

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 – CIVIC CENTRE

Contract Name: -	Kingswood Civic Centre and Hub Facility
Main Contractor: -	Wates Construction
M/C Supervisor: -	Matt List / Dave Norman
Sub Contractor: -	Shire Integrated Systems Ltd Specialist Washroom Installer / Joinery Co.
Method Statement No: -	12/2010/WATES/Revision 1 (15 th December 2010)
Date of Preparation: -	15 th December 2010
Start Date: -	w/c 20 th December 2010
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 Venesta Washrooms IPS Evolve Duct panels, vanity units and cubicles, including the fixing of WC pans. Connections of sanitaryware by others
Operatives: -	Scott Woodman – Carpenter SSSTS Supervisor Lee Gilpin – Carpenter Other carpenters / plumbers to suit the programme (minimum CSCS qualification that is trade specific)
SHE Supervision: -	Scott Woodman (SSSTS) – SHE Supervisor / Representative
Method Statement Prep: -	Marcus Lynes – Director (SMSTS)
Amendments: -	Marcus Lynes – Director (SMSTS)



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1. Work Details – Washroom Installation

Shire Integrated Systems Ltd, have been employed as a supply and fit subcontractor to install Venesta Washrooms pre-plumbed IPS duct panelling, cubicles, vanity unit under frames and associated framework and panel fixing clips.

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

Pedestrian access into the building is via the main site entrance off Alma Road that follows to one side of the new Civic Centre (parallel with the High Street). All access is via a sign in cabin, where a Wates operative will ensure all operatives sign in prior to entering site. Operatives will not be able to undertake site work, without a site induction. Once inducted, operatives will be placed on the fingerprint 'bio-metric' system. This will then enable operatives to access the site via the adjacent turnstyle.

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, and should be sought locally on residential streets. Care and consideration should be taken so as to not upset local residents, and to abide by the guidelines of the Considerate Contractors Scheme.

To access the site, all operatives must first have attended a site induction, in the site office complex. Operatives will be required to complete the application for a site pass, prior to arriving for an induction. Inductions are at 8.00am on **Monday and Wednesday only**.

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) and up into the building via the many staircases that are present. There is a site access / haul road, that runs along side part of the the site. See Wates for any updates to the direction, or closure of sections of this access road. The materials vehicle will be able to utilise this access road, up to the point of entry to the building, which will have been determined by Wates' logistics manager, prior to any delivery arriving at site. There are various staircases located throughout the building. each staircase is marked on the site access plan, and is adjacent to each of our workfaces.



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There is no goods hoist on the site. All materials will be loaded out using the three / four main staircases that are present on the site and are adjacent to our works. These will be pointed out to our operatives in the site induction. Where possible, and at the agreement of Wates, and if the load permits, the Wates forklift / driver may be used to load out materials on the loading platform of the Civic Centre.

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

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.

Wates 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 Wates package manager for our trade.

KEY WORK AREAS

The key workfaces are split over three floors (ground, first and second) and are as follows:

Ground Floor;	Parking Attendants WC (phase 2) Police Changing Area – 2no WC’s / Showers (grid line 16/H) Main WC Block - Male / Female WC’s (grid line 7-9/J)
First Floor;	Main WC Block – Male / Female WC’s (grid line 3-4/F) Main WC Block – Male / Female WC’s (grid line 8-10/J)
Second Floor;	Main WC Block – Male / Female WC’s (grid line 3-4/F-H)

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 on Tuesday 30th July 2005.



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- Emergency Responder First Aid training course on the 5th and 6th June 2008.
- Fire Training course on 22nd July 2005.
- Safety Awareness Training on 17th June 2005.
- 2 day CITB SSSTS Site Supervisors Safety Training Scheme in September 2009 / December 2010

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 Wates manager responsible for our package of works. All materials will be checked for their correct specification and any damage will be noted, prior to distributing them to the necessary correct rooms. These panels will be cross referenced to the construction drawings, as issued by Bushboard, to ensure that they have been manufactured to the correct specification, size and colour.

A segregated cutting area within each block area will be determined. This will be set up as a Shire work area, with our materials being cut by chop saw in this area.

4 IPS Evolve Ducts

The operatives will commence the installation by installing the base and head rails for the IPS ducts. This will give a good starting point for setting out the room. The base rail will be fitted by drilling, plugging and screwing into the existing concrete floor. The head rail will be fitted between walls, and braced back to the soffit / new stud wall of the building. Where fixing to plasterboard, the operatives will use the specialist 'Spit' JCP Plasterboard fixings, c/w LHWAST fixing tool.

Once the head / base rails and side cheeks have been fitted, the operatives will then begin the installation by slotting in lengths of flashgap, cutting to length where required with a chop saw. These will be fitted vertically.

The chop saw will be fitted with a safety shield and will be to 110volts. The operatives, whilst using the chop-saw, will utilise the required PPE (safety goggles, ear protectors where a noise assessment becomes necessary)



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Once all flashgap is installed, the panels will be clipped into the head and base rail, with a final screw fixing securing the panel at the head. All transit screws will be removed. This will enable panels to be lifted off.

Where applicable, disabled drop down grab rails will be require a bracket to be installed in the duct wall. These will be fitted at the time that the duct is installed. These will be fitted using the expanding 'Spit' type plasterboard fixing as mentioned above (M6)

5 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 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 Venesta 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 fixing cleats and are supported on feet 100mm from the floor finish, by fixing to the front pilaster (which is also fitted to 100mm from the floor). 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 cubicle cleats. 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.

6 WC Pan Installation

Each WC pan will be checked and un-wrapped to ensure that is not broken and is free from defects. The WC pans will be fitted to the 4 inch soil float, that has been provided by others, by the use of the Venesta supplied Panekta WC pan-connector.

The installation will utilise the as-supplied plastic floor brackets. The pan will be positioned on the floor, sketched for its location. It will then be removed, and the



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bracket position marked. Each bracket will be fixed to the floor using standard brown plugs, plugging and screwing using a 2 inch size 10 screw.

The pan will then be bedded on clear silicone. It will be fitted by utilising the as-supplied screw, and cap, by fixing into the side of the bracket, through the china. The seat will then be fitted to the pan, utilising the seat box as protection, which will be taped down into place.

7 Vanity Unit Installation

The vanity units (tops) will arrive to site, pre plumbed with the vanity basins and taps already fitted to the tops. The vanity units will be fitted by installing cantilever brackets first. Shire are supplying these, which will be bolted to the blockwork walls using appropriate expanding rawbolts.

Then, the framework of the vanity units will be fitted. This consists of a section of laminate, with panels already fitted to it. Small brackets will also be screwed to the back wall, which will support the vanity top. Once all framework is in, and cut to length where required, the top will be placed on, and suitably fixed to the lower framework. Once complete, underpanels can be removed by others to access the waste / hot / cold pipework. (panels are simply lifted off) All items will be fixed to the plasterboard using the 'Spit' fixings, or plugged and screwed to masonry using an approved fixing.

Shire will then protect the vanity tops using a fire retardant corex material.

8 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.



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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.

9 Vehicle Un-Loading

Due to the possible non-availability of a forklift on site, operatives will have to un-load the delivery vehicles by hand. When cubicles / IPS Panels arrive on site, they are palletised and shrink wrapped, and are located on flat bed section of the vehicle.

To un-load this delivery safely, this will involve a group of fitters / labourers and will be undertaken as a team. Two operatives will have to be within the lorry adjacent to the load to enable this to happen. To access the back of the lorry, the operatives will utilise the small access ladder that is fixed to the lorry, that will enable them to gain access up to the deck which is approximately 1.5m from the ground.

Firstly, the pallet shrink wrap will be removed, and set to one side. The operatives on the lorry will ensure that they stay on the sealed “curtain side” of the lorry, away from the leading edge. The cubicle partitions / IPS Panels will be slid out from the pallet, toward the operatives who are at ground level. These partitions / IPS Panels will then be lowered to the ground by the two operatives that are at ground level, standing them up into a vertical position.

Glass suckers will then be placed on the partition by the two operatives on ground level. The partition will then be carried away from the lorry.

The process is then repeated until the vehicle is empty. The operatives will then get down from the load area of the lorry by utilising the small access ladder that is present on the vehicle.



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10 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 Wates 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 Wates 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. Wates 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 07879 776 756.

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 Matt List (Wates



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Package Manager), with any issues being highlighted for follow up. These reports will highlight issues with Wates, 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 Wates 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 Wates 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. All loading out will need to be via the 4no staircases that are present throughout the project.

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

SHE Supervision / Accountability: - Shire's on-site SHE representative will be SCOTT WOODMAN. He will report directly to MARCUS LYNES (Director) on all matters concerning Health and Safety.

SHE Accountabilities: - Shire are committed to complying with Wates Construction's SHE policy. This will be reviewed with on site Supervisors and Operatives on a regular basis.



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These accountabilities are as follows; -

Shire Management Will Ensure;

- a) Full compliance with Wates SHE Safety Standards
- b) All operatives on any Wates Site will be fully on-board with a CSCS card commensurate with their chosen trade
- c) Will ensure full compliance with Wates standards of PPE usage
- d) Will attend the monthly safety event
- e) Will sign the Senior Managers register each time they visit

Shire Supervisors Will Ensure

- a) Full compliance with the Method Statement
- b) Attendance at regular safety meetings
- c) Will ensure full compliance with Wates 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: Marcus Lynch.....

Signed: [Signature].....

Position: Director.....

Date: 15th December 2010.....



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Method Statement read, briefed to, and understood by;

Name (Print)	Signed

RISK ASSESSMENT

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

PROJECT: Kingswood Civic Centre **JOB No.:** C 4165

ASSESSED BY: Marcus Lynes **DATE:** 15th December 2010

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

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

HARM:

- Serious injury/fatality from contact with live electrical circuits
- 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:

- 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
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PPE:	Hard hats, appropriate eye, hearing, respiratory (see above) and hand protection, safety footwear and hi-vis clothing.
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ADDITIONAL ASSESSMENTS:	<p>COSHH Manual Handling Personal Protective Equipment Noise Vibration Work at Height (as necessary)</p>
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METHOD STATEMENT REQUIRED?	YES	X	NO	
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TASK ADEQUATELY CONTROLLED?	YES	X	NO	
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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>

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:

15/12/10

Date for Review:

15/3/11

RISK ASSESSMENT

RISK ASSESSMENT No:	RA/GEN1/006 HAND TOOLS
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PROJECT:	Kingswood Civic Centre	JOB No.	C 4165
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ASSESSED BY:	Marcus Lynes	DATE:	15th December 2010
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DESCRIPTION OF TASK:	Use of all hand tools including; hammers, chisels, saws, screwdrivers, hand-braces, drills, files, planes, spanner etc (this list is not exhaustive).
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HAZARDS (Enter Hazard Description)	RISK RATINGS (✓)					
	Without Controls			With Controls		
	Low	Med	High	Low	Med	High
Loose heads (e.g. hammer heads)		✓		✓		
Chisels with sharp mushroom heads			✓	✓		
Screwdrivers with split/damaged handles and/or damaged/worn blades		✓		✓		
Files with split/loose or missing handles		✓		✓		
Blunt cutting tools		✓		✓		
Dangerous cutting tools (e.g. missing handles/broken blades etc)		✓		✓		
Tools that create an ignition source (e.g. sparks)	✓			✓		
Tools being used for the wrong purpose and/or incorrectly			✓	✓		
Ill fitting, split or damaged shafts on tools (e.g. pick axes, shovels etc)		✓		✓		

HARM:	<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>
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PERSONS IN DANGER:	<p>Operatives using tools.</p> <p>Other persons from flying particles and parts of failed tools.</p>
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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.
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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.
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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>
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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>
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METHOD STATEMENT REQUIRED?	YES	X	NO	
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TASK ADEQUATELY CONTROLLED?	YES	X	NO	
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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:

15/12/10

Date for Review:

15/3/11

RISK ASSESSMENT

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

PROJECT: Kingswood Civic Centre **JOB No.** C 4165

ASSESSED BY: Marcus Lynes **DATE:** 15th December 2010

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	
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TASK ADEQUATELY CONTROLLED?	YES	X	NO	
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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: 15/12/10.

Date for Review: 15/3/11

Manual Handling Risk Assessment Checklist

Tasks covered by the assessment: Loading out of Cubicles / IPS Units	
Personnel involved: Shire Fitters / Carpenters	
Location: Kingswood Civic Centre	
Assessor: Marcus Lynes	Date Assessed: 15 th December 2010

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?	✓	✓			Ensure that two operatives carry all loads.
Strenuous pushing or pulling?					
Frequent repetitive handling?					
Are the loads?					
Heavy or \outside HSE guidelines?					
Bulky?	✓	✓			As above. Cubicle partitions; glass lifters to be used.
Difficult to grip?	✓	✓			Also, use of rigidatory gloves to be employed
Unstable?					
Hot or cold?					
Have sharp edges?	✓		✓		Use gloves ^{as above} , minimise cuts to hands.
Dirty or slippery?					
Does the work area have.....					
Restricted space?					
Obstructed or slippery floors?					
Stairs or ramps?	✓	✓			Regular breaks to be had during vertical loading out.

Manual Handling Risk Assessment Checklist

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:

Assessor's Signature.....

Date of Preparation.....15/12/10.....

Date for Review.....15/3/11.....