

Seaxe Contract Services Limited

Petronne House

31 Church Street

Dagenham

Essex

RM10 9UR

Telephone number: 020 8592 6862

Method Statement and Risk Assessment for

Roofing Works

A logo for a company

Description automatically generated

Produced with the assistance of Lynch Safety Services Ltd

**INTRODUCTION**

This Method Statement and associated Risk Assessments are for removal and reinstatement of felt, battening and roofing tiles at various locations within the London Borough of Barking and Dagenham. The principal contractor for the works is BDMS.

This Method Statement outlines our proposed method to carry out the works safely within the main programme. The purpose of this Method Statement is to provide the personnel associated with this activity, information and guidance, to ensure that:

* The works are carried out in a safe manner at all times;
* The hazards associated with the activity are understood;
* The controls in force to avoid exposure to injury, ill health and Damage / accidents / incidents, are implemented and maintained.

**SCOPE OF THE WORKS**

* Removal of roof tiles, batons and roofing felt;
* The replacement of roofing felt, batons and roof tiles;
* Roofing repairs.

**Working hours**

Generally the working hours will be:

**Mon – Fri** 8:00 to 17:00

**RESOURCES:**

* Hand Tools;
* Nail Gun;
* Wheelbarrows;
* Tile Bumper;
* Scaffold.

**AREAS OF RESPONSIBILITY**

Under this contract Seaxe Contract Services Limited will provide suitable personnel, plant and equipment to undertake the work and will purchase materials from accredited sources to ensure that, in so far as we are responsible for elements of the design and construction, a conforming product will be provided.

Seaxe Contract Services Limited will provide adequate barriers and signage to prevent any third parties from gaining access to the work area.

**SITE SET UP AND PREPARATION OF THE WORK AREA**

Seaxe Contract Services Limited shall obtain authorisation from BDMS to commence work on site and shall confirm the parameters of the works area and the work required. Seaxe Contract Services Limited shall provide suitable barriers and signage to reflect the parameters of their storage and work areas and signage shall be placed on the barriers to warn of the hazards present within the barriered area.

BDMS shall be relied upon to ensure that the area is free of hazards prior to the work being undertaken and is ready for the work to commence by removing any obvious hazards and materials that may impede the safe work systems of Seaxe Contract Services Limited. Seaxe Contract Services Limited are to be made of aware of any remaining hazards within the work areas.

All employees shall be inducted to the site on arrival and shall not be allowed to work until they have been specifically inducted for site hazards, rules and means of raising the alarm in the event of an emergency. Seaxe Contract Services Limited shall provide an induction to the site and details of this method statement and risk assessments to the operatives undertaking the work. BDMS is to ensure that before any works commence all services shall be isolated should they present a hazard in the work area(s).

**RECEIVING AND TAKING DELIVERY OF MATERIALS AND EQUIPMENT**

All equipment and materials shall be transported to as close to the work area to alleviate any manual handling operations. All materials will be delivered by vehicles with Hiab lifting accessories that will be operated by the driver. Materials and tools shall be taken to the allocated work area and placed within a fully barriered area which has been allocated to Seaxe Contract Services Limited. Full attention shall be paid during the unloading of plant and equipment to ensure the safety of third parties and that trip hazards are not presented. All emergency access / egress routes shall remain clear at all times.

**DETAILS OF HOW THE WORK IS UNDERTAKEN**

* All works will be undertaken from a tube and fit scaffold erected by others and roof ladders;

**Removal of existing elements**

* The roof tiles will be by use of hand tools by lifting the tiles from the bottom rows working up to the ridge, removing any nails;
* Once all the tiles have been removed the batons will be removed using claw hammers, the timbers will be de-nailed prior to being placed in the skip;
* The felt will be removed and cut into smaller pieces and placed in the skip.

**Installation**

* The new felt will be rolled out on the roof timbers starting at the top;
* The felt will be cut with a stanley knife and nailed into place with the batons;
* The batons will be set out at dimensions in accordance with the size of the tile;
* The roof tiles will be layed starting from the top of the roof;
* The tiles will be layed row by row and nailed into place intermittently.

**Ridge Tiles**

* Mortar will be mixed in a cement mixer for the bedding of the ridge tiles;
* Mortar will be layed along the ridge of the roof and the roof tiles will be bedded onto the mortar for the length of the ridge.

**WORK AT HEIGHT**

Work at height will be undertaken by working from the tube and fit scaffold that will be erected under the control of BDMS. The Supervisor will ensure that a hand over certificate is in place for the scaffold and that the scaffold has been inspected by a competent person at least every 7 days, before it is used on site.

A roof ladder will be used to gain access up to the ridge of the roof.

**PLANT AND EQUIPMENT**

The use of plant, tools and equipment shall be by competent trained persons wearing specific PPE e.g. adequate clothing, ear, eye protection and dust masks in addition to the standard PPE. All plant, when used, shall be visually inspected and a weekly record shall be kept of inspections. Any plant that is damaged or is not working efficiently is to be reported to your Supervisor and taken out of service until it can be repaired by a competent person. As required, dust shall be reduced at source with the aid of an extraction system.

The tile bumper will have a certificate of thorough examination that will be available for inspection.

**ASBESTOS**

BDMS shall be relied upon to have undertaken an asbestos survey and will provide a copy prior to works commencing. In the event that material is discovered that is suspected of being asbestos all works are to stop until the Supervisor and Site Manger have been notified. Work must not recommence until the Site Manager has provided authorisation to re-start and the Supervisor agrees to do so.

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

In accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), when a hazard is presented risk assessments shall be produced and the findings of those risk assessments shall be relayed to the persons undertaking the works. The use of hazardous substances subject to the COSHH Regulations shall be restricted and strictly controlled with adequate information, instruction, training and supervision afforded to those using the materials. Dust shall be reduced at source with the aid of an extraction system placed next to the work equipment or by wet working.

**PERSONAL PROTECTIVE EQUIPMENT (P.P.E)**

In accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022, Seaxe Contract Services Limited shall reduce the risks to employees as far as is reasonably practicable by the implementation of control measures within systems of work giving priority to collective measures before the introduction of the necessary personal protective equipment. All standard PPE shall be worn as stipulated by the PC at the induction and within site rules. PPE shall also be worn if it is considered necessary to control the hazards highlighted by this Method Statement i.e.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Safety Footwear | High visibility  clothing | Safety  googles | Gloves | Ear  protection | Respiratory  Protection | Head  Protection |
|  | http://i.ebayimg.com/t/Safety-Sign-Hi-Vis-Jackets-300x400mm-Construction-Site-/17/%21BrJQISw%21Wk%7E$%28KGrHqQOKkYEu,BR54KwBLye%286NN,Q%7E%7E_35.JPG |  |  |  |  | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRdIDIzU_ZP-vYm79FNKEcBQHpd-RaYxCpxvz7uomSNHKxz__sZH2wCGA |
| EN ISO 20345:2011 | EN ISO 20471 | BS EN 166:2002 | BS EN 388 A1:2018 | BS EN 352:2020 | BS EN 149:2001 | BS EN 397:2012 |

Operatives shall be supplied with PPE free of charge and shall be informed of the necessity for the wearing and maintenance of the equipment. Suitable and sufficient clothing must be worn at all times e.g. no bare arms or legs or contaminated clothing.

**MANUAL HANDLING**

Seaxe Contract Services Limited are aware of their responsibilities with regards to the Manual Handling Operations Regulations 1992 and shall use manual aids in situations where they are practicable or they shall endeavour to reduce the weight of loads to be lifted. Elements to be removed shall be reduced in size and removed in wheeled bins in manageable volumes. Operatives shall be reprimanded if they are discovered overfilling receptacles that may present a risk to themselves or others as a result of their actions. The company vehicle shall be placed as close to the loading area as is practical in order that materials and waste do not need to be manhandled large distances. Operatives are to be aware of the risk of lifting heavy items into the company vehicle and are to ask for assistance as required.

A tile bumper will be provided to lower and lift the roof tiles to and from the roof. The tile bumper will be installed by others and all certificates of thorough examination will be retained.

**MONITORING AND SUPERVISION**

Seaxe Contract Services Limited shall ensure that a Supervisor is available permanently to oversee the works being undertaken on site. Works shall be supervised to ensure that risks identified by this method statement are controlled and are lowered so far as is practical. Should additional information be required, Lynch Safety Services Ltd shall provide assistance and guidance on any issues raised.

**TRAINING AND COMPETENCY**

Operatives shall be involved in a pre-works talk to discuss this method statement and to ensure that they are familiar with the method of works specific to this particular document and site conditions. Operatives shall sign the back page of this document as having been read and understood. Copies of operative’s competency certificates shall be retained on site available for inspection. Examples of certificates are first aid, Supervisor training and CSCS etc.

All personnel working for Seaxe Contract Services Limited are familiar with the system of work and the correct use of tools and equipment required. Personnel have undertaken a history of tasks similar in all respects to the task being undertaken on this site and are competent in this method of work. The Supervisor of Seaxe Contract Services Limited shall highlight to operatives arriving on site additional hazards that may be present in the immediate environment, and tool box talks shall be delivered on site by the Supervisor with the subject being pertinent to the works undertaken.

**WELFARE FACILITIES**

Seaxe Contract Services Limited shall ensure that welfare facilities are available and meet the requirements of the Construction (Design and Management) Regulations 2015 as a minimum requirement.

**SAFETY OF THIRD PARTIES**

The protection of third parties shall be considered before the commencement of all tasks. Access and egress shall be kept clear at all times and any areas accessible to visitors and other users to the building shall have suitable signage and barriers erected to ensure their protection in accordance with the Health and Safety at Work etc. Act 1974.

Working areas shall be suitably barriered to prevent access as there shall be a risk of falling material present during the removal and installation works.

At the end of the working day all work equipment, tools and materials shall be made safe and stored in a secure area and manner so as to reduce the risk of injury to third parties.

**FIRST AID / ACCIDENT REPORTING AND RIDDOR**

The identity of the first aiders are to be arranged on site and communicated to our employees at the site briefing.

Seaxe Contract Services Limited will retain a first aid box on site that is adequately stocked for high risk activities undertaken on a construction site.

In the event of an accident, our procedures are:

* Stay with the injured person, call for assistance;
* Call the emergency services if required;
* State the location and any possible access hazards;
* Ensure only ONE person notifies the emergency services so as to avoid confusion.

**ELECTRICAL WORK EQUIPMENT**

All plant and equipment will be maintained in accordance with the manufacturer’s instructions to meet the requirements of the Provision and Use of Work Equipment Regulations 1998.

Where necessary a plant / equipment log or register will be kept. All portable electrical equipment will be either battery powered or 110 volt supply. The 110v electrical equipment will be Portable Appliance Tested (P.A.T) at least every 3 months in accordance with HS(G) 107 (Maintaining Portable Electrical Equipment).

**EMERGENCY PROCEDURES**

Emergency procedures will be adopted whilst working on site and these will be communicated to the persons undertaking the works during the induction. There will be a mobile telephone on site at all times as a minimum requirement to ensure that emergency services can be contacted in an emergency.

In the event that a fire occurs, the operatives will undertake the following:

• Stop work and activate the nearest manual call point;

• Call the emergency services;

• Ensure that all operatives leave the building immediately and make their way to the assembly point.

A fire extinguisher will be available for use during the works provided by Seaxe Contract Services Limited.

**WASTE AND HOUSEKEEPING**

Waste materials shall be removed from the work area where possible using wheeled bins to a skip. The bombing of materials shall not be permitted at any time during the project. Waste shall not be allowed to accumulate into an amount that may restrict access or egress or poses a hazard through trips etc.

All debris, waste and unused material shall be removed from the working area at the end of the works by Seaxe Contract Services Limited and the area left clean and tidy, with waste segregated or removed.

**NON STANDARD ACTIVITIES**

This method statement shall be amended as necessary if the works fall outside the scope of this document or the sequence of work changes.

**AUDIT AND REVIEW**

This document shall be reviewed on a regular basis and up dated as required or if there is reason to believe that a new hazard has been introduced, a risk has been elevated or if additional controls have been highlighted as being available. Site health and safety inspections shall be undertaken by our independent safety consultants as requested and a written report shall be produced. Supervisors shall also review documentation with operatives undertaking the work when communicating the hazards and controls outlined in the document.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Produced By:** | **Lynch Safety Services Ltd** | | | | | | | **Assessed**  **By:** | | | | | | **Kevin Lovett** | | | | | **Date Prepared:** | | | | | | **September 2024** | |
| **Task / Activity:** | **Roofing and repairs** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Assessment Ratings | | **6-9 High Risk** | | | | | | | | | **4 Medium Risk** | | | | | | | | | | | **1-3 Low Risk** | | | | |
| **Key** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A**  E = Employees  C = Contractors  P = Public / 3rd parties | | | | | **B**  3 = Death or Major injury  2 = Reportable injury  1 = Minor Injury – Time off unlikely | | | | | | | | | | | | | | **C**  3 = Very likely  2 = Possible  1 = Unlikely or Very Unlikely | | | | | | | |
|  | | | | ***A*** | | | | | | | | | ***B*** | | | | | | ***C*** | | | | | | ***D*** | |
| **Who’s at Risk?** | | | | | | | | | **Severity** | | | | | | **Likelihood** | | | | | | **Risk Rating** | |
| **Hazard Identified** | | | | **E** | | | **C** | | | **P** | | | **3** | | | **2** | **1** | | **3** | | **2** | | | **1** | B x C = D | |
| **Dust** | | | | **🗸** | | | **🗸** | | |  | | |  | | | **🗸** |  | |  | | **🗸** | | |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** | |
| * FFP3 dust masks will be worn as a minimum while cutting in progress. * Dust masks shall be available on site and worn if required. This shall be monitored by the Site Supervisor to ensure compliance; * Operatives shall be trained on the correct fitting and checking procedures of their RPE to ensure that a good seal is maintained during use. For all RPE use refer to manufacturer’s instructions; * Eye protection to be worn with RPE must be compatible. If misting or fogging occurs then stop works and clean lenses and assess whether the RPE is fitting around the bridge of the nose correctly; * There shall be no dry sweeping of dust on site. Water is to be added and when this is not possible due to completed works, a vacuum cleaner shall be used. RPE shall be worn; * In situations whereby dust may enter the eyes during cutting, drilling, etc. safety goggles shall be worn to reduce the risks and monitored by the Site Supervisor; * Eye wash stations are to be available on site if there is a risk present. | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(2)** | |
| **Hazard Identified** | | | **E** | | | **C** | | | **P** | | | **3** | | | **2** | | **1** | **3** | | **2** | | | **1** | | | **B x C = D** |
| **Use of tools and equipment** | | | **🗸** | | |  | | |  | | | **🗸** | | |  | |  |  | | **🗸** | | |  | | | **6** |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** |
| * Operatives must not use work equipment unless they have received adequate training in its safe use including the hazards that may arise from the use of the equipment and precautions to be taken; * Work equipment must only be used for the purpose for which it is designed; * A visual check of all work equipment is to be made to check for damage or faults prior to its use; * Defective and unsafe equipment shall be removed from use until it has been repaired by a competent person; * Suitable clothing shall be worn when operating power tools. Loose and hanging garments must not be worn due to the risk of entanglement; * Suitable Personal Protective Equipment is to be worn to eliminate the hazards involved e.g. gloves, hearing and eye protection, Respiratory Protective Equipment etc.; * Tools are not be used in areas where there is inadequate space or the risk is raised due to obstacles; * Do not partake in practical jokes or tomfoolery on site. Those ignoring this rule are likely to be dismissed from the site; * Only 110 volt equipment shall be used on site and where possible equipment shall be battery powered; * Ensure all leads are placed out of areas where trips may be caused. Ensure that leads are uncoiled fully when in use. | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | | | **E** | | | **C** | | | **P** | | | **3** | | | **2** | | **1** | **3** | | **2** | | | **1** | | | **B x C = D** |
| **Slips and Trips** | | | **🗸** | | |  | | | **🗸** | | |  | | | **🗸** | |  |  | | **🗸** | | |  | | | **4** |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** |
| * Operatives must ensure that all trailing leads and cables are positioned to not become a trip hazard; * All spillages are to be reported immediately and cleared using the correct equipment to deal with the particular product (refer to the Material Safety Data Sheet and COSHH assessment for substances); * All areas of site must be kept clean and clear of debris; * Operatives shall be appropriately instructed in the importance of reducing slips and trips, maintaining housekeeping and no horseplay; * Operatives are to clear work areas as soon as possible after the waste has been produced. Recycle waste and place in the correct skips. * Never overload skips; * Access and egress routes must remain clear at all times and shall not be used as storage areas; * Wear suitable footwear with adequate tread on the sole; * The Site Supervisor shall assess weather conditions which may affect site operations. Particularly during icy, strong winds or heavy rain conditions. | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | | | **E** | | | **C** | | | **P** | | | **3** | | | **2** | | **1** | **3** | | **2** | | | **1** | | | **B x C = D** |
| **Muscular Skeletal Disorders** | | | **🗸** | | |  | | |  | | |  | | | **🗸** | |  |  | | **🗸** | | |  | | | **4** |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** |
| * Mechanical means e.g. wheelbarrow, tile bumper, hiab shall be used if there is a foreseeable risk of injury due to manual handling; * Where hazardous manual handling activities cannot be avoided, the risk of injury shall be reduced as far as is reasonably practicable by: * Trained operatives using correct manual handling techniques; * Reducing loads and separating into smaller loads; * Training shall be provided in the correct methods of lifting; * Operatives may be supervised to ensure that the best available technique of lifting is being used; * Operatives are never to attempt to lift something that is too heavy for their own capabilities; * Ask for assistance or ensure that a number of persons help with a task if the load cannot be broken down to reduce the weight; * Where two-man lifting is adopted then one is to take control and give directions in lifting co-ordination; * Ensure the route is cleared of all trip hazards, obstructions and persons; * Check for sharp edges and cover where possible; * Repetitive bending, twisting and heavy lifting shall be avoided; * Where possible working in poor conditions shall be avoided e.g. too hot, too cold, etc.; * Operatives are encouraged to report symptoms to their supervisor / manager immediately. | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(1)** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** |
| **Protection of Third Parties** |  | **🗸** | **🗸** | **🗸** |  |  | **🗸** |  |  | **9** |
| **Hazard Control Measures** | | | | | | | | | | **Residual Risk** |
| * The safety of third parties shall be considered at the commencement of all works. Controls required with regards to the safety of others shall be in place before the works commence e.g. barriers, signage, etc., Restrict entry and clearly define the area in which works are being undertaken; * Ladders and access to scaffolding shall be removed when not in use or at the end of the day to prevent access by third parties. * No third parties shall be allowed in the working area without the express permission of Seaxe Contract Services Limited * At no time shall materials be stored in access or egress routes; * Materials unloaded on the road shall be taken directly onto site to prevent injury to third parties. During the unloading there shall be a lookout placed to ensure the protection of third parties during the unloading or loading of vehicles. | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** |
| **Noise** | **🗸** | **🗸** | **🗸** | **🗸** |  |  | **🗸** |  |  | **9** |
| **Hazard Control Measures** | | | | | | | | | | **Residual Risk** |
| * Seaxe Contract Services Limited have a purchasing policy whereby work equipment is screened for its safety features prior to being purchased. Work equipment producing less vibration and noise shall be purchased in preference to other pieces of work equipment; * Any excessively noisy work (over 85dB(A)) shall be subject to a further controls e.g. take all reasonably practicable steps to eliminate the noise, provide a quieter apparatus, remove the person from the noise, put sound proofing around the apparatus, use numerous operatives to reduce personal exposure; * If noise levels reach 85dB(A) or above operatives shall be informed of the risks to their hearing and supplied with ear defenders or earplugs and instructed to wear them during the noisy activities. Seaxe Contract Services Limited shall ensure their compliance by regular monitoring; * The wearing of hearing protection shall be encouraged for those tasks that produce noise in access of 80dB(A); * Seaxe Contract Services Limited shall respect any reasonable request to reduce the noise which may affect third parties; * All operatives shall be trained to recognise any damage or defects in their PPE and to report it. Any damaged or defective PPE shall be replaced immediately; * A competent person may carry out a noise assessment using a noise meter to monitor the noise levels being generated; * Operatives shall be informed of the 2 metre rule of thumb. If an operative needs to raise their voice to talk to another person when standing 2 metres away, then it is likely that the noise source is too loud and therefore PPE must be worn; * Where practicable works shall be undertaken externally to allow the noise to dissipate (i.e. to prevent bounce-back off interior walls); * Where practicable noisy work shall be undertaken away from others. Where this is not reasonably practicable then a noise protection zone is to be established at a point where the noise level is 80dB(A) or lower. Signage shall be displayed and hearing protection must be worn within the hearing protection zone; * All plant shall be fitted with noise suppressors and dampers where they are available. Tools and plant shall be serviced regularly in order to try and reduce noise produced by any malfunction in their operation. | | | | | | | | | | **Low**  **(2)** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified** | | | **E** | | | | **C** | | | | | | **P** | | | | | **3** | | | | | **2** | | | | **1** | | | | | **3** | | | | **2** | | | | | **1** | | | **B x C = D** | | | | | |
| **Falling materials** | | | **🗸** | | | |  | | | | | |  | | | | | **🗸** | | | | |  | | | |  | | | | | **🗸** | | | |  | | | | |  | | | **9** | | | | | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** | | | |
| * Operatives shall not work over the top of one another and exclusion zones shall be designated where work is being carried out overhead. The exclusion zones shall be maintained in the form of physical barriers such as Heras fencing or metal crowd barriers to prevent access and will be prominently displayed with suitable signage; * Brick guards/monoflex/debris netting shall be assessed and used on scaffolding when work is being undertaken from the scaffold working platform; * Other persons on site shall be warned of the falling material hazard and shall not be permitted to enter the danger area; * All working platforms shall have edge protection and guard rails fitted to eliminate falling objects. Guard rails shall be placed at a minimum height of 950mm with no gap greater than 470mm. Toe boards shall be of adequate dimensions in relation to the stored materials and work that is taking place; * All materials stored at height shall be made secure by being stored in the original packaging and kept away from edges to eliminate objects falling onto operatives below. Where materials are to be stored on the scaffold they shall be suitably restrained / secured to avoid accidental displacement; * Suitable PPE must be worn on site at all times with a minimum standard of hard hat, safety gloves, safety goggles, safety work boots and hi-visibility clothing. Other PPE/RPE requirements shall be assessed in accordance the individual risk assessment for the task; * Operative’s tools and equipment shall be attached to themselves with the aid of a lanyard when working at height. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(3)** | | | |
| **Hazard Identified** | | | | | **E** | | | | **C** | | | | | **P** | | | | | **3** | | | | | **2** | | | | **1** | | | | **3** | | | | | **2** | | | **1** | | | | **B x C = D** | | | | | |
| **Work at height** | | | | | **🗸** | | | |  | | | | |  | | | | | **🗸** | | | | |  | | | |  | | | | **🗸** | | | | |  | | |  | | | | **9** | | | | | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** | | | | | |
| * In the first instance does the work need to be undertaken at height or can the work be undertaken at ground level and then raised into position? * Collective protection measures shall be selected before personal protective equipment; * Tube and fitting scaffolding shall be used to provide a safe working platform that has been erected by competent contractors; * Scaffolding shall be inspected weekly by a competent person and a register kept of the inspections; * Additional inspections shall be required after any modifications, extreme weather conditions or any occurrence which may have affected the integrity of the scaffold; * Edge protection is to be present at all times to a minimum height of 950 mm with an intermediate guardrail installed so that no gap exceeds 470mm. Toe boards of adequate dimensions shall also be installed; * When working at height provide for a hand rail to be placed around the work area so that reliance is not placed on PPE; * Work on sloping roofs should only be done by persons who are physically capable; * For extensive roof work a scaffold platform or catch barrier should be erected at eaves level where persons can fall more than 2m; * Light work of short duration may be conducted using roof ladders, which must be fixed to prevent slipping; * On roofs, where there is danger of operatives slipping, roof ladders or crawling boards will be used; * Timber battens may be used on tiled or slated roofs as an alternative to roof ladders provided they are not more than 420mm apart; * Stacking of materials on scaffold platforms will be permitted providing:   + Platform is not overloaded;   + Access is maintained;   + Materials do not present a hazard;   + Materials prevented from falling. * A safe access, which must be secure, will be provided to the roof; * A means of loading will be used, other than carrying materials up a ladder, i.e. tile bumper etc.; * All scaffolds and means of access will be inspected by a competent person before use. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(3)** | | | | | |
| **Hazard Identified** | | | | **E** | | | | **C** | | | | **P** | | | | | **3** | | | | | **2** | | | | | **1** | | | | **3** | | | | **2** | | | | | | **1** | | | | **B x C = D** | | | | |
| **Use of nail gun** | | | | **🗸** | | | |  | | | |  | | | | | **🗸** | | | | |  | | | | |  | | | |  | | | | **🗸** | | | | | |  | | | | **6** | | | | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** | | | | | |
| * Only people who are trained and competent are to use an operate the nail gun; * Only cartridge recommended by the manufacture are to be used; * Safety helmet, impact absorbing googles and ear protection is to be used when operating this piece of equipment; * Ensure all personnel are well clear before firing the tool; * A tool should never be left unattended when loaded and should only be loaded as the last operation immediately prior to firing; * Cartridge operated tools should never be used in areas where there is flammable vapour or risk of dust explosion; * Keep cartridges in a lock up when not in use; * Remove defective tools from service until they are repaired. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(3)** | | | | | |
| **Hazard Identified** | | | | | | **E** | | | | | **C** | | | | | **P** | | | | | **3** | | | | | **2** | | | | **1** | | | | **3** | | | | | **2** | | | | **1** | | | | **B x C = D** | | |
| **Use of a cement mixer** | | | | | | **🗸** | | | | |  | | | | |  | | | | | **🗸** | | | | |  | | | |  | | | |  | | | | | **🗸** | | | |  | | | | **6** | | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** | | | |
| * Ensure that only those persons who are competent to use the mixer and authorised are permitted to use it; * Ensure that the mixer is set up on firm level ground in an exclusion zone if it is in a public area; * Ensure that visual checks of the mixer are carried out before use, to identify any obvious damage; * If required complete the weekly inspection register; * Ensure that all machine guards are in place and that covers are placed over the engine and belts when it is working; * Ensure that the cement mixer is taken out of service if found to be damaged or if it requires repair; * The mixer should be suitably maintained and serviced in line with the manufacturer’s instructions; * Never place shovels, tools, hands and arms into the mixer whilst it is rotating and turn off the mixer when cleaning the inside; * Never leave the mixer unattended in a public area as it may cause injury to others, even if it is in an exclusion zone; * Consider if long hair, scarfs, and loose clothing etc could be a hazard due to entanglement and tie long hair back and remove scarfs due to the hazard; * Put all materials close to the mixer including water to remove the requirement for excessive manual handling; * Check the wind direction to avoid dust blowing onto other persons and property etc. * If using an electric mixer keep leads tidy and avoid creating a trip hazard. Keep cables away from water and ensure that they cannot become damaged; * Wear the correct PPE for the task. When loading cement ensure that eye protection is worn at all times and the correct RPE identified within the COSHH assessment; * If signage on the mixer indicates that hearing protection is to be used then it must be worn; ask your supervisor if you are unsure; * Ensure that the mixer has a current PAT test certificate; this should be undertaken every 3 months. * Operatives should be trained in the correct Manual Handling techniques to be used when lifting the mixer and the loading and unloading of the mixer. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(3)** | | | |
| Hazard Identified | | | | **E** | | | | | **C** | | | | **P** | | | | | **3** | | | | | **2** | | | | **1** | | | | **3** | | | | | **2** | | | | **1** | | | | | | B x C = D | |
| **Cuts and injuries from sharp objects** | | | | **🗸** | | | | |  | | | |  | | | | |  | | | | | **🗸** | | | |  | | | |  | | | | | **🗸** | | | |  | | | | | | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Residual Risk** |
| * Gloves shall be selected which are suitable for the task and which fit the hand; * When using saws, knives, etc., hands are to be kept away from the blade at all times and cuts are to be made away from the body; * Adequate time is to be allocated to undertake work with sharp blades or knives. Do not rush the task as accidents can be the result from being hasty or rushing; * Do not use excessive force to either free a sharp edge or to try and cut into a dense substance as this often leads to an uncontrolled slip of the blade resulting in an injury to the user; * Suitable safety gloves are to be worn at all times when moving materials (see also puncture wounds from needle stick injuries); * When undertaking stripping out activities, suitable heavy duty gloves and safety glasses are to be worn at all times to remove the risk of cuts and injuries from ejected material; * All cuts and abrasions are to be treated immediately and suitable first aid given. Cuts and abrasions must be covered by waterproof plasters before returning back to work. All accidents/injuries are to be recorded within the site accident book; * When Stanley knives (or similar) are not in use, blades are to be retracted or stored within a sheath. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Low**  **(2)** |
| **I have read and understand the requirements of this method statement and risk assessment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | | | | | **Signature** | | | | | | | | | | | | | | | | | | | | | | | **Date** | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |