

Risk Assessment and Method Statement

Project Information

REFERENCE NUMBER: RAMS001	FORM TITLE: Free Example RAMS	NAME OF ASSESSOR: Andrew Murley
COMPANY DETAILS: ADB Joinery Ltd	COMMENCEMENT DATE: 05/07/2019	LENGTH OF WORKS: 1 Week

Site address

Elkwood Studios
Pavillion Drive
York
Y01 1PS

Description of project/task

Joinery works as part of planned site refurbishment over 1 week. This will include removal and replacement of existing timber doors, handrails, skirting boards and architrave with replacement for clients choice of modern products.

Details:

Supervision arrangements

The works will be managed by the site foreman - Steve Hobbs who holds SMSTS qualification and is an experienced foreman.

Monitoring systems

An un-announced site inspection will be undertaken during the course of the project by our appointed health and safety advisers to ensure works are proceeding in accordance with health and safety requirements.

Operational sequence

The site will be set up to ensure that removal of materials and storage of new items do not restrict access or egress in any way. All waste will be removed from site daily to avoid any accumulation and a small skip will be located externally for removed items to be placed prior to being taken from site by a licenced waste contractor.

Stability

N/a no structural works will be undertaken during this project

Special permits

No permits are required. There will be not hot work or electrical works undertaken whatsoever

Labour

Andrew Barnes - CSCS Joiner
Steve Hobbs - SMSTS - site foreman
Carl Smith - CSCS & First Aid - Joiner

Plant equipment

Hand tools (non powered)
110v Powered tools including drills, chop saw and hand held router
Tower scaffold for access

Materials

Replacement timber doors, skirting boards, architrave and skirting boards. All items will be cut to fit with the exception of the timber doors which must only be carried by team lift (2 persons due to their weights).
Materials will be stored in designed external storage compound until required at the location of works as the project commences.

Deliveries

Delivery will made by transit van only (no HGV's) to site each day at 9am approx. Delivery's will be to the front of the building in the designated area marked out with temporary bollards.

Access equipment

A single tower scaffold will be required for high level access internally. This will be hired in from Arch Hire and set up by the Steve Hobbs who holds a PASMA certificate for tower scaffold erection and dismantling.

Services

Main power will be utilised for the 110V tools using centre tap earth electrical transformers

Hazardous substances

No hazardous substances will be used. Wood dust will be created during cutting of timber products. Appropriate extraction will be fitted to all tools to minimum dust creation. No dry sweeping of wood dust permitted. Staff have been issued with FFP3 RPE and have undergone Face fit testing. Their use will be monitored by the Site Foreman daily.

PPE

Safety footwear
FFP3 RPE when cutting timber products
Eye protection and ear protection when using chop saw
General purpose gloves to be worn to protect hands whilst handling timber products during unloading and movement of items

Emergency

10 man first aid kit to be provided on site at all times along with emergency eye wash
 Site foreman is a qualified first aid trained employee
 Accident book provided with the first aid kit
 Location of nearest hospital will be displayed at site for use in an emergency
 Multi purpose (Dry Powder) fire extinguishers will be provided the location of works for use in an emergency

Protection of public

The site is currently vacant whilst the works are ongoing. The access/egress to the site is restricted to authorised persons only and the site will be manned daily. Temporary bollards used during deliveries to ensure any person in the vicinity are kept at a safe distance.

A Qualitative Risk Assessment is a formal and systematic risk analysis approach in deciding whether a risk is low, medium or high. This form of risk rating is used to determine which hazard should take priority over another in terms of deciding what to do and when.

Risk Analysis Matrix

Likelihood	Consequences		
	Minor	Moderate	Major
Likely	Orange	Red	Red
Possible	Green	Orange	Red
Unlikely	Green	Green	Orange

Acceptability of risk guidelines

Intolerable Risk Level. Immediate action required.
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Hazard: Site set up

Risk rating (no control measures): **Medium**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Public

Existing control measures

The work site will be surveyed prior to the works commencing for health, safety or environmental hazards on site

Extent of works should be discussed with existing site occupants / client. Clear boundaries lines will be agreed prior to any works commencing

Clear procedures will be agreed with client where access to site is required during works

Site emergency arrangements will be implemented prior to the start of activities

Appropriate welfare provisions will be provided on site for the nature of the risks identified

Hazard: Materials delivery

Risk rating (no control measures): **Medium**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Public

Existing control measures

Planning and control of deliveries - timing, quantities, size and weight will be established and communicated

Segregated vehicular and pedestrian traffic routes will be established and enforced

Adequate, suitable and sufficient personal protective equipment will be provided and the wearing of it enforced

All waste and refuse to be collected at specified collection points or skips

Hazard: Working in clients' premises

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Client Staff

Public

Existing control measures

Prior to entering the premises, contact nominated person from Client

All persons entering the premises must adhere to any site rules underlined within the induction

Any incident occurring on site will be notified to the Client when possible

Other: Vacant site to allow works to progress

Hazard: Dust and fume

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Existing control measures

Extraction units to be fitted to equipment to ensure any dust is contained within working areas

Dry sweeping to be avoided

Suitable PPE / RPE to be issued to all site operatives

All equipment to be fitted with suitable dust and fume suppressant measures

Where required, areas to be 'damped down' where required to minimize dust release

Manufacturer's guidance notes to be followed for use of all equipment that may create dust / release fumes

Other: All operatives have been face fit tested

Hazard: Manual handling

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Existing control measures

If the load is heavy or awkward, ensure a Manual Handling Assessment has been done. If necessary GET HELP

In all cases, where it is reasonably practicable to do so, mechanical means of lifting loads will be used and systems of work followed by all operatives concerned

All handling aids will be checked before use and at specific intervals as required by PUWER, 1998

When necessary and reasonably practicable, loads to be manually handled will be made smaller or lighter

Except in the case of very simple or short duration operations, where verbal instructions will be given, a suitable and sufficient assessment of manual handling tasks will be undertaken by a trained, competent person and written records maintained. Such records being reviewed in the light of experience, where the operation has changed or a reportable manual handling injury occurs

Appropriate, suitable and sufficient personal protective equipment will be issued to operatives as and where it has been identified as necessary

Locations of storage areas and delivery points etc for loads will be carefully planned before work commences

All persons identified as being at risk will receive instruction, information and adequate training for the tasks they may be allocated

Repetitive lifting or motions required to move an object should be avoided

All items in excess of 25KG to be lifted and carried via team lifting where it is not feasible to use mechanical means

Other: Timber doors to be a team lift only (2 person lift)

Hazard: Power tools

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Existing control measures

All site operatives will be trained in the precautions and safe use of portable electrical equipment / appliances

All portable electrical equipment will be identified individually and subject to planned preventative maintenance (PAT Testing). Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions

All users of the power tools are to conduct a pre-use inspection to include condition of flex, plug head and condition of the tools casing for signs of damage or abrasion

Any equipment found to be defective will be switched off and reported immediately

Leads and extension cables are to be routed so as to minimize the likelihood of damage and trip hazards

Only equipment operating at 110 volts or less will be permitted on site; higher voltages must be authorized in writing by management prior to use; All sub-contractors will be made aware of the above policy concerning use of electrical equipment

The use of electrical equipment will be monitored to ensure safe use. Only trained and competent persons test, repair and maintain portable electrical equipment

Operator to ensure that correct PPE is worn for the task being undertaken i.e. goggles, ear defenders, gloves, safety footwear

Hazard: General housekeeping

Risk rating (no control measures): **Medium**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Public

Existing control measures

At any time where the work area is to be left unoccupied the work area must be left in such a way to not pose a risk to anyone who may access it. This shall include: Securing any loose materials and ensuring no sharp objects, cutting tools, off cuts have been left around the work area which could pose a hazard

All waste materials to be cleared from work areas up and bagged

Bagged waste materials must be removed from the work areas and placed in the waste skips provided

Other: Waste skip provided externally and collected when full by licensed waste contractor

Hazard: Asbestos

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Client Staff

Public

Existing control measures

The provisions of the Control of Asbestos at Work Regulations, 2012 will be complied with at all times

Prior to commencement of any operations, commercial Clients will be asked for details of all asbestos containing materials, actual or suspected, from their register

All site operatives to hold asbestos awareness training

Where a suspect material is found during operations, no further disturbance will take place, the area of discovery will be secured and the HSE notified if it is found to be blue (Crocidolite) or brown (amosite) asbestos

Hazard: Refurbishment works

Risk rating (no control measures): **Medium**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Existing control measures

The Supervisor will be responsible for the co-ordination of all parts of the project, including the distribution of information to all relevant parties

The Supervisor will ensure that adequate assessment is made of all identified hazards and that the resultant information is distributed to all concerned

Dust will be cleared up regularly and suitable measures taken to prevent it spreading to ventilation systems

Appropriate personal protective equipment for the tasks involved will be worn at all times and strictly enforced by the supervisor

Hazard: Use of mobile scaffold

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Operatives/Site Workers

Existing control measures

All works are to be planned and controlled by a competent person

A competent person will carry out the statutory inspections of scaffolds and maintain a written record of such inspections: 1. Before initial use, 2. At regular intervals, not exceeding 7 days from the last inspection; and 3. After any substantial alteration or after any event likely to have affected the scaffold strength/stability

Materials/equipment that is to be used in erecting the mobile scaffold will be inspected prior to use

The competent person erecting the scaffold will certify, in writing, that the scaffold is complete, safe for use and indicate safe working loads (SWL)

Where a person is liable to fall a distance likely to cause personal injury, suitable guard rails, toe boards (150mm) or other suitable fall prevention shall be fitted, with no unprotected vertical gap exceeding 470mm)

Top rails or similar means of protection will be at least 950mm (910mm high for existing protection) above the edge from which any person is liable to fall and be of suitable and sufficient strength and rigidity for purpose and use

A safe secured means of access shall be provided and maintained to all working places currently in use. Internal stairs or secured vertical ladders, clear of the ground, are the preferred access

Any trap door/hatch to be closed when the platform is in use

Working platforms to be fully boarded

Stabilisers may be used to increase least base dimension where permitted by the manufacturer

Castors always to be turned outwards to give maximum base dimensions and brakes locked on when in use

All assembly will be in compliance with the tower Manufacturer's instructions, a copy of which will be made available on site for reference purposes

No waste materials to be thrown to the ground from the work platform

No materials are to be stacked above toe-board height

No operatives or materials to be on the working platform when the tower is moved

Appropriate PPE will be worn at all times during work on or near the tower

Hazard: General joinery works

Risk rating (no control measures): **High**

Risk rating (residual risk): **Low**

Persons affected

Existing control measures

The work site will be surveyed prior to the works commencing for health, safety or environmental hazards on site

All works are to be planned and controlled by a competent person, who will supervise the works at all times

Asbestos survey will be consulted when working in existing properties to identify any asbestos containing materials in the work area. Suitable precautions will be taken to protect operatives

All power tools will be battery powered or 110volt where possible. All power tools will be PAT inspected at regular intervals by the company. Any equipment found to be faulty will be taken out of use and reported to the site supervisor

Portable local exhaust ventilation will be utilised on power tools to minimise dust where possible

Operatives will wear suitable FFP3 grade masks when working with hardwood or MDF. Each operative who utilises RPE must be face fit tested to ensure there is a correct seal between the user and mask

Other: Chop saw fitted with self adjusting guard

Operatives

I have read, understood and will adhere to this RAMS. Before undertaking any changes to the above works I will immediately advise the site supervisor of the changes.

Print	Sign	Date