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| Risk Assessment / Method Statement |

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| **Job LOG:** | SS101265 | | |
| **Client:** | City Facilities Management | | |
| **Site address:** | ASDA Colindale, Edgeware Road, Colindale, London, NW9 0AS | | |
| **Location of Works:** | Warehouse Area | | |
| **Description of works:** | Remove damaged sections of fire rated wallboards and install new. | | |
| **Assessment date:** | 23rd April 2014 | **Review Date:** | 23rd April 2015 |
| **Produced by:** | Jack Stewart | | |
| **Operatives involved:** | Simon Heaney & Saulius Zibalas | | |
| **Supervisor on site:** | Simon Heaney | | |

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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 | 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 |
| Working at height  Falling objects | Operative, employees, visitors | High | * Strict observation to working at height regulations 2005. * Area will be segregated with guard barriers fencing to prevent access by non Sterling Services employees to prevent any potential hazard of falling items hitting non-sterling services employees. * Only materials and equipment being used at that time will be taken to high level areas to prevent extra unnecessary objects from falling from platform. * SS operatives shall wear hard hats at all times whilst within area of works. | 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 | * The site is an unmanned closed site and therefore no vehicle interaction is anticipated. However 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 if the risk of contact with other vehicles is identified. Site management shall inform ASDA 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 |
| 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 |
| Working from Mobile Elevating Work Platforms (MEWP) | Operatives | High | * 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 fout of the segregated work area 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 there no electrical cables within close proximity of use both above, behind and surrounding. * MEWP operator is suitable trained and qualified. * Full body harness must be used in accordance with BS EN361(2) and lanyard BS EN354(3) at all times when using the MEWP. | Low |
| Amendment if Required |  |  |  |  |

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| Method Statement – Sequence of Events |

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| * All Sterling Services operatives shall sign site register on arrival at reception and sign out when leaving. * 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. * 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. * Barriers will be erected around area of works to segregate the area. (Works will be completed in sections, closing of a small area each day to minimise disruption to the warehouse. * MEWPs will be in place to access the high level areas where necessary. * Existing damaged sections of wallboards will be carefully removed from the walls and set aside for disposal. * Framework for wallboards will be repaired where necessary. * New wallboards will be placed in position and secured into place using fixings directly into metal framework. * Where high level repairs are needed, boards will be lifted into place using MEWPS. * Area of works to be cleaned up upon completion ensuring nothing is left behind on site. * Once works are completed SS operatives will leave the work area and make the manager aware of works completion * Operatives will then sign out of site. |

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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: | Simon Heaney | Nearest First Aid Kit: | Company Vehicle | Nearest Hospital: | Northwick Park Hospital, Watford Road, Harrow, Middlesex, HA1 3UJ  Tel: 0208 864 3232 |

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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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| Nothing to be stored on this site |

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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 |

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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:** | 21st May 2014 |

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| Signature and Data confirming distribution |

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| Site Operative Name | Site Operative Signature | Date |
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