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| Risk Assessment / Method Statement |

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| **Job LOG:** | 5730 | | |
| **Client:** | City Facilities Management | | |
| **Site address:** |  | | |
| **Location of Works:** | High level guttering around customer facing sides of store. | | |
| **Description of works:** | Clean out all high level guttering around the customer facing areas of the store. | | |
| **Assessment date:** | 4th November 2013 | **Review Date:** | 4th November 2014 |
| **Produced by:** | Jack Stewart | | |
| **Operatives involved:** |  | | |
| **Supervisor on site:** |  | | |

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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 it’s 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, contractors vehicles, public and staff vehicles. | Engineer, Employees, Visitors | High | * All operatives shall be inducted, where required, 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. * 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 with ASDA staff * Any area where the MEWP is in use is to be demarcated with high visibility barriers and cones. * Demarcated area is to be increased to prevent contact with the machine * Walkway shall be closed off from both sides to prevent anyone from walking under the working areas | 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 |
| Use of Mobile Elevated Work Platform (MEWP) | Operative, employees, visitors | High | * SS operatives using the MEWPS will be IPAF trained and qualified. * Ground conditions to be assessed to ensure they are safe to use MEWP plant before operating. * SS will ensure the boom element of the MEWP will not protrude fenced area of works and that none SS operatives can access area of works, be under the boom arm or come in close contact with the MEWP platform at any time. * Ensure no protrusion into main road * Ensure there no electrical cables within close proximity of use both above, behind and surrounding. * A SS operative will always be at the controls of the MEWP whilst the machine is in use. * Full body harness will be used in accordance with BS EN361(2) and lanyard BS EN354(3). * Once in use, operatives will not open the gate of the MEWP working platform until back to ground level. * MEWP equipment will be off hired and removed from site once works have been completed or stored in warehouse yard or safe area of car park until collected by hire company. * Please see attached additional HSE Guidance on the use of MEWP | 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 |
| Traffic/FLT’s/Plant Impact/collision with site traffic and vehicles | Operative | High | * 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. * Any area where the MEWP is in use is to be demarcated with high visibility barriers and cones. * Demarcated area is to be increased to prevent contact with the machine | 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 |
| Environmental Conditions, extremes of weather, lightning, high winds, snow, rain etc. | Operatives | Medium | * If weather conditions or work conditions become hazardous, due to lightning, high winds, rain, snow etc, then works shall cease until such time as it is safe to continue. | Low |
| Vibration | Operatives | Medium | * Operatives are not exposed to extreme levels of vibration during the course of the work being undertaken. | Low |
| Noise | Operatives | Medium | * Operatives are not exposed to extreme levels of noise during the course of the work being undertaken. | Low |
| Amendment if Required |  |  |  |  |

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| Method Statement – Sequence of Events |

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| * All operatives shall be inducted, where required, 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. * 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. * SS operatives and responsible manager will discuss and agree on the safest area of the store in which to start works. * Work area will be demarcated using barriers and cones. To prevent members of the public from coming into contact with the machinery or falling debris. * Walkway shall be closed off from both sides to prevent anyone from walking under works area. * Debris in gutters will be manually removed by hand and stored in rubble sacks in platform of MEWP until back down ground level where bags will be stored in company vehicle. * Once each area has been completed, all barriers and cones will be moved to the next area before works re-commence. * Once all areas have been completed, machine, barriers and cones will be stored in safe area until it can be collected by Hire Company. * All areas of works will be double checked to ensure no debris is left behind. * Permit to work shall be signed and returned back to store. * SS Operatives will inform site management that works are completed. * SS Operatives will sign out of site register. |

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| Personal Protective Equipment - PPE |

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| 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 83db (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 |

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| All Sterling Services Operatives will be made aware of fire evacuation procedures, first aid procedures and location of fire fighting equipment and first aid kits **BEFORE** starting works. This information will be provided by the Sterling Services Site Supervisor. | | | | | |
| Sterling Services Appointed First Aider: |  | Nearest First Aid Kit: | Company Vehicle | Nearest Hospital: |  |

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| Site Monitoring / Inspection and Supervision |

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| * All Sterling Services Operatives will have at least one operative permanently on site who is trained to SSSTS standard and who’s 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 |

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| 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 |

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| MEWP, barriers and cones to be stored on site – exact location to be decided between SS Operatives and ASDA site management. |

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| Specific Legislation |

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| * The Work at Height Regulations 2005 (as amended) * 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 |

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| HSE and Other Guidance |

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| * Working at heights regulations INDG401 * Working on roofs – INDG284 * Safe use of MEWPS – misc614 * Selecting the correct MEWPS – CIS58 |

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| Statement of Contractors Responsibility |

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| 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:** | 4th November 2013 |

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| Signature and Data confirming distribution |

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| Site Operative Name | Site Operative Signature | Date |
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***HSE information sheet***



**Preventing falls from boom­type mobile elevating work platforms**

**Introduction**

This information sheet explains how to prevent falls, not just mitigate the effects once a fall occurs. It also explains how to select suitable fall protection equipment where the risk cannot be adequately controlled. All types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as ‘cherry pickers’, are covered by this guidance, including ones that are:

* ●  vehicle­mounted;
* ●  self­propelled;
* ●  trailer­mounted.  The guidance is not intended to cover risks associated with work near to (or on) overhead power lines, **people climbing out of the MEWP (this is not normally allowed)**, and the detailed requirements for information, instruction and training associated with the operation of MEWPs.  This information sheet has been produced in consultation with the International Powered Access Federation Ltd and the Construction Plant­hire Association.  **Background**  Between 1995/96 and 2001/02 **five fatal accidents** involving MEWPs were reported to HSE’s Field Operations Directorate (FOD). The MEWPs involved had been struck by vehicles, suffered a failure or the ground had given way.  An analysis was made of FOD’s reported and investigated incidents relating to:
* ●  MEWPs collapsing;
* ●  MEWPs overturning;
* ●  people being thrown from the carrier;
* ●  the carrier being trapped against fixed structures  (the carrier is commonly referred to as the basket or cage).  The following primary causes were identified:
* ●  equipment failure;
* ●  ground conditions;
* ●  outriggers (not used or faulty);
* ●  trapping against fixed structure;
* ●  MEWP being struck by vehicle;
* ●  load/unload of MEWP under power;

**HSE Information Sheet MISC614**

* ●  overloading a carrier;
* ●  carrier struck by a load.  The risk of falling from a MEWP is from sudden movements caused by an impact, ground movement, failure of a stability critical part, or overreaching. The wearing of appropriate fall protection equipment can provide protection against the residual risk of falling, or being thrown out of the carrier.  In practice, work restraint will often be the most suitable form of personal fall protection (see the ‘Types of fall protection equipment’ section for a definition).  **Assessing the risk**  Employers and others responsible for the use of MEWPs must assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning, and take precautions to eliminate or control those risks. The following points should be considered:
* ●  What other vehicles, mobile plant or work equipment (eg overhead cranes) could be close by?
* ●  Could parts protrude beyond the site boundary (eg buses have struck MEWPs)?
* ●  What are/will be the general ground conditions (eg softness, slopes)?
* ●  Are there any localised ground conditions that could be a hazard?
* ●  Has the MEWP been examined, inspected, maintained and daily checks carried out?



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● Could the carrier be caught on protruding features (eg steel work, tree branches)?

**Controlling the risk**Firstly assess whether risks can be **eliminated**, for

example:

* ●  remove uneven ground or excavations (eg adjusting the phasing of the work);
* ●  remove soft ground by compacting.  If elimination is not reasonably practicable then assess the measures that should be put in place to minimise the risk of falling from or with the carrier.  Examples of **control measures** are divided into three categories: safe plant; safe site; and safe operator.  ***Safe plant***
* ●  Select the right MEWP for the job (consider ground conditions, working height, the task including the range/sensitivity of movement, the anticipated load, eg people and tools). **A MEWP must not be used as a crane.**
* ●  Ensure the MEWP has a thorough examination by a competent person at least once every six months. Inspections may be more frequent depending on the use and operating conditions. Inspection intervals should be stated in the examination scheme. **Normally a MEWP has daily checks and a weekly inspection.**
* ●  Ensure competent personnel undertake planned maintenance in accordance with the manufacturer’s instructions. These are complex pieces of work equipment that need to be maintained. In particular, inadequate lubrication and electrical repairs have caused problems (eg a fault from an electrical repair has caused outriggers to raise while in use).
* ●  After a hydraulic levelling system hose failure, establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.
* ●  Check if a different make or model of MEWP is delivered to the site. Check that it is suitable for the task. This is important with poor ground­ bearing capacities. Control systems can vary, leading to operator errors. MEWPs designed to be used on firm level slabs should not be used elsewhere.  ***Safe site***
* ●  Segregate other site traffic (delivery vehicles, dumpers, etc) from the work area.
* ●  Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, you need to use systems of work (eg temporary road closure at quiet times).
* ●  Check the work area for localised features, eg manholes, service ducts, potholes, etc (eg a hole 75 mm deep caused an overturn).
* ●  Check temporary covers are strong enough to withstand the applied pressure.
* ●  Check temporary covers are secured and monitor them. Take similar action for permanent covers.
* ●  Establish the load bearing capacity (general and point loading, eg outriggers) when working inside in a building or on a structure (eg a jetty).
* ●  Ensure there is supervision to ensure safe systems of work are appropriate and being used.
* ●  Check for overhead crushing or contact hazards.
* ●  Have agreed systems of communication (eg between MEWP operators and banksman during steel erection work).
* ●  Check weather conditions have not altered ground conditions (eg heavy or prolonged rain).
* ●  Establish limits for safe operation (eg maximum wind speed). Remember conditions can change internally (eg if roller doors are opened).
* ●  Comply with permit­to­work systems where sites have them (eg chemical plants).
* ●  Ensure you have a rescue plan agreed and in place for a fall. Are trained people and rescue equipment on­site? Do all operatives understand what to do?
* ●  Assess other alternative work methods or equipment before operating near a steep slope or edge. If you must operate near an edge or steep slope, can barriers be provided that will retain the MEWP? If this is not possible, where should a barrier be positioned (you need to know the braking performance)? If this is not possible, how will the work be sequenced so that the MEWP can operate in a safe manner (eg in line with the edge rather than towards it)?  ***Safe operator***
* ●  Ensure you have procedures for loading/unloading during delivery/removal from site. Does this procedure apply to all your MEWPs (eg some do not have braking on all wheels)?
* ●  Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (eg do they know the types of ground/slope it can operate on or when outriggers will require packing?).
* ●  Ensure operators have any task­specific training (eg use of a chainsaw).
* ●  Ensure daily checks are done (in accordance with the manufacturer’s instructions).
* ●  Ensure operators know when further operation would be unsafe. Do they know how to position the MEWP for optimum use?
* ●  Ensure there is a system for recording faults, repairs and maintenance. What types of fault would prevent further use of machine (eg controls not responding correctly)?

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**Use of fall protection**

If there is still a residual risk of impact or persons falling after you have assessed the risks and put the control measures in place, then the use of fall protection equipment should be considered, for example:

* ●  when working next to or in a live highway (eg street­lighting work or tree­crown lifting) where there is a risk of a vehicle hitting the MEWP;
* ●  when travelling with the carrier in a raised position where it may strike fixed objects in its path (eg branches, steel work);
* ●  when travelling with the carrier in a raised position over uneven ground;
* ●  steel erection where the carrier has to move in and around the steelwork.  The MEWP must be suitable for travelling with the carrier in a raised position.  **Types of fall protection equipment**  There are two types of fall protection that a person can use in the carrier:
* ●  **work restraint system** (also known as fall restraint and incorrectly referred to as work positioning) ­ this stops a person falling from the carrier in the first place (unless it is a MEWP overturn).
* ●  **fall arrest system** ­ this stops a person after they have fallen from the carrier (unless it is a MEWP overturn).  When deciding, as part of a risk assessment, which system should be used, the following points should be considered.
  + ●  Check with the manufacturer that the MEWP can be used as part of a fall arrest system. Does the carrier have suitable anchor points? The majority of anchor points are currently rated for work restraint and not fall arrest. The testing of anchor points is covered in BS EN 795: 1997.1 Anchor points in the carrier should be marked for work restraint or fall arrest and the number of persons for which they are rated (arresting a fall could also generate enough force to cause an overturn ­ check the MEWP can absorb this shock load).
  + ●  After a fall the MEWP will flex, causing more severe swinging movements than normal (this could lead to a higher risk of striking the MEWP or other nearby structures).
  + ●  Could the dynamic impact of a fall arrest cause other occupants, loose materials or tools to be ejected from the carrier?
  + ●  The user needs to establish the height the carrier will be working at and select fall arrest equipment that will work within that height. A typical fall arrest

system with a full body harness, 2.0 m lanyard and shock­absorbing device requires over 5 m clearance height to deploy and arrest a fall. Contact the fall arrest equipment supplier to establish the minimum clearance height for the proposed equipment.

* ●  Check that there are no projections (balconies, canopies) that a person could strike during a fall.
* ●  After a person’s fall has been arrested, how are you going to rescue them? There should be a rescue plan and people should be practised in this.  **Work restraint system**  A work restraint system for use on a MEWP should normally be a combination of a full body harness (BS EN 3612) and a lanyard (BS EN 3543). It does not normally have shock­absorbing capability.  It is becoming a common practice to use retractable lanyards to provide the occupants with maximum freedom of movement, together with immediate restraint in the event of impact or levelling system failure. The use of retractable lanyards for this purpose should only be considered after detailed consultation with the manufacturer as to their suitability and the parameters under which they have been designed and, more importantly, tested. Do not use retractable equipment unless it has been specifically tested in the proposed manner of use.  Lanyard length (of both fixed length and retractable systems) should be carefully selected and matched to the carrier of the specific MEWP that is going to be used. **They must be set short enough to prevent a person reaching a position where they could fall.**  **Working near water**  When working next to water, a harness should not be worn due to the risk of drowning if the MEWP falls into the water. Life jackets should be worn.  **Instruction in use of fall protection equipment**  Operators will need instruction in the use of the harness, lanyard, rescue equipment and the procedures for periodic inspection, maintenance and storage of fall protection PPE (especially textile equipment). For further information refer to the HSE leaflet *Inspecting fall arrest equipment made from webbing or rope*.4  **The Law**  If you own, hire or otherwise operate or control the operation of MEWPs (eg as principal contractor), you have duties under health and safety law. The specific legal provisions are (or will be) contained in the

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following pieces of legislation:

* ●  Provision and Use of Work Equipment Regulations 1998;
* ●  Lifting Operations and Lifting Equipment Regulations 1998;
* ●  Personal Protective Equipment at Work Regulations 1992;
* ●  Construction (Design and Management Regulations) 1994;
* ●  Construction (Health, Safety and Welfare) Regulations 1996;
* ●  Workplace (Health, Safety and Welfare) Regulations 1992;
* ●  The Work at Height Regulations, due in 2004. **References**

1 BS EN 795: 1997 *Personal protective equipment against falls from a height. Anchor Devices – Requirements and testing* British Standards Institution (under revision)

2 BS EN 361: 2002 *Personal protective equipment against fails from a height. Full body harnesses* British Standards Institution

3 BS EN 363: 2002 *Personal protective equipment against falls from a height. Fall arrest systems* British Standards Institution

4 *Inspecting fall arrest equipment made from webbing or rope* Leaflet INDG367 HSE Books 2002 (single copy free or priced packs of 10 ISBN 0 7176 2552 4)

**Further reading**

BS EN 354: 2002 *Personal protective equipment against falls from a height. Lanyards* British Standards Institution

BS EN 355: 2002 *Personal protective equipment against fails from a height. Energy absorbers* British Standards Institution

BS EN 358: 2000 *Personal protective equipment against falls from a height. Belts for work positioning and restraint and work positioning lanyards* British Standards Institution

BS EN 360: 2002 *Personal protective equipment against falls from height. Retractable type fall arrestors* British Standards Institution

BS 8460: 2005 *Safe use of MEWPs: Code of Practice* British Standards Institution

BS 8454: 2006 *Code of Practice for the delivery of training and education for work at height* British Standards Institution

Printed and published by the Health and Safety Executive

*Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance* L22 (Second edition) HSE Books 1998 ISBN 0 7176 1626 6

*Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and guidance* L113 HSE Books 1998 ISBN 0 7176 1628 2

*Personal protective equipment at work. Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations* L25 (Second edition) HSE Books 2005 ISBN 0 7176 6139 3

*Managing health and safety in construction: Construction (Design and Management) Regulations 1994. Approved Code of Practice and guidance* HSG224 HSE Books 2001 ISBN 0 7176 2139 1

*A guide to the Construction (Health, Safety and Welfare) Regulations 1996* Leaflet INDG220 HSE Books 1996 (single copy free or priced packs of 10 ISBN 0 7176 1161 2) Web version: www.hse.gov.uk/pubns/indg220.pdf

**Further information**

British Standards are available from BSI Customer Services, 389 Chiswick High Road, London W4 4AL Tel: 020 8996 9001 Fax: 020 8996 7001 Website: www.bsi­global.com

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This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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