|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment / Method Statement** | | | |
| **Job LOG:** | 6730 | | |
| **Client:** | UK Landscapes | | |
| **Site address:** | Co-operative Pharmacy, Sough Hall Avenue, Thorpe Helsey, South Yorkshire, S61 2QP | | |
| **Location of Works:** | Landscaped area neat to main entrance. | | |
| **Description of works:** | **Remove bark and soil from area and replace with pea gravel**   * Scrape off all bark from area measuring approx. 30 m2 and cart to skip. * Dig out all soil from area measuring approx. 30 m2 and cart to skip. * Lay membrane to area measuring approx. 30 m2. * Lay MOT stone to area measuring approx. 30 m2 and mechanically compact. * Lay pea gravel to area measuring approx. 30 m2 and ensure even across all areas. | | |
| **Assessment date:** | 3rd April 2014 | **Review Date:** | 3rd April 2015 |
| **Produced by:** | Jack Stewart | | |
| **Operatives involved:** | John Fitzsimmons, Paul Godfrey (snr), Paul Godfrey (jnr), Phil Godfrey, Colin Milward | | |
| **Supervisor on site:** | John Fitzsimmons | | |

|  |
| --- |
| 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: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazards Identified** | **Persons at Risk** | **Current Risk Rating** | **Control Measures to be applied to minimise risk** | **Residual Risk** |
| Interaction with residents, 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 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 Customers/Co-op employees. * Suitable cones and barriers will be used to safely segregate the area of works and allow traffic to safely move around the area of works. * 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, Hydraulic Breaker and Abrasive Wheel | Operative | High | * Only trained and competent operatives shall operate machinery/plant and certified to ensure they are competent in its use. * Plant must have current service and inspections records that shall be inspected before accepted onto site. * Only competent operatives shall operate breaker and power pack. * Breaker and power pack shall have a current service and maintenance record. * A Visual inspection of all 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. * Fire extinguisher shall be present on site during works in the event of any unforeseen circumstances. |  |
| Contact with hazardous substances, inhalation of respirable silca dust from stone and gravel | 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. * Good Hygiene shall be observed, no smoking, eating or drinking is permitted. | Low |
| Traffic/FLT’s/Plant  Impact/collision with site traffic and delivery 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 Co-op employees/Customers 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 surface course macadam. | Low |
| Amendment If Required |  |  |  |  |

|  |
| --- |
| **Method Statement – Sequence of Events** |
| All SS site operatives have been inducted to site by Site Manager and have followed the recognised signing in procedure to gain access to site, the Permit to Work has been issued and work is allowed to commence.  All working areas will be suitably demarcated with herras fencing and barriers.   * Erect suitable barriers around the work areas. (Agreed with Site Manager) * Manually scrape off all existing bark and cart to designated skip. * Manually dig out all soil from the area and cart to designated skip. * Install membrane to area and secure into position. * Lay MOT stone to area and mechanically compact using compaction plate. * Lay pea gravel to area and manually rake around to ensure evenly spread. * Dismantle and remove barriers.   Work area and any debris or material shall be removed to designated skips.  SS site operatives will sign out of site and ensure site is tidy and clean. |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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: | John Fitzsimmons | Nearest First Aid Kit: | Company Vehicle | Nearest Hospital: | Northern General Hospital, Herries Road, Sheffield, S5 7AU  Tel: 0114 243 4343 |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **Storage on Site** |
| Nothing to be stored on this site, although a skip will be delivered and collected the same day |

|  |
| --- |
| **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 |

|  |
| --- |
| **HSE and Other Guidance** |
| * HSE construction Information Sheets No. 18 Provision of welfare facilities at fixed construction sites * No. 34 Personal protective equipment: gloves and No. 35 Personal protective equipment: safety footwear. * Hsg 150 * L5 General COSHH ACOP |

|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| **Name:** | Paul Blennerhassett |
| **Position in Company:** | Managing Director |
| **Date:** | 27th March 2014 |

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