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| Risk Assessment / Method Statement |

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| **Job LOG:** | 2531 | | |
| **Client:** | GB Oils Warrington | | |
| **Site address:** | 2nd Floor 302 Bridgewater Place  Birchwood Park  Warrington  WA3 6XG | | |
| **Location of Works:** | Inside the building | | |
| **Description of works:** | To build offices using Komfort wall partition | | |
| **Assessment date:** | 04/12/12 | **Review Date:** | 04/12/13 |
| **Produced by:** | Mehdi adadi | | |
| **Operatives involved:** | Justin Crowson, Alex Finlay, Stan Robinson | | |
| **Supervisor on site:** | Lee Muscat, L Beresford | | |

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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** |
| **Slip and trip hazards from an untidy working area** | Our operatives, GB Oils Employees | Medium | * Foreman shall ensure working area/ground-level are kept clear of debris, cables and tools which could cause tripping hazards. | Low |
| **Manual Handling Operations** | Our Operatives | High | * 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. * operatives 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 |
| **Plants and tools** | Our Operatives | Medium | * All the tools to be used are battery powered drills & 110 * cut off saw which be fitted with guard to minimize any hazard occurring. * Only authorized team member will be allowed to use power tools on site. * Before any drilling commences the area must be reviewed and confirmed clear of any visible or hidden site services * If in doubt drilling will stop immediately until clearance is given by site manager * All power tools and leads must have current PAT certification, Damaged items will not be taken to site | Low |
| **Working At Height** | Our Operatives | High | * Operatives will work securely within premises using secured foot steps * Operatives will ensure that they behave appropriately when working at height * Only podium steps will be used on site * The supervisor will check the stability before use and can only be used when fully opened and locked * At all times fitters will have both feet on the podium and must not over reach | Low |
| **Asbestos** | Our Operatives | Medium | * 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 |
| **Collision with others during off load** | Operatives, site staff, others | Medium | * The supervisor will ensure that is at measured pace * No racing or rushing the off load will be allowed. * Larger components will be lifted by minimum of 2 staff to minimize any injuries |  |
| **Abrasions** | Operatives | Medium | * All site staff to be restricted access behind barrier tape |  |
| **Dropped Components, risk of slipped load** | Operatives | High | * All members of the delivery/fitting teams are to wear safety shoes, gloves as part of their PPE * All components to be safely stacked |  |
| **Installation risks: Collision, dropped components, cuts, abrasion, trapped fingers,** | Operatives | High | * Supervisor will ensure that erecting panels are at measured pace and installation staff are restricted to work area * All non authorized staff to be restricted from the work area during installation * When lifting panels into position during installation on team member will locate and “steady” the panel, the other will fixe the panel into position * Panels will never be left partially secured/fixed at any time |  |
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| Method Statement – Sequence of Events |

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| * Make GB Oils manager aware of arrival on site and sign in * Get tools from van * Off load all materials securely form the vehicle * Vehicle will be driven to the designated unloading area * Carefully install Komfort walls and glazing as per specification given in the plans * Cart any remnants to designated skip or transported from site * Make good the surrounding area * Remove all tools from site * Make GB Oils manager aware that the job is complete and sign out |

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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: | Stan Robinson, L Beresford | Nearest First Aid Kit: | Company vehicle | Nearest Hospital: | St Helens Hospital  Marshalls cross Road  St Helens  Merseyside  WA9 3DA  Tel:01744 26633 |

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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 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 * Dangerous Substances and Explosive Atmosphere Regulations 2002 |

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| HSE and Other Guidance |

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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  December 2012 |

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| Signature and Data confirming distribution |

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| Site Operative Name | Site Operative Signature | Date |
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