RISK ASSESSMENT & METHOD STATEMENT – Example 2

Customer	Someone Ltd	Site	Any Building, Any town, AB12 3CD
Contact Name(s)	Site Manager	Customer Order No.	000000000000
No. of pages	Fourteen	Description of work	Rust removal from and treatment of 2 external stairs and installation kick plates to stair landings
Date Issued	03/03/17	Date(s) of Work	Kick Plates – 14/04/17 – 16/04/17 Rust repairs – 19/04/17 – 03/05/17
Site Supervisor (ECEX)	TBC	Operative(s)	TBC

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 or alternatively send an email stating you accept the contents of this document. If you are aware of any risks which are not covered by this document, please let us know immediately so we may consider and eliminate all potential hazards. (IMPORTANT: We cannot work on site without your written acceptance).

Surveyed by:	ECEX Contract Manager
Assessment and Method Statement completed by:	ECEX Contract Manager
Approved by:	QHSE Manager

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 H
Venture House
Bone Lane
Newbury
Berkshire
RG14 5SH

T: 01635 244 100
E: sales@ecex.co.uk
W: www.ecex.co.uk

Registered in England No. 3002134

SECTION 01 - 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 will be available on agreed date / time of works (or notify us of alternative contact)	Prior to ECEX arrival at site
2.	Mandatory Supply a copy of the site asbestos register ***or*** confirm that all ECEX work areas can be considered as safe and free from ACM's. Noted that there are no ACM's onsite	Prior to ECEX arrival at site Not applicable – none on site
3.	Provide parking for vehicle Ford Ranger RJ60 YMW or Vauxhall Vivaro registration RA15 FNW (CB), DE13 HAA (RS)	Upon ECEX arrival at site
4.	Provide all access / keys that are required	Upon ECEX arrival at site
5.	Provide all necessary permits to work	Upon ECEX arrival at site
6.	Provide any such induction as is required and details of site specific health & safety, access / egress, emergency etc. rules / equipment including fire exits / assembly points and location of first aid facilities.	Upon ECEX arrival at site
7.	Allocate suitable on site welfare facilities.	Upon ECEX arrival at site
8.	Provide 110V or 240v power supply adjacent or within 10M of the work area.	Prior to ECEX arrival at site
9.	Provide barriers to assist with demarcating access to goods-in and access to the smoking shelter. Put signage on the internal doors warning of work taking place on the staircase.	As required before works commence

SECTION 02 - PPE CHECKLIST

Minimum PPE requirement for all site attendances is:
Safety footwear (boots or shoes BS EN 345 S1 or S2), high visibility vest or jacket

Additional PPE for these works is:

PPE Checklist	Usage
Gloves BS EN 388 grade 4343	During all activities.
Hard hat BS EN3 97	When working below other operatives
Safety goggles or glasses to BS EN 166 1F or 1S	When using power tools.
Full body harness & Fall restraint	When removing rust and clips outside the safe confines of the staircase
Dust inhalation protective masks to EN149	When wire brush on rusted areas

Site personnel are responsible for their own PPE in accordance with the Health and Safety at Work act 1974

SECTION 03 - SIGNS / WORKS DEMARCATION CHECKLIST

Signs / Demarcation Checklist	Usage
"ECEX Risk Assessed Work Area" signs	At the base of the staircase
Cones and hazard tape	To create an exclusion area

SECTION 04A - DETAILS OF WORKS, PARTIES & CONTACTS

1.0	Scope of work		
	a. Description of works	Rust removal from and treatment of 2 external stairs and installation kick plates to stair landings	
2.0	Access / storage		
	a. Work location(s)	External spiral stairs (East and South)	
	b. Access to work locations	Reception and security, then via external paths	
	c. Materials storage	Materials will be safely stored in exclusion area ensuring no access / egress or other route is obstructed.	
3.0	Management / Labour Force		
	a. Our client is	Someone Ltd	
	b. The Main Contractor is	Someone Ltd	
	c. Client Site contact	Site Manager	00000 123456
	d. ECEX Head Office contact	ECEX Admin	01635 244100 (see emergency contacts below for out-of-hours contact)
	e. ECEX Site Supervisor	TBC	
	f. ECEX Site Operatives	TBC	

SECTION 04B - EMERGENCY CONTACTS

4.0	Contact numbers – for use in the event of a problem or emergency on site at any time outside of normal office hours		
	a. Paul Leese	Fabrication Director	07789 137654
	b. Ian Moir	QHSE Manager	07799 890515

SECTION 05 - METHOD STATEMENT

1.0	Sequence of Work
	a. Report to Someone Ltd nominated representative on arrival
	b. Sit any site-specific induction according to site rules and obtain details of access / egress, emergency procedures etc. with particular emphasis to fire exits and assembly points
	c. Obtain all necessary Permits, keys and access passes
	d. PPE inspections will be carried out before work commences
	e. Commence use of PPE per Risk Assessment and site rules
	f. ECEX QHSE Manager and Supervisor to conduct Toolbox Talk covering this RAMS and to view work area and access routes to identify anything that may have changed since this document was issued (and if necessary complete the Dynamic page of this RAMS and/or consult ECEX Head Office for advice)
	g. Erect suitable and sufficient signage "ECEX Risk assessment sign" as required around works location and demarcate works location using barrier tape and cones
	h. Transport tools, equipment & materials to work area
	i. Ensure first aid kit nearby to worksite j. Ensure tools are tied to operative
	k. <u>For Kick Plate works;</u> l. Measure the length of the kick plate for the landings and mark plate m. Offer up to vertical tube and mark for bracket fixings n. Return to stair landing and secure kick plate o. Repeat for each landing
	p. <u>For rust removal and painting;</u> q. Set up safe roped access r. The central supporting column will be used as the main anchor point. 2no. steel wire strops will be secured using 2no. steel screw gate karabiners. s. 11mm low-stretch kernmantel rope will be looped to form 2no. independent lines. t. Twin figure eight knots tied on a bight will then be clipped in to both karabiners . u. Using a rotary wire brush attached to battery drill, remove the rust from the affected area v. Using a small paint brush, coat the cleaned area with Galvafroid paint w. Ensure all cleaned area is covered x. Systematically repeat for all rust spots. y. Using a small screw driver, remove the rusted conduit spacer saddle covers and replace with new.
	z. Leave site clean and tidy at end of every shift and close permits as per customer's site requirements. aa. If the work is suspended due to adverse weather the stair will be left in a safe and usable condition.
	bb. Hand works over to Someone Ltd representative
	cc. Remove tools, equipment and redundant/surplus materials from site and leave in a clean & tidy condition
	dd. Return/sign back keys, passes and permits per customer's site requirements and leave site

SECTION 06 - TOOLS, EQUIPMENT & MATERIALS

1.0	PPE
	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 4343 standard Safety headgear (helmet) – EN397 Safety goggles or glasses to BS EN 166 / 172 (particulate) Dust inhalation protective masks to EN149 Full body harness (FALL RESTRAINT, ROPE OR LANYARD)
2.0	Tools
	Tools will be standard engineering hand tools and: 110V Grinder with discs 110v jigsaw 110v reciprocating saw battery powered cordless tools, with transformer, leads, associated plugs and sockets. All portable electrical equipment will be under 3 months' appropriate test.
3.0	Equipment
	Equipment will consist of: portable aluminum steps,
4.0	Materials
	Kick plate, brackets, associated fixings, Galvafroid

SECTION 07 – TRAINING & COMPETENCE

	All personnel have received training in the Safe Use of Work Equipment; Provision and use of Work Equipment Regulations 1998.		Expiry date
	CSCS Construction Skills Certification Scheme (Steel fabricator)	Staff 1	03-02-2019
	CSCS Construction Skills Certification Scheme (Operative)	Staff 2	31-01-2019
	IRATA 3	Staff 3	03/07/2017
	IRATA 1	Staff 4	22/05/2017
	Emergency First Aid	Staff 1	05/01/2020

SECTION 08 - 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.

Likelihood (L) Process or Item	Severity of injury (S)	Risk Level (R)	Consequence
5 = Very Dangerous	5 = catastrophic (Death / permanent disability)	Risk level = L x S	Likelihood x Severity gives results and determines if controls are required.
4 = Dangerous	4 = critical (Serious injury – 3+ days absence)	13-25	Unacceptable, significant risk – must be eliminated or moved to a lower level
3 = Medium	3 = serious (Up to 3 days absence)	9 – 12	Undesirable – must be avoided if reasonably practicable
2 = Small	2 = marginal (Requires first aid)	3 – 8	Acceptable – can be accepted provided that risk is managed
1 = Very Small	1 = negligible (No treatment required)	1 – 2	Negligible – ensure risk level is maintained
0 = removed	0 = removed	0	Risk removed

No.	Activity	Applies to:	Risk identified	Initial	Control measure(s) to be taken	Final
1.	Fire / other emergency	ECEX personnel	Unable to hear alarms	2x4=8	Ensure alarm signals are known and audible / visible. If not, agree means of notification in event of emergency with site contact.	1x4=4
2.	Moving vehicles	ECEX personnel	Vehicles in the carpark area that may be moving close to the work area	2x4=8	Use cones and tape to restrict access to the work area and clearly demarcate / sign area to ensure risk identified to drivers and all other site personnel.	1x4=4
3.	Internal traffic (pedestrians)	Other building personnel	Risks to other persons accessing the goods-in area and the smoking area at the foot of the staircases. Risk to persons using the fire escape in the event of an emergency.	3x3=9	ECEX to restrict access and clearly demarcate work area ensuring potential risk identified to other site personnel. Client to erect appropriate signage on the internal doors to clearly identify the risk area. Client to notify site personnel of alternative routes	1x3=3
4.	Environmental conditions – High winds, Lightning, Snow / Ice or Freezing temperatures	All personnel on site.	Risk of injury due to high winds, lightning, snow / Ice or freezing temperatures causing the external stairs to become slippery and become hazardous.	3x4=12	All external locations may be affected. Forecast will be checked before work commences. Conditions will be continually monitored throughout the period of work and if conditions deteriorate, work will be postponed or aborted. All materials storage must take into account environmental conditions. Where materials are to be stored externally it is necessary to securely anchor to prevent movement during high wind conditions.	1x4=4
5.	Slips / Trips	ECEX personnel and others on site.	Trailing cables when using corded tools or extension leads etc.	2x4=8	Keep leads tidy and out of pedestrian routes	1x4=4
6.	Slips / Trips	ECEX personnel and others on site.	Incorrectly or poorly stored materials and equipment which can fall, slip or move causing injuries. Stored materials causing trip hazard in work area or adjacent thoroughfares.	2x4=8	ECEX Supervisor to identify / agree 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 prior to leaving site at end of shift or if site left unattended.	1x4=4
7.	Slips / Trips	ECEX personnel and others on site.	Slippery surfaces within work area caused by wet, greasy or other potential slip risks. Change from dry to wet floor surface.	3x4=12	Supervisor to assess and warn other operatives. Safety footwear with non-slip soles to be worn	1x4=4

8.	Hazards from staircases.	ECEX personnel	Working on stairs with potential fall risk. Working where the work area interferes with a potential escape route for other site personnel.	4x4=16	Operatives must work within the confines of the landing hand rail. When working on the stairs operative must use harness and lanyards, especially when stretching near the edges of the stairs and replacing the clips. In the event of an emergency operatives will clear the escape route. If working at height, operatives will always be secured by the lanyards. <u>ACCESS METHOD for rust removal and painting</u> 1) All works to be carried out by IRATA trained operatives and in accordance with IRATA code of practice 2) The operatives will make their way to the top of the staircase and set up their rigging. 3) The primary structural anchor point will be the central column of the staircase and ropes will be deviated into the work positions via slings around the handrail 4) Once the main rigging is set up the operatives will begin working around the structure. 5) When working on the outer radius the operatives will connect to one of the rigging ropes using a "backup device" and will be working in "fall arrest". 6) Whenever the operatives are required to work in suspension (abseil) they will be connected to a second rope via a "descending device". 7) The operatives will access all affected areas using their above precautions. <u>RESCUE PLAN</u> All operatives are trained in rope access rescue techniques and the method of rescue is dependent on the nature of the scenario. Where a casualty cannot be easily returned to the main structure it will be necessary to lower them to ground level using the pre-rigged ropes. The method for retrieval to the ground is outlined below. 1) The rescuer to attach to the casualties ropes and descend level with them. 2) The casualty's D ring will be connected to the rescuers descender karabiner using a short sling and/or karabiners. 3) A secondary "backup" connection will be made using a "cow tail". 4) The casualty will then be lowered until they are hanging from the rescuers descender. 5) The casualty's back-up device will be removed. 6) A secondary friction karabiner will added to the system. 7) The rescuer will descend with a casualty.	1x4=4
9.	Falling objects	ECEX personnel and others on site.	Risk to all persons and property below due to tools / materials or other objects falling from the work area to the area below.	3x4=12	Ensure all tools and equipment kept in designated tool storage area when out of use to remove risk and that all personnel take due care when crossing this location. All components for installation to be secured by roping or held by "second man" to enable installing engineer to fix without risk. Appropriate exclusion zone to be set up beneath work area by supervisor using cones and tape. All personnel to wear appropriate head protection when in the exclusion zone. No personnel other than those directly involved in the works to be permitted within the exclusion zone. Client to notify building personnel of works locations and ensure that non ECEX personnel are excluded or have permission of ECEX Supervisor to enter the	1x4=4

					exclusion zone and adhere to PPE requirements at all times	
10.	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 are aware of correct manual handling techniques in accordance with current regulations. A site specific Manual Handling Risk Assessment has been carried out. (Appendix 2) 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. Multi man lifts will be used wherever possible.	1x3=3
11.	Eye injury	ECEX personnel	Risk of debris generated by rust removal work on site causing serious eye injury.	3x3=9	All personnel to wear safety eyewear to BS EN 166 1B349 CE2 when in vicinity of any task likely to cause airborne debris.	1x3=3
12.	Tools (power tools/leads)	ECEX personnel	The use of electrically powered equipment with risk of electric shock / death.	3x4=12	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.	1x4=4
13.	Working at height using steps	ECEX Personnel	Falling from steps	2x4=8	Use industrial grade equipment only. Inspect for damage prior to use. If damage identified do not use. Place on a firm and level surface and check stability prior to use. Ensure top of stepladder is not used for access and only for materials to be temporarily stored. Access equipment will be secured in place where possible	1x4=4
14.	The use of hand tools	All personnel	The use of hand tools with risk of cut, abrasion, personal injury	3x3=9	Ensure all tools used in accordance with manufacturer instructions. Damaged or worn tools must not be used. Ensure that gloves are worn to EN388 standard. Store tools safely and cover where appropriate. All tools to be used by competent personnel.	1x3=3
15.	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.	3x3=9	If used all mobile telephones must be used from a secure and safe position and not answered during work phase	1x3=3
16.	Use of, contact with hazardous materials or substances – COSHH Awareness	All personnel on site.	The use of Galvafroid with the potential to cause harm if ingested, inhaled or absorbed through skin	3x3=9	Read labels on all containers (if no label then do not use!) Copy of the Material Safety Data Sheet data sheet to be available on site at all times. Always wash hands after use. Ensure first aid and washing facilities are available on site prior to commencing work. Always clean up spillages in accordance with data sheet immediately.	1x3=3

APPENDIX 1 – DYNAMIC RISK ASSESSMENT

Dynamic Risk Assessment (to be completed if further hazards are identified upon commencing or during work on site)					
Hazard identified	Injury risk identified	Control measure adopted	Proceed with work (Y/N)	Supervisor signature	Customer signature

A copy of this Dynamic Risk Assessment must be returned to ecex Head office complete with signatures

Appendix 2 - Onsite Manual Handling Assessment.

Assessor:	Ian Moir	**Tel:**	01635 244100	**Date:**	03/02/17

/

/Site & Job Number:	**Any Site - 012345**

Locations:	External staircases	**Personnel Involved:**	**TBC**

A	**ASSESSMENT: (Fill in Last)**	**Y**	**N**	**Comments:**
1	Is there a significant risk?		N	
3	Can manual handling be avoided		N	
4	Can mechanical aids be used		N	
5	Can the level of risk be reduced	Y		
6	Has the risk of injury been eliminated or reduced to an acceptable level.	Y		
B	**CHECKLIST**	**Y**	**N**	**Comments:**
The Task – does it involve:-				
1	Holding the load away from the trunk?		N	
2	Twisting the trunk?		N	
3	Poor posture / stooping / stretching?	Y		The kick plates are very light and easy to handle
4	Strenuous pushing / pulling?		N	
5	Excessive lifting / lowering?		N	
6	Repetitive Handling?		N	
7	Carrying excessive distances?		N	
The Load – is it:-				
8	Heavy?		N	
9	Bulky or unwieldy?		N	
10	Difficult to grasp / awkward?		N	
11	Unstable contents likely to move?		N	
12	Potentially harmful hot / sharp?	Y		Edges may be sharp – Gloves will be worn when handling the kick plates / edges to be filed
The Working Environment - are there				

13	Constraints on posture?		N	
14	Uneven ground / floors?		N	
15	Extreme temperatures, humidity?	Y		Work being carried out externally in winter. Temperatures could be cold and wet
16	Poor lighting conditions?		N	
17	Variations in floors level / work surfaces?		N	
18	Excessive noise levels?		N	
Individual capabilities - does the job?				
19	Require unusual capabilities / strength / height?		N	
20	Require special information / training?		N	
21	Involve handlers who are pregnant?		N	
22	Involve handlers with health problems?		N	
OTHER FACTORS (List)				

C	**DETAILS OF THE RISK FACTORS IDENTIFIED**
Overall risk of injury:	The risk of injury through manual handling is very low

REMEDIAL ACTIONS TAKEN

Ensure weather conditions are monitored

Gloves to be worn when handling kick plates

All sharp edges to be rounded off with a file