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1.0 Method statement

Document created: 15 Feb 17
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Revision number: 7
Prepared by: John Smith
Position: Contracts Manager

Fairmont developments

Location of works:
1st, 2nd and 3rd floor internal areas

Site address:
123 Fairmont Drive
Fairmont
Greater London
G1

Project reference: REF100
Client reference: REF100
Client: Fairmont developments
Principal designer: ABC Architects
Principal contractor: Acme building services
Start date and end date: 01/02/2017 to 29/09/2017

1.1 Description of activity

- Isolation of electrical, and removal of existing lighting, small power and distribution board
- Removal of internal walls and MF ceiling at commercial property
- Removal of existing HVAC system
- Removal of small kitchen to breakout area
- Installation of new lighting, small power, HVAC system, plaster partitioning and MF ceiling
- Full decoration to all associated areas

1.2 Supervision and personnel

- John Smith - Site manager: 0207 123 1234
- Barry Newcomb - Demolition: 07 333 4567
- James Avery - Demolition: 07 222 3334
- Andy Pavlov - Electrical Engineer: 07 222 4446
- Mick Crane - Electrical Engineer: 07 111 4567
- Jack Pope - Plumber: 07 444 5678
- Malvin Perry - HVAC Engineer: 07 888 3234
- Chris Thompson - HVAC Engineer: 07 444 1234
- Robert Dewson - Stud partitioning engineer: 07 123 4455
- Andrew Jackson - Decorator: 07 444 5679
- Michael Maddows - Decorator: 07 999 8765

1.3 Sequence of operations

1.3.1 HVAC

Removal of existing HVAC services

- Isolate associated services as required
- Erect access equipment in accordance with safe use of ladders guidance notes / erection of tower scaffolds
- Removal of existing condensate using gravity drainage or pump
- Removal of internal fan coil units
- Removal of duct work and grills
- Removal of exterior condensers
- Remove all items from site

Containment tray installed

- Create safe area to cut containment tray, uni-strut and drop rods into size
- Install anchor, drop rods, uni-strut and tray containment in approved route
- All containment to be level, allow sufficient space from obstructions above and any bends at 45 or 90 degrees

Pipework installation

- Pipework delivered to a safe, pre-determined secure location onsite
- Install CHW and LTHW pipework
- Hot works to be organised and agreed with client management before undertaking hot work
- Pipework to be lagged
- Pipework to tied to tray

Condenser unit(s) install

- Floor mounted condenser to be installed to mounting block or concrete slab on level and solid surface
- Wall mounted condenser to be installed level to uni strut or other secure fixing point as approved onsite

Low voltage electrical works

- User advised of risks of electric shock, burns, and fire before commencing and necessary site checks undertaken
- Erect safe working platform where needed
- Install low voltage cable, tied to containment or anchored to pre-determined route.
- Connect to associated equipment

Fan coil / AC unit installation

- Erect safe working platforms when working at height
- Use manual lifting plant to lift unit into place
- Fix unit into place with secure fastenings - refer to manufacturers instructions
- Ensure isolation of associated services before connecting up

Ductwork installation

- Erect safe working platform when needed by trained operative
- Ducting installed as per manufacturer requirements
- Diffuser grilles and plenum air boxes installed and fastened as per plan and manufacturers requirements
- Ducting to be connected and sealed to plenum's spigot
- Plenums connected to and sealed to diffusers
- Dampers and fitted and balanced
- Fire dampers fitted as required

Pressure testing pipework

- Check with management if permit required
- Before carrying out the pressure test, precautions shall be taken to evacuate all personnel from the area of risk and post notices advising that the system or equipment is under pressure
- Strength / leak test to 1.1 x Max working pressure of the system, for a min. of 15 mins at 100 psi
- If no leaks, undertake pressure test with oxygen free nitrogen according to specifications and document results
- Test pressure shall not exceed that applied to the components by the manufacturer of the particular component
- The pressure in the system should be built up gradually and monitored by a remote gauge located in a safe place
- Once the test pressure is reached, the nitrogen cylinder(s) should be closed off and isolated from the system under test
- The test pressure in the system should be held for at least one hour but must follow manufacturers specification
- If any leaks are present the fault(s) should be corrected and the system re-tested following codes of practice and pressure systems legislation

Adding of refrigerant

- Refer to risk assessment for identified hazards and control
- Ensure refrigerant cylinder log sheet kept with the amount of refrigerant used and the details of the equipment used
- Check plant has been evacuated or holds a positive pressure of the same refrigerant
- Employ a decanting machine when evacuating part of / or the whole system, no refrigerant must be allowed to escape into atmosphere
- Ensure air and moisture in charging line is kept to an minimum
- Run system and charge refrigerant according to manufacturer specifications and codes of practice
- Run leak test

Test & Commissioning

- Test the pipes for leaks under pressure in the presence of client's representative
- Perform hydraulic/smoke test and obtain certification form client's representative
- Maintain a 'test certificate' duly signed by the representatives of the client and contractor
- Erect safe working platform where needed by a trained operative
- Power up of system by trained operatives
- Contractor to undertake commissioning as per manufacturers spec
- Manufacturer to undertake commissioning as per manufacturers spec

1.3.2 Electrical

Install new distribution board

- Install new distribution board next to incoming supply
- Ensure distribution board level on wall
- Populate distribution board with outgoing devices/circuits, ensuring all correctly fitted and fastened
- Fit full form blanks to any unused outgoing ways
- Label incoming supply cables and file back any sharp edges where supply enters board
- Terminate cabling as per manufacturers spec and code of practice
- Complete all testing as per the requirements of BS7671 ensuring that all dead tests are carried out prior to energizing.
- Label all new circuits and provide schedule on circuits inside of board

Install lighting

- Mount lighting junction boxes
- Run new cables to specified locations using containment where provided
- Install light fixtures according to manufacturers specifications and approved layout
- Install emergency lighting according to approved layout
- Label distribution board and fittings accordingly

Installing small power above floor

- Chase walls for small power in accordance with latest drawings
- Install conduit / trunking along wall in locations noted in latest drawings
- Fit recessed back boxes to wall
- Pull cables from drum to approved route, cables to be taped up and left coiled in back boxes allowing for second fix
- Face plates fitted to back boxes
- Testing and Labelling to be completed

Testing and commissioning

- Complete all testing as per codes of practice ensuring that all dead tests are carried out prior to energising
- Label all new circuits and provide schedule on circuits inside of board
- Provide emergency lighting certificates according to codes of practice for building control approval

1.3.3 Fire alarm systems

Isolate fire alarm loops

- Organise with client any special permits required for the isolation of live fire alarm system
- Isolate relevant detection loops
- Isolate voice alarm
- Isolate fire brigade direct dial system

Add to existing fire alarm

- Stripout redundant fire alarm cabling as specified
- Break into existing circuit and terminate new cables according to route
- Install smoke detector smoke heads

- Check continuity of circuit

Commissioning fire alarm system

- Fault check fire alarm system
- Reactivate isolated circuits
- Configure fire alarm panel to accept new devices
- Add new devices to graphics system
- Test new devices for correct operation
- Provide test certificates to client
- Activate system leave in live state

1.3.4 Drylining, plastering or tape jointing

Delivery of dry lining materials to site

- All dry lining materials to be delivered to site following arrival and departure from site risk assessment
- All dry lining materials to be manually handled to working areas according to the manual handling method statement

Form MF ceiling

- Allow other trades to complete first fix of services
- Install metal supports or hangers to structural soffit
- Install metal hangers and MF ceiling supports
- Install plasterboard to ceiling as per approved layout
- Install beading or edge details to plasterboard
- Cut holes for fixtures and fittings as per approved layout

Form plasterboard partitions

- Mark on floor new partition set out according to drawing
- Fix top and bottom track for stud wall
- Measure and cut studs, installing at 600mm centres
- Form studding around door frames and allowing for timber lining in frames
- Allow for services first fix
- Apply dry lining sheeting according to client specification

Mixing compounds

- Add compounds to bucket of clean water according to supplier specifications
- Mix compounds by hand or by machine in a safe area

Apply plaster/jointing compounds to surface

- Prepare surfaces
- Apply multiple coats of compound to wall using beads and trims at corners / edges
- Rub down surface by hand or with machine
- Final coat to all areas
- Rub down and prepare surface for decorations
- Dispose of waste material according to site waste management plan

1.3.5 Painting and decorating

Interior decorations

- Erect access equipment in accordance with safe use of ladders guidance notes / erection of tower scaffolds.
- Prepare surfaces
- Apply primer or undercoat
- Rub down surface
- Second coat of paint

1.4 Risk assessment register

1.5 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- CSCS certification
- ECS certification
- JIB trade cards
- Test engineers hold City and Guilds 2391 certification
- All operatives are apprenticeship served electrical engineers
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training
- Stepladder training
- All operatives are apprenticeship served plumbing engineers

Example CSCS card

Example CSCS card 2

1.6 Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 2006
- The Personal Protective Equipment at Work Regulations 2002
- The Pressure Systems Safety Regulations 2000
- Pressure Equipment Regulations 1999 (SI 1999/2001)
- The Environmental Protection Act 1990
- F-Gas Regulation (EC) 517/2014
- Ozone Depleting Substances Regulation (EC) 2037/2000
- The Hazardous Waste Regulations 2005
- Electricity at Work Regulations 1989

1.7 Method of access

- All operatives will be inducted by onsite supervisor.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

Site access at smith street

1.8 Working from height

When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.

1.9 Tools and equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment. Refer to risk assessment specific control measures for any tools & equipment.

- Hand tools
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Disc cutters

Noise Assessment					
Noise Level (L_{Aeq} dB)	Exposure duration (hours)	Exposure points (job/task)	Exposure points per hour	Daily noise exposure ($L_{EP,d}$)	
90	5	501	63	92 dB	501 points

Vibration Assessment									
Vibration magnitude m/s² r.m.s.	Exposure points per hour	Time to reach EAV 2.5 m/s2 A(8)		Time to reach ELV 5 m/s2 A(8)		Exposure duration		Partial exposure m/s² A(8)	Partial exposure points
		hours	minutes	hours	minutes	hours	minutes		
2	8	12	30	>24		8	0	2.0	64

1.10 Special permits

Hot works permit may be required onsite and to be organised with site management.

Permit to work may be required to work in riser cupboards, isolations or working on live power, these and other permits to be organised with site management as needed.

Hot Works

- Site operatives shall adhere to the principal contractors HWP requirements and fire watch policies
- The principal contractor will be the sole issuing authority for HWP
- The principal contractor will ensure all site operatives are aware of emergency procedures at site induction
- The principal contractor will make all site operatives aware of their basic requirements when undertaking Hot works which may include the following:
- The user must comply with safe procedures and manufacturers instructions whilst undertaking hot works
- Any areas where hot works are to be undertaken must ensure combustible materials, flammable liquids and gas cylinders are removed from immediate area
- Fire extinguishers placed in local area of proposed hot works
- Hot works area cordoned off and operatives told of immanent works
- The user must not use an open flame whilst wearing clothing soiled with grease or flammable liquids
- The user must not use open flame in an atmosphere containing flammable vapors, explosives, dust or in confined spaces such as tanks
- The user must not use open flame in conditions where there are strong winds
- The user must extinguish any open flame when not in use
- The user and site supervisor should ensure of adequate ventilation to area
- It is advised a second person should watch over the hot works whilst being undertaken as a spotter
- Once hot works complete, the immediate area should be tidied up, checked for signs of ignition and signed off as a safe and now normal working area
- A hot works permit or isolation request will be required on any live systems, before any works are to take place. Any permit if required is to be organised directly with site management / client.

1.11 General waste handling

A suitable route to transport waste must be considered prior to the work.

Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.

If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.

Ensure the correct PPE is worn when handling waste.

Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.

Always dispose of waste in accordance with principle contractor's environmental policy and waste management plan.

Report any environmental waste accidents or spillages immediately to the principle contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

1.12 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with 'keep out' signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.
- Never climb into a skip.

1.13 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.

1.14 Hazardous Substances

Highly Flammable

Oxidising

Corrosive

Gas Under Pressure

1.15 COSHH register

- AM Acrylic Intumescent Mastic - page 32

1.16 Emergency procedures

- The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.
- The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

1.17 First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

The number of appointed first aiders shall be dependent on the number of employees:

- **< 5:** At least one appointed person.
- **5–50:** At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- **More than 50:** At least one first-aider trained in FAW for every 50 people employed.

1.18 Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Heating
- Rest facilities

1.19 PPE Requirements


Hard Hats


Safety Boots


Hi Vis Vest


Safety Gloves


Hearing Protection


Dust Mask

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

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2.0 Risk assessment

Document created: 15 Feb 17
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Position: Contracts Manager

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Risk matrix

Likelihood 4
x
Severity 5
=
Risk/residual risk 20

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

2.1 Delivery of materials

2.1.1 **Task:** Unloading of materials

Hazard	Risk	Control measures	RR
Injuries from falling loads or mechanical failure of tail lift whilst unloading	5 x 4 = 20	Delivery Driver to take care when opening doors or curtains as to the security of the load Delivery vehicle door or curtains only to be opened from the ground and no entry to be made to the vehicle whilst the doors or curtains are open Tail lift only to be operated under manufacturer's recommended weight limits Tail lift to be inspected as per manufactures recommendations If manual unloading is to be carried out items are to be positioned to the area required with the curtain / doors closed Tail lift may be used as an interim platform for loading / unloading	1 x 4 = 4
Persons at risk: User			
Falls from height or back strain / injury during unloading	5 x 4 = 20	Delivery driver to avoid manual handling beyond their capability, which they believe may cause injury Delivery driver to ensure mechanical lifting aids (Teleporter, pallet truck etc) to be used to off load materials wherever possible Delivery driver to ensure correct loading of delivery vehicles prior to vehicles leaving materials yard and to ensure security of load for transportation Materials to be palleted and wrapped wherever possible Delivery driver to ensure delivery vehicles are loaded in correct order for deliveries so as to eliminate the need for re-stacking of materials after first delivery has been made	1 x 4 = 4
Persons at risk: User			

2.2 Working within risers

2.2.1 **Task:** Working within risers

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	5 x 5 = 25	Ensure a safe system of work has been implemented with site supervisor including a permit to work if necessary Where possible, always ensure any live electricity is isolated according to the electrical isolations risk assessment and by a competent electrician Place warning notices and secure areas where isolations are to be undertaken, ensuring all site staff are aware of non-tampering policy Site supervisor to control access of site operatives into risers where live electricity present, employing a permit to work system Prevent direct contact to live electricity by ensuring all insulation barriers/covers are fitted to any electrical boards, equipment etc. by a competent electrician	1 x 5 = 5
Persons at risk: All site operatives			
Serious or fatal injuries caused by falling men or materials	5 x 5 = 25	Ensure a safe system of work has been implemented with site supervisor including a permit to work if necessary Ensure secure flooring and footing provided, and site management has confirmed access to riser area is safe to work in Any holes to floor structure to be refitted by competent person protected and cordoned off with warning signs posted As a last resort safety harness to be worn where holes or drops are exposed with a permit to work system to be employed Head protection to be worn at all times	1 x 5 = 5
Persons at risk: All site operatives			

2.3 Using portable power tools

2.3.1 **Task:** Using portable power tools

Hazard	Risk	Control measures	RR
Hearing loss to site operatives working near noisy power tools	3 x 2 = 6	All operatives trained in risks of noise exposure Suitable hearing protectors should be provided for operatives and any surrounding workers Use low-noise tooling where possible Other trades using grinders or other high noise emitting tools should not be working close enough to other site operatives to cause problems	1 x 2 = 2
Persons at risk: All site operatives			
Serious cuts, injuries or amputations to body parts from the incorrect use of cutting tools	3 x 5 = 15	All operatives to be trained in the safe usage of power tools Always choose the right tool for the job Ensure all portable tools are set up correctly and securely fastened to worktops as per product specifications Ensure any portable tools that are set up, are in a designated safe area avoiding thoroughfare of other workers or vehicles All cutting tools to have safety guards incorporated, fastened securely and regularly checked and maintained Ensure no loose clothing is worn in the vicinity of cutting, and gloves are worn at all time	1 x 5 = 5
Persons at risk: User			
Electrocution causing serious or fatal injuries whilst using portable power tools	3 x 5 = 15	Only 110v or battery operated equipment to be used Electric equipment to be kept dry and stored in toolbox to protect from damp and damage Visual inspection prior to use, plugs, leads, power supply (transformer), insulation, switches, RCD(if used), signs of burns, casing, loose parts Damaged or defective equipment including leads to be replaced immediately or fixed by competent person Electrical equipment must not to be tampered with, anything showing evidence of tampering must not be used until tested by a professional Electrical equipment to be PAT tested	1 x 5 = 5
Persons at risk: User			

2.4 Using mobile elevating work platforms (MEWP)

2.4.1 **Task:** MEWP delivery to and collection from site

Hazard	Risk	Control measures	RR
Overturning or contact with MEWP during delivery or collection	5 x 5 = 25	Any delivery or collection of MEWP will be undertaken by a trained and IPAF accredited operative only Consider size of delivery vehicle and secure delivery location to fit within site conditions Any delivery or collection near public highway or public will be adequately segregated to eliminate risk to others MEWP manufacturers details will be followed during delivery/collection with gradient of ramp being strictly followed to avoid overturning of MEWP	1 x 5 = 5

Persons at risk: All site operatives

2.4.2 **Task:** Operating, manoeuvring or working from MEWP

Hazard	Risk	Control measures	RR
Serious injuries sustained from collisions collide with site operatives, pedestrians, overhead cables or nearby vehicles	5 x 4 = 20	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided Provide suitable traffic management system if risk of collision with pedestrians is likely including the provision of banksman When handling materials in MEWP ensure a safe system of work is employed, check the weight and dimensions of materials and review need to use additional lifting equipment to transport materials to work position Never operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route	1 x 4 = 4

Persons at risk: All site operatives & public

2.4.3 **Task:** Operating or manoeuvring MEWP

Hazard	Risk	Control measures	RR
Injuries sustained from using unsafe or non-maintained MEWP	4 x 3 = 12	Visually inspected before each use with recorded inspections made daily Maintained in good physical condition, with materials in basket/cabin kept to a minimum and good house keeping employed MEWP to be tested for safety every six months per PUWER/LOLER regulations, with copies of certificate held onsite	1 x 3 = 3

Persons at risk: All site operatives

Serious injuries to user from the overturning of plant, throwing user from the basket	5 x 4	The MEWP shall only be used on firm and level ground Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	1 x 4

	= 20	Banksman to be used where possible clash with other site operatives is apparent Ensure localised ground features that pose a risk are removed or covered Operating the MEWP over temporary covers at ground level shall be strong enough to withstand the applied pressure and load Outriggers must be extended and chocked before raising platform	= 4
Persons at risk: User			
Serious injuries to personal trapped between part of the basket and a fixed structure	5 x 3 = 15	Always use the correct MEWP for the job All operators are trained in the safe use of MEWP, and will only operate plant they have been trained to use Ensure the operator keeps the platform tidy at all times reducing chances of tripping Use MEWPs with shrouded or protected controls	1 x 3 = 3
Persons at risk: User			

2.4.4 **Task:** Operating or manoeuvring MEWP in adverse weather

Hazard	Risk	Control measures	RR
Serious or fatal injuries from MEWP overturning due to high winds and falls from damaged platforms after storms/ snowfalls	5 x 5 = 25	MEWP's should not be used outside in adverse weather conditions A maximum safe wind speed for operation should be consulted from manufacturers literature Supervisor will check wind levels with anemometer built into MEWP or with own personal anemometer If weather considered safe, only operatives trained and certificated will operate MEWP plant and Inspect the platform before or after severe weather Supervisor to review location of MEWP if operated between buildings where increased wind speed and/or turbulence can cause a problem Operatives will be wearing correct wet weather gear and thermal clothing in cold weather If using a MEWP rated as ‘indoor only’ think about wind exposure in areas of increased risk like partially clad buildings	1 x 5 = 5
Persons at risk: User			

2.4.5 **Task:** Working from MEWP platform

Hazard	Risk	Control measures	RR
Serious injuries to user who may fall from the basket during work activities	5 x 5 = 25	Ensure work platform is fitted with effective guard rails and toe boards Use correct fall arrest PPE, anchored to correct anchorage point within basket Always position the MEWP correctly to undertake the work	1 x 5 = 5

		Always ensure two feet are planted on MEWP platform, and never climb onto basket to undertake any work	

Persons at risk: User

2.5 Fan coil unit works

2.5.1 **Task:** Manoeuvring and installing fan coil unit into place

Hazard	Risk	Control measures	RR
Musculoskeletal injuries when installing unit and securing it into place	4 x 3 = 12	Operatives to review manual handling method statement before lifting any heavy or bulky items The use of mechanical lifting assistants should be used for any load that is awkward or weighs more than 25kg Where mechanical aid not feasible, management must ensure sufficient manpower resources are allocated for the safe lifting and position of fan coil unit Refer to manufacturers specification for fixing of condenser unit before undertaking works	1 x 3 = 3

Persons at risk: User

Unit or materials falling from height onto engineer or other site operatives	4 x 4 = 16	Ensure trained operatives are employed in the safe lifting and securing of fan coil unit Ensure area is cordoned off before undertaking any works, and engineers are working from safe working platforms like podium steps or access tower Ensure manufacturer's instructions are followed when fastening hangers to soffit and can carry select loads. If unsure consult site supervisor or nominated structural engineer Use a mechanical handling aid (i.e. genie lift) when positioning & securing fan coil unit into place, ensure unit is securely fastened before removing handling aid If positioning unit without handling aid, ensure workers are not positioned below unit and are in a location where they can safely undertake works without strain	1 x 4 = 4

Persons at risk: All site operatives

2.6 Air handling unit works

2.6.1 **Task:** Manoeuvring and installing air handling unit into place

Hazard	Risk	Control measures	RR
Musculoskeletal injuries when installing unit and securing it into place	4 x 3 = 12	Operatives to review manual handling method statement before lifting any heavy or bulky items The use of mechanical lifting assistants should be used for any load that is awkward or weighs more than 25kg Where mechanical aid not feasible, management must ensure sufficient manpower resources are allocated for the safe lifting and position of air handling unit Refer to manufacturer's specification for fixing air handling unit into place	1 x 3 = 3
Persons at risk: All site operatives			
Unit or materials falling from height onto engineer or other site operatives	3 x 5 = 15	Ensure trained operatives are employed in the safe lifting and securing of air handling unit following LOLER regulations where lifting undertaken Ensure area is cordoned off before undertaking any works, and engineers are working from safe working platforms like fixed scaffolding or access tower Ensure manufacturer's instructions are followed when installing air handling unit on base structure. If unsure, consult site supervisor or nominated structural engineer If AHU being craned into position, ensure operatives follow the separate cranage risk assessment from specialist contractor and LOLER regulations are followed at all times. Employees who are not trained will strictly not be admitted into cordoned lifting space. Site supervisor will be present throughout the lift	1 x 5 = 5
Persons at risk: All site operatives			

2.7 Condenser installation

2.7.1 **Task:** Condenser outdoor installation

Hazard	Risk	Control measures	RR
Injuries to hands and back due to lifting, and working on outdoor condensor units	5 x 3 = 15	Ensure a competent person is responsible for the installation of the outdoor unit and location has been agreed with principal contractor or client Operative to review manual handling method statement before lifting any heavy or bulky items, the use of mechanical lifting assistants should be used for any load that is awkward or weighs more than 25kg Refer to manufacturers specification for fixing of condenser unit before undertaking works	1 x 3 = 3

Persons at risk: User

2.8 Installation of cable trunking and trays

2.8.1 **Task:** Fabrication and fixing of metal services i.e. conduit, baskey tray unistrut

Hazard	Risk	Control measures	RR
Injuries or cuts to hands and eyes from general fixing and assembly of metal services	4 x 2 = 8	Follow the using portable tools or equipment risk assessment Ensure a safe area is designated by site management to materials into size Materials to be deburred and sharp edges to be removed	1 x 2 = 2

Persons at risk: User

2.8.2 **Task:** Installation of cable trunking and trays at height

Hazard	Risk	Control measures	RR
Falls from height during cable tray installation causing serious injuries	4 x 4 = 16	Follow working from height risk assessment specific to access equipment being used When installing cable trunking or trays at height be sure to employ safe system of work including having another operative to assist with placement and mounting	1 x 4 = 4

Persons at risk: User

2.9 Copper pipework installation

2.9.1 **Task:** Copper pipework installation

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosions whilst using a blowtorch or similar for brazing/bronze welding (oxy-ccetylene & oxy-propane)	4 x 5 = 20	A hot work permit system should be implemented onsite by the principal contractor or client Site operatives must comply with safe procedures and manufacturers instructions whilst undertaking hot works Only suitably trained and competent personnel are permitted to carry out hot works User must ensure all combustible materials are removed, with flammable liquids and gas cylinders beyond the range of the blowtorch When using a blowtorch on metal surfaces, combustible material in contact with the metal behind or adjacent to the work area should be removed before work commences Keep a watch whilst work is in progress for signs of fire or smouldering in the immediate vicinity Ensure a portable fire extinguisher is readily available wherever and whenever hot works are in progress Always extinguish a blowtorch when not in use and never leave it burning unattended Ensure adequate ventilation where gas burning appliances are in use Ensure area is checked thoroughly at the end of the work period and signed off on hot works permit as being safe by site supervisor and user	1 x 5 = 5
Persons at risk: All site operatives			
Lung damage caused by inhalation of fumes (which may contain cadmium) and skin & eye damage from sealants	3 x 3 = 9	All substances required to perform plumbing activities are identified i.e., lead, solder, plumber flux etc. and the relevant COSHH Assessments and personal protective equipment is made available Consider use of respiratory equipment in confined areas Avoid skin contact with sealants and wash from skin as soon as possible All areas must be kept very well ventilated during sealant works and minimum requirement is to open all doors and windows	1 x 3 = 3
Persons at risk: User			

2.10 Electrical testing and commissioning

2.10.1 **Task:** Testing and commissioning

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries sustained from electric shock testing 'decommissioned' equipment	5 x 5 = 25	Ensure equipment dead by a competent testing electrician and locked off When testing equipment, where possible test dead, if not possible look at energising to a safe current Review environment in direct vicinity of testing and commissioning If you're testing on live equipment, operative should review risk assessment for live testing	1 x 5 = 5
Persons at risk: User			
Serious or fatal burns and injuries from electric shock testing live equipment	5 x 5 = 25	Only test engineers are permitted to carry out testing of live equipment as part of their duties Review the area and determine if a separate test area can be created where equipment can be taken for testing Where possible employ residual current devices (RCDs) to provide supplementary protection Physical safeguards should be applied to the equipment under test to prevent injury, e.g. the use of temporary or permanent screens, barriers, and insulating mats Use isolating transformers at the source of supply to mains-powered test equipment if possible if undertaking hardware precautions Where risk of arc flash exists adequate calorific value PPE will be employed and only all insulated tools may be used which have been properly maintained If using a test bench, place all test equipment on an insulated shelf immediately above the test bench All test and shorting leads are to be fused Where there is risk of touching live parts insulated gloves will be worn A second person is to be in attendance in case of accident	1 x 5 = 5
Persons at risk: User			

2.11 Electrical work up to 400 volts

2.11.1 **Task:** Electrical work up to 400 volts

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries from electric shock	5 x 5 = 25	Working on or near live equipment should not be undertaken unless completely necessary and deemed as such by principal contractor or representative A safe system of work should be recorded when 'live' work is necessary and should only be undertaken by a trained and competent electrician If coordinating work where more than one group is involved, the necessary precautions and emergency procedures will be discussed with all operatives Roles and responsibilities of the supervisors and workers, including those of any contractors who may be employed will be clearly defined before undertaking any work Any supervisors shall be competent to supervise the work, with the level of supervision being appropriate to the danger and the competence of those carrying out the work Sufficient lighting and working space shall be allowed for before undertaking any work A competent electrician should follow the electrical isolations risk assessment Only a competent electrician can work on electrical services up to 400 volts, unauthorised, unqualified or untrained people work are not allowed to work on any electrical services Any live working shall be undertaken with a partner who will be able to assist in an emergency Correct PPE shall be worn at all times	1 x 5 = 5

Persons at risk: All site operatives

2.12 Installing new lighting

2.12.1 **Task:** Installing new lighting

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	4 x 5 = 20	Trained operative to follow electrical isolations risk assessment Follow manual handling risk assessment when lifting and mounting new light fixtures into position	1 x 5 = 5
Persons at risk: User			
Injuries to head from falling objects	4 x 3 = 12	Always ensure items waiting to be installed to high level are secured on a stable platform or lifted into place using a manual handling equipment Ensure correct safety measures in place to ensure tools or equipment do not fall from fixed or mobile platforms Correct PPE to be worn by all site operatives	1 x 3 = 3
Persons at risk: All site operatives			
Falls from height during lighting installation	4 x 3 = 12	Follow working from height risk assessment specific to access equipment being used When pulling cables at height be sure to employ safe system of work including having another operative to assist with cable pulling and cable mounting	1 x 3 = 3
Persons at risk: User			

2.13 Installing new distribution board

2.13.1 **Task:** Installing new distribution board

Hazard	Risk	Control measures	RR
Cuts to hands or limbs during mounting of new distribution board	3 x 2 = 6	Follow the using portable tools or equipment risk assessment Follow manual handling risk assessment when lifting and mounting new distribution board into position	1 x 2 = 2
Persons at risk: User			
Contact with live electricity causing serious or fatal injuries	5 x 5 = 25	Follow electrical isolations risk assessment Ensure permit to work system implemented Competent person employed to undertake any works on or near distribution board Complete all testing as per the requirements of BS7671 ensuring that all dead tests are carried out prior to energising	1 x 5 = 5
Persons at risk: User			

2.14 Chemical disinfection

2.14.1 **Task:** Chemical disinfection

Hazard	Risk	Control measures	RR
Contact with legionella infected water particles	3 x 5 = 15	Only competent plumbing operatives trained in the risks of legionella disease may undertake this work Operative will review the clients legionaries risk assessment policy If operative deems hot water system high risk, operative will confirm with supervisor what additional control measures are needed before undertaking work A service record should be kept of all work undertaken. Any items that require attention or refurbishment should be noted on the disinfection record and client notified of changes.	1 x 5 = 5
Persons at risk: All site operatives			
chemical exposure through ingestion causing illness	4 x 4 = 16	Signage and outlet warning labels should be fitted to all areas. A pre-disinfection should take place if the conditions within the cold water storage tank are so poor that they could adversely affect the welfare of the operators undertaking the clean. Operatives will wear impermeable gloves, face shield and waterproof gowns or PPE according to manufacturers MSDS Before disinfection takes place, isolate system from the mains supply. After disinfection, and before the system is brought back online, the system should be checked and measured to ensure of the absence of disinfectant.	1 x 4 = 4
Persons at risk: All site operatives			

2.15 Testing and commissioning fire alarm system in occupied space

2.15.1 **Task:** Testing and commissioning fire alarm system in occupied space

Hazard	Risk	Control measures	RR
Injuries caused to building occupants or site staff when escaping under a live fire alarm during testing and commissioning	4 x 1 = 4	Ensure all fire alarm tests are co-ordinated with the client or site management and all fire marshals are made aware on day of testing If possible only undertake fire alarm tests in each local area at a time to minimise disruption to occupants or site staff	1 x 1 = 1
Persons at risk: All site operatives & public			

2.16 General plastering / tape & jointing works

2.16.1 **Task:** General plastering / tape & jointing works

Hazard	Risk	Control measures	RR
Lung damage caused through sanding down surfaces	4 x 2 = 8	All site operatives to be educated on the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes User to wear eye protection when plastering ceilings Users to ensure work area is kept clean and tidy If using powered sanding machines, ensure dust collection system present If sanding by hand, operatives must wear dust masks to prevent inhalation	1 x 2 = 2
Persons at risk: User			
Lung damage or difficulties breathing from mixing and sanding powdered fillers	3 x 2 = 6	Dust masks should be worn when mixing up filler solution Ensure filler solution is mixed in a well ventilated and nominated area by site supervisor If using powered sanding machines, ensure dust collection system present	1 x 2 = 2
Persons at risk: User			

2.17 Suspended ceiling works

2.17.1 **Task:** Working at height installing/removing suspended grid and ceiling

Hazard	Risk	Control measures	RR
Injuries sustained from falling from height or the dropping of materials from height	4 x 4 = 16	Provide safe system of work, and refer to appropriate working equipment risk assessment (i.e. mobile scaffold tower, MEWP) Use of well maintained equipment by competent operatives	1 x 4 = 4

Persons at risk: All site operatives

2.17.2 **Task:** Working within exposed metal ceiling grid

Hazard	Risk	Control measures	RR
Injuries sustained form exposed sharp metal edges or points	4 x 2 = 8	Remove waste material regularly taking care not to expose sharp edges to others (ie in skips) Exclude others from area when preparing wire hangers All operatives in ceilings are to wear gloves, hard hats, hi-vis, and safety glasses	1 x 2 = 2

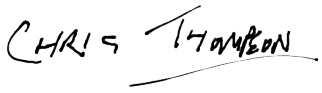
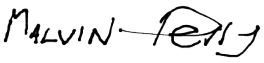
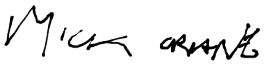
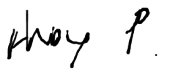
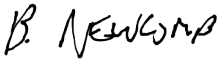
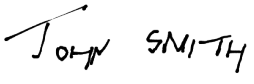
Persons at risk: All site operatives

2.18 General painting works

2.18.1 **Task:** Painting and use of solvents

Hazard	Risk	Control measures	RR
Lung damage or difficulty breathing caused by inhaling debris and dust	4 x 2 = 8	Refer to method statement for correct PPE Selected protective equipment to be worn when at risk (i.e. dust mask, goggles)	1 x 2 = 2
Persons at risk: User			
Possible burns caused through contact with solvents or paints	4 x 2 = 8	Wear gloves when cleaning surface Cover cuts and open wounds with onsite first aid supplies, all accidents to be reported to site supervisor Wash and wipe hands before eating, drinking, smoking and after shift	1 x 2 = 2
Persons at risk: User			
Lung damage caused by inhalation of fumes and skin & eye damage caused by usage of solvents or paints	4 x 2 = 8	All paints must be approved under the health and safety control system Refer to the hazard data sheet for the particular paint for specific information Follow the COSHH assessment for the product, water-based paints are to be used wherever possible Solvent based paints should only be used if there is a technical reason for not being able to use water-based paint All areas must be kept very well ventilated during painting and minimum requirement is to open all doors and windows If solvent-based paints are to be used, additional precautions will be needed (e.g. forced ventilation) Consider use of respiratory equipment in confined areas Avoid skin contact, wash from skin as soon as possible	1 x 2 = 2
Persons at risk: User			

Signatures

Name	Role	Date	Signature
Michael Maddows	Decorator	15 Feb 17	
Andrew Jackson	Decorator	15 Feb 17	
Robert Dewson	Stud partitioning engineer	15 Feb 17	
Chris Thompson	HVAC Engineer	15 Feb 17	
Malvin Perry	HVAC Engineer	15 Feb 17	
Jack Pope	Plumber	15 Feb 17	
Mick Crane	Electrical Engineer	15 Feb 17	
Andy Pavlov	Electrical Engineer	15 Feb 17	
James Avery	Demolition	15 Feb 17	
Barry Newcomb	Demolition	15 Feb 17	
John Smith	Site manager	15 Feb 17	

Name	Role	Date	Signature
Terry Jones	H&S manager		

COSHH assessment

AM Acrylic Intumescent Mastic

- **Reference:** 031
- **Composition:** White spirit <2.5%, Ethylene glycol <0.2%, Sodium hydroxide <0.2%, Biocide <.0.1%

First aid

Eyes

If contact of any material with the eye occurs, irrigate the area affected thoroughly with cold water. Seek medical advice

Skin

Wipe off excess with paper towel, then clean with resin removing cream or hand cleanser. Do not use solvents. Finally wash with soap and water

Inhalation

In case of ingestion of any material, drink water and seek medical attention immediately. Do not induce vomiting.

Ingestion

Remove casualty from exposure into fresh air and seek medical advice

Handling precautions and PPE

Skin

Wear suitable clothing to prevent skin contact

Eye

Wear goggles (EN 166)

Respiratory

In case of insufficient ventilation, wear suitable respiratory equipment (EN 141)

Hand

Wear gloves. Nitrile rubber (EN 374)

- **Maximum/workplace exposure limit:**
  - **Long term exposure limit (LTEL 8hr TWA):** 100PPM
  - **Short term exposure limit (STEL 15min TWA):** 125PPM
- **Factors which increase risks:** Working in confined spaces
- **Storage precautions:** Avoid frost and freezing conditions in storage and transport. Store in a dry place in the temperature range +5 to +30°C
- **Flashpoint:** N/A
- **Transport precautions:** No special precautions required
- **Disposal precautions:** This material is not classed as ‘special waste’ as the term defined by The Special Waste Regulations 1996 and may be disposed of by landfill tipping
- **Spill procedures:** Do not allow to enter drains and water courses. Absorb on dry earth Collect up by a shovel or scraper, then scrub affected area immediately with detergent and water
- **Additional info:** Operatives are given manufacturer’s instructions, data sheets and awareness training on safe use and storage. Instruction on the use of PPE and correct cleaning and storage will also be provided