

Your Company Name

No 12, YBN, Delta Bank Road,
Gateshead, NE11 9DJ

Telephone: 0808 169 5989

Website www.yourwebsite.com



Your project name

Author Your Name

Job Role Director

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Reference: RAMS-001-XXX

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1.0 Method Statement

Project: Your project name

Reference: RAMS-001-XXX

Site Address:

Unit 1A
123 Smith Street
London
W1 1AA

Client: ABC Holdings

Principal Designer: ABC Design

Principal Contractor: ABC Construction

Start date: 21 Feb 18

End date: 23 Feb 18

Works Supervisor: Joe Bloggs

Works Supervisor phone: 07788998877

1.1 Scope of works

ABC Scaffolding have been contracted to erect and dismantle a non-complex independent scaffold at 123 Test Street on behalf of ABC Construction.

The works will include:

- Erection and dismantling of scaffold (Tube and Fitting)
- Installation and dismantling of beams (2 bay bridged section)
- Installation of wall anchors

Once complete, a handover certificate will be provided.



Front elevation where scaffold will be erected

1.2 Personnel involved in this project

The following persons will be working on site throughout this project

- Person 1
- Person 2
- Person 3

1.3 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

All company operatives hold the following:

- CISRS cards
- COTS cards

1.4 Legislation

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Work at Height Regulations 2005.
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work Regulations 1992.
- Health and Safety (Signs and Signals) Regulations 1996.
- Control of Substances Hazardous to Health Regulations 2002.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Control of Noise at work regulations 2005.
- Manual handling operations Regulations 1992.

1.5 Access arrangements

All company operatives and Sub-contractors will be inducted in prior to commencing with work on site.

Access and egress from site shall be via the designated entrance and exit routes provided by the Principal Contractor. In the event of Any problems with access & egress routes will be reported to the Site Manager or Delegate.

Upon arrival to Site, all company operatives and Sub-contractors will sign in at the Site Office (Or other designated area) prior to accessing the working area on site. Prior to leaving the site, all company operatives and Sub-contractors will sign out in accordance with site rules.

1.6 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and fully inspected in accordance with any relevant statutory provisions placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to in order to safely operate company (Including hired tools and equipment) whilst on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

In the event that any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.7 Waste Management

In the event of an environmental incident, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Prior to commencing with the work activity, a suitable route for the transportation must be determined and understood by all members of the workparty.

When transporting waste through internal thoroughfares, care shall be taken to ensure that internal surfaces are not contaminated or damaged by the waste materials.

When handling waste, PPE shall be worn in accordance with site rules, or the specific COSHH assessment (if applicable).

All waste materials are to be deposited into the correct type of skip&/or waste bin in accordance with the site waste management plan.

1.8 Emergency procedures

All site emergency procedures shall be developed by the Principal Contractor – All of which shall be included within the Construction phase plan.

During the Initial Site Induction, all emergency procedures shall be delivered to Site Operatives. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and safety support.

In the event of change regarding any site emergency procedures, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.9 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information, the location of the safety notice board shall be shown to all operatives during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents in accordance with BS 8599, unless a site first aid assessment dictates otherwise

The Client or Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be in accordance with the First aid at work Approved Code of Practice document L74, details can be found in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
<u>Low hazard</u> – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
<u>Higher hazard</u> – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.10 Welfare provision

Welfare arrangements on site are supplied and maintained by the Principal Contractor.

All welfare facilities shall be in accordance with Schedule 2 of the Construction (Design & Management) regulations - this includes the provision, as a minimum, of the following:

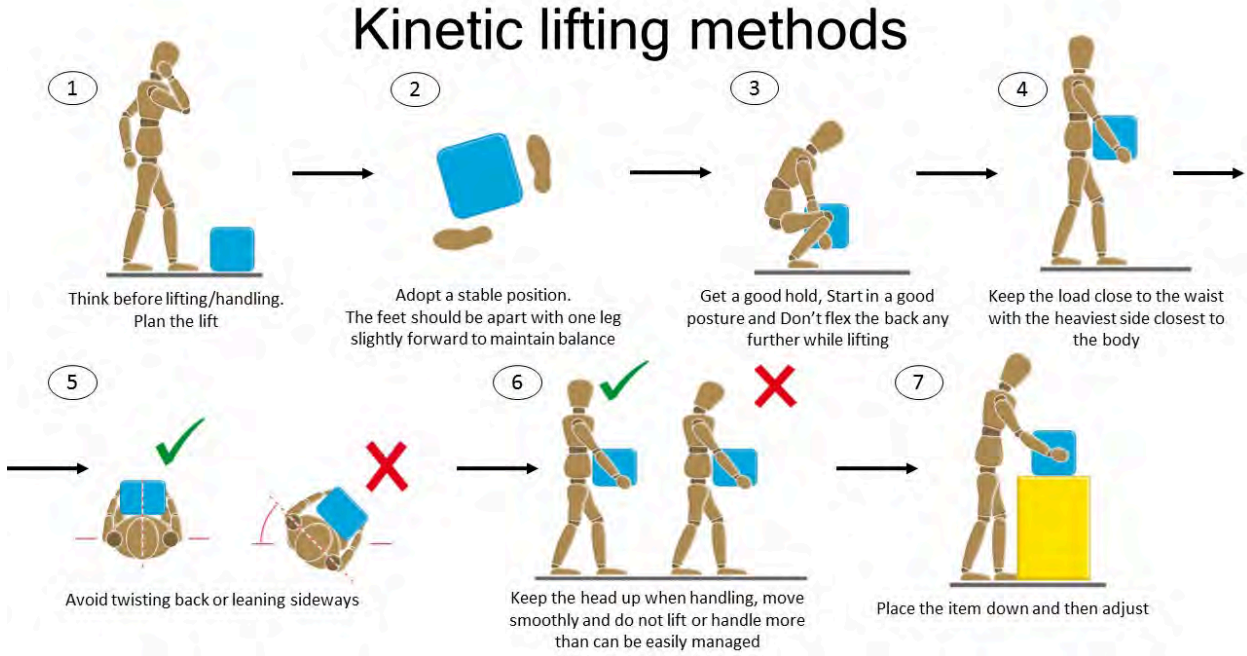
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- Suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site shall also be maintained in a safe and hygienic manner.

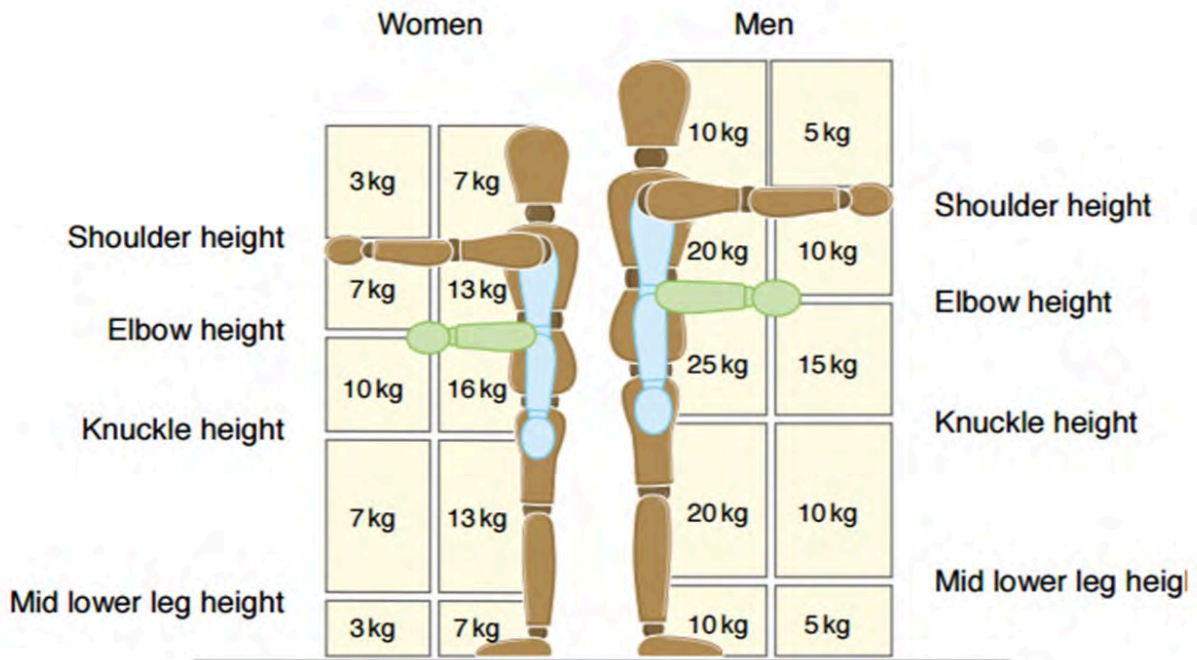
1.11 Manual handling

Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be manually handled, all company operatives shall adopt Kinetic lifting methods shall be adopted as depicted below:



Kinetic Lifting techniques



Manual handling

1.12 PPE requirements



Hi-Visibility
Clothing



Protective
Footwear



Protective
Gloves



Safety Harness



Head protection

1.13 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors

Standard PPE

Whilst on site, all staff shall be required to wear the above PPE at all times.

Task Specific PPE

All specific PPE requirements required out-with the standard identified above, shall be contained within any accompanying COSHH assessment or specific risk assessments contained within this document.

In the event of additional PPE being required that is not considered standard (as highlighted above), these shall be provided by the Principal Contractor who will also be responsible for the provision of suitable information, instruction and training as required.

1.14 Amendments and Authorisation

In the event of changes from the proposed work scope, that job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the change to the workscope.

If required, the RAMs document will be edited as required to reflect a major change and resubmitted to the Site Manager or delegate for approval.

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2.0 Sequence of Works

2.1 Scaffolding

2.1.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary Paperwork.
- Operatives to ensure that they sign in at the Site office or designated sign-in area upon all future visits.
- Provide proof of competence (CISRS or COTS cards etc.).

2.1.2 Erection of non-complex scaffold.

- Materials to be selected with consideration into the staggering of joints within each bay.
- Temporary ledger bracing is utilised to 'plumb' the first lift from the kicker lift.
- Façade bracing is installed to 'plumb' the standards.
- The base lift will then be tied using anchorage system into the façade of the building.
- Base plate to be located on sole board or 'Grippa pad' as required.
- Every other standard will be fitted with a tie in accordance with the tying patterns within TG20.
- Standards shall stand centrally onto a base plate.
- Intermediate transoms are required on a fully boarded lift at a maximum distance of 1.2 meters; secured with single couplers.
- TG20 compliance sheet (Or equivalent) to be reviewed by all members of the Work party.
- Additional lifts shall be undertaken using the methods above and ensuring compliance with SG4 throughout the task.
- Main transoms are placed across the ledgers within 300mm of uprights secured using single couplers.
- PPE shall be worn in accordance with the risk assessment requirements.

- The kicker lift is erected at 150mm above deck level using right angle couplers to connect standards to transoms and ledgers
- Manual handling methods of scaffolding equipment and materials shall be in accordance with SG6.
- Fall arrest equipment is inspected and donned by all Scaffolders required to work at height.
- The standards shall be placed to the designated bay spacing as identified on the accompanying compliance sheet.
- A review of the method Statement and rescue plan will be delivered by the Lead scaffolder and all members of the Work party shall be present.
- Materials the marked out in accordance with the sizes identified within the compliance sheet.
- The first lift is then erected ensuring that all joints within ledgers are staggered.
- Ledgers are placed in order to provide a staggered joint arrangement between bays & lifts connected to the upright by a load bearing couplers.
- The standards adjacent to the ledger bracing should now be made 'plumb' using the opposite standard as an anchor point.
- Board end transoms are distanced between 50-150mm from the end of each deck of boards to provide continuous support throughout the working lift.

2.1.3 Installation of bridged section using prefabricated beams

- PPE shall be worn in accordance with the risk assessment requirements.
- Barriers with appropriate warning signage to be displayed around any potential drop zone to prevent unauthorised access.
- Task specific design drawing to be reviewed by all members of the Work party.
- A review of the method statement and rescue plan will be delivered by the Lead scaffolder and all members of the Work party shall be present.
- Fall arrest equipment is inspected and donned by all Scaffolders required to work at height.
- Operatives to check that all beams are compatible and all accessories are provided by the manufacturer.
- The first beam is installed with and Operative at either side of the spanned opening.
- TG20 compliance sheet to be reviewed by all members of the Work party if the beams span a maximum of 2 or 3 bays depending on the type of beam being used.
- The beam is then levelled.
- All levelling to be undertaken using equipment that is tethered to the user.
- A bearer transom is then place under the bottom chord and levelled accordingly.
- The second beams is handled into position and secured to the standards using right angle couplers connected to the standards.

- Working boards are then progressively placed across the bottom chord of the beams between the vertical rungs/lattice bracing, to provide a better footing for scaffolders to stand on to provide access to install additional lacing and bracing tubes plus supported standards/puncheons.
- Supported standards/Puncheons are installed at distances of 2.4 meters.
- Lacing tubes are then installed above the bottom chord at distances not exceeding 2.4 meters using right angle couplers unless instructed differently by the manufacturer. These tubes then act as check fittings for installed supported standards/puncheons.
- Lacing tubes are then installed at the top chords at distances not exceeding 1.2 meters using right angle couplers unless instructed differently by the manufacturer.
- All beams shall be extended using genuine accessories provided by the manufacturer of the beam being used.
- Additional plan and section bracing is then installed to provide additional rigidity to the top chord of the beam that is under compression.
- Operatives are to ensure that the working platform is free from gaps where an operative could fall.
- Beams to be installed in compliance with the provisions contained within SG4 throughout.
- The beams are then connected to the standards with right angled couplers at the bottom and top chords.

2.1.4 Dismantling of scaffolding

- The previous working lift can then be dismantled in the same manner as the previous lift/s.
- Storage area for materials to be reviewed by all members of the Work party and agreed.
- All potential drop zones are to be secured by means of barriers with appropriate signage to prevent unauthorised access.
- All lifts to be fully boarded when dismantling.
- All scaffolding materials shall be secured at all times whether in storage pending removal or still fixed to the external structure.
- Scaffolding operative to then take note of any lapped boards to ensure that they are aware of additional tripping hazards at that level.
- Once on to the lift below working boards shall be placed to provide a fixed platform.
- Materials will be passed down to each boarded level to operatives and securely stored pending transportation to lower levels as part of a chain.
- Fall arrest equipment is inspected and donned by all Scaffolders required to work at height.
- Materials will be removed as work progresses.
- PPE shall be worn in accordance with the risk assessment requirements.
- Materials will then be loaded to the Lorry and removed from site at the end of shift or completion of the job.

- Dismantling will then commence in accordance with SG4.
- As stripping continues, all operatives shall ensure 100% tie off and connect to the highest available transom or ledger prior to lowering to the lift below.

2.1.5 Dismantling of prefabricated beams over a bridged section

- PPE shall be worn in accordance with the risk assessment requirements.
- Storage area for materials to be reviewed by all members of the Work party and agreed.
- Method statement sign off sheet will be signed by all members of the Work party.
- A review of the method Statement and rescue plan will be delivered by the Lead scaffolder and all members of the Work party shall be present.
- A review of the method statement and rescue plan will be delivered by the Lead scaffolder and all members of the Work party shall be present.
- Fall arrest equipment is inspected and donned by all Scaffolders required to work at height.
- Dismantling will then commence in accordance with SG4.
- The bearer transoms at either end of each brace shall remain in place to assist with the removal of the prefabricated beam.
- The plan bracing, section bracing and lacing tubes to be dismantled and removed first.
- Short Scaffolding boards shall then be placed onto the bottom chord of the beams between the vertical rungs/lattice bracing, to provide a better footing for scaffolders to stand on.
- Supported Standards/Puncheons can then be removed.
- Short boards located on the bottom chords of the beams can be progressively removed as the Scaffolding Operative returns back to the main scaffolding structure.
- The beam will then be lowered to the required area.
- The process will then be repeated for the inside beam.
- The outer beam will then be removed from the couplers and sat on the bearer transoms.
- All potential drop zones are to be secured by means of barriers with appropriate signage to prevent unauthorised access.
- The bearer transoms can then be removed.
- Materials will be passed down to each boarded level to operatives and securely stored pending removal by site Crane or Telehandler.
- As stripping continues, all operatives shall ensure 100% tie off and connect to the highest available transom or ledger prior to lowering to the lift below.
- All scaffolding materials shall be secured at all times whether in storage pending removal or still fixed to the external structure.
- Materials will be passed down to each boarded level to operatives and securely stored pending transportation to lower levels as part of a chain.

- Once on to the lift below working boards shall be placed to provide a fixed platform.
- Scaffolding operative to then make note of any lapped boards to ensure that they are aware of additional tripping hazards at that level.
- All lifts to be fully boarded when dismantling.
- The previous working lift can then be dismantled in the same manner as the previous lift/s.
- Materials will be removed as work progresses.
- Materials will then be loaded to the Lorry and removed from site at the end of shift or completion of the job.

2.1.6 Wall anchor installation

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to install wall anchors.
- Confirm loading of tie in accordance with TG20 compliance sheet (Or equivalent) or design drawing, if applicable.
- Confirm type of wall anchor depending on the base material.
- Perform preliminary test where any doubts exist on the suitability of a base material.
- In the event of failure of a preliminary test, guidance should be sought from a suitably qualified scaffold design engineer.
- Blow out excess dust using a suitable volume pump.
- Clean holes thoroughly using a both brush if required.
- Set the anchor in accordance with the manufacturer's setting instructions using the correct tools
- If using resing., allow resin anchors to cure for the curing time recommended for the temperature of the base material.
- Tighten to the recommended installation torque using a calibrated torque wrench.
- Repeat process as required until scaffold structure is suitably tied in accordance with the accompanying compliance sheet or design drawing.
- Drill into building using masonry drill bit of correct diameter and depth to suit the chosen wall tie anchor.

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3.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	Proceed with caution with the task in accordance with the risk assessment and method statement.
	x		
Severity of injury	5	Medium risk	Task to be reviewed by the Company director and competent HSE Advisor prior to commencing with the task.
	=		
Risk/Residual risk	20	High risk	Task cannot commence without additional controls to reduce the overall level of risk.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
RIDDOR reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

3.1 Driving company vehicles

Hazard Description: 3.1.1 Driving company vehicle to/from yard

Person at risk: Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All vehicles used for company business are maintained and are in roadworthy condition	1
• Road traffic accident leading injury and injury to others	x	Drivers to complete vehicle checks prior to starting work including tyres, pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers and safety features including seatbelts etc.	x
• Damage to company property	5		5
	=		=
	15	Materials shall be secured by means of rope &/or ratchet straps secured across the trailer bed. Operatives are not permitted to drive whilst under the influence of alcohol or drugs and shall be subject to disciplinary proceedings for breaches with company policy. Operatives instructed to adhere to speed limits at all times. Pre-use vehicle check to be sent to the Office for record-keeping. The Company will hold a copy of each driver's license on file which will be renewed annually.	5

3.2 Ground level obstacles

Hazard Description: 3.2.1 General access and egress around the work area or premises

Person at risk: Other Site Operatives, Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All equipment and materials to be stored in designated area away from walkways and thoroughfares.	1
• Slips Trips and Falls	x		x
• Bruising			
• Cuts	4	All spillages are immediately cleared up, using spill kit where required, post warning signs and leave in place until area is safe.	4
• Broken Limbs – Caused by items left on the floor	=		=
	16	All staff will wear protective footwear with non-slip soles and suitable ankle protection at all times.	4
		Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	

3.3 Hand Tools (Use of)

Hazard Description: 3.3.1 Hand tools

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All defective tools and equipment to be returned to Supervisor and quarantined.	1
• Personal injury including	x		x
• Bruising		All hand tools are kept in tool bags/boxes when not in use.	3
• Cuts	3		
• Eye damage	=	All hand tools should be in good condition and must be inspected prior to use.	=
	12	All tools and equipment to be used in the manner in which they were designed to be used.	3
		Level 5 cut resistant gloves to be worn when using sharp/bladed tools.	
		Modified tools are not to be used.	
		Operatives must be deemed competent to use relevant hand tools.	

3.4 Noise

Hazard Description: 3.4.1 Operation and use of tools, equipment and machinery which emit loud noise over a short period of time

Person at risk: Other Site Operatives, Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A selection of hearing protection is available for the user including ear plugs and ear defenders as required.	1
• Hearing damage	x		x
• Headaches	4	All audible warning sounds shall be of sufficient volume and frequency to alert all Operatives working within the area of any potential danger.	4
• Stress	=		=
	16	<p>All operatives will be provided with information, instruction and training around working in noisy environments or operating noisy plant and equipment.</p> <p>All Operatives within the area must wear protection provided when operating or using noisy tools, equipment or machinery.</p> <p>Always use hearing protection when using power tools.</p> <p>Exposure to noise will not exceed 87 db (a) for weekly personal noise exposure or 140 db (a) for peak sound pressure.</p> <p>Health surveillance programme in place for all operatives.</p> <p>Hearing protection provided shall not reduce the ambient noise levels to below 70 db (a).</p> <p>Noise risk assessment to be undertaken by a competent person to identify durations that Operatives can work within designated high noise areas.</p> <p>Persons within areas where power tools are being used to wear hearing protection.</p> <p>Screens, barriers, enclosures and absorbent materials erected to attenuate noise emitted from noisy plant and equipment.</p>	4

3.5 Public presence

Hazard Description: 3.5.1 Presence of public

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Increased risk of incident due to: <ul style="list-style-type: none"> • Lower levels of risk perception • Violence • Intimidation 	3	All incidents are to be written in incident book and reported to the works supervisor	1
	x		x
	4	All operatives provided with mobile phones &/or radio communication devices.	4
	=	All staff must be aware of potential hazards and ensure issues are reported to management to maintain continued safe conditions.	=
	12	<p>An accident / incident report will be filled in for all threats of and incidents of physical abuse.</p> <p>Arrangements are in place for contact with emergency services in the event of more serious injury or medical condition.</p> <p>Barriers with appropriate signage to be displayed around the perimeter of the work area.</p> <p>If appropriate, police will be called to help with the situation</p> <p>Occupants of the building shall be notified of the work being undertaken outside and also informed of the reason that barriers are in place.</p> <p>Operatives are not to engage in violent behaviour and should attempt to calm a situation.</p>	4

3.6 Weather

Hazard Description: 3.6.1 Work within an area with high levels of wind (Exposed)

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Large objects such as wooden sheets, boards, glass panels or sheeting shall not be handled in exposed areas during high winds.	1
• Dropped/falling objects	x		x
• Wind sail effect	4	Manual handling risk assessment to be undertaken prior to the handling of any loads in high wind areas.	4
• Personal injury	=		=
	16	Weather conditions will be continuously monitored and work shall be suspended if weather deteriorates above recommended levels. Work at height is prohibited during levels of high winds in excess of 35 knots. Work shall be suspended within exposed areas where wind levels render the work unsafe.	4

Hazard Description: 3.6.2 Inclement/adverse weather

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All clothing worn by Operatives shall be reflective &/or Hi-visibility.	1
• Illness	x		x
• Increased Risk of Slips, trips or falls	3	Cold weather clothing provided to Operative that shall be worn during cold weather periods.	3
• Pneumonia	=		=
• Cold	12	Footwear provided shall be of sufficient quality and maintained as fit for purpose. Take account of weather conditions, wear appropriate clothing and take warm/hot drinks in cold weather Work to be suspended work if weather conditions make the task unsafe.	3

Work to be planned in order to reduce extensive exposure to cold weather.

3.7 Vibrating tools and equipment

Hazard Description: 3.7.1 Use of vibrating tools and equipment

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All Operatives exposed to hand arm vibration (HAV) shall be trained in HAVS awareness.	1
• Industrial disease	x		x
• Disability			
• Reduction in dexterity	4	All vibrating tools and equipment used are of a low vibration specification where reasonably practicable.	4
	=		=
	16	Each operative's exposure to vibration shall not exceed the exposure limit value (ELV) of 5m/s ² A(8) per day/week . Hand arm vibration exposure calculator to be used to determine any restrictions that each specific vibrating tool can be used throughout the working day. Health surveillance programme in place for employees. Operatives shall keep hands warm to allow blood flow. Operatives to be rotated to ensure over-exposure to vibration does not occur. Pre-use check of all tools and equipment to be undertaken by the user. Vibrating tools and equipment to be maintained in accordance with manufacturer's instructions and tested to ensure accurate knowledge of vibration emitted by each piece of equipment.	4

3.8 Raising and lowering materials

Hazard Description: 3.8.1 Raising or lowering materials using manual equipment (Gin wheel)

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All associated lifting equipment & support must be inspected prior to use by a competent person.	1
• Muscular skeletal disorders	x		x
• Work related upper limb disorders	4	All raising and lowering of equipment to be in accordance with NASC guidance document SG09.	4
• Sprains and strains	=		=
• Dropped objects	16	All supporting tubes to be checked with right angle couplers to prevent slippage of supporting fitting.	4
• Slips, trips and falls		Barriers with appropriate warning signage to be erected around the working area to prevent unauthorised access.	
		Gin wheel not to be connected to inside standards with sleeve/joint installed above the top working lift on the inside standard.	
		Inside standard where the gin wheel is installed shall not be sleeved/topped out above the final working lift.	
		Loading shall not exceed the Safe Working Load (SWL) of the equipment.	
		Proprietary gin wheels with integral braking system to be used to prevent uncontrolled rope and material descent.	
		Safety helmet, Protective footwear and gloves to be worn as a minimum for all operatives.	
		The Gin wheel shall thoroughly examined prior to use and suitably fixed at 2 points and restrained by using load bearing couplers only.	
		When the working platform is used for storage, toe boards and a fully board platform shall be installed progressively to prevent materials falling from any level.	

3.9 Ladders

Hazard Description: 3.9.1 Use of ladders

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All ladders to be manufactured in accordance with the associated British standard.	1
• Fall from height	x		x
• Fatality	5		5
• Serious injury	=	Before use all ladders will be visually inspected for damage, including rungs, stiles and rubber feet.	=
• Dropped objects	20	Ladder to be positioned at a 75° angle where possible.	5
		Ladder will be footed by means of stabilisers or persons securing the foot of the ladder if tying arrangements are not in place.	
		Ladders shall not to be erected in the vicinity of live overhead conductors.	
		Ladders shall not be extended unless designed to do so.	
		Ladders to be periodically inspected to ensure compliance with the work at height regulations.	
		Materials shall not be hand carried by the Operative using the ladder.	
		Only one Operative shall ascend, descend or use the ladder at any one time.	
		Operative should not lean from a ladder to perform task.	
		Operatives shall secure tools at height with retention strap to prevent dropped object.	
		Persons should ensure 3-point contact at all times when using ladder.	
		Task duration shall not exceed 30 minutes without a suitable rest period being taken by the Operative involved in the activity.	

3.10 Windows

Hazard Description: 3.10.1 Presence of windows during work at height

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	Barriers with appropriate warning signage to be erected around any potential drop zones to prevent unauthorised access throughout the work.	1
<ul style="list-style-type: none"> • Dropped or falling objects • Lacerations • Puncture injuries • Damage to equipment • Fall from height 	x		x
	3	Fall prevention system (Guardrail) to be in place to prevent access to windows.	5
	=		=
	15	Windows in critical locations to be fitted with safety glass complying with BS EN 12600.	5
		Windows to be covered with suitable impact resistant material if a fall prevention or work restraint system cannot be installed throughout the work	

3.11 Work at height

Hazard Description: 3.11.1 Erection and dismantling of Scaffolding

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All personnel to be trained in manual handling techniques in accordance with SG6.	1
• Fall from Height	x		x
• Dropped objects			
• Work related upper limb disorders	5	Advanced guard rail system to be used by all scaffolding operatives.	5
• Industrial disease	=		=
	20	Barriers with appropriate warning signage to be erected to prevent unauthorised access to the working area and any potential drop-zones. Fall arrest harness with double lanyard to be worn by all persons performing work at height. Only competent person with valid CISRS card to erect scaffold. Rescue plan to be discussed with all personnel prior to commencement of work at height. Scaffolding fittings to be stored in bags when placed on the working lift. Scaffolding incomplete signage to be clearly displayed in accordance with the Work at Height Regulations 2005, Schedule 3 Part 2 until the structure is complete and handed over to the Principal Contractor. Scaffolder's safe zone to be utilised as per SG4 throughout the entirety of the operation. Tool retention straps to be fitted to all hand tools including spanners, levels and impact wrenches etc. used at height.	5

3.12 Scaffolding tubes and equipment

Hazard Description: 3.12.1 Manual transport of scaffolding equipment

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All manual handling activities to be undertaken in accordance with SG6.	1
• Work related upper limb disorders	x		x
• Sprains and strains	4	All Scaffolding Operatives have associated CISRS cards which provide manual handling training as part of the course objectives.	4
• Dropped objects	=		=
• Damage to nearby equipment including building finishes etc.	12	Gloves to be worn at all times to increase adhesion/grip.	4
• Slips, trips and falls		Health surveillance provided to all company employees in accordance with SG13.	
		Review the working area and identify any ground level obstructions to be removed or controlled as necessary.	
		Scaffolding tubes and boards to be carried on the Operatives shoulder and stood up within a designated area by competent persons only.	
		Work vehicle or storage area for materials to be positioned as close to the work area as practicable.	

3.13 Exhaust or Flues

Hazard Description: 3.13.1 Presence of domestic gas flue (External)

Person at risk: Other Site Operatives, Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All damage to be reported immediately to the Works Supervisor and duty holder of the premises.	1
<ul style="list-style-type: none"> • Damage to flue • Exposure to flue gas 	x		x
	5	All operatives to be briefed on the location of all flues that are susceptible to damage during the works.	5
	=		=
	15	Hot works is prohibited around flue gas outlets	5
		Where required, boilers shall be isolated if required to work adjacent to the flue outlet to prevent exposure to flue gas.	

Your Company Name

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Project: Your project name

By signing below, you are confirming that you are fully aware of the findings of the risk assessment, the method of works to be undertaken and the required standard of behaviour at all times whilst representing the company on site during this project.

Name of Operative	Position	Signature	Date

Review of document delivered by:	
Position within the company:	
