

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

Contract Name and Address: -

Waitrose Oxford
Botley Road
Oxford
OX2 0HH

Main Contractor: - RG Group

Site Contact: - Matt O'Malley – 07887 630 458

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

Method Statement No: - 09/2015/RG

Date of Preparation: - 28th September 2015

Start Date: - 29th September 2015

Completion Date: - To suit the contact programme

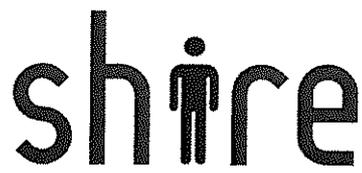
Duration of Works: - Yet to be confirmed

Scope of Works: - Undertake the supply and installation of Bushboard Washroom Systems duct panelling, cubicles and vanities to the various washrooms within the building.

Operatives: - To be confirmed
Other carpenters to suit the programme (minimum CSCS qualification)

Method Statement Prep: - Marcus Lynes – Contracts Director (SMSTS)

Method Statement Amend: - Marcus Lynes – Contracts 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 Bushboard Washroom Systems duct panelling, cubicles, vanities and associated framework and panel fixing clips.

All welfare facilities are provided by RG Group Construction (RGC). This will be highlighted to our operatives during the site induction. These are located within the main site office compound situated in the site office compound.

Pedestrian access into the building is via the main site entrance leading from the site compound. The pedestrian route is via the segregated pedestrian walkway across site to the building. All operatives will sign in prior to entering site. Operatives will not be able to undertake site work, without a site induction.

Care should be taken using the access roads and car parks due to these being in constant use by the general public. There is also site traffic moving around the area. When leaving their vehicles, operatives should ensure that they are wearing their hi-vis vests to minimise the risk of site collision.

Site parking is not readily available, and should be sought locally in a designated car park.

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 (will be highlighted to operatives during site induction). This access is at ground level. The materials vehicle will be able to access the site through the site compound.

All goods will be loaded out by hand, by two operatives. There will be no need for mechanical vertical lifting.

Working hours are 8.00 until 17.00 Monday to Friday. We will only work outside this period by making special arrangements with RGC. 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



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members of public in any way. At all times, operatives are to be respectful and abide by the recommendations of the Considerate Contractors Scheme.

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 RGC package manager for our trade.

KEY WORK AREAS

The key workfaces are as follows;

- Male Customer WC
- Female Customer WC
- Disabled Customer WC
- Customer Baby Change Room
- Male Partner
- Female Partner
- Partner Changing
- Locker Shower Room

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.
- First Aid Appointed Person training course on the 22nd September 2011.
- Fire Training course on the 25th February 2011.
- Safety Awareness Training on the 8th November 2013
- Asbestos Awareness Training on the 17th February 2012, refreshed December 2013.
- 2 days CITB SSSTS Site Supervisors Safety Training Scheme in 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 refreshed in September 2012.

- 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 RGC 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 Washrooms, to ensure that they have been manufactured to the correct specification, size and colour.

4. WC / Urinal Ducts

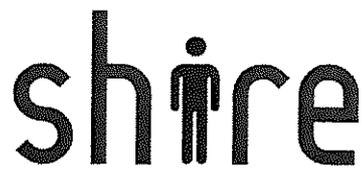
The operatives will commence the installation by installing the base and head rails for the IPS ducts. This will give a good starting point for setting out the room. The base rail will be fitted by drilling, plugging and screwing into the existing concrete floor. The head rail will be fitted between 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)

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 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)



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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 plastic or metal cleats. They will be fitted to the approved standard as laid down by Bushboard, which will be referred to within the manufacturer's 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 cleats and are supported on cubicle feet. The feet and cleats are screwed (and plugged) where required. 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.

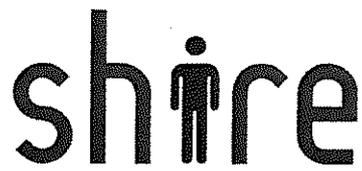
Once the partitions have been fitted, sections of headrail are cut to length. Once the correct length of headrail has been fitted, pilasters are fitted to the front of the partitions using cleats. The headrail then fits over the pilasters and braces up the whole system. Doors are then fitted using the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

6. Doc M Packs

Disabled Rooms will be fitted with high level WC pans as stipulated by 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

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.



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7. 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 UCI 'PCN-12-Red' gloves, (EN 388:2003 and EN 420) from Greenhams (EC Directive 89/686/EEC). They have a polyurethane coating to the hand and finger area. These have a performance rating of 4131. Polyco MGP/12 gloves with a performance rating of 4544 will be supplied if required / directed by site.

Whilst using a chop saw, Shire operatives will also use eye protection. These are the Jaguar Clear lens safety spectacle with translucent arms (BS EN 166 1.F) 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

8. 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.

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First Aid and Welfare: - All first aid and site welfare is to be provided by RGC, and will be identified to our operatives during the site induction. RGC's 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 September 2011.

Special First Aid Requirements: - Any special first aid / medical conditions **MUST** be identified to RGC 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 in house, trained PAT testers.

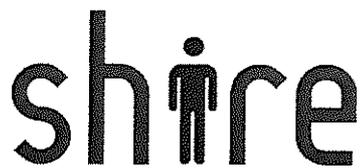
COSHH: - No substances requiring COSHH assessment will be used on this project.

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

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

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

Tool Box Talks: - 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 RGC in a topic of their choice. These will be carried out fortnightly as a minimum.



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Work at Heights: - Podium Towers Scaffolds will be provided for our operatives for use on all high level works – maximum required height is 3000mm. 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. 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 RGC 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.

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

Shire Supervisors Will Ensure

- a) Full compliance with the Method Statement
- b) Attendance at regular safety meetings
- c) Will ensure full compliance with RG Group 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: M. J. LYNES.....

Signed: [Signature].....

Date: 28/9/15.....

RISK ASSESSMENT

RISK ASSESSMENT No:		RA/GEN1/006 HAND TOOLS	
PROJECT:	Waitrose Oxford	JOB No.	C 10154
ASSESSED BY:	Marcus Lynes	DATE:	28th September 2015

DESCRIPTION OF TASK:	Use of all hand tools including; hammers, chisels, saws, screwdrivers, hand-braces, drills, files, planes, spanner etc (this list is not exhaustive).
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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
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RISK ASSESSMENT

CONTROLS:	<p>explosion from sparks.</p> <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>
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HSE / OTHER GUIDANCE	
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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>
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EMERGENCY PROCEDURES	<p>Suitable first-aid facilities as required generally for the site must be available.</p>
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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: 28/9/15

Date for Review: 28/12/15

RISK ASSESSMENT

RISK ASSESSMENT No: RA/GEN1/007 PODIUM's

PROJECT: Waitrose Oxford **JOB No.** C 10154

ASSESSED BY: Marcus Lynes **DATE:** 28th September 2015

DESCRIPTION OF TASK: General works undertaken from mobile scaffold towers

HAZARDS (Enter Hazard Description)0	RISK RATINGS (✓)					
	Without Controls			With Controls		
	Low	Med	High	Low	Med	High
Falls from height			✓	✓		
Falling materials			✓	✓		
Collapse/overturning of tower due to unstable ground			✓	✓		
Collapse/overturning of tower due to improper erection			✓	✓		
Collapse/overturning of tower due to improper loading/overloading			✓	✓		
Arcing from or contact with overhead power lines		✓		✓		
Climbing up/down outside of tower		✓		✓		

HARM: Serious injury/fatality resulting from falls from height.
 Serious injury/fatality from being impacted by falling materials.
 Serious injury/fatality by being thrown/falling from collapsing or overturning tower.
 Serious injury/fatality resulting from tower overturning by persons climbing up/down outside of tower.

PERSONS IN DANGER: Workers on mobile scaffold towers.
 Other workers in the area.

CONTROLS:

- Mobile scaffold towers should be used for light work only and erected on firm, level ground in accordance with manufacturers/suppliers guidance/instructions.
- 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.
- Guard-rails and toeboards must be fitted at all times and before

CONTROLS:

RISK ASSESSMENT

	<p>any work commences on the tower.</p> <ul style="list-style-type: none"> ▪ 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.
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PPE:	<p>Hard hats Suitable safety footwear Suitable gloves High visibility clothing (jacket/vest) Eye and hearing protection as necessary</p>
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ADDITIONAL ASSESSMENTS:	<p>Personal protective equipment (PPE). Manual handling. Work at height</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 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>
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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) 150Health and safety in construction HSE GS 6 Avoidance of danger from overhead electric power lines HSE PASMA Operators code of practice - Prefabricated Access Suppliers and Manufacturers Association</p>
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INFORMATION INSTRUCTION AND TRAINING	
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RISK ASSESSMENT

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: 28/9/15
Date for Review: 28/12/15

RISK ASSESSMENT

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

PROJECT: Waitrose Oxford **JOB No.:** C 10154

ASSESSED BY: Marcus Lynes **DATE:** 28th September 2015

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

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

HARM:	<ul style="list-style-type: none"> - Serious injury/fatality from contact with live electrical circuits - Severe injury/amputation from contact with tools/machines - Severe injury/fatality from punctures by nails from nail guns/sharp objects/tools etc - Eye injury/loss of sight from piercing/flying objects - Dermatitis arising from materials used with wood - Respiratory/lung problems/lung disease from wood dusts - Asbestosis/plural plaques by inhalation of asbestos fibres/dusts - Musculoskeletal injuries from repetitive movements/jarring from sudden failure of a tool or manual handling operations - Noise-induced hearing loss from noisy tools/machines - Vibration white finger from use of hand-held vibrating tools
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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
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RISK ASSESSMENT

	<ul style="list-style-type: none"> - Precautions should be taken to minimise skin contact with oily or resinous woods - 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:	COSHH Manual Handling Personal Protective Equipment Noise Vibration Work at Height (as necessary)
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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	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
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HSE / OTHER GUIDANCE	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
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INFORMATION INSTRUCTION AND TRAINING	Supervisors should inform workers of control measures and advise them that segregation of these operations is an important safety precaution to prevent distraction or interference from other workers. Instructions in the correct use of machinery should be provided. Tool-box talks should be provided to bring the control measures of this and other assessments (e.g. COSHH and noise assessments) to the attention of workers. Only competent, skilled persons should undertake the work (e.g. a Construction Skills Certification Scheme (CSCS) card holder) Specific training is required for any woodworking machines in use.
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EMERGENCY PROCEDURES	First-aid facilities as required generally for the site must be available. Where contact with blades has occurred or splinters have penetrated the skin, medical attention is required
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MONITORING PROCEDURES	
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RISK ASSESSMENT

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

OTHER

Signed (Assessor):



Date of Preparation:

28/9/15

Date for Review:

28/12/15

RISK ASSESSMENT

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

PROJECT: Waitrose Oxford **JOB No.:** C 10154

ASSESSED BY: Marcus Lynes **DATE:** 28th September 2015

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

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

HARM: Damage to vehicles/plant or structures, injuries, possibly fatal.

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

CONTROLS:

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

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

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

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

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

OTHER

Signed (Assessor): 

Date of preparation: 28/9/15

Date for Review: 28/12/15

RISK ASSESSMENT

RISK ASSESSMENT No:	RA/GEN1/03 PLUMBING - SECOND FIX
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PROJECT:	Waitrose Oxford	JOB No.	C 10154
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ASSESSED BY:	Marcus Lynes	DATE:	28th September 2015
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DESCRIPTION OF TASK:	To install fixtures and fittings into bathrooms, toilets and general washroom areas and any other areas of the building(s)
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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 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.</p>
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PERSONS IN DANGER:	<p>Plumbers and plumber's mates. Other persons working in vicinity Visitors.</p>
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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 are to be to correct standard and maintained. ▪ 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. ▪ 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.
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RISK ASSESSMENT

CONTROLS:	<ul style="list-style-type: none"> ▪ 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.
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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>
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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>
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METHOD STATEMENT REQUIRED?	YES		NO	
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TASK ADEQUATELY CONTROLLED?	YES		NO	
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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 Provision and Use of Work Equipment Regulations Work at Height Regulations Regulatory Reform (Fire Safety) Order</p>
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RISK ASSESSMENT

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:

28/9/15

Date for Review:

28/12/15

Manual Handling Risk Assessment Checklist

Tasks covered by the assessment: Loading out of Cubicle Partitions	
Personnel involved: Shire Fitters / Carpenters	
RA/GEN1/008	
Location: Waitrose Oxford	Job No: C 10154
Assessor: Marcus Lynes	Date Assessed: 28 th September 2015

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

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

Manual Handling Risk Assessment Checklist

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

Summary and Conclusion

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

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

List the remedial steps to be taken:

Assessor's Signature.....

Date of Preparation.....28/9/15.....

Date for Review.....28/10/15.....