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1.0 Method statement

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1.1 Description of activity

Duties to include all aspects of dry lining and plastering whilst working at height with the use of lifting equipment (MEPS)

1.2 Sequence of operations

1.2.1 Drylining, plastering and tape jointing

Delivery of dry lining materials to site

- All dry lining materials to be delivered to site following arrival and departure from site risk assessment
- All dry lining materials to be manually handled to working areas according to the manual handling method statement

Form MF ceiling

- Allow other trades to complete first fix of services
- Install metal supports or hangers to structural soffit
- Install metal hangers and MF ceiling supports
- Install plasterboard to ceiling as per approved layout
- Install beading or edge details to plasterboard

- Cut holes for fixtures and fittings as per approved layout

Form plasterboard partitions

- Mark on floor new partition set out according to drawing
- Fix top and bottom track for stud wall
- Measure and cut studs, installing at 600mm centres
- Form studding around door frames and allowing for timber lining in frames
- Allow for services first fix
- Apply dry lining sheeting according to client specification

Fibrous plaster mouldings 1st fix

- All fibrous casts to be laid out according to their reference numbers and specific position
- Fibrous casts will be predrilled and countersunk in locations to align with background noggins and bearers

Mixing compounds

- Add compounds to bucket of clean water according to supplier specifications
- Mix compounds by hand or by machine in a safe area

Apply plaster/jointing compounds to surface

- Erect access equipment in accordance with safe use of ladders guidance notes / erection of tower scaffolds
- Prepare surfaces
- Apply multiple coats of compound to wall using beads and trims at corners / edges
- Rub down surface by hand or with machine
- Final coat to all areas
- Rub down and prepare surface for decorations
- Dispose of waste material according to site waste management plan

Fibrous plaster mouldings 2nd fix

- Erect access equipment in accordance with safe use of ladders guidance notes / erection of tower scaffolds
- Mixing compound is applied to fixing points and backs of casts
- Casts to be lifted into correct and level position
- Fibrous casts to be fixed with screws and mitred joints to be made good
- Final making good to all areas
- Final rub down and prepare surface for decorations
- Dispose of waste material according to site waste management plan

1.2.2 Suspended ceiling works

Sign in and induction

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

Preliminary works

- Agree upon programme of works, specific finishes like and firm finish date
- Ensure all trades working from latest reflected ceiling plans and that drawings take into account any visible obstructions or services
- Setting out points and elevation benchmarks are identified and related to design/layout drawings
- Design dimensions are checked against actual construction
- The proposed ceiling module layout is checked for inconsistencies

Removal of suspended ceiling

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

- Carefully remove plasterboard from ceiling grid, being aware of any debris that may be resting on top of ceiling

Suspended ceiling install

- Finished ceiling heights demarcated and will take into account installed services and required clearance
- The ceiling will be set out with string lines and/or lasers establishing 'square' reference lines
- Perimeter detail to be installed at agreed level
- Fixings into the structural soffit are fitted with hangers then attached
- Hangers to be levelled by ceiling engineers
- The ceiling grid is installed and panels placed in grid
- Acoustic cavity barriers to be installed above agreed partitions
- Fire cavity to be installed above agreed partitions
- Apertures ceiling mounted items such as down lights to be cut out
- 2nd fix of ceiling fittings by others

1.3 Risk assessment register

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1.4 Supervision and personnel

Ronaldas Bublitas is the point of contact

Ricardas Milius

Mindaugas kmitas

Arnus

Saulius Butkus

1.5 Training

All operatives are adequately trained to carry out required tasks.

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

- CSCS certification
- pasma
- ipaf

1.6 Legislation

- Health and Safety Work Act 1974

- The Management of Health and Safety at Work Regulations 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 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015

1.7 Codes of practice

1.7.1 Suspended ceiling works

- BS EN 13964: 2004 Suspended ceilings. Requirements and test methods

1.7.2 Drylining, plastering and tape jointing

- BS 5492:1990 Code of practice for internal plastering.
- BS 8481: 2006 Design, preparation and application of internal gypsum, cement, cement and lime plastering systems - specification.
- BS 8000: Workmanship on building sites Part 10: 1995 Code of Practice for plastering and rendering.
- BS EN 13279-1: 2005 Gypsum binders, and gypsum plasters - Definitions and Requirements.
- BS EN 13914-2: 2005 Design, preparation and application of external rendering and internal plastering.
- BS EN 13963: 2005 Jointing Materials for gypsum plasterboards - Definitions, Requirements and Test Methods.
- BS EN 14496: 2005 Gypsum based adhesives for Thermal / Acoustic insulation composite panels and plasterboards - Definitions, Requirements and Test Methods.
- BS EN 13658-1: 2005 Metal lath and beads - Definitions, Requirements and Test Methods - Internal Plastering.

1.7.3 Joinery and carpentry

- BS 8000-5:1990 Workmanship on building sites. Code of practice for carpentry, joinery and general fixings
- BS 1186-2:1988 Timber for and workmanship in joinery. Specification for workmanship, requirements for the fit of parts in various details of joinery.
- BS 1186-3:1990 Timber for and workmanship in joinery. Specification for wood trim and its fixing, requirements for the species, moisture content, classification, quality and workmanship of fixings.
- BS 5756:1997 Visual strength grading of hardwood. Specifies the grading requirements for one grade of structural tropical hardwood and four grades of structural temperate hardwood.
- BS 8000-5:1990 Workmanship on building sites. Code of practice for carpentry, joinery and general fixings, recommendations on basic workmanship.
- BS EN 336:2003 Structural timber - Sizes, permitted deviations
- BS EN 338:2003 Structural timber - Strength classes. Characteristic strength, stiffness properties and density values are given.
- BS EN 350-2:1994 Durability of wood and wood-based products - Natural durability of solid wood. Guide to natural durability and treatability of selected wood species of importance in Europe.
- BS EN 942:1996 Timber in joinery - general classification of timber quality.
- BS EN 1313-1:1997 Round and sawn timber - permitted deviations and preferred sizes. Softwood sawn timber.

- BS EN 1313-2:1999 Round and sawn timber - permitted deviations and preferred sizes. Hardwood sawn timber.
- BS EN 1912:2004 Structural timber - Strength classes - Assignment of visual grades and species, lists the grades of timber from various national standards that satisfy the requirements of European standard strength classes.

1.8 Other

- L114 – Safe use of woodworking machinery: ACOP and guidance (2nd edition)
- British Woodworking Federation: Guide 5 COSHH and the joinery manufacturer 1998 revision
- AIS Site Guide for Suspended Ceilings

1.9 Working from height

At all times the site operatives must ensure that the correct PPE equipment is worn whilst working on site.

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.

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

- 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)
- 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

1.11 Special permits

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

1.12 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 principle contractor's environmental policy and waste management plan.

Report any environmental waste accidents or spillages immediately to the principle contractor who will put into action the emergency waste containment plan and inform the relevant authorities.

1.13 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.

1.14 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.

1.15 Emergency procedures

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.

1.16 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
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Heating
- Rest facilities

1.17 Manual handling

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?

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.



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2.0 Risk assessment

Risk matrix

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

Likelihood	4	
	x	
Severity	5	
	=	
Risk/residual risk	20	

2.1 Delivery of materials

2.1.1 Task: Unloading of materials

Hazard	Risk	Control measures	RR
Falls from height or back strain / injury during unloading	5	Delivery driver to avoid manual handling beyond their capability, which they believe may cause injury	1
	x		x
	4	Delivery driver to ensure mechanical lifting aids (Teleporter, pallet truck etc) to be used to off load materials wherever possible	4
	=		=
	20	Delivery driver to ensure correct loading of delivery vehicles prior to vehicles leaving materials yard and to ensure security of load for transportation	4
		Materials to be palleted and wrapped wherever possible	
		Delivery driver to ensure delivery vehicles are loaded in correct order for deliveries so as to eliminate the need for re-stacking of materials after first delivery has been made	
Persons at risk: User			
Injuries from falling loads or mechanical failure of tail lift whilst unloading	5	Delivery Driver to take care when opening doors or curtains as to the security of the load	1
	x		x
	4	Delivery vehicle door or curtains only to be opened from the ground and no entry to be made to the vehicle whilst the doors or curtains are open	4
	=		=
	20	Tail lift only to be operated under manufacturer's recommended weight limits	4
		Tail lift to be inspected as per manufactures recommendations	
		If manual unloading is to be carried out items are to be positioned to the area required with the curtain / doors closed	
		Tail lift may be used as an interim platform for loading / unloading	
Persons at risk: User			

2.2 Working in confined spaces

2.2.1 Task: Working in confined spaces

Hazard	Risk	Control measures	RR
Serious injury or fatality sustained from working in confined spaces due to lack of oxygen, poisonous gas, fumes, vapour, dust or inherently hot conditions	4	Under the Confined Spaces Regulations 1997, the site supervisor should always try to avoid entry to confined spaces, e.g. by doing the work from outside	1
	x		x
	5	If entry to a confined space is unavoidable, a safe system of work should be followed as per method statement, and site supervisor should implement confined works permit before starting work	5
	=		=
	20	<p>The permit to work will include training/instructions and monitoring/auditing throughout works as well as specific emergency procedures</p> <p>All site operatives involved will need to be properly trained and instructed and operation to be manned by two operatives at all times with a clear communication system also implemented</p> <p>All mechanical & electrical equipment to be isolated before works begin</p> <p>Ensure all internal spaces are clean before entry, removing any residue</p> <p>Ensure size of entrance to confined space allows workers wearing all the necessary equipment to climb in and out easily, and provide ready access and egress in an emergency</p> <p>A provision of additional ventilation should be implemented if possible, mechanical ventilation may be necessary to ensure an adequate supply of fresh air</p> <p>It may be necessary to check the confined space is free from both toxic and flammable vapours and that it is fit to breathe; any testing should be carried out by a competent person</p> <p>The use of non-sparking tools, specially protected lighting and extra low voltage equipment (typically less than 25 V) and, where necessary, residual current devices may be required</p> <p>The provision of breathing apparatus and rescue harnesses may be required</p> <p>Emergency procedures to be implemented as per method statement failure</p>	5

Persons at risk: User

2.3 Arrival & departure from site

2.3.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4	Check prevailing site condition and ensure all deliveries undertaken in pre-determined safe area	1
	x		x
	5	No vehicles to be parked or unloaded in the vicinity of overhead lines	5
	=		=
	20	If necessary for deliveries to be undertaken below overhead cables, ensure works and area coordinated with local authority with sufficient protection in place for workers and public	5
Persons at risk: User			
Crushed by falling load with potentially fatal injuries	5	Deliveries to be taken in designated areas only, other workers & public to be kept outside of delivery area	1
	x		x
	5	Any machinery used for unloading to be operated by trained personal only and carries a current inspection certificate	5
	=		=
	25	Any items that could potentially be lifted by the wind should be placed in designated anchor areas and or weighted down	5
		Ensure any equipment used for unloading is not operated in overly windy conditions - refer to equipment or plant guidelines	
		Goods should be placed on firm level ground in designated areas, height of goods should be kept to a minimum to prevent stack failure	
Persons at risk: All site operatives & public			
Muscle strains, sprains & injuries caused by lifting heavy loads	3	Use correct lifting techniques, all operatives should be trained in the safe method of lifting - refer to manual handling section in attached method statement	1
	x		x
	3	Ensure two man lift is enforced for reaching or carrying heavier items	3
	=		=
	9	Split loads to make them lighter and safer to handle	3
		Use mechanical aids when loads exceed 25kg per person or as referenced in method statement	
		Be aware of handling large or bulky items e.g. plasterboard in windy conditions	
Persons at risk: User			

2.3.1 Task: Leaving vehicle

Hazard	Risk	Control measures	RR
Struck by moving vehicles	4	All operatives to park in designated areas	1
	x	Follow site rules and authorised routes provided by client or principal contractor	x
	4	All operatives to wear hi-visibility jackets when leaving vehicle	4
	=	All operatives to enter and sign in onsite	=
	16	All operatives to receive induction Banksman to be used when vehicles are reversing	4

Persons at risk: All site operatives

2.3.1 Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5	All operatives and site visitors must ensure they sign in when entering	1
	x	Site inductions to be provided to all operative's and visitors before entering the work site	x
	4	Ensure correct PPE is worn at all times	4
	=	All operative's and visitors to keep to pedestrian areas only	=
	20	The use of cross over points will be incorporated into site plan by principal contractor All operative's should be made aware of changes in Site Traffic Management Plan as or when changed All operative's and site visitors must ensure they sign out when exiting Watch for other contractors leaving the area at the same time	4

Persons at risk: All site operatives & public

2.4 Using nail guns

2.4.1 Task: Using nail guns

Hazard	Risk	Control measures	RR
Noise, operative contact with projectile other contact through ricochets	4	Operatives are to be instructed in the correct method of use, inspection and maintenance requirements	1
	x		x
	4	The gun is NOT to be used in the close proximity of other persons	4
	=		=
	16	The gun is to be unloaded at all times when not in use	4
		The gun is to be unloaded when ladders are being climbed	
		The gun is to be kept locked up when not in use	
	The workplace is to be kept clear and obstacle free to prevent trips		
	Nail guns are only to be used in areas deemed safe to use by the site manager		
	The gun is to be subject to a planned maintenance programme		
Persons at risk: All site operatives			

2.5 Plant lifting operations

2.5.1 Task: Plant lifting operations

Hazard	Risk	Control measures	RR
Serious injuries sustained from using unsafe or incorrect lifting equipment	4	All lifting equipment is to have a current test certificate where valid	1
	x		x
	5	Be inspected prior to each and every use by the user	5
	=	The safe working loads shall not be exceeded under any circumstances	=
	20		5

Persons at risk: All site operatives

Injuries to unauthorised personnel gaining access to lifting area	4	All site operatives or public are not be allowed under a suspended load	1
	x		x
	4	Only use trained competent personnel for lifting duties and one man to control lifting operation	4
	=	The use of a subcontracted work force should be minimised where possible to ensure efficient knowledge of safe method of working	=
	16	Areas shall be fenced off, signage applied to all lifting areas, and use banksman to warn any third parties	4
		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	

Persons at risk: All site operatives & public

Serious injuries sustained from uncontrolled falling of loads	4	Lifting Operations are to strictly conform to LOLER regulations 1998	1
	x		x
	4	Lifting operations are to have correct documentation submitted including test certificates, qualifications, lift plan etc.	4
	=		=
	16		4

Persons at risk: All site operatives

2.6 Using hand tools

2.6.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4	Always choose the right tool for the job	1
	x	All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool	x
	2		2
	=		=
	8	Tools used shall have inherent safety features where possible, such as retractable blades for knives	2
		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	

Persons at risk: User

2.6.1 Task: Using stanley knives

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using stanley knife	4	Stanley knives or chosen cutting device to be used that is suitable for the job	1
	x		x
	3	Stanley knives should be checked before use and fitted with a sharp blade before beginning work	3
	=		=
	12	Stanley knife or similar to be stored in a safely away when not in use	3
		Damaged or defective tools to be discarded using appropriate methods if they cannot be repaired	

Persons at risk: User

2.7 Using mobile elevating work platforms (MEWP)

2.7.1 Task: Operating or manoeuvring MEWP

Hazard	Risk	Control measures	RR
Serious injuries to personal trapped between part of the basket and a fixed structure	5	Always use the correct MEWP for the job	1
	x	All operators are trained in the safe use of MEWP, and will only operate plant they have been trained to use	x
	3	Ensure the operator keeps the platform tidy at all times	3
	=	reducing chances of tripping	=
	15	Use MEWPs with shrouded or protected controls	3
Persons at risk: User			
Serious injuries to user from the overturning of plant, throwing user from the basket	5	The MEWP shall only be used on firm and level ground	1
	x	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	x
	4	Banksman to be used where possible clash with other site operatives is apparent	4
	=	Ensure localised ground features that pose a risk are removed or covered	=
	20	Operating the MEWP over temporary covers at ground level shall be strong enough to withstand the applied pressure and load	4
		Outriggers must be extended and chocked before raising platform	
Persons at risk: User			
Injuries sustained from using unsafe or non-maintained MEWP	4	Visually inspected before each use with recorded inspections made daily	1
	x	Maintained in good physical condition, with materials in basket/cabin kept to a minimum and good house keeping employed	x
	3	MEWP to be tested for safety every six months per PUWER/ LOLER regulations, with copies of certificate held onsite	3
	=		=
	12		3
Persons at risk: All site operatives			

2.7.1 Task: Working from MEWP platform

Hazard	Risk	Control measures	RR
Serious injuries to user who may fall from the basket during work activities	5	Ensure work platform is fitted with effective guard rails and toe boards	1
	x		x
	5	Use correct fall arrest PPE, anchored to correct anchorage point within basket	5
	=		=
	25	Always position the MEWP correctly to undertake the work Always ensure two feet are planted on MEWP platform, and never climb onto basket to undertake any work	5

Persons at risk: User

2.7.1 Task: Operating, manoeuvring or working from MEWP

Hazard	Risk	Control measures	RR
Serious injuries sustained from collisions collide with site operatives, pedestrians, overhead cables or nearby vehicles	5	Work area should be suitable demarcated and separated from pedestrians and operatives with safe access and walkways provided	1
	x		x
	4	Provide suitable traffic management system if risk of collision with pedestrians is likely including the provision of banksman	4
	=		=
	20	When handling materials in MEWP ensure a safe system of work is employed, check the weight and dimensions of materials and review need to use additional lifting equipment to transport materials to work position Never operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route	4

Persons at risk: All site operatives & public

2.7.1 Task: Operating or manoeuvring MEWP in adverse weather

Hazard	Risk	Control measures	RR
Serious or fatal injuries from MEWP overturning due to high winds and falls from damaged platforms after storms/snowfalls	5	MEWP's should not be used outside in adverse weather conditions	1
	x		x
	5	A maximum safe wind speed for operation should be consulted from manufacturers literature	5
	=		=
	25	Supervisor will check wind levels with anemometer built into MEWP or with own personal anemometer	5
		If weather considered safe, only operatives trained and certificated will operate MEWP plant and inspect the platform before or after severe weather	
		Supervisor to review location of MEWP if operated between buildings where increased wind speed and/or turbulence can cause a problem	
		Operatives will be wearing correct wet weather gear and thermal clothing in cold weather	
		If using a MEWP rated as 'indoor only' think about wind exposure in areas of increased risk like partially clad buildings	

Persons at risk: User

2.8 Working on mobile scaffold

2.8.1 Task: Working on mobile scaffold

Hazard	Risk	Control measures	RR
Falls or serious injury from collapse of structure due to unsafe erection	4	The employer will ensure that all employees required to erect, alter or dismantle mobile scaffolds, receive the necessary training	1
	x		x
	5	All mobile scaffolds shall be erected to manufacturers / suppliers instructions	5
	=		=
	20	<p>If a static tower is to be free standing, the height to base ratio, using shortest base dimensions, should be 4:1 for internal use 3.5:1 for external use</p> <p>If the tower is a mobile tower that is fitted with castors or wheels, the ratios are: Inside a building 3.5:1, Outside buildings 3:1. The minimum base dimensions can be increased, and stability improved by the use of out-riggers or stabilisers. The recommended maximum height for a free standing tower is 9.6m when mobile, and 12m when static</p> <p>Mobile scaffolds should not be used outside in adverse weather conditions, If they are to be left erected overnight then they will require the brakes to be applied on the wheels/castors and tied or secured to a permanent structure</p>	5

Persons at risk: User

Falls or serious injury whilst working from mobile scaffold tower	4	All operatives should be trained in the safe use of mobile towers	1
	x		x
	4	Mobile scaffolds must not be used or moved on sloping, uneven or obstructed surfaces	4
	=		=
	16	<p>Overhead obstructions should be noted i.e. ceiling heights, roof members, electrical light fittings etc. and in particular overhead electricity cables when using mobile scaffold</p> <p>Only the access ladder securely installed to mobile tower may be used to access various levels of mobile tower</p>	4

Persons at risk: All site operatives

Injuries sustained from falling objects

4	A suitable working platform must be provided which is closely boarded, incorporates guard rails and a toeboard on all four sides	1
x		x
3	Mobile scaffolds should never be overloaded	3
=		=
12	Materials should be securely stacked and brick guards or netting used	3

Persons at risk: All site operatives

2.9 Moving of general materials of normal size and shape

2.9.1 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	All hazardous manual handling operations should be avoided so far as is reasonably practicable	1
	3	The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size	3
	=		=
	12	<p>Any heavy or awkward loads should be moved using a handling aid</p> <p>If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size</p> <p>If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives</p> <p>Consider lifting in teams if load is already considered within acceptable limits</p> <p>Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting</p> <p>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</p> <p>All operatives to be wearing correct PPE for the job</p> <p>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</p> <p>The user should grasp the load firmly and as close to the body as possible</p> <p>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</p> <p>Carry the load close to the body with the elbows tucked into the body</p> <p>Avoid twisting the body as much as possible by turning your feet to position yourself with the load</p> <p>Reduce the risk of injury so far as is reasonably practicable</p>	3
Persons at risk: User			

2.10 General carpentry works

2.10.1 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	Refer to hand tool risk assessment for safe use of machinery	1
	x	All machines guarded according to manufacturers' instructions	x
	5	Guards inspected regularly and maintained as necessary to ensure their good condition	5
	=		=
	20	Workers have sufficient space at machines to work safely	5
		All workers trained in safe use of machines by a competent person	
Persons at risk: User			
Lung, skin & eye damage caused by exposure to wood dust during sanding or cutting	4	Ensure workers never dry sweep wood dust, which will only spread the dust around	1
	x		x
	4	Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter	4
	=		=
	16	Safety goggles worn when cutting wood	4
		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	
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	Refer to method statement on safe lifting techniques	1
	x	Workbenches and machine tables set at a comfortable height to work from	x
	3	Appropriate gloves provided for handling tooling and protection from splinters	3
	=		=
	12		3
Persons at risk: User			

The inhaling of hazardous substances such as MDF which may induce difficulties breaking or cause asthma to some

4
x
4
=
16

A lower risk alternative should be always used as a first option where one exists. Eg. use a 'no added formaldehyde' MDF board or low-emission MDF board if practicable to do so

1
x
4
=
4

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

Persons at risk: All site operatives

2.11 Suspended ceiling works

2.11.1 Task: Working at height installing/removing suspended grid and ceiling

Hazard	Risk	Control measures	RR
Injuries sustained from falling from height or the dropping of materials from height	4	Provide safe system of work, and refer to appropriate working equipment risk assessment (i.e. mobile scaffold tower, MEWP)	1
	x		x
	4	Use of well maintained equipment by competent operatives	4
	=		=
16		4	

Persons at risk: All site operatives

2.11.1 Task: Working within exposed metal ceiling grid

Hazard	Risk	Control measures	RR
Injuries sustained from exposed sharp metal edges or points	4	Remove waste material regularly taking care not to expose sharp edges to others (ie in skips)	1
	x		x
	2	Exclude others from area when preparing wire hangers	2
	=	All operatives in ceilings are to wear gloves, hard hats, hi-vis, and safety glasses	=
8		2	

Persons at risk: All site operatives

2.12 Using personal fall arrest / fall restraint equipment

2.12.1 Task: working with fall arrest / restraint equipment

Hazard	Risk	Control measures	RR
Serious or fatal injuries from unsafe anchorage, and using unsafe or inappropriate fall protection systems	5	All fall protection systems are to be store in safe conditions	1
	x	All fall protection systems are installed by registered professionals and inspected before use	x
	5	Periodic inspection and certification of installations should be available before undertaking any work	5
	=	Do not use fall protection systems which are not within service inspection date and report out of date equipment as soon as possible	=
	25	When any device which has arrested a fall it must be taken out of service	5

Persons at risk: User

2.12.1 Task: Selecting correct fall arrest / restraint equipment to use for task

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from the failure to observe good practice in fall protection equipment or misuse of equipment	5	Operatives shall be trained in the correct selection, inspection and use of fall arrest / fall restraint equipment	1
	x	Correct fall prevention/protection system must only be used for the specific task	x
	5	A qualified person must supervise the setting up of work and equipment	5
	=	A full body harness is always required when using fall protection equipment	=
	25		5

Persons at risk: User

2.12.1 Task: Rescuing person from fall whilst using fall protection equipment

Hazard	Risk	Control measures	RR
Suspension trauma and orthostatic intolerance from fall and subsequent injuries from not having an effective rescue plan in place	4	Every precaution must be made to prevent operatives from falling in the first place	1
	x		x
	5	Details of rescue procedure to be provided in a separate statement to all involved operatives on site	5
	=		=
	20	The operatives are trained and competent in use of rescue equipment	5
		Sufficient number of trained and competent personnel on site	
		The rescue procedure in place is practised on a regular basis and competence is maintained on record	
		The selection of rescue equipment needs to be appropriate for the nature of work	

Persons at risk: All site operatives

