

SITE SPECIFIC RISK ASSESSMENT & METHOD STATEMENT



Unit 6, Antelope Industrial Estate, Rhydymwyn, Mold, Flintshire, CH7 5JH

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Date of Issue	Ref No.	Authorised By	Revision No'
22nd May 2023	M23G001	Zara Bostock	4

Location:	Wrexham, Wales
Project Title:	Test project
Issue Number:	4
Compiled by:	Zara Bostock
Company Position:	Web Developer
Date Compiled:	25th April 2023
Date Issued:	3rd May 2023

Project Details

Description of work to be undertaken:

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Please read this document carefully and implement the requirements of this method statement.

Estates Department to arrange for all isolations to circuits before lights are worked on. Both Estates and Mega electricians to work alongside each other to achieve isolations of the replacement fittings and only to be re-energised when both parties have agreed work has been completed and safe to do so.

Project Technical Details

Name of Contractor:	Mega Electrical
Address Details:	Unit 6, Antelope Industrial Estate, Rhydymwyn, Mold, Flintshire, CH7 5JH
Telephone No:	01352877877
Supervisor Responsible on Site:	Another Test Operative - 01234567890
Client:	Test Client
Principal/Main Contractor:	Mega Electrical
Project Manager - Responsible for Safety on Site:	Test Operative - 01234567890
Commencing:	1st May 2023
Completion:	5th May 2023
Number of Employees on Site:	1

Operatives on Site:

	<p>Name: Another Test Operative</p> <p>Company: Mega Electrical</p> <p>Position: Electrician</p>
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Method Statement

1.0 Sequence of Works

1.	Lorem ipsum dolor sit amet.
2.	Et accusamus labore 33 sunt accusantium et quisquam consequatur eos neque voluptatem sit rerum rerum sed modi tempore ut mollitia iure.
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2.0 Tools and Equipment Required

- Step Ladders
- Test Kit

3.0 PPE Required

- Safety Goggles
- Safety Helmet

4.0 Access to the Place of Work

- All employees, contractors and visitors will attend the site induction carried out by the supervisor responsible for the site.
- All employees, contractors and visitors will register their presence within the daily site register.
- All persons will comply with site rules in the wearing of personal protective equipment.

5.0 Access Equipment to be Used (Scaffolding, Podium Steps and Step Ladders where Podium Steps cannot be used)

- All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to Mega Electrical NW Ltd disciplinary action and may be removed from site.
- **All podium steps, step ladders and scaffolding to be correctly tagged for safety.**
- Carry out daily examination of podium steps, step ladders and scaffolding for signs of damage or defects before use.
- Scaffolding to be erected by operatives holding PASMA qualification and signed off when safe.
- The company supervisor is to be notified of any defects from above checks and that all working areas and means of access / egress are clear and free from obstruction; on discovery of any obstruction will ensure the area is made safe immediately.

6.0 Materials Handling and Storage

All materials will be below the recommended guidance for manual handling lifting weight of 25kg.

7.0 Power Sources and Isolations Required

All works must be carried out by a qualified and competent electrician.

8.0 Training requirements

- CSCS accreditation
- JIB cards

9.0 Supervision and Coordination of Activities

- The Site Supervisor / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area and interface the company activities with the client.
- Site Emergency procedures must be strictly adhered with and all site rules will apply.
- The Site Supervisor will have overall responsibility for the safe coordination of the company scope of works.
- The Site Supervisor will highlight any unsafe conditions or actions to the Site Manager and will take the appropriate actions to make conditions safe.

10.0 Environmental Considerations - Site environmental considerations must be adhered to at all times

- All insulation and package materials must be kept from entering the drainage system.
- These include for general waste, timber, waste plastics and cardboard etc. and any special waste.
- Noise will be kept to a minimum whilst on site.
- Foul and abusive language will not be tolerated and operatives found using such language or gestures will be removed from site immediately.
- Transistor radios will not be permitted on site.
- The use of mobile phones must only be used in accordance with site rules.
- Fires will not be allowed on site and any burning of materials is strictly prohibited.

11.0 Protection of the Public

- As far as reasonably practicable site traffic must be kept to a minimum and local traffic around the site must be treated with care.
- Site supervisor shall exchange information with client / occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.
- Access equipment will be provided to ensure maximum safety of workers and occupants.
- Details of existing services will be obtained before the start of works.
- Cones and bi-lingual signage will be installed to isolate working area from members of the public.
- Work to be co-ordinated to reduce risks to third parties from trip hazards, no materials or tools to be left unattended, comprehensive signs/barriers to be used.
- Standby Man / Site Supervisor / Foreman monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signs have not been removed or tampered with and that working areas are left clean and tidy at the end of each work period.

12.0 Waste Disposal Arrangements

- During the day debris will be collected and disposed in accordance with the company procedures.
- During each working shift the debris will be removed and deposited into the skips and WEEE recycling containers provided in the onsite compound.

13.0 Fire and Emergency Procedures

The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.

14.0 Review of Method Statement

The Mega Electrical NW Ltd site supervisor responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by Mega Electrical NW Ltd site supervisor and authorised in agreement with Mega Electrical NW Ltd senior management, any such amendments will be recorded and further instruction given to each operative of the amendments.

15.0 Communication of Risk Assessment and Method Statement

- All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Toolbox Talk procedures prior to commencing work.
- They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed to.
- Following instruction, they each must sign the register attached.
- Each operative must work to the method statement, any deviation must be authorised by the Mega Electrical NW Ltd site supervisor.

Any operative not working to the specific method statement will be subject to disciplinary action.

16.0 Emergency Contacts

Site Project Manager	Test Operative	01234567890
Safety and Environment Advisor	Emma Lampka	079693000080
Off Site Emergency Number	Mega Electrical	01352877877
Out of Hours/24hr Emergency Number	Mega Electrical	01234567890

Risk Assessment

Likelihood *L
 1 = Improbable
 2 = Remote
 3 = Possible
 4 = Probable
 5 = Likely

Severity *S
 1 = No Injury
 2 = Minor Injury
 3 = 3-day Injury
 4 = Major Injury
 5 = Fatality

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Risk = Likelihood x Severity

Low	Medium	High
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Hazard	Effect	Persons at Risk	Risk			Control Measures	Residual Risk		
			L	S	L*S		L	S	L*S
Plant and Vehicle movement	Hit by Moving Vehicle	Employee	3	3	9	PEDESTRIAN AND VEHICLE SEGREGATION WHERE POSSIBLE USE OF BANKSMAN WHERE REQUIRED HI VIS CLOTHING TO EN471 FLASHING AMBER BEACONS DISPLAYED ON VEHICLES DRIVER TRAINING EMPLOYEE AWARENESS AND TRAINING	1	3	3
Site or public traffic	Hit by Moving Vehicle	Employee	3	3	9	SIGNING AND GUARDING TO SAFETY AT STREET WORKS AND ROAD WORKS A CODE OF PRACTICE (TRAFFIC SIGNS MANUAL). TRAFFIC MANAGEMENT SYSTEM TO BE USED AND ADHERED TO WHERE NECESSARY. EMPLOYEE AWARENESS AND TRAINING	1	3	3
Pedestrians on Site	Hit by Moving Vehicle	Member of the public	3	3	9	CLEAR PEDESTRIAN ROUTES TO BE IDENTIFIED ON TRAFFIC MANAGEMENT PLAN BARRIERS AS APPROPRIATE	1	3	3

Noise from plant or tasks	Noise induced hearing loss	Employee	3	2	6	NOSIE ASSESSMENT FOR MACHINERY AND EQUIPMENT TO COMPLY WITH NATIONAL STANDARDS. HEARING PROTECTION SHOULD EQUIPMENT BE ABOVE 80DBA	1	1	1
Poor Working Environment (Mud, Dirty, Dust)	Eye Injury, Stomach Bug etc.	Employee	3	4	12	GOOD HOUSEKEEPING ON SITE GOOD PERSONAL HYGIENE USE OF PPE - GLOVES, BOOTS, GOOGLES, HEARING PROTECTION	1	4	4
Working Near Overhead Powerlines	Electrocution/ Death	Employee	3	5	15	COMPETENT OPERATORS TRAINED OPERATORS DIAGRAMS AND PLANS OF SERVICES FULL CAT SCAN WHERE MORE THAN 1 OPERATOR WORKING ON THE SAME SYSTEM ALL SHALL LOCK AND TAG ONTO THE FEEDER PILLAR	1	5	5
Inexperience d Drivers	Out of Control Plant, Hit by Moving Vehicle	Employee	3	4	12	PEDESTRIAN AND VEHICLE SEGREGATION WHERE POSSIBLE USE OF BANKSMAN WHERE REQUIRED SKILLED OPERATORS TO CITB, SPCS OR EPIC STANDARD INCLUDING WHERE APPROPRIATE NVQ LEVEL 2 SPECIALIST PLANT OPERATIONS EMPLOYEE AWARENESS AND TRAINING	1	3	3
Raised Bodies	Collapse/Entrapment	Employee	3	3	9	USE OF CORRECT PROPS FOR LORRY BODIES, EXCAVATOR ARMS ETD EMPLOYEE AWARENESS AND TRAINING	1	3	3
Removed Guards	Entrapment, Physical Injury	Employee	3	3	9	ENSURE EQUIPMENT IMMOBILISED BEFORE GUARD REMOVAL LOCK OUT, TAG OUT	1	3	3

Refueling	Fire/Explosion	Employee	3	4	12	NO SMOKING FIRE EXTINGUISHER TO BE DEPLOYED USE OF CORRECT FUELLING APPLIANCE TO AVOID SPLASHES MOBILE PLANT TO BE FUELLED FROM BOWSERS WHERE POSSIBLE	1	4	4
Reversing Vehicles	Hit by Moving Vehicle	Employee	3	4	12	PEDESTRIAN AND VEHICLE SEGREGATION WHERE POSSIBLE USE OF BANKSMAN WHERE REQUIRED HI VIS CLOTHING TO EN471 FLASHING AMBER BEACONS DISPLAYED ON VEHICLES, DRIVER TRAINING, EMPLOYEE AWARENESS AND TRAINING	1	3	3
Excavations	Falls from Height, Collapse of Trench, Personal Injury	Employee	3	3	9	TRENCH SHORING BARRIERS COMPETENCY EMPLOYEES	1	3	3
Disposal of Waste Material to Tip	Contamination, Personal Injury from Waste	Employee	3	4	12	ENSURE CORRECT WASTE IS DISPOSED CORRECTLY WASTE CARRIERS LICENCE WEAR PPE, GLOVES, BOOTS, OVERALLS HI VIS CLOTHING	1	4	4
Delivery of Materials to Site	Hit by Moving Vehicle	Employee	3	3	9	INDUCTIONS FOR SITE VEHICLE DRIVERS DESIGNATED ACCESS/EGRESS POINTS CLEARLY MARKED OR OTHERWISE EXPLAINED TO DRIVERS. BANKSMAN TO ASSIST WHERE REVERSING OR WHEN VISIBILITY IS DEEMED TO BE POOR	1	3	3

Existing Services - Overhead	Electrocution/ Explosion	Employee	3	4	12	SUITABLE SIZED MACHINE TO BE SELECTED AND/OR HEIGHT RESTRICTOR DEVICE ATTACHED COMPETENT OPERATORS ENSURE THAT THE GS6 HEIGHTS SURVEY HAS BEEN CARRIED OUT AND GOAL POSTS HAVE BEEN ERECTED TO MARK THE RESTRICTED AREA TRAINED OPERATORS	1	3	3
Debris and Equipment in the Working Area	Slips, Trips and Falls	Employee	3	4	12	Ensure all walkways are free from trip hazards. All personnel to wear laced safety footwear No walking on batters, use designated access routes. Keep access routes clear. Good housekeeping to be maintained at all times Park vehicles at suitable location to welfare facility. Provide suitable fencing, signing and guarding to the working area as necessary. Use designated/ proper access to enter and exit plant.	1	4	4
Substances e.g Diesel, Grease, Oil, Concrete, Galvanizing Paint	Dermatitis, Chemical/Concrete Burns, Environmental Incident	Employee	3	4	12	COSHH briefings to be carried out accordingly and control measures within adhered to. Refer to COSHH data sheets before using any substances Spill kit to be available – near the work area. Operatives to be trained to use spill kit. Disposal of empty grease & oil cartridge via correct route, dispose at designated skip. Ensure that there is suitable 'bin' available at work area to place empty cartridges. Wash hands with clean water and soap before eating.	1	4	4

Working at Height	Fall from Height	Employee	3	4	12	Qualified MEWP operator Safety harness and lanyard to have valid test certificate and inspected prior to use Ensure suitable access and egress. Only lift of tarmaced level ground. If not on tarmac foreman and AGC supervisor to confirm that ground is suitable and stabiliser legs are deployed correctly Ensure that temporary barriers are in place to prevent unauthorised personnel into working area.	1	4	4
Lifting Operations - Failure of Accessories/ Boom	Dropped Load, Death, Damage to Property	Employee	3	5	15	Lifting plan All lifting equipment will be certified and tested 'colour coded' within the last 6 months and will be checked by the slinger prior to use. Remove all personnel from lifting area. Ensure safe zone is established by means of physical barrier. Operatives do not stand or place body parts under suspended loads. Ensure SWL is not exceeded by adhering to lift plan. All accessories to comply with Lifting operations and Lifting Equipment regulations. (LOLER).	1	5	5
Lifting with HIAB Crane & Telehandler	Falling Object/Load, Personnel Crushed	Employee	3	5	15	CPCS qualified banksman to be used to sling loads. Lift plan to be provided for the lift prepared by a CPCS qualified Appointed person. Lifting equipment to have a valid test certification, and inspected prior to use. Plant operator to be competent and CSCS lifting with excavator qualified. Only lift of flat/ level ground. Ensure that ground is firm. No Under slinging load to forks.	1	5	5

Environment al Impact	Emission to Air, Water or Groundwater, Damage to Flora and Fauna, Use of Fossil Fuels, Nuisance to Neighbours	Member of the public	3	1	3	Operative to be trained and supervised. Careful excavation in good weather conditions Frequent Vehicle and plant maintenance Careful operations near trees and hedgerows. Frequent vehicle and plant maintenance. Noise mitigation methods employed as required. Noise monitoring Refuel as much as is practical in the yard. All fuel bowsers to carry adequate spill kit and granules, and funnels. Refuelling only to be carried out by designated person. Refuelling not to take place within 30m of a watercourse/drain Observe Traffic Management Plan, Dust management, observe agreed working hours	1	1	1
Abrasive Wheels	Havs, Noise, Dust Inhalation	Employee	3	3	9	Use P3 dust mask when cutting. Use dust suppression techniques such as attached water bottle of vac system. Wear EN166 (impact resistance' safety goggles. Use hearing protection EN352. Operative to hold current CSCS card. Only qualified personnel to change abrasive wheel. HAVS exposure Carry out HAVS assessment on Stihl saw and brief the operatives on exposure times. The maximum daily trigger time on the Stihl Saw TS410 is 3hrs 28 minutes.	1	3	3

Working Near Live Traffic	Collision of Plant and/or Operatives	Employee	3	4	12	All plant only to be operated by trained and competent personnel (CPSC card required) Full PPE to be worn including high visibility full sleeve and trousers. All plant to hold all necessary test certificates (check on arrival to site). All plant to be fitted with and use warning lights on top of their vehicle. All plant to be fitted with and use audible reversing alarm. Seat belts to be worn at all times. Pre use inspection completed by operative. Do not use plant if broken or faulty. Ensure all walkways are free from trip hazards. Use designated access routes. Keep access routes clear. Good housekeeping to be maintained at all times Provide suitable fencing, signing and guarding to the working area as necessary. Use designated/ proper access to enter and exit working area Works must be not be carried out in safety zones	1	4	4
Working in Hot Weather/Sun	Sunburn, Heatstroke, Exhaustion	Employee	3	2	6	Regularly apply sunblock Drink water regularly Monitor urine colour Ensure skin exposed to sun's rays is minimised	1	2	2
Working with Live Electrical Systems	Electrocution/Explosion/Fire	Employee	3	4	12	Only qualified electricians with ECS cards to work on live electrical systems Permit to work on live electrical systems must be in place before work begin All supplies to be locked off unless the system has been tested and commissioned	1	4	4

Site Emergency Procedures

Reporting of an Injury or Dangerous Occurrence

In the event of an injury or dangerous occurrence (as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995), the **Site Manager** will report the incident immediately to the **Managing Director** who will, if appropriate, consult with the **Company's Health and Safety Officer**.

Upon receiving a detailed appraisal of the incident, the appropriate members of staff, as detailed above, will be responsible for the following:

Reporting, by telephone, the details of the incident to the appropriate enforcing authority. This will be followed within ten days with a full written report of the incident using form F2508 (or F2508A in the case of a reportable disease). Copies of the relevant forms are retained by the Managing Director and the Health and Safety Officer.

Ensuring that the following details are entered in the Company Accident Book:

1. Date of the incident
2. Time of the incident
3. Location of the incident
4. Personal details of those involved
5. A brief description of the nature of the incident

Note: Every incident shall be thoroughly investigated by the Health and Safety Officer so that the cause of the incident can be established and preventative means recurrence can be planned and implemented.

Fire Control Procedures

Fire protection measures and procedures will apply where relevant to the work being undertaken and will be reviewed and updated as the works proceed. The following will be used as a checklist guide to ensuring that all fire risk areas are addressed:

1. The control of operations using heating/burning appliances
2. The construction, siting and equipping of site buildings, i.e. site offices, welfare facilities, flammable stores, equipment stores etc.
3. Areas where smoking and the use of naked flames are forbidden.
4. The system for storage and disposal of flammable and combustible waste, and avoidance of build-up of such waste in areas of operations, especially hot/burning operations.
5. Storage of flammable materials.
6. Availability of water supplies for fire brigade appliances and on site firefighting equipment.
7. The provision of adequate firefighting appliances situated according to the fire risk involved.
8. Evacuation procedures in the event of fire, including the liaising of site operatives in such procedures.

No employees or sub-contractors to A. Parry Construction will carry out operations using heating/burning equipment without first obtaining permission from the Site Manager, who will ensure that the necessary precautions are taken, and that the workplace and surroundings are safe on completion of activities and particularly at the end of the working day.

Action in the event of a fire

If a fire is discovered on site, the first priority is the overall safety of site personnel. The fire alarm must be sounded, and all staff not required as part of a fire control team must be evacuated to the safe assembly area where they can be accounted for.

An attempt to fight a fire must only be made if:

1. if it is safe to do so
2. the correct firefighting equipment is available
3. a safe means of escape is available

An emergency assembly point shall be established and details posted in the site office. All site operatives shall be made aware of the emergency procedure and assembly point during induction training

The First Aider for this project will be **Site Supervisor** and a mobile telephone shall be made available to the site personnel throughout the project for emergency communications. Powder fire extinguishers shall be available in the office/storage units and details of the nearest hospital shall be posted in the site office and in the RAMS.

The Client shall be informed, as soon as practical, of all accidents which occur on or near the site, and a written report shall be submitted within three days.

Daily Risk Assessment

Date: _____

This Daily Risk Assessment is not a replacement for the Risk Assessment and Method Statements (RAMS) for the project, but to support the RAMS continue to be effective at controlling risks on the day of activities to support further hazard and risks are eliminated prior to work commencing.

ARE THERE ANY RESIDUAL RISKS FROM THE FOLLOWING HAZARDS?	TICK IF APPLIES	WHAT CONTROL MEASURES HAVE YOU/ARE YOU GOING TO TAKEN/TAKE?	RESIDUAL RISK (CIRCLE LEVEL AFTER CONTROL MEASURES TAKEN)		
			HIGH	MID	LOW
Traffic Management			HIGH	MID	LOW
Noise			HIGH	MID	LOW
Dust/Fumes/Gases			HIGH	MID	LOW
Electrical/Electricity			HIGH	MID	LOW
Vehicles			HIGH	MID	LOW
Risk to Plant/Equipment			HIGH	MID	LOW
Heat/Fire/Explosion			HIGH	MID	LOW
Fall from Height			HIGH	MID	LOW
Contamination			HIGH	MID	LOW
Slips, Trips or Falls			HIGH	MID	LOW
Hazardous Substances/Chemicals			HIGH	MID	LOW

Flying/Falling Objects			HIGH	MID	LOW
Adverse Weather			HIGH	MID	LOW
I confirm that the general safety on this job has been maintained and agree to proceed with the job/task safely					
Name:		Signature:			

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Name:		Signature:			

I confirm that I have read and understood these risk assessments, method statements and emergency procedures and commit to working safely and abide by all the company and client requirements.

[illegible]

Document Revisions

Version No'	Comments	Date
1	Initial Version	3rd May 2023
2	Test Ammendment	15th May 2023
3	Updates made to the training requirements and he emergency contact number	17th May 2023
4	updates made to layout	22nd May 2023