



10 DEACON WAY METHODOLOGY AND RISK ASSESSMENT

August 2022
Version 01



Project Method Statement and Risk Assessment

CRAFTSMAN GROUP LIMITED



**RAMS FOR
MAJOR COMMERCIAL UNIT REFURBISHMENT**

REVISION RECORD SHEET

Revision Number	Purpose	Total number of Sheets	List of Updated/Modified Sections, if any
01	New draft	55	None at this stage



Project Method Statement and Risk Assessment

Contract Name:	Craftsman Group Limited			
Contract Number:				
Method Statement/Risk Assessment No:	Craftsman	01	Number of pages including cover sheet	55

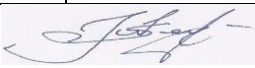
Method Statement/Risk Assessment for (operation):	MAJOR AND STRUCTURAL COMMERCIAL UNIT REFURBISHMENT
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Is this a High-Risk Operation?	YES	
Does this operation involve Temporary Works?	YES	
Does this operation involve Specialist Technical Knowledge?	YES	

- If this is a high-risk operation, the Project or Contracts Manager must review the working method before the works commence.
- If this operation involves Temporary Works, contact Temporary Work Dept.
- If this operation involves Specialist Technical Knowledge, a competent person who is not the author must review the working method before the works commence.

If this method statement requires revision and is for a high-risk operation:

- The works must be stopped.
- The operatives must be withdrawn.
- A new method of works must be established and agreed.
- A new cover sheet must be completed.
- Operatives must be briefed on the new method of works.

	Print Name	Sign	Date
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Technical review by:	Tadas Bukys	Tadas Bukys	August 2022
Accepted by Site Manager:	Marius Bukys	Marius Bukys	August 2022
Client:			
High risk operation approved by:			



Project Method Statement and Risk Assessment Contents

1.0 RESOURCES

2.0 METHOD

3.0 RISK ASSESSMENTS



Project Method Statement and Risk Assessment

1.0 RESOURCES

Training requirements

Position	Requirements
Managers	SMSTS / IOSH Managing Safety (equivalent)
Supervisors	SSSTS / IOSH Supervising Safely
Lift Supervisor	CSCS skill card with relevant categories
General operatives	CSCS skill card
Plant operatives	CPCS / IPAF skill card with relevant categories
Banks man	CPCS skill card with relevant categories
Engineer	CSCS Construction Related Occupation (land Surveyor)
Erection Supervisor	CSCS / CPCS skill card with relevant categories
Site Team	
1	Site Foreman
5-10	Site Operatives

Protective Equipment required (tick as appropriate):

 Gloves CAT5(EN374/388) ☒	 Face Mask (EN140/143) ☒	 Glasses/Goggles (EN166) ☒	 Safety Helmet (EN397) ☒
 Safety Footwear (EN345) ☒	 Ear Protection (SNR32 EN352) ☒	 Hi-Visibility Clothing (EN471) ☒	



Project Method Statement and Risk Assessment

2.0 METHOD

Sequence of events The headings in the box on the right should be used as a guide for the contents of this MS	<i>Include exact sequence of operations</i> <i>Communication</i> <i>Review</i> <i>Access / egress Delivery of materials</i> <i>Moving materials to place of work</i> <i>Sequence of operations</i> <i>Supervision of the work</i> <i>Control measures to be implemented at each stage including Hold Points</i>
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Method Statement
List of Special Equipment, Procedures or Competence Required to Perform the Task: General Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. To this end, employees should correctly use all work items and procedures provided, in accordance with their training and the instructions they receive. Competence • Training; Site Induction Completion. • Covid-19 awareness • Covid-19 Toolbox Talks • Spare clothing due to Covid-19 • Risk Assessment communication to staff to ensure understanding • Toolbox Talk on Subjects: Silica Dusts, Demolition and Working at Heights • HAVS Assessment where applicable • Face Fit testing where required • Asbestos Awareness (UKATA) Approved Course • Work Equipment & Consumables; Caution Signage where required • Only Trained and Experienced staff are permitted to undertake this task • CSCS Card, SMSTS / SSSTS training for Management • PASMA training for all Tower Users • Trainings to suit job requirements • Banksman / Slinger Training Certification • Abrasive Wheels Training Certification Equipment Required • Hand Tools – such as hammer, chisel etc • Combi Drills • Lifting Support Equipment • Aluminium Tower and Podiums • Mobile Elevating Working Platform • Trade Tools • Hand Tools for different activities • Power tools

2.1 Communication

- All Site personnel must receive a full Site Induction and competency/ training checks carried out before commencement of any site activities.
- Due to Covid-19 concerns distance will be kept on site in all site areas and operative will be in as far distances as possible from other contractors on site
- Craftsman Group Contracts Manager will review RAMS document with operative prior to work commencing via phone to ensure all subjects are covered and risks are covered.
- Site Operatives will be adequately briefed on current site emergency response procedures.
- All accidents or incidents to be reported immediately to Manager. Internal Accident Reporting Procedures will be followed.
- The Craftsman Group Contracts Manager / Site Manager will review RAMS document with team leader prior to work commencing.
- Craftsman Group Site Manager will review RAMS with the work team prior to work commencing and obtain sign off from individuals.
- Craftsman Group Site Manager to carry out daily "First ten minutes" work briefing with the work crew.
- Craftsman Group Site Manager will carry out weekly toolbox talks with the work teams.
- All works in the field will be under the control of the Craftsman Group Site Manager
- Engineering aspects of the works shall be under the control of the Craftsman Group and Client Site Engineer.
- The Craftsman Group Site Manager shall monitor the works on site to ensure compliance with the requirements laid out in this document.
- The Craftsman Group and Client Site Engineer will raise all required notifications for inspection with office.
- All accidents or incidents to be reported immediately to Craftsman Group Manager. Internal Accident Reporting Procedures will be followed.
- Craftsman Group site representatives shall liaise with the Principle Designer on a regular basis for schedule of works.

2.2 Access and Egress

- Prior to starting on site all workers will obtain a client induction and permission to access the site.
- Apply hand sanitizer and/or wash your hands
- A competent banksman shall escort site deliveries for Craftsman Group to the agreed lay down area for offloading.
- Access roads to be maintained by Client to suit deliveries, concerns to be reported immediately to the Craftsman Group Site Manager and Client.
- All pedestrian and vehicular access shall be segregated where practicable (out with work areas)

2.3 Moving Materials to place of work

- Plant and machinery will be delivered to site on appropriate delivery vehicles.
- All deliveries shall have appropriate documentation / certification for all plant and materials being delivered to site. This documentation shall be inspected for correctness prior to any plant or materials being unloaded.
- Delivery vehicles will be escorted by a competent banksman and offloaded under the supervision of the Craftsman Group Site Manager.
- Pre-determined lay down areas shall be agreed for each phase.
- Loading / unloading and storage of materials shall be carried out in relation to the Craftsman Group Risk assessment
- No operative access to wagon trailer without suitable edge protection fall restraint or fall collection in place. Controlled by banksman.
- Materials shall be off loaded Via Telehandler where possible, if not available, manual handling aid and protection must be used.
- Prevent access between any free-standing materials
- Exclusion zones shall be set around the trailer bed to prevent any unauthorised access during the unloading procedure.
- Materials such as hand tools, bolts, washers, packs and wedges shall be transported on site by the use of a manual handling aid equipment.
- Some materials or plant shall be carried by hand, operatives have been given training on manual handling risk and techniques.
- Lay down areas will where practicable be within the footprint of the building.
- Only authorised competent slingers / banksmen shall engage in any transportation of materials on site

2.4 Sequence of Operations

Pre-start activities

- Craftsman Group Site Manager obtains current Craftsman Group General Arrangement drawings and reviews with team. Craftsman Group Site Manager informs Project Manager of the intention to begin work activities and obtains all relevant permits and permissions.
- Craftsman Group Site Manager reviews RAMS documents with work crews and obtains record of attendance. Where required, a Dynamic RAMS templates will be used to ensure all risks are covered in order. All Dynamic RAMS will be emailed to QSHE to update existing RAMS documents and make that as Site Specific
- Site Manager carries out daily "First 10 mins" work briefing each shift.
- Plant operatives perform and record daily plant inspections.
- Work area will be segregated from other trades with barriers and signage

Element - Delivery of materials to site

- All vehicles will arrive at 10 Deacon Way site entrance
- Materials will be delivered to site on transportation vehicles, upon arrival they will be met by a representative of Craftsman Group who will have agreed a lay down area.
- The materials will be off loaded by telehandler / grabber attachment on the vehicle where applicable to reduce manual handling activities. If not available, manual handling techniques will be used to carry the materials
- The materials will be inspected and damage recorded
- Suitable signage will be erected to warn others against unauthorised access

Element - Demolition of the walls

Start of Works

- Put on your personal protective equipment.
- Inform client and other contractors of work commencing and cordon off work area.
- Ensure the area to be dismantled and exit points are clear of obstruction, and that safe access and egress is maintained.
- Asbestos report obtained before any works can be carried out
- If asbestos at present to area where demolition must take place, it will be removed or isolated by competent person and certificate obtained before processing to further works.
- Locate, and make safe by isolation, all electrical, water, telecommunication and gas supply points. Request client to provide an isolation certificate to ensure all services are disconnected.
- Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- Cat scan the walls to locate hidden services, ensure all services are isolated and out of use and remove prior to work if possible.

Demolition of Structure

- Site area to be secured with Boards around perimeter, with appropriate signage and security arrangements.
- Remove metal and glass fixtures and fittings from structure.
- The structures will be demolished using reciprocating saws and suitable breakers.
- Put on required PPE for the job, safety glasses, hart hats and safety boots is a minimum site PPE requirement.
- External wall structure will be demolished in sections and folded onto the floor slab by operatives. The operation will be executed in a controlled manner, ensuring the brick work being pulled over is not excessive in size and weight.
- Monitor wall as demolition commences for possible collapses.
- Work down the wall / Structure, ensuring all waste is removed from the working area as quickly as possible to keep escape routes clear and minimise risk of trips and falls.

Removal of Waste

- Waste is to be removed from the working area, as quickly as possible, to the skip; care is to be taken about the amount of waste lifted, and barrows are to be used.
- All manual handling advice given in the risk assessment to be followed at all times.
- Any suspected asbestos is to be dealt with by suitably competent personnel; any contaminated waste must be removed by suitably licensed waste carriers.

Element – Soft Strip Out Activities

Load Bearing Test

Structure is to be tested and inspected by a competent person prior to start of works. If the structure is found to be load bearing, this method statement is no longer valid and must be re-written to include support of load bearing walls. Client will be responsible for confirming this in written.

Start of Works

- Put on your personal protective equipment.
- Inform client and other contractors of work commencing and cordon off work area.

- Ensure the area to be dismantled and exit points are clear of obstruction, and that safe access and egress is maintained.
- Locate, and make safe by isolation, all electrical, water, telecommunication and gas supply points. Request client to provide an isolation certificate to ensure all services are disconnected.
- Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately.
- Cat scan the walls to locate hidden services, ensure all services are isolated and out of use and remove prior to work if possible.
- Ensure there is enough ventilation to get rid of dust from demolition.
- Install fans and open windows where possible / required to create a natural ventilation and air circulation to reduce dust exposure

Strip off and Removal of Plant & Equipment

- Remove the remaining fixtures and fittings from equipment to reduce the exposure to contact
- Where required, some walls might be required to be removed prior to removal of equipment. This is part of entire project scope and covered in another topic of this document. Remove doors from frames and other additional parts of the equipment
- Bring and build aluminium scaffold towers as per PASMA requirements
- ONLY PASMA TRAINED Persons can erect and dismantle / adjust Aluminium Towers
- ONLY PASMA TRAINED Persons can operate on Aluminium Towers
- Carefully disconnect all parts so far as reasonably practicable without abrasive wheel equipment.
- Where required, Hot Work permit will be granted and be used and abrasive wheel equipment such as petrol saw or angle grinder to cut bolts and remaining pipeline / equipment to smaller chucks to avoid manual handling and have an adequate disposing technique.
- Abrasive Wheel user will be trained to Abrasive Wheels Training and have a full understanding of activity.
- Ensure that all discharges and waste are cleaned in accordance to local authority and site rules and procedures.

Removal of Waste

- Large chunks of debris will be collected and placed in wheel barrow and taken to skip.
- There will be some instances where small parts of debris will be required lifted and disposed by using manual handling techniques. Small parts will be swept and lifted with shovel and disposed to skip directly or to wheelie bin and disposed to skip. In this occasion operatives will use a half Face masks as per Face Fit testing and Manager Instructions.
- Waste is to be removed from the working area, as quickly as possible, to the skip; care is to be taken about the amount of waste lifted.
- There is a skip area placed in yard area and secured with hoarding and protection. Additional night lighting is installed to prevent public impact.

Making Safe and Finishing

- All areas to be checked for safety after the wall & structure has been removed, including adjoining walls, roof and floor. Floors, roof and adjoining walls to be made good as required, or area kept cordoned off until further work commences.

Element – Joinery Activities

Fitting Door Frame Installation

- Put on your personal protective equipment.
- Measure casing and cut to length with chop saw.
- Position casing centrally within the opening.
- Level and plumb frame and pack to suit.
- Drill pilot holes and fix to wall using specified proprietary fixings.
- Check alignment and internal opening width is as specified.

Door Replacement/Installation

- This should be carried out in strict accordance with the manufacturers' recommendations and in the sequence specified by the manufacturer. Before starting work ensure that the correct door and frame sizes have been supplied, together with all the necessary ironmongery, locks and fixings etc.
- Where applicable any existing door should first be removed by removing the hinges from the door frame. The existing door frame can then be removed from the wall; this will be done by cutting through the frame and levering the frame away from the wall with a wrecking bar.
- Carefully remove all old fixings and other parts of the door frame assembly from the wall and dispose of safely in the site skip.
- Prior to the fitting of the new door and door frame, the walls must be checked to ensure that they are sound and secure, and suitable for the fittings to be used. Where sections of the wall are damaged or are not suitable, the area should be made good or alternative fixings used.
- Clean the area and prepare the recess for the installation of the new door frame. Fit the frame into position, ensuring a tight fit, checks should also be made to ensure the frame is plumb and square.
- Use packers where necessary to secure and level the frame in position and then drill through the frame into the masonry/stud wall for the frame fixings. A minimum of 3 frame fixings should be used on each element of the door frame.
- Once the frame fixings have been inserted and securely fixed /tightened, any voids at the back of the frame should be filled with expanding foam to provide added protection against the weather/water ingress and from unwanted noise.
- The door hinges can then be fitted to the frame and the door hung on the frame and the door furniture added, this will involve simple hand tools and electric screwdrivers etc.
- The panels can then be carefully lifted into position, grip gloves should be worn at all times when lifting units and for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.
- The door should then be tested to ensure that it opens and closes smoothly without rubbing or catching, if necessary the hinges and door should be adjusted to ensure a suitable fit.
- Once the door has been suitably adjusted, the remaining door locks, handles and other ironmongery can be fitted into the pre-formed recesses and secured into place.
- The door frame should then be trimmed and sealed both internally and externally and the area cleaned and made good.
- Remove all rubbish, scrap and waste materials/packaging from the premises and dispose of appropriately. Thoroughly vacuum and clean through the area and all transit routes leaving the property in a clean and tidy state

Fitting Timber Floor Joists

- Put on your personal protective equipment.
- Measure up number and lengths of floor joist required.
- Collect lengths of wood from storage area and take to cutting area.
- Check joists for straightness, do not use bowed joists.
- Cut joists to required lengths.
- Ensure DPC is in place over inner wall leaf.
- Where specified, fit joist hangers in position as per contract drawings.
- Position joists at specified centres to ensure any standard board joints are supported over joists. Ensure parallel and square to walls.
- Fit joists into joist hangers and secure with specified proprietary fixings.
- Level joists using spirit level or laser. Check both axes.
- Where specified, timber sprags should be inserted and secured to provide secure alignment and stiffness.
- Fit temporary over boarding to allow safe access to next level.
- Remove all waste and debris from site to designated waste skip(s), site will be left clean and tidy at the end of each shift.

Chipboard Flooring

- Chipboard panels should be positioned to lay across the joists ensuring ends will be fully supported over joists. Panels are to be secured at every joist using specified proprietary fixings.
- Additional boards should be staggered by a half length and tongue and groove both treated with a suitable wood glue to provide integral strength of the floor

Tongue and Groove Timber Flooring

- Timbers should be cut to length allowing approx. 5mm clearance between wall and each end.
- Timbers should be laid across the joists ensuring parallel and square to walls.
- Ensure timber flooring is fitted with tongue and groove to top side of flooring.
- Timbers are to be secured by two specified fixings to each joist.
- Timbers are to be fitted tight into joints to minimise gaps when dried out.
- Where timber ends are butted up, ensure joint is positioned over a joist and secure both ends.

Fitting Door Frame Carcass

- Put on your personal protective equipment.
- Measure casing and cut to length with chop saw.
- Position casing centrally within the opening.
- Level and plumb frame and pack to suit.
- Drill pilot holes and fix to wall using specified proprietary fixings.
- Check alignment and internal opening width is as specified.

Construction of Wall Pan for Roof Supports and Erection of Trusses

- A suitable scaffold access must be in place to provide a safe working platform at eaves height prior to installation of the roof pan and trusses. Adequate fall protection must be in place in the event of falling internally to the top floor level e.g. airbags to break fall.
- Using specified section timber, measure and cut to length.
- Corners and joints in length should be formed as a half lap joint.
- Position the pan over the inner leaf wall and secure in position using specified proprietary fixings. Ensure the brick/blockwork is level and provides a stable bed.
- Check the completed pan is level along runs and across to opposite bearing walls.

Trusses Installation

- Pre-fabricated trusses are to be delivered to site and mechanically lifted to roof level.
- Trusses should be temporarily positioned vertically across the intended span in the central area. A temporary support should be positioned to hold them in position.
- Mark out the trusses locations on the timber pan checking dimensions against the construction plan.
- The first truss is to be moved from the central stack to the end of the building by carrying or sliding along the Pan using manual resource at both sides. Ensure adequate fall protection internally.
- Position the end truss with a temporary bracing and secure to the Pan.
- Move the second truss similarly into location and secure to the pan. Fix a bracing timber between the two trusses to provide a rigid self-supporting structure.
- Check alignment.
- Continue positioning and installing trusses in similar manner towards the centre position.
- Trusses may be similarly erected from the opposite end of the roof.
- Fit storm bracings and cross ties to roof trusses.
- Remove any temporary supports.

Construction of Gable Ends

- Extend scaffold to ensure safe operation on gable ends.
- Build timber stud gable ends and fix into position.
- Install specified insulation up rear of studding.
- Board timber stud gables with waterproof plywood.
- Cover ply with breathable membrane.
- Clad exterior of gable end and fix cladding with Pasload pin gun

Fitting Window Frames

- Put on your personal protective equipment.
- Check frame for damage and full operation.
- Test fit frame.
- Fit window frame, level and plumb and pack to central alignment.
- When working at height, ensure a safe working platform is in place to prevent falling.
- Fix frame by pilot drilling and secure with specified proprietary fixing system. Ensure all fixings will be concealed behind glazing when finished.
- Test window for correct opening operation.

- Apply sealant around perimeter externally.
- Make sure any extension leads are kept tidy and do not cause a trip hazard.

Element – Brick Work Activities

Start of Works

- Report to site office and inform site manager of arrival, collect permit to work where required
- Attend any induction as required by the Principal Contractor
- Put on your personal protective equipment
- Take tools and equipment to work area
- Cordon off work area, if required to do so
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
- Check any electrical or hand tools for damage or faults; faulty or damaged tools must be removed from service immediately
- Do not leave tools and equipment unattended at any time.

Block Work/Stone Work, Setting Out

- Carry out work to ensure walls will be level and plumb
- Position blocks/stones near work area using the services of the site crane or forklift truck
- Collect mortar in tubs from mixing silos or mobile mixing units
- Crane to lift mortar tubs into position where provided
- Carry out block and stone work as per contract drawings
- Build walls up to level and arrange scaffold
- Set out windows and doorways as per contract drawings
- Ensure all settings are level and plumb
- Scaffold access will be built up as the height increases by others
- Floors must be installed before allowing work above 1st and 2nd floor level.

Lifting and Positioning of Lintels and Support Steel Work

- All lifting work will be properly planned and supervised
- Cranes will be used to lift heavy items into position
- Slinging work to be carried out by competent personnel
- Loads will have a hand line attached
- Slung loads will be guided into position and positioned by two men working from suitable access equipment
- Lintels will be fixed in position.

Finishing

- All tools and equipment will be cleared to secure storage at the end of each shift.
- Staff will leave area clean and tidy at end of shift.
- Report to site office and sign off permit to work where necessary.

Element – Steel Installation Activities

- Erection team will ensure steel work is positioned correctly in line with erection sequence.
- The erection start point should follow the attached sequencing document.

- Columns are rigged by a slinger using 2T lifting bracket and lifted into position then lowered onto the pad foundation holding down bolts, the column will remain suspended from the crane until all holding down nuts on the base plates are fully engaged on the foundation bolts. Rafters must be firmly secured by all bolts prior to being released from crane. A MEWP will be used to gain access to all structural connections at height, operatives will wear full body harnesses and fall restraint lanyards when working at height within the basket of the MEWP.
- Roof beams and bracing steel will be inserted into the basic structure as the steel bays progress, purlins will be attached to the roofing beams as work progresses and will assist structural rigidity.
- Roof elements will be fully bolted and tightened as erection allows to ensure maximum stability of the steel structure.
- Following the erection of stable structural steel bays verticality and positional checks will be carried out, bolts will then be tightened in accordance with the agreed project specifications.
- The subsequent structural steel bay elements will be erected in the same manner as above.
- The Steelwork Erection Supervisor will take due account of the project weather forecast in respect of the safe operation of the mobile crane and stability of the structure as erection works progress.

Element – Frame forms and Plasterboard Installation Works

Area will be swept and kept clean before to ensure best performance

Area will be marked by line or paint to ensure that all works are planned as per Client latest drawings

Metal studs or timber tracks shall be fixed to the flooring using specified fixings. These shall act as supports and a guide rail to keep the studs in place. All partitions shall be set out from dimensioned drawings. In order for setting out to proceed correctly and economically it is important that areas are cleared of materials and other obstructions prior to this process commencing.

Floor tracks shall be fixed using the correct proprietary fixings. Head tracks shall then be located by plumbing up from the floor channels and then fixed in place. If the walls require it continuous bead of acoustic sealant shall be run along the underside of each timber prior to it being fixed in place.

Studs shall be cut to the correct length using a cold cut saw or tin snips and inserted into the head and floor track and fixed into position.

Deflection head details shall be formed as per specifications. Where mechanical fixings to the structure are not permitted (e.g. as is sometimes the cases with abutments to perimeter window mullions) then vertical abutment framing shall be fixed as per approved detail with client.

Once frames are completed, and all studs and structure is stable, the plasterboard works can commence. Sheet of plasterboard shall be fixed to one side of the frame as per specification as part of the 1st Fix. The detailed plywood will be installed and wall structures prepared for other trades works such as plumbing or electrical contractors. Once this is completed, the 2nd fix will commence. The Acoustic material is placed into the void followed by plaster boarding on the other site. The operative will lift a plasterboard sheet and will place it against the structure as per drawing and will place a fixings to secure to the structure. If require a colleague support will be provided to ensure that sheet is in right place and right angle. The sheet will be fixed with plasterboard and metal fixings (screws) as required. This task will be

continuing to most of the partition by fitting full boards. Where the adjustments and different shapes are required, the operative will measure the required sizes and will cut the board as required.

Cutting will be completed by plasterboard saw. If natural ventilation is not adequate, the company will provide a dust extraction system – local LEV to ensure that all dusts are extracted so far as reasonably practicable. The operatives are also will wear a disposable whilst cutting taking a place.

Where works at heights are required, the company uses different approach and different tools for the task;

- Step up podium ladders with edge protection
- Step ladders & Hop up ladders
- Mobile elevating platforms & Aluminium Towers

If works required above, the one of selection will be chosen for the task. Method statement and risk assessment whilst working at heights are outlined in separate document. Once one side of the wall is completed the acoustic insulation shall be carefully placed into the cavity to restrict the amount of fibres that may become airborne. The operatives will wear gloves and safety disposable masks (FFP3 Type) and safety glasses whilst placing an insulation material between the partitions. Once insulation material is installed the plaster boards will be fitted as per stage 1 to cover the gaps on another side of the partition.

Frame Forms and Suspended Ceiling Installation

Preparation

- Liaise with the principal contractor and other contractors to ensure safe operation.
- Cordon off work area if practical and necessary to do so. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained. Ensure that working at height platforms are ready and safe to use (podium ladders, scaffold Towers)

Installation

- Put on your personal protective equipment
- Inform other contractors of work commencing and cordon off work area if practical to do so. Mark the height of the new ceiling and use a laser level to extend the line around the room. Align the top of the perimeter channel with the suspended ceiling line and secure with nails and or other suitable fixings. Cut channel to size with snips.
- Mark fixing points of acoustic hangers to the structure. Secure the hangers with a specified fixing to the concrete ceiling.
- Begin to form the primary grid by fixing first support perimeter channel.
- Fix hangers to Primary support channel using screws. Extend channels by overlapping back to back and fix together using screws.
- Install further sections to complete the grid of the ceiling.

Fix board to section long edge and right angles to the framing and secure with drywall screws

Element – Taping and Jointing Plasterboards

- Ensure intensity and direction of lighting is suitable to determine a satisfactory finish.
- Ensure joint faces are clear of dust and screws are not protruding above board surface. Apply jointing tape equally across board joint. Mix gypsum filler by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well-ventilated area. Apply filler to bed in to jointing tape; finish to a uniform thickness over tape and feather away to each side using float trowel.

- Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately. Do not attempt to continue where extremes of temperature or moisture will affect the finish. Mix the jointing cement and apply for final coat. Remove excess jointing compound with trowel and allow to dry. Lightly sand joints to finish at external angles use corner tape Where additional protection is required, use an angle bead instead.
- Use an suitable beads on corners (e.g. at abutments). Ensure surface of dry wall is free of dust etc. Remove all debris to designated area, leave area clean and tidy.

Element – Sanding the Walls & Ceilings

- Liaise with the principal contractor and other contractors to ensure safe operation.
- Cordon off work area if practical and necessary to do so. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained. Ensure that working at height platforms are ready and safe to use (podium ladders, scaffold Towers). Ensure that Local Extraction systems are in place and connected to drywall electrical sander to extract dusts from working environment. Additionally, turn on Class M Dust extractor within working environment to eliminate dusts as far as reasonably possible

Sanding Process

- Prepare all tools for this task (Stanley Knife, sanding bloke, sanding paper, sandpaper for plasterboard, rotating electrical long pole sander additional portable lighting, sanding sponge) ensure that dust extraction system is turn on and operating efficiently. Ensure that all working at height equipment is build correctly and by trained person, ensure that visual inspection has been completed before the use.
- Apply PPE for this task (hooded coveralls, face mask with filters for dusts, safety glasses, gloves and additional PPE as per site requirements)
- Connect the light units to ensure best possible visibility
- Start the air extraction system and allow it run for few minutes to ensure maximum extraction. Final check all walls and areas to be sanded. Some minor holes and lines, grooves might be easier to be refilled then sanded deep. Use your hand sander and sponge sander to touch up trouble spots. Mark depressions and other spots that need filling. Finish the job by filling the marked areas with joint compound and finally sanding these spots when they dry.
- Apply sandpaper on block, ensure that grit is designated for this task
- By using manual handling techniques and your body force move the sander block with pole or electrical sander across the wall or ceiling areas in consistency until job satisfaction is met. Using pole and block try to sand one area at the time to prevent from manual handling concerns. Once area is finished, use the hand touch to ensure its completed to smooth and required finish.
- Use corner sponge for corners and edges sanding. Use the paper of sponge to wipe the dusts from the wall after completion. Leave the extraction system running with PPE and RPE on for a while to ensure that dusts are extracted from the working areas

Element – Roof Works

- Scaffold to be erected around the perimeter of the property by competent installers. Passive fall protection measures by way of a crash deck will be installed
- Trusses to be delivered by lorry and under direction of a banksman guided to loading area.
- Trusses to be safely unloaded in a vertical position using manual handling techniques.



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- Operatives will raise trusses individual, as per their plan. The first truss will be positioned and secured to wall plate.
- The remaining trusses will also be lifted into position and temporarily braced back to the first truss.
- Longitudinal bracing will be fixed to the trusses, ceiling ties and struts. The trusses will then be fixed to the walls and gables
- Sufficient quantities of felt will be transported to the work area. The felt will be systematically laid in the direction of the roof gradient with suitable side and end flaps, and breaking joints between layers. The process will be repeated until a sufficient felt layer has been achieved.
- 2X1 roof batten will be lifted to roof area. Operatives will secure batten at suitable spaces for tiles.
- Sufficient quantities of roof material will be transported to the working area and fixed to the battens using copper double nails.
- This process will be repeated along the length of the roof and then the cover material will be cemented into place
- Once the work is completed, any surplus material will be safely removed and operatives will leave the roof via scaffold ladders to the ground level. The site will be made good and control handed back to the client

Element – Electrical Installation Works (Engineer – Electrical only)

Introduction

We take all health and safety matters seriously and provide regular training to all our staff; particularly with regard to potentially hazardous activities or operations.

Purpose of Method Statement

The overall purpose of this Method Statement is to set out our safety procedures relating to electrical services, whether high or low voltage.

Legislation

In order to comply with the Health and Safety Act 1974 we take all steps as we consider necessary to help prevent and eliminate hazards to health. We also comply with The Electricity at Work Regulations 1989. These require every employer to comply with the provisions of the regulations in so far as they relate to matters which are written within their control.

System control

All systems shall, at all times, be of such construction as may be necessary to prevent danger, so far as is reasonably practicable. All work activities, including operations, use and maintenance of systems (including work near a system) shall be carried out in such a manner so as not to give rise, so far as is reasonably practicable, to any element of danger.

Equipment

All equipment provided under these regulations for the purpose of protecting persons at work, on or near electrical equipment, shall be suitable for the use for which it is provided and shall be maintained in a condition suitable for that use and be properly used.

Definitions

"Electrical equipment" is defined as anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy. "Live" means that the equipment in question is at a voltage, by being connected to a source of electricity as for example in normal use. This implies that unless otherwise stated, the live parts are exposed so that they can be touched either directly or indirectly or indirectly by means of some conducting object and that they are either live at

a dangerous potential in dry conditions; or at a dangerous energy level. "Charged" means that the item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from the rest of the system. "Dead" means not electrically 'live' or 'charged'.

"Disconnected" is used to describe equipment or a part of an electrical system which is not connected to any source of electrical energy.

"Isolated" is used to indicate equipment or part of an electrical system which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure and cannot be re-energised accidentally or inadvertently. "Low Voltage" is regarded as a voltage exceeding 50v a.c or 120v d.c between conductors or earth but not exceeding 1000v a.c or 1500v d.c between conductors or 600v a.c or d.c between any conductors and earth. "High Voltage" is regarded internationally as being in excess of 1000 volts a.c, however certain precautions have been applied in the UK to systems energised at over 650 volts. To maintain the same degree of safety this guidance uses the term 'high voltage' where the voltage exceeds 650 volts a.c.

Permit to work

The following works carried out on electrical equipment may be subject to a permit-to-work:

- Switching off any switch fuse, distribution board, or mains circuit board that may affect or safety critical systems, the safety of persons working on or visiting the premises;
- Work on live electrical apparatus;
- Work on electrical distribution systems that need the installed safety systems/barriers or removed;
- Work on electrical distribution systems which may expose employees to shock hazards;
- Work on remote & automatically controlled low voltage switchgear.
- Work on any earthing whilst the supply is still live

Permits to work will not normally be required for the following work, provided it is carried out by a competent person:

- Isolation of electrical distribution systems & equipment to make them safe
- Replacement of electrical outlets, fittings, equipment & fuses where the supply has been made safe.
- Installation of new electrical fittings, outlets & equipment.

Replacement of electrical lamps

The replacement of electrical lamps may be carried out by semi-skilled operatives under the guidance of a competent person. Lamps shall be disposed of in accordance with the latest environmental codes of practice.

The disposal of all redundant equipment recycled wherever possible or disposed of in a proper manner and in accordance with the latest environment codes of practice.

Safe system of working

All work carried out on electrical equipment on premises (including work carried out by authorised contractors) shall be subject to a thorough risk assessment.

The results of all risk assessments for work on electrical equipment shall be documented and shall include a detailed method statement that documents:

- The steps that will be taken to ensure or verify that there is adequate working space, adequate means of access, and adequate lighting
- The means by which the electrical equipment to be worked on shall be disconnected from every source of electrical energy.
- The steps that will be taken to ensure that electrical equipment to be worked has been made dead.

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- The precautions that will be taken to prevent electrical equipment, which has been made dead, from becoming electrically charged during that work.
- The personal safety equipment & tools that shall be required to prevent injury.
- The action to be taken to segregate the work area & post warning notices.
- The inspections & tests required on completion of the work.
- The action required to return the low voltage electrical equipment to service.

Authorised persons

All work carried out on electrical equipment will only be undertaken by a competent person. A person shall be deemed competent to work on electrical equipment if they:

- Have a recognised qualification in electrical installation.
- Have sufficient training and experience in the type of work involved to carry out the work in accordance with current best practices, to the standards required by legislation, and are able to apply this to the tasks required. Recognise the limitations of their own knowledge and experience.
- Understand the principles of risk assessments and risk prevention.

Planning work on electrical equipment

All work on electrical equipment shall be planned in advance. When planning work the following factors shall be considered:

- The work to be done.
- The hazards of the system or equipment to be worked on.
- The people doing the work and the level of supervision necessary.
- The precautions to be taken. The system of work to be employed.

It is recognised that further review of the ongoing project may be necessary due to unforeseen circumstances.

Procedure for working on dead electrical equipment

An employee shall ensure that before any work is carried out on electrical equipment that may give rise to danger that there is:

- Adequate means of isolation.
- Adequate working space.
- Adequate means of access. Adequate lighting.
- All necessary steps shall be taken to protect against inadvertent contact with other live parts nearby. This shall be done wherever practicable by the erection of physical and/or the use of temporary insulation.
- No person shall work on electrical equipment on the premises if they are unsure of the requirements of the safe working procedures set out in the safety method statement for the work.
- Before disconnecting or isolating any electrical equipment, the circuit to be worked on shall be clearly identified. Electrical equipment shall wherever practicable be physically identified. Wherever possible this process should be aided by the use of appropriate drawings, diagrams and other written information. Labelling on circuits and equipment may be used to assist in the identification process but it must never be assumed that the labelling is correct.
- Once the circuit or equipment to be worked on has been identified it shall be disconnected from every source of electrical energy.
- The employee shall prove live then prove dead before work can be carried out on the circuit and/or equipment.
- Adequate precautions shall be taken to prevent electrical equipment which has been made dead from becoming electrically charged during that work. Wherever practicable this should be carried out by locking off all isolators. Where such facilities are not available, the removal of fuses or links is permissible. Fuses or links shall be in safe

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keeping away from the isolator by the employee and under no circumstances must the fuse or links be left unattended by or near the isolator.

- If a plug has been withdrawn, steps shall be taken to ensure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus. Once isolated a notice or label shall be put at the place of disconnection. This should be supplemented by 'danger' notices adjacent to the place of work indicating nearby apparatus that is still energised.
- Having isolated the circuit systems will be tested to ensure that they are dead, even if the isolation has been achieved automatically through an interlocking system.
- If it is a three-phase system or equipment with more than one supply then the employee must prove that all supply conductors are dead. The device used for proving dead shall itself be proved immediately before and after testing.
- Before reinstatement, the circuit/equipment shall be tested to prove safe before energisation. To ensure that the risk to personnel is minimised, even if the above precautions fail, all conductors should be earthed using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply. Additional earths at the point of work may also be necessary if this is remote from the point of isolation, but these should be applied only after proving dead at the point of work. These procedures are essential for high voltage apparatus and stored energy equipment.
- The earthing conductors should be suitable for the energy that may flow in the event of a failure of the above precautions. Earthing low voltage equipment is particularly desirable if there is a risk of re-energising. In other low voltage equipment, however it may be physically impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus worked on.

Safety Equipment

Each employee shall ensure that the following equipment is available and used where necessary during any work on electrical equipment located on site (including work carried out by authorised contractors).

- Rubber gloves.
- Safety glasses and face shields.
- Rubber mats.
- Approved electrical test instrumentation.
- Insulated tools.
- Safety locks

All safety equipment should be suitable for the voltage potentially encountered during the work. Safety equipment shall be kept in approved containers when not in use and stored in a location where it is not exposed to damage or deterioration. All personal protective equipment (PPE) and devices shall be inspected for scratches, punctures, and cracks or cuts before use. Defective equipment and devices shall be disposed of immediately or removed from site. All rubber gloves used must be stamped with the date of test, marked with the rated voltage and never used with voltage that exceeds this rating. Defective gloves shall be disposed of immediately.

Safety locks and caution notices

- Caution notices shall be fixed on all switchgear controlling the apparatus on which is to proceed. Safety locks (differing from any standard locks of the system) shall be used to lock off switches at points where the circuit on which work is to be carried out can be energised. Danger notices shall also be fixed where applicable, on or adjacent to live apparatus.
- Safety warning tags are to be attached to each caution and danger notice.



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- Keys for safety locks shall be retained in the possession of the employee who is working on the equipment or installation. Locks can only be removed by the employee or other authorised person who is working on the equipment or installation. Only in exceptional circumstances can the locks be removed by others. When the circuit is controlled only by fuses or links, the employee shall remove, retain in a safe place and replace the fuses, links & carriers.

Operation of low voltage switchgear

The following items of low voltage switchgear shall be normally in the service position and operated only by the employee or authorised person:

- Main building incoming supply circuit breakers/isolators/switchgear.
- Bus-section switch on main switch boards.
- Standby generators switchgear connected (via switchgear) to the low voltage switchboards.
- Uninterruptible power supplies.

Remote and automatically controlled switchgear

- Before work is carried out on remote or automatically controlled switchgear, all remote control and automatic features must be rendered inoperative.
- The employee or other authorised person shall issue a permit-to-work if work is to be carried out on the controlling equipment, wiring or relays.
- Whilst such work is in progress, only work that is clearly written into the permit-to-work shall be carried out on the controlling equipment, wiring or relays.

Live working

- Work on or near live conductors shall only be permitted in exceptional circumstances and only when authorised after consultation and agreement. In all other circumstances live working shall be strictly forbidden.
- The advice of the authorising engineer shall be sought where appropriate.
- Routine testing and adjustment of control circuits is permitted if a risk assessment proves that minimal hazards exist and are acceptable. However, the following requirements still apply:
 - No working alone.
 - Only trained, qualified & experienced persons are authorised to undertake live working.
 - Evaluation of potential hazards in the area, must take place to ensure safe working conditions.
 - A suitable communication device is available to summon help in an emergency.

Emergency Procedures

Should an emergency arise during the work covered by this document, the engineer should stop and switch off tools and exit the working area by predefined safe routes and attend safe point before notifying the management team.

Element – Plumbing and Pipeline Activities

External Piping – Water Supply Installation

- Mark pipelines in ground according to working drawing and provide barricading.
- Excavate trenches to required depths as per working drawings.
- Prepare base of trench for laying pipes, as per technical specifications.
- Lay the pipes on the prepared base and support them at adequate intervals.

- Test the pipes for leaks under pressure in the presence of client's representative and maintain a 'test certificate' duly signed by the representatives of the client and contractor.
- Coat the pipes with the specified anti-corrosive treatment (if metal pipes are used).
- Provide encasement with sand/granular material, if specified.
- Backfill trenches in layers including compaction.

External piping - Sewerage & Storm water

- Mark pipelines in ground according to working drawings.
- Excavate trenches to required depths with proper barricading.
- Prepare base for laying pipes.
- Lay pipes according to specified gradient.
- Perform hydraulic/smoke test and obtain certification from client's representative.
- Provide encasement with concrete / sand/ granular material, as specified.
- Backfill trenches in layers including compaction.

Shaft Piping

- Mark for pipes on the plastered shaft walls according to details in the working drawings. Ensure that the plastering is completed as it will be almost impossible to plaster walls after the pipes are in place.
- Fix brackets as per details shown on the working drawings. A clear gap of 25 to 50mm shall be maintained between pipe and wall surface.
- Clamp pipe assemblies on to the brackets. Make sure the pipes are in 'line' (horizontal runs) or in 'plumb' (vertical stacks). Where expansion / contraction will be a concern, ensure that pipes are not rigidly held to brackets.
- Make cut-outs on the shaft walls for branch pipes at locations shown on the drawings.
- Insert sleeves wherever required. Ensure that annular space in sleeves is not more than 25mm. annular space shall be filled with yarn and flexible sealant after installation of pipe through the sleeve.
- Provide branches on the pipe assembly for connections to internal pipe work. Provide isolating valves on water supply pipes at locations shown on working drawings; at easily reachable heights.
- Test the pipes for leaks under specified pressure for the specified duration.
- Tests must be witnessed and approved by client's representative.
- Paint the pipes as per approved colour code and provide identification labels where called for. Take measurement of pipes installed. A representative of client must be present and should acknowledge the records. Terminate soil, waste and vent pipes with vent cowls at specified heights above terrace level. Ensure that vent cowls are not terminated within one meter (horizontally and vertically) from any window openings. Terminate water supply risers with automotive air vents (with isolating valves) and down pipes with drain plug/drain valve – all as per drawings. Ensure that water supply pipe work would be self-venting and self-draining. Connect the soil stack(s) to inspection chamber(s) at ground level. Connect waste stacks(s) to the gully trap(s) at ground level. Connect the gully trap(s) to the inspection chamber(s).

Pipes in wall chases

- Make sure that walls are at least rough-plastered and finish levels are marked by the civil contractor. If proper cladding levels are not marked, the pipes could be too deep or too shallow inside. Pipes deep in the wall will require use of extension nipples at faucets. Wall flanges of concealed stop cocks, concealed shower mixer etc will not fit-in correctly.
- Mark pipe lines on walls as shown on the working drawing.
- Chase the walls to required depth using a chasing machine.

- Assemble piping starting from branch left in shaft and install in the wall chase with clamps. Use pre-fabricated assemblies wherever possible.
- Locate fixture outlets according to working drawing and tile-module drawings. Tile modules shall be marked on walls by the civil contractor. Plug all openings and test the pipe work for leaks under specified pressure and for required duration. Test should be witnessed and approved by authorized personnel. Apply anti-corrosive coating or wrapping on the pipe, as specified (if metal pipes are used). Ensure that the tested pipe joints are not disturbed. Insulate hot water pipes with the specified material.
- Note: Wherever possible, pipes may be pre-insulated/pre-wrapped, leaving joints, prior to installation in the wall chase.

Pipes in sunken floor or suspended in ceiling (Drainage)

- Make sure that base water-proofing of toilet floors is completed.
- Locate and mark positions of soil and waste outlets. Make core drills where necessary.
- Assemble pipe headers and connect them to branches left in the shaft for this purpose. Pre-fabricate wherever possible. Make sure that pipes are in proper slope and are supported adequately. Always ensure that the spacing of supports is as per specifications. Ensure that floor traps are installed in level (not tilted) so that the water seal is not diminished.
- Test the pipes and attend to leaks, if any. Supervise the filling of sunken floors by civil contractor so that the alignment and slope of drainage pipes are not disturbed. It is in the plumbing contractor's interest to ensure that water proofing of the core drills is done and tested. Keep all open ends plugged to prevent ingress of construction debris.

Sanitary fixtures & CP fittings

- Flush the installed pipe work (water supply and drainage) to remove debris or blockages, if any.
- Install sanitary fixtures, faucets and washroom accessories. Use screws with nylon washers to fix vitreous chinaware and PTFE tape for installation of faucets to pipe work.
- Check CP fittings for leaks and firmness. Refit them if necessary. Ensure that proper tools are used. They must not make scratches or any other kind of damages on the chrome plated fixtures.
- Commission the toilets in the presence of the client's engineer.
- Handover the toilets formally using the forms provided for the purpose. Disinfection

The water distribution system should be thoroughly disinfected before being put to use. The following simple procedures will ensure satisfactory results:

- Flush and clean water tank(s) and distribution pipe work with potable water to remove dirt and any foreign matter.
- Fill the tank(s) with water mixed with chlorine solution at the rate of 50 parts per million. Retain chlorinated water in the system allowing the chlorine to spread throughout pipe work. Open the farthest draw-off points or drain plug/valve to draw water. Repeat the procedure till odour of chlorine is felt at all locations when checked at random.
- Drain out chlorinated water and fill the system with potable water.

Element – Decorating Activities

- The work area to be surveyed to plan the work including any requirements to avoid working at height.
- Where painting at height is unavoidable then appropriate access equipment to be selected.
- Only competent trained persons to work at height.
- Equipment selected is appropriate for tasks.
- Pre user checks on all equipment.

- Ensure that plenty of natural ventilation is within the area.
- Ensure COSHH Risk Assessments are in place with MSDS sheets attached for reference for first aid and
- emergency measures required.
- First aid supplies provided within the vicinity with a trained first aider.
- Ensure appropriate storage area set aside and demarcation for specific materials.
- Delivery materials to site in original factory wrappings and in containers clearly labelled with identification of approved manufacturer, brand name, fire-hazard classification, lot number and quality or grade.
- Follow approved manufacturer's recommendations for special delivery, storage and handling of materials.
- Samples shall fully represent the material to be installed in colour, texture and finish range as per
- scheme of work.
- All materials used in the preparation of surfaces for painting and all undercoats shall be those recommended by the approved manufacturer of the finish coat for that specific finish.
- All materials for painting shall be delivered to site in the original sealed containers supplied by the approved manufacturers and shall be carefully stored to minimize exposure to high temperatures in accordance with approved manufacturer's instructions.
- Interior decoration shall not commence before the work of all trades has been substantially completed and the areas concerned have been thoroughly cleaned out.
- All removable fixtures, furniture and fittings to be removed from the room before work starts.
- Dust sheets to be placed to protect fixtures and fittings that cannot be removed.
- Painters tape (not masking tape) to be used to attach plastic drops to the floor and woodwork.
- Painter's tape to be used to protect door and window frames and mouldings etc.
- Electric power points etc to be covered using painter's tape. Small plastic bags to be used to cover door knobs.
- No paint shall be applied to surfaces structurally or superficially damp and all surfaces shall be free from
- condensation, dust etc. Before application.
- Use an appropriate scraper and scrape off the loose paintwork
- All cracks and holes to be filled using paste filler applied with a putty knife and to be sanded down after the filler paste is dry.
- All walls and mouldings to be washed down using a hand sponge or cloth using warm water /sugar soap and detergent and left to dry.
- Use a mop to wash ceilings to avoid work at height.
- Newly plastered walls to be treated with one coat plaster sealer and two coats of Emulsion Paint on the internal plastered walls. The duration for drying time between the first and second coat must not be less than four hours.
- Corners and edges of walls and ceilings to be cut - in using an angled 2" trim brush applying paint in a series of short strokes away from the edges where walls or ceiling and wall meet.
- When painting ceilings a roller and tray are to be used with an extension pole and paint to be applied in one direction only.
- Walls to be painted using a roller and tray.
- Paint to be applied in a vertical motion working horizontally across a room from side to side.
- On completion of the work all brushes and rollers to be washed and put away.
- Dust sheets and painters' tape to be removed and taken away.

- The site is to be cleared of all equipment and left clean and tidy

2.5 Supervision

- Craftsman Group team will be headed by the Craftsman Group Site Manager.
- The engineering aspects of the works will be controlled by a Site Engineer.
- The site management team are responsible for ensuring the works are carried out in accordance with the safe system of works detailed in this document.
- Teams will communicate using hand signals or radio's as appropriate to the situation.
- **All personnel are empowered to intervene should an unsafe situation occur.**

2.6 Control measures to be implemented at each stage

- Work teams will be briefed prior to the commencement of work daily, new team members will be briefed before being assigned work tasks.
- All works to be monitored for compliance with control measures specified in the attached risk assessment.
- All permits and permissions must be in place before works commence.
- Lifting activities will be performed in compliance with approved lift plans.
- All lifting equipment and accessories will be certified and inspected as per LOLER requirements and bear a current specific colour code tag as proof of compliance.
- All fall restraint equipment will be suitably inspected in compliance with statutory requirements and suitable and sufficient records kept on site for audit purposes.
- Quality control requirements are specified in the associated documents.
- Hazardous materials will be controlled in line with the attached COSHH assessment.
- HAVS controls and records of personal exposure will be by the site team.
- Noise exposures above 80 dBA require signage and hearing protection to be made available, exposures above 85 dBA will prompt compulsory hearing protection areas. Noise levels to be monitored.

Site Emergency Procedures

Emergency contacts must be available on site and a site emergency plan provided to deal with issues such as contact with live services, flooding, trench collapse etc. Should an emergency arise during the work covered by this document, the alarm should be raised and the site operatives should exit the working area by predefined safe routes and attend muster point before notifying the management team as per Site Induction.

First Aid Procedures

The first aid procedures will be based by the size of the site and Client when on site and at least one basic first aiders are available at Craftsman Group site environment, usually this will be Site Manager.

Management Requirements

Craftsman Group management team maintains responsibility for all aspects of Health, Safety & Welfare associated with the works. Direct supervision of the working party will be provided by the charge-hand/supervisor

Waste Management

All work site wastes will be removed from site, segregated and disposed of in the appropriate manner. The work site is to be maintained in a tidy state, with moveable items removed or suitably secured at night. Upon completion of works all surplus materials, plant equipment and tools are to be removed from the working area.

Environmental Issues

Plant engines are not to be left running idle, resulting in unnecessary noise and resulting in the release of contaminants to the air.

3.0 Risk Assessment

Hazard identified and nature of possible harm	Control Measures	Severity	Probability	Risk Rating	Action Required (If none, insert words 'Maintain and Monitor Controls')	Time scale	Action taken (sign and date)
ELEMENT - DEMOLITION WORKS							
Manual Handling	- Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. - Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices.	3	1	3	Maintain and Monitor Controls	-	-
Slips, Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage	- Continual monitoring of all slip trip and fall hazards by site management - Workers must ensure that he is aware of site hazards and report any issued to the site management immediately - Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules - People are encouraged to report defects to the site manager	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare	- Identify, report, clean-up process in line with general housekeeping. - Report any environmental issues to site management - Site operators are responsible to ensure that all areas are kept clean and as designated loading offloading bays are designed.	2	1	2	Maintain and Monitor Controls	-	-
Site Fire	- Fire Extinguisher provided to tackle with fire if occurs - All refuelling is carried out in safe process where fire prevention procedures are implemented and reviewed regularly - If fire occurs on Client site, site workers must follow site procedures as per Induction	5	1	5	Maintain and Monitor Controls	-	-
Noise	All Workers working in area where noise levels are in required limits	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- While operating the machinery, operators are provided with ear defenders / ear muffs to reduce the noise where applicable - Safety signage is displayed to wear ear protection in areas where noise exposure is greater than an allowance						
Dusts (Silica)	- Workers are at risk to be exposed to dusts when working outside their equipment or exposed to other contractor's activities - Adequate dust protection PPE is provided when required to prevent from dusts exposure - Site is kept clean and tidy all the times to ensure minimum dust exposure is at present - To avoid sweeping dust and expose to dust clouds, site workers can wash the dust with water and use the brush to collect the debris and dispose in designated skip provided on site	3	1	3	Maintain and Monitor Controls	-	-
Hand Tools	- PPE to be worn, glove, eye protection and ear defenders to be worn during working operations. - Appropriate and higher risk tools are subject to inspection and maintenance on regular basis - Tool Register is in place and all tools are issued by site manager - Tools are stored in site container and locked during out of working hours Visual inspections are carried out to ensure all tools are fit for the purpose	4	2	8	Maintain and Monitor Controls	-	-
Falling Structure	- The crash decks will be installed where applicable or required by the client to reduce the risks of falling structures. Adequate PPE provided - Workers are competent and trained to carry this task - Supervision on site provided	4	2	8	Maintain and Monitor Controls	-	-
Vibration	- Equipment will be used by trained operatives - All equipment will be subject to HAVS assessment where applicable - Regular job breaks between tasks to reduce the chance of HAVS injuries	4	2	8	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- PPE will be worn to reduce the risk of vibration - Equipment will be subject to regular inspection to ensure good and efficient performance						
Poor Housekeeping Debris Spilled liquids	- Continual monitoring by client and contractors on site. Main client is responsible for ensuring that site is kept at well managed standards - Identify, report, clean-up process in line with general housekeeping routines - Maintain tidy environment, Assess the working environment and remove any potential trip hazards and obstacles before commencing task	2	1	2	Maintain and Monitor Controls	-	-
ELEMENT – DELIVERY OF MATERIALS ON SITE RISK ASSESSMENT							
Manual Handling	Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices.	4	1	4	Monitor and Maintain Controls	-	-
Slips, Trips & Falls Fractures Bruising/abrasions Tendon/ligament damage	Continual monitoring of all slip trip and fall hazards by site management. Workers must ensure that he is aware of site hazards and report any issued to the site management immediately. Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare	- Report any environmental issues to site management - Site operators are responsible to ensure that all areas are kept clean and as designated loading/offloading bays are designed.	3	1	3	Maintain and Monitor Controls	-	-
Poor Housekeeping Debris Spilled liquids	- Continual monitoring by client and contractors on site. Main client is responsible for ensuring that site is kept at well managed standards. Identify, report, clean-up process in line with general housekeeping routines - Maintain tidy environment, Assess the working environment and remove any potential trip hazards and obstacles before commencing task	3	1	3	Maintain and Monitor Controls	-	-
ELEMENT – SOFT STRIP ACTIVITIES RISK ASSESSMENT							
Manual Handling	Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices.						
Slips, Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage	- Continual monitoring of all slip trip and fall hazards by site management - Workers must ensure that he is aware of site hazards and report any issued to the site management immediately - Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules - People are encouraged to report defects to the site manager	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare	- Identify, report, clean-up process in line with general housekeeping. - Report any environmental issues to site management - Site operators are responsible to ensure that areas are kept clean and as designated loading offloading bays are designed.	2	1	2	Maintain and Monitor Controls	-	-
Falls From heights – mobile aluminum towers or scaffolds	- Ensure tower or scaffold is positioned on correct hard standing - Ensure you will not exceed SWL for tower scaffold by loading with tools, equipment and men - Put equipment into tower or scaffold - Operatives are not permitted to climb out of the tower or scaffold or lean over the handrail - Care to be taken with trailing power cables and hoses for equipment - Operator to make himself aware of overhead cables etc. - The tower access ladder shall extend 1.2 metres above the landing point to provide a handhold - Ladders shall only be used as access to fixed platforms - Ladders will be removed or closed off at the end of the shift to prevent unauthorised access.	3	1	3	Maintain and Monitor Controls	-	-
Poor Housekeeping Debris Spilled liquids	- Continual monitoring by client and contractors on site. Main client is responsible for ensuring that site is kept at well managed standards - Identify, report, clean-up process in line with general housekeeping routines	2	1	2	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	Maintain tidy environment, Asses the working environment and remove any potential trip hazards and obstacles before commencing task						
Unfamiliarity with Risks on Client Sites	- Workers given a safety induction or site awareness rules for new sites - New Workers being trained by experienced persons before allowed to work on their own	4	1	4	Maintain and Monitor Controls	-	-
Adverse Weather	- Workers are provided with appropriate PPE and body coveralls to meet the requirements of the Client and EN standards - Most of the time, Workers are working outside and are exposed to different type of weather - Worm clothing is provided in winter times - Site has welfare facilities where workers are allowed to take some time and have access to hot drink	4	1	4	Maintain and Monitor Controls	-	-
Site Fire	- Fire Extinguisher provided to tackle with fire if occurs - All refuelling is carried out in safe process where fire prevention procedures are implemented and reviewed regularly. If fire occurs on Client site, site workers must follow site procedures as per Induction	5	1	5	Maintain and Monitor Controls	-	-
Noise	- All Workers working in area where noise levels are in required limits - While operating the machinery, operators are provided with ear defenders / ear muffs to reduce the noise where applicable. Safety signage is displayed to wear ear protection in areas where noise exposure is greater than an allowance	3	1	3	Maintain and Monitor Controls	-	-
Dusts (Silica)	- Workers are at risk to be exposed to dusts when working outside their equipment or exposed to other contractor's activities - Adequate dust protection PPE is provided when required to prevent from dusts exposure - Site is kept clean and tidy all the times to ensure minimum dust exposure is at present	3	1	3	Maintain and Monitor Controls	-	-
Hand Tools	- PPE to be worn, glove, eye protection and ear defenders to be worn during working operations. - Appropriate and higher risk tools are subject to inspection and maintenance on regular basis	4	2	8	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- Tool Register is in place and all tools are issues by site manager. Tools are stored in site container and locked during out of working hours - Visual inspections are carried out to ensure all tools are fit for the purpose						
ELEMENT – JOINERY ACTIVITIES RISK ASSESSMENT							
Manual Handling	- Joiner should seek assistance from another employee when retrieving heavy or awkward items from the storage area. - Use trolley or lifting aids where possible. - Where reasonably practicable items should be delivered from the supplier directly to site or the company provided van should be engaged to deliver these items. Employees should receive manual handling awareness instruction.	3	1	3	Maintain and Monitor Controls	-	-
Exposure to Dusts and Debris whilst commissioning the System	- Joiner are competent to do the tasks - Masks are provided where applicable - Ventilation systems are in place	3	1	3	Maintain and Monitor Controls	-	-
Noise	- Noise survey was undertaken by Noise Meter. Noise levels do not exceed the 85 db(a) in any areas - Noise levels exceeds only when working with abrasive wheel equipment. Ear protection must be worn at all times as the area is a noise protection zone. - All visitors are required to wear ear protection. It is the visiting host's responsibility to ensure this is provided and worn.	3	1	3	Maintain and Monitor Controls	-	-
Fire	See fire risk assessment. Fire extinguishers are provided in van or client facilities. These are compatible to the classification of fire which could be present	5	1	5	Maintain and Monitor Controls	-	-
Manual Cutting	Personnel are issued with proprietary knives with a retractable blade. A retractable snap-off blade knife is also provided for some operations. Throwing blades in with general waste is prohibited. Gloves are provided to reduce the risk of minor cuts. Operatives are prohibited from putting not retracted blade knives in their pocket.	2	1	2	Maintain and Monitor Controls	-	-
ELEMENT – BRICKWORK ACTIVITIES							

3.0 Risk Assessment

Manual Handling	Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices.	3	1	3	Maintain and Monitor Controls	-	-
Slips, Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage	- Continual monitoring of all slip trip and fall hazards by site management - Workers must ensure that he is aware of site hazards and report any issued to the site management immediately - Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules - People are encouraged to report defects to the site manager	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare	- Identify, report, clean-up process in line with general housekeeping. - Report any environmental issues to site management - Site operators are responsible to ensure that 1 areas are kept clean and as designated loading offloading bays are designed.	2	1	2	Maintain and Monitor Controls	-	-
Falls From heights – mobile aluminum towers or scaffolds	- Ensure tower or scaffold is positioned on correct hard standing - Ensure you will not exceed SWL for tower scaffold by loading with tools, equipment and men - Put equipment into tower or scaffold - Operatives are not permitted to climb out of the tower or scaffold or lean over the handrail - Care to be taken with trailing power cables and hoses for equipment. Operator to make himself aware of overhead cables etc. The tower access ladder shall extend 1.2 metres above the landing point to provide a handhold - Ladders shall only be used as access to fixed platforms - Ladders will be removed or closed off at the end of the shift to prevent unauthorised access.	3	1	3	Maintain and Monitor Controls	-	-
ELEMENT – STEEL INSTALATION ACTIVITIES							
Manual Handling	Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual.	4	1	4	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices. - Workers for this task is selected to be physically fit and experienced - Where support is not applicable due to location and restricted areas steel will be carried out manually by site workers. - The company will ensure that weight split over the workers are meeting the Manual Handling allowance limits						
Slips, Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage	- Continual monitoring of all slip trip and fall hazards by site management and employees when performing any task. - Workers must ensure that he is aware of site hazards and report any issued to the site management immediately - Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules - People are encouraged to report defects to the site manager	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare, poorly lighted internal locations	- Identify, report, clean-up process in line with general housekeeping. - Report any environmental issues to site management - Site operators are responsible to ensure that all areas are kept clean and as designated loading offloading bays are designed. - Notify other contractors about planned task to avoid traffic in the building whilst carrying steel or other tasks - Adequate control measures such as additional lighting will be provided by the client or the company to ensure that working conditions meeting the good standards	3	1	3	Maintain and Monitor Controls	-	-
Falls From heights – mobile aluminum towers or scaffolds	- Ensure tower or scaffold is positioned on correct hard standing - Ensure you will not exceed SWL for tower scaffold by loading with tools, equipment and men - Put equipment into tower or scaffold - Operatives are not permitted to climb out of the tower or scaffold or lean over the handrail - Care to be taken with trailing power cables and hoses for equipment - Operator to make himself aware of overhead cables - The tower access ladder shall extend 1.2 metres above the landing point to provide a handhold	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- Ladders shall only be used as access to fixed platforms - Ladders will be removed or closed off at the end of the shift to prevent unauthorised access. - Ensure that supervision is in place when installing the steel beams in designated areas. All are PASMA trained						
Poor Housekeeping Debris Spilled liquids	- Continual monitoring by client and contractors on site. Main client is responsible for ensuring that site is kept at well managed standards - Identify, report, clean-up process in line with general housekeeping routines - Maintain tidy environment, Assess the working environment and remove any potential trip hazards and obstacles before commencing task - If area is occupied by other contractors and not safe to work, please report to management before commencement	3	1	3	Maintain and Monitor Controls	-	-
Electrocution	- Client will provide a certificate confirming that site serviced are isolated and disconnected - FTH tools are subject to regular maintenance and service to ensure efficiency and safe use - Equipment visual inspection is taken prior to use	2	2	4	Maintain and Monitor Controls	-	-
Fire on site	If fire on site occurs, all workers are required to stop all activities and follow site fire safety emergency procedures as per induction provided	3	1	3	Maintain and Monitor Controls	-	-
Noise	- All Workers working in area where noise levels are in required limits - While operating the machinery, operators are provided with ear defenders / ear muffs to reduce the noise where applicable - Safety signage is displayed to wear ear protection in areas where noise exposure is greater than an allowance	4	2	8	Maintain and Monitor Controls	-	-
Crush by falling Steel beam	- Steel beams / columns will be erected progressively as per client drawings in areas that are prepared for installation - Lightweight steels will be moved and erected by hand and installed by fitters working from platform. - Main beams will be moved into their lifting position using roller skates and lifted with genie lift and bolted into place by fitters working from scaffolds. - All workers are physically fit and experienced for this task	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	Lifting equipment provided, where not in used, manual handling operations will be deployed by number of employees to support the lifting tasks						
ELEMENT – ROOF WORKS ACTIVITIES							
Manual Handling	Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual. These are set out in the System of Work, which is to be retained for all task assessments. Where possible, manual handling tasks should be minimised by using lifting aids such as trolleys and similar devices.	3	1	3	Maintain and Monitor Controls	-	-
Slips, Trips and Falls Fractures Bruising/abrasions Tendon/ligament damage	- Continual monitoring of all slip trip and fall hazards by site management - Workers must ensure that he is aware of site hazards and report any issued to the site management immediately - Ensure all PPE is being worn/used including wearing safety shoes with adequate grip (i.e. non-slip) as per Client Induction or site rules - People are encouraged to report defects to the site manager	3	1	3	Maintain and Monitor Controls	-	-
Environment Spillages causing wet flooring Sun glare	- Identify, report, clean-up process in line with general housekeeping. - Report any environmental issues to site management - Site operators are responsible to ensure that 1 areas are kept clean and as designated loading offloading bays are designed.	2	1	2	Maintain and Monitor Controls	-	-
Falls From heights – mobile aluminum towers or scaffolds	- Ensure tower or scaffold is positioned on correct hard standing - Ensure you will not exceed SWL for tower scaffold by loading with tools, equipment and men - Put equipment into tower or scaffold - Operatives are not permitted to climb out of the tower or scaffold or lean over the handrail - Care to be taken with trailing power cables and hoses for equipment - Operator to make himself aware of overhead cables etc.	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- The tower access ladder shall extend 1.2 metres above the landing point to provide a handhold - Ladders shall only be used as access to fixed platforms - Ladders will be removed or closed off at the end of the shift to prevent unauthorised access.						
Poor Housekeeping Debris Spilled liquids	- Continual monitoring by client and contractors on site. Main client is responsible for ensuring that site is kept at well managed standards - Identify, report, clean-up process in line with general housekeeping routines. - Maintain tidy environment, Assess the working environment and remove any potential trip hazards and obstacles before commencing task	2	1	2	Maintain and Monitor Controls	-	-
Unfamiliarity with Risks on Client Sites	- Workers given a safety induction or site awareness rules for new sites - New Workers being trained by experienced persons before allowed to work on their own	4	1	4	Maintain and Monitor Controls	-	-
Noise	- All Workers working in area where noise levels are in required limits - While operating the machinery, operators are provided with ear defenders / ear muffs to reduce the noise where applicable - Safety signage is displayed to wear ear protection in areas where noise exposure is greater than an allowance	3	1	3	Maintain and Monitor Controls	-	-
Dusts (Silica)	- Workers are at risk to be exposed to dusts when working outside their equipment or exposed to other contractor's activities - Adequate dust protection PPE is provided when required to prevent from dusts exposure - Site is kept clean and tidy all the times to ensure minimum dust exposure is at present - To avoid sweeping dust and expose to dust clouds, site workers can wash the dust with water and use the brush to collect the debris and dispose in designated skip provided on site	3	1	3	Maintain and Monitor Controls	-	-
Hand Tools	- PPE to be worn, glove, eye protection and ear defenders to be worn during working operations. - Appropriate and higher risk tools are subject to inspection and maintenance on regular basis - Tool Register is in place and all tools are issues by site manager	4	2	8	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- Tools are stored in site container and locked during out of working hours - Visual inspections are carried out to ensure all tools are fit for the purpose						
Vibration	- Equipment will be used by trained operatives - All equipment will be subject to HAVS assessment where applicable - Equipment itself produce a level of - Regular job breaks between tasks to reduce the chance of HAVS injuries - PPE will be worn to reduce the risk of vibration - Equipment will be subject to regular inspection to ensure good and efficient performance	4	2	8	Maintain and Monitor Controls	-	-
ELEMENT – ELECTRICAL ACTIVITIES RISK ASSESSMENT							
Manual Handling	- Engineer should seek assistance from another employee when retrieving heavy or awkward items from the storage area. Use trolley or lifting aids where possible. - Where reasonably practicable items should be delivered from the supplier directly to site or the company provided van should be engaged to deliver these items. - Employees should receive manual handling awareness instruction.	3	1	3	Maintain and Monitor Controls	-	-
Exposure to Dusts and Debris whilst commissioning the System	Engineers are competent to do the tasks. Masks are provided where applicable. Ventilation systems are in place	3	1	3	Maintain and Monitor Controls	-	-
Noise	- Noise survey was undertaken by Noise Meter. Noise levels do not exceed the 85 db(a) in any areas - Noise levels exceeds only when working with abrasive wheel equipment - Ear protection must be worn at all times as the area is a noise protection zone. - All visitors are required to wear ear protection. It is the visiting host's responsibility to ensure this is provided and worn.	3	1	3	Maintain and Monitor Controls	-	-
COSHH	- A range of hazardous substances are used such as paints, thinners, lubricants and solvents, oils. - All chemicals are brought on site and removed after the use by engineers and disposed as per local authority guidance and legal requirements - COSHH assessments are available in the manual for further information	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

Lighting	Lighting levels throughout the client location must be meeting good standards. If standards are not met, additional temporary lighting will be installed to assist engineers	3	1	3	Maintain and Monitor Controls	-	-
Fire	See fire risk assessment. Fire extinguishers are provided in van or client facilities. These are compatible to the classification of fire which could be present	5	1	5	Maintain and Monitor Controls	-	-
Manual Cutting	Personnel are issued with proprietary knives with a retractable blade. A retractable snap-off blade knife is also provided for some operations. Throwing blades in with general waste is prohibited. Gloves are provided to reduce the risk of minor cuts.	2	1	2	Maintain and Monitor Controls	-	-
Electrical Equipment	- The user is responsible for reporting defects verbally to his / her manager / supervisor for action. Internal repairs and installations are carried out by the competent person. - Isolation point is located throughout the working areas. - Client will be requested to leave the property if property floor boards and other means of access are lifted and represents any risk. All electrical engineers are at least Edition 17 trained electricians and has competence cards. All live access will be disconnected prior any working activities and checked with electrical tester before touching to ensure is disconnected	5	1	5	Maintain and Monitor Controls	-	-
Personnel Access	Access to this area is restricted to authorised persons only. Signage is displayed restricting access to unauthorised personnel. Fire escape, final exit routes are signed through the area.	3	1	3	Maintain and Monitor Controls	-	-
First Aid	- First aid boxes are located in the van and if possible, at client location. Equipment is maintained by regular views - Accidents and incidents are reported to a first aid person where the accident book will be complete. For accidents requiring more than first aid the Accident Investigation form will be completed	2	1	2	Maintain and Monitor Controls	-	-
Falls from height	Ladders must only be used by competent persons. Ladders are kept locked in a designated area of the department. Ladders are numbered and inspected prior to use and at regular intervals thereafter. Defective equipment is removed from use	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

Use of Hand tools	- Hand tools are required to be inspected prior to use for any defects. Tools consist of power drills, chisels, hammers, mallets, screw drivers - Equipment is required to be maintained in a sufficient state, in an effective order and good repair.	2	1	2	Maintain and Monitor Controls	-	-
Falls from height during strip out or removal of electrical services	- Follow working from height risk assessment when striping out fixtures, fittings and services from above - When pulling cables at height be sure to employ safe system of work including having another operative to assist with cable pulling	3	1	3	Maintain and Monitor Controls	-	-
Serious or fatal burns and injuries from electric shock Up to 400 V	- 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	5	1	5	Maintain and Monitor Controls	-	-
Injuries or cuts to hands and eyes from general fixing and assembly of metal services	- 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	4	1	4	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

Lung damage caused by inhalation of fumes and skin & eye damage from sealants	- 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 if skin contact occurs - All areas must be kept very well ventilated during sealant works and minimum requirement is to open all doors and windows	4	1	4	Maintain and Monitor Controls	-	-
Possible burns caused through contact with solvents or paints	- 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	4	1	4	Maintain and Monitor Controls	-	-
ELEMENT – PLUMBING ACTIVITIES RISK ASSESSMENT							
Manual Handling	- Employees should receive manual handling awareness instruction. - Items and tools required for this task is light and do not require a physical carrying apart from tool box. - Pipe and materials and packed in boxes that are easy to carry and do not exceed maximum weight limits.	3	1	3	Maintain and Monitor Controls	-	-
Exposure to Dusts and Debris whilst replacement in progress	- Engineers are competent to do the tasks and should be aware of the possible risks - Masks are provided where applicable - An engineer is advised to remove them slowly and carefully to ensure dusts are not being disturbed	3	1	3	Maintain and Monitor Controls	-	-
Noise	- Noise levels are deemed to be in required limit and do not exceeds when activity is being carried out. - External and internal activity carried out so noise levels are reduced if any tools being used	3	1	3	Maintain and Monitor Controls	-	-
Lighting & Welfare	- Lighting levels throughout the client location must be meeting good standards. If standards are not met, additional temporary lighting will be installed to assist engineers - This activity to be carried out when weather is dry	3	1	3	Maintain and Monitor Controls	-	-
Housekeeping	Housekeeping is maintained to a good standard. Engineers are required to adopt a clean as you policy during their working shift.	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

Fire	Fire extinguishers are provided in van or client facilities. These are compatible to the classification of fire which could be present in client location. If fire occurs, stop all activities and leave the building via nearest exit route.	5	1	5	Maintain and Monitor Controls	-	-
Element – Plasterboard and Drylining Activities including sanding							
Manual Handling	- Operative should seek assistance from another employee when retrieving heavy or awkward items from the storage area. Use trolley or lifting aids where possible. - Where reasonably practicable items should be delivered from the supplier directly to site or the company provided van should be engaged to deliver these items. Employees should receive manual handling awareness instruction. - All boards are physically lifted and fitted to the wall by using hand lift techniques, all operatives for this task are fit and physically healthy. - For suspended ceiling installations, a working platforms and props are used to support the installation of ceiling board.	3	1	3	Maintain and Monitor Controls	-	-
Noise	- Noise survey was undertaken by Noise Meter. Noise levels do not exceed the 85 db(a) in any areas as most of the time, a hand held battery tools are being used for most of activities - Noise levels exceeds only when working with abrasive wheel equipment to cut the frames. Ear protection must be worn at all times as the area is a noise protection zone. - All visitors are required to wear ear protection.	3	1	3	Maintain and Monitor Controls	-	-
Fire	- Fire extinguishers are provided in client facilities. These are compatible to the classification of fire which could be present - During site inductions or regular meetings, the site will be briefed for any changes that affects fire safety on site environment - Fire plans and evacuations rules, routes are displayed	5	1	5	Maintain and Monitor Controls	-	-
Manual Cutting	Personnel are issued with proprietary knives with a retractable blade. A retractable snap-off blade knife is also provided for some operations. Throwing blades in with general waste is prohibited. Gloves are provided to reduce the risk of minor cuts. Operatives are prohibited from putting not retracted blade knives in their pocket.	2	1	2	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	- Plasterboard is usually cut not in full dept and then spanned to prevent both site cutting and lower the risk - Operators are using pad saw to reduce the risks						
Overreaching	- Over reaching is not allowed on site and operatives are outlined those risks during inductions and ongoing site training. If alterations to the work platform are required, they will be carried out by competent person – no one else is permitted to alter work platforms. - Overreaching is not permitted and working at height equipment (ladders, hop ups, tower) will be moved to required area to prevent overreaching	5	1	5	Maintain and Monitor Controls	-	-
Working with Chemicals	- All chemicals are approved by the Client prior to use - Chemicals are COSHH assessed and control measures are implemented as per manufacturer guidance. COSHH and MSDS sheets are available at management office. Operators are trained and competent for their tasks - All chemicals are stored in well ventilated area. If area becomes unsafe to work caused by fumes work will be stopped and all activities reconsidered. - Face protection and full body coveralls are provided and issue record to site QSHE File	2	2	4	Maintain and Monitor Control	-	-
Lighting	- Lighting levels throughout the client location must be meeting good standards. - If standards are not met, additional temporary lighting will be provided in areas to assist operatives	3	1	3	Maintain and Monitor Controls	-	-
Electrical Equipment	- The user is responsible for reporting defects verbally to his / her manager / supervisor for action. - Isolation point is located throughout the working areas. - Working equipment mainly is battery operated on site and other tools are 110V to reduce the risk of electrocution - PAT Testing is completed every 12 months by QSHE Department as compliance and monthly as visual checks - Electrical equipment monthly inspections are in place	3	1	3	Maintain and Monitor Controls	-	-
Personnel Access	- Access to this area is restricted to authorised persons only. Signage is displayed restricting access to unauthorised personnel. - Fire escape, final exit routes are signed through the area.	3	1	3	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

First Aid	First aid boxes are located in the van and if possible, at client location. Equipment is maintained by regular views by the Client. Accidents and incidents are reported to a first aid person where the accident book will be complete. For accidents requiring more than first aid the Accident Investigation form will be completed	3	1	3	Maintain and Monitor Controls	-	-
Falls from height	Ladders must only be used by competent persons. Ladders are kept locked in a designated area of the department. Ladders are numbered and inspected prior to use and at regular intervals thereafter. Defective equipment is removed from use Most of ladders on site are podium step ladders with edge protection installed. Operatives will enter the top of ladders and secure the barrier to prevent the risk of falls	3	1	3	Maintain and Monitor Controls	-	-
Use of Hand tools	- Hand tools are required to be inspected prior to use for any defects. Tools consist of power drills, Stanley style knives, plaster board saws, drill kits and drills - Equipment is required to be maintained in a sufficient state, in an effective order and good repair. - Faulty equipment is removed from used with replaced equipment	2	1	2	Maintain and Monitor Controls	-	-
Dusts	- All works will take extra care to prevent unnecessary dusts exposure - All dusts exposures will be controlled by having a local dusts extraction system in place - Extractor will be kept running before and after works to ensure maximum extraction of the dusts from working environment - Knife cutting and snapping the plasterboard is preferred method of cutting instead using a hand saw - Face masks are provided (disposable and half face masks) with face fit testing completed - LEV system is attached to most of equipment and additional Class M Dusts extraction systems are in place to reduce the dusts so far as reasonably practicable - All PPE issues are recorded to site file log book	3	1	3	Maintain and Monitor Controls	-	-
Falls from height	Ladders must only be used by competent persons. Ladders are kept locked in a designated area of the department. Ladders are numbered and inspected prior to use and at regular intervals thereafter.	3	1	3	Maintain and Monitor Controls	-	-

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	• Most of ladders on site are podium step ladders with edge protection installed. Operatives will enter the top of ladders and secure the barrier to prevent the risk of falls • Where works are required to be carried out in high areas, the aluminium tower will be erected by the competent operative						
Overreaching	• Over reaching is not allowed on site and operatives are outlined those risks during inductions and ongoing site training. If alterations to the work platform are required, they will be carried out by competent person – no one else is permitted to alter work platforms. • Overreaching is not permitted and working at height equipment (ladders, hop ups, tower) will be moved to required area to prevent overreaching	5	1	5	Maintain and Monitor Controls	-	-
NON TAKS SPECIFIC – PROJECT RELATED RISK ASSESSMENT							
Statutory / project compliance	• Crane/Telehandler/Plant to have valid "certificate of thorough examination" • All lifting accessories to have valid record of thorough inspection (6 mthly) • All lifting accessories to be fitted with current date tag • All portable electrical items to bear current and valid PAT labels / tags	4	1	4	Maintain and Monitor Controls	-	-
Lack of skill	• Personnel to be trained and competent • Crane/Telehandler/Plant operators to be familiar with machine type being operated	4	1	4	Maintain and Monitor Controls	-	-
Lack of knowledge	• All personnel to undergo site inductions • Team to have up to date and approved Craftsman Group general arrangement drawings • Erection teams to be briefed on RAMS, record and sign attendance sheet • Erection team to be aware of lines of communication through to client • Supervisor to ensure all permits and permissions are in place	4	1	4	Maintain and Monitor Controls	-	-
	• Work crews to have assigned supervisor available at worksite location • Crews to be aware of site emergency procedures	5	1	5	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

Poor communication	- Persons to be familiar with operation of radio's etc if allocated to them - Crews to be briefed on work face interfaces with other contractors						
Permissions to work	- Permit signatories to be trained in acceptance processes - Permits and work packs to be authorised before work commences each shift. Permit signatories to ensure conditions of permits are implemented at site	3	1	3	Maintain and Monitor Controls	-	-
Unauthorised access	Pre warn client of imminent deliveries. Site representative to meet delivery vehicle and escort to off loading area	2	2	4	Maintain and Monitor Controls	-	-
Falls from height	- Trailer beds to have suitable edge protection and or adequate fall prevention or protection measures if access on to the trailer is required. - Personnel to access trailer beds using installed access, footed ladder or equivalent system. - Use of forklift restricts the need for access. - If fall protection is used personnel to be trained and competent in its use - Where risk of fall applies for operators are at present, safety harnesses and other means of fall protection will be used to eliminate or control of the risks	5	1	5	Maintain and Monitor Controls	-	-
Falling / overturning objects	- Provide exclusion zones where appropriate - Remove loose objects from loads before lifting - Remove material from trailer by forklift ensuring exclusion zones are adhered to. - Remove personnel from beneath loads being lifted - Ensure materials being stored at ground level are sited with full timber bearing support and are positioned in a stable manner.	4	1	4	Maintain and Monitor Controls	-	-
Failure of lifting accessories	- Lifting accessories to be inspected every 6 months and date tag attached - Loads to be rigged as per lifting plan documentation - Do not pass webbing slings over sharp edges ensure sleeves are used. Loads to be rigged by trained and competent slinger /signaller	5	1	5	Maintain and Monitor Controls	-	-
Asbestos	- Asbestos is highly dangerous. Any asbestos-containing materials on site should have been identified before work starts by the client. - If worker come across any hidden or dusty materials which suspect may contain asbestos, stop work and get advice.	3	2	6	Maintain and Monitor Controls	-	-

3.0 Risk Assessment

	A specialist survey will then be carried out to determine the extent and nature of the asbestos risk to staff. It is strictly forbidden to work near items suspected of containing asbestos.						
Exposure to Chemicals and Fumes from Equipment's	- All chemicals are low risk and assessed prior the activities - All COSHH Assessments are available in site file and Head Office for further review and examination. MSDS sheets are provided along with COSHH Assessments - Natural ventilation – air circulation in place as most of activities are carried out externally - Use of correct PPE / RPE where applicable	5	1	5	Maintain and Monitor Controls	-	-
Fuel Container Leaks/Spillages Corrodes floor surfaces Explosion Death Burns Environmental impacts	- Only approved Fuel containers to be used (10L metal, 5L plastic) - Makeshift cans/containers <u>MUST NOT</u> be used - Containers must be kept upright when not in process of refuelling. - Any spillages must be cleaned up using spill kit which must - Ensure screw caps are tightly secured at all times. - Any spillage could create a slip hazard. Safety Signs to be put placed - Ensure a spill kit is available and on site to address any spillages immediately.	3	2	6	Maintain and Monitor Controls	-	-
Chemical Solutions under COSHH regulations Exposure to chemical	- All staff read and understood the applicable COSHH Risk Assessment as found in the site file and deemed to be competent to use the product - Wear PPE at all times when using product, gloves mandatory - Ensure staff are aware of the location of the first aid facilities. Employ manual handling techniques as per QSHE induction training during handling of chemicals - Do not mix with any other chemical solution	3	2	6	Maintain and Monitor Controls	-	-

Risk Assessment Guidance – 5 x 5 Matrixes and How to Score Each Hazard

SEVERITY (CONSEQUENCE) CATEGORIES		
Major	5	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage).
High	4	Causing permanent disability (e.g. loss of limb, sight or hearing).
Medium	3	Causing temporary disability (e.g. fractures).
Low	2	Causing significant injuries (e.g. sprains, bruises, lacerations. Loss or damage to fixtures and fittings).

3.0 Risk Assessment

Minor	1	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Loss or damage in the form of superficial damage to interior decorations for example.
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PROBABILITY (LIKELIHOOD) CATEGORIES		
Almost Certain	5	Absence of any management controls. If conditions remain unchanged there is almost a 100% certainty that an accident will happen (e.g. broken rung on a ladder, live exposed electrical conductor, and untrained personnel).
High	4	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. ladder not secured properly, oil spilled on floor, poorly trained personnel).
Medium	3	Insufficient or substandard controls in place. Loss is unlikely during normal operation; however it may occur in emergencies or non-routine conditions (e.g. keys left in fork lift trucks; obstructed gangways; refresher training required).
Low	2	The situation is generally well managed – however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
Improbable	1	Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.

Probability	Almost Certain	5	10	15	20	25	HIGH – UNACCEPTABLE <u>Stop the activity. Consult Manager.</u>
	High	4	8	12	16	20	
	Medium	3	6	9	12	15	MEDIUM – ADEQUATE Look to improve at next review.
	Low	2	4	6	8	10	
							LOW – SATISFACTORY No further action. Maintain controls.
	Improbable	1	2	3	4	5	
		Minor	Low	Medium	High	Major	
	Consequence						

3.0 Risk Assessment

Manual Handling Guidance:



Step 1: Think before lifting and handling



Step 2: Adopt a stable position



Step 3: Start with a good posture



Step 4: Avoid twisting the back or leaning forwards

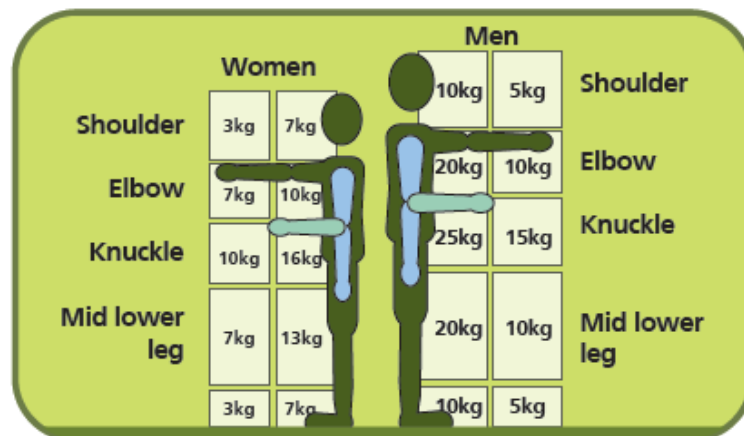


Step 5: Keep the head up when handling



Step 6: Put down then adjust

Guideline weights for lifting and lowering, which assumes that the handling is taking place in reasonable working conditions with a load that is easily grasped with both hands by a reasonably fit, well-trained individual are set out below.



Weights to be lifted may need to be reduced below these values if there are environmental or other factors that could have an adverse effect on the activity or if it involves twisting or bending. Where possible manual handling tasks should be minimised by using manual handling aids such as trolleys and similar devices.

Lifting	- Do not rush into a job without thinking about the size, weight and your personal capabilities - Mind your fingers and toes - Slide rather than lift
Unloading	- Take care of your back – use your knees to take the strain when you lower the load - Make use of any handy surface to take the weight whenever you can
Pushing and Pulling	- Push rather than pull where possible - Lean in the direction you are going - Keep feet well away from the load
Carrying	- Do not carry a load for long distances – use mechanical aids where possible

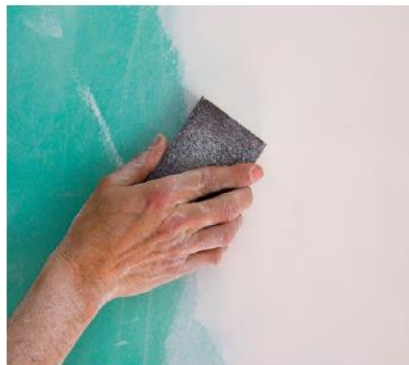
Appendix 1 - Dust Control

Dust from plaster and plasterboard

- Gypsum plaster is the most common type of plaster in use today
- Gypsum is also known as plaster of Paris, because there is a large gypsum deposit under Montmartre
- As well as its use in wall plaster, gypsum is also used to create the casts that help broken bones to mend
- Gypsum is also widely used in dough mixes, as a stabiliser in foodstuffs, and to stimulate plant growth
- Gypsum is mined around the world (including in the UK), with the USA as the leading producer, followed by Iran
- The Workplace Exposure Limit for gypsum is 4.0 mg/m³ when averaged over 8 hours

Recognising and controlling the health hazards

Of the many forms of dust encountered during construction activities, one of the most commonly encountered is that associated with plaster and materials associated with plastering. This paper looks at the specific areas where hazards can arise, and how they can be mitigated.



Plaster

Modern plaster is most often based on gypsum, which is not in itself classified as a hazardous substance. Nevertheless, dust of any type can damage health, and working with plaster can generate quantities of dust that could lead to health problems if not handled correctly.

While wet and being applied to surfaces, plaster does not give rise to dust. The problems occur when it is in its dry state: either in its powder form both before and during mixing, or as dust generated when dry plaster surfaces are being sanded.



Plasterboard

Using plasterboard as opposed to plaster obviously gets around the problem of handling plaster in its pre-mixed state. Plasterboard itself is not a hazardous substance and therefore does not pose a substantial risk unless creating major dust during cutting and preparing. However, what many are unaware of is that the compounds used to seal the joints between each board sometimes contain hazardous materials, including respirable silica. When the joints are sanded, the dust released therefore presents a potential hazard.

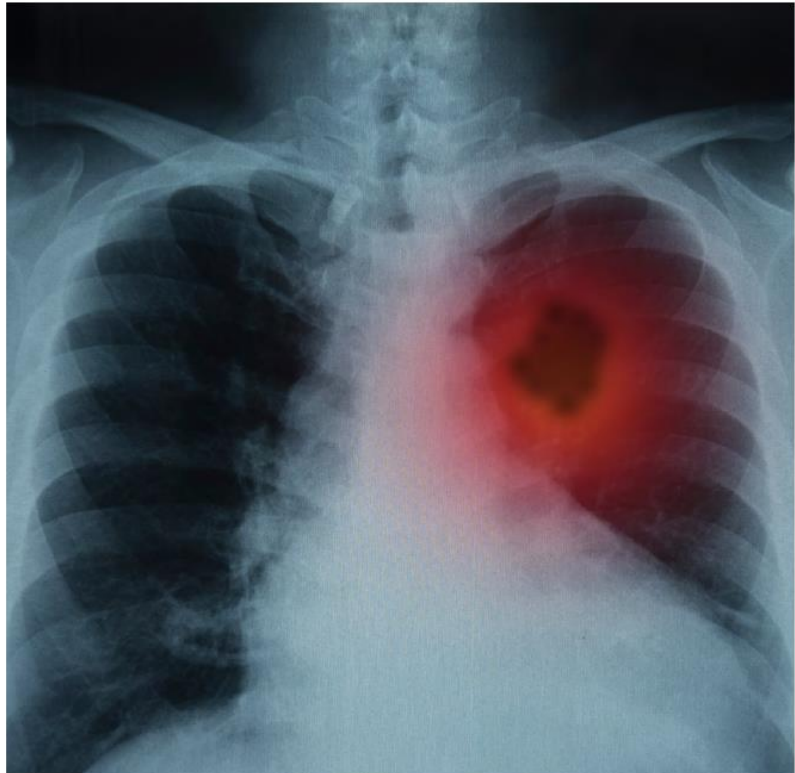
3.0 Risk Assessment

Potential health problems:

- Asthma
- Chronic obstructive pulmonary disease (COPD)
- Lung cancer
- Mesothelioma (where asbestos has been disturbed)
- Silicosis (from e.g. sanding plasterboard bonding agents that contain silica)
- An estimated 41,000 people who worked in the last 12 months currently have "breathing or lung problems" (Labour Force Survey, National Statistics)

How serious is the danger?

Inhaling plaster dust can lead to respiratory complaints, including asthma and chronic obstructive pulmonary disease (COPD). In addition, serious illness can result if the plaster mix contains any silica, or if old plaster walls being sanded contain any asbestos. Either of these substances can cause extremely serious health conditions that result in death – it is thought that more than 500 construction workers in the UK die as a result of having inhaled silica dust, while asbestos is linked to around 5,000 deaths each year.



Each time new plaster is mixed or old plaster sanded, the amount of time involved may be quite short and so protection from the hazard is mistakenly seen as unnecessary. In addition, the illnesses dust causes typically take a long time to develop. It may be possible to continue working while exposed to dust on a regular basis without any immediate impact on health being apparent, but the nature of COPD and silicosis is that they get progressively worse as more and more dust is inhaled. Lung cancer, too, will typically take time to manifest. The aim should therefore be to minimise exposure to all forms of dust throughout working lives, at all ages.

Control

The key to controlling plaster dust, as with other forms of dust, is to prevent it getting into the air breathed by workers. This means dealing with it as close to the source as possible. A capture hood placed close to the dust source and connected to an extractor fan and filter provides a solution that not only protects the workers whose activity is generating the dust, but also their nearby colleagues. Such a set-up can also be easily moved and adapted according to the conditions on-site.

Where it is not possible to capture all the dust through extraction, masks or other respiratory protective equipment will need to be worn, but these should be regarded as the last line of defence, not the first.

Where necessary and feasible, as well as fans extracting dust, others can be used to drive fresh air into areas where dust is liable to otherwise stay suspended in the air.

Any measures set up to control dust will only work if implemented correctly, so training the workers in the correct use of all the equipment is essential.

How does dust hurt you?

Chronic Obstructive Pulmonary Disease

COPD, also called Chronic Obstructive Airways Disease (COAD), a blanket term for 'obstructive' lung conditions like bronchitis and emphysema. Reduces airflow out of the lungs. HSE estimates 15-20 per cent could be work-related.

Asthma

Another obstructive lung disease, linked to exposure to irritants or allergens ('sensitisers') at work. A reversible shortness of breath, between 15 and 20 per cent of all cases are work-related.

Extrinsic allergic alveolitis (EAA)

An allergic condition which affects workers exposed to biological dusts, causing conditions including farmers' lung and pigeon fanciers' lung.

Fibrosing alveolitis

Also known as pulmonary fibrosis, can be caused by some occupational dust exposures, for example work with cobalt or 'hard metals' in cutting tools. Related conditions, for example 'flock workers' lung' and 'popcorn lung' (Hazards 104), have been discovered recently.

Pneumoconiosis

A group of 'restrictive' lung diseases like silicosis, talcosis and asbestosis, where dust exposure causes debilitating lung scarring.

Cancers

Tumours, particularly of the lung and nose, are related to substances commonly encountered at work including asbestos, silica, chrome VI, nickel, cadmium and wood dust. These account for thousands of work-related deaths each year.

Heart disease

Dust-affected lungs put extra strain on the heart, which can lead to right-sided heart failure. Some occupational exposures, like hard metal dust, can cause potentially fatal conditions like cardiomyopathy. Very fine dust particles cause inflammation of the heart and a higher risk of heart attacks.

Other problems

Exposure levels half the level allowable for most workplace dusts overwhelm the body's first line of defence, the 'mucociliary clearance' that filters out dust in the upper respiratory tract. This can leave the worker more vulnerable to infections and more susceptible to occupational lung disease. Lots of other dust-related conditions occur, some specific to particular exposures; beryllium is linked to sarcoidosis, chrome dust to chrome ulcers.



3.0 Risk Assessment

Appendix 2 – COSHH Assessment

1. Process Description / Working Methods Cutting and breaking concrete			Ref: COSHH011	
			MSDS: NO	
2. Substances incl. Trade Name	Form	Hazardous Components:	WEL	
			TWA	STEL
Crystalline Silica Dust IRRITANT; HARMFUL	Dust	Silica	2-3 Hrs Daily Workplace Exposure Limit (WEL) for respirable crystalline silica = 0.1 mg.m-3 (8hr time weighted average)	N/A
3. Volume of Substances Used / Frequency of Exposure Dusts are generated as cutting or breaking concrete				
4. Type of Health Surveillance & Frequency (Only required when specified substances & processes are used) Face Fit Testing Assessments				
5. Air Monitoring (Is this required or has this been carried out?) No at this stage				
6. Fire Precautions Use foam, dry powder and CO2 Classed as flammable				
7. Route of Entry / Consequence		Precautions		
Inhalation		Remove to fresh air, seek medical assistance immediately		
Ingestion		Swallowing small amounts of dust is unlikely to cause significant reaction. Do not induce vomiting. Give plenty of water to drink and seek medical attention if necessary		
Eye Contact		Irrigate immediately with plenty of water, if continues, seek medical advice		
Skin Contact		Wash thoroughly with soap and water		
8. Is any LEV or PPE required when using the substance?				
 ✓ Local Extraction System  ✓ Eye protection to be worn when handling  ✓ Overalls/clothing?  ✓ Impervious gloves to be worn when handling  ✓ Half Face Mask/respirator to be used				
9. Conclusions and Actions		9. Actions taken / completed by:		
Is Exposure Adequately Controlled? YES				
Additional Control Measures required: Integrate Dust Extraction system asap				
Signed by Assessor: Quantum Leap Safety Ltd			Date : August 2022	

3.0 Risk Assessment

RAMS –Sign on Sheet (Rev 0)

Task description:	
Permit to work	Permit #: 03
Method Statement	Ref #: RAMS03
Risk Assessment	Ref #: RAMS03
COSHH assessments,	Ref #: RAMS03

All persons working on the above listed documents must sign before commencing work for the first time to show that they understand the task and have had the associated hazards explained. They must understand the control measures which have been put in place and the actions they must take to work safely.

Should any persons working on this permit consider that conditions are such that it is unsafe to continue, they should immediately inform their colleagues and stop work, make the worksite safe and then inform the Performing Authority and / or the Area Authority

Name Print	Signature	Name (Print)	Signature