



Integrated Systems Ltd.

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

Method Statement

Details for On-Site Works – Previous site visit 7th September 2015

Contract Name: -	University of Bristol – Langford MRI
Main Contractor: -	Extraspace Solutions
Senior Project Manager: -	Norman Ames (07789 899411)
Sub Contractor: -	Shire Integrated Systems Ltd Specialist Washroom Installer / Joinery Co.
Method Statement No: -	LANG/ES/01
Date of Preparation: -	22 nd September 2015.
Start Date: -	Week ending 2 nd October 2015 (tbc)
Completion Date: -	To suit contract programme
Scope of Works: -	Undertake the supply and installation of Amwell SGL duct panelling and MFC flashgap including all associated timber framing.
Operatives: -	Chris Byrne - Carpenter & Joiner (SSSTS/CSCS) (07929 042873)
Method Statement Prep: -	Mark Anderson – Contracts Manager (SMSTS) (07833 491122)
Revisions: -	Mark Anderson – Contracts Manager (SMSTS)

Work Details – Washroom Installation

Shire Integrated Systems Ltd, have been employed as a supply and fit subcontractor to install the Amwell SGL duct panelling and MFC flashgap including all associated timber framing.

All welfare facilities – Canteen, Drying Room, Toilets - are provided by Extraspace Solutions. These are located within the main site office compound a short walk from the main site entrance. The site office is adjacent to the project.

There is a car park on site allocated for all site operatives, and can be found just passed the new build. Operatives are expected to park with care and consideration to others.



Integrated Systems Ltd.

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

It is advisable that when site operatives walk between their vehicle and the project that they are wearing their PPE.

To access the site, all operatives must first have attended a site induction, in the site office complex. Inductions are at 8.00am Monday - Friday. Pedestrian access and egress into the building is via the main site entrance.

This is the point at which **ALL PPE MUST BE WORN**. No excuses will be tolerated. See further in the method statement for the mandatory PPE that is to be worn on this site. Operatives will not be able to undertake site work, without a site induction

Initial access onto the university site is through the Main Entrance found off Stock Lane. It is a mandatory requirement that all operatives traveling via any vehicles adhere to the site access / egress rules, and following all signals as directed. This initial route is for all types of vehicles, including deliveries. From the main entrance, follow the main road onto the campus. The road will turn to the left and operatives will reach a small mini roundabout. From here, the Extraspace Solutions office can be seen on the left, the project on the right, the welfare facilities will be directly ahead, with the car park now visible ahead and to the right.

There is no specific storage area for materials. An area will be agreed with the site manager prior to the delivery arriving.

Working hours are 8.00am – 5.00pm Monday to Friday. We will only work outside this period by making special arrangements with Extraspace Solutions. There will be no night work.

There will be no interface with the public when working on site, however whilst accessing local roads / pavements / shops operatives 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.

Key Work Areas

- Disabled WC - G04
- Gown Storage & Locker Room - G03
- Induction - G15
- Critical Intensive Care Unit – G16
- WC - G05
- GPL LAB - G08
- Scrub – G11

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



Integrated Systems Ltd.

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

- 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 in February 2009.
- Hold a requisite managers CSCS card

Method of Works - Carpentry

Upon receipt of delivery any delivery (panels, flashgap; timber), they will be off-loaded and stacked neatly at a pre-determined area. This will be first agreed with Extraspace Solutions. All materials will be checked for their correct specification and any damage will be noted, prior to distributing them to the correct rooms. These panels 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.

Duct Panelling

The operative(s) will commence the installation of 2" x 2" PAR softwood framework, plugged and / or screwed where necessary. For full height framing, additional timbers will be used for bracing fixed back to the wall. Lengths of flashgap will then be back screwed or face fixed to the framing.

Timber framework will be fitted to the wall using rawl plugs and 3" 10 woodscrews. The fixing procedure may differ depending upon the specific wall finishes.

Following the completion of the site framing, flashgap will be fixed to the face of the timber. Using a Chopsaw, these will be cut to length on site and either face fixed to the timber stud, or screwed from behind if duct depth permits.

Once all frameworks have 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 flashgap using standard size ¾ inch size 8 woodscrews.

We will at all times, ensure a safe system of works is maintained, with focus on good relationship with other trades.

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, eye protection and hi-vis vests.



Integrated Systems Ltd.

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

Whilst cutting timber / flashgap / metalwork, or loading out of materials, Shire operatives will use 'Cut 3' Gloves such as the 'TraffiGlove TG300' by Lawson HiS. These gloves comprise a quality polyurethane coating on a high performance thread liner. They offer excellent dexterity and comfort, are breathable and cool to wear.

Whilst using a chop saw, Shire operatives will also use eye protection. These are 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.

Shire Integrated Systems will use no heavy plant on this construction site.

Plant and Equipment that will be used: -

- a) Various Battery Drills and tools
- b) 110V distribution leads
- c) 110V Chopsaw (with dust extraction)
- d) 110V Dust Extraction Vacuum
- e) 110V SDS Hammer Drill
- f) 110V Jigsaw
- g) PPE – hard hats, boots (steel capped), Hi-Vis vests, goggles and gloves

Electrical leads will be kept to a minimum, and where used, Shire operatives will utilise 'Sky Hooks' to ensure that trailing leads are kept to a minimum (if these are available).

All electrical plant will be PAT tested every 3 months, with a log recorded of testing dates.

General Items

Inductions: - All our operatives will be inducted by Extraspace Solutions for this site. They will have been 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.

First Aid and Welfare: - All first aid and site welfare is to be provided by Extraspace Solutions, and will be identified to our operatives during the site induction. Extraspace Solutions 'first aiders' will also be identified to the operatives during the induction. All Shire operatives have undertaken a one day 'Appointed Persons' first aid course during June 2008, plus refresher day in 2011.

Special First Aid Requirements: - Any special first aid / medical conditions **MUST** be identified to Extraspace Solutions personnel during site induction. This will enable the correct procedure to be followed should that member of staff suffer an injury or become un-well. This can be in confidence if required.

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



Integrated Systems Ltd.

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

establish that no live cables are in the vicinity to avoid electrocution and to avoid damaging cables. Our in-house, trained PAT testers constantly carry out PAT testing.

COSHH: - Waste solvent containers will be removed from site and disposed of as directed by the supplier. See the attached risk assessments for further information on our COSHH related works.

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, Building Safety Group, 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 17th June 2005. Shire's Health & Safety Advisor is David Dursley and is contactable on 07712 793 776.

Health and Safety Inspections: - David Dursley, or 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 the Extraspace Solutions Site Manager, with any issues being highlighted for follow up. These reports will highlight issues with Extraspace Solutions, Shire and any other trade contractors' performance and / or standards of health and safety.

Tool Box Talks: - the Shire Senior Site Supervisor allocated to this project will complete a toolbox talk from one of our standard toolbox talk books, or will be directed as requested by Extraspace Solutions in a topic of their choice. These will be carried out fortnightly as a minimum

Work at Heights: - Podium Towers Scaffolds will be provided for our operatives for use on all high-level works if required – maximum height on this project is 2750mm. 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. The operative of the Podium Tower will carry out a daily visual inspection. The Shire Site Supervisor will carry out a weekly formal inspection.

Loading Out: - All loading out is by Shire. See the attached Manual Handling Risk Assessment for further information.

Fire Provision: - Shire will operate within the Extraspace Solutions 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 Extraspace Solutions. Waste should be segregated into the correct bins, in accordance with Extraspace Solutions on-site waste management scheme. Waste will be disposed of, where applicable, in accordance with the recommendations highlighted on the COSHH assessments.



Integrated Systems Ltd.

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

Shire Supervisors Will Ensure

- a) Full compliance with the Method Statement
- b) Attendance at regular safety meetings
- c) Will ensure full compliance with Extraspace Solutions standards of PPE usage
- d) Podium steps will be checked by the Supervisor each day prior to the start of work

Method Statement undertaken by:

Name: Mark Anderson

Signed:

Position: Contracts Manager

Date:

22nd September 2015

Method Statement read, briefed to, and understood by;

Name (Print)	Signed

RISK ASSESSMENT

RISK ASSESSMENT No: LANG/01	RA/GEN1/002 ACCESS & EGRESS TO/FROM SITE
------------------------------------	---

PROJECT:	Uni of Bristol – Langford	JOB No.	C10733
-----------------	---------------------------	----------------	--------

ASSESSED BY:	Mark Anderson	DATE:	22 nd September 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:	<ul style="list-style-type: none"> - Procedures should be in place regarding the parking of delivery vehicles on/outside and around the site - Wherever possible on site, one-way systems should be established. - Speed restrictions should be clearly established. - Banksman/traffic co-ordinator to control off-site and on-site vehicle/plant movement. - Pedestrian routes clearly segregated on site from vehicular/plant routes. - A dedicated pedestrian access/egress route should be established from the site perimeter to the compound area. - Route maps should be displayed if necessary. - Physical barriers should be installed. - Provision should be made for temporary lighting. - Signs and notices should be in place setting out standards and controls. - 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
--------------------------------	--

METHOD STATEMENT REQUIRED?	YES	✓	NO	
TASK ADEQUATELY CONTROLLED?	YES	✓	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 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

RISK ASSESSMENT

RISK ASSESSMENT No: LANG/02	RA/GEN1/001 CARPENTRY AND JOINERY WORK
------------------------------------	---

PROJECT:	Uni of Bristol – Langford	JOB No.	C10733
-----------------	----------------------------------	----------------	---------------

ASSESSED BY:	Mark Anderson	DATE:	22nd September 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:	<ul style="list-style-type: none"> - Serious injury/fatality from contact with live electrical circuits - Severe injury/amputation from contact with tools/machines - Severe injury/fatality from punctures by nails from nail guns/sharp objects/tools etc - Eye injury/loss of sight from piercing/flying objects - Dermatitis arising from materials used with wood - Respiratory/lung problems/lung disease from wood dusts - Asbestosis/plural plaques by inhalation of asbestos fibres/dusts - Musculoskeletal injuries from repetitive movements/jarring from sudden failure of a tool or manual handling operations - Noise-induced hearing loss from noisy tools/machines - 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:	<ul style="list-style-type: none"> - Site Managers/Supervisors should ensure that the program of works provides for segregation of these works - Management to ensure that the appropriate tools and machinery are used for the works - Only competent operatives to use powered equipment - Inexperienced/young persons only permitted to use powered carpentry tools under proper supervision for training purposes - Adequate dust control/extraction should be in place and respiratory protection provided where necessary - Mechanical handling equipment or appropriate assistance should be provided for heavy/awkward items being worked on/moved - Treated timber must be thoroughly dry when used - Precautions should be taken to minimise skin contact with oily or
------------------	--

RISK ASSESSMENT

	<p>resinous woods</p> <ul style="list-style-type: none"> - Hearing protection to be worn as required - Where necessary hearing protection zone should be established with warning and mandatory hearing protection signs posted - Waste timber/shavings/sawdust should not be allowed to accumulate but properly bagged and disposed of as required - Machinery and hand tools should be inspected before use to ensure they are clean, in good condition and in working order - All mandatory notices must be displayed - Where any suspected Asbestos Containing Material is encountered work must cease and it must be reported immediately to Site Management and not work resumed on the area until the material has been identified by a competent person and it is deemed safe to continue working.
--	--

PPE:	Hard hats/bump cap (as appropriate to the risk), appropriate eye, hearing, respiratory and hand protection, safety footwear and hi-vis clothing.
-------------	--

ADDITIONAL ASSESSMENTS:	<p>Asbestos (Particularly in refurbishment and repair works to premises) COSHH Manual Handling Personal Protective Equipment Noise Vibration Work at Height (as necessary)</p>
--------------------------------	--

METHOD STATEMENT REQUIRED?	YES	✓	NO	
-----------------------------------	------------	---	-----------	--

TASK ADEQUATELY CONTROLLED?	YES	✓	NO	
------------------------------------	------------	---	-----------	--

SPECIFIC LEGISLATION	<p>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</p>
-----------------------------	--

HSE / OTHER GUIDANCE	<p>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</p>
-----------------------------	--

INFORMATION INSTRUCTION AND TRAINING	<p>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.</p>
---	---

RISK ASSESSMENT

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

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

RISK ASSESSMENT

RISK ASSESSMENT No: LANG/03	RA/GEN1/006 HAND TOOLS
------------------------------------	-------------------------------

PROJECT:	Uni of Bristol – Langford	JOB No.	C10733
-----------------	----------------------------------	----------------	---------------

ASSESSED BY:	Mark Anderson	DATE:	22nd September 2015
---------------------	----------------------	--------------	---------------------------------------

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).
-----------------------------	---

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:	<p>Eye, hand or face injuries from flying pieces of tool(s) and/or materials.</p> <p>General injuries from improper use (e.g. cuts and bruises etc).</p> <p>General injuries from use of damaged tools.</p> <p>General injuries from sudden failure of shafts of tools.</p> <p>Fire if flammable materials present.</p> <p>Musculoskeletal injuries from jarring caused by blunt tools, sudden failure or improper use of tools.</p>
--------------	--

PERSONS IN DANGER:	<p>Operatives using tools.</p> <p>Other persons from flying particles and parts of failed tools.</p>
---------------------------	--

CONTROLS:	<ul style="list-style-type: none"> ▪ Site management must make available the appropriate tools for directly employed staff. ▪ Hammer heads should be secure and undamaged. ▪ Files should never be used without a correctly fitted handle. ▪ Sharp edges of tools should be protected when stored or carried, and cutting edges should be kept sharp. ▪ Tools should be kept clean and clear of grease. ▪ Mushroom heads should be removed from chisels by regular grinding and hand protectors used to prevent impact by hammers. ▪ Screwdrivers and chisels should never be used as pry bars. ▪ The correct type of tool should be selected for the job. ▪ Tools should be returned to the tool-box when not in use. ▪ Damaged tools should be disposed of. ▪ Hand-tools should be inspected before use. ▪ If working on or near electrical apparatus, properly insulated and non-conductive tools should be used. ▪ If working near highly flammable materials or explosive dusts, tools made from nonferrous metals should be used to avoid fire or explosion from sparks.
------------------	---

RISK ASSESSMENT

CONTROLS:	<ul style="list-style-type: none"> ▪ Tools used for hand excavation should have secure handles and shafts must be undamaged and in good condition. ▪ Tool boxes/tools not to create a trip and fall hazard.
------------------	---

PPE: (and safety equipment)	<p>Suitable head protection (Hard hats or Bump caps as required). Suitable eye/face impact protection (e.g. for metal/stone-cutting chiselling or hammering etc). Suitable gloves Suitable safety footwear High visibility clothing (as necessary) Respiratory protective equipment (as necessary for work with wood and board materials) Knee protectors (as necessary for work involving kneeling) Hearing protection (as necessary) Fall arrest harness and suitable lanyard for attachment to suitable anchor point (as required) together with rescue ropes/lines etc for rescuing persons following a fall/suspension at height.</p>
------------------------------------	--

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

METHOD STATEMENT REQUIRED?	YES	✓	NO	
-----------------------------------	------------	---	-----------	--

TASK ADEQUATELY CONTROLLED?	YES	✓	NO	
------------------------------------	------------	---	-----------	--

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

HSE / OTHER GUIDANCE	
-----------------------------	--

INFORMATION INSTRUCTION AND TRAINING	<p>Operatives should be instructed in the proper use of hand tools. All users of hand tools should have received proper training in their storage, use, sharpening and general care.</p>
---	---

EMERGENCY PROCEDURES	<p>Suitable first-aid facilities as required generally for the site must be available.</p>
-----------------------------	--

RISK ASSESSMENT

MONITORING PROCEDURES

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

Manual Handling Risk Assessment Checklist

Tasks covered by the assessment: Taking delivery of all materials (flashgap, panels, and timber); loading out all materials on Ground floor. General installation works during project.

Maximum Personnel involved: 1 x Carpenters (max)

Location: Uni of Bristol - Langford

Risk Assessment No: LANG/04

Assessor: Mark Anderson

Date Assessed: 22nd September 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?					
Stooping forwards?					
Twisting at the waist?	✓	✓			
Reaching above shoulder height?	✓	✓			
Carrying the load for further than 10m?	✓				Load will be split, shared or both to make carrying easier.
Strenuous pushing or pulling?					
Frequent repetitive handling?					
Are the loads?					
Heavy or \outside HSE guidelines?					
Bulky?	✓	✓			Load will be split, shared or both to make carrying easier.
Difficult to grip?	✓	✓			Panel (glass) suckers will be used to lift panels, especially larger partitions
Unstable?					
Hot or cold?					
Have sharp edges?	✓		✓		Some materials have sharp edges – gloves will be worn
Dirty or slippery?	✓	✓			Areas may become slippery if wet. Smaller loads will also be shared.

Manual Handling Risk Assessment Checklist

Does the work area have.....					
Restricted space?	✓	✓			Work will be limited to short periods
Obstructed or slippery floors?					
Stairs or ramps?	✓	✓			Lift access will be used where possible.
Poor lighting?					
Extremes of temperature?					
Individual capability					
Require above average strength?					
Present a hazard to those with a health problem?					
Present a hazard to those who are pregnant?					
Require special training?					

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: