UE Group Ltd
Unit 3
Gretton Brook Rd
Corby
Northamptonshire
NN17 4BA

Telephone: 07881368176
www.uegroup.co.uk

1.0 Method statement

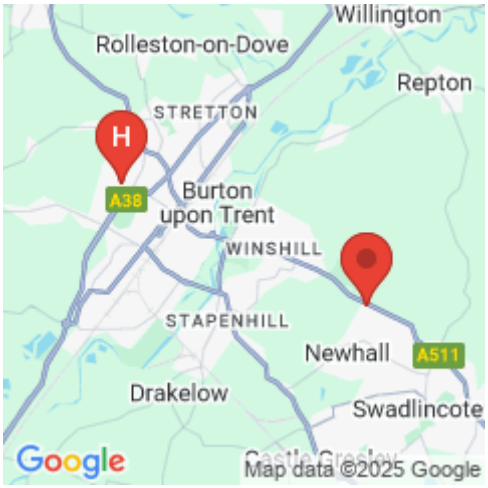
Document created: 26 Mar 25
Document updated: 03 Apr 25
Revision number: 14
Prepared by: Simon Wright
Position: Director

Euro Valuations Equipment Removals 1 of 4

Location of works:
Surepharm Bretby Business Park

Site address:
Ashby Road
Burton-on-Trent
DE150YZ

Nearest A&E:



Queen's Hospital Burton
Queen's Hospital
Belvedere Road
Burton-On-Trent, DE13 0RB

Open 24 hours
01283 511 511

Open in Google Maps

Client reference: Equipment Removals
Client: Euro Valuations
Principal designer: NA
Principal contractor: NA

1.1 Scope of Works

Upon arrival to site request access from site security (Intercom)
Contact site representative & arrange to meet in Surepharm reception.
Turn left onto site at Surepharm is on right hand side.
There is parking in from of reception or larger car park at the end of the road

Induction and Training

Meet the facility representative
Comprehensive site induction for the team including overview of the facility.
Review the facility's health and safety policies and any relevant regulatory requirements.
Emergency procedures and exits.
Specific health and safety protocols.
Personal protective equipment (PPE) requirements.
Complete all Safe Systems of Work required by the facility and contracting company (Authorisation & Permits to Work)

Access Control

Review the system for controlling access to the site, including visitor badges or passes.
Sign-In Procedures require all contractors to sign in at the reception or designated entry point upon arrival and sign out when leaving.

Risk Assessment and Method Statements

All contractors to review and agree the risk assessment & method statement specific to the tasks they will undertake detailing how they will safely execute the work & sign to confirm understanding & agreement to follow. If the method statement requires any changes work should shop until Risk Assessment and Method Statement is updated with changed work process.

Communication and Coordination

There will be a facility representative as the primary point of contact for the contractor to facilitate communication.
There will be regular meetings to discuss progress, address concerns, and ensure alignment on safety practices.

Asbestos Management Plan

CONTENTS

Policy Statement on the Management of Asbestos and Asbestos Containing Materials

Surepharm Services Ltd acknowledges the serious risk to health caused by exposure to asbestos. The company fully accepts the need for effective management systems to be in place to control, as far as is reasonably practicable, the hazard created by asbestos and Asbestos Containing Materials (ACMs) at premises which it owns and/or occupies.

It is the intention of this document to clearly identify how Surepharm Services Ltd controls the hazard of asbestos within buildings under its control by compliance with The Control of Asbestos Regulations, the accompanying Approved Code of Practice and Health and Safety Executive Guidance.

This Asbestos Management Plan commits management and staff to meet the requirements contained herein. It is the responsibility of all relevant personnel to be familiar with the procedures contained within the Asbestos Management Plan, to ensure compliance with these procedures, current legislation, official guidance, and good practice.

In this way, we will ensure that the health and safety of staff, visitors, contractors, and other persons is not put at risk from exposure to asbestos fibers.

Ian Cooper – Chief Executive Officer

. Signature .

Effective Date:

The Asbestos Management Plan

The Asbestos Management Plan consists of the following elements:

- The person with responsibility for asbestos management is Ian Cooper
- As necessary, employees, new starters and other relevant persons will be informed of the existence of ACMs on the premises and asbestos management procedures will be explained to them. Instruction and training will be provided. New starters who will come across asbestos containing materials as part of their work duties will be shown the presentation on Asbestos Awareness available via Peninsula Group Ltd within their first week of employment as part of the company's induction process.
- Records of known or presumed ACMs are available at Health and Safety office or Maintenance
- When necessary, further intrusive surveys will be commissioned eg prior to major building work or demolition.
- Asbestos risks are assessed by algorithm scores in line with HSE guidance.
- All ACMs will be periodically inspected for deterioration or damage, and any necessary action will be taken.
- Should ACMs start to deteriorate, or be vulnerable to damage, they will be repaired, encapsulated, or removed as appropriate.
- All general contractors working on the premises will be assessed for competence and their awareness of asbestos issues. They will be required to produce adequate risk assessments and method statements before being allowed to commence work. They will also be required to complete a permit to work form available via Surepharm's maintenance manager.
- Adequate supervision of their employees while on site must be maintained.
- Prior to commencing work which may disturb the fabric of the building, all contractors will be informed of the location, appearance, and condition of ACMs on the premises.
- Only suitably experienced and competent contractors will be permitted to work on or remove ACMs. Those contractors must provide HSE licenses for inspection prior to commencing work in addition to a current certificate of insurance. If the contract is for licensed work, relevant certification will be required prior to re-occupation of an area from which asbestos has been removed.
- In the event that ACMs are inadvertently damaged, or deterioration becomes apparent, appropriate urgent action will be taken. This may include

evacuation and closure of parts of the affected premises. If necessary, expert advice will be obtained.

- The emergency services (primarily the Fire Authority) will be informed of the presence ACMs on the premises, and, in the case of an emergency, the incident commander will be made aware of ACMs and provided with appropriate information.

- This policy will be periodically reviewed and amended as necessary.

Site Specific Asbestos information

Site specific asbestos information is contained in two appendices:

- Appendix A: Surepharm Services Ltd Asbestos Register and Asbestos Risk Assessments, and

- Appendix B: Surepharm Services Ltd Asbestos Action Plan, which is a practical and achievable timetable of prioritizing management/remedial actions.

Asbestos Management in Buildings Where Leaseholders are Responsible for Maintenance and Repairs

Whilst Surepharm Services Ltd has a duty to manage asbestos within premises for which it has maintenance and repair obligations (i.e., as "Duty Holder" for the purposes of *The Control of Asbestos Regulations 2012*), it does not have similar responsibilities for buildings where leaseholders are responsible for maintenance and repair. Surepharm Services Ltd does, however, have a duty to co-operate with the leaseholders and make relevant information available.

It is the responsibility of such leaseholders to employ competent contractors in accordance with the Asbestos Management Plan and to advise them of the presence of asbestos when this is appropriate.

APPENDIX A

Surepharm®

Asbestos Register and Asbestos Risk Assessments

Asbestos Register and Asbestos Risk Assessments

The survey identified the ACMs detailed below. Further information regarding each known or presumed ACM and recommendations are given within the individual Material Reports and Risk Assessments (refer to Section 2.4 of the Survey Report for Surepharm Services Ltd

The information contained within the Asbestos Register forms an important part of the Asbestos Management Plan required by *Regulation 4 of The Control of Asbestos Regulations 2012.*

The condition of known ACMs and the risks that they present should be reviewed on an annual basis, or more frequently where there is potential for damage or rapid deterioration.

Location	Product Type	Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sample no.	Material Assessment Score	Priority Assessment Score	Total Risk Score
External, Main Production Block, Roof Access (004), Electrical switchgear, flashguards	Woven Product	<1m²	Difficult	Good	Sealed	Chrysotile	P001	4	2	2
External, Lab / Packing Block, Roof (005), Skylight caulking	Woven Product	8no	Difficult	Low damage	Sealed	Chrysotile	S002	5	2	2
External, Smoking Area, Rear Of Main Warehouse (009), Roof sheets	Cement	20m²	Medium	Good	Sealed	Chrysotile	SP002	3	2	1
External, Main Entrance To Production (010), Roof sheets & wall sheets	Cement	30m²	Medium	Low damage	Sealed	Chrysotile	SP003	4	2	1
External, Warehouse Office (011), Rainwater downpipe & hopper	Cement	3lin m	Medium	Low damage	Sealed	Chrysotile	SP004	4	2	1

External, Admin Office Corridor (019), Roof sheets	Cement	80m²	Medium	Good	Sealed	Chrysotile	SP005	3	2	1
External, Admin Office Corridor (020), Gutter	Cement	30lin m	Medium	Good	Sealed	Chrysotile	SP006	3	2	1
Ground Floor, South Stairwell (044), Concrete underdrawing	Textured Coating	15m²	Medium	Good	Self Sealed	Chrysotile	S005	2	2	1
Ground Floor, Granulation & Blending, Ceiling Void (048), Concrete soffit	Textured Coating	150m²	Medium	Good	Self Sealed	Chrysotile	S006	2	2	1
Ground Floor, North Stairwell (049), Concrete under drawing	Textured Coating	30m²	Medium	Good	Self Sealed	Chrysotile	S007	2	2	1
1st Floor, Coatings Plant Room (054), Concrete surrounding window	Textured Coating	5lin m	Medium	Good	Self Sealed	Chrysotile	S008	2	2	1
1st Floor, Coatings Plant Room 13.1 (056), Above and below windows	Textured Coating	4m²		Good	Self Sealed	Chrysotile	X008	2	2	1
Ground Floor, Packing Area Main Roof Void (080), Water tank upon entrance	Gaskets (compressed)	4no	Difficult	Good	Self Sealed	Chrysotile	S013	2	2	1
Ground Floor, Packing Area, Roof Access Hatch Area (085), Ceiling panels	Insulating Board	8m²	Medium	Good	Sealed	Amosite	S015	5	3	3

APPENDIX B

Surepharm®

Asbestos Action Plan

Ground Floor, 2.10.2h Plant Room (093), Ceiling	Textured Coating	25m²	Medium	Good	Self Sealed	Chrysotile	S017	2	2	1
Ground Floor, North Stairwell Plant Room (094), Concrete under drawing	Textured Coating	4m²	Medium	Good	Self Sealed	Chrysotile	X007	2	2	1

APPENDIX C

Surepharm®

List of Operatives Trained in Asbestos Awareness

Location	Product Type	Action	By When?	By Whom?
External, Main Production Block, Roof Access (004), Electrical switchgear, flashguards	Woven Product	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Lab / Packing Block, Roof (005), Skylight caulking	Woven Product	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Smoking Area, Rear Of Main Warehouse (009), Roof sheets	Cement	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Main Entrance To Production (010), Roof sheets & wall sheets	Cement	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Warehouse Office (011), Rainwater downpipe & hopper	Cement	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Admin Office Corridor (019), Roof sheets	Cement	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
External, Admin Office Corridor (020), Gutter	Cement	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, South Stairwell (044), Concrete underdrawing	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, Granulation & Blending, Ceiling Void (048), Concrete soffit	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, North Stairwell (049), Concrete under drawing	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
1st Floor, Coatings Plant Room (054), Concrete surrounding window	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
1st Floor, Coatings Plant Room 13.1 (056), Above and below windows	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, Packing Area Main Roof Void (080), Water tank upon entrance	Gaskets (compressed)	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, Packing Area, Roof Access Hatch Area (085), Ceiling panels	Insulating Board	Removal by approved Specialist June 2022	June 2022	BES Ltd
Ground Floor, 2.10.2h Plant Room (093), Ceiling	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd
Ground Floor, North Stairwell Plant Room (094), Concrete under drawing	Textured Coating	Manage Risk, Annual Inspection 13/10/2022	October 2022	SB Asbestos Management Ltd

Name	Department
Jason Atkins	Packing
Steven Bates	Health and Safety
Mick Barnett	Maintenance
David Campbell	Coating
Lewis Campbell	Maintenance
Stuart Carvel	Compression
Darren Cordin	Operations
Connor Dughan	Maintenance
Darren Draycott	Compression
Daniel Dunkerley	IT
Andrew Gardner	Planning
Rachael Gardner	QC
Charlie George	Operations
Muhammed Gondal	Laboratory
Robin Haynes	Operations
Carolyn Hipkiss	HR/L&D
Darren Lawson	Operations
Jakie Moulson	Packing
David Rossell	Maintenance
Luke Ridley	Compression
Filip Sec	Production
Graham Shorthouse	Production
Steve Smith	Maintenance
Diane Warren	QC
Ian Watson	Maintenance
Tony Whetton	Granulation /Blending
Peter Wileman	Coating
Ian Wright	Granulation /Blending

1.2 Sequence of operations

1.2.1 Joinery and carpentry

Removal of existing joinery

- Remove any existing joinery onsite
- Dispose of joinery according to the site waste management plan

1.2.2 Dry lining, plastering or tape jointing

Removal of existing dry lining

- Confirm with the client the location of the dry lining to be removed
- Drawings of the existing services are to be consulted and existing services identified
- All identified services are to be isolated from the mains prior to work commencing
- Where applicable a trained operative is to erect a safe working platform, with suitable edge protection including toe boards and guard rails. An exclusion zone is to be created around the work area (to prevent individuals being struck by falling objects
- Cut the existing dry lining back to expose the structural metal work
- Plasterboard waste is to be stored on pallets and/or in a segregated skip
- Removal the metal structural work in a safe manner
- Waste structural steel to be placed in a designated bin, ensuring there are no protruding edges
- Lay the materials in a pre-designated safe area
- Bag all dry lining or place it in the designated bin
- Bag all structural steel or place it in the designated bin
- Remove all materials according to the site waste management procedures

1.2.3 Suspended ceiling works

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Preliminary works

- Agree upon the programme of works, the specific finishes liked and the firm finish date
- Ensure all trades are working from the latest reflected ceiling plans and that the drawings take into account any visible obstructions or services
- Identify setting out points and elevation benchmarks and relate them to the design/layout drawings
- Check the design dimensions against the actual construction
- Check the proposed ceiling module layout for inconsistencies

Removal of suspended ceiling

- The isolation of the 2nd fix of ceiling fittings by others must follow the isolation risk assessments
- Carefully remove ceiling tiles being aware of any debris that may be resting on top of the tiles
- Remove any acoustic, fire rated barriers above the ceiling and strip the ceiling grid in small sequential sections
- Remove the ceiling hangers and perimeter track
- All materials to be placed in designated areas ready for removal from site
- Carefully remove the plasterboard from the ceiling grid, being aware of any debris that may be resting on top of the ceiling

1.2.4 Electrical

Electrical isolations

- Obtain a permit to work
- Place warning notices and secure the areas where isolations are to be undertaken
- Conduct a fault diagnosis using approved test instruments
- Identify isolation points and verify de-energisation of electrical circuits and equipment
- Lock off the isolations to eliminate accidental re-energising

Removal of existing electrical services

- Remove existing LV cabling
- Remove existing HV cabling
- Remove all redundant electrical cabling
- Remove all items from site according to site waste management procedures

1.2.5 Plumbing

Removal of existing plumbing services

- Erect access equipment in accordance with the safe use of ladders guidance notes/erection of tower scaffolds
- Isolate the water supply at the source
- Remove the internal/external fixtures and fittings piece by piece ensuring there are no unsupported plumbing services which could fall from height
- Remove all items from site according to the site waste management plan

1.2.6 Hot works

Hot works - pre start inspection

- A pre-start inspection of the workplace must be carried out
- Check the location of work
- Check the fire safety and prevention procedures currently in place
- Check the material to be worked
- Check available ventilation
- Check other works in progress in and around the work area
- Check access & egress

1.2.7 Plant or equipment

Using telehandlers to lift suspended loads

- The supervisor must ensure that the operator has proof of competence, which should include proof of training (CPCS card or similar), proof of familiarisation with the telehandler to be used and adequate experience of the task to be undertaken
- Before lifting any load the operator is to inspect the load does not exceed the Safe Working Load (SWL)
- When using telescopic boom, the operator to ensure the reduced SWL is taken into consideration as per the manufactures instructions.
- Where it is stated “thorough examination certificate (TEC)”, you should confirm that the excavator requires a 12 month TEC and the accessories a 6 month TEC. This is to avoid clarify to the operator the timescales, to avoid confusion and ensure compliance.
- The supervisor must ensure that the telehandler being used has been maintained and has a current report of thorough examination covering both the machine and any attachments
- The supervisor must carry out a toolbox talk before work starts covering the task to be carried out, personnel involved, work area, risks, exclusion zones and procedures
- At the start of each day or shift the operator should carry out the pre-use checks specified in the manufacturer's operating instructions
- Seat belts must be worn at all times
- The telehandler's brake engine must be switched off and then applied before the operator leaves the cab. Before any personnel approach the telehandler to secure loads etc. the operator must ensure that the telehandler is made safe i.e. the brake applied and the engine switched off
- The operator should plan the route and final destination of the load, making sure the route is clear of all obstacles, that there are no width or height issues with the load or telehandler and that the final destination is a safe and suitable place for the load. If the route involves travelling or working on slopes, the manufacturer's operators instructions should be consulted before traversing gradients and cross slopes
- Where you have stated planning a route : please add when working near excavations and walking routes stop blocks and adequate warning signs should be positions to prevent the collisions with pedestrians and plant falling into excavations. Also, excavator driver to ensure no overhead services (overhead line equipment) above.
- Before lifting a load the operator should get out and inspect the load - check for warning signs, centre of gravity,

loose materials on the load or anything anchoring the load

- Before lifting the load the operator should check ground conditions to make sure it is suitable for them to drive and use stabilisers on. Spreader mats should be used if the ground conditions or weight of the load make it necessary to do so
- The operator should then lift the load approximately 150mm (6 inches) and check the load position, weight and balance
- The load should then be secured, strapped down or fastened where necessary
- Before setting off, the boom should be telescoped in as far as possible and the load lowered as close to the ground as possible to increase stability whilst travelling
- If the load obscures the operator's view when travelling, a banksman should be used. A banksman should also be used when reversing
- Before placing the load in the final position the operators should check the ground conditions
- If the operator is unable to clearly see the load's final position, a qualified banksman should be used to signal to the operator when landing the load
- When the lifting operation has been completed, the telehandler should be stored in a safe place, on level ground where possible, with the handbrake engaged, the boom and fork arms/handling attachment lowered to the ground, the key removed and the cab locked. The key should be stored in a safe place and not left in the machine
- When using extension forks the safe working limit should be reduced as the standard Rated Capacity chart will not give the correct information as it only applies to loads on standard length forks. Information on the rated capacity of extended forks can be found in the manufacturer's operating instructions
- If the operator is unsure of any aspect of the lifting operation they must immediately stop and consult their supervisor

1.2.8 Manual handling

Pushing and pulling

- Pushing and pulling is done using the body’s own weight; lean forward when pushing, lean backwards when pulling
- Ensure you have enough grip on the floor to be able to lean forward/ backwards
- Avoid twisting and bending your back
- Handling devices have handles/hand grips so that you can use your hands to exert a force; handle height should be between the shoulder and waist so that you can push/pull in a good, neutral posture
- Handling devices are well-maintained so that the wheels have appropriate size and they run smoothly
- Floors are hard, even and clean

Dual / two person lift

- Decide who will be caller (The caller co-ordinates the lift and ensures each lifter knows what to do and when)
- Assess the weight
- Correct positioning of feet and straight back - Comfortably apart with one leg slightly forward to maintain balance; One foot positioned in direction of movement; Other foot where it can give maximum thrust to the body
- Correct grip or use of handles where applicable - A full palm grip will reduce muscle stress to the arms and decrease the possibility of the load slipping
- Continue to dynamically assess the environment during lift / movement
- Lift together and relax load down together

Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed
- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

1.3 Risk assessment register

1.4 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- CSCS certification
- Staff will possess a Certificate of Competence of Demolition Operatives card (CCDO) or equivalent.
- For staff operating plant, they will possess a Construction Plant Competence Scheme (CPCS) or National PlantOperators Registration Scheme card (NPORS)
- ECS certification
- JIB trade cards
- Test engineers hold City and Guilds 2391 certification
- All operatives are apprenticeship served electrical engineers
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training
- Stepladder training
- All operatives are apprenticeship served plumbing engineers

1.5 Legislation

- Health and Safety Work Act 1974
- Fire Safety Act 2021
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Asbestos Regulations 2012
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2022
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations 1989
- The Pressure Systems Safety Regulations 2000
- Pressure Equipment Regulations 1999 (SI 1999/2001)

1.6 General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.
- Always dispose of waste in accordance with principal contractor’s environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

1.7 Emergency procedures

- Copy of emergency procedures will be kept on Safety Notice Board.
- Any changes in emergency procedures will be communicated to site operatives.
- Refer to the names of Fire Marshals on site Safety Notice Board.

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

1.8 Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

1.9 Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- Gas store will be in secure store fully vented and situated in a well-ventilated area preferably outside.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Hazardous waste (such as radiated waste and asbestos) is to be segregated from all other waste, bagged and stored within an exclusion zone. Only trained operatives issued with a permit to work are to enter areas containing hazardous waste.
- Consignment notices to be received upon removal, retained and copies provided to the principal contractor.

1.10 Specific PPE requirements

- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.
- Welding gauntlets(gloves)
- Brazing goggles
- Flame retardant overalls
- RPE fume extraction welding hood

PPE considerations for the hot works may include:

1.11 Use of skips

- Waste is to be deposited into a skip.
- Barrier fencing should be positioned around the skip with ‘keep out’ signage attached.
- Skips will be covered and secured to reduce the risk of arson and theft.
- Skips should be positioned a minimum of 6m away from buildings or other objects to reduce the spread of fire and to satisfy the requirements of insurance.
- Skips should be positioned to allow easy access for the skip vehicles to drop off new skips and collect full skips.
- Always use a banksman when skip vehicles are reversing.
- Skips are to be emptied regularly to reduce the risk of arson and theft.
- No hazardous material is to be deposited into skips.
- Temporary ramps used to gain access to skips should be sufficiently wide to prevent falls. On large or high skips, ramps should include side fall protection.
- Never climb into a skip.

1.12 First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states “a first aid box with enough equipment to cope with the number of workers…..” add, “a first aid assessment to be completed to ensure suitable first aid provisions are available for the number or people and works taking place.”
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- **< 5:** At least one appointed person.
- **5–50:** At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- **More than 50:** At least one first-aider trained in FAW for every 50 people employed.

1.13 Method of access

- All operatives will be inducted by onsite supervisor.
- Access and egress routes will be detailed on site fire and emergency plan.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

1.14 Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- Hand tools
- Sawing tools
- Cutting tools
- Planing tools
- Shaping tools
- Drilling or boring tools
- Holding and clamping tools
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Insulated hand tools
- Digital volt/Ohm/Amp meter
- Pipe bender & cutter
- Insulated rubber mats and gloves
- Jig saw
- Cold cutter
- Cable jacks
- Lifter
- Pipe threading machine
- Digital Volt/Ohm/Amp meter
- Welding / arc tools
- Step ladders/hop ups/podium steps/access towers
- Mixing equipment or plant
- Concrete nailer
- Concrete driller
- Laser Level machine
- Plumbs
- Steel bench cutters
- Ceiling gun
- Steel square ruler

Refer to risk assessment specific control measures for any tools & equipment.

1.15 Working from height

- When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.
- When using access equipment for working at height, operatives will make sure they check if the equipment is ‘fit for purpose’, i.e. if inspection tag is attached and in date.
- Working at height equipment should be inspected every 7days.
- If no tag is attached to access equipment, operatives will not use the equipment and report to supervisor.
- Any access equipment that need to be built will be done so my competent operatives who have industry accepted training certificate (i.e. PASMA)

1.16 Ladder permits

- Please complete a risk assessment to ensure that ladders / stepladders are the only viable option to complete the task (see working at height risk hierarchy for further information or consult your HSE representative / specialist
- Ladder permits are under a full shift / daily control as maximum validity. Each new day requires a new permit to be completed
- All operatives using steps/ladders must receive a TBT on Step Ladder/Ladder Safety and be issued a copy of the HSE “Top Tips for Ladder and Ladder Safety” pocket guide.
- Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
- Steps / ladders must show evidence of weekly inspection prior to using the equipment
- Steps/ladders are to be removed from work area and secured at end of the each day.

1.17 Manual handling

Manual handling aids will be used if available

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

T - The Task

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

I - The Individual

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

L - The Load

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

E- The Environment

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

1.18 Special permits

Any cutting of MDF may require a permit to work from site management, ensuring all cutting undertaken in a well ventilated area.

Permit to work may be required to work in riser cupboards, isolations or working on live power, these and other permits to be organised with site management as needed.

- Hot Works
- Site operatives shall adhere to the principal contractors HWP requirements and fire watch policies
- Fire extinguishers used for hot works will be checked to ensure they are in date and have not been used
- Hot works permit needs to be issued for the following operations: welding, blazing, soldering, grinding and cutting, thawing pipes, the use of open flames, blow-lamps, and torches, using bitumen and tar boilers, the use of hot air blowers and lead heaters.
- Permits issued for the day/task will be returned to site management team when the work/task is finished or at the end of the day
- Correct PPE will be worn when carrying out hot work
- The work area is to be inspected for one hour after hot works take place, the permit signed to confirm the areas is safe and for cancellation and the permit returned to the principle contractor for closure
- The principal contractor will be the sole issuing authority for HWP
- The principal contractor will ensure all site operatives are aware of emergency procedures at site induction
- The principal contractor will make all site operatives aware of their basic requirements when undertaking Hot works which may include the following:
- The user must comply with safe procedures and manufacturers instructions whilst undertaking hot works
- Any areas where hot works are to be undertaken must ensure combustible materials, flammable liquids and gas cylinders are removed from immediate area
- Fire extinguishers placed in local area of proposed hot works
- Hot works area cordoned off and operatives told of immanent works
- The user must not use an open flame whilst wearing clothing soiled with grease or flammable liquids
- The user must not use open flame in an atmosphere containing flammable vapors, explosives, dust or in confined spaces such as tanks
- The user must not use open flame in conditions where there are strong winds
- The user must extinguish any open flame when not in use
- The user and site supervisor should ensure of adequate ventilation to area

1.19 Ground works

Monitoring arrangements during demolition works:

- Daily briefings to be completed with the workforce (DABS)
- Inspections to monitor that safe working practices and access / egress is properly maintained
- Good housekeeping shall be monitored throughout the day

1.20 Demolition management

Please insert your demolition H&S plan and construction phase plan (CPP) here.

The essential elements of the demolition H&S plan are: project information / scope of works; existing environmental information and drawings; personnel & roles and responsibilities; programme; services; method of demolition

A summary of management controls are as follows:

- A suitable demolition health & safety plan must be in place prior to works. The plan must stipulate the type of demolition activity that is taking place (partial; progressive top-down; deliberate collapse; manual demolition)
- Clients must appoint duty holders (Principal Designer and Principal Contractor) who have the relevant competence to
  complete the task.
- Clients (with the help of their principal designer) must collate and issue the Pre-construction information (PCI) to all those who need it
- The Principal contractor (PC) must plan, manage, monitor and coordinate H&S issues during the demolition work.
- Work must be supervised and the safe system of work followed at all times
- All staff and contractors must follow the instructions and plans given to them
- Workers must be involved in the process when developing suitable safe systems of work

1.21 Hot works permit

Always assess whether works can be completed via cold techniques before proceeding with a hot works permit

The hot works permit must address the following points:

- What work will be done
- How and when it is to be done
- What safety and health precautions are needed
- Who is responsible for checking it is safe to start
- Who will check the work is done safely
- Who is responsible for confirming that work is complete and there is no longer a risk from, or to, the people doing the work.
- Start and finish times for hot works
- Location of works
- Type of activity
- Designated fire watch time

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

UE Group Ltd
Unit 3
Gretton Brook Rd
Corby
Northamptonshire
NN17 4BA

Telephone: 07881368176
www.uegroup.co.uk

2.0 Risk assessment

Document created: 26 Mar 25
Document updated: 03 Apr 25
Revision number: 14
Prepared by: Simon Wright
Position: Director

Euro Valuations Equipment Removals 1 of 4

Location of works:
Surepharm Bretby Business Park

Site address:
Ashby Road
Burton-on-Trent
DE150YZ

Client reference: Equipment Removals
Client: Euro Valuations
Principal designer: NA
Principal contractor: NA

Example risk matrix

Likelihood 4
x
Severity 5
=
Risk/residual risk 20

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

2.1 Working in dusty environments

2.1.1 Task: Working around or causing construction dust

Hazard	Risk	Control measures	RR
Lung cancer, silicosis, chronic obstructive pulmonary disorder (COPD) or asthma caused by inhaling construction dust	4 x 5 = 20	When operating plant that causes dust, the operative is to refer to the specific risk assessment for this plant. Operatives are to consider using a different method of work altogether when operating tools that create dust. The right size building materials are to be used so that less cutting or preparation is needed. Where possible, operatives are to use a less powerful tool that creates less dust, brick breaking tools such as hammers and bolsters and clock breakers are to be used where possible instead of grinders and cutting tools Designated cutting stations will be allocated in areas which are isolated and well ventilated. When alternatives cannot be used and dust control not sufficient, water is to be used for the entire length of the task or/and local exhaust ventilation system (LEV) will be used. A FFP3 dust mask that is face-fit tested, tight goggles or a face mask is to be worn at all times. Operatives are to maintain a high level of housekeeping, using filter vacuums for debris, bagging and removing waste according to local regulations and the site management plan.	1 x 5 = 5

Persons at risk: All site operatives

2.2 Arrival & departure from site

2.2.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4 x 5 = 20	The prevailing site condition is to be checked and all deliveries are to be undertaken in a pre-determined safe area. No vehicles are to be parked or unloaded in the vicinity of overhead lines. If it is necessary for deliveries to be undertaken below overhead cables, the works and area are to be coordinated with either the local authority or the principal contractor. Sufficient protection is to be in place for workers and the public, together with ensuring safe working distances are achieved and goal posts are used where required.	1 x 5 = 5
Persons at risk: User			
Being crushed by a falling load, with potentially fatal injuries	5 x 5 = 25	Deliveries are to be taken in designated areas only. Other workers and the public are to be kept outside of the delivery area. Any machinery used for unloading is to be operated by trained personnel only and is to carry a through examination certificate for the lifting equipment (re-certificated every 12 months) and accessories (re-certificated every 6 months). There will be no walking/working beneath raised loads at any time. Unstable loads will be made safe prior to lifting At no point with the safe working load of the lifting equipment and accessories be exceeded Any items that could potentially be lifted by the wind are to be placed in designated anchor areas and/or weighted down. Ensure any equipment being used for unloading is not operated in overly windy conditions - operatives are to refer to the equipment or plant guidelines. Goods are to be placed on firm, level ground in designated areas. The height of the goods is to be kept to a minimum to prevent stack failure.	1 x 5 = 5
Persons at risk: All site operatives, Public			
Muscle strains, sprains and injuries caused by lifting heavy loads	3 x 3 = 9	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling. Manual handling on stairs will be avoided, at no point will any loads be carried up ladders The correct lifting techniques are to be used. All operatives are to be trained in the safe method of lifting - refer to manual handling section in the attached method statement. A two-man lift is to be enforced for reaching or carrying heavier items.	1 x 3 = 3

		Operatives are to split loads to make them lighter and safer to handle. Although there is no universal safe maximum, mechanical aids are to be used when loads exceed 25kg per person or as referenced in the method statement. Operatives are to be aware of handling large or bulky items (e.g. plasterboard) in windy conditions.	
Persons at risk: User			
Falls from vehicles - drivers may suffer serious, possibly fatal, injuries if they fall from the cab or trailer of a vehicle	3 x 5 = 15	Loading and unloading is to be planned. Working on the bed of the trailer is to be avoided. Suitable access equipment is to be used to access the trailer unit and drivers are to be trained how to use it safely. Drivers are to be trained in the safe system of work for sheeting loads, e.g. the safe use of PPE. Fall arrest equipment is to be inspected by a competent person prior to use. Drivers are to be instructed not to walk backwards on the trailer or to jump from the cab/trailer. Fixed steps and grab bars are to be used to allow drivers to access the cab safely. Drivers are to be reminded of the need for good housekeeping in the trailer and cab. Retrofit foldable steps are to be used to improve access to the trailer bed. Operatives are to consider using other forms of access equipment where appropriate, e.g. mobile elevating working platforms (MEWPS) or podium steps.	1 x 5 = 5
Persons at risk: All site operatives			

2.2.2 Task: Leaving vehicle

Hazard	Risk	Control measures	RR
Being struck by moving vehicles	4 x 4 = 16	All operatives are to park in designated areas. Site rules and authorised routes, provided by the client or principal contractor, are to be followed. All operatives are to wear hi-visibility jackets when leaving a vehicle. All operatives are to sign in onsite. All operatives are to receive a site induction. Banksman are to be used when vehicles are reversing.	1 x 4 = 4
Persons at risk: All site operatives			

2.2.3 Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5 x 4 = 20	All operatives and site visitors are to ensure they sign in when entering. Inductions are to be provided to all operatives and visitors before entering the worksite, individuals will be notified of the designated vehicle and pedestrian routes and site rules. Physical barriers such as stop blocks will be utilised to protect the pedestrian walking routes. Where there is a shared working area between individuals and vehicles, vehicle movements will only take place under the control of a trained and assessed as competent traffic marshal Operators/drivers are to adhere to the site speed limit at all times. At no point will the operator exceed the safe working load of the plant/ vehicle. All drivers and operators will be trained and assessed as competent for the equipment operated. The correct PPE is to be worn at all times. All operatives and visitors are to keep to pedestrian areas only. The use of crossover points is to be incorporated into the site plan by the principal contractor. All operatives are to be made aware of changes in the Site Traffic Management Plan as and when it is changed. All operatives and site visitors are to ensure they sign out when exiting the site. Operative and visitors are to watch out for other contractors leaving the area at the same time.	1 x 4 = 4

Persons at risk: All site operatives, Public

2.3 Preventing exposure to asbestos fibres

2.3.1 Task: Working in areas where asbestos could be present

Hazard	Risk	Control measures	RR
Fatal disease (asbestosis) caused by inhaling asbestos fibres	5 x 5 = 25	All control measures listed in the the Control of Asbestos Regulations 2012 act will be adhered to Asbestos register to be checked for content/location All operatives to undergo asbestos awareness training All identified asbestos is to be clearly demarked with warning signs Whilst completing any intrusive works, suitable RPE it to be worn at all times Inspections on site should be carried out before commencing work, if asbestos is identified, or suspected, work should be suspended and site supervisor made aware If asbestos found and controlled, the client or principal contractor shall provide information on the location and condition of the materials to all site operatives Only a licensed approved contractor can undertake removal of asbestos	1 x 5 = 5

Persons at risk: All site operatives

2.4 Using telehandlers

2.4.1 Task: Operating telehandler around people

Hazard	Risk	Control measures	RR
Telehandler chassis, boom or moving load striking people in area	4 x 5 = 20	Public excluded from secure site Segregate telehandler and personnel where possible Ensure telehandler has adequate vision aids such as rear-view mirrors, and cctv If necessary establish effective exclusion zone in conjunction with Principal Contractor All personnel to wear high visibility clothing Ensure personnel are fully briefed on need to keep clear of load during lifting and telehandler during travelling Ensure telehandler is made secure from unauthorised access or operation Use of plant and lifting equipment near walking routes and where there is no clear segregation is to be directed by a trained and assessed as competent banksman at all times Operators to adhere to the site speed limit at all times At no point will the safe working load be exceeded All operatives working in close proximity to plant and within the exclusion zone, to be briefed on the operators blind spots and safe working distances Where required warning systems such as beacons and sirens to be fitted	1 x 5 = 5

Persons at risk: All site operatives

2.4.2 Task: Operating telehandler under stability concerns

Hazard	Risk	Control measures	RR
Ground unable to support telehandler	4 x 4 = 16	Establish presence of voids/underground services with Principal Contractor Assess the ground conditions and establish whether it is safe to operate in the area If required, Supervisor to check that mats supplied match those specified in Method Statement and are suitable to support/disperse the load Any voids identified should be adequately demarked with barriers and warning signs to exclude plant access until suitable control measures can be implemented Stabilizer mats to be used as required	1 x 4 = 4

Persons at risk: All site operatives			
Telehandler overloaded	4 x 5 = 20	Ensure weight of load is known and accurate Telehandler operator to have proof of competence	1 x 5 = 5
Persons at risk: All site operatives			
Telehandler failure	4 x 3 = 12	Ensure telehandler has been adequately maintained, pre-use checks carried out and has current report of thorough examination	1 x 3 = 3
Persons at risk: All site operatives			

2.4.3 Task: Movement of load

Hazard	Risk	Control measures	RR
Load or telehandler structure collides with overhead obstacles	4 x 4 = 16	Route to be planned and overhead obstacles marked with goal posts and signs Boom to remain as low as practicable at all times Operator and banksman to be advised of any overhead risks	1 x 4 = 4
Persons at risk: All site operatives			
Load collides with other plant - cranes, excavators etc	4 x 5 = 20	Establish effective exclusion zone Ensure that the safe systems of work for other plant in the vicinity address this hazard	1 x 5 = 5
Persons at risk: All site operatives			
Telehandler boom comes within arcing distance of overhead lines	4 x 5 = 20	Establish presence or otherwise of overhead lines.If present arrange for isolation or position telehandler boom/load outside minimum safe approach distance	1 x 5 = 5
Persons at risk: All site operatives			

Loose parts on load may fall	4 x 5 = 20	Inspect load for lose objects prior to lift and secure/remove loose items All personnel to wear hard hats	1 x 5 = 5

Persons at risk: All site operatives

2.4.4 **Task:** Environmental conditions

Hazard	Risk	Control measures	RR
Telehandler becomes unstable when lifting loads with large wind area	4 x 5 = 20	Wind speed to be checked with hand held anemometer by Supervisor before lift starts. Lift to be aborted if wind speed exceeds 15 mph	1 x 5 = 5

Persons at risk: All site operatives

2.5 Using fork lift trucks

2.5.1 Task: Operating fork lift trucks

Hazard	Risk	Control measures	RR
Injuries sustained from unsafe or unauthorised driving	5 x 5 = 25	Plant must be operated by trained and licensed persons only Keys to forklift must never be left in vehicle whilst unattended No persons shall use the plant as a means to raise or lowers persons, unless fully trained and using the correct equipment Passengers will not be carried unless a passenger seat is fitted	1 x 5 = 5
Persons at risk: All site operatives			
Injuries sustained from using unsafe or non-maintained fork lift truck	4 x 4 = 16	Visually inspected before each use with recorded inspections made daily Maintained in good physical condition, with materials in cabin kept to a minimum and good house keeping employed As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months. Certificates of examination will be retained, and copies held on site Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	1 x 4 = 4
Persons at risk: User			
Collisions with pedestrians, operatives or other objects	4 x 5 = 20	Fork lift trucks to be operated on firm, level ground at all times Banksman to be used whenever fork lift truck is in operation, particularly when reversing Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided Provide suitable traffic management system and record within a traffic management plan At all times the site speed limit will be adhered to At no point will the Safe Working Load (SWL) be exceeded Make sure the workplace is adequately lit where there is regular movement of vehicles, where pedestrians and vehicles circulate and cross and near buildings and plant Operator to check that the load is secure before lifting and manoeuvring The operator will travel with the forks lowered and the mast of forks titled back When fitted, out-riggers should be used when lifting and lowering	1 x 5 = 5
Persons at risk: All site operatives, Public			

2.5.2 **Task:** Operating or refuelling fork lift with internal combustion engine

Hazard	Risk	Control measures	RR
Injuries sustained from fire or fumes whilst operating or refuelling fork lift truck	4 x 4 = 16	Exhaust to be checked at intervals and correctly sited to ensure good ventilation Operatives are to read and understand the COSHH assessment A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions Filter systems or catalytic converters will be fitted to exhausts where possible Engines and exhaust filters to be regularly maintained and register kept onsite Do not use lift trucks with internal combustion engines in confined spaces or where there is inadequate ventilation If operating in suspected smaller or less ventilated area, monitoring of gases will be undertaken and COSHH assessment followed Ensure to turn off fork lift truck before re-fuelling, and use funnel Ensure fuel for equipment is carried in an explosion proof and appropriate metal container which is secured in the transport vehicle and/or appropriate COSHH locker Machine is to be fuelled away from other vehicles Smoking is not permitted during refuelling and operation of this equipment Ensure fuel tank and cap is secure at all times Caution shall be exercised to prevent overfilling and spillage, all spillages will be cleaned up immediately All operatives included will receive information and instruction regarding the location and correct use of the spill kit	1 x 4 = 4

Persons at risk: All site operatives

2.5.3 **Task:** Operating forklift with risk of the vehicle overturning or where protection to the user required

Hazard	Risk	Control measures	RR
Crushing injuries to user when operating forking with risk of overturning or trapping from falling objects	4 x 4 = 16	At no point will the Safe Working Load (SWL) be exceeded Prior to all lifting operation, the load will be assessed to ensure it is adequately secured and stable Counterbalanced trucks, rough-terrain trucks and side-loading trucks, one side only, must be fitted with an operator restraining system Where a restraining system cannot be fitted, and the risks are sufficiently high, it will be necessary to use another lift truck which has such a system Any lift truck fitted with a roll-over protective structure (ROPS) to protect operators from the risk of injury resulting from 180° or more roll-over	1 x 4 = 4

		should be fitted with a restraining system A falling object protective structure (FOPS) should be provided where there is a significant risk of falling materials endangering the operator	

Persons at risk: User

2.5.4 **Task:** Use of pallet truck

Hazard	Risk	Control measures	RR
Any injury caused by the use of a pallet truck	3 x 3 = 9	Pallet trucks will only be operated by those trained and assessed as competent to do so Manufacturers instructions to be followed at all times and made available to operators and managers At no point will the Safe Working Load (SWL) be exceeded Prior to all manual handling operations, the task, load and environment will be assessed to ensure the load is adequately secured and stable and the environment is suitable for the use of pallet trucks Ensure pre-user checks are carried out, checking controls, actions, wheels and hydraulic fluid Ensure forks are pushed through as fas as possible to avoid tipping Do not lift forks more than necessary to avoid lateral tipping Be aware of yours and other peoples feet when lowering load	2 x 3 = 6

Persons at risk: All site operatives, Public

2.5.5 **Task:** Parking fork lift truck

Hazard	Risk	Control measures	RR
Injuries caused by the use of a fork lift truck	3 x 3 = 9	The FLT/tele handler will be parked in a safe area and out of the way of other tasks The mast/forks tilted forwarded and the toes of the forks resting on the ground The parking brake applied and the engine switched off The key removed and returned to the appropriate place	1 x 3 = 3

Persons at risk: All site operatives

2.6 Plant lifting operations

2.6.1 Task: Plant lifting operations

Hazard	Risk	Control measures	RR
Serious injuries sustained from using unsafe or incorrect lifting equipment	4 x 5 = 20	Prior to works commencing, operators are to ensure a lifting plan is available and they have read and understand it Lifting equipment will be selected for its suitability for the load lifted and the environment. Only suitably trained and assessed as competent operators and banksmen will take part in lifting operations All lifting equipment is to have a current test certificate where valid Be inspected prior to each and every use by the user The safe working loads shall not be exceeded under any circumstances	1 x 5 = 5
Persons at risk: All site operatives			
Injuries to unauthorised personnel gaining access to lifting area	4 x 4 = 16	All site operatives or public are not be allowed under a suspended load Only use trained competent personnel for lifting duties and one man to control lifting operation The use of a subcontracted work force should be minimised where possible to ensure efficient knowledge of safe method of working Areas shall be fenced off, signage applied to all lifting areas, and use banksman to warn any third parties No unauthorised personnel shall be allowed into or near the lifting areas All personnel involved in lifting operations to read and understand lifting plan with site supervisor	1 x 4 = 4
Persons at risk: All site operatives, Public			
Serious injuries sustained from uncontrolled falling of loads	4 x 4 = 16	Lifting Operations are to strictly conform to LOLER regulations 1998 As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months. Certificates of examination will be retained, and copies held on site. Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	1 x 4 = 4
Persons at risk: All site operatives			

2.7 Using hand tools

2.7.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4 x 2 = 8	Always choose the right tool for the job All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool Tools used shall have inherent safety features where possible, such as retractable blades for knives Keep cutting tools sharp, so that they cut true without needing to be forced Tools should be checked regularly for damage and any item to be found damaged or defective taken out of use immediately Guards to be used where available and never removed or adjusted from the intended position All portable hand tools are to be used as per the manufacturers instruction	1 x 2 = 2

Persons at risk: User

2.7.2 Task: Using retractable knife

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using retractable knife	4 x 3 = 12	Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knifes with molded plastic guard or retractable blade Knives should be checked before use and fitted with a sharp blade before beginning work Knife to be stored in a safely away when not in use Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired	1 x 3 = 3

Persons at risk: User

2.8 Using vehicles onsite

2.8.1 Task: Operating or manoeuvring vehicles

Hazard	Risk	Control measures	RR
Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries	5 x 5 = 25	Drivers are to assess the work area prior to starting works, to identify services and structures The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle Ensure everyone on site understands site rules on vehicle safety Drivers and signallers need to be in constant communication during reversing operations Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles Ensure all vehicles on site are fitted with appropriate warning devices Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles All workers to wear high visibility vests at all times	1 x 5 = 5

Persons at risk: All site operatives, Public

Striking services and obstructions causing serious inury site operatives	4 x 4 = 16	Any unsuitable vehicles entering site will be turned away Relocate services or re-route traffic away from any obstructions or services Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas	1 x 4 = 4

		A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction	

Persons at risk: All site operatives

Serious or fatal injuries to site operatives or public from a restricted traffic route visibility	4 x 5 = 20	Design corners with clear sight lines or provide one-way traffic routes Where vision of traffic routes is restricted, vehicle and plant movement will only take place under the direction of trained and assessed as competent banksman Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access Warning signs to be provided in any place where difficulty of vision expected from a vehicle Follow safe systems of work, eg traffic control and speed restriction	1 x 5 = 5

Persons at risk: All site operatives, Public

2.8.2 Task: Operating or manoeuvring vehicles on steep gradient or near edges

Hazard	Risk	Control measures	RR
Overturning of vehicle or fall into holes after breaching its edges	3 x 5 = 15	Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients Remove, or re-route traffic away from steep gradients and edges where possible If possible, principal contractor to reduce gradients by levelling traffic routes Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions Install protection to edges, eg stop blocks and warning signs etc	1 x 5 = 5

Persons at risk: All site operatives

2.8.3 Task: Parking or securing vehicles

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from unintended vehicle movement	3 x 5 = 15	Only competent persons to drive vehicles Provide site induction training about the site conditions and requirements when parking and operating vehicles Only vehicles with appropriate braking systems should be selected for the work and environment onsite Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing Instruct drivers to test brakes before operating vehicles All vehicles to be parked on flat ground whenever possible, keys are to be removed from unattended vehicles at all times	1 x 5 = 5

	Chock wheels of vehicles and trailers as necessary when parked on sloping ground

Persons at risk: All site operatives, Public

2.9 Using abrasive wheels

2.9.1 Task: Use of abrasive wheels

Hazard	Risk	Control measures	RR
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	5 x 3 = 15	Prior to use, all operatives will receive suitable information, instruction and training on the equipment used Equipment will have a declaration of conformity and a CE mark Equipment to be used as is set out within the manufactures instructions Equipment is to be periodically checked, maintained and tested and visually inspected before use Only operatives with training and authorised to use abrasive wheel tools should undertake work Correct PPE to be worn at all times when using abrasive wheels and or angle grinders, including safety goggles and gloves Guard on abrasive wheel to be correctly adjusted to suit work position	1 x 3 = 3
Persons at risk: User			
Damage to lungs through the inhalation of dust	4 x 3 = 12	Where possible, dust extraction to be used or abrasive wheel work to be undertaken in a well ventilated area All operatives in the area to where correct PPE, masks may be required depending on the application Refer to HSE Construction Information Sheets 36, 54 for further dust control information if necessary	1 x 3 = 3
Persons at risk: User			
Injuries sustained from the use of noisy equipment	5 x 3 = 15	Designated area for abrasive wheel cutting/grinding to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by operative at all times	1 x 3 = 3
Persons at risk: All site operatives			
Injuries sustained from equipment vibration	4 x 3 = 12	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment necessary Use will be monitored to ensure action limit values are not exceeded Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment	1 x 3 = 3

		All operatives are to receive a briefing on the exposure action values and limit values for the equipment used Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind	
Persons at risk: User			
Possible fire from sparks emanating from abrasive cutting tools	4 x 3 = 12	A hot works permit shall be applied for as necessary, details of safe work to be provided by principal contractor Site management will ensure operation of abrasive wheels will be isolated from flammable materials. If unavoidable, ensure flammable materials are covered with flame retardant cover Suitable fire extinguisher for type of flammable materials to be supplied Ensure any petrol operated machines do not leak Switch off petrol operated machines before refuelling	1 x 3 = 3
Persons at risk: All site operatives			
Entanglement of clothing or hair whilst using abrasive wheel	5 x 3 = 15	User not to wear loose clothing or jewellery If operative has long hair, ensure hair is tied back	1 x 3 = 3
Persons at risk: User			

2.9.2 **Task:** Replacing abrasive wheels

Hazard	Risk	Control measures	RR
Possible injuries sustained from replacing wheels	4 x 2 = 8	Only operative's trained in the safe use of abrasive wheels are to change or operate abrasive wheels Abrasive wheels should be changed as per the manufacturers instructions Only suitable blades as detailed within the manufacturers instructions should be used	1 x 2 = 2
Persons at risk: User			

2.10 Using disc cutters

2.10.1 Task: Operating petrol disc cutters or cut off saws

Hazard	Risk	Control measures	RR
Inhalation of respirable crystalline silica (RCS) causing silicosis, chronic obstructive pulmonary disease (COPD) or lung cancer	5 x 5 = 25	Operate machinery in a well ventilated and cordoned off area Attach water hose to cut-off saw and use as suppression during cutting A dust mask with respirator with an assigned protection factor of 20 must be worn at all times	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained from using faulty equipment	4 x 4 = 16	Only a trained operative may use a cut-off saw or disc cutter Where damage and/or defects are identified, equipment will be taken out of use Equipment is to be visually inspected prior to use checking for damage and defects Ensure machinery is inspected regular and tracked in a log Ensure cutting disks are replaced when worn by a trained operative	1 x 4 = 4
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with training and authorised to use cut of saws should undertake work Guard on cutting wheel to be correctly adjusted to suit work position Equipment will only be used as described within the manufacturers instructions Suitable eye protection will be worn at all times	1 x 3 = 3
Persons at risk: User			
Hearing damage sustained from the use of cut off saws or disk cutters	5 x 3 = 15	Designated area for cutting to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by user at all times	1 x 3 = 3
Persons at risk: User			
Injuries sustained from equipment vibration	4 x 3 =	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment	1 x 3 =

	12	necessary Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment All operatives are to receive a briefing on the exposure action values and limit values for the equipment used. Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind.	3
Persons at risk: User			
Entanglement of clothing or hair whilst using abrasive wheel	3 x 4 = 12	User not to wear loose clothing or jewellery If operative has long hair, ensure hair is tied back	1 x 4 = 4
Persons at risk: User			

2.10.2 **Task:** Fuelling cut off saw or disc cutters (petrol two stroke oil)

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosion	4 x 4 = 16	Operatives are to read and understand the COSHH assessment A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions No smoking onsite unless in designated areas Ensure fuelling site is shaded and away from any possible ignition source Keep fuel in correct sealed containers When refuelling, ensure saw fuel cap is replaced securely All operatives included will receive information and instruction regarding the location and correct use of the spill kit	1 x 4 = 4
Persons at risk: User			

2.11 Using portable power tools

2.11.1 Task: Using portable power tools

Hazard	Risk	Control measures	RR
Electrocution causing serious or fatal injuries whilst using portable power tools	3 x 5 = 15	Only 110v or battery operated equipment to be used Electric equipment to be kept dry and stored in toolbox to protect from damp and damage Visual inspection prior to use, plugs, leads, power supply (transformer), insulation, switches, RCD(if used), signs of burns, casing, loose parts Damaged or defective equipment including leads to be replaced immediately or fixed by competent person Electrical equipment must not to be tampered with, anything showing evidence of tampering must not be used until tested by a professional Electrical equipment to be PAT tested	1 x 5 = 5
Persons at risk: User			
Hearing loss to site operatives working near noisy power tools	3 x 2 = 6	All operatives trained in risks of noise exposure Suitable hearing protectors should be provided for operatives and any surrounding workers Use low-noise tooling where possible Operatives and the supervisors are to co-ordinate with other workers in the area to ensure that works taking place do not impact one another's safety, where unavoidable operatives working nearby noisy works will be provided with suitable hearing protection.	1 x 2 = 2
Persons at risk: All site operatives			
Serious cuts, injuries or amputations to body parts from the incorrect use of cutting tools	3 x 5 = 15	All operatives to be trained in the safe usage of power tools Always choose the right tool for the job Ensure all portable tools are set up correctly and securely fastened to worktops as per product specifications Ensure any portable tools that are set up, are in a designated safe area avoiding thoroughfare of other workers or vehicles All cutting tools to have safety guards incorporated, fastened securely and regularly checked and maintained Ensure no loose clothing is worn in the vicinity of cutting, and gloves are worn at all time	1 x 5 = 5
Persons at risk: User			

2.12 Use of a passenger / goods hoist

2.12.1 **Task:** General use of passenger / goods hoist

Hazard	Risk	Control measures	RR
Misuse or poorly installed hoist - risk of serious injury from failure or collapse of hoist	3 x 5 = 15	Hoists used shall be constructed of sound materials, stable and capable of lifting the required loads Hoists shall be properly marked as to use, either for equipment and materials only, or for passengers in addition to goods, and the number that can be carried, together with a safe working load notice. Never allow passengers to ride on a goods-only hoist Hoist would have been erected only by trained and experienced people following the manufacturer's instructions and properly secured to the supporting structure; this shall be checked prior to use Hoists are only to be operated by trained and competent people and young persons prohibited from operating the controls The hoist is thoroughly examined and tested after erection, substantial alteration or repair and at relevant intervals. Regular safety checks are to be carried out and the results recorded. As a general guide, daily pre-use checks should be carried out by the operator, with additional formal inspections carried out at least monthly or in accordance with the manufacturer's instructions where timescales are shorter. The manufacturer’s recommendation of maximum in-service wind speeds should be adhered to at all times In certain circumstances, bonding to a suitable earth to provide lightning protection may be required (subject to further assessment)	1 x 5 = 5
Persons at risk: All site operatives			
Injury as a result of misuse of controls	3 x 4 = 12	Ensure goods hoists are operated from one position only, e.g. ground level and the operator can see all the landing levels from the operating position; and Ensure that passenger hoists with controls on the platform can only be operated from the platform, other than in emergencies. For further information, please consult BS 7212 (installation, maintenance, examination and operation of construction hoists, including hoistway protection)	1 x 4 = 4
Persons at risk: All site operatives			
People being struck by the platform or other moving parts	3 x 5 =	Enclose the hoistway at places where people might be struck, e.g. ground level, working platforms or window openings; and provide gates at all landings and at ground level. Where practicable, gate doors should be imperforate types to prevent trapping / shearing of fingers otherwise, provide suitably located	1 x 5 =

	15	protective plates at the leading edge, to prevent access of fingers, and toe pickets on the lower section of the gate to prevent foot access through the gates	5

Persons at risk: All site operatives

People falling down the hoistway	3 x 5 = 15	The hoistway is fenced where people could fall down it. Suitable and substantial gates, or other equally effective means, should be provided at any access and/or egress points to any hoistway or shaft. enclosure. They should be fitted with interlocks which prevent the lift from moving until the gates are closed. The gates at landings are kept closed except during loading and unloading. Gates should be secure and not free to swing into the hoistway. The doors of the hoistway should also be of solid construction with smooth interior surfaces. The doors and the hoistway opposite the open side of a carrier without internal doors should, throughout its height of travel, be smooth and flush with each other. The standoff distance from the platform edge to the landing is appropriate and the platform is fitted with a ramp so there is no gap to fall through. The base of the hoistway is protected by a cage.	1 x 5 = 5

Persons at risk: All site operatives

Prevent people from being hit by falling materials	3 x 5 = 15	The hoistway is enclosed at all times. Fully enclosed carriers are used on the hoist (e.g. 2 m-high enclosure around a construction site hoist and hold-to-run controls) Ensure travel platforms have toe-boards and are enclosed with mesh or solid sides where loads exceed toe-board height Transport loose materials in containers such as wheelbarrows or stillages Ensure all containers / goods are secured to prevent inadvertent movements Ensure loads are distributed evenly on the platform and do not impose any point loading in excess of the manufacturer's instructions Any additions to the transport platform such as panels, signs and banners should only be made with the written permission of the supplier/manufacturer	1 x 5 = 5

Persons at risk: All site operatives

Slips & trips - users of the hoist at risk from falling over due to slip / trip hazards within the hoist	3 x 3	The hoist cage floor is made of solid construction and flat Materials shall be carried in suitable containers to reduce the chance of spillages and materials cleared away immediately where dropped	1 x 3

= 9	Good housekeeping is maintained within the hoist cage All users of the hoist shall be wearing safety boots	= 3

Persons at risk: All site operatives

2.13 Working from step ladders

2.13.1 Task: Working from step ladders

Hazard	Risk	Control measures	RR
Contact with over head cables causing possible fatal injury through electric shock	3 x 5 = 15	Check prevailing site condition Take care when erecting/positioning step ladders close to an services Do not erect step ladder in close proximity to a power cables - seek advice from supervisor before commencing with work	1 x 5 = 5
Persons at risk: User			
Head injuries caused by falling objects	5 x 3 = 15	Barrier off work area Take care when placing step ladder avoiding thorough fare of workers or public if possible When step ladder is secure, remove any dislodgeable items in close proximity Keep persons away from ladder and surrounding area when carrying out work	1 x 3 = 3
Persons at risk: All site operatives, Public			

2.13.2 Task: Working from step-ladders

Hazard	Risk	Control measures	RR
Injuries sustained from the unsafe use of step-ladders	5 x 3 = 15	Operatives will ensure that step-ladders are only used for work that is short-term, of a light nature, that requires one hand to be used, and that can be done without stretching Inspect step-ladders before use to ensure that there are no obvious defects Do not paint stepladders, or use those that have been painted, painting can cover up defects Do not put step-ladders in front of doorways without taking appropriate precautions to prevent people bumping into them and never obstruct a fire exit with a ladder If the step-ladder is being erected in a public area or on a public path, then it is essential to provide proper protection for pedestrians or vehicles before the step-ladder is put up Wherever possible a step-ladder should be footed while someone climbs The step-ladder should be resting on a stable and secure surface The step-ladder should be placed away from overhead and wall mounted power cables	1 x 3 = 3

	Step-ladders should never be supported on the bottom rung but always on the feet Tools etc. should be carried in tool bags or belts rather than by hand, so that the step-ladder can be properly gripped during climbing Do not lean from ladders or stepladders

Persons at risk: User

2.14 Cable pulling

2.14.1 Task: Cable pulling

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect pulling of new runs of cables	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to, observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid Team to consider correct and safest method for cable pulling prior to completing the task. Methodology to be briefed and fully understood with team before proceeding Before undertaking any manual handling operations, make sure the route is clear of obstructions Cable drums should positioned in an area that allow a straight pull The use of cable rollers or holders should be implemented to ensure as much friction is reduced as possible All operatives to be wearing correct PPE for the job, including hard hat, gloves, hi vis vest and safety glasses All operatives to pull cables on firm ground, avoiding twisting the body as much as possible by position one self with the load Cables shouldn't be pulled above the shoulders or below the torso of the user Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3

Persons at risk: User

2.14.2 Task: Pulling cables at height

Hazard	Risk	Control measures	RR
Falls from height whilst pulling cables	4 x 3 = 12	Manual handling at height should be avoided where possible At all times the selected access equipment should be suitably tied All operatives to pull cables on firm and level ground from selected access equipment Ensure the weight of the cable pulled does not exceed the safe working load of the access equipment Risk assessments for specific access equipment used will be followed at all times Regular rest periods will be taken	1 x 3 = 3

Persons at risk: User

2.15 Moving pipes, rolls or irregular shaped or sized materials

2.15.1 **Task:** Moving pipes, rolls or irregular shaped or sized materials

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of pipes, rolls or irregular shape or sized materials	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits It may be possible to roll drums of cable, this should be undertaken as a last resort if the above fails; the area should be cleared and movement of drum controlled by a team of operatives Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3

Persons at risk: All site operatives

2.16 Moving of general materials of normal size and shape

2.16.1 Task: Moving of materials of a regular shape and size

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of materials with a regular shape and size	4 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to All operatives to be wearing correct PPE for the job The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture The user should grasp the load firmly and as close to the body as possible The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back Carry the load close to the body with the elbows tucked into the body Avoid twisting the body as much as possible by turning your feet to position yourself with the load Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3

Persons at risk: User

2.17 General demolition

2.17.1 Task: Falls from height

Hazard	Risk	Control measures	RR
Injury from falling from edges, through openings, fragile surfaces and partially demolished floors.	2 x 5 = 10	Avoid working at height where possible Hazards such as fragile surfaces and openings to be highlighted with signage markings Fall restraint or arrest equipment to be given consideration depending on type of fall Permit to work system used as per company requirements	1 x 5 = 5

Persons at risk: All site operatives

2.17.2 Task: Falling materials

Hazard	Risk	Control measures	RR
Injury from flying debris and uncontrolled collapse of structures	3 x 5 = 15	Suitable structural survey in place before starting the task Suitable Method statement / demolition plan produced, appropriate and communicated to the workforce Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary covered walkways Using high-reach machines Reinforcing machine cabs so that drivers are not injured Training and supervising site workers	1 x 5 = 5

Persons at risk: All site operatives, Public

2.17.3 Task: Connected services

Hazard	Risk	Control measures	RR
Gas, electricity, water and telecommunications	3 x 5 = 15	Equipment to be located with cat / genny scanning and service drawings Services to be disconnected or isolated using an appropriate safe system of work Pipes and cables to be labelled and introduce measures to prevent disturbance Consult HSG 47 as required	1 x 5 = 5

Persons at risk: All site operatives, Public

2.17.4 Task: Traffic management

Hazard	Risk	Control measures	RR
Injury from person and vehicle collisions	3 x	Effective traffic management systems / plan (TMP) on site Segregated paths to separate persons from vehicle movements	1 x

	5 = 15	Vision aids or banksman to be used Turning circle or turning area to be designated Zero tail swing machines should be used	5 = 5

Persons at risk: All site operatives

2.17.5 Task: Hazardous materials

Hazard	Risk	Control measures	RR
Dust and respirable crystalline silica (RCS). Risk of respiratory illness or skin condition	3 x 4 = 12	Off site building techniques used as required COSHH assessments in place Wet techniques used where possible to limit dust release Local exhaust ventilation or natural ventilation utilised Occupational health checks completed Staff made aware of occupational health dangers (Toolbox talks) Adequate welfare provided Stockpiles to be shielded from the wind Suitable gloves issues to prevent skin conditions Suitable dust masks (FFP3) provided with face fit testing	1 x 4 = 4

Persons at risk: All site operatives, Public

Lead	3 x 4 = 12	Lead (paint) surveys completed prior to works as required Health surveillance arrangements in place Awareness instruction through toolbox talk Specialist contractor appointed	1 x 4 = 4

Persons at risk: All site operatives

Asbestos - asbestos related disease	4 x 4 = 16	Asbestos refurbishment / demolition survey completed prior to works Asbestos containing materials (ACMs) removed prior to starting works Specialist contractor appointed and consulted as required Asbestos discovery process implemented Staff have asbestos awareness training	2 x 4 = 8

Persons at risk: All site operatives

2.17.6 Task: Noise & vibration

Hazard	Risk	Control measures	RR
Hearing damage or hand arm vibration syndrome (HAVS)	3 x	Noise survey and monitoring in place Acoustic barriers installed where required	1 x

	4 = 12	Designated noise hazard zones installed Designated noisy work time scheduled Job rotation in place 'Buy quiet' / 'buy smooth' policy in place Toolbox talk completed about noise awareness Equipment maintained in accordance with manufacturer instructions Occupational health checks completed Hearing protection provided	4 = 4

Persons at risk: All site operatives

2.17.7 **Task:** Fire - including explosions

Hazard	Risk	Control measures	RR
Fire - including explosions	3 x 5 = 15	On site fire risk assessment in place Muster assembly point in place Fire detection equipment in place with regular testing and drills coordinated Fire fighting equipment installed on site Fire wardens appointed Exclusion zones and full safe system of work implemented where explosives are used. Further supporting information here	1 x 5 = 5

Persons at risk: All site operatives, Public

2.17.8 **Task:** Environmental impact

Hazard	Risk	Control measures	RR
Damage to land, air, sea, flora and fauna	3 x 4 = 12	Environmental management plan in place Specialist contractor available for environmental protection advice Staff receive toolbox talk about environmental awareness Incident reporting in place Spill kits provided	1 x 4 = 4

Persons at risk: All site operatives

Contaminated land	3 x 4 = 12	Specialist contractor appointed for remediation advice and support Safe system of work implemented Isolation measures in place to prevent persons accessing the area	1 x 4 = 4

Persons at risk: All site operatives

2.17.9 **Task:** Statutory nuisances

Hazard	Risk	Control measures	RR
Disturbance to the local community / adjacent properties	3 x 3 = 9	Set noisy working hours agreed Normal site operation hours - no out of hours engineering Community consultation arrangements in place Good housekeeping implemented to maintain appearance of site Regular cleaning and muck up arrangements in place to keep roads free from debris Logistics plan in place to manage deliveries	1 x 3 = 3

Persons at risk: All site operatives, Public

2.18 General carpentry works

2.18.1 Task: General joinery works

Hazard	Risk	Control measures	RR
Workers risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades	4 x 5 = 20	Refer to hand tool risk assessment for safe use of machinery All machines guarded according to manufacturers' instructions Machinery / blades to be inspected and replaced as required Machinery / blade to be inspected and maintained in accordance with manufacturer instructions Guards inspected regularly and maintained as necessary to ensure their good condition Workers have sufficient space at machines to work safely All workers trained in safe use of machines by a competent person	1 x 5 = 5
Persons at risk: User			
Lung, skin & eye damage caused by exposure to wood dust during sanding or cutting	4 x 4 = 16	Ensure workers never dry sweep wood dust, which will only spread the dust around Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter Safety goggles worn when cutting wood Any cutting to be completed in a well ventilated area where possible Ensure first aid kit contains eye wash or an eye wash station is provided in close proximity to cutting area Clothing to cover the skin to be worn RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	1 x 4 = 4
Persons at risk: User			
User susceptible to back injury and long-term pain if regularly lifting or carrying heavy or awkward objects, also risk cuts when tooling, or splinters	4 x 3 = 12	Refer to method statement on safe lifting techniques Workbenches and machine tables set at a comfortable height to work from Appropriate gloves provided for handling tooling and protection from splinters Clothing to cover the skin to be worn Material secured on bench with vice to secure material and prevent from slipping	1 x 3 = 3
Persons at risk: User			
The inhaling of hazardous	4	A lower risk alternative should be always used as a first option where	1

substances such as MDF which may induce difficulties breathing or cause asthma to some	x 4 = 16	one exists. Eg. use a ‘no added formaldehyde’ MDF board or low-emission MDF board if practicable to do so Ensure a designated cutting station/area is located onsite away from other workers in a well ventilated area Dust masks to be used at all times when cutting or sanding Use an effective dust extraction system whenever MDF is machined or sanded as a minimum requirement, all cutting to be undertaken in a well ventilated area Use vacuum cleaners with high performance filters (HEPA) to clean up MDF dust Ensure good housekeeping onsite, 'clean as you go' is implemented across the site RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	x 4 = 4

Persons at risk: All site operatives

2.19 Electrical isolations

2.19.1 Task: Electrical Isolations

Hazard	Risk	Control measures	RR
Contact with live electricity causing serious or fatal injuries	4 x 5 = 20	Operatives are to ensure a safe system of work has been implemented with the principal contractor or representative Equipment is to be checked with a compliant tester, insulated hand tools and a competent electrician prior to commencing the works. The equipment is to be approved by the site supervisor The installation/circuit being isolated is to be switched off, and a voltage indicating device used to verify that no voltage is present. This is to be reconfirmed again All electrical equipment is to be made dead and locked off by a competent electrician and the keys are to be retained Warning notices are to be provided and operatives are to double check that the circuit or equipment is dead and locked off by lock out, tag out (LOTO) policy, to be followed at all times. Circuit main earth(s) are to be applied where necessary and precautions taken against adjacent live parts where necessary A permit to work is to be issued and local earth(s) applied where necessary Continual vigilance and monitoring of circuits is to be undertaken by a competent electrician or a designated site representative Only GS38 compliant test tools to be used Isolation certificate to be issued prior to works, test before touch to be followed through proving dead testing Any services that have to remain live are fully signed and briefed prior to commencing works If there is any doubt, seek the advice and instruction from LV / HV authorised person (AP) senior authorised person (SAP), Authorised Engineer (AE) or senior authorised engineer (SAE) as required	1 x 5 = 5

Persons at risk: User

2.20 Electrical work up to 400 volts

2.20.1 **Task:** Electrical work up to 400 volts

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries from electric shock	5 x 5 = 25	Please consult your appointed person or authorised engineer (AP / AE) for site specific safe systems of work before proceeding Working on or near live equipment is not to be undertaken unless completely necessary and deemed as such by the principal contractor or representative A safe system of work is to be recorded when 'live' work is necessary and should only be undertaken by a trained and competent electrician If coordinating work where more than one group is involved, the necessary precautions and emergency procedures are to be discussed with all operatives The roles and responsibilities of the supervisors and workers, including those of any contractors who may be employed, are to be clearly defined before undertaking any work Any supervisors are to be competent to supervise the work, with the level of supervision being appropriate to the danger and the competence of those carrying out the work Sufficient lighting and working space is to be allowed for before undertaking any work The electrical isolations risk assessment is to be followed by a competent electrician Only a competent electrician may work on electrical services up to 400 volts. Unauthorised, unqualified or untrained people are not to be allowed to work on any electrical services Any live working is to be undertaken with a partner who will be able to assist in an emergency Correct PPE is to be worn at all times Specialist contractor to be used, and a member of NICEIC Enlist the guidance / instruction from an AP, SAP, AE SAE as required	1 x 5 = 5

Persons at risk: All site operatives

2.21 Removal of existing electrical services

2.21.1 Task: Removal of existing electrical services

Hazard	Risk	Control measures	RR
Falls from height during strip out or removal of services	5 x 4 = 20	The working from height risk assessment is to be followed when stripping out fixtures, fittings and services from above When pulling cables at height, a safe system of work is to be employed including having another operative to assist with cable pulling	1 x 4 = 4
Persons at risk: User			
Contact with live electricity causing serious or fatal injuries	5 x 5 = 25	The electrical isolations risk assessment is to be followed A safe system of work is to be employed with the site supervisor	1 x 5 = 5
Persons at risk: All site operatives			

2.22 Suspended ceiling works

2.22.1 Task: Working at height installing/removing suspended grids and ceilings

Hazard	Risk	Control measures	RR
Injuries sustained from falling from height or the dropping of materials from height	4 x 4 = 16	A safe system of work is to be provided The appropriate working equipment risk assessment (i.e. mobile scaffold tower, MEWP) is to be referred to Well-maintained equipment is to be used by competent operatives	1 x 4 = 4

Persons at risk: All site operatives

2.22.2 Task: Working within exposed metal ceiling grid

Hazard	Risk	Control measures	RR
Injuries sustained form exposed sharp metal edges or points	4 x 2 = 8	Waste material is to be removed regularly, taking care not to expose sharp edges to others (i.e. in skips) Others are to be excluded from the area when preparing wire hangers All operatives in ceilings are to wear gloves, hard hats, hi-vis clothing, and safety glasses	1 x 2 = 2

Persons at risk: All site operatives

Supervision and personnel

Name	Role	Phone	Date	Signature