

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 – CARPENTRY and PLUMBING

Contract Name: - Castle View School

Main Contractor: - Skanska Construction

Project Manager: - James Williams

Sub Contractor: - Shire Integrated Systems Ltd
Specialist Washroom Installer / Joinery Co.

Method Statement No: - 03/2011/Skanska/1/Revision 1

Date of Preparation: - 18th March 2011

Start Date: - 28th March 2011 (TBC)

Completion Date: - To suit contract programme – currently being evaluated

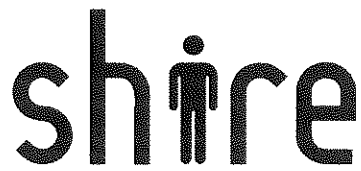
Duration of Works: - Yet to be confirmed

Scope of Works: - Undertake the supply and installation of Formwise Washrooms Ltd duct panels, cubicles and vanity units to the various washroom areas of the building.

Operatives: - Roy Heath – Plumbing Supervisor (SSSTS)
Alex Duerden – General Works Supervisor (CSCS)
Daniel Nelson – Carpenter (working supervisor SSSTS)
Daniel Cooper – Carpenter (CSCS)
Daniel Knight – Carpenter (CSCS)
Martin Willis – Carpenter (CSCS)
Other carpenters and plumbers to suit the programme (minimum CSCS qualification)

Method Statement Prep: - Richard Doughty – Contracts Manager (SMSTS)

Amendments: - Richard Doughty – Contracts Manager (SMSTS)



Integrated Systems Ltd.

88-90 High Street, Staple Hill, Bristol BS16 5HL

Telephone: (0117) 957 2255 Fax: (0117) 957 2266

1. Work Details – Washroom Installation

Shire Integrated Systems Ltd, have been employed as a supply and fit subcontractor to install Formwise Washrooms Ltd duct panelling, cubicles, vanity units and associated framework and panel fixing clips, also to install local drainage and feed pipes within each room and to make connections.

All welfare facilities are provided by Skanska Construction. This will be highlighted to our operatives during the site induction. These are located within the main site office compound at the top end of the site adjacent to the main site office.

Pedestrian access into the building is via the main site entrance off Foksville Road. All access is via a sign in cabin, where a Skanska operative will ensure all operatives sign in prior to entering site. Operatives will not be able to undertake site work, without a site induction.

Care should be taken using this site access due to the proximity of the main road and the traffic using it. When leaving their vehicles, operatives should ensure that they are wearing their hi-vis vests when walking to the site entrance, to minimise the risk of site collision.

Site parking is not available on site, operatives will need to use pay and display parking available nearby.

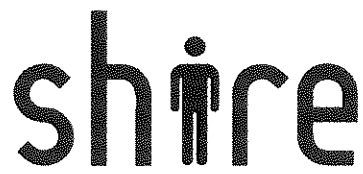
To access the site, all operatives must first have attended a site induction, in the site office complex. Inductions are at 8.00am.

The entrance to the site is suitably marked, which 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.

Material access is via the main entrance (gated), through the site compound and into the building. Higher floors are accessible via one of the staircases, situated at each end of the building. The materials vehicle will be able to utilise the access road, through the site compound, near to the point of entry to the building.

There is also a Shire container on site, situated behind the main building. All valuable items, sanitaryware etc will be stored in this and it will be kept locked at all times.

Working hours are 8.00 until 17.00 Monday to Friday. We will only work outside this period by making special arrangements with Skanska. There will be no night work.



Integrated Systems Ltd.

88-90 High Street, Staple Hill, Bristol BS16 5HL

Telephone: (0117) 957 2255 Fax: (0117) 957 2266

There will be no interface with the public on the site itself, only whilst operatives are going to and from the building, 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.

Skanska Daily Site Briefings will be completed by the Shire supervisor prior to commencing the various sections of the work. The work content will be agreed between the Shire supervisor and the Skanska package manager for our trade.

KEY WORK AREAS

The key workfaces are as follows:

Main Building

Ground Floor:

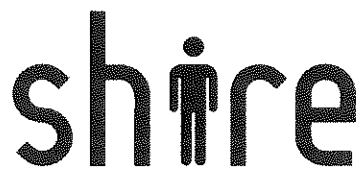
- G.11 – Hygiene Room
- G.23 – Girls Washroom
- G.23 – Boys Washroom
- G.22 – Accessible WC
- G.21 – Cleaners Store
- G.78 – Staff WC
- G.80 – Disabled WC
- G.81 – Disabled WC
- G.105 – Disabled WC
- G.106 – Disabled WC
- G.36 – Boys Washroom
- G.36 – Girls Washroom
- G.35 – Accessible WC

First Floor:

- F.20 – Washroom
- F.21 – Accessible WC
- F.06 – Accessible WC
- F.07 – Cleaners Store
- F.22 – Accessible WC
- F.23 – Boys Washroom
- F.23 – Girls Washroom
- F.24 – Cleaners Store

Second Floor:

- S.29 – Accessible WC



Integrated Systems Ltd.

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

- S.28 – Washroom
- S.06 – Accessible WC
- S.07 – Cleaners Store

Sports Hall

- SH.05 – Boys Changing and Showers
- SH.03 – Boys Washroom
- SH.11 – Girls Changing and Showers
- SH.10 – Girls Washroom
- SH.17 – Cleaners Store
- SH.07 – Disabled WC, Changing and Shower

There are also a number of drinking fountains situated throughout both buildings

2. Training

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

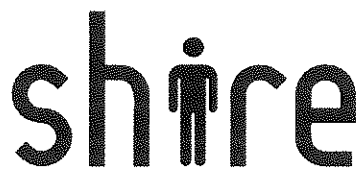
- Either NVQ or City and Guilds courses relevant to their jobs.
- CSCS Skill cards.
- Manual Handling course
- Emergency Responder First Aid training course
- Fire Training course
- Safety Awareness Training
- 2 day CITB SSSTS Site Supervisors Safety Training Scheme

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 in September 2007.
- Hold a requisite managers CSCS card

3. Method of Works - Carpentry

Upon receipt of delivery of the panels, they will be off-loaded by two operatives and stacked neatly at a pre determined area. This will be first agreed with the Skanska manager responsible for our package of works. All materials will be checked for their



Integrated Systems Ltd.

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

correct specification and any damage will be noted, prior to distributing them to the necessary correct rooms. These panels will be cross referenced to the construction drawings, as issued by Formwise Washrooms, to ensure that they have been manufactured to the correct specification, size and colour.

Duct Panelling / Wall Panelling / Vanities

The operatives 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 be back screwed or face fixed to the framing. (Flashgap made from laminated MR chipboard)

Timber framework will be fitted to the wall using standard brown wall plugs.

Following the completion of the site framing, flashgap will be fixed to the face of the timber. 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 framework 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.

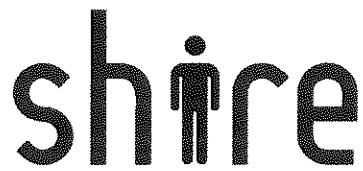
The lengths of flashgap and timbers will be cut with the use of a chop saw. This chop saw will be fitted with a dust extraction vacuum to minimise the amount of dust that becomes airborne in the immediate vicinity.

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). 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 Skanska, and will be identified to the Shire operatives by the working supervisor. This work area must be kept in a clean and tidy manner, and will minimise the amount of dust and debris that could build up in the various areas.

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.

Cubicles

Once the vinyl / floor tiles have been laid (by others), we will commence the installation of the cubicles. These are simply plugged and screwed to the floor and



Integrated Systems Ltd.

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

side walls, with the dividing partitions fixed back to the flashgap using metal wall channel. They will be fitted to the approved standard as laid down by Formwise Washrooms, which will be referred to within the manufacturers recommendations and instructions.

Cubicles arrive to site pre-sized as per the Construction Drawings. The partitions are fitted to the walls / duct panels, by the use of cubicle wall channel and are supported on legs 100mm from the floor finish, by fixing to the front pilaster (which is floor mounted). The fitting of cubicles is generally a two man job.

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. The weight of these panels are approximately 30kg. See manual handling risk assessment for this work.

Once the partitions have been fitted, sections of headrail are cut to length. Once the correct length of headrail has been fitted, pilasters are fitted to the front of the partitions using their built in channel. The headrail then fits over the pilasters and braces up the whole system. Doors are then fitted using the hinge packs supplied, with indicator lock packs fitted to the doors.

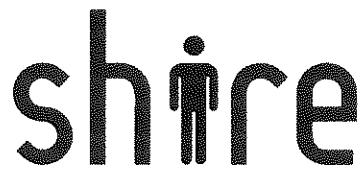
4 Method of Works – Plumbing

Shire have been employed to undertake the installation and connection of the loose sanitaryware. All materials will be stored in the building or when the high value items begin to arrive, in the Shire site container.

All large holes, for wastes or pan connectors, will be marked out by Shire plumbers and cut by others.

All Washrooms – Wall mounted basins, and Vanity Units.

Shire operatives will commence the loose sanitaryware installation with the wall mounted washbasins. To begin with, all basins will be made up with the chrome waste fitting, taps and plastic bottle traps, which will be inserted into the china ware. They will then be fitted to the topside of the laminate worktops by using clear silicone and the basin clips designed for fitting to laminate work surfaces. This will hold the basin in place until the silicone sets.



Integrated Systems Ltd.

88-90 High Street, Staple Hill, Bristol BS16 5HL

Telephone: (0117) 957 2255 Fax: (0117) 957 2266

The waste fitting will then be made up using 1.25 inch plastic solvent weld pipework, cutting pipes to the correct length and using appropriate bends and joining connectors. This will involve us providing the last 500mm length of connecting pipework.

The hot / cold pipes (the final system run out from valves left by others) will be connected up by Shire Integrated Systems Ltd using compression joints / soldered joints (hot works permit applies) and flexi tap connectors. Shire will also supply and install blending valves, where these are required (for non thermostatic taps). This will be in accordance with the approved design standards.

All Washrooms – WC Pans

WC Pans will be fitted to the panels provided by Formwise Washrooms. The WC pans are floor mounted. A large hole will be marked up and cut on site for the WC Pan and flushpipe. A pan connector is fitted to the rear of the WC pan and pushed into the soil pipe that is provided by Shire. The pan will be positioned on the floor, then drilled for fixings. The pan will be removed, then plugs placed into the drilled holes. The pan will then be screw fixed to the floor using either stainless steel or brass screws. White caps will then be placed over the screws.

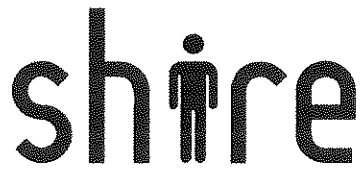
The WC cistern will be site fixed to the back of the WC framework. This is connected up with cold water from the ball 'o' fix that has been left by others. We will connect this using compression fitted copper pipework. Again, Shire are undertaking run-outs of cold water feeds from valves left by others, in a similar fashion to that described for the WHB's.

In rooms with rain water harvesting, the cisterns will be installed by Pipex UK, leaving a solenoid valve where each WC pan will be situated. We will then connect the WC pans directly to these solenoid valves.

Once all works in the room have been completed (ceiling, tiling, etc), we will attend site and fit all toilet seats to prevent breakage. Once the water to the building has been turned on, we will fill, test and flush each cistern checking for leaks.

Disabled Rooms

Similarly, Disabled Rooms will be fitted with identical WC pans as those described above, however, they will be fitted at a higher level due to the disabled regulations. The washbasin will be fitted to the wall using the wall mounting brackets. These will be plugged and screwed to the wall. The tap will be fitted to the basin, as will the waste and trap, for connections as per above



Integrated Systems Ltd.

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

All grab rails will be plugged and screwed to the walls using domed headed screws. These will be positioned to the latest Document M layout, unless otherwise instructed.

All testing of the sanitaryware is to be by the Mechanical Contractor with exception of the WC cisterns. We cannot test until water is turned on. Water cannot be turned on until it is chlorinated, therefore, this is the best solution for all parties. If leaks are found to be coming from our side of the installation, we will attend and rectify the issues.

5 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.

Whilst cutting timber / flashgap / metalwork, or loading out of materials, Shire operatives will use gloves by Sperian 'Perfect Poly' gloves, (EN388) from Greenhams). They have a polyurethane coating to the hand and finger area.

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.

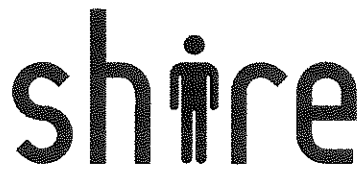
No heavy plant will be used on this construction site by Shire Integrated Systems.

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

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.

All electrical plant will be PAT tested every 3 months, with an on-site log recorded of testing dates.



Integrated Systems Ltd.

88-90 High Street, Staple Hill, Bristol BS16 5HL

Telephone: (0117) 957 2255 Fax: (0117) 957 2266

6 General Items

Inductions: - All our operatives will be inducted by ourselves for this site 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.

First Aid and Welfare: - All first aid and site welfare is to be provided by Skanska Construction, and will be identified to our operatives during the site induction. Skanska first aiders will be identified to the operatives during the induction, and they are identified on site as having a 'green cross' on their hard hats. All Shire operatives have undertaken a 1 day 'Appointed Persons' first aid course during June 2008.

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

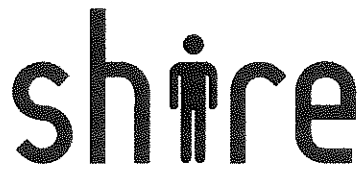
Electrical Equipment: - All portable appliances have been PAT tested to ensure electrical safety. Any damaged cables or appliances will be removed from service. Before drilling into any part of the structure, operatives will establish that no live cables are in the vicinity to avoid electrocution and to avoid damaging cables. PAT testing is constantly carried out by our Health and Safety Inspector, Robert Ryce.

COSHH: - See the attached COSHH assessments. Any spills of the substances used, will be adhered to in accordance with the COSHH assessments. Skanska Construction maintain a stock of spill kits in the site office.

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, Constructive Business Support, 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 Robert Ryce and is contactable on 07590 543 683.

Health and Safety Inspections: - Robert Ryce 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 Skanska Construction,



Integrated Systems Ltd.

88-90 High Street, Staple Hill, Bristol BS16 5HL

Telephone: (0117) 957 2255 Fax: (0117) 957 2266

with any issues being highlighted for follow up. These reports will highlight issues with Skanska, Shire and any other trade contractors performance and / or standards of health and safety.

Tool Box Talks: - both Robert Ryce and the Shire Contracts Manager allocated to this project will complete a toolbox talk from one of our standard toolbox talk books, or will be directed as requested by Skanska Construction 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 – maximum required height is 2400mm. 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. A weekly formal inspection will be carried out by the Shire Site Supervisor, completing the necessary Skanska Construction paperwork.

Vibration: - The only vibration that affects our operatives is the 110V SDS hammer drills and the chop saw. See separate assessment for this item.

Loading Out: - All loading out is by Shire. However, Skanska do have a forklift with loading bays on each floor which may be available by prior arrangement. All cubicle and panel materials will need to be carried up the stairs or onto the forklift by two operatives. All horizontal loading out is to be by Shire. All materials will be loaded out through the use of a 4 wheeled flat bed trolley. This will minimise manual handling, and the need for any further risk assessments.

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

RISK ASSESSMENT

RISK ASSESSMENT No:		RA/GEN1/006 HAND TOOLS	
PROJECT:	Castle View School	JOB No.	C 4511
ASSESSED BY:	Richard Doughty	DATE:	21 st March 2011
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"> ▪ 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 ▪ Tool boxes/tools not to create a trip and fall hazard.
------------------	--

PPE: (and safety equipment)	<p>Suitable head protection (hard hats) Suitable eye/face impact protection (e.g. for metal/stone-cutting chiselling or hammering etc). Suitable gloves (see method statement for type / use) 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, and following the set up of hearing protection zones by the main contractor)</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	X	NO	
-----------------------------------	------------	---	-----------	--

TASK ADEQUATELY CONTROLLED?	YES	X	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>
-----------------------------	--

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

Signed (Assessor):



Date of Preparation:

21/3/11

Date for Review:

21/6/11

RISK ASSESSMENT

RISK ASSESSMENT No:	RA/GEN1/007 MOBILE SCAFFOLD / PODIUM TOWERS / HOP UP's
----------------------------	--

PROJECT:	Castle View School	JOB No.	C 4511
-----------------	--------------------	----------------	--------

ASSESSED BY:	Richard Doughty	DATE:	21 st March 2011
---------------------	-----------------	--------------	-----------------------------

DESCRIPTION OF TASK:	General works undertaken from mobile scaffold towers / Hop Up's
-----------------------------	---

HAZARDS (Enter Hazard Description)	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:	<p>Serious injury/fatality resulting from falls from height.</p> <p>Serious injury/fatality from being impacted by falling materials.</p> <p>Serious injury/fatality by being thrown/falling from collapsing or overturning tower.</p> <p>Serious injury/fatality resulting from tower overturning by persons climbing up/down outside of tower.</p>
--------------	--

PERSONS IN DANGER:	<p>Workers on mobile scaffold towers.</p> <p>Other workers in the area.</p>
---------------------------	---

CONTROLS:	<ul style="list-style-type: none"> ▪ Mobile scaffold towers should be used for light work only and erected on firm, level ground in accordance with manufacturers/suppliers guidance/instructions. ▪ When not in use, the scaffold tower will be chained up to a nearby point, to prevent the tower from being taken away ▪ Only PASMA trained workers should erect, alter or dismantle scaffold towers. ▪ 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. ▪ Safe working loads for towers should be calculated from manufacturers/suppliers information/instruction/data sheets supplied and should not be exceeded. ▪ Loads on towers should always be distributed evenly. ▪ 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. ▪ Stabilisers should be affixed to towers and used at all times. ▪ Working platforms should be fully boarded and at least 600mm wide. ▪ Access points such as trapdoors should be kept shut while workers are on the working platform.
------------------	---

RISK ASSESSMENT

CONTROLS:	<ul style="list-style-type: none"> ▪ Guard-rails and toeboards must be fitted at all times and before any work commences on the tower. ▪ Safe means of access to the working platform should be provided by fixed ladder to the inside of the tower on its narrowest side. ▪ No persons or materials should be on the tower when it is moved. ▪ Stabilisers should remain attached to the tower when being moved (e.g. by being raised 25mm above ground level) ▪ The tower should only be moved by workers pushing at the base of the tower and not by machinery. ▪ Mobile tower scaffolds should not be used in the vicinity of overhead power lines. ▪ 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. ▪ 'SCAFF TAGS' will be employed on all scaffold towers, as directed by the Main Contractor. ▪ Access Points should be boarded over and other precautions taken to prevent trespassers accessing scaffolding towers on site out of working hours.
------------------	--

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

ADDITIONAL ASSESSMENTS:	<p>Personal protective equipment (PPE). Manual handling. Work at height</p>
--------------------------------	---

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

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

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

HSE / OTHER GUIDANCE	<p>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) 150 Health 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</p>
-----------------------------	--

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:

21/3/11

Date for Review:

21/6/11

RISK ASSESSMENT

RISK ASSESSMENT No:		RA/GEN1/001 CARPENTRY AND JOINERY WORK	
PROJECT:	Castle View School	JOB No.	C 4511
ASSESSED BY:	Richard Doughty	DATE:	11 th March 2011
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 paper dust mask provided where necessary (3M FFP1 disposable mask) - 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 if working in a hearing protection zone, established by the main contractor - 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
--	---

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

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

METHOD STATEMENT REQUIRED?	YES	<input checked="" type="checkbox"/>	NO	
-----------------------------------	------------	-------------------------------------	-----------	--

TASK ADEQUATELY CONTROLLED?	YES	<input checked="" type="checkbox"/>	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 WIS13 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>
---	---

EMERGENCY PROCEDURES	<p>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</p>
-----------------------------	---

MONITORING PROCEDURES	
------------------------------	--

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

Signed (Assessor):



Date of Preparation:

21/3/11

Date for Review:

21/6/11

RISK ASSESSMENT

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

PROJECT: Castle View School **JOB No.** C 4511

ASSESSED BY: Richard Doughty **DATE:** 21st March 2011

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)
- Wherever possible on site, one-way systems should be established by the main contractor, which will be adhered to by Shire
- Speed restrictions should be clearly established by the main contractor, and adhered to by Shire
- 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

RISK ASSESSMENT

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

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

SPECIFIC LEGISLATION
<p>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)</p>

HSE / OTHER GUIDANCE
<p>L54 Managing Construction for Health and Safety (CDM ACoP) HS(G)136 Workplace transport safety</p>


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

EMERGENCY PROCEDURES
<p>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)</p>

MONITORING PROCEDURES
<p>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.</p>

OTHER

Signed (Assessor):



Date of preparation:

21/3/11

Date for Review:

21/6/11

RISK ASSESSMENT

RISK ASSESSMENT No:		RA/GEN1/02 PLUMBING - FIRST FIX	
PROJECT:	Castle View School	JOB No.	C 4511
ASSESSED BY:	Richard Doughty	DATE:	21 st March 2011
DESCRIPTION OF TASK:	To install fixtures and fittings into bathrooms, toilets and general washroom areas and any other areas of the building(s)		

HAZARDS (Enter Hazard Description)	RISK RATINGS (✓)					
	Without Controls			With Controls		
	Low	Med	High	Low	Med	High
Falls from height		✓		✓		
Being struck by falling materials, parts, tools etc		✓		✓		
Manual handling			✓	✓		
Burns from contact with hot surfaces/materials or naked flame		✓		✓		
Fire			✓	✓		
Inhalation of gas, fume and vapours from pipe solder jointing			✓	✓		
Inhalation of fume and vapour from solvent pipe welding substances			✓	✓		
Contact with hazardous substances (pipe jointing compounds etc)			✓	✓		
Contact with hazardous substances (e.g. wood dusts, asbestos)			✓	✓		
Exposure to and inhalation of silica/concrete/brick dusts etc by drilling and chasing walls/floors etc			✓	✓		

HARM:	<p>Serious injury/fatality as a result of falls through open joists/walls etc onto ground or other materials.</p> <p>Serious injury/fatality by being struck by falling objects, materials or tools etc.</p> <p>Musculoskeletal injuries arising from manual handling.</p> <p>Burns as a result of contact with hot surfaces, materials etc.</p> <p>Serious injury/fatality as a result of fire arising from hot work etc or ignition of flammable substances, vapours etc.</p> <p>Serious lung disease, sensitisation, asthma etc resulting from inhalation of toxic/hazardous dusts, gases, fumes or vapours arising from works.</p>
--------------	--

PERSONS IN DANGER:	<p>Plumbers and plumber's mates.</p> <p>Other persons working in vicinity</p> <p>Visitors.</p>
---------------------------	--

CONTROLS:	<ul style="list-style-type: none"> ▪ Work should be planned and programmed so that only one trade is in a unit at one time. ▪ All equipment/ladders etc used for gaining access is to be to correct standard and maintained. ▪ Work duration for ladders not to exceed 30 minutes. Where it is likely that work will exceed this time other suitable methods shall be employed (e.g. platforms with edge protection). ▪ Access ladders where used must be fixed in position. ▪ Barriers will be erected around stairwell openings and any other open edges or crash decks will be installed. ▪ Where working over open joists is required, a suitable working platform of correct dimensions must be provided fitted with suitable edge protection or safety harnesses/suitable lanyards
------------------	--

RISK ASSESSMENT

<p>CONTROLS:</p>	<p>and anchor points, soft fall arrest bags, netting or similar fall arrest methods must be employed 9or a combination of these).</p> <ul style="list-style-type: none"> ▪ Access and egress to the units must be maintained - where external scaffolds are still in place a suitable protected opening is to be provided. ▪ To simplify and reduce the risk from manual handling consider use of 3m lengths of copper rather than 6m lengths - improves manoeuvrability. ▪ Fire extinguishers will be readily accessible in each unit and at the place of work where hot work is taking place. Permits to work should be issued for hot works and areas re-checked 1 hour after completion of work to ensure no smouldering materials etc. ▪ Accumulations of debris and waste to be avoided and removed to suitable waste containers in order to reduce fire risk. ▪ Power and lighting - proper provision is to be made at 110v. ▪ Where working with substances that give off toxic or flammable gas, fumes or vapours, lids are to be replaced immediately after use to prevent build up. ▪ Where necessary in poorly ventilated areas, additional ventilation should be provided (e.g. forced air ventilation fans etc) ▪ Where any hazardous substance is encountered (e.g. suspected asbestos) works should be stopped and the material identified and suitable preventative measures put in place (as necessary) prior to works recommencing. ▪ Where necessary precautions should be taken to prevent inhalation of hazardous dusts, gases, fumes and vapours etc by the use of suitable respiratory protective equipment by workers. ▪ All workers should employ good hygiene standards and not eat, smoke or drink etc until the correct hygiene procedures have been followed.
-------------------------	---

<p>PPE: (and safety equipment)</p>	<p>Hard hats. Suitable safety footwear. Suitable eye protection. High visibility clothing (as necessary). Suitable clothing to minimise skin contact with and exposure to hazardous substances. Hearing protection (as necessary). Safety harnesses and suitable lanyards/anchor points (as necessary) Suitable respiratory protective equipment (as necessary) Suitable fire extinguisher(s) Forced air ventilation equipment (as necessary) Sun block (as necessary).</p>
---	---

<p>ADDITIONAL ASSESSMENTS:</p>	<p>COSHH. Confined Spaces (as necessary). Manual handling. Personal protective equipment (PPE) Respiratory protective equipment (RPE) Work at height Noise (as necessary) Fire Working environment (inclement weather, wind, sun and heat etc)</p>
---------------------------------------	--

<p>METHOD STATEMENT REQUIRED?</p>	<p>YES</p>	<p>X</p>	<p>NO</p>	
--	-------------------	----------	------------------	--

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

SPECIFIC LEGISLATION
Confined Spaces Regulations Construction (Health, Safety and Welfare) Regulations Construction (Design and Management) Regulations (CDM 2007) Construction (Head Protection) Regulations Control of Substances Hazardous to Health Regulations Management of Health and Safety at Work Regulations Manual Handling Operations Regulations Noise at Work Regulations Personal Protective Equipment at Work Regulations Provision and Use of Work Equipment Regulations Work at Height Regulations Regulatory Reform (Fire Safety) Order

HSE / OTHER GUIDANCE
HS(G)150 Health and safety in construction. HS(G)168 Fire safety in construction. BS 5588 - 1 Fire precautions in design, construction and use of buildings

INFORMATION INSTRUCTION AND TRAINING
All personnel involved will be informed of this safe system of work as laid down in this risk assessment. Trades will have received extensive general training - specific additional training in this system of work may be required (e.g. manual handling). Training in recognition and use of fire extinguishers.

EMERGENCY PROCEDURES
General site safety procedures and procedures for work at height to be followed. Operatives must know what to do in an emergency and how to raise the alarm.

MONITORING PROCEDURES
Managers are to fully understand these control measures and ensure compliance - also undertake a site specific review to ensure system is workable. Where sub-contractors are undertaking this work a method statement and risk assessment will be called for.

OTHER

Signed (Assessor):



Date of Preparation:

21/3/11

Date for Review:

21/6/11

RISK ASSESSMENT

RISK ASSESSMENT No: RA/GEN1/03 PLUMBING - SECOND FIX

PROJECT: Castle View School **JOB No.** C 4511

ASSESSED BY: Richard Doughty **DATE:** 21st March 2011

DESCRIPTION OF TASK: To install fixtures and fittings into bathrooms, toilets and general washroom areas and any other areas of the building(s)

HAZARDS (Enter Hazard Description)	RISK RATINGS (✓)					
	Without Controls			With Controls		
	Low	Med	High	Low	Med	High
Falls from height		✓		✓		
Being struck by falling materials, parts, tools etc		✓		✓		
Manual handling			✓	✓		
Burns from contact with hot surfaces/materials or naked flame		✓		✓		
Fire			✓	✓		
Inhalation of gas, fume and vapours from pipe solder jointing			✓	✓		
Inhalation of fume and vapour from solvent pipe welding substances			✓	✓		
Contact with hazardous substances (pipe jointing compounds etc)			✓	✓		
Contact with hazardous substances (e.g. wood dusts, asbestos)			✓	✓		
Exposure to and inhalation of silica/concrete/brick dusts etc by drilling and chasing walls/floors etc			✓	✓		

HARM: Serious injury/fatality as a result of falls from height
 Injury by being struck by falling objects, materials or tools etc.
 Musculoskeletal injuries arising from manual handling.
 Burns as a result of contact with hot surfaces, materials etc.
 Serious injury/fatality as a result of fire arising from hot work etc or ignition of flammable substances, vapours etc.
 Serious lung disease, sensitisation, asthma etc resulting from inhalation of toxic/hazardous dusts, gases, fumes or vapours arising from works.

PERSONS IN DANGER: Plumbers and plumber's mates.
 Other persons working in vicinity
 Visitors.

CONTROLS:

- Work should be planned and programmed so that only one trade is in a unit at one time.
- All equipment/ladders etc used for gaining access are to be to correct standard and maintained.
- Work duration for ladders not to exceed 30 minutes. Where it is likely that work will exceed this time other suitable methods shall be employed (e.g. platforms with edge protection).
- Barriers will be erected around stairwell openings and any other open edges.
- Access and egress to the units must be maintained - where external scaffolds are still in place a suitable protected opening is to be provided.
- To simplify and reduce the risk from manual handling consider use of 3m lengths of copper rather than 6m lengths - improves manoeuvrability.

RISK ASSESSMENT

CONTROLS:	<ul style="list-style-type: none"> ▪ Fire extinguishers to be accessible in each unit where hot work is taking place. Permits to work issued for hot works site checked 1 hour after completion of work to ensure no smouldering materials. ▪ Accumulations of debris and waste to be avoided and removed to suitable waste containers in order to reduce fire risk. ▪ Power and lighting - proper provision is to be made at 110v. ▪ Where working with substances that give off toxic or flammable gas, fumes or vapours, lids are to be replaced immediately after use to prevent build up. ▪ Where necessary in poorly ventilated areas, additional ventilation should be provided (e.g. forced air ventilation fans etc) ▪ Where any hazardous substance is encountered (e.g. suspected asbestos) works should be stopped and the material identified and suitable preventative measures put in place (as necessary) prior to works recommencing. ▪ Where necessary precautions should be taken to prevent inhalation of hazardous dusts, gases, fumes and vapours etc by the use of suitable respiratory protective equipment by workers. ▪ All workers should employ good hygiene standards and not eat, smoke or drink etc until the correct hygiene procedures have been followed.
------------------	---

PPE:	<p>Hard hats/Bump caps (as necessary) Suitable safety footwear. Suitable eye protection. High visibility clothing (as necessary). Suitable clothing to minimise skin contact with and exposure to hazardous substances. Hearing protection (as necessary). Suitable respiratory protective equipment (as necessary) Suitable fire extinguisher(s) Forced air ventilation equipment (as necessary)</p>
-------------	---

ADDITIONAL ASSESSMENTS:	<p>COSHH. Confined Spaces (as necessary). Manual handling. Personal protective equipment (PPE) Respiratory protective equipment (RPE) Work at height Noise (as necessary) Fire</p>
--------------------------------	---

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

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

SPECIFIC LEGISLATION	<p>Confined Spaces Regulations Construction (Health, Safety and Welfare) Regulations Construction (Design and Management) Regulations (CDM 2007) Construction (Head Protection) Regulations Control of Substances Hazardous to Health Regulations Management of Health and Safety at Work Regulations Manual Handling Operations Regulations Noise at Work Regulations Personal Protective Equipment at Work Regulations</p>
-----------------------------	--

Provision and Use of Work Equipment Regulations
Work at Height Regulations
Regulatory Reform (Fire Safety) Order

HSE / OTHER GUIDANCE

HS(G)150 Health and safety in construction.
HS(G)168 Fire safety in construction.
BS 5588 - 1 Fire precautions in design, construction and use of buildings

INFORMATION INSTRUCTION AND TRAINING

All personnel involved will be informed of this safe system of work as laid down in this risk assessment.
Trades will have received extensive general training - specific additional training in this system of work may be required (e.g. manual handling).
Training in recognition and use of fire extinguishers.

EMERGENCY PROCEDURES

General site safety procedures and procedures for work at height to be followed.
Operatives must know what to do in an emergency and how to raise the alarm.

MONITORING PROCEDURES

Managers are to fully understand these control measures and ensure compliance - also undertake a site specific review to ensure system is workable.
Where sub-contractors are undertaking this work a method statement and risk assessment will be called for.

OTHER

Signed (Assessor):



Date of Preparation:

21/3/11.

Date for Review:

21/6/11.

Manual Handling Risk Assessment Checklist

Tasks covered by the assessment: Loading out of Cubicles / IPS Units	
Personnel involved: Shire Fitters / Carpenters	
Location: Castle View School, Canvey Island	
Assessor: Richard Doughty	Date Assessed: 21 st March 2011

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?					N/A.
Stooping forwards?					No
Twisting at the waist?					No
Reaching above shoulder height?					No
Carrying the load for further than 10m?	✓	✓			Yes, possibly. Use trolley for horizontal.
Strenuous pushing or pulling?					No
Frequent repetitive handling?					No, limit no. of lifts per day.
Are the loads?					
Heavy or \outside HSE guidelines?					No
Bulky?	✓	✓			Yes, use glass tilters.
Difficult to grip?	✓	✓			Yes, use gloves and glass tilters.
Unstable?					No
Hot or cold?					No
Have sharp edges?	✓	✓			Yes, wear gloves
Dirty or slippery?					No
Does the work area have.....					
Restricted space?					No
Obstructed or slippery floors?					No
Stairs or ramps?	✓	✓			Yes, two operators to carry loads

Manual Handling Risk Assessment Checklist

Poor lighting?					No
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

N/A.

List the remedial steps to be taken:

Assessor's Signature.....

Date of Preparation...21/3/11.....

Date for Review...21/5/11.....



COSHH Risk Assessment



Substance/material: Solvent WELD Trade name: 3019 PlusBOND

What is the substance used for?
(E.g. cleaning floors, protective coating, etc.) Connecting lengths of MuPVC plastic pipework.

What are the hazardous ingredients/chemicals in the substance? (List below)

TETRAHYDROFURAN (5-10%) BISPHENOL (0.1-1%)
CYCLOHEXANONE (1-5%) BUTANONE (60-100%)

Do any of the chemicals have a:

Maximum Exposure Limit? (State opposite) No

Occupational Exposure Standard? (State opposite) No.

Is the substance: (Check for an orange 'CHIP' square on the product data sheet or packaging.)

- | | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> Extremely flammable? | <input type="checkbox"/> Oxidising? | <input type="checkbox"/> Very toxic? | <input type="checkbox"/> Sensitising? |
| <input checked="" type="checkbox"/> Highly flammable? | <input type="checkbox"/> Harmful? | <input type="checkbox"/> Corrosive? | <input type="checkbox"/> Other? (Specify below.) |
| <input type="checkbox"/> Flammable? | <input type="checkbox"/> Toxic? | <input checked="" type="checkbox"/> Irritant? | |

Is the substance hazardous to health when:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> In contact with skin? | <input checked="" type="checkbox"/> Breathed in? | <input type="checkbox"/> Other (Specify below) |
| <input checked="" type="checkbox"/> In contact with eyes? | <input type="checkbox"/> Swallowed? | |

USE OF SUBSTANCE

How should the substance be used?
(E.g. diluted in water, applied with a brush, sprayed, etc.) With the brush supplied

How much is used every week?
(State quantity in litres or kilos as appropriate.) One 250ml container used every 2 months.

Who is exposed to the substance?
(E.g. those using it, pupils, service users, etc.) The user operating with the substance and those in the immediate area.

Does the substance present additional risks to certain groups or individuals?
(E.g. young people, expectant mothers.) No.






CONTROL MEASURES

Can a less hazardous substance be used to do the same job? Yes No
(If you don't know, please contact your supplier for further information.)

What controls are required for this substance, other than Personal Protective Equipment (PPE)?
(E.g. well ventilated areas, not in spray/mist form, mechanical ventilation, authorised persons only.)

Use in a well ventilated area. If to be used in confined area, use with a respirator to suit GAS (cartridge organic substances)

Is any Personal Protective Equipment (PPE) required when using the substance?

- | | |
|---|--|
|  <input checked="" type="checkbox"/> Eye protection? (State type required) |  <input checked="" type="checkbox"/> Gloves? (State type required) |
|  <input type="checkbox"/> Overalls/clothing? (State type required) |  <input checked="" type="checkbox"/> Mask/respirator? (State type required) |
|  <input type="checkbox"/> Other? (State type required) | <u>GAS CARTRIDGE TYPE (ORGANIC SUBSTANCE)</u> |

How should the substance be stored? (E.g. locked cupboard, away from other substances, etc.)
Keep in a cool environment, away from oxidisers and ensure area is well ventilated to avoid buildup of fumes.

Have persons using this substance been provided with information or training on its use? Yes
 (As a minimum ensure a copy of this assessment is in a known and readily accessible location.) No

OTHER PRECAUTIONS AND EMERGENCY PROCEDURES

Spillages: How should an accidental release/spillage of this substance be dealt with?

Prevent entry into drains and water courses. Stop leak. Extinguish all ignition sources. Avoid heat and sparks. Provide ventilation and respirators if in a confined space. Use sand or dry earth to collate the spill.

First aid: What actions should be taken if the substance is:

- | | |
|---|--|
| a) Swallowed? Do NOT induce vomit. If vomit occurs, keep head low so esophageal contents does not get into lungs. | b) In contact with eyes? Rinse immediately with water for a minimum of 15 mins |
| c) In contact with skin? Wash with plenty of water, minimum of 15 mins. | d) Inhaled? Remove I.P to ventilated area at once. |
| e) Other? (Please specify.) N/A. | |

Fire precautions: What actions should be taken in the event of fires involving this substance?

Use powder, foam or CO₂ extinguishers only. No other type to be used.

Chemical reactions: Is there any other substance that this substance must not come into contact with?

Nil

Disposal: How should the substance be disposed of (or not disposed of)?

To licensed operators for hazardous waste. Do not allow to run into water courses, etc.

Health surveillance: Do staff using the substance require any health surveillance?

No, due to its infrequent usage.

ASSESSMENT OF RISK

Are all the controls detailed above currently in place? Yes No

If these controls are not in place, or additional controls are required, state action to be taken. Please note - COSHH substances must NOT be used if adequate control measures are not in place.

Remedial actions required	Date for completion
Nil	N/A.

Are hazards to health adequately controlled with all control measures in place? Yes No

Assessor(s) name: Marcus Hayes	Assessor(s) signature: 	Date: 30/7/08.
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required. N/A.		

A copy of the product safety data sheet must be attached to this assessment.



SAFETY DATA SHEET

3019 HEP PLUSBOND

1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY/UNDERTAKING

PRODUCT NAME: 3019 HEP PLUSBOND

PART No.: 321205, 321304

SUPPLIER: BOSTIK FINDLEY LIMITED
COMMON ROAD
STAFFORD. ST16 3EH
STAFFORDSHIRE
Tel: +44 1785 272727
Fax: +44 1785 257236

EMERGENCY TELEPHONES: +44 1785 255141

2. COMPOSITION/INFORMATION ON INGREDIENTS

NAME			CONTENT
CAS No.:	EINECS Nr.:	CLASSIFICATION	
TETRAHYDROFURAN			5-10 %
109-99-9	203-726-8	Xi ,F R-11, 19, 36/37	
CYCLOHEXANONE			1-5 %
108-94-1	203-631-1	Xn R-10, 20	
BISPHENOL A -EPICHLOROHYDRIN EPOXY RESIN (NUMBER AV MW<700)			0-1 %
25068-38-6	500-033-5	Xi ,N R-36/38, 43, 51/53	
BUTANONE			60-100 %
78-93-3	201-159-0	Xi ,F R-11, 36, 66, 67	

The Full Text for all R-Phrases are Displayed in Section 16

3. HAZARDS IDENTIFICATION

Highly flammable. Irritating to eyes. Repeated exposure may cause skin dryness or cracking. Vapours may cause drowsiness and dizziness.

4. FIRST AID MEASURES

INHALATION: Remove victim immediately from source of exposure. Move the exposed person to fresh air at once. Get medical attention.

INGESTION: DO NOT induce vomiting. Get medical attention immediately. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs.

SKIN:	Rinse immediately with plenty of water. Continue to rinse for at least 15 minutes. Get medical attention if irritation persists after washing.
EYES:	Rinse the eye with water immediately. Continue to rinse for at least 15 minutes and get medical attention.

5. FIRE FIGHTING MEASURES

EXTINGUISHING MEDIA:	Fire can be extinguished using: Powder, foam or CO ₂ .
SPECIAL FIRE FIGHTING PROCEDURES:	Use water SPRAY only to cool containers! Do not put water on leaked material. Use supplied air respirator if substance is involved in a fire. Avoid breathing fire vapours. Keep up-wind to avoid fumes. If possible, fight fire from protected position.
UNUSUAL FIRE & EXPLOSION HAZARDS:	Generates massive smoke during fire. Vapours are heavier than air and may spread near ground to sources of ignition. HIGHLY FLAMMABLE! Risk of explosion in closed containers if pressure rises rapidly.
HAZARDOUS COMBUSTION PRODUCTS:	Toxic gases/vapors/fumes of: Carbon dioxide (CO ₂). Carbon monoxide (CO).
PROTECTIVE MEASURES IN FIRE:	Wear self contained breathing apparatus

6. ACCIDENTAL RELEASE MEASURES

PERSONAL PRECAUTION IN SPILL:	Avoid skin and eye contact Ensure adequate ventilation Wear personal protective equipment
PRECAUTIONS TO PROTECT ENVIRONMENT:	Prevent entry into drains and water courses.
SPILL CLEANUP METHODS:	Stop leak if possible without risk. Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Ventilate. Provide ventilation and confine spill. Do not allow runoff to sewer. Clean-up personnel should use respiratory and/or liquid contact protection. Absorb in vermiculite, dry sand or earth and place into containers. Wash thoroughly after dealing with a spillage. Containers with collected spillage must be properly labelled with correct contents and hazard symbol.

7. HANDLING AND STORAGE

USAGE PRECAUTIONS:	Keep away from heat, sparks and open flame. Avoid spilling, skin and eye contact. Ventilate well, avoid breathing vapours. Use approved respirator if air contamination is above accepted level.
STORAGE PRECAUTIONS:	Flammable/combustible - Keep away from oxidizers, heat and flames. Ground container and transfer equipment to eliminate static electric sparks. Store at moderate temperatures in dry, well ventilated area.
STORAGE CRITERIA:	Flammable liquid storage.

8. EXPOSURE CONTROLS AND PERSONAL PROTECTION

INGREDIENT NAME:	CAS No.:	STD	LT EXP 8 Hrs	ST EXP 15 Min
TETRAHYDROFURAN	109-99-9	OES	50 ppm(Sk)	100 ppm(Sk)
CYCLOHEXANONE	108-94-1	OES	10 ppm(Sk)	20 ppm(Sk)
BUTANONE	78-93-3	OES	200 ppm(Sk)	300 ppm(Sk)

PROTECTIVE EQUIPMENT:



VENTILATION:	Explosion-proof general and local exhaust ventilation.
RESPIRATORS:	Respiratory protection must be used if air concentration exceeds acceptable level. Wear mask supplied with: Gas cartridge (organic substances).
PROTECTIVE GLOVES:	Protective gloves must be used if there is a risk of direct contact or splash. Use protective gloves made of: Nitrile. Use thin cotton gloves inside the rubber gloves if allergy risk.
EYE PROTECTION:	Wear splash-proof eye goggles to prevent any possibility of eye contact.
OTHER PROTECTION:	Wear appropriate clothing to prevent repeated or prolonged skin contact.
HYGIENIC WORK PRACTICES:	DO NOT SMOKE IN WORK AREA! Wash promptly if skin becomes contaminated. Wash at the end of each work shift and before eating, smoking and using the toilet. Use appropriate skin cream to prevent drying of skin.

9. PHYSICAL AND CHEMICAL PROPERTIES

APPEARANCE:	Thixotropic Liquid.		
COLOUR:	Colourless.		
ODOUR/TASTE:	Organic solvents.		
BOILING POINT (°C, interval):	65	Pressure:	760mmHg
DENSITY/SPECIFIC GRAVITY (g/ml):	0.9	Temperature (°C):	20
FLASH POINT (°C):	minus 14	Method:	CC (Closed cup).

10. STABILITY AND REACTIVITY

STABILITY:	Avoid: Heat, sparks, flames.
HAZARDOUS DECOMP. PRODUCTS:	Fire or high temperatures create: Toxic gases/vapours/fumes of: Carbon dioxide (CO ₂). Carbon monoxide (CO).

11. TOXICOLOGICAL INFORMATION

INHALATION:	Drowsiness, dizziness, disorientation, vertigo. Gas or vapour may irritate respiratory system.
INGESTION:	Pneumonia may be the result if vomited material containing solvents reaches the lungs.
SKIN:	Prolonged or repeated contact leads to drying of skin. May cause skin irritation/eczema
EYES:	Irritating to eyes. Irritation, burning, lacrimation, blurred vision after liquid splash.
HEALTH WARNINGS:	Defats the skin. Prolonged or repeated exposure may cause severe irritation.
MEDICAL CONSIDERATIONS:	Skin disorders and allergies.

12. ECOLOGICAL INFORMATION

ECOLOGICAL INFORMATION: Dangerous for the environment if discharged into watercourses.

13. DISPOSAL CONSIDERATIONS

DISPOSAL METHODS: Dispose of in accordance with Local Authority requirements. Do not allow runoff to sewer, waterway or ground. Recover and reclaim or recycle, if practical.

14. TRANSPORT INFORMATION

LABEL FOR CONVEYANCE:

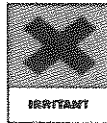


UK ROAD TRANSPORT CLASS: 3
UK ROAD PACK GR.: III
ADR CLASS No.: 3
ADR CLASS: Class 3: Flammable liquids.
ADR ITEM No.: 31(c)
ADR MARGINAL: 2301
ADR LABEL No.: 3
HAZCHEM CODE: 3Y
CEFC TEC(R) No.: 30G35
PROPER SHIPPING NAME I: ADHESIVES
RID CLASS No.: 3
RID ITEM No.: 31(c)
UN No. SEA: 1133
IMDG CLASS: 3
IMDG PACK GR.: III
EmS No.: 3-05
MFAG TABLE No.: See Guide
MARINE POLLUTANT: No.
UN No., AIR: 1133
ICAO CLASS: 3

AIR PACK GR.:

III

15. REGULATORY INFORMATION

LABEL FOR SUPPLY:**RISK PHRASES:**

R-11 Highly flammable.
 R-36 Irritating to eyes.
 R-66 Repeated exposure may cause skin dryness or cracking.
 R-67 Vapours may cause drowsiness and dizziness.

SAFETY PHRASES:

P-14 Contains BISPHENOLA -EPICHLOROHYDRIN EPOXY RESIN (NUMBER AV MW<700). May produce an allergic reaction.
 S-16 Keep away from sources of ignition - No Smoking.
 S-2 Keep out of the reach of children.
 S-25 Avoid contact with eyes.
 S-26 In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
 S-37 Wear suitable gloves.
 S-46 If swallowed, seek medical advice immediately and show this container or label.
 S-51 Use only in well-ventilated areas.
 S-56 Dispose of this material and its container to hazardous or special waste collection point.
 S-9 Keep container in a well-ventilated place.
 S-36/37/39 Wear suitable protective clothing, gloves and eye/face protection.
 S-38 In case of insufficient ventilation, wear suitable respiratory equipment.

STATUTORY INSTRUMENTS:

Chemicals (Hazard Information and Packaging) Regulations.

16. OTHER INFORMATION

USER NOTES:

This product should be used as directed by Bostik Findley Ltd. For further information consult the product data sheet or contact Technical Services.

INFORMATION SOURCES:

This safety data sheet was compiled using current safety information supplied by distributor of raw materials.

REVISION COMMENTS:

This safety data sheet supercedes all previous issues and users are cautioned to ensure that it is current. Destroy all previous data sheets and if in doubt contact Bostik Findley Limited.

ISSUED BY:

Approved EC

REVISION DATE:

12/02

SDS No.:

1.0

PRINTING DATE:

2002-12-06

R-PHRASES (Full Text):

R-11 Highly flammable. R-36 Irritating to eyes. R-66 Repeated exposure may cause skin dryness or cracking. R-67 Vapours may cause drowsiness and dizziness. R-19 May form explosive peroxides. R-36/37 Irritating to eyes and respiratory system. R-10 Flammable. R-20 Harmful by inhalation. R-36/38 Irritating to eyes and skin. R-43 May cause sensitisation by skin contact. R-51/53 Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.