

## RISK ASSESSMENT & METHOD STATEMENT Example 2

Customer	Another Limited	Site	Any town House, Any town, A123 4ZX
Contact Name(s)	Andy Person	Customer Order No.	Example 2
No. of pages	14	Description of work	Pump overhaul in confined space
Date Issued	Thursday 3 <sup>rd</sup> February 2011	Date(s) of Work	Monday 7 <sup>th</sup> February 2011

Please find Method Statement & Risk Assessment herewith for the above works.  
A copy of this document **will be available on site** with the nominated ECEX Supervisor at all times.

Please confirm your acceptance by signing below and returning this page to us by fax / email (scan) today. If there are any risks which ECEX have not covered then please let us know as soon as feasibly possible to eliminate all potential hazards. (NB: We cannot work on site without your acknowledgment).

Risk Assessment and Method Statement completed by: A Safety Person  
Approved by: A Manager

Best Regards  
ECEX

I confirm our acceptance of this Risk Assessment & Method Statement and that we will undertake our responsibilities as listed on Page 2			
Signature		Print Name	
On behalf of (Company)		Date	

Unit 3  
Ashfields Farm  
Priors Court Road  
Thattham RG18 9XY  
T: 01635 244 100  
F: 01635 244 101  
E: sales@ecex.co.uk  
W: www.ecex.co.uk

Client responsibilities: Please confirm that the following are/will be in place to avoid delays / aborted visits and consequential additional costs		
Request #	Request details	To be completed when?
1.	Confirm your site contact (nominated in item 3 below) will be available on agreed date / time of works (or notify us of alternative contact)	Prior to ECEX arrival at site
2.	<b>Mandatory</b> - Supply a copy of the site asbestos register <i>or</i> confirm that all ECEX work areas can be considered as safe and free from ACM's.	Prior to ECEX arrival at site
3.	Confirm availability of on site First Aid Trained personnel to assist ECEX in an emergency.	Prior to ECEX arrival at site
4.	Provision of 110V or 240v power supply adjacent or within 10M of the work area.	Prior to ECEX arrival at site
5.	Provide parking for two vehicle	Upon ECEX arrival at site
6.	Provide all access / keys that are required	Upon ECEX arrival at site
7.	Provide all necessary permits to work including Confined space	Upon ECEX arrival at site
8.	Provide any such induction as is required and details of site specific health & safety, access / egress, emergency etc. rules / equipment incl. fire exits / assembly points and location of first aid facilities.	Upon ECEX arrival at site
9.	Allocation of suitable on site welfare facilities.	Upon ECEX arrival at site
10.	Isolation of electrical supply to pump and demonstrate "dead" status if not already isolated	Upon ECEX arrival at site
11.	Provide escort for duration of works to required works locations	Upon ECEX arrival at site



Contact numbers – for use in the event of a problem or emergency on site at anytime outside of normal office hours.			
Contact name	Title	Location	Contact number
A Manager	Technical Director	ECEX, Unit 3 Ashfields Farm, Priors Court Road, Hermitage, Thatcham, RG18 9XY	00000000000000
A Site Person	Sales representative	ECEX, Unit 3 Ashfields Farm, Priors Court Road, Hermitage, Thatcham, RG18 9XY	00000000000000
A Safety Person	Contracts Manager	ECEX, Unit 3 Ashfields Farm, Priors Court Road, Hermitage, Thatcham, RG18 9XY	00000000000000

# PPE SUMMARY SHEET

Minimum PPE requirements will consist of: Safety Footwear (boots or shoes), high visibility vest or jacket with addition of:

PPE Checklist	Usage
Gloves to EN388	Whilst handling tools and working within sump
Overalls	Whilst working within the sump
Safety goggles or glasses to BS EN 166 1B349 CE2	Whilst working within the sump and drilling
Safety headgear	Whilst inside the sump
CSE Equipment	At all times when entering the sump

All site personnel are responsible for their own PPE with adherence to the Health and Safety at work act 1974.

1.0	<b>Scope of work</b>
	a. To overhaul pump
2.0	<b>Access</b>
	a. Work location is the effluent sump
	b. Access to the work locations to be via Security Reception and then escorted by Another Limited personnel to work location
	c. Materials to be kept at site for duration of works will be safely stored as directed by Mitie Technical Facilities Management personnel, ensuring no access / egress or other route is obstructed
3.0	<b>Management / Labour Force</b>
	a. The Main Contractor is Another Limited
	b. Client Site contact A Person Contact No. 000000000000
	c. ECEX Head Office contact A Admin Person Contact No. 01635 244100 (see emergency contact page for out-of-hours contact)
	d. Site operatives A Engineer – Site Supervisor and A Engineer, A Engineer
4.0	<b>Sequence of Work</b>
	a Report to Another Limited representative and obtain all necessary permits
	b Sit site specific induction if new to site & obtain details of specific access / egress, emergency etc. rules with particular emphasis to fire exits and assembly points.
	c Erect suitable and sufficient signage as required around works location
	d Transport tools, equipment & materials in work area and commence use of PPE per Risk Assessment including all Confined Space Equipment (see Item 8.0 below)
	e Proceed with Confined Space procedures ensuring top man situated outside of sump, second and third man attached to the winch with second man handling tools, third man entry into pit– see rescue plan
	f Organise lifting equipment including a block and tackle to remove pumps
	g Operate pump manually to drop level in sump
	h Lift the faulty pump using a block and tackle and remove for strip and repair
	i Check 4x floats as the fault is on the level control
	j Replace the floats if faulty
	k Remove block and tackle to safe area to prevent an obstructions when third man entering the pit
	l Third man to enter pit via attached access ladder (an additional ladder maybe required if the electricians cannot be reached)
	m Replace the terminal box if faulty
	n Second man to pass tools to third man as and when required to then.
	o Service the pump that runs and leave running in auto if possible
	p Third man to climb back to ground level ensuring CSE equipment is still in use
	q Second man to remove from winch
	r Remove tools, redundant / surplus equipment & materials from site and leave in a clean & tidy condition
	s Report to Another Limited representative upon completion and leave site.
5.0	<b>PPE/Tools / Equipment / Materials</b>
	1) The minimum PPE requirement for all work will be Safety Footwear (boots or shoes), high visibility vest or jacket with additional PPE comprising of Gloves to EN388 Abrasion, Blade Cut, Tear and Puncture, Overalls Safety headgear (helmet or bumpcap) Safety goggles or glasses to BS EN 166 1B349 CE2 (particulate) and CSE Equipment
	2) Tools will be standard engineering hand tools 110V corded power drills or battery powered cordless tools with transformer, leads, associated plugs and sockets.
	3) All portable electrical equipment will be under 12 months' appropriate test.
	4) Equipment will consist of "A" Frame Lifting Gantry 1000Kgs capacity, block and tackle, aluminium access ladder

<b>6.0</b>	<b>Training / Competence</b>	
	<b>All personnel have received training in the Safe Use of Work Equipment; Provision and use of Work Equipment Regulations 1998.</b>	
	a. Confined Space Entry Procedure with Escape Sets	Mr P Ipe
	b. Confined Space Entry Procedure with Escape Sets	Mr P Ump
	c. Confined Space Entry Procedure with Escape Sets	Mr B Ellow
	d. First Aid – Appointed Person	Mr P Ipe
	e. First Aid – Appointed Person	Mr P Ump
	f. First Aid – Appointed Person	Mr B Ellow
	g. C&G Electrical Engineering level 2	Mr P Ipe
	h. Asbestos Awareness	Mr P Ipe
	i. Asbestos Awareness	Mr B Ellow
	j. Asbestos Awareness	Mr P Ump
	k. Manual Handling	Mr P Ipe
	l. Manual Handling	Mr P Ump
	m. Manual Handling	Mr B Ellow
	n. Slips, Trips and Falls	Mr P Ipe
	o. Slips, Trips and Falls	Mr P Ump
	p. C&G 17TH Editions Electrical requirement BS7671	Mr P Ipe
<b>7.0</b>	<b>Emergency Procedures</b>	
	a. ECEX personnel will familiarise with site emergency procedures upon reporting (see Item 4.0 above)	
	b. First Aid equipment will be carried by ECEX at all times.	
	c. Any accident or incident will be notified immediately to the Main Contractor's representative	
	d. The ECEX Site Supervisor will be responsible for the Health and Safety of all ECEX staff whilst they are executing these works	

8.0	<b>Risk Assessment - Any person found to be working in an unsafe manner whilst on site or disregarding the control measures identified below will be immediately removed from the work area. Failure to adhere to an ECEX risk assessment is a disciplinary offence and may result in immediate dismissal.</b>					
Likelihood (L) Process or Item	Severity of injury (S)	Risk Level (R)	Consequence			
5 = Very Dangerous	5 = catastrophic	Risk level = L x S	<b>Likelihood x Severity gives results and determines if controls are required.</b>			
4 = Dangerous	4 = critical	13-25	<b>Unacceptable</b> , significant risk – must be eliminated or moved to a lower level			
3 = Medium	3 = serious	9 – 12	<b>Undesirable</b> – must be avoided if reasonably practicable			
2 = Small	2 = marginal	3 – 8	Acceptable – can be accepted <b>provided that risk</b> is managed			
1 = Very Small	1 = negligible	1 – 2	Negligible – ensure risk level is maintained.			
0 = removed	0 = removed	0	Risk removed			
<b>No.</b>	<b>Activity</b>	<b>Applies to:</b>	<b>Risk identified</b>	<b>Initial</b>	<b>Control measure(s) to be taken</b>	<b>Final</b>
1.	The use of Hand tools	All personnel	The use of hand tools e.g. with risk of cut, abrasion, personal injury	2x2=4	When using hand tools ensure that gloves are worn at all times to EN388 standard. Ensure that tools are stored in a safe place and covers placed where appropriate. All hand tools to be used only by competent personnel.	1x2=2
2.	The use of mobile telephones when working.	All personnel	The use of mobile telephones when working. Multiple risks of injury are increased due to loss of concentration. Interference with sensitive equipment.	2x3=6	If used all mobile telephones must be used from a secure and safe position and not answered during work phase.	1x3=3
3.	Materials storage	All personnel	Incorrectly or poorly stored materials and equipment which can fall, slip or otherwise move causing injuries	2x3=6	All materials must be stored safely and out of pedestrian routes. All materials must be stored on a flat surface when not being used.	1x3=3
4.	Restricted Access/egress problems	ECEX personnel	Awkward or difficult access or egress to and from the work area.	3x4=12	Attend site induction and ensure all personnel aware of building emergency procedures at all times. Ensure all personnel are signed in with site security or reception and receive instruction re designated work area emergency signals/alarms. Identify and assess access routes prior to works commencing and ensure all trip/fall hazards identified and if possible removed.	1x4=4

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5.	Falling objects general.	ECEX personnel and others on site.(please specify)	Materials and hand tools at the top of the sewage pit may have a risk of falling. (Top man accidentally kicking into pit ) – NB: this is a risk also highlighted by the HSE within confined space element when working within sump pits	3x4=12	All materials to be stored safely away from the opening of the pit as per risk 4 ECEX operatives wear appropriate head protection when in the work area.	1x4=4
6.	Slips / Trips	ECEX personnel and others on site.	Trailing cables when using corded tools or extension leads etc.	2x3=6	Keep leads tidy and out of pedestrian routes	1x3=3
7.	Slips / Trips	ECEX personnel and others on site.	Miscellaneous rubbish and redundant materials related to execution of works	2x2=4	Identify a suitable storage location on arrival at work site. Ensure all materials kept out of pedestrian routes. Clean up all waste to storage area regularly. Ensure work area clean and all rubbish removed prior to leaving site.	1x2=2
8.	Slips / Trips	ECEX personnel and others on site.	Slippery surfaces within work area caused by wet, greasy or other potential slip risks. Change from wet to dry floor surface.	3x3=9	Supervisor to assess and warn other operatives. Safety boots or shoes with non-slip soles to be worn	1x3=3

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9.	Slips / Trips	ECEX personnel and others on site.	Poor lighting	2x3=6	Use Task lighting as required	1x3=3
10.	Fire / other emergency	ECEX personnel	Unable to hear alarms due to location.	4x4=16	Ensure alarm signals are known and audible / visible. If not, agree means of notification in event of emergency with site contact.	1x4=4
11.	Working at Height – Above sump pit	ECEX personnel	Risk of top man falling into pit with risk of severe injury / death	4x4=16	All personnel have received Work at Heights Training. Top man to ensure that he does not go or lean over pit. Second man attached to winch where top man will hand tools as and when required. Only one man to enter the pit at any one time.	2x4=8
12.	Dust / Debris (nuisance/harmful/ eye injury)	ECEX personnel	The risk of debris generated by work on site causing serious eye injury.	2x3=6	All personnel to wear safety eyewear to BS EN 166 1B349 CE2 when in vicinity of any drilling, or any other task likely to cause airborne debris.	1x3=3
13.	Tools (power tools/leads)	ECEX personnel	The use of electrically powered equipment with a risk of electrical shock injury.	3x3=9	On each first use during a working day all staff will make a visual check of the equipment they are to use. If there is any evidence of damage to the case, cabling or plug return to toolbox for off site inspection / repair Use only 110v tools with transformer / RCD.	1x3=3
14.	Internal traffic (pedestrians)	Other building personnel	Third party personnel risk when in ECEX work area.	2x3=6	ECEX to erect "Men working" and other appropriate signage to clearly identify the risk area. All site personnel to be advised of work in progress locations and advised of alternative routes of access/egress where available.	1x3=3

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15.	Use of Lifting Equipment	All personnel	Use of block and tackle to lift pump from sump with risk of the pump falling causing serious injury	3x4=12	All personnel to wear hard hats and high visibility jackets. All lifting equipment must be visually inspected for faults and if in doubt should not be used. All lifting equipment must be marked with safe working load which must never be exceeded. Ensure all loads are stable and secure prior to lift. Never stand under a suspended load. All lifting accessories should be marked with safe working load or accompanied by a test certificate indicating the SWL.	1x4=4
16.	Manual handling (heavy/awkward/sharp objects)	ECEX personnel	Potential for muscular injury, cuts and crushing injuries when carrying, lifting and installing materials, tools and equipment related to the task in hand.	3x3=9	All personnel have received manual handling training in accordance with current regulations. All personnel will carry out a site risk assessment of access routes and ensure area clear of obstructions. All personnel will wear foot and hand protection. Do not carry loads that will obscure vision. Loads will be reduced to a minimum and moved in stages. Manual handling will be reduced where possible by using additional mechanical aids where possible.	1x3=3
17.	Head injury (overhead objects)	ECEX personnel	The risk of head injury from overhead objects or falling objects and the likelihood of cuts, abrasions or concussion.	3x3=9	All personnel to wear head protection at all times.	1x3=3

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No.	Activity	Applies to:	Risk identified	Initial	Control measure(s) to be taken	Final
18.	Infection (legionella/ weils disease/ hepatitis)	ECEX personnel	The potential risk of contact with infectious micro-organisms or biological agents or human waste:  When working within sewage sumps. Breathing air borne droplets.	3x4=12	Always cover cuts and abrasions with waterproof dressings prior to commencing work. Any cuts must be immediately treated by doctor/nurse. If in doubt do it anyway! If any contamination suspected medical advice must be received and a blood test taken to confirm. Always wear gloves when handling any materials likely to cause a minor cut or graze. Always wear overalls or coveralls and if contamination is suspected bag and wash.	1x4=4
19.	Confined spaces	ECEX personnel	Working within sewage pump with risk of ECEX personnel being overcome by fumes, risk of affixation or any other risk relating to the activity	3x5=15	All personnel to have received training and hold current certification for Confined Space Entry Procedures with Escape Sets. Confined space entry procedures as detailed below to be adhered to at all times.	1x5=5

### Confined Space Working Procedures

- i) Upon arrival to site the cover(s) to the confined space shall be lifted to afford maximum natural ventilation. NO SMOKING OR NAKED FLAMES are permitted.
- ii) Open cover are to be cordoned off to prevent unauthorised access.
- iii) A gas detection monitor will be inserted into the confined space so as to identify any hazardous gases. This test will last for a minimum duration of 5 minutes.
- iv) If the alarm on the monitor is activated it will be withdrawn and a further test will be carried out 15 minutes after the first. If an alarm state is still present no further action will be taken on that confined space and work will be suspended.
- v) This occurrence will be notified to the site Health and Safety Officer or Manager and further advice will be taken concerning the correct course of action
- vi) If the gas monitor is not activated it will be removed when the operative is ready to enter the confined space and a portable monitor attached to the operative entering the confined space to ensure continuous monitoring throughout entry procedure.
- vii) Personnel entering the confined space will be equipped with all necessary PPE to include (as required) overalls, boots, gloves, hard hat, harness which will be checked for correct fit. The gas monitor will then be checked by the first person entering the confined space, before he enters.
- viii) Prior to any entry into the confined space both 'Top Man' and 'Confined Space Personnel' will agree two pre-arranged signals. These signals are to designate "OK" or "Help" and will be both verbal and visual with the interval between signals being no more than three minutes. Personnel in the confined space will only respond to the 'Top Mans' three minute call after the gas monitor has been checked.
- ix) It is the 'Top Mans' responsibility to maintain both visual and verbal contact with the confined space personnel.
- x) Escape B.A. equipment will be unpacked and checked. Minimum requirements are
  - (a) Check that the air supply bottle is fully charged.
  - (b) Check all airline connections, straps etc. are serviceable.
  - (c) This is in addition to equipment manufacturers or apparatus supplier's recommendations, which must be read and understood before proceeding further.
- xi) Following the above procedures entry through the cover(s) to the confined space can be affected with lifeline attached. First person entering the confined space will report back to Top Man that all is okay prior to any further entries by confined space personnel.
- xii) Escape B.A. gear will be situated within arms reach at all times whilst in the confined space.
- xiii) The above procedure will be repeated on every entry into the chamber inclusive of breaks.

### Emergency Procedures

- i) In the event of an emergency the Top Man **WILL NOT ENTER THE CONFINED SPACE FOR ANY REASON** but will follow the site specific emergency rescue plan which is appendixes to this document.
- ii) Emergency removal equipment identified by this Risk Assessment (tripod, winch etc.) will be fully tested and serviceable.
- iii) In the event of a verbal instruction from the Top Man all personnel will immediately vacate the confined space, even if no imminent danger is evident to them.

**All personnel who are involved with this work (including supervisors and managers) must be fully conversant with the site specific emergency**

## Rescue Plan.

Pump overhaul to Sewage Pump – 07-02-11

Hazard. Confined Space.

Risks. There is a risk that the operative may suffer an accident that disables him (falls and bangs his head, breaks a limb or overcome by fumes). There is also a risk that the operative may suffer a disabling illness (heart attack or stroke).

There would be a requirement to retrieve the operative quickly from the sewage pit.

Controls. Top Man out side sewage pit, two men inside pit, BA equipment inside pit, gas monitoring inside pit, tripod and electric winch at top of pit.

### Rescue Procedure.

If the operative were to become injured but responsive, the following procedure needs to be followed.

1. **Call 999 immediately.**
2. Second man in the pit to assess the condition of the operatives (Ascertain if limb broken, head injury, nauseous, etc).
3. Remove the operative from the pit using the safety extraction equipment.
4. Stay with operative until they have regained their composure.
5. Administer first aid if required.
6. Wait for emergency services.

If there is no breathing and / or pulse.

1. Follow steps 1 – 3 above
2. Commence CPR.
3. Await the emergency services.

Abandon work and follow ECEX incident procedure.

**ECEX Directors and H&S Manager must be informed immediately**

Dynamic Risk Assessment (to be completed if a new hazard is identified when commencing work on site)					
Hazard identified	Injury risk identified	Control measure adopted	Proceed with work (Y/N)	Supervisor signature	Client signature

***\*Please note a copy of this Dynamic risk assessment must be returned to ecex Head office complete with signatures***