

Risk assessment and method statement

Neath

Reference: Brickwork

Author:

Job role:

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1.0 Method Statement

1.1 - Personnel involved in this project

1.3 - Legislation

1.5 - Tools and equipment

1.7 - Emergency procedures

1.9 - Welfare provision

1.11 - PPE requirements

1.13 - Amendments and Authorization

1.2 - Training & Competence

1.4 - Access arrangements

1.6 - Waste Management

1.8 - First aid provision

1.10 - Manual handling

1.12 - Specific PPE requirements

2.0 Sequence of Works

2.1 Brick/Block Work

2.1.1 - Sign in and induction

2.1.2 - Delivery and storage of materials

2.1.3 - Mixing of materials

2.1.4 - Masonry block work and brickwork

3.0 Risk Assessment

3.1 Dust and other airborne contaminants

3.2 – Waste Materials

3.3 – Congested areas

3.4 – Cramped / Low headed space areas

3.5 - Excavations

3.6 – Dust and other airborne contaminants

3.7 – Wet cement

3.8 – Manual handling

3.9 – Builders trestles

3.10 – Work from fix scaffold

3.11 – Materials stored at ground level

3.12 – Ground conditions (Terrain)

3.13 - Rotating cutting equipment (Abrasive wheels)

3.14 – Waste skips

3.15 – Fixed ladders

3.16 – Ground level openings

3.17 – Raising and lowering materials

3.18 – Work at height

3.19 – Use of telehandler

3.20 – Equipment stored at ground level

3.21 – Ground levels

3.22 – Mixing Equipment

1.0 Method Statement

Reference: Brickwork

Main Road
Dyrryn Cellwen
Neath
SA10 9HR

Start date:

End date:

Works supervisor:

Works supervisor telephone:

1.1 Personnel involved in this project

The following persons will be working on site throughout this project:

1.2 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.3 Legislation Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Confined Space regulations 1997
- Electricity at Work regulations 1989
- Road Traffic Act 1988
- Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Vibration at Work Regulations 2005
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005

1.4 Access arrangements

All company operatives and sub-contractors will be inducted in before commencing with work on site. Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise. Upon arrival, all company operatives and sub-contractors will sign in at the Site office (Or other designated area) before accessing the working area on site. Before leaving the site, all company operatives and Sub-contractors will sign out.

1.5 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.6 Waste Management

In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials. When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

1.7 Emergency procedures

Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan. Instruction and information related to site emergency procedures will take place during the site induction, which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and safety support.

If any of the site emergency procedures change, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.8 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; all operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
	Less than 25	At least 1 appointed first aider
Low hazard — Offices, shops, libraries etc.	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
	Less than 5	At least 1 appointed first aider
Higher hazard — Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.9 Welfare provision

Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) regulations - this includes the provision, as a minimum, of the following:

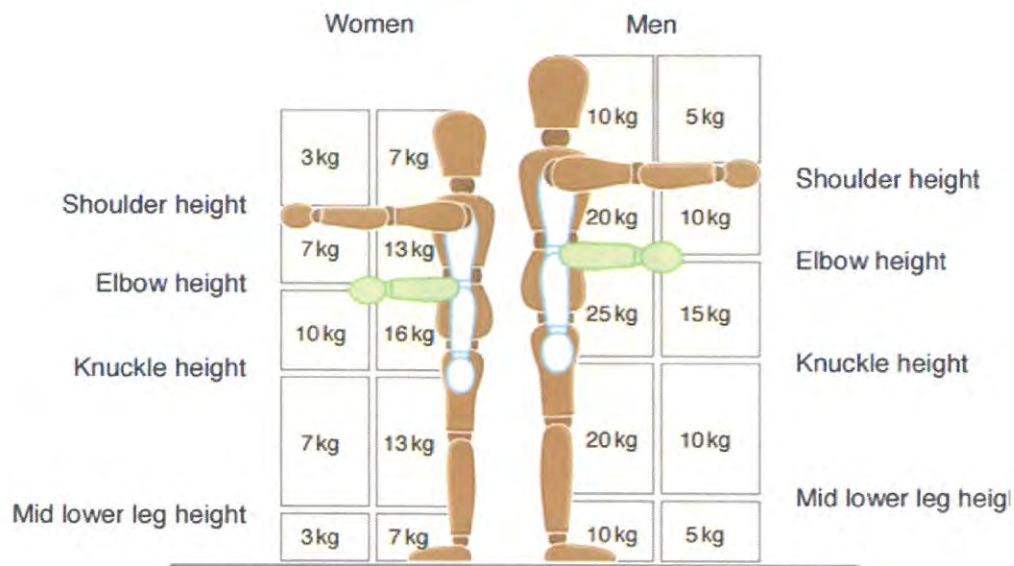
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

1.10 Manual handling

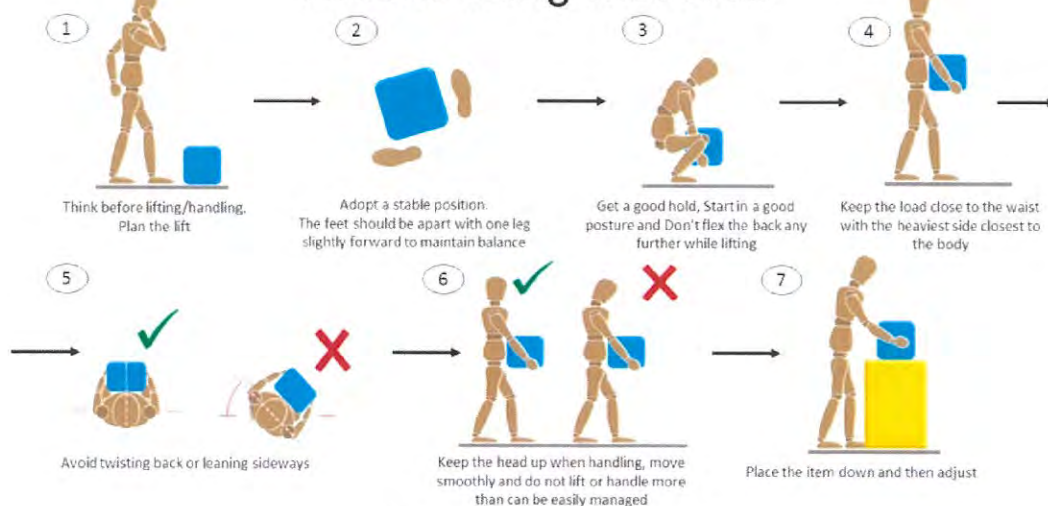
Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:



Manual handling

Kinetic lifting methods



Kinetic Lifting techniques

1.11 PPE requirements



Hi Visibility Clothing (Bs en 471)



Head protection (En 397)



Ear Protection (Bs en 352)



Protective Footwear (Bs en iso 20345)



Eye Protection - Safety Glasses (Bs en 166)



Disposable Mask



Protective Gloves

1.12 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Standard PPE

While on site, all staff shall be required to wear the above PPE at all times.

Task-Specific PPE

Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

In the event of additional PPE is required that is not considered standard (as highlighted above or within the supporting risk assessments), these shall be provided by the Principal Contractor who will also be responsible for the provision of suitable information, instruction and training as required.

1.13 Amendments and Authorisation

In the event of changes from the proposed work scope, that job will be stopped and re- assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the change to the workscope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.

2.0 Sequence of Works

2.1 Brick/Block Work

2.1.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary paperwork.
- Provide proof of competence (CSCS, CPCS cards etc.).
- Operatives to ensure that they sign in at the Site office or designated sign-in area upon all future visits.

2.1.2 Delivery and storage of materials

- PPE shall be worn in accordance with risk assessment requirements.
- Ensure a designated area has been provided for the unloading of materials for project.
- Perform specific manual handling risk assessment as required for materials.
- Safe method of manual handling employed and materials loaded out to designated areas.
- Materials are stacked in a manner which assists with removal when ready for use.
- Erect barriers around the storage area with appropriate signage displayed.

2.1.3 Mixing of materials

- PPE shall be worn in accordance with the COSHH assessment.
- Operatives to review all associated COSHH assessments.
- Inspect all equipment and materials to determine defects and impairments.
- All materials shall be mixed in accordance with manufacturer's instructions and recommendations.
- Finished product to be transported into suitable container and made available for the Bricklayer.

2.1.4 Masonry block work and brickwork

- PPE shall be worn in accordance with risk assessment requirements.
- Ensure that material is to the correct specification.
- In dry and hot weather conditions, the materials shall be dampened down prior to laying to prevent quick drying and shrinkage of cement based mortar.
- Blocks will be properly laid onto the bed of mortar.
- The process will be repeated as required.
- Prior to alighting the scaffold the scaffold shall be visually inspected by the user.
- Materials required for continuing with the development will be strategically placed on to the scaffold as required and in accordance with the safe working load of the scaffold.
- Mortar and blockwork procedure will recommence in accordance with the design of the building plan drawings from the work platform.
- Structural members and lintels will be installed in accordance with the design of the building plan drawings from the work platform.
- All waste materials shall be disposed of in accordance with the site waste management plan.
- The reinforcement cage will be fabricated and lifted into position using the excavator, telehandler or site crane.
- Use either cordeck or traditional timber shuttering as the edge shutters and this will be inspected prior to backfilling, poured with concrete and vibrated for compaction.
- The shutter will be inspected for line and level and concrete will be organised.
- Concrete will be placed by excavator bucket and vibration compacted.

2.3.2 Breaking surface with hydraulic breaker

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the breaker.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Confirm that CAT scans have been undertaken to identify any given services underground in accordance with HSG 47.

- Review hand arm vibration risk assessment to determine maximum periods that the breaker can be used for throughout the 8 hour work period.
- Confirm the location of the ON/OFF switch.
- Confirm that the breaker is not fitted with a tool and carefully lay the breaker down on the ground.
- Add fuel to the power unit.
- Check the oil levels.
- Fit the appropriate steel for the ground surface to be broken by cocking the chuck lever into the open position.
- Push the steel in as far as it will go.
- Snap the lever back to lock it.
- Fit the 2 hydraulic hoses to the breaker and to the power unit
- Push the male fitting into the female fitting until the outer collar clicks into position and turn the collar 90 degrees to lock it into position
- Confirm that the hydraulic flow control lever is in the OFF position and start the power unit.
- Move the hydraulic flow control lever to the ON position.
- Check that the handles are free from grease and oil and grasp the machine with both hands.
- Adopt a comfortable stance that provides a clear view of where the work is being undertaken.
- Commence with breaking the ground.
- Apply enough body pressure to the top of the breaker to stop it bouncing.
- If the tool strikes a hidden object, stop the machine immediately, report it to the works supervisor and check to make sure it is safe to continue.
- Continue with the breaking in accordance with work requirements.
- Once complete, lay the machine down and release the tool's locking latch.
- Remove the tool from the chuck, disconnect any hoses and mount the machine on its trolley pending removal from site.
- Clean any dust and debris from the machine using a damp cloth.
- Record trigger time in accordance with company procedures
- Remove all equipment and materials from the site as required ensuring the breaker is secure and not at risk of theft.

2.3.9 Cutting materials with petrol cut-off saw

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the cut off saw.
- Perform pre-use check on the wheel.
- Immobilise the rear flange plate by inserting a locking pin into the hole in the drive belt housing.
- Unscrew the flange retaining bolt.
- Remove the front flange plate.
- Seat the new wheel onto the rear flange plate.
- Re-fit the front flange plate and screw the flange retaining bolt back into place.

- Confirm that both flange plates are secure and not over-tight, the wheel is central and spins freely.
- Mix fuel in accordance with manufacturer's instructions.
- Fill the fuel tank as required.
- Slide the ON/OFF switch to the ON position and set the choke if required.
- Pull the choke lever fully out and push in the decompression valve.
- Squeeze the throttle and press the trigger lock button to hold the throttle open.
- Pull the starter handle a few times until the motor 'coughs' then push the choke lever back in and push in the decompression valve and pull the starter handle once more.
- The motor should now fire.
- Once the engine has started, squeeze and release the throttle to release the trigger lock and set the throttle in the idling position.
- Note – If the engine floods: Push both the choke lever and the decompression valve fully in. Squeeze the throttle and press the trigger lock button to hold the throttle open. No, pull the starter handle repeatedly until the engine fires.
- Grasp the guard firmly to adjust the angle of the safety guard to suit the work and turn to the required angle.
- Fit dust suppression to the cut off saw.
- Adopt a comfortable, balanced stance that allows a good view of the cut.
- Bring the wheel up to speed before starting the cut by grasping the machine firmly with both hands and squeeze the throttle trigger.
- Gently place the wheel onto the material and allow the wheel and saw to do the work – Do not place excessive force.
- Continue to keep the cut straight until the material has been modified in accordance with the required specification.
- Once the cut is complete, move the ON/OFF switch to the OFF position and wait for the engine to stop and the wheel to become stationary.
- Clean off the saw and return to storage pending re-use or removal from site.
- Tidy surplus materials and dispose of in accordance with the site waste management plan.

2.4.1 Initial preparatory works

- PPE worn in accordance with the task specific risk assessment
- Establish the engineering properties of the ground on which the structure will be founded and provide details on bearing capacity.
- Determine any overhead lines that may conflict with the use of plant or machinery within the area.
- Determine the emergency provisions required in the event of an accident or incident.
- In accordance with HSG47, Scan the area using a CAT (Cable Avoidance Tool) in all 3 modes, i.e. radio, power and signal generation & Genny. The

genny will increase the capacity of the CAT to 10 metres.

- The CAT will be used at regular intervals throughout the task i.e. every 300 mm.
- Communicate the findings to the groundwork's sub-contractor.
- Review utility service drawings to identify the location of any hidden/buried services.
- Obtain permits for excavations where necessary (Permit to dig).
- Erect hard barriers with appropriate signage around the working area
- Confirm all underground services locations with plan.
- Stop the job if discrepancies are found whilst the relevant authorities are notified.
- Confirm the location of trenches to all relevant parties and outline the location accordingly.
- Arrange for delivery of plant and equipment
- Unload plant and equipment from the trailer ready for commencement of the operations
- Check the suitability of all equipment and ensure it is fit for purpose for the activity being undertaken.

2.5 Use of plant, tools and equipment

2.5.7 Use of a circular saw

- PPE shall be worn in accordance with the risk assessment requirements.
- Pre-use check on equipment to ensure the equipment is functional and free from defects.
- Check all safety systems including the emergency pressure release, emergency stop and any interlock functionality.
- In the event of any safety system not being functional, the equipment is to be isolated with adequate warning signage attached and immediately reported to the Supervisor.
- Inspect the condition of the blade checking for damaged or bent blades.
- Replace blades in accordance with the manufacturer's instructions if required.
- Highlight and mark up the material where the material is to be cut.
- Perform specific manual handling risk assessment as required for materials.
- Start up the machine and allow to run at the correct temperature &/or speed in accordance with the manufacturer's instructions.
- Start up the extraction system prior to operating the machinery.
- Operate machinery in accordance with manufacturer's instructions.
- Using both hands, Insert the material and line up the marked up section with the blade.
- Whilst running material through the blade, position hands away from the blade at all times.

- Once cut to size, remove material and reposition if further cuts are required.
- Isolate equipment.
- Clean equipment.
- Remove material from the area pending further work.
- Remove wastage from site in accordance with the Site waste management plan.

2.5.8 Change blades on a circular saw

- PPE shall be worn in accordance with the risk assessment requirements.
- Pre-use check on equipment to ensure that all equipment required to undertake the wheel change is free from defects or impairments
- Erect barriers with appropriate signage around the working area.
- Ensure that the isolation point is disconnected, separate and secure.
- Test to ensure that the equipment is dead.
- Reposition the lower blade guard to access the blade.
- Remove the lower blade guard to provide access to the blade.
- Loosen the securing bolt whilst holding the blade to prevent the blade from spinning.
- Clean the area behind the blade with a clean, damp cloth.
- Remove the new blade from the packaging.
- Check the direction of rotation of the blade and insert the new blade onto the shaft.
- Set the flange in place on top of the blade and the shaft.
- Insert and finger tighten the securing bolt.
- Re-secure the blade.
- Tighten securing screw as required.
- Re install the circular saw in its storage area.

2.5.9 Use of rapid fire cartridge hammer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment operate the cartridge hammer.
- Transport the equipment to the work area.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Confirm that the method of fixing is sufficient the object being fixed.
- Select the appropriate cartridge for the job.
- Adjust the Cartridge Hammer's power regulator to give the required penetration.
- Load the Cartridge Hammer, open the magazine.
- Push in the release button and slide the cover down.
- Carefully insert the strip of nails into the guide with points facing

forward. Firstly, insert and raise the strip, then slide the cover up until it clicks in place.

- Feed the cartridge strip into the bottom of the tool's grip as far as it will go.
- The cartridge hammer is now ready to fire.
- Hold the Cartridge Hammer with both hands and press the fastener guide against the work until the nosepiece is fully compressed.
- Squeeze the trigger and fire the tool.
- Release the trigger and move the tool away from the surface.
- Repeat process until all fixing is complete.
- In the event that the surface specification changes throughout the works, nail cartridges will need to be changed to suit the surface.
- Repeat process until all fixing work is complete.
- Once complete, Remove any remaining strip of nails from the magazine.
- Close the magazine and on a suitable hard base material, e.g. Concrete (not wood), attempt to fire the tool.
- When the tool fails to fire, the magazine is empty.
- Pull the cartridge strip out through the top of the tool and place all nails and cartridges, in the tool's carrying case.
- Clean off any dust or dirt before packing the tool away in its case in preparation for removal.
- Remove barriers and warning signage from the perimeter of the work area.

2.5.10 Use of petrol cut off saw

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the cut off saw.
- Perform pre-use check on the wheel.
- Immobilise the rear flange plate by inserting a locking pin into the hole in the drive belt housing.
- Unscrew the flange retaining bolt.
- Remove the front flange plate.
- Seat the new wheel onto the rear flange plate.
- Re-fit the front flange plate and screw the flange retaining bolt back into place.
- Confirm that both flange plates are secure and not over-tight, the wheel is central and spins freely.
- Mix fuel in accordance with manufacturer's instructions.
- Fill the fuel tank as required.
- Slide the ON/OFF switch to the ON position and set the choke if required.
- Pull the choke lever fully out and push in the decompression valve.
- Squeeze the throttle and press the trigger lock button to hold the

throttle open.

- Pull the starter handle a few times until the motor 'coughs' then push the choke lever back in and push in the decompression valve and pull the starter handle once more.
- The motor should now fire.
- Once the engine has started, squeeze and release the throttle to release the trigger lock and set the throttle in the idling position.
- Note – If the engine floods: Push both the choke lever and the decompression valve fully in. Squeeze the throttle and press the trigger lock button to hold the throttle open. No, pull the starter handle repeatedly until the engine fires.
- Grasp the guard firmly to adjust the angle of the safety guard to suit the work and turn to the required angle.
- Fit dust suppression to the cut off saw.
- Adopt a comfortable, balanced stance that allows a good view of the cut.
- Bring the wheel up to speed before starting the cut by grasping the machine firmly with both hands and squeeze the throttle trigger.
- Gently place the wheel onto the material and allow the wheel and saw to do the work – Do not place excessive force.
- Continue to keep the cut straight until the material has been modified in accordance with the required specification.
- Once the cut is complete, move the ON/OFF switch to the OFF position and wait for the engine to stop and the wheel to become stationary.
- Clean off the saw and return to storage pending re-use or removal from site.
- Tidy surplus materials and dispose of in accordance with the site waste management plan.

2.5.11 Use of demolition hammer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the demolition hammer.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Transport the equipment to the work area.
- Confirm that the surface being broken is free from hidden services &/or all appropriate isolations are in place.
- Fit the breaker with a point, chisel, bolster or comb bit as appropriate ensuring that the steel is clean and free from impairments before fitting.
- Open the chuck by pulling back its outer sleeve. Insert the steel and lock the chuck by releasing the sleeve.
- Select the impact strength by selecting the relevant setting on the impact selector switch.
- Plug the machine into its power supply and switch the supply ON.

- Start the breaker by gently squeezing the ON/OFF trigger.
- Grasp the demolition hammer with both hands and adopt a comfortable posture ensuring that the ground surface is free from obstacles, slippery substances and debris etc.
- Drape the tool's flex over your shoulder to keep it clear of the steel, ensuring enough slack to ensure movement is not prohibited.
- Allow the steel to mark the surface to prevent the steel from wandering off.
- Continue with the chipping work until the surface has been suitably cleared in accordance with client requirements.
- If the tool strikes a hidden object, stop the machine immediately, report it to the works supervisor and check to make sure it is safe to continue.
- Once complete, lift the demolition hammer clear before turning OFF.
- Remove the steel from the breaker and clean up the breaker.
- Dispose of waste/rubble in accordance with the site waste management plan.
- Once complete, barriers can be removed and equipment transported to another location pending removal from site.

2.5.12 Operation of mortar silo

- All PPE shall be worn in accordance with the risk assessment requirements.
- All persons required to operate the mortar silo shall be shown how to operate the equipment in accordance with the manufacturer's instructions before being permitted to operate the equipment.
- Confirm that the panel isolator is in the on position.
- Start the mixer and visually check that the shaft is rotating and water is coming out of the outlet of the mixer.
- If a toggle switch is fitted, ensure that it is in the down position.
- Confirm that the motor and mains supply cable are securely connected.
- Confirm that water supply is securely connected.
- Position a mortar tub directly below the outlet.
- Start the mixer with the product handle on the silo in the shut position (horizontal).
- When the mixer is running and water can be seen coming from the mixer outlet, slowly open the product handle (move towards the vertical).
- If required, adjust the mortar consistency by slowly turning the water tap.
- Repeat process throughout the working day as required depending on usage requirements.
- After running out the last tub of the day, close the product handle on the silo (down to horizontal) and continue to run the mixer. Water will come from the outlet.

- Once the water is clear, run the mixer for a further minute to ensure that the mixer is clean.

3.0 Risk Assessment Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4 X	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
Severity of injury	5 =	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

3.1 Dust and other airborne contaminants

Hazard Description: 3.1.1 Dust and other airborne contaminants

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	3	Control measures:	1
• Respiratory irritation	X	• A health surveillance programme is in place to identify cumulative exposure to contaminants and early deterioration in personal health.	X
• Lung damage	5		5
• Eye damage	=	• Ensure Local exhaust ventilation (LEV) and other forms of general mechanical extraction are in operation before commencing with work.	=
	15	• Eye protection manufactured to the relevant British standard to be worn by Operatives within the area.	5
		• Fit testing provided to all Operatives that are required to wear tight-fitting respiratory protective equipment.	
		• Stop the job if sufficient air quality cannot be maintained.	
		• Stop the job if visibility is impaired.	
		• Wear respiratory protective equipment (RPE) identified within the associated COSHH assessment when air quality cannot be maintained below WEL's.	

3.2 Waste materials

Hazard Description: 3.2.1 Non-hazardous waste

Person at risk: Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Environmental impact	3	• All waste to be segregated and recycled where possible.	1
• Fire	X	• The site waste management plan is explained to all Operatives during the site induction.	X
	3	• Waste materials are disposed of in appropriate receptacles.	3
	=		=
	9	• Waste skips located a minimum of 3 meters from any temporary welfare unit/s.	3
		• Waste skips replaced as required.	
		• Waste skips/receptacles are marked to inform Operatives of the type of waste to be disposed within each bin.	

3.3 Congested areas

Hazard Description: 3.3.1 Work within areas with others within close proximity

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Collision with others in the area	4	• All Operatives are aware of the correct area for safe storage of materials.	1
• Dropped objects	X	• Barriers with appropriate warning signage shall be erected around the working area to prevent unauthorised access during work.	X
• Slips, trips and falls	3	• Transfer route to be reviewed and assessed before transporting materials.	3
	=	• Workscope to be discussed with other Operatives performing work in the same location.	=
	20		3

3.4 Cramped / Low head space areas

Hazard Description: 3.4.1 Work within area with low head space

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Head impact	3	• Low-level protrusions removed where possible, those that cannot be removed shall be highlighted to ensure that all operatives performing the work are aware of their existence.	1
• Musculoskeletal disorders	X		X
• Minor injuries including bumps and knocks	2	• Operatives to wear suitable head protection at all times during the activity.	2
	=	• The task to be rotated between workers to reduce the overall duration of exposure to cramped working conditions	=
	6		2

3.5 Excavation

Hazard Description: 3.5.1 Excavation presence

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	4	• Adequate pumping arrangements available on site to help prevent flooding.	1
• Dropped objects	X	• Daily inspections shall be undertaken each day before commencing with work	X
• Collapse or subsidence	5	• Excavation shall be inspected following any event that may have affected their strength or stability, or after a fall of rock or earth.	5
	=	• Hard barriers erected around the edges of excavations where equipment or people are at risk of falling to the area below.	=
	20	• Horizontal loads and shoring arrangements	5

determined by a competent person to reduce the risk of collapse or subsidence.

- Mobile Steps or Secured ladder is used as access and egress into the excavation.
- Vehicle routes planned as part of the traffic management plan and directed away from the excavation where possible.
- Wear head protection at all times when within the excavation.

3.6 Dust and other airborne contaminants

Hazard Description: 3.6.1 Dust and other airborne contaminants

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Respiratory irritation	3	• All Operatives face-fit tested by a Competent person if they are required to wear respiratory protective equipment.	1
• Lung damage	X	• Ensure Local exhaust ventilation (LEV) and other forms of general mechanical extraction are in operation before commencing with work.	X
• Eye damage	5		5
• Fire	=		=
• Explosion	15	• Health surveillance programme in place for all employees exposed to dust and airborne contaminants. • Naked flames and other ignition sources prohibited within the work area. • Smoking is only permitted in designated areas. • Stop the job if sufficient air quality cannot be maintained. • Stop the job if visibility is impaired. • Wear Respiratory protective equipment (RPE) when air quality cannot be maintained below WEL or OEL's.	5

- Wear suitable eye protection manufactured to the relevant British standard within the work area.

3.7 Wet cement

Hazard Description: 3.7.1 Wet cement

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Severe Chemical burns • Dermatitis	4	• Barrier cream provided within welfare facilities for use by persons working with wet cement.	1
• Eye injuries	X	• Confirm that the shelf date has not expired on cement bags as the ingredient added to	X
• Chronic skin conditions	3	reduce the risk of allergic contact dermatitis is only effective for a limited period.	3
	=	• COSHH assessment for the use of wet cement developed by a Competent Person.	=
	12	• Health surveillance programme in place to identify cumulative exposure to contaminants and the early deterioration in personal health/skin condition.	3
		• Hot and cold water with soap available within the Welfare facilities.	
		• Use pre-mixed cement/mortar to be used where possible.	
		• Wear any additional Personal Protective Equipment (PPE) identified in the COSHH assessment as required.	
		• Wear protective gloves/gauntlets that are waterproof and suitable for use with high pH (alkaline) substances; e.g. marked with EN374 and tested for use with "alkalis and bases" (class K).	

3.8 Manual Handling

Hazard Description: 3.8.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Musculoskeletal disorders	4	• All staff have trained in kinetic manual handling techniques.	1
• Work-related upper limb disorders	X	• Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	X
• Sprains and strains	3	• Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions.	3
• Dropped objects	=	• Remove any potential hazards before carrying the material where possible.	=
• Slips, trips and falls	12	• Manual handling risk assessment to be developed for the activity and understood by all members of the work party. • Manually handle all materials on a firm and level ground where possible. • Operatives shall wear gloves to increase adhesion when manually transferring loads. • Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift. • Team lift any loads that exceed the maximum guidance weight of 25kg. • When bending and crouching, bend from your knees, not your back. • When handling hot, cold or sharp items ensure correct gloves are worn. • Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials. • Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall	3

weight being carried at any one time.

3.9 Builders trestles

Hazard Description: 3.9.1 Use and movement of Builders trestles

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	3	• Access and egress shall be by the provided ladder only.	1
• Damage to equipment and materials	X	• All safety gates to remain closed when in use. • All trestles shall be manufactured in accordance with BS 1139-4.	X
• Dropped objects	5	• All trestles shall be visually inspected prior to use.	3
• Structural instability or collapse	=	• Blocks to be stacked on scaffolding boards directly above the trestle support. • Ensure ground conditions are suitable – flat, level and firm ground (use spreader plates if necessary). • Ensure that the trestles are safe and secure if left unattended – even for a short time. • A Maximum of 2 persons permitted to use each set of trestles at any given time. • Never move trestles with materials, tools or equipment remaining on the work platform or attached to the frame of the trestles. • Observe the manufacturer's instructions for transporting the builder's trestles. • Scaffolding boards and fall prevention system to be removed entirely/dismantled before moving trestles. • Scaffolding boards to be supported every 1.2 meters max. • The safe working load of the trestles shall not be exceeded at any time. • Competent person to periodically inspect the	=
	15		5

trestles and record the findings of the inspection.

- Trestles fitted with sufficient guardrail system designed to provide a collective means of prevention from falls at height or a 3rd party system retro-fitted to the trestles.
- Work platform shall be with guardrails, toe boards and brick guards to prevent dropped objects.

3.10 Work from fixed scaffold

Hazard Description: 3.10.1 Work from a fixed scaffold

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fall from height	4	• Safe access and egress from the work platform maintained at all times.	1
• Fatality	X	• Access to scaffolding platform to be restricted to prevent unauthorised access out of standard operating times of the site/location.	X
• Collapse of scaffold	5	• All wall anchors to be tested to a load of 1.25 times the working load of the anchor (Where installed).	5
• Dropped objects	=	• Alterations to the scaffold are prohibited unless undertaken by a suitably qualified and competent Scaffolder.	=
• Slips, trips and falls	20	• Calibrated and certified equipment operated by a competent person is used to test ties/ wall anchors.	5
		• Do not stack materials above the height of the toe boards unless brick guards are installed.	
		• Ladder removed or access restricted using a blocking ladder to prevent unauthorised access on to the scaffold.	
		• Materials to be stored neatly on the working lift at all times ensuring a minimum clearance of	

430mm.

- Scaffold inspected every seven days (Maximum), after adverse weather or any other condition which may affect the structural stability of the structure and recorded within the scaffold register.
- Scaffold work platform will be fitted with brick guards, debris netting or sheeting to prevent dropped objects from the work platform.
- The area of work is to be segregated using barriers with appropriate signage to prevent unauthorised access while hoisting/lowering materials.
- Valid Scaff-tag, or similar system to be displayed at all access/egress points, or where the safe working load for a particular section changes.
- Where wall anchors are utilised to tie the scaffold structure, a minimum of 3 wall anchors to be tested or at least 5% of anchors installed on each different type of surface shall be chosen at random and proof/pull tested by a trained and competent person.

3.11 Materials stored at ground level

Hazard Description: 3.11.1 Equipment and materials stored at ground level

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, Trips and Falls	4	• All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Personal injury	X	• Store all equipment and materials in a designated area away from walkways and thoroughfares to prevent trips and falls.	X
• Dropped objects	4		4
• Potential obstruction during an emergency escape	=	• Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	=
	12		4

3.12 Ground conditions (Terrain)

Hazard Description: 3.12.1 Ground conditions (Terrain)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, trips and Falls	4	• All pedestrian routes to be free from ground level obstacles where possible.	1
• Sprained ankle	X	• The ground shall be constructed of suitable materials and compacted where required.	X
• Joint injury	3	• Lighting to be placed to ensure sufficient levels of luminance out of daylight hours.	3
• Dropped objects	=	• Operatives shall wear protective footwear with proper ankle support on site.	=
	12	• Pedestrian routes to be periodically inspected to ensure they remain suitable.	3
		• Where the gradient of the pedestrian route	

becomes excessive, temporary steps/
staircases installed where required.

3.13 Rotating cutting equipment (Abrasive wheels)

Hazard Description: 3.13.1 Use of masonry saw

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Equipment failure	4	• A continuous flow of water on both sides of the blade reduces the generation of dust.	1
• Projectiles	X	• Daily inspection completed on saw blade to ensure it is free from defects,	X
• Dust generation	4	installed correctly and the correct type of blade for the materials being cut.	4
• Electric shock	=	• Eye protection (safety glasses to be worn always when using the masonry saw.	=
• Laceration / amputation of body parts.	16	• Masonry saw given designated location on site.	4
		• Masonry Saw is Low voltage (110v).	
		• Masonry saw only to be used by competent persons.	
		• Pre-use checks to confirm all protective devices (i.e. guards, noise absorbers, emergency-off devices) are in place and work correctly.	
		• The operative will wear hearing protection when using Masonry saw.	

Hazard Description: 3.13.2 Use of rotating cutting equipment to cut concrete/cement

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Laceration injury	3	• All cutting is undertaken following the HSE information sheet, CIS 36.	1
• Serious injury including serving of arm	X	• All persons that are required to wear Respiratory Protective Equipment are face-fit tested by a competent person.	X
• Entanglement	5	• Any equipment faults and impairments rectified before use, or equipment removed from service for repair as required.	5
• Inhalation of hazardous dust	=		=
• Respiratory disease	15	• Cutting disc to be inspected before use to ensure that it is in suitable condition, date stamp not exceeded, free from warping and being used within the manufacturer's recommended speed. • Cutting of materials to be undertaken in designated area only. • Dust controlled with on tool extraction or water suppression where this is not available. • Eye protection with appropriate impact rated lens; manufactured to the relevant British Standards (BS EN 166) to be worn whilst operating rotating cutting equipment. • No bare skin permitted during cutting operations. • No loose clothing to prevent entanglement with rotating parts. • Operative trained and deemed competent to use this equipment safely. • Pre-use check to be undertaken by the user ensuring that all guards, controls and	5

- safety features are functional before use.
- Refuelling to be carried out in designated area ensuring no spillage can escape to ground. No smoking allowed in the refuelling area.
- Respiratory Protective Equipment with an Assigned protection factor (APF) of at least 20 shall be worn by all Operatives where the Occupational Exposure Limit or Workplace Exposure Limit for the substance is likely to be exceeded during the works.

3.14 Waste Skips

Hazard Description: 3.15.1 Use of Waste skips near roadside

Person at risk: Operative performing the work, Other Site Operative

Risk of:	Risk Rating	Control measures:	Residual Risk
• Unauthorised use	3	A License provided by the local council for placement of a skip on or near the roadside.	1
• Fire/Arson	X	Non-removable lights and reflective strips fitted to skips to increase visibility.	X
• Collision with vehicle	3	Securing arrangements and locks fitted to skips.	3
	=		=
	9	Skips are located on firm and level ground.	5
		Waste transfer documentation provided from the waste carrier and stored by Site Manager.	

3.15 Fixed ladders

3.16 Mixing equipment

Hazard Description: 3.16.1 Operation of mortar silo

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Environmental impact due to overfilling	4	• All operatives briefed in the safe operation of the equipment before being allowed to operate. This includes information on the location of emergency shut off valves etc.	1
• Exposure to the hazardous substance (Mortar)	X		X
	4	• Daily cleaning is undertaken in accordance with the manufacturer's instructions	4
• Eye injuries caused by splashing	=		=
	16	• Mortar tub shall only be transported by site telehandler forklift when it contains mortar.	4
		• Mortar tub positioned directly under outlet before starting pumping.	
		• Operating time set up during commissioning to prevent gross loss of containment.	
		• Operatives instructed to report any defects or impairments to the Site Manager as soon as they are noticed.	
		• Silo installed and commissioned by a competent person/s.	
		• Spill kits located near to the silo and should be used in the event of overfilling/spillage.	
		• Weekly cleaning is undertaken in accordance with the manufacturer's instructions	
		• Workers to wear eye protection at all times when operating the mortar silo.	

3.16 Ground level openings

Hazard Description: 3.15.1 Ground level openings

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, trips and falls	4	• Cover all gaps with a material which is fixed in position and with sufficient, safe working load to support persons and materials.	1
• Dropped objects	X		X
• Falls from height	5	• Fall-restraint systems will be employed to prevent access to unprotected gaps and leading edges.	5
	=		=
	20	• Potential fall-zones to be protected using airbags, safety netting or crash decking where edge protection is not practicable.	5
		• Temporary edge protection installed per BS EN 13374 or BS12811 (If scaffolding tube and fitting).	
		• Tools used at height shall be tethered to the user to prevent potential dropped objects.	

3.17 Raising and lowering materials

Hazard Description: 3.16.1 Raising or lowering materials using manual equipment (Gin wheel)

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Muscular-skeletal disorders	4	• All associated lifting equipment & support must be inspected before use by a competent person.	1
• Work-related upper limb sprains and strains	X	• All raising and lowering of equipment undertaken according to the NASC guidance document SG09.	X
• Dropped objects	4		4
• Slips, trips and falls	=	• All supporting tubes to be checked with right angle couplers to prevent slippage of supporting fitting.	=
•	16	• Barriers with appropriate warning signage to be erected around the working area to prevent unauthorised access.	4
		• Gin wheel not to be connected to inside standards with sleeve/joint installed above the top working lift on the inside standard.	
		• Loading shall not exceed the Safe Working Load (SWL) of the equipment.	
		• Proprietary gin wheels with an integral braking system to be used to prevent uncontrolled rope and equipment or material descent.	
		• Safety helmet, Protective footwear and gloves to be worn as a minimum for all operatives when raising or lowering materials using a Gin wheel.	
		• The inside standard where the gin wheel is installed shall not be sleeved/topped out above the final working lift.	
		• The Gin wheel shall thoroughly examined before use and suitably fixed at 2 points	

and restrained by using load bearing couplers only.

- When the working platform used for storage, toe boards and a fully board platform shall be installed progressively to prevent materials falling from any level.

3.18 Work at height

Hazard Description: 3.18.1 General work at height

Person at risk: Operative performing the work

Risk of:	Risk Rating	Control measures:	Residual Risk
• Falls from height	5	• All anchor points to be checked to ensure that they can sustain the forces generated in the event of a fall.	1
• Orthostatic intolerance (Suspension Trauma)	X	• Inspect all fall arrest equipment before use.	X
• Fatality	5	• All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	5
• Dropped objects	=	• All work at height will be sufficiently planned, organised and supervised by competent persons.	=
	15	• Any holes or gaps within the floor structure to be covered with a suitable material to prevent trips and falls.	5
		• Barriers and appropriate warning signage to be erected to prevent unauthorised access into any potential drop zones.	
		• Collective means of fall prevention considered before the use of fall arrest equipment.	
		• Communications methods to be discussed	

and understood by all operatives involved with the activity.

- Fall arrest harness to be worn where holes or drops are exposed with a permit to work system to be employed
- Fall prevention systems are certified and installed by an industry specialist organisation.
- Operatives are trained and competent in the correct selection, inspection and use of fall arrest/fall restraint equipment.
- Operatives shall secure tools at height with retention strap to prevent dropped object.
- Operatives to be trained in the installation and use mobile man anchors.
- Periodic inspection of all fall arrest equipment complete at periods not exceeding six months.
- Rescue plan developed and discussed with all operatives before commencing with the activity.
- Specific liability insurance policy in place for all work above 10 meters.
- Twin lanyards to be used to ensure 100% tie-off at all times when using fall-arrest equipment.
- Work area checked for uneven ground and to be clear of debris or equipment.
- Work at height to be undertaken by trained and competent operatives.

3.19 Use of Telehandler

Hazard Description: 3.19.1 Use of telehandler

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Fatality	4	• All site workers to wear Hi-visibility or reflective clothing.	1
• Serious injury	X	• Audible alarm and flashing beacon fitted to the vehicle to inform of the reversing movement.	X
• Collision with temporary and permanent structures	5	• Camera fitted to the rear of the vehicle to assist with reversing.	5
• Collision with pedestrians	=	• Flashing beacon fitted to the vehicle to alert of vehicle movement.	=
	20	• Inspect the vehicle daily before use and details of inspection recorded.	5
		• Only one person permitted to travel on the telehandler at any one time unless the equipment is designed to allow more than one person to use.	
		• Operative to be competent and trained to use the specific type of telehandler on site.	
		• Pedestrian walkways routed away from main vehicle thoroughfares where possible.	
		• Service the vehicle following Manufacturer's instructions.	
		• Telehandler Operator to wear a seat belt while operating equipment.	
		• The safe working load (SWL) of the telehandler is not to be exceeded at any point.	
		• Tyres to be in good condition and inflated to the correct pressure.	

3.20 Materials stored at ground level

Hazard Description: 3.20.1 Equipment and materials stored at ground level

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, Trips and Falls	4	• All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Personal injury	X	• Store all equipment and materials in a designated area away from walkways and thoroughfares to prevent trips and falls.	X
• Dropped objects	4		4
• Potential obstruction during an emergency escape	=	• Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	=
	16		4

3.21 Ground level obstacles

Hazard Description: 3.21.1 Ground level obstacles

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Trips and Falls	4	• All ground level obstacles shall be removed where practicable or identified using hazard warning tape.	1
• Personal Injury	X	• All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	X
• Dropped objects	4		4
	=	• Thoroughfares and general access shall be planned to reduce exposure to ground level obstacles.	=
	16		4

Hazard Description: 3.21.2 General access and egress around the work area or premises

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips Trips and Falls	4	• All spillages are immediately cleared up, using spill kit where required, post warning signs and leave in place until the area is safe.	1
• Bruising	X		X
• Cuts	4	• All staff will wear protective footwear with non-slip soles and suitable ankle protection at all times.	4
• Broken Limbs – Caused by items left on the floor	=	• Cables to be routed above head height wherever possible.	=
	16	• Equipment is regularly maintained to prevent leaks onto the floor.	4

- Identify any unavoidable trailing cables and make visible to other persons within the area.
- Manage all cables and equipment, so they do not cause trip hazards in the working area.
- Manage and remove any potential slip & trip hazards as they arise and notify site management if additional assistance is required.
- Stair nosing's are highlighted to identify changes in levels.
- Store all equipment and materials in a designated area away from walkways and thoroughfares.

3.22 Ground conditions (Terrain)

Hazard Description: 3.22.1 Ground conditions (Terrain)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk of:	Risk Rating	Control measures:	Residual Risk
• Slips, trips and Falls	4	• All pedestrian routes to be free from ground level obstacles where possible.	1
• Sprained ankle	X	• The ground shall be constructed of suitable materials and compacted where required.	X
• Joint injury	3	• Lighting to be placed to ensure sufficient levels of luminance out of daylight hours.	3
• Dropped objects	=	• Operatives shall wear protective footwear with proper ankle support on site.	=
	12	• Pedestrian routes to be periodically inspected to ensure they remain suitable.	3
		• Where the gradient of the pedestrian route becomes excessive, temporary steps/ staircases installed where required.	

3.23 Mixing equipment

Hazard Description: 3.26.1 Operation of mortar silo

Person at risk: Operative performing the work, Other Site Operatives

Risk of:	Risk Rating	Control measures:	Residual Risk
• Environmental impact due to overfilling	4	• All operatives briefed in the safe operation of the equipment before being allowed to operate. This includes information on the location of emergency shut off valves etc.	1
• Exposure to the hazardous substance (Mortar)	X	• Daily cleaning is undertaken in accordance with the manufacturer's instructions	X
• Eye injuries caused by splashing	4	• Mortar tub shall only be transported by site telehandler forklift when it contains mortar.	4
	=	• Mortar tub positioned directly under outlet before starting pumping.	=
	1/6	• Operating time set up during commissioning to prevent gross loss of containment.	4
		• Operatives instructed to report any defects or impairments to the Site Manager as soon as they are noticed.	
		• Silo installed and commissioned by a competent person/s.	
		• Spill kits located near to the silo and should be used in the event of overfilling/spillage.	
		• Weekly cleaning is undertaken in accordance with the manufacturer's instructions	
		• Workers to wear eye protection at all times when operating the mortar silo.	

Project: Neath

By signing below, you are confirming that you are fully aware of the risk assessment findings, the method that the work will be undertaken and the required standard of behaviour at all times while representing the company on site during this project.

Name	Job Role	Signature	Date
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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

SITE FENCING

Reference: FEN01

Author: Tony Devenish

Job Role: Senior Site Manager

Date Created: 14 Oct 22

Date Modified: 14 Oct 22

1.0 Method Statement

- 1.1 - Scope of works
- 1.2 - Personnel involved in this project
- 1.3 - Training & Competence
- 1.4 - Legislation
- 1.5 - Access arrangements
- 1.6 - Tools and equipment
- 1.7 - Waste Management
- 1.8 - Emergency procedures
- 1.9 - First aid provision
- 1.10 - Welfare provision
- 1.11 - Manual handling
- 1.12 - Specific PPE requirements
- 1.13 - Amendments and Authorisation

2.0 Sequence of Works

- 2.1 Fencing
 - 2.1.1 - Sign in and induction
 - 2.1.2 - Preparing for new fence work
 - 2.1.3 - Installation of heras fencing
- 2.2 Use of plant, tools and equipment
 - 2.2.1 - Sign in and induction
 - 2.2.2 - Use of Fork lift truck
 - 2.2.3 - Change blades on a circular saw
 - 2.2.4 - Use of petrol cut off saw

3.0 Risk Assessment

- 3.1 - Hidden live services
- 3.2 - Waste materials
- 3.3 - Hand Tools (Use of)
- 3.4 - Hidden live services
- 3.5 - Manual Handling
- 3.6 - Public presence
- 3.7 - Power tools (Including hand held power tools)
- 3.8 - Use of cartridge operated tools or nail guns
- 3.9 - Use of hydraulic tools
- 3.10 - Vibrating tools and equipment
- 3.11 - Materials stored at ground level
- 3.12 - Ground conditions (Terrain)
- 3.13 - Access and egress onto and around the site
- 3.14 - Use of tools and equipment

3.15 - Mixing equipment

4.0 COSHH Assessment

4.1 - Ready Mix Concrete, Mortar & Screed

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QDTS Properties Ltd

Unit 3, Parklands Farm, Lutterworth Road
Burbage, LE10 3AH

Telephone: 01455 891199

Website www.qdtsproperties.com



1.0 Method Statement

Project: SITE FENCING

Reference: FEN01

Site Address:

TY MAES GLYNNE NEATH
NEATH

Client: UKPI GROUP

Principal Contractor: WOODBRIDGE CONSTRUCTION
LTD

Start date: 01 Mar 21

End date: 31 Mar 23

Works Supervisor: DALE MCDONALD

1.1 Scope of works

THE SCOPE OF WORK IS TO INSTALL HERAS FENCING ALONG WITH A SMALL AREA OF TIMBER HOARDING TO THE PERIMETER OF THE NEATH SITE.

1.2 Personnel involved in this project

The following persons will be working on site throughout this project:

- FENCERS X 2
- SITE MANAGER FOR INDUCTION
- SITE FOREMAN FOR DELIVERY AND UNLOADING OF MATERIALS

1.3 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.4 Legislation

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Coronavirus Act 2020
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- The Control of Vibration at Work Regulations 2005

1.5 Access arrangements

All company operatives and sub-contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise.

Upon arrival, all company operatives and sub-contractors will sign in at the Site office (Or other designated area) before accessing the working area on site. Before leaving the site, all company operatives and Sub-contractors will sign out.

1.6 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.7 Waste Management

In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

1.8 Emergency procedures

Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan.

Instruction and information related to site emergency procedures will take place during the site induction which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and safety support.

If any of the site emergency procedures change, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.9 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
	Less than 25	At least 1 appointed first aider
Low hazard – Offices, shops, libraries etc.	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
	Less than 5	At least 1 appointed first aider
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.10 Welfare provision

Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) regulations - this includes the provision, as a minimum, of the following:

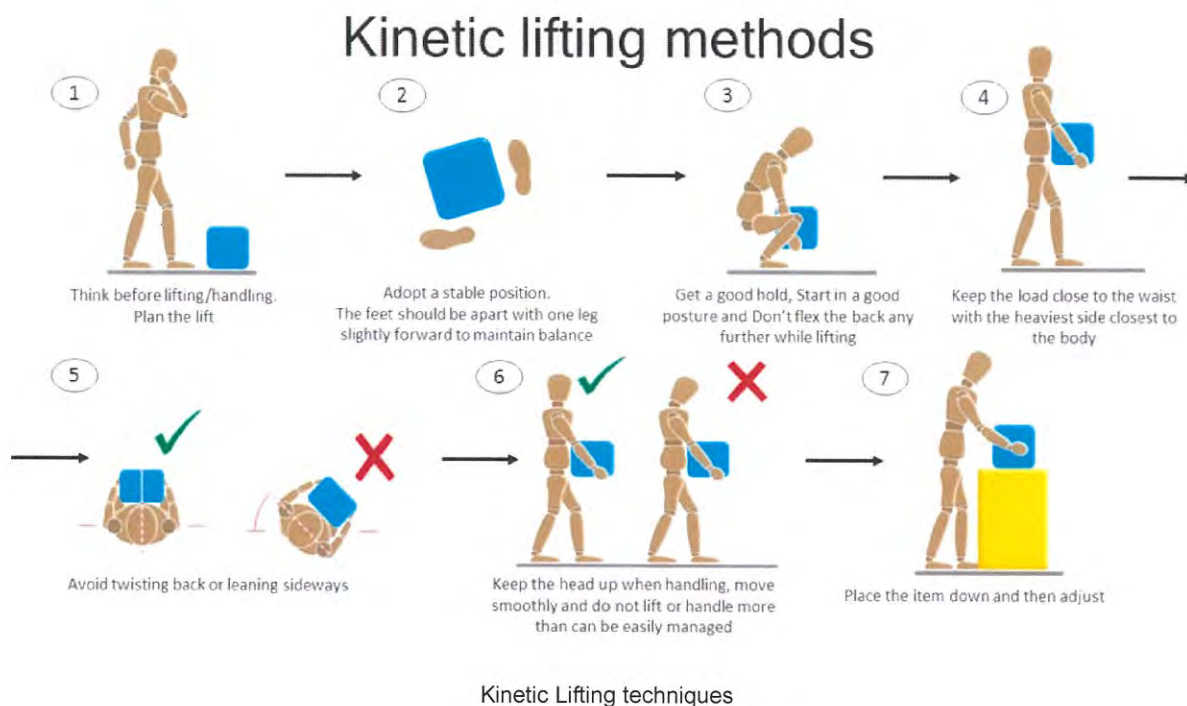
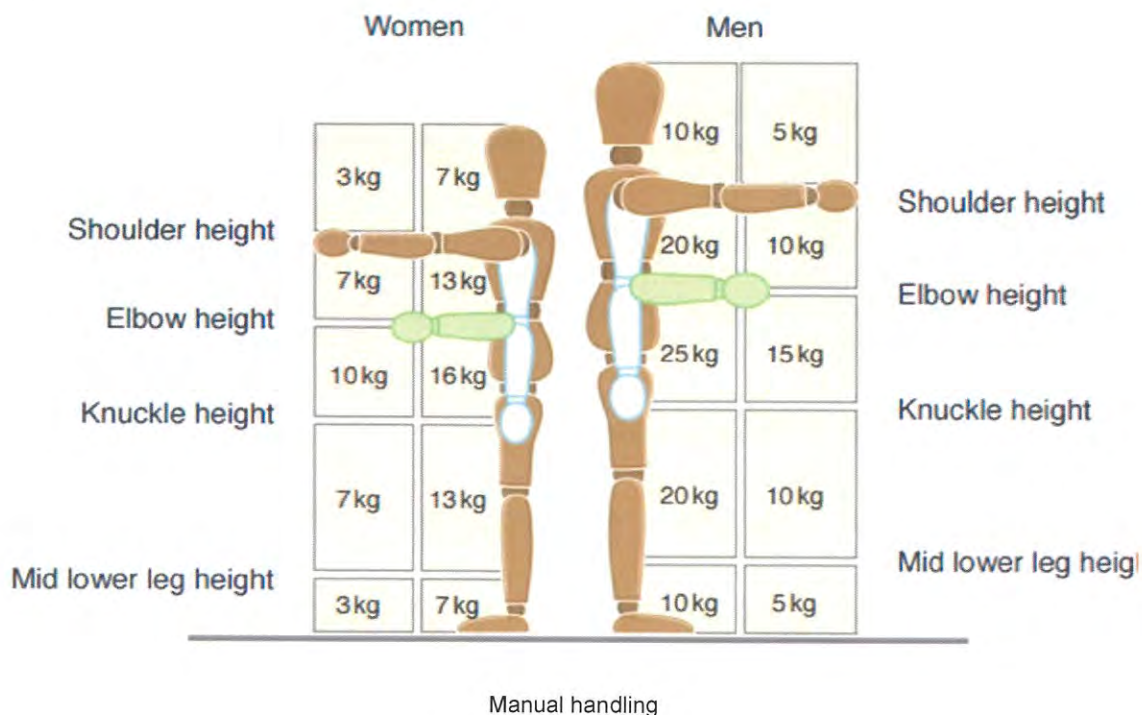
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

1.11 Manual handling

Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:



1.12 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Standard PPE

While on site, all staff shall be required to wear the above PPE at all times.

Task-Specific PPE

Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

In the event of additional PPE is required that is not considered standard (as highlighted above or within the supporting risk assessments), these shall be provided by the Principal Contractor who will also be responsible for the provision of suitable information, instruction and training as required.

1.13 Amendments and Authorisation

In the event of changes from the proposed work scope, that job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the change to the workscope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.

2.0 Sequence of Works

2.1 Fencing

2.1.1 Sign in and induction

- Provide proof of competence (CSCS, CPCS cards etc.).
- Operatives to ensure that they sign in at the Site office or designated sign-in area upon all future visits.
- Upon first visit to Site, All Operatives will attend site induction and complete all necessary Paperwork.

2.1.2 Preparing for new fence work

- PPE shall be worn in accordance with the risk assessment requirements.
- Ensure all equipment is fit for purpose.
- Consult the local electricity company if working on fences within 40 meters of overhead power lines and cables.
- Perform CAT scan to determine the location of underground services.
- Review any available service drawings to identify underground services that could remain undetected during a CAT scan such as plastic water pipes.
- Check that the identified underground hazards and services, e.g. cables, water and gas mains, are clearly marked and do not collide with the proposed fence line.
- In the event of collision, the job is to be stopped and reported to the Site Manager.
- Gain written instructions from the Site Manager on how to recommence with the activity.
- Mark out the new fence line and positions of posts.
- Request Site Manager reviews the location of the new fence line and positions of posts before commencing with the activity.
- Insert posts using post drive.
- Dig suitable holes where post driver is ineffective.

2.1.3 Installation of heras fencing

- PPE shall be worn in accordance with the risk assessment requirements.

- Liaise with Site Supervisor and determine the layout of the heras fencing.
- Place suitable footings in location according to layout for the first fencing panel.
- Place the footings so that the protruding edge does not interfere with Persons external of the site.
- 2 persons shall lift the fencing panel into place.
- Install suitable securing arrangements in place and add any bracing necessary to increase the rigidity of the fencing.
- Continue with the above process until fencing is complete.
- In the event of collision with other objects or routes, the job is to be stopped and reported to the Site Manager.
- Request Site Manager reviews the location of the new fence line.
- Recommence with the activity in the method described above.
- Safely store surplus materials in a suitable location.
- Handover fencing to the Client.

2.2 Use of plant, tools and equipment

2.2.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary paperwork.

2.2.2 Use of Fork lift truck

- PPE shall be worn in accordance with the risk assessment requirements.
- Proof of competency check to be undertaken by the Site Manager (Validation of CPCS cards or equivalent).
- Operator to physically check that no maintenance is outstanding on the Fork lift truck and that all safety systems including handbrake, limit sensors, brake lights and horn etc. are fully functional and work without any issues.
- Pre-use inspection checklist to be complete and provided to the Site Manager for recording.
- Seat belt to be engaged and worn by the FLT Operator.
- All loads to be planned and reviewed prior to commencing with the transportation of equipment and materials.
- Review condition of all materials which require moving checking for integrity of storage boxes or pallets or other loose items which may drop during the transfer of the load to the designated landing area.
- Undertake inspection of ground conditions and determine - Ensure the ground is flat and in suitable condition.

- Confirm that all loading bays are fit for purpose and all scaffolding loading bays are certified and have been inspected within the previous 7 days (Max).
- Review all gradients in accordance with manufacturer's instructions.
- Inspect all securing arrangements including any retaining straps, chains and fasteners etc.
- The load should be lifted slowly from the ground, then tilted backwards before determining whether the load is safe to lift higher.
- Determine whether the load obstructs the view of the Forklift truck operator at any time throughout the lift, if so, a competent Banksman is to be used.
- When reversing, a Banksman wearing hi-visibility clothing to be utilised to guide the Forklift truck Operator.
- Banksman to use a radio to communicate between with the Telehandler.
- Banksman to use signals in accordance with the health and Safety (Signs and signals) regulations if hand signals are used to inform the operator of any changes in direction required to safely land the load.
- Lift the load and place in the planned landing area.
- When not in use, the telehandler will be parked within the designated parking area with the handbrake applied and key removed from ignition.
- The Forklift truck Operator will be the Custodian of the Telehandler key at all times throughout the working shift
- Key to be returned to the Site Manager upon the completion of the working shift.
- When using extension forks, the rating capacity on the Manufacturer's instructions is to be reviewed by the Forklift truck Operator.
- Reduce safe working load (SWL) on the Fork lift truck as per the information contained within the Manufacturer's instructions.
- If the operator is unsure of any aspect of the lifting operation they must immediately stop and consult the Site Supervisor.

2.2.3 Change blades on a circular saw

- PPE shall be worn in accordance with the risk assessment requirements.
- Pre-use check on equipment to ensure that all equipment required to undertake the wheel change is free from defects or impairments
- Erect barriers with appropriate signage around the working area.
- Ensure that the isolation point is disconnected, separate and secure.
- Test to ensure that the equipment is dead.
- Reposition the lower blade guard to access the blade.
- Remove the lower blade guard to provide access to the blade.
- Loosen the securing bolt whilst holding the blade to prevent the blade from spinning.

- Clean the area behind the blade with a clean, damp cloth.
- Remove the new blade from the packaging.
- Check the direction of rotation of the blade and insert the new blade onto the shaft.
- Set the flange in place on top of the blade and the shaft.
- Insert and finger tighten the securing bolt.
- Re-secure the blade.
- Tighten securing screw as required.
- Re install the circular saw in its storage area.

2.2.4 Use of petrol cut off saw

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the cut off saw.
- Perform pre-use check on the wheel.
- Remove the front flange plate.
- Seat the new wheel onto the rear flange plate.
- Re-fit the front flange plate and screw the flange retaining bolt back into place.
- Confirm that both flange plates are secure and not over-tight, the wheel is central and spins freely.
- Mix fuel in accordance with manufacturer's instructions.
- Fill the fuel tank as required.
- Slide the ON/OFF switch to the ON position and set the choke if required.
- Pull the choke lever fully out and push in the decompression valve.
- Squeeze the throttle and press the trigger lock button to hold the throttle open.
- Pull the starter handle a few times until the motor 'coughs' then push the choke lever back in and push in the decompression valve and pull the starter handle once more.
- The motor should now fire.
- Once the engine has started, squeeze and release the throttle to release the trigger lock and set the throttle in the idling position.
- Note – If the engine floods: Push both the choke lever and the decompression valve fully in. Squeeze the throttle and press the trigger lock button to hold the throttle open. No, pull the starter handle repeatedly until the engine fires.
- Grasp the guard firmly to adjust the angle of the safety guard to suit the work and turn to the required angle.
- Fit dust suppression to the cut off saw.
- Adopt a comfortable, balanced stance that allows a good view of the cut.

- Bring the wheel up to speed before starting the cut by grasping the machine firmly with both hands and squeeze the throttle trigger.
- Gently place the wheel onto the material and allow the wheel and saw to do the work – Do not place excessive force.
- Continue to keep the cut straight until the material has been modified in accordance with the required specification.
- Once the cut is complete, move the ON/OFF switch to the OFF position and wait for the engine to stop and the wheel to become stationary
- Clean off the saw and return to storage pending re-use or removal from site.
- Tidy surplus materials and dispose of in accordance with the site waste management plan