

Risk and Method Statement

1.0 Site Details								
Site ID CSR TEF NHU994		Site Name Knock Hill						
Land To The North Of Car Park Near Brandon NE66 4LT								
Date work to be undertaken To be confirmed			Duration of work: To be confirmed					
Site Description: new build greenfield site								
2.0 Contact Details								
Client Representative: N/A		Contractor's Own Project Manager : Mick Harrington						
Contractor's own Build Manager: Carl Carey – 07857 869495 Andrew Roebuck		Contractor's own: H&S Saftey advisor Chris Knagg						
Contractor's Out of Hours contact(s): Mick Harrington 07714168238								
3.0 Scope of Work								
New build as required on site.								
4.0 Existing Information Check (Place X in Yes or No for checked documents)								
Client Database	Yes		Survey	Yes	X	Pre-Installation Visit	Yes	
	No	X		No			No	X
<i>Any risk information found in the above documents is to be added at the bottom of the risk assessment below.</i>								
5.0 PPE Requirements								
Safety Helmet / Hard Hat	X	Safety Footwear (Mandatory)	X	Hi Visibility Clothing (Mandatory)	X			
Work Gloves	X	Safety Glasses:	X	Foul Weather Gear: Task:	X			
Ear protection	X	Harness and lanyards		Flame retardent overalls	X			

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Hazards (Something with the potential to harm)	Risks	Who is Effected	Assessment of Current Risk			Control	Assessment After Controls		
			S	L	R		S	L	R
Access	Slips, trips & falls, sprains, fractures	Employee and Contractor	4	3	12	Complete induction and read risk assessments. Safety shoes provided with (Anti Slip) and complete DRA for any hazards that were not foreseen. Mark any potential trip hazards. Use track mats if the area is very muddy.	4	2	8
	Poor lighting levels lack of daylight	Employee and Contractor	3	4	12	Works planned to visit site during daylight hours.	3	2	6
	Security of vehicle	Employee and Contractor	3	3	9	Site provider contacted regarding, access and suitable parking areas, lock vehicle, don't leave personal and work belongings on display.	3	3	9
	Security of personnel	Employee and Contractor	4	3	12	Ensure planned visit has been communicated to others (Manager), check access arrangements, on induction site provider will provide risk assessments.	4	2	8
	Public access or rites of way	Public	4	3	12	Check access arrangements prior to attending site to identify controls of public. Use signing and guarding to control access.	4	1	4
	Movement of vehicles	All	4	3	12	Check access arrangements prior to attending site. Contact site provider for details of regular vehicle movements under their control.	4	2	8

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			S	L	R		S	L	R
Manual handling	Sprains and strains	Employee and Contractor	3	3	9	Walk planned route prior to carrying load, ensure help is available for items over 25kg and mechanical aids are used. Manual Handling training completed.	3	2	6
Weather	Poor/Changeable conditions	Employee and Contractor	3	4	12	Check forecast including wind speeds and wear appropriate clothing.	3	2	6
Noise	High noise levels, possible damage to hearing, communication problems from roof top plant	Employee and Contractor	3	2	6	Check access arrangements prior to attending site. Observe and follow all signage on site. If high noise levels occur during work PPE maybe required.	3	2	6

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			S	L	R		S	L	R
Fire	No fire alarm system , burns	Employee and Contractor	5	3	15	Check access arrangements prior to attending site. Fire information to be arranged via the lead engineer identifying a fire point and a fire call and communicate in the induction.	5	2	10
Environmental	Hazardous materials left/dumped on site, fly-tipping	Employee and Contractor	3	3	9	Check access arrangements prior to attending site. Contact site provider to ensure access routes are clear. Do not touch any fly tipped materials.	3	2	6
Vandalism	Intentional damage to property	Employee and Contractor	2	4	8	Check site over before accessing, report any vandalism to Carey McMullan immediately.	2	2	4

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			S	L	R		S	L	R
Asbestos	Contact with ACM or dust from ACM's	Employee and Contractor	5	4	20	Stay away from fly tipped materials. Report any fly tipped materials to Carey McMullan. If asbestos is found then report to the station officer.	5	2	10
Electrical Work	Electrocution, Fire and burns	Employee and Contractor	5	4	20	All workers trained and competent to complete work (Certs on site). All equipment to be isolated before work. Equipment to be tested using appropriate test equipment dead and when switched on.	5	2	10
Electrical Equipment	Electrocution, Fire and burns	Employee and Contractor	4	3	12	Check condition of equipment before use. All equipment to have been tested (PAT) and calibrated as required. Equipment used in accordance with manufacturer's instructions.	4	2	6
Battery Drill	Flying debris, dusts	Employee and Contractor	3	3	9	Work area to be kept free from slips and trips. Good ventilation to be maintained. Hearing protection maybe required if over 80db (BS EN 352) for users and those within the areas. Above 85DB hearing protection must be worn.	3	2	4

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Hazards (Something with the potential to harm)	Risks	Who is Effected	Assessment of Current Risk			Control	Assessment After Controls		
			S	L	R		S	L	R
Non powered hand tools	cuts grazes and abrasions, miss use of tools, strikes and body impacts.	Employee and Contractor	4	3	12	Training and experience with tools, use tools as intended. Store properly with any guards over parts that can cause injury	4	2	8

Using handtools on site	Risk of falling objects, lacerations, minor injury	Employee and Contractor	4	3	12	<ul style="list-style-type: none"> • Hand tools must only be used by trained, certified and competent persons at all times • All tools and equipment will be inspected prior to use and maintained in line with manufacturer requirements • Operatives are to use the correct tool for the specific task • Tools when not in use must be stored appropriately and secured from unauthorised access and use • Appropriate PPE Must be used at all times in line with manufacture specifications and requirements • All knives, sharp edges, blades etc must be appropriately sheathed when not in use or being stored 	4	1	4
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Digging Excavations On Site	Risk of injury to staff and pedestrians, Risk of damage to property	Employee and Contractor	4	5	20	Cable Avoidance Tool to be used to assess the working area for cables, pipework etc. <ul style="list-style-type: none"> • Trench to be battened back to avoid collapse • Trench area to be cordoned off by hard standing barrier and protected by grounds man • Employees using CAT equipment must be trained and certified to use the equipment correctly • Employees to be trained in Streetworks Excavation and Reinstatement • Conduct land survey for ground conditions (environmental protection) • Oil spill/containment kits to be provided in case of emergency spills • Correct PPE to be used at all times (Safety boots, hi visibility clothing, weather gear) • Check weather conditions prior to any works being carried out 	4	1	4
Working at Height	Risk of falling from height	Employee and Contractor	5	5	25	<ul style="list-style-type: none"> • Only fully trained and competent operatives are permitted to climb on structures, having appropriate certification on site at all times • All climbing equipment must be inspected prior to use by the user, any non-conforming equipment must be removed from use immediately • All lifting equipment (for persons) will be fully inspected by a fully competent appointed person every 6 months, and an equipment inspection register kept. • Operatives will remain attached to the tower at all times using lanyards and pole straps as secondary safety devices. • Where available fall arrest trolleys will be used when climbing structures, these must be inspected before use and the device certified safe to use • Structures must be issued with a Safe To Climb certificate, this must be from an 	5	1	5

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						<p>accredited and competent source</p> <ul style="list-style-type: none"> • Working at height PPE must be used at all times when working on structures • All tools and materials must be tethered to climbers or structures at all times to prevent falling materials • No climbing permitted past force factor 6 on the Beaufort Scale of Wind Forces (10.8 – 13.9 m/s or 25 – 31mph) 			
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Risk Ratings

H	15-25	Major: Stop process
M	7-14	Minor: introduced control measures to reduce the risk

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		SEVERITY				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

L	1-6	Trivial: Worth noting but no additional control is required
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Risk Rating **

Likelihood

- 1 = Not likely to occur
- 2 = May occur
- 3 = Likely to occur
- 4 = Very likely to occur
- 5 = Will occur

Severity

- 1 = Near miss
- 2 = Minor injury
- 3 = Injury
- 4 = Severe injury
- 5 = Fatality

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6.0 Additional RAMS Required (Please state if other RAMS are to be submitted with an X in the yes or no box)														
TM	Y		MEWP	Y		Climb	Y	X	Hi/Ab	Y		Delivery	Y	
	N	x		N	x		N	x		N	x		N	x
7.0 Sequence of Works & Control Measures														
<p>Site set up</p> <ul style="list-style-type: none"> • All Rams to be checked and signed on to by all operatives • All signage and barriers to be put in place • All PPE to be worn at all times <p>Delivery of tools and materials:</p> <ul style="list-style-type: none"> • All tools and materials will be delivered to the site using the team van • All tools and materials will be off loaded as close to the site as possible and then transported by 5T dumper the remainder of the way. • All operatives must adhere to the access route covered by the on-site Team Leader's dynamic risk assessment at all time. <p>Excavation and installation of new base</p> <ul style="list-style-type: none"> • The team leader will mark out the location of the new base using the drawings provided • A trained operative will CAT scan the area to identify any underground services, if any are found a ground marker will be installed these will be hand excavated around to prevent any damage • Commence excavation works in a methodical manner storing spoil off to one side contact will be kept with a banksman observing machine actions • Install all ducting required as per drawing • For access to excavation the machine operator will dig in a number of steps to allow safe access and egress whilst erecting the cage • The bottom of the excavation will be compacted to allow the template to site on once this is delivered to site by others • Install the Gravity Bin as per the Drawing ensuring to double tie all c • Install LP tails from the template the rebar and the steel mesh ready to connect to LP ring • Install the monopole template as per design checking on depth, level and sturdiness <p>Ducting and inspection chamber install</p> <ul style="list-style-type: none"> • The team leader using the drawings provided will mark out the location of the ducting • A fully trained operative will then CAT scan the area to determine the location of any underground services, if any are present these shall be excavated around using insulated hand tools to expose • Once the route has been marked this will be cut using a floor saw to keep excavation works minimal suppression will be used whilst in progress • Commence excavation works to the desired depth • Install ducting in the correct locations confirm against drawings • Install the 300 x 300 inspection chamber and backfill accordingly • Lay hazard tape over ducting and backfill whilst compacting the ground as stated in drawings <p>Fence install</p> <ul style="list-style-type: none"> • The team leader will mark out the position of the new posts • Using a CAT scan he will scan the location of the new posts as required • Using insulated hand tools excavate to receive the new post • once post is level set in position using postcrete • Install timber rails to be set at regular intervals • back fill excavation and grass seed 														
8.0 Waste Recycling/Disposal														
On completion of works all rubbish and waste materials will be returned to Yard skip and disposed of in the correct manor.														
9.0 Plant & Equipment														
The following plant & equipment will be used:														
Item	Certification						Next test/inspection/calibration							
Hand tools	Inspection						Available on site							
	Test and inspection						Available on site							

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	Test and inspection	Available on site
	Calibration on equipment	Available on site
	Inspection/Certificates	Available on site
	Inspection certificates	Available on site
	Inspection Certificates	Available on site

10.0 Site Rules

No smoking on site.
 No drugs (unless prescribed) and alcohol to be consumed or persons to be under the influence of such on site.
 No horseplay, running and fighting.
 Appropriate PPE to be worn in the designated areas at all times.
 All signs/notices to be obeyed at all times.
 Plant/equipment to be used by competent/trained personnel only.
 All Equipment used must be free from defects, tested and if required tagged (and in date).
 Only 110 volt electrical equipment is allowed.
 Repairs to equipment must only be carried out by trained personnel.(this includes 110 volt extension leads)
 Site to be kept tidy at all times.
 No radios/cassettes/personal stereos are allowed on site.
 Persons must not interfere/tamper with any temporary electrical system.
 No fires on site.
 No food or drink is to be kept or consumed in the work areas.
 The welfare facilities must be used.
 Abrasive Wheels to be changed and used by certificated operatives only.

12.0 Welfare Arrangements

The following welfare arrangements will be provided:
 It is to be arranged that the fire station provide toilet facilities for the duration of the works. This is to be requested on the site induction.
 Rest: Van
 Hygiene: Hand Wipes and Site Facilities

 Sanitary nearest Welfare Facility:McDonolds 2 HAWFINCH DRIVE
 ALNWICK, NE66 2BF

13.0 Emergency Arrangements

In the event of an emergency the following arrangements will apply:
 First Aid: On Site Personnel are First Aid trained and their Certs available. First aiders will carry a minimum of 10 person first aid kit.

 Nearest A&E Hospital - South Road, Alnwick NE66 2NS

 Fire : Dial 999 and ask for Fire Brigade alternatively contact the officer in charge of the fire station.

 Accidents/Incidents: Carey McMullen incident reporting procedure via H&S Department.

13.0 Method Statement Preparation - Method Statement Prepared & Approved by:

<i>Name: Mick Harrington</i>	<i>Signature:</i>	<i>Date: 14/06/18</i>	<i>Position: Operations Director</i>
<i>Name: Carl Carey</i>	<i>Signature:</i>	<i>Date:14/06/18</i>	<i>Position: H&S Director</i>

14.0 Briefing Acknowledgement/Induction Record

We the undersigned confirm our understanding of the content of this method statement and associated documents and confirm compliance to the requirements therein. Should it not be possible to implement any aspect of the method statement or we become aware of any hazard not addressed we will immediately bring it to the attention of the Site Supervisor. This is to be signed by all involved each day the works are taking place.

Name	Signature	Date