

RISK ASSESSMENT AND METHOD STATEMENT



**RUTHVENFIELD PLACE
INVERALMOND INDUSTRIAL ESTATE
PERTH
PH1 3XU**



Risk Assessment/Method Statement

Compiled by: B. Meddicks

Location: Thief's Cross, Kindalton Cross, Isle of Islay

Project Title: Supply and fit railings, 3m by 3m.

Issue Number: 01

Compiled by: B. Meddicks

Company Position: Director

Date Compiled: 12/09/2016

Date Issued: 13/09/2016

Project Details

Description of work to be undertaken:

The scope of works to be carried out by Meddicks Blacksmiths & Welders comprises of the supply and fit of new railing to existing low level ground around Thief's Cross.

Please read this document carefully and implement the requirements of this method statement.

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Project Technical Details

Name of Contractor(s)	Meddicks Blacksmiths & Welders
Address Details:	RUTHVENFIELD PLACE INVERALMOND INDUSTRIAL ESTATE, PERTH, PH1 3XU
Telephone No:	██████████
Supervisor Responsible on Site:	Graeme Rennie
Mobile:	TBC
Client:	Isleman
Clients Agent:	N/A
Principal/Main Contractor	N/A
Manager Responsible for Safety on Site:	Brian Meddicks
Estimated Duration of Work (Weeks):	2 Working days
Commencing:	TBC
Completion:	1 working day
Number of Employees on Site	Maximum 3

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Risk Assessment Ref. MBW01

1.0 Contract Location: Thief's Cross Kindalton Cross Isle of Islay	2.0 Issue Date: 13/09/2016 Signature: XXXXXXXXXX	3.0 Issued By: B. Meddicks RISK RATING & POTENTIAL FOR HARM F Fatality 5 M Major 4 7 Days 3 MI Minor 2 N None injury 1
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4.0 General Activities / Scope of Work	5.0 Risks/Hazards:	Probability	Severity	Risk
The work comprises of the supply and fit of new railing to existing low level ground surrounding Thief's Cross within a property. All works will be supervised by an experienced supervisor who will liaise with the client.	<input type="checkbox"/> Hazardous Substances EC	3	5	15
	<input type="checkbox"/> Noise above 1 st and 2 nd Action levels 80dBA and 85 dBA EC	3	4	12
	<input type="checkbox"/> Manual Handling EC	3	5	15
	<input type="checkbox"/> Slips, trips and falls EC	3	5	15
	<input type="checkbox"/> Housekeeping PV	3	5	15
	<input type="checkbox"/> Fire /Explosion PECV	3	5	15
	<input type="checkbox"/> Working in occupied Premises PECV	3	3	9
	<input type="checkbox"/> Electric shock / burns EC	3	3	9
	<input type="checkbox"/> Injury to eyes, hands, feet and body EC	3	3	9
	HIGH RISK POTENTIAL WITHOUT THE FOLLOWING CONTROLS (Those at risk have been highlighted in bold see chart below)			

Persons at Risk	Probability	Severity	Severity					1		
			5	4	3	2	1			
			L	Pr	Po	R	I			8-25
P – Public	Likely (L) 5	5	F	25	20	15	10	5		Not Acceptable
E – Employee	Probable (Pr) 4	4	Ma	20	16	12	8	4		
C – Contractor	Possible (Po) 3	3	7day	15	12	9	6	3		1-6
V – Visitor	Remote (R) 2	2	Mi	10	8	6	4	2		Acceptable
	Improbable (I) 1	1	No	5	4	3	2	1		

Control Measures to Reduce Risks
 Risk Control Systems (RCS) and Workplace Precautions (WP)

Risk Control Systems in operation
 Daily / Weekly inspections, Audits, Reviews, Safety Checks, Recording and Monitoring, Site Safety Tours.

Workplace Precautions in operation
 Safety Signs, Barriers, Fixed Fencing, Guards, Protective Equipment, Personal Protective Clothing, Overall Prevention Policies, Training, Toolbox Talks, Site Inductions, Risk Assessments and Method Statements.

Other Precaution
 All Electrical Tools used will be PAT tested, inspected and recorded. Noise assessments will be carried out where applicable. The tools selected for use will not exceed the Meter per second calculation with personal exposure above 8hrs. Manual handling assessments to be completed where practical all loads above 20kgs will be carried by 2 operatives or mechanically transported. Permit to work systems is not required.



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<p>6.0 Tools/Equipment/Labour Resources Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Generator <input type="checkbox"/> Hand tools (110v drill, spanner etc.) 	<p>7.0 PPE Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Head Protection As per site rules (Mandatory) <input type="checkbox"/> Face/Eye Protection if there is a possibility of projectile objects. <input type="checkbox"/> Hearing Protection where levels exceed 80 dBA <input type="checkbox"/> Hand/Arm Protection Gloves when handling sharp materials. <input type="checkbox"/> Safety Boots at all times (Mandatory) <input type="checkbox"/> Dust masks FFP3 <input type="checkbox"/> Hi Visibility Clothing as per site rules (Mandatory)
<p>8.0 Access to the Place of Work</p> <ol style="list-style-type: none"> 1. All employees, contractors and visitors to the site will use the designated parking areas. 2. All employees, contractors and visitors will use the designated pedestrian and vehicle route when accessing and egressing the working areas. 3. All persons will comply with site rules in the wearing of personal protective equipment. 	
<p>9.0 Access Equipment To Be Used (None required)</p> <ol style="list-style-type: none"> 1. All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to Meddicks Blacksmiths & Welders disciplinary action and may be removed from site. 2. Access to the work area shall be via designated route identified by Principal Contractor. 3. Meddicks Blacksmiths & Welders Site Manager / Foreman will ensure that all working areas and means of access / egress are clear and free from obstruction; on discovery of any obstruction he will ensure the area is made safe immediately. 	
<p>10.0 Details Work Sequence</p> <p>*Where required the company will provide risk assessments to all persons who may be exposed to any hazards from either theirs or others operations.*This should include Noise, Vibration, Lifting operations and Environmental hazards.</p> <ol style="list-style-type: none"> 1. Prior to work commencing our site supervisor will check that the work area does not have any obvious defects and that the work area is ready for work to commence. 2. Cut down old railings. 3. Drill out corroded material from existing stone/cement fixing holes so that existing holes can be reused where possible, if this is not possible we will dig with minimal ground disruption and care. 4. Place new railings into fixing holes and bolt together. 5. Align railings and level off. 6. Check tighten and secure all bolts. 7. Concrete fix in posts to the ground. 8. Work area to be swept and left in a clean and tidy condition. 	
<p>11.0 Plant and Equipment to be Used Mechanical and Electrical.</p>	<p>Delivery vehicles Generator</p>
<p>12.0 Materials Handling and Storage</p> <ol style="list-style-type: none"> 1. All materials will be below the recommended guidance for manual handling lifting weight of 20kg. 2. Materials will be transported to the work area via flat-back vehicle and positioned as close as possible to the workface. 3. Where the movement requires short distances to the work area, operatives will use barrows or where this risk is minimal passage of materials between numbers of operatives. 	
<p>13.0 Power Sources and Isolations Required include details of any Permit to Works (Hot work, Electric Isolations etc.)</p> <p>N/A</p>	
<p>14.0 Training Requirements</p> <p>Site induction</p>	
<p>15.0 Hazardous Substances</p> <ol style="list-style-type: none"> 1. All Cementitious products have a corrosive nature and this must be protected against by wearing suitable body, feet, hand eye and respiratory protection. 	



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2. Reference should be made to the company COSHH Assessment Manual for full details of safety requirements.

16.0 Supervision and Coordination of Activities

1. The Site Manager / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area.
2. Site Emergency procedures must be strictly adhered with and all site rules will apply.
3. The Site Manager / Foreman will have overall responsibility for the safe coordination of the company scope of works.
4. He will highlight any unsafe conditions or actions and will take the appropriate actions to make the conditions safe.

17.0 Environmental Considerations

Site environmental considerations must be adhered to at all times.

1. Under no circumstances must any waste materials, fuels or any other contaminate be allowed to enter the drainage system.
2. The site is to be protected from spillages entering drains and sewers, spillage kits are available on site and the company will give instruction on there location and procedures during the site induction
3. All insulation and package materials must be kept from entering the drainage systems.
4. These include for general waste, timber, waste plastics and cardboard etc. and any special waste.
5. Noise will be kept to a minimum whilst on site.
6. Foul and abusive language will not be tolerated and operatives found using such language or gestures will be removed from site immediately.
7. Transistor radios will not be permitted on site.
8. The use of Mobile phones must only be used in accordance with site rules.
9. Fires will not be allowed on site and any burning of materials is strictly prohibited

18.0 Protection of the Public

As far as reasonably practicable site traffic must be kept to a minimum and local traffic around the perimeter of the site must be treated with care.

19.0 Waste Disposal Arrangements

1. During the day debris will be collected disposed in accordance with the company procedures.
2. The company will remove all accumulated waste and special waste to an authorised waste disposal agency.

20.0 Fire and Emergency Procedures

1. The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.
2. Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently.
3. When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the workface until the all clear has been given by the site management emergency coordinator.
4. When carrying out burning operations a strict permit to work will be introduced and a cool own period of 40 min will be operated after al hot works has been completed.



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21.0 Review of Method Statement

The Meddicks Blacksmiths & Welders site manager responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by the Meddicks Blacksmiths & Welders site manager and authorised in agreement with Meddicks Blacksmiths & Welders senior management, any such amendments will be recorded and further instruction given to each operative of the amendments.

22.0 Communication of Risk Assessment and Method Statement

1. All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Tool box Talk procedures prior to commencing work.
 2. They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed
 3. Following instruction they each must sign the register attached
 4. Each operative must work to the method statement, any deviation must be authorised by the Meddicks Blacksmiths & Welders site manager and in agreement from the Principal Contractor.
- Any operative not working to the specific method statement will be subject to disciplinary action.

23.0 Residual Risk Rating	Risks/Hazards:	Probability	Severity	Risk
ALL RISK CONTROL SYSTEMS MUST BE ADOPTED RESIDUAL RISKS (LOW) HIGH RISK POTENTIAL WITHOUT THE ABOVE CONTROLS (Those at risk have been highlighted in bold see chart below)	<input type="checkbox"/> Hazardous Substances	1	5	5
	<input type="checkbox"/> Noise above 1 st and 2 nd Action levels 80dBA and 85 dBA	1	3	3
	<input type="checkbox"/> Manual Handling	1	3	3
	<input type="checkbox"/> Slips, trips and falls	1	3	3
	<input type="checkbox"/> Housekeeping	1	3	3
	<input type="checkbox"/> Fire /Explosion	1	5	5
	<input type="checkbox"/> Working in occupied Premises	1	3	6
	<input type="checkbox"/> Electric shock / burns	1	5	5
	<input type="checkbox"/> Injury to eyes, hands, feet and body	1	5	5

Persons at Risk	Probability	Severity	Severity					Risk	
			5	4	3	2	1		
			L	Pr	Po	R	I	8-25	
P – Public	Likely (L) 5	5	F	25	20	15	10	5	Not Acceptable
E – Employee	Probable (Pr) 4	4	Ma	20	16	12	8	4	
C – Contractor	Possible (Po) 3	3	7day	15	12	9	6	3	1-6
V – Visitor	Remote (R) 2	2	Mi	10	8	6	4	2	Acceptable
	Improbable (I) 1	1	No	5	4	3	2	1	

24.0 Emergency Contacts	Name	Contact Number
Site Manager		
Off Site Emergency Number	01738 632671	

25.0 Revision of Method Statement Details

Section 1.0

Section 2.0

Revised By	Date of Revision	Authorised By

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Risk Assessment & Method Statement Register

Date	Names	Signature(s):

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