shire
Integrated Systems Ltd.
88 - 90 High Street, Staple Hill, Bristol BS16 5HL
Telephone: (0117) 957 2255 Fax: (0117) 957 2266

# Method Statement – latest site visit 7th April 2015

| | |
|---|---|
| **Contract Name: -** | Bristol Airport Eastern Extension |
| **Main Contractor: -** | Lagan Construction Ltd |
| **Operational Manager: -** | Mick Jacob (07825 162 869) |
| **Sub-Contractor: -** | Shire Integrated Systems Ltd<br>Specialist Washroom Installer / Joinery Co. |
| **Method Statement No: -** | 05/2015/MJL/LCL |
| **Revision: -** | Issue 1 – 1st May 2015 |
| **Start Date: -** | 5th May 2015 |
| **Completion Date: -** | To be Confirmed |
| **Scope of Works: -** | Undertake the installation of Amwell Systems Splash SGL Cubicles, duct panelling, timber frames and flashgap located throughout the project, including Solid Surface Vanity Units. |
| **Operatives: -** | Scott Woodman – Carpenter (SSSTS / CSCS)<br>Jesse Lally – Carpenter (SSSTS / CSCS) |
| **M/S Prepared By: -** | Marcus Lynes – Contracts Director SMSTS |
| **M/S Revisions: -** | Marcus Lynes – Contracts Director SMSTS |

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## 1.0 Work Details – Washroom Installation

Shire Integrated Systems Ltd, have been employed as a supply and fit subcontractor to install all site framing, flashgap, panels and cubicles to the main building of the Bristol Airport Eastern Extension.

Upon arrival, the operatives will need to head to the site office in order to sign themselves in. The new project and site offices are accessible off the main A38 road. Parking is in the main 'Staff' car park, with the site entrance through a slip road off to the left of the main Airport Haul Road. Upon entering the site, operative will note the welfare facilities and site offices immediately on the left (a short walk from the main long stay parking area and sign in cabin).

No Parking is permitted anywhere other than the contractors parking area (anywhere in the Staff Car Park), which will be highlighted to the operatives at the induction stage.

Although not far, operatives will be required to walk a short distance across the site premises and access road. Care will be taken when crossing this area as moving vehicles are likely.

All welfare facilities are provided by Lagan Construction (LCL). As mentioned previously, these are found opposite the car park and a very short walk from the main site entrance. The general layout consists mainly of the site offices, canteen and toilets including washing area. The site Notice/Hazard board can also be found at the front of the Welfare Facilities block.

**Any further progress onto site from the welfare facilities will require a site induction and full PPE.** Please see further in this method statement for the mandatory PPE that is to be worn on this site. The site induction is at 8.00am on specific days, where site specific rules will be covered during this time.

Operatives will familiarise themselves with the current pedestrian access routes. These routes may change and it is important to keep up-to-date with daily updates.

The Shire supervisor will give Tool box talks each week; if he is the only company representative, a Shire Senior Site Supervisor or Manager will visit site and undertake the Tool Box Talk.

Delivery access for the new build is via the main site entrance adjacent to the pedestrian access on the main Airport distribution road. It may be necessary for the vehicle to reverse at some point – the vehicle will not be allowed on site unless there is a banksman / competent person to guide the vehicle on to site.

The delivery from Amwell will be on a curtain sided vehicle. Once the driver has parked up safely, the items – which will have arrived on pallets – will be off-loaded by LCL forklift. They will then be placed outside of the requisite area / building. The pallets will then be broken down into the correct areas. They will then be manually brought directly into the work area for installation. It may be necessary to store the cubicles in an area close by but this will be agreed in advance with the LCL Construction site manager.

LCL Construction requires notice of 1 week for all deliveries; however there is no specific time restriction on delivery day (other than it needing to arrive between normal working hours).

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Normal site working hours are between 7.30am until 5.30pm Monday to Friday. We will only work outside this period by making special arrangements with LCL Construction – 3 days' notice is required for this arrangement. There will be no night work.

There will be no interface with any members of the public whilst on site itself, only whilst operatives are going to and from their vehicles, or accessing local roads / pavements / shops. During this time they will be polite and courteous and ensure they do not hinder or upset members of public in any way.

At all times, operatives are to be respectful and abide by the recommendations of the Considerate Contractors Scheme.

## 2.0 KEY WORK AREAS

**Bristol Airport – Central Pier**

**Toilet Block 2**
Male WC
Female WC
Baby Change
Disabled Toilet

**Toilet Block 3**
Male WC
Female WC
Baby Change
Disabled Toilet

## 3.0 Training

Most Shire Integrated Systems Ltd.'s operatives have received the following training/qualifications:

- Either NVQ or City and Guilds courses relevant to their jobs.
- CSCS Skill cards.
- Manual Handling course
- Emergency Responder First Aid training course
- Fire Training course
- Safety Awareness Training
- 2-day CITB SSSTS Site Supervisors Safety Training Scheme

All Shire management have also completed in addition to the above:

- CITB National Certificate in Building Construction.

- HNC Building Studies / BSc Quantity Surveying
- 5-day Site Managers Safety Training Course SMSTS in September 2010.
- Hold a requisite managers CSCS card

## 4.0 Method of Works - Carpentry

Upon receipt of delivery of the timber; flashgap or panels (separately), they will be off-loaded (see above) by our operative(s) and stacked neatly at a pre-determined area. This will be first agreed with the LCL manager responsible for our package of works. All materials will be checked for their correct specification and any damage will be noted, prior to distributing them to their areas. Items will be cross referenced to the construction drawings, as issued by Amwell, to ensure that they have been manufactured to the correct specification, size and colour.

## 5.0 Duct Panelling

**5.1** The operatives will commence the installation of 2" x 2" PAR softwood framework. Installation will start with the base rail; this will be plugged and screwed using 3" 10's wood screws into the floor screed, using an SDS hammer drill, hammer and cordless drill.

**5.2** The two end vertical wall timbers will be then be offered up into position, where they will be drilled and screwed using *Spit Driva TP12* plasterboard fixings and a cordless drill. It is important that these timbers are fixed plumb, using a spirit level. Woodscrews (2½ x 10's) will also be spiked through the vertical rails into the base rails, ensuring there is no individual movement.

**5.3** The timber headrail will then be offered into place; this will simply be screwed, using 3" 10's woodscrews, into the vertical wall timbers and using a cordless drill.

**5.4** The next procedure will be the intermediate studs. These are cut to length and offered into position. Screws are spiked down through the studs into the base rail, and also down through the timber headrail into the top of the stud. As previously, these fixings will be installed using a cordless drill. Again, the studs will be plumbed, using a spirit level.

**5.5** Once all the studs are in position, operatives will measure and cut all the horizontal noggins. Again, these will be fixed using 3" 10 woodscrews and with the use of a cordless drill.

**5.6** Once all the noggins are fixed, bracing is then added to the whole structure; this is to ensure that the completed site frame is rigid, level and plumb. Short lengths of 2" x "2 timber will be fixed to the back wall, just behind each intermediate stud – one at the top of the frame, one half way up.

**5.7** Once this wall timber is fixed, pre-cut bracing will then be installed. One end of the bracing will be fixed to the wall timber, the other end to the stud. The stud will be checked for plumb before driving the final screw home. Completion of the bracing will ensure the frame is rigid.

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**5.8** Following the completion of the site framing, flashgap will then be fixed to the face of the timber - this procedure follows a very similar pattern to the timber installation. All flashgap will be cut to length using a using a chop saw. The flashgap is made from laminated MR chipboard.

**5.9** The flashgap for the skirting is fixed first. This is cut to length and then offered into position, then fixed using 55mm drywall screws and a cordless drill.

**5.10** The two vertical end flashgaps ate then offered into position, screwed along its length – again using 55mm drywall screws and a cordless drill. The lower ends of the vertical lengths that sit on the skirting flashgap are fixed together using 55mm drywall screws.

**5.11** The headrail flashgap is then offered up and screwed, followed by the intermediate vertical lengths which fix on the face of the studs. The headrail and vertical studs will be plumb and level before securing and will be checked using a spirit level.

**5.12a** The final operation will be to cut the short horizontal lengths of flashgap that will fix over the noggins. Again, they will be secured in place using 55mm drywall screws, and levelled using a spirit level.

**5.12b** In certain areas, flashgap will be fixed directly to the plasterboard wall finish. This will be done with a combination of mechanical fixing (as above) and using ProStick 2000 adhesive. See spate COSHH assessment that details the use of this adhesive.

**5.13** Once all the flashgap has been completed, we will then commence with the hanging of the panels, securing them with lift off clips. The clips consist of a plastic lift off style, as manufactured by Keku. These are fixed to both the panels and the IPS flashgap using standard size ½ inch size 8 woodscrews.

**5.14** The 'male' half of the clip will be fixed to the flashgap using ¾" x 8 wood screws (2 per clip). They will be screwed using a cordless drill. As a general rule, 6 no. clips will be fitted for all top panels and urinal panels; with 4 no. being used for all others (some smaller panels / larger panels will not follow this rule).

**5.15** Once the male pegs have been fitted, the female half will be fixed to the back of the panel. This will involve measuring the relevant peg [position and transferring this to the back of the panel. Once all clips are fixed, the specific panel will be offered into position – initially slightly higher and then dropped into position.

**5.16** This clip procedure will be repeated until all panels are fitted.

**5.17** The vanity unit is made up in exactly the same way as the duct framing; base rail fixed first, with the remaining timber framing being constructed afterwards. At all times, the vanity will be checked for plumb and level using a spirit level.

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**5.18** The flashgap is then fixed using a similar procedure to the duct framing. The skirting flashgap is fitted first, with all the remaining flashgap cut and fixed to the timber framing.

**5.19** All fixings that are used for duct framing are will be the same for the vanity units i.e. 3" 10's woodscrews and 55mm drywall screws.

**5.20** Pre-formed solid surface Corian vanity tops will be supplied pre-made. These will be manufactured with additional MDF substrate adhered to the underside of the top for easy fixing on site. Once sat in position (on the vanity framework), 55mm drywall screws will be driven up through the vanity under-frame into the MDF to achieve a secure fixing.

**5.21** The vanity tops will be levelled up before final fix.

**5.22** The vanity tops will arrive on site pre-cut for the basins thus eliminating any need to cut the material on site.

**5.23** The lengths of flashgap and timbers will be cut with the use of a chop saw. This chop saw will be fitted with a dust extraction vacuum to minimise the amount of dust that becomes airborne in the immediate vicinity.

**5.24** The chop saw will be fitted with a safety shield, dust bag and will be 110volts. The operatives, whilst using the chop-saw, will utilise the required PPE (safety goggles, gloves, ear and eye protection).

**5.25** Whilst using the chop saw, all bulk cutting of materials will be undertaken in a separate location. This will be identified in each zone by LCL, and will be identified to the Shire operatives by the working supervisor.

**5.26** All work areas must be kept in a clean and tidy manner. Shire operatives will minimise the amount of dust and debris that could build up in the various areas.

**5.27** All materials will be brought to site, in a 'just in time' basis, as and when they are required to suit the programme. There will be no need for any bulk storage areas.

## 6.0 Cubicles

**6.1** Once the vinyl / floor tiles have been laid (by others), we will commence the installation of the cubicles.

**6.2** The cubicle partitions are carried about the building using glass suckers / lifters. This is a preferred means of lifting and transporting these items. Two operatives will carry these cubicles using the glass suckers.

**6.3** Using the manufacturer's drawings for setting out, the first part of the process is to fix the wall cleats to the face of the duct framing. These are fixed using two screws per cleat and will be supplied by the manufacture. They will be secured using a cordless drill.

**6.4** The cubicles are then offered into place. They will be placed off the ground using temporary blocks of timber so they sit in their correct position. The cleats on the back wall will be drilled out and 'through-bolts' will be inserted and secured. The bolts will be supplied by the manufacture.

**6.5** The front pedestal(s) are then fitted into place; they will be fixed into the screed using a SDS hammer drill, plugs and screws. The screws will be supplied by the manufacture.

**6.6** Next operation is to offer into position the pilaster(s). First, the cleats will be fixed to the rear of the pilaster, again using 2 screws (supplied) per cleat, then the pilaster will be offered into position. The cleats will be drilled out and 'through-bolts' will be inserted and secured. A screw will also be fixed through the pedestal and into the pilaster. All fixings for this process will have been supplied by the manufacture.

**6.7** Once the partitions and pilasters have been fitted, sections of headrail are cut to length. They will be cut using a hack saw and screwed down from above onto the pilasters using fixings supplied by the manufacture. The headrail acts as a brace, stiffening up the whole system once installed.

**6.8** Doors are then fitted using the hinge packs supplied, with indicator lock packs fitted to the doors. The hinges are in two parts – one half will be screwed to the pilaster and the other to the door. All pilasters, doors and indicator bolts are predrilled to take the fixings supplied. All these fittings are installed using a cordless drill.

**6.9** Once the works are completed, they will need to be signed off. This will be done using our working Construction drawings and will be offered to the main contractor for accepting the product as-is or / and noting any works that still need to be carried. This is a preferred method as we have found it easier to reference an actual drawing rather than a list.

## 7.0 PPE Usage

Shire operatives will be using the following items of PPE as a general item, **at all times** on the site; hard hats, steel toe capped / mid sole boots, gloves, glasses and hi-vis vests.

Shire operatives will use gloves by Ninja Lite gloves by Skytec, (EN388 - 4131) from Greenhams). They have a polyurethane coating to the hand and finger area.

Eye protection is the Jaguar Clear lens safety spectacle with translucent arms (EN166F from Greenhams).

All PPE is kept clean by the operatives and is regularly checked by Shire management. Where necessary this is then replaced with new equipment. This is in accordance with Shire Integrated Systems Company Health and Safety Policy.

No heavy plant will be used on this construction site by Shire Integrated Systems.

Plant and Equipment that will be used: -

a) Various Battery Drills and tools
b) 110V distribution leads
c) 110V Chopsaw
d) 110V SDS Hammer Drill
e) 110V Jigsaw
f) PPE – hard hats, boots (steel capped), Hi-Vis vests, goggles and gloves
g) Dust mask appropriate to the operatives fit (fit test carried out) FP3 rated.

All electrical plant is PAT tested every 3 months, with a log recorded of testing dates available on request.

## 8.0 General Items

*Inductions:* - All our operatives will be inducted by LCL and given copies of our Method Statement, Risk Assessments and Health and Safety Policy. A signed sheet will be submitted at the site induction to show this.

*Parking:* - There is a specific area set aside for site parking.

*Welfare:* - All First Aid and site welfare is to be provided by LCL, and will be identified to our operatives during the site induction.

*Electrical Equipment*: - All portable appliances have been PAT tested to ensure electrical safety. Any damaged cables or appliances will be removed from service. Before drilling into any part of the structure, operatives will establish that no live cables are in the vicinity to avoid electrocution and to avoid damaging cables.

*COSHH*: - See attached sheet for applicable COSHH info.

*Emergency Services:* - If an operative needs to call one of the Emergency Services, it is imperative that LCL and are advised of this immediately. This will ensure no delay when the emergency service arrives to site.

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*Noise*: - Shire Integrated Systems Ltd will comply with the Noise at Work Regulations 2005 by complying with all provisions laid on in the attached risk assessment. If the Main Contractor has established through a noise assessment that it is no longer acceptable to work within a certain area, then Shire Integrated Systems Ltd will undertake a further noise assessment and issue the necessary PPE (where applicable)

*Health and Safety Advice*: - Shire Integrated Systems Ltd employs the services of professional health and safety consultants, The Building Safety Group Ltd (BSG), to provide advice and guidance on health and safety issues. All employees attended a Building Safety Group Health and Safety Awareness training day on the 8th November 2013. Shire's Health & Safety Advisor is David Dursley from the BSG 07712 793 776.

*Health and Safety Inspections:* - David Dursley (or a colleague) will attend site monthly to undertake a routine, un-announced safety inspection. The completed reports will then be submitted to our working supervisor, with a copy provided to LCL, with any issues being highlighted for follow up. These reports will highlight issues with LCL, Shire and any other trade contractor's performance and / or standards of health and safety.

*Material Protection:* - On this project, Shire will be responsible for protection of the vanity tops only.

*Tool Box Talks:* - A Shire Supervisor or Manager will complete a toolbox talk from one of our standard toolbox talk books, or will be directed as requested by LCL in a topic of their choice. These will be carried out weekly as a minimum.

*Work at Heights*: - Podium Towers Scaffolds will be provided for our operatives for use on all high level works – maximum required height is 2550mm / 2700mm. This will be regularly inspected. All operatives fully understand the supplier's instructions for use. These are self-assembling units, which do not require the operatives to have any specific training. See separate risk assessment. Shire will operate a 'Scaff-Tag' system for these towers should this be required. A daily inspection will be carried out by the operative of the Podium Tower.

*Loading Out:* - All loading out is by Shire. All cubicle and panel materials will need to be carried by two operatives. All horizontal loading out is to be by Shire.

*Fire Provision:* - Shire will operate within the LCL fire plan. The fire action points (extinguishers, etc.), including the 'muster point' will be identified to the operatives during the site induction.

*Housekeeping:* - All work areas are to be kept clear of waste and debris at all times and should be monitored for waste materials. This will also include the sweeping up and removal of debris, to the bins provided by LCL. Waste should be segregated into the correct bins, in accordance with LCL on site waste management scheme. Waste will be disposed of, where applicable, in accordance with the recommendations highlighted on the COSHH assessments.

It was pleasing to note the general cleanliness of the site. Shire operatives will ensure this high standard is maintained.

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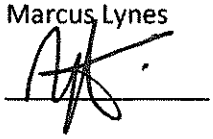
Method Statement undertaken by:

Name: Marcus Lynes

Signed: 

Position: Contracts Director

Date: 1st May 2015

Method Statement read, briefed to, and understood by;

| Name (Print) | Signed |
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# RISK ASSESSMENT

| RISK ASSESSMENT No: | RA/GEN1/006 HAND TOOLS |
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| PROJECT: | Bristol Airport | JOB No. | C 8784 |
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| ASSESSED BY: | Marcus Lynes | DATE: | 1st May 2015 |
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| DESCRIPTION OF TASK: | Use of all hand tools including; hammers, chisels, saws, screwdrivers, hand-braces, drills, files, planes, spanner etc (this list is not exhaustive). |
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| HAZARDS (Enter Hazard Description) | RISK RATINGS (✓) | | | | | |
|---|---|---|---|---|---|---|
| | Without Controls | | | With Controls | | |
| | Low | Med | High | Low | Med | High |
| Loose heads (e.g. hammer heads) | | ✓ | | ✓ | | |
| Chisels with sharp mushroom heads | | | ✓ | ✓ | | |
| Screwdrivers with split/damaged handles and/or damaged/worn blades | | ✓ | | ✓ | | |
| Files with split/loose or missing handles | | ✓ | | ✓ | | |
| Blunt cutting tools | | ✓ | | ✓ | | |
| Dangerous cutting tools (e.g. missing handles/broken blades etc) | | ✓ | | ✓ | | |
| Tools that create an ignition source (e.g. sparks) | ✓ | | | ✓ | | |
| Tools being used for the wrong purpose and/or incorrectly | | | ✓ | ✓ | | |
| Ill fitting, split or damaged shafts on tools (e.g. pick axes, shovels etc) | | ✓ | | ✓ | | |

| HARM: | Eye, hand or face injuries from flying pieces of tool(s) and/or materials.<br>General injuries from improper use (e.g. cuts and bruises etc).<br>General injuries from use of damaged tools.<br>General injuries from sudden failure of shafts of tools.<br>Fire if flammable materials present.<br>Musculoskeletal injuries from jarring caused by blunt tools, sudden failure or improper use of tools. |
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| PERSONS IN DANGER: | Operatives using tools.<br>Other persons from flying particles and parts of failed tools. |
|---|---|

| CONTROLS: | ▪ Site management must make available the appropriate tools for directly employed staff.<br>▪ Hammer heads should be secure and undamaged.<br>▪ Files should never be used without a correctly fitted handle.<br>▪ Sharp edges of tools should be protected when stored or carried, and cutting edges should be kept sharp.<br>▪ Tools should be kept clean and clear of grease.<br>▪ Mushroom heads should be removed from chisels by regular grinding and hand protectors used to prevent impact by hammers.<br>▪ Screwdrivers and chisels should never be used as pry bars.<br>▪ The correct type of tool should be selected for the job.<br>▪ Tools should be returned to the tool-box when not in use.<br>▪ Damaged tools should be disposed of.<br>▪ Hand-tools should be inspected before use.<br>▪ If working on or near electrical apparatus, properly insulated and non-conductive tools should be used.<br>▪ If working near highly flammable materials or explosive dusts, tools made from nonferrous metals should be used to avoid fire or |
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## RISK ASSESSMENT

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| **CONTROLS:** | explosion from sparks.<br>▪ Trailing leads will be minimised by Shire operatives by the use of 'sky hooks' to prevent the cables from running on the floor, when pulled from the 110v transformers<br>▪ Tool boxes/tools not to create a trip and fall hazard. |

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| **PPE: (and safety equipment)** | Suitable head protection (hard hats)<br>Suitable eye/face impact protection (e.g. for metal/stone-cutting chiselling or hammering etc).<br>Suitable gloves (see method statement for type / use)<br>Suitable safety footwear<br>High visibility clothing (as necessary)<br>Respiratory protective equipment (as necessary for work with wood and board materials)<br>Knee protectors (as necessary for work involving kneeling)<br>Hearing protection (as necessary, and following the set up of hearing protection zones by the main contractor) |

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| **ADDITIONAL ASSESSMENTS:** | Personal Protective Equipment<br>Work at Height (ladder/platform/scaffold use etc)<br>COSHH (wood/board dusts, brick/concrete and general construction dusts etc, glues, sealants, material finishes, cleaning agents etc)<br>Noise (if applicable) |

| | | | | |
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| **METHOD STATEMENT REQUIRED?** | **YES** | X | **NO** | |

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| **TASK ADEQUATELY CONTROLLED?** | **YES** | X | **NO** | |

| **SPECIFIC LEGISLATION** |
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| Construction (Health, Safety and Welfare) Regulations<br>Construction (Head Protection) Regulations<br>Control of Substances Hazardous to Health Regulations<br>Manual Handling Operations Regulations<br>Noise at Work Regulations<br>Personal Protective Equipment Regulations<br>Provision and Use of Work Equipment Regulations<br>Work at Height Regulations |

| **HSE / OTHER GUIDANCE** |
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| **INFORMATION INSTRUCTION AND TRAINING** |
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| Operatives should be instructed in the proper use of hand tools.<br>All users of hand tools should have received proper training in their storage, use, sharpening and general care. |

| **EMERGENCY PROCEDURES** |
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| Suitable first-aid facilities as required generally for the site must be available. |

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# RISK ASSESSMENT

| MONITORING PROCEDURES |
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| Supervisors should check the condition of hand tools employed on site at regular intervals and the frequency of checks should be based on the harshness of conditions in which the hand tools are used and previous experience of the user. |

| OTHER |
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Signed (Assessor): 

Date of Preparation: 1/5/15

Date for Review: 1/8/15

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# RISK ASSESSMENT

| RISK ASSESSMENT No: | RA/GEN1/007 PODIUM's/Hop Up's |
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| PROJECT: | Bristol Airport | JOB No. | C 8784 |
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| ASSESSED BY: | Marcus Lynes | DATE: | 1st May 2015 |
|---|---|---|---|

| DESCRIPTION OF TASK: | General works undertaken from mobile scaffold towers |
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| HAZARDS (Enter Hazard Description)0 | RISK RATINGS (✓) | | | | | |
|---|---|---|---|---|---|---|
| | Without Controls | | | With Controls | | |
| | Low | Med | High | Low | Med | High |
| Falls from height | | | ✓ | ✓ | | |
| Falling materials | | | ✓ | ✓ | | |
| Collapse/overturning of tower due to unstable ground | | | ✓ | ✓ | | |
| Collapse/overturning of tower due to improper erection | | | ✓ | ✓ | | |
| Collapse/overturning of tower due to improper loading/overloading | | | ✓ | ✓ | | |
| Arcing from or contact with overhead power lines | | ✓ | | ✓ | | |
| Climbing up/down outside of tower | | ✓ | | ✓ | | |

| HARM: | Serious injury/fatality resulting from falls from height.<br>Serious injury/fatality from being impacted by falling materials.<br>Serious injury/fatality by being thrown/falling from collapsing or overturning tower.<br>Serious injury/fatality resulting from tower overturning by persons climbing up/down outside of tower. |
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| PERSONS IN DANGER: | Workers on mobile scaffold towers.<br>Other workers in the area. |
|---|---|

| CONTROLS: | ▪ Mobile scaffold towers should be used for light work only and erected on firm, level ground in accordance with manufacturers/suppliers guidance/instructions.<br>▪ When not in use, the scaffold tower will be chained up to a nearby point, to prevent the tower from being taken away<br>▪ Only PASMA trained workers should erect, alter or dismantle scaffold towers.<br>▪ The wheels of towers should be at least 125mm in diameter. The wheels should be fitted with brakes which should be locked on for as long as there are workers on the working platform.<br>▪ Safe working loads for towers should be calculated from manufacturers/suppliers information/instruction/data sheets supplied and should not be exceeded.<br>▪ Loads on towers should always be distributed evenly.<br>▪ To ensure stability the height-to-base ratio of a mobile scaffold tower should not exceed 3.5 times its minimum base dimension inside the building or three times the minimum base dimension outside the building.<br>▪ Stabilisers should be affixed to towers and used at all times.<br>▪ Working platforms should be fully boarded and at least 600mm wide.<br>▪ Access points such as trapdoors should be kept shut while workers are on the working platform.<br>▪ Guard-rails and toeboards must be fitted at all times and before |
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| CONTROLS: | |

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| | any work commences on the tower.<br>▪ Safe means of access to the working platform should be provided by fixed ladder to the inside of the tower on its narrowest side.<br>▪ No persons or materials should be on the tower when it is moved.<br>▪ Stabilisers should remain attached to the tower when being moved (e.g. by being raised 25mm above ground level)<br>▪ The tower should only be moved by workers pushing at the base of the tower and not by machinery.<br>▪ Mobile tower scaffolds should not be used in the vicinity of overhead power lines.<br>▪ Scaffold towers must be inspected before first use by a competent person and then at least every seven days. If scaffold towers are moved on site they do not need to be re-inspected at each move, by a competent persons should ensure they are safe for use when repositioned.<br>▪ 'SCAFF TAGS' will be employed on all scaffold towers, as directed by the Main Contractor.<br>▪ **Access Points should be boarded over and other precautions taken to prevent trespassers accessing scaffolding towers on site out of working hours.** |

| | |
|---|---|
| **PPE:** | Hard hats<br>Suitable safety footwear<br>Suitable gloves<br>High visibility clothing (jacket/vest)<br>Eye and hearing protection as necessary |

| | |
|---|---|
| **ADDITIONAL ASSESSMENTS:** | Personal protective equipment (PPE).<br>Manual handling.<br>Work at height |

| | | | | |
|---|---|---|---|---|
| **METHOD STATEMENT REQUIRED?** | **YES** | X | **NO** | |

| | | | | |
|---|---|---|---|---|
| **TASK ADEQUATELY CONTROLLED?** | **YES** | X | **NO** | |

| **SPECIFIC LEGISLATION** |
|---|
| Construction (Health, Safety and Welfare) Regulations |
| Construction (Head Protection) Regulations |
| Manual Handling Operations Regulations |
| Management of Health and Safety at Work Regulations |
| Provision and Use of Work Equipment Regulations |
| Personal Protective Equipment at Work Regulations |
| Noise at Work Regulations |
| Work at Height Regulations |

| **HSE / OTHER GUIDANCE** |
|---|
| CIS 10 (rev4) Tower scaffolds HSE |
| CIS 10 Health and safety in roof work HSE |
| HS(G) 33 Work at height : building refurbishment and maintenance HSE |
| HS(G) 150Health and safety in construction HSE |
| GS 6 Avoidance of danger from overhead electric power lines HSE |
| PASMA Operators code of practice - Prefabricated Access Suppliers and Manufacturers Association |

| **INFORMATION INSTRUCTION AND TRAINING** |
|---|

All workers should be provided with adequate information, instruction and training in relation to the use of mobile scaffold towers; they should understand where they can and cannot be used, and the importance of the safe working load of the tower.
All persons erecting mobile scaffold towers should be adequately trained (e.g. PASMA) and proof of training is required.
Supervisors should be trained in the inspection of mobile scaffold towers and in the identification of damage to components.

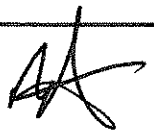
**EMERGENCY PROCEDURES**

Standard site emergency procedures should be observed and all persons must know how to raise the alarm in an emergency.

**MONITORING PROCEDURES**

Mobile scaffold towers should be inspected by a competent person prior to use and every seven days thereafter.
Supervisors should inspect the scaffold prior to further use following exposure to adverse weather conditions or after any alteration.
Reports of all inspections should be compiled in an inspection report form.
Supervisors should ensure that safe systems of work are adhered to and that towers are not misused or interfered with by workers.
Supervisors should ensure that workers use the proprietary ladder systems (located inside the tower scaffold frame and are only climbed from the inside in accordance with good working practice).

**OTHER**

Signed (Assessor): 

Date of Preparation: 1/5/15

Date for Review: 1/8/15.

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# RISK ASSESSMENT

| RISK ASSESSMENT No: | RA/GEN1/001 CARPENTRY AND JOINERY WORK |
|---|---|

| PROJECT: | Bristol Airport | JOB No. | C 8784 |
|---|---|---|---|

| ASSESSED BY: | Marcus Lynes | DATE: | 1st May 2015 |
|---|---|---|---|

| DESCRIPTION OF TASK: | General carpentry and joinery using hand tools and/or woodworking machines |
|---|---|

| HAZARDS (Enter Hazard Description) | RISK RATINGS (✓) | | | | | |
|---|---|---|---|---|---|---|
| | Without Controls | | | With Controls | | |
| | Low | Med | High | Low | Med | High |
| Entanglement in or contact with rotating/oscillating machine/tool parts (e.g. planes, saws, drills, etc) | | ✓ | | ✓ | | |
| Noise/Vibration | | ✓ | | ✓ | | |
| Damaged or worn hand tools | | | ✓ | ✓ | | |
| Incorrect use of tools | | ✓ | | ✓ | | |
| Manual handling of tools/plant/materials | | ✓ | | ✓ | | |
| Wood coatings, adhesives and resins | | | ✓ | ✓ | | |
| Wood Dust (softwood/hardwood and composite materials) | | | ✓ | | ✓ | |
| Contact with flying pieces off tools or materials being worked | | ✓ | | ✓ | | |
| Contact with unknown asbestos containing materials (ACM's) | | ✓ | | | ✓ | |
| Contact with live electrical circuits (drilling through etc) | | | ✓ | ✓ | | |
| Contact with Asbestos Containing Materials | | ✓ | | ✓ | | |

| HARM: | - Serious injury/fatality from contact with live electrical circuits<br>- Severe injury/amputation from contact with tools/machines<br>- Severe injury/fatality from punctures by nails from nail guns/sharp objects/tools etc<br>- Eye injury/loss of sight from piercing/flying objects<br>- Dermatitis arising from materials used with wood<br>- Respiratory/lung problems/lung disease from wood dusts<br>- Asbestosis/plural plaques by inhalation of asbestos fibres/dusts<br>- Musculoskeletal injuries from repetitive movements/jarring from sudden failure of a tool or manual handling operations<br>- Noise-induced hearing loss from noisy tools/machines<br>- Vibration white finger from use of hand-held vibrating tools |
|---|---|

| PERSONS IN DANGER: | Workers carrying out the task and other persons in vicinity of works |
|---|---|

| CONTROLS: | - Site Managers/Supervisors should ensure that the program of works provides for segregation of these works<br>- Management to ensure that the appropriate tools and machinery are used for the works<br>- Only competent operatives to use powered equipment<br>- Inexperienced/young persons only permitted to use powered carpentry tools under proper supervision for training purposes<br>- Adequate dust control/extraction should be in place and paper dust mask provided where necessary (3M FFP1 disposable mask)<br>- Mechanical handling equipment or appropriate assistance should be provided for heavy/awkward items being worked on/moved<br>- Treated timber must be thoroughly dry when used |
|---|---|

| | |
|---|---|
| | - Precautions should be taken to minimise skin contact with oily or resinous woods<br>- Hearing protection to be worn if working in a hearing protection zone, established by the main contractor<br>- Waste timber/shavings/sawdust should not be allowed to accumulate but properly bagged and disposed of as required<br>- Machinery and hand tools should be inspected before use to ensure they are clean, in good condition and in working order<br>- All mandatory notices must be displayed |

| | |
|---|---|
| **PPE:** | Hard hats, appropriate eye, hearing, respiratory (see above) and hand protection, safety footwear and hi-vis clothing. |

| | |
|---|---|
| **ADDITIONAL ASSESSMENTS:** | COSHH<br>Manual Handling<br>Personal Protective Equipment<br>Noise<br>Vibration<br>Work at Height (as necessary) |

| | | | | |
|---|---|---|---|---|
| **METHOD STATEMENT REQUIRED?** | **YES** | **X** | **NO** | |

| | | | | |
|---|---|---|---|---|
| **TASK ADEQUATELY CONTROLLED?** | **YES** | **X** | **NO** | |

**SPECIFIC LEGISLATION**

Provision and Use of Work Equipment Regulations
Control of Substances Hazardous to Health Regulations
Control of Asbestos at Work Regulations
Noise at Work Regulations
Vibration at Work Regulations
Manual Handling Operations Regulations
Work at Height Regulations

**HSE / OTHER GUIDANCE**

HS(G)83 Training woodworking machinists
HS(G)88 Hand-arm vibration
WIS1 Wood dust: hazards and precautions
W1S13 Noise at woodworking machines
WIS15 Safe working at woodworking machines

**INFORMATION INSTRUCTION AND TRAINING**

Supervisors should inform workers of control measures and advise them that segregation of these operations is an important safety precaution to prevent distraction or interference from other workers. Instructions in the correct use of machinery should be provided. Tool-box talks should be provided to bring the control measures of this and other assessments (e.g. COSHH and noise assessments) to the attention of workers. Only competent, skilled persons should undertake the work (e.g. a Construction Skills Certification Scheme (CSCS) card holder) Specific training is required for any woodworking machines in use.

**EMERGENCY PROCEDURES**

First-aid facilities as required generally for the site must be available. Where contact with blades has occurred or splinters have penetrated the skin, medical attention is required

**MONITORING PROCEDURES**

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## RISK ASSESSMENT

Site Managers/Supervisors should ensure that control measures are effective, and should take account of any changes in circumstances that may have occurred (e.g. young or inexperienced trainees or workers starting on site).

| OTHER |
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| |

Signed (Assessor): 

Date of Preparation: 1/5/15

Date for Review: 1/8/15

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# RISK ASSESSMENT

| RISK ASSESSMENT No: | RA/GEN1/002 ACCESS & EGRESS TO/FROM SITE |
|---|---|

| PROJECT: | Bristol Airport | JOB No. | C 8784 |
|---|---|---|---|

| ASSESSED BY: | Marcus Lynes | DATE: | 1st May 2015 |
|---|---|---|---|

| DESCRIPTION OF TASK: | Access to/egress from the site and activities in the immediate proximity of the site and compound (welfare/administration/stores) areas. This includes movement of workers, vehicles, materials and visitors. It may involve multi-level locations. |
|---|---|

| HAZARDS (Enter Hazard Description) | RISK RATINGS (✓) | | | | | |
|---|---|---|---|---|---|---|
| | Without Controls | | | With Controls | | |
| | Low | Med | High | Low | Med | High |
| Obstruction of areas dedicated to public use | | ✓ | | ✓ | | |
| Collision of site delivery/other vehicles or site-based mobile plant with persons or structures | | ✓ | | ✓ | | |
| Obstruction of assigned emergency access/egress routes | | | ✓ | ✓ | | |
| Variations to established access/egress points | | ✓ | | ✓ | | |
| Transfer of site-related waste onto pavements or roadways | | ✓ | | ✓ | | |
| Slips, trips and falls on site, pavement/road surface | | ✓ | | ✓ | | |

| HARM: | Damage to vehicles/plant or structures, Injuries, possibly fatal. |
|---|---|

| PERSONS IN DANGER: | Site-based personnel, Visitors to site, Members of the public, pedestrian and vehicular traffic immediately outside site |
|---|---|

| CONTROLS: | - Procedures should be in place regarding the parking of delivery vehicles on/outside and around the site, which will be dictated by the main contractor (albeit deliveries themselves are by Shire<br>- Wherever possible on site, one-way systems should be established by the main contractor, which will be adhered to by Shire<br>- Speed restrictions should be clearly established by the main contractor, and adhered to by Shire<br>- Pedestrian routes clearly segregated on site from vehicular/plant routes.<br>- A dedicated pedestrian access/egress route should be established from the site perimeter to the compound area.<br>- Route maps should be displayed if necessary.<br>- Physical barriers should be installed.<br>- Provision should be made for temporary lighting.<br>- Signs and notices should be in place setting out standards and controls.<br>- Depending on the scope of the site's activity, its location and the duration of the work, it may be necessary to involve the police, the local authorities etc. |
|---|---|

| PPE: | All persons to wear Hard hats, safety boots/shoes and hi-vis clothing as a minimum |
|---|---|

| ADDITIONAL ASSESSMENTS: | Signing, guarding and lighting (as necessary) to be assessed |
|---|---|

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# RISK ASSESSMENT

| | | | | |
|---|---|---|---|---|
| **METHOD STATEMENT REQUIRED?** | **YES** | **X** | **NO** | |
| **TASK ADEQUATELY CONTROLLED?** | **YES** | **X** | **NO** | |

## SPECIFIC LEGISLATION

Construction (Health, Safety and Welfare) Regulations
Construction (Design and Management) Regulations (CDM Regulations)
Management of Health and Safety at Work Regulations
Health and Safety (Safety Signs and Signals) Regulations
Workplace (Health, Safety and Welfare) Regulations
Regulatory Reform (Fire Safety) Order
New Roads and Street Works Act (ACoP - signing and guarding of temporary road works)

## HSE / OTHER GUIDANCE

L54 Managing Construction for Health and Safety (CDM ACoP)
HS(G)136 Workplace transport safety

## INFORMATION INSTRUCTION AND TRAINING

All workers should be made aware of the controls during site safety inductions, including the significance of signs and notices, safety-critical areas and activities, safety restrictions and disciplinary procedures. Banksmen/Traffic co-ordinators should be given relevant information, instruction and training as necessary.

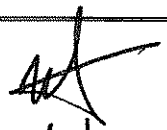
## EMERGENCY PROCEDURES

If any vehicles/plant collide with any structure, suspend operations pending investigation and a report should be provided immediately by the site manager/supervisor to the Main Contractors Site Office. Ensure the site address, including postcode, is prominently displayed on notifications of work etc to the emergency services (if necessary)

## MONITORING PROCEDURES

The access/egress arrangements should be subject to a thorough inspection by the principal contractor to ensure their adequacy, the frequency and detail of such inspections should be set down in the health and safety plan (as applicable). Inspections should consider the effects of planned tasks, operations and processes, and identify any possible transgressions of controls and improvements required.

## OTHER

Signed (Assessor): 

Date of preparation: 1/5/15

Date for Review: 1/8/15.

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# Manual Handling Risk Assessment Checklist

| | |
|---|---|
| Tasks covered by the assessment: Loading out of Cubicle Partitions | |
| Personnel involved: Shire Fitters / Carpenters | |
| RA/GEN1/008 | |
| Location: Bristol Airport, Bristol | Job No: C 8784 |
| Assessor: Marcus Lynes | Date Assessed: 1st May 2015 |

As the assessor you should consider all of the following questions. If the answers is "yes" place a tick at the question and use your judgment to assess the level occurring is Low, Medium or high). Also consider what if any, remedial action should be taken to of risk (i.e. the possibility of injury reduce the risk and record this on the sheet.

| Questions to consider | Level Of Risk | | | | Possible Remedial Action / Further Information |
|---|---|---|---|---|---|
| | Yes | Low | Med | High | |
| **Does the task involve?** | | | | | |
| Holding the load away from the body? | | | | | **No** |
| Stooping forwards? | | | | | **No** |
| Twisting at the waist? | | | | | **No** |
| Reaching above shoulder height? | | | | | **No** |
| Carrying the load for further than 10m? | | | | | **No** |
| Strenuous pushing or pulling? | | | | | **No** |
| Frequent repetitive handling? | | | | | **No** |
| **Are the loads?** | | | | | |
| Heavy or \outside HSE guidelines? | | | | | **No** |
| Bulky? | | | | | **Yes, ensure men use glass suckers to carry.** |
| Difficult to grip? | | | | | **Mandatory use of gloves, plus glass suckers must be used on partitions** |
| Unstable? | | | | | **No** |
| Hot or cold? | | | | | **No** |
| Have sharp edges? | | | | | **Yes, mandatory use of gloves** |
| Dirty or slippery? | | | | | **No** |
| **Does the work area have.....** | | | | | |
| Restricted space? | | | | | **No** |
| Obstructed or slippery floors? | | | | | **No** |
| Stairs or ramps? | | | | | **Yes, use hoist where it is available** |

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# Manual Handling Risk Assessment Checklist

| | | | | | |
|---|---|---|---|---|---|
| Poor lighting? | | | | | **No, good circulation lighting** |
| Extremes of temperature? | | | | | **No** |
| **Individual capability** | | | | | |
| Require above average strength? | | | | | **No** |
| Present a hazard to those with a health problem? | | | | | **No** |
| Present a hazard to those who are pregnant? | | | | | **No** |
| Require special training? | | | | | **No** |

Summary and Conclusion

Is there a significant risk of injury? ~~Yes~~/No If yes is the overall risk LOW/MEDIUM/HIGH

If the job involves a significant risk, can it be avoided, or can precautions be taken at a reasonable cost to reduce the risk? YES NO

| List the remedial steps to be taken: |
|---|
| |
| |
| |
| |
| |
| |

Assessor's Signature.....

Date of Preparation 1/5/15

Date for Review 1/8/15