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| **Risk Assessment / Method Statement** | | | |
| **Job LOG:** | 2478 | | |
| **Client:** | City Facilities Management | | |
| **Site address:** | ASDA Lutterworth IDC, Hunter Boulevard, Magna Park, Lutterworth, Leicestershire, LE17 4XR | | |
| **Location of Works:** | Level 4, C Side, Aisle 1, Location 71 | | |
| **Description of works:** | A section of concrete measuring approximately 1m2 has collapsed. We propose to cleanly cut around the area and excavate the spoil, disposing of from site. Once the excavation is fully cleaned of any loose concrete and the sides are cut square, we will infill the hole with an extremely tough and durable epoxy mortar. This has a quick cure time and will dramatically reduce the amount of time in which the area will be closed off after works are completed. | | |
| **Assessment date:** | 23.11.2012 | **Review Date:** | 23.11.2013 |
| **Produced by:** | Jack Stewart | | |
| **Operatives involved:** | Nigel O’Cego, Colin Powell, Stephen Driscoll | | |
| **Supervisor on site:** | Nigel O’Cego | | |

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| RISK ASSESSMENT & METHOD STATEMENT - METHOD STATEMENT DETAILING RISK CONTROL MEASURES  The risk (s) will be reduced by the implementation of the safe controls including a safe sequence of works. This Method Statement and the application of the associated risk control measure (s), will be strictly adhered to and its application ensured by the Sterling Services onsite supervisor. Full details are as follows: |

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| **Hazards Identified** | **Persons at Risk** | **Current Risk Rating** | **Control Measures to be applied to minimise risk** | **Residual Risk** |
| Interaction with ASDA site, and site employees, visitors, guests, other contractors.  Access to site when undertaking work.  Interaction with FLT’s, delivery vehicles, contractor’s vehicles, public and staff vehicles. | Engineer, Employees, Visitors | High | * All operatives shall be inducted to site by ASDA site management outlining site rules and requirements and mandatory levels of PPE required on site. * All Sterling Services operatives shall sign site register on arrival at reception and sign out when leaving. * Quote and Scope of works shall be discussed and agreed with responsible manager on site before work commences. * Permit to Work shall be provided, agreed upon and completed between SS operative and responsible manager. * Once works have been completed PTW shall be signed back with Pink copy issued to SS operative. * Suitable control measures shall be implemented when working in populated areas to ensure that works are sufficiently segregated at all times and that work does not impact on the health and safety of ASDA employees. * Safe routes, access and egress have been communicated. | Low |
| Manual Handling, musculoskeletal disorders, sprains etc | Operative | Medium | * SS operatives shall be trained in manual handling operations and lifting principles. * Manual Handling will be avoided where so far as reasonably practical mechanical lifting devices can be used. * Engineer shall only lift weight that they are comfortable with. * If works being carried out require repetitive or unusual manual handling then a specific manual handling assessment shall be done. | Low |
| Hand held tools, worn, damaged, unsuitable  Portable Power Tools  Extension leads | Operative | Medium | * All hand tools shall be fit for purpose, visually inspected before use for damage or wear and tear. * All portable power tools/extension leads shall be 110v only, be fit for purpose and visually inspected before use. * All portable power tools shall be PAT tested. * Only competent Engineer shall use portable power tools. | Low |
| Portable Power Tools  Extension leads | Operative | Medium | * All portable power tools/extension leads shall be 110v only, be fit for purpose and visually inspected before use or wear and tear, missing components, damage, alterations etc. * If equipment is found to be defective, faulty or damaged it shall be removed from use immediately. * All portable power tools shall be PAT tested. * Only competent operatives shall use portable power tools. | Low |
| Plant and Machinery,  Electric Breaker and Abrasive Wheel | Operative | High | * Only trained and competent operatives shall operate breaker, abrasive wheel. * Breaker and abrasive wheel shall have a current service and maintenance record. * A Visual inspection of plant shall be carried out before works commence. * Suitable PPE shall be worn at all times when working with pressurised systems and hazardous substances. * Good Hygiene shall be observed, no smoking, eating or drinking is permitted. |  |
| Contact with hazardous substances, inhalation of respirable silca dust from breaking concrete, cement dust. | Operatives | Medium | * Hazardous substances shall not be used where possible or changed for less or non hazardous substances. * Suitable PPE and RPE shall be worn when working with hazardous substances. * Dust suppression shall be used to minimise the release of silica dust. * Good Hygiene shall be observed, no smoking, eating or drinking is permitted. | Low |
| Traffic/FLT’s/Plant  Impact/collision with site traffic and vehicles | Operative | High | * SS Operatives shall post suitable signs and erect barriers at a suitable distance to demarcate the work area and warn others of works taking place. * Site management shall inform ASA employees of work taking place on site and the presence of SS operatives in and around site traffic. | Low |
| Slips, Trips and Falls | Operative | Medium | * Operatives shall carry out a visual observation of the work area to familiarise themselves with the environment. * Work area shall be kept clean and tidy with materials and debris not allowed to accumulate. | Low |
| Vibration | Operatives | Medium | * Operatives are not exposed to extreme levels of vibration during the course of the work being undertaken. * They shall wear adequate personal protective equipment including gloves and hearing protection when operating breaker and abrasive wheel. * Work is of short duration only to loosen and remove existing damaged concrete. | Low |
| Noise | Operatives | Medium | * Operatives are not exposed to extreme levels of noise during the course of the work being undertaken. * They shall wear adequate personal protective equipment including gloves and hearing protection when operating jack hammer. * Work is of short duration only to loosen and remove existing damaged concrete. | Low |
| Asbestos | Operatives | High | * Asbestos register shall be requested when undertaking work in locations that contain Asbestos Containing Materials. * If the presence of Asbestos is suspected then SS operatives shall cease work immediately and contact site manager, work area shall be secured to prevent others from entering the area. * SS shall only return to work area once confirmation is given that the area is safe to be re-occupied. | Low |
| Amendment if Required |  |  |  |  |

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| **Method Statement – Sequence of Events** |
| All SS site operatives have been inducted to ASDA sites and have followed the recognized signing in procedure to gain access to site, the Permit to Work has been issued if required and work is allowed to commence. All required isolation procedures have been put in place and have been checked by IST and SS operatives.  The Work area shall be identified and demarcated using signage, barriers and or tape.  Location of underground services, drains etc shall be identified before work commences  Loose debris shall be removed using abrasive wheel and breaker; all debris shall be removed to skips.  Once working area has been cleaned and defined, epoxy shall be poured into prepared hole whereupon it shall be manually worked and flattened.  Work area shall remain segregated until materials has cured.  Work area and any debris or material shall be removed to site skip. |

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| **Personal Protective Equipment - PPE** | | |
| High Visibility Clothing | Mandatory | Must be worn at all times. This must be the outermost garment of clothing worn so you are highly visible at all times |
| Safety Boots | Mandatory | Must be worn at all times |
| Safety Glasses | To be close at hand | To be worn with there is risk of flying debris or possible contamination to the eyes |
| Ear protection | To be close at hand | To be worn where levels of volume exceed 85db (A) – i.e. Ambient peak or persistent noise makes normal speech hard to be heard |
| Hard Hat | To be close at hand | To be worn where there is danger of falling objects |
| Suitable Gloves | To be close at hand | To be worn where there is chemical, substance or and other identified hazard |
| Respiratory protection | To be close at hand | To be worn to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. |

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| **Emergency Procedures** | | | | | |
| All Sterling Services Operatives will be made aware of fire evacuation procedures, first aid procedures and location of firefighting equipment and first aid kits **BEFORE** starting works. This information will be provided by the Sterling Services Site Supervisor. | | | | | |
| Sterling Services Appointed First Aider: | Nigel O’Cego | Nearest First Aid Kit: | Company Vehicle | Nearest Hospital: | University Hospital Coventry, Clifford Bridge Road, Coventry, West Midlands, CV2 2DX |

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| **Site Monitoring / Inspection and Supervision** |
| * All Sterling Services Operatives will have at least one operative permanently on site who is trained to SSSTS standard and whose relevant experience for the tasks will see that individual nominated on this Risk Assessment and Method Statement. * Each ‘onsite supervisor’ will have access to the Sterling Services’ health & safety consultants if additional guidance / requirements are needed. * Sterling Services Supervisors will make amendments to these RA/MS to take in account any changes to circumstances. * Sterling Services Operatives are fully aware that their sites will be routinely and randomly inspected by senior management with a view to ensure that their training, and working strictly to this Risk Assessment and Method Statement, is adhered to. Failure to do so may result in disciplinary action. |

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| **Environmental Controls** |
| Every effort will be made to keep to a minimum the levels of noise, and dust made from Operations. Waste levels will be kept to a minimum to ensure they do not cause hazards or become a nuisance to others. Sterling Services Personnel will Tidy up, clear site, remove and transport equipment and surplus materials from site. Working areas will be tidied regularly and waste removed. |

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| **Storage on Site** |
| Nothing to be stored on this site |

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| **Specific Legislation** |
| * The Work at Height Regulations 2004 (WAHR) * The Management of Health & Safety at Work. Regulations 1999, Reg ‘3’ Risk Assessments. * Manual Handling Operations Regulations 1992. * Provision and Use of Work Equipment Regulations 1998 * Control of Substance Hazardous to Health 2002 * Electricity at Work Regulations 1989 |

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| **HSE and Other Guidance** |
| * Memorandum of guidance on the Electricity at Work Regulations 1989 * Electricity at Work: Safe Working Practices. HSG 85 2003. |

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| **Statement of Contractors Responsibility** |
| This method statement is provided to cover only the works indicated and can only be considered as validated when all personnel involved in the working activity have received a tool box talk with a signature obtained. The contractor shall be responsible and shall ensure that adequate supervision is applied to the work detailed within this method statement and shall ensure full and effective compliance. If there is any change in scope of the works or of any other impinging activity that may create risk work will cease and appropriate amendments will be made of this method statement. This statement confirms responsibility and commitment to this method statement and signature of validation below confirms this. |

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| **Name:** | Paul Blennerhassett |
| **Position in Company:** | Managing Director |
| **Date:** | 20th November 2012 |

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| **Signature and Data confirming distribution** | | |
| Site Operative Name | Site Operative Signature | Date |
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