

RISK ASSESSMENT & METHOD STATEMENT - Example 1

Customer	Someone Ltd	Site	Any Building, Any town, AB12 3CD
Contact Name(s)	Site Manager	Customer Order No.	000000000000
No. of pages	Eleven	Description of work	Replacement AHU on xxxx Building
Date Issued	03/02/17	Date(s) of Work	01/03/17 to 28/03/17
Site Supervisor (ECEX)	Name	Operative(s)	Name

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
 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	

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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 <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.	Provision of Segregated area as per the crane lifting plan	Prior to ECEX arrival at site
4.	Provide parking for vehicle TBC	Upon ECEX arrival at site
5.	Provide all access / keys that are required	Upon ECEX arrival at site
6.	Provide all necessary permits to work	Upon ECEX arrival at site
7.	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
8.	Allocate suitable on site welfare facilities.	Upon ECEX arrival at site
9.	Provide loading and off loading facilities for waste removal vehicle and VES delivery vehicle	Upon ECEX arrival at site
10.	Provision of 110V or 240v power supply adjacent or within 10M of the work area.	Prior to ECEX arrival at site
11.	Isolate all smoke headers within work area or areas to prevent accidental activation by planned works.	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 EN388	At all times
Safety headgear BS EN 397	When passing through CDM area and working beneath activities liable to cause falling objects
Safety goggles or glasses to BS EN 166 1F or 1S	When using power tools. When carrying out an activity above eye level (whatever position the worker is in). When carrying out or in the vicinity of any other task likely to cause airborne debris.
Dust inhalation protective masks to EN149	As required by Supervisor

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

SECTION 03 - SIGNS / WORKS DEMARCATATION CHECKLIST

Signs / Demarcation Checklist	Usage
Other (Specify)	No signage required

SECTION 04A - DETAILS OF WORKS, PARTIES & CONTACTS

1.0	Scope of work		
	a. Description of works	Replacement of AHU	
2.0	Access / storage		
	a. Work location(s)	Building Roof	
	b. Access to work locations	Via CDM area and rear stairs	
	c. Materials storage	Materials will be safely stored on the roof personnel, 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	As above	
	c. Client Site contact	Site Manager	0000 123456
	d. ECEX Specialist Contractor	Crane contractor, AHU manufacturer	
	e. ECEX Head Office contact	ECEX Admin	01635 244100 (see emergency contacts below for out-of-hours contact)
	f. ECEX Site Supervisor	TBC	
	g. 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. John Hamilton	Technical Director	07717 652001
	b. Ian Moir	QHSE Manager	07799 890515

SECTION 05 - METHOD STATEMENT

1.0	Sequence of Work
	a. Report to Someone Limited nominated representative
	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. Commence use of PPE per Risk Assessment and site rules
	e. ECEX 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)
	f. Client to isolate AHU electrically and confirm "dead"
	g. Transport tools, equipment & materials to work area
	h. Ensure first aid kit nearby to worksite
	i. Existing AHU Removal.
	j. Client – To remove existing controls and electrical supplies
	k. Isolate chilled supply valves and disconnect from coils
	l. Dismantle AHU into base sections by unbolting the connecting sections
	m. Remove the duct transition piece from the ducting
	n. Crane operator to set up in car park and to commence lifting units off of roof (see specialist RAMS attached)
	o. Loads to be lowered into awaiting transportation and removed from site
	p. Roofing materials to be lifted onto the roof
	q. Area to be cleared of steels for reuse on new installation
	r. New AHU Installation
	s. Crane operator to set up in car park
	t. AHU Manufacturer delivery vehicles to set up in car park
	u. Crane operator to commence lifting new unit onto the roof (see specialist RAMS attached)
	v. Fit new pads onto roof and position steels
	w. Drop sections of AHU onto the steels
	x. Repeat for all sections
	y. Bolt all new sections together
	z. Fit new transition pieces and connect to existing duct
	aa. Re-connect chilled pipework to new coil
	bb. Reconnect electrics and controls
	cc. Insulate new and disturbed duct and pipework
	dd. Energies the new unit and test operation of unit
	ee. Take airflow reading of supply and extract
	ff. Leave site clean and tidy at end of every shift and return/sign back keys and permits as per customer's site requirements.
	gg. Hand works over to Jones Lang LaSalle Services Limited representative
	hh. Remove tools, equipment and redundant/surplus materials from site and leave in a clean & tidy condition
	ii. Return/sign back keys, passes and permits per customer's site requirements and leave site

SECTION 06 - TOOLS, EQUIPMENT & MATERIALS

1.	PPE
	<p>The minimum PPE requirement for all work will be Safety Footwear (boots or shoes), high visibility vest or jacket with additional PPE comprising of:</p> <p>Gloves to EN388 Abrasion, Blade Cut, Tear and Puncture Safety headgear (helmet) – EN397 Safety goggles or glasses to BS EN 166 / 172 (particulate) Dust inhalation protective masks to EN149</p>
2.	Tools
	<p>Tools will be standard engineering hand tools and:</p> <p>110v jigsaw 110v reciprocating saw Hand held pipe threading machine, with transformer, leads, associated plugs and sockets.</p> <p>Electrical testing equipment battery powered cordless tools,</p> <p>All portable electrical equipment will be under 3 months' appropriate test.</p>
3.	Equipment
	<p>Equipment will consist of:</p> <p>GRP steps,</p>

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
Work Area						
1.	Restricted Access/egress	ECEX personnel	Awkward or difficult access or egress to and from the work area. / Long distances, carrying materials, equipment etc...	3x3=9	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.	1x3=3
2.	Moving vehicles	ECEX personnel	Crushing when assisting in crane lift and waste removal in contractors car park	3x4=12	Client to restrict access to the work area(s) and clearly demarcate / sign area to ensure risk identified to DRIVERS all other site personnel. All works to be completed "out of hours" and all vehicle movement prohibited. All personnel to wear high visibility jackets as a minimum requirement when vehicles operating in vicinity.	1x4=4
3.	Internal traffic (pedestrians)	Other building personnel	Risks to other persons while when in ECEX work area and/or when transporting materials to and from work location.	3x3=9	Client to notify other site personnel of access restrictions.	1x3=3
4.	Environmental conditions – Extreme heat, Humidity, High winds, Lightning	All personnel on site.	Risk of injury due to heat exhaustion, moving materials, lightning	2x3=6	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.	1x3=3

5.	Slips / Trips	ECEX personnel and others on site.	Spillage of substances likely to cause a slip hazard.	3x3=9	Ensure cleaned on arrival. Stop work if a spillage occurs and clean area completely before recommencing.	1x3=3
6.	Slips / Trips	ECEX personnel and others on site.	Trailing cables when using corded tools or extension leads etc.	3x3=9	Keep leads tidy and out of pedestrian routes	1x3=3
7.	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.	3x3=9	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.	1x3=3
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 dry to wet floor surface.	3x3=9	Supervisor to assess and warn other operatives. Safety footwear with non-slip soles to be worn	1x3=3
9.	Slips / Trips	ECEX personnel and others on site.	Changes of level / Slopes	3x3=9	Upon arrival at site, ECEX Supervisor to note condition of all work areas, access & egress routes and adopt site specific measures to reduce the risk to an acceptable level.	1x3=3
Work Location						
10.	Plant starting automatically	ECEX personnel	Entanglement with machinery or rotating parts due to plant starting automatically Risk of surprise to operative causing tools/materials to be dropped to lower level.	2x4=8	Ensure equipment isolated by JCI and obtain lock out key or fuse. Ensure all rotating elements mechanically isolated to prevent accidental rotation by installation of rope, clamps or wedges as determined by Site Supervisor	1x4=4
11.	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.	4x4=16	Appropriate exclusion zone to be set up beneath work area by King Lifting 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. ECEX Supervisor to notify building personnel of works locations and ensure that non ECEX personnel are excluded or have permission of ECEX Supervisor to enter the exclusion zone and adhere to PPE requirements at all times	1x4=4
Work Activity						
12.	Electricity - live supply	ECEX personnel	Contact with electrical supply cabling AHU and its potential to cause electrical burns or shock injury.	4x4=16	Client to identify the source of supply and switch off isolator. Attach caution sign advising that plant is being worked on Test plant being worked on to confirm that all electrical supplies have been isolated Get Isolation Permit from client Commence work Complete work and cancel the isolation permit ECEX personnel will not work on any live supply	1x4=4
13.	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.	1x3=3

					Multi man lifts will be used wherever possible. Manual handling will be reduced where possible by using additional mechanical aids where possible.	
14.	Eye injury	ECEX personnel	Risk of debris generated by 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
Equipment						
15.	Use of Lifting Equipment (using contract crane lifts)	All personnel	Injury risk to all personnel on site when completing a contract lift of materials or equipment to the ECEX work area.	4x4=16	The method statement and risk assessment from ECEX nominated crane contractor will take priority at all times during lifting operations.	1x4=4
16.	Moving machinery	ECEX personnel	Personnel injury risk from mobile plant operating in vicinity of ECEX works specifically the waste removal vehicle and the AHU delivery vehicle	4x4=16	All personnel to be made aware of "other plant" in vicinity and ensure correct safety procedures adopted. All personnel to wear high visibility jackets as a minimum requirement when mobile plant operating in vicinity.	1x4=4
17.	Tools (power tools/leads)	ECEX personnel	The use of electrically powered equipment with risk of electric shock / death.	2x4=8	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
18.	Working at height using steps	ECEX Personnel	Falling from steps	3x3=9	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.	1x3=3
19.	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
20.	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
21.	Asbestos	All personnel on site	Removal of old valves or pipework flanges with potential for asbestos gaskets.	2x4=8	Request copy of Asbestos Management survey report and Asbestos management plan. If necessary a refurbishment / demolition survey report must also be available on site. If not provided and in doubt stop all works and contact site supervisor and inform Head office.	1x4=4
22.	COSHH Awareness	Client and ECEX	Disposal of stored water to drain from pipework containing any additives.	3x3=9	Client to advise all additives used to treat water and obtain/confirm approval to dispose to drain. If unable to dispose to drain client to obtain or provide suitable tanker disposal.	1x3=3

APPENDIX – 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