr></table> Risk of falling from the vessel, and during transfer to and from vessel whilst on the water.	E	O	P	V	Y	M	✓		✓				2	4	8	a) All operatives ensure they are working at a sufficient distance from the water's edge. b) Suitable flat robust footwear with non-slip soles worn. c) Emergency plans completed and rescue plans if there is a risk of falling into the water. d) Life jackets worn e) Waterproof clothing provided f) Employees take into account weather conditions prior to beginning work and particularly attempting to board a vessel. g) Employees request that the operator moves the vessel to a safer boarding location.	1	2	2	All Operatives
E	O	P	V	Y	M															
✓		✓																		

Task Risk Assessment and Method Statement

Method Statement

Sequence of Operations

Introduction

1. Where necessary, all staff will attend any relevant Health & safety Inductions/Information Briefings given by the Client and will adhere to the instructions given.
2. Access to the property, parking, storage, and welfare will be arranged at pre start meeting and/or site induction.
3. Operatives will read the method statement and risk assessments and sign to say they have understood them.
4. Effective pre-planning must ensure adequate warning signs and segregation arrangements to keep third parties away from the working area and/or times to conduct work when there will be a minimal interference to or from third parties. Weekend and after-hours working will be undertaken in areas where third parties cannot be excluded.
5. All operatives will carry out any necessary Work Equipment and PPE checks, making use of any PPE which is required.
6. The Supervisor and/or relevant operatives will examine the work area to determine site conditions are appropriate.
7. The working area will be cordoned-off as required and any required signage appropriately displayed.
8. All operatives will ensure that materials will be carefully stored at or adjacent to the installation location to reduce hazards and associated risks.
9. All waste/debris resulting from the installation will be cleared/removed from the site at the end of each working day and disposed of in the appropriate manner.

Detailed Work Procedures – Fitting

1. The SC2 device needs to be positioned correctly to ensure effective operation. Clear line of sight of the sky and be 300mm from any other radio equipment are important and the device must be tested before completion. It is advisable to scan the devices barcode using the Install App before fixing into place
2. The SC2 must be installed using a 3M anti-vibration pad and securely fixed to the vessels using the adhesive pad and stainless screws, bolts or cable ties.
3. Cables must be installed down existing cable runs, Taped and tied at regular intervals to prevent detection (please ensure all excess cable ties are cut off/removed safely to prevent injury).
4. Take the power from a known good source, fit a 2 amp in-line fuse before installing the power regulator. Connect the cables as per the cable index below taking care to connect together the orange and green wires to close the anti-hijack loop.

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Plant and equipment to be used		Hazardous substances to be used			
<ul style="list-style-type: none"> Hand Tools Battery operated drills 	<ul style="list-style-type: none"> Ladders Battery operated drills 	Substance	COSHH no.	Substance	COSHH no.
		None used in installation but vessel may contain hazardous materials			
All work equipment will be visually inspected prior to use by operatives and our inspection regime follows those inspection periods set by the manufacturer / supplier of the equipment and other statutory obligations. The site supervisors will be responsible for ensuring inspections are completed.					

Emergency Contacts		
Emergency services	Fire Service/Ambulance/Police – client specific to be provided upon induction	999
Site Supervisor	Enter Name	Enter Mobile Number
Health and Safety Consultants	Telford Safety Consultants (Jason Telford)	07722278912
Nearest hospital	Enter Name of Local Hospital	999 / 101
All operatives will be inducted and informed of the actions to take during an emergency. The induction, carried out by the site manager will detail the fire evacuation and first aid arrangements, location of first aid kits, assembly points and qualified first aiders. All accidents and incidents will be reported to the client.		

Training
<ul style="list-style-type: none"> Operatives on site hold installation and product training (provided by Succorfish), along with manual handling and asbestos awareness. there are no personal restrictions with young persons as none are involved on this project and no operatives have any ill-health or disabilities All site Operatives receive Succorfish Induction and training to highlight the site-specific hazards and sign to acknowledge that they fully understand risk assessment.

Welfare Arrangements
The client shall provide welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. An area will be provided by the client which is unaffected by the works with power supply suitable for heating food, an area suitable for the taking of meal breaks and shared or designated toilet facilities complete with hot & cold-water services and sanitary conveniences suitable for the number of operatives on site. Site management is required to ensure that all site welfare facilities are maintained in a clean and serviceable condition throughout the duration of this project.

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Task Risk Assessment and Method Statement

Audit and Review

The work will be reviewed every month or when there has been a significant change. If significant changes are made a new assessment must be completed.

Revision Date Signed

Revision Date Signed

Revision Date Signed

Revision Date Signed

Operatives

We agree to implement the procedures identified in this Risk Assessments and Method Statement. If work cannot proceed in accordance with the controls identified and/or hazards arise which have not been identified, then we acknowledge that work must stop and further guidance be sought from our immediate supervisor.

Full Name	Signature	Date	Full Name	Signature	Date