RISK ASSESSMENT / METHOD STATEMENT

1.00 General Information			
Site			
Principal Contractor			
Works Description	Generic 1st Fix Carpentry RAMS including timber stud walls using ASAP System		
Commencement		**Duration**	
Issue/Revision/Pages	01/ASAP/05	**Reference**	
RAMS Date		**Review**	On site (throughout)
Responsible Person		**Contact**	
Signature		**Position**	

2.00 Resources				
Labour	Foreperson, Trained Carpenters, Telehandler operator (by principal contractor).			
Plant and Equipment	Forklift, gas-powered nailers, battery powered circular saw, mitre saw with dust collection facility, drill, industrial duty rated hop-up, small hand tools, ladders/stepladders (EN131 as a minimum), ASAP System (Adjustable Stairwell Access Platform), portable generator with drip tray (where no existing power source provided), extension leads.			
PPE / RPE √ = All times AR = As Required WP = Wearer Preference	Head Protection EN 397	√	Protective footwear EN 344	√
	Hi-Vi clothing EN 471	√	Hearing protection (min SNR 25 dB) Muffs EN 352-1 Plugs EN 352-2	WP AR
	Eye protection EN 166 B	AR	Gloves (General use) EN 420	√
	Harness EN 361	x	RPE FFP 3	AR
Materials	Timber, fixings, glue, gap filler, small quantity of fuel (dependent upon generator requirement).			
3.00 Supervision				
On site	T.B.C	**Contact**	T.B.C	
Visiting	T.B.C	**Contact**	T.B.C	
4.00 Monitoring and Inspection (see also item 7.00)				
Internal	Through foreperson on site and visiting contracts manager as works proceed.			
External	Through periodic ad-hoc visits from our external consultants as directed and any comments made by the Principal Contractor team.			
General	In light of any identified defects, omissions or incidents.			
5.00 Training				
Internal	Our operatives will be trained in use of gas powered nail guns, general trade training (including equipment and tool use), Handrail Training, Adjustable Stairwell Access Platform system training, CSCS general awareness and manual handling. All operatives will be FFP3 Dust mask trained and certificated. Our Site Supervisor has a current SSSTS certificate. Our contracts manager has a current SMSTS certificate.			
External	Telehandler operators (Principal Contractor). External SHEQ are full members of IOSH, IIRSM, IIAI and APS.			
6.00 Welfare and First Aid				
On site only	Provision by principal contractor to be verified by our foreperson on site.			
7.00 Statutory Registers, Equipment Testing and Inspection				
Registers	All of our equipment is logged into a register (**note**: this may be the principal contractor's register).			
Testing	Our electrical equipment is subject to 3 monthly portable appliance tests (note we			

	use battery powered equipment wherever possible and these are charged overnight away from the site).
Inspection	Operatives visually inspect the work environment and all equipment prior to use; and verify any relevant associated certification. Defective or equipment that is out of service, examination or test dates will be removed from use.

8.00 General hazards and significant risks

Risk Assessments

At risk

A	General Operatives	**B**	Public / visitors	**C**	Other site staff	**D**	Others

Hazards	**At risk**	**Nos.**	**L**	**S**	**Risk rating**	
					Initial	**Residual**
Falling	A	1-5	H	H	**H**	**M**
Falling objects / dropping of loads	A - D	>5	H	H	**H**	**M**
Contact with swinging loads / plant	A	1-5	M	H	**H**	**M**
Ejection / struck by flying objects	A, D	1-5	H	H	**H**	**M**
Fire	A - D	>5	H	H	**H**	**M**
Saw snagging, contact, cuts	A	1-5	H	H	**H**	**M**
Electric shock	A	1-5	H	H	**H**	**M**
Slips, trips and falls	A	1-5	L	M	**M**	**M**
Handling of heavy, awkward sections (Musculo-skeletal injuries)	A	1-5	M	M	**M**	**M**
Exposure to noise	A, C	1-5	M	M	**M**	**L**
Exposure to vibration	A	1-5	M	M	**M**	**L**
Exposure to dust	A	1-5	M	M	**M**	**L**

Risk Reasoning

Likelihood (L)		**Severity (S)**	
High (H)	Likely to occur	**High (H)**	Fatality or major injury
Medium M)	Will often occur	**Medium (M)**	Serious / over seven day injury
Low (L)	Unlikely / seldom to occur	**Low (L)**	Minor / first aid injury (no lost time)

Risk Rating Matrix

Likelihood	**Severity**		
	High	**Medium**	**Low**
High	**High**	**High**	**Medium**
Medium	**High**	**Medium**	**Medium**
Low	**Medium**	**Medium**	**Low**

COSHH Assessments	Refer to Appendix A for COSHH Assessments
Lifting Plan	na

9.0 Method of Works (risk control including Sequencing)

- **See also general site lifting plan (when applicable)**
- **See COSHH assessments**
- **All operatives to wear PPE applicable to the works and site requirements – Respiratory, hearing and eye protection when nailing, cutting or drilling, gloves when handling, head protection, foot protection and high visibility jacket at all times (see item 2.00)**
- **Agreed site access / egress routes to be used at all times**
- **Where operatives need to enter any plant working zone they must get acknowledgement of their known existence from plant operators**
- **Should there be any concerns by the foreperson or others involved in these works, that the method of work included here is unsafe or cannot be carried out, the work must be stopped and this method reviewed.**

Site foreperson to check the access / egress and general working environment

	prior to commencement of each shift and monitor throughout. Care shall be taken when releasing bound materials to ensure they are properly landed and stable prior to release. Release shall be through cutting of straps with a retractable blade knife. Materials shall not be stacked in positions where they can fall or slip or cause trip hazards. Following on from the stair installation (see stair installation method statement) The bulk head is to be constructed to plot plans and site specific details with the ASAP (Adjustable Stairwell Access Platform) system installed and used as a working platform and as a prevention of fall from height. The temporary guard rail is to be adjusted (To allow for walls to pass through, No handrails/Posts to be moved or removed without the stairwell covered) The timber stud walls around the stair well opening are then constructed with a further timber stud horizontal rail installed to prevent fall through of these walls. Once the walls and bulkhead are complete and the temporary posts and handrails have been adjusted to suit the ASAP System can then be removed to safe storage. Timber stud walls are to be constructed by installing sole and header plates (the latter from stepladders or hop-ups) then in-filled with studs at centres shown to sites timber stud details or as appropriate to allow for doorway openings as shown on plot plans. Noggins are to be cut in a cutting area (see below) and fixed from purpose made industrial rated hop-ups, using a nail gun (see hazard control below). Linings are to be drilled, plugged and screw fixed. Window boards are to be cut and fixed into position (see hazard controls for dust, noise etc. below). Plate straps are to be fitted using plug and screws, hammer drill and cordless screw driver installed from purpose made industrial duty hop-ups. Use of equipment and ejection of material, flying debris, contact and snagging, electric shock and noise and vibration shall be controlled through ensuring material being cut or fixed is secured from slipping, ensuring equipment is maintained (including guarding), ensuring consumables are maintained (e.g. saw blades), using the correct equipment for the work and nails for the nail gun relative to the work, restricting personnel to cutting or fixing areas (set up within the existing rooms), wearing eye protection during cutting, drilling and fixing (to EN 166B grade as identified above), ensuring equipment is inspected and in the case of chargers brought to site, have had portable appliance testing within the previous three months, ensuring trained personnel only use or maintain equipment, ensure work areas are kept tidy and are safe for equipment use and giving reminders to operatives that 'horseplay' is prohibited. The cutting area shall be determined ensuring the area around is kept free from trip and slip hazards and protection of the operative cutting through barriers or enclosed rooms (dust extraction to be fitted to mitre saws and areas kept well ventilated). FFP3 face masks to be worn (face fit tested) at all times when cutting (to be checked and monitored on site by the supervisor). Noise levels of equipment will exceed the upper action value of 85dB(A) Lepd, with various equipment use up to 100dB and impact noise slightly higher from

	nail gun use. Operatives are to wear hearing protection with an SNR of 25dB during equipment use. Maximum vibration levels of our equipment are 5 m/s2. Maximum trigger time for activities is estimated at no more than 3 hours combined for all equipment. The A(8) of 2.5 m/s2 will not be exceeded through our work. Slips, trips and falls shall be prevented so far as is reasonably practicable through good housekeeping measures and ensuring footwear is kept in a good and clean condition. Manual handling shall be controlled through use of the telehandler to transfer materials to the work area and from there use of trained labour to move door linings, timber and sheet material to the point of cutting and use. Fire safety shall be managed in accordance with the principal contractor's fire plan and ensuring housekeeping and our equipment is maintained. We shall ensure that the site no smoking rule is enforced. We shall ensure that fuel cells are properly disposed of and operatives shall remain vigilant throughout.

Emergency Preparedness	
(See also Welfare and first aid)	The existing welfare and first aid facilities provided on site are considered adequate for the purposes of this activity. We shall rely upon the principal contractor provision and verify such provision at site level to ensure that the welfare facilities comply with HSE Guidance leaflet INDG293(rev1) The location of the nearest hospital with an A & E service will be as stated by the Principal Contractor in the Phase Plan and shall be identified during induction.
General housekeeping, waste disposal	
	Waste shall be removed and not allowed to accumulate. There shall be no 'bombing' of waste. Materials shall be properly stored and used as required from the loading bay. Equipment shall be carefully positioned so as not to form trip hazards. All tools, equipment and waste to be removed from site daily (or on completion of the works if this is sooner).
Contractor controls	
	We will only use direct labour for these works. Other contractor control by the principal contractor.
Temporary Arrangements and Security	
	Security arrangements by the principal contractor. We shall ensure we are made aware of their requirements and follow their procedures, identifying any noted defects to them.
Communication and information dissemination	
	All operatives are to sign in on arrival and view the current traffic management plan. Those arriving on site for the first time must present themselves for, and receive a full site induction (those that have already had the full induction for the principal contractor need only have a site specific induction). This method statement shall be provided to the principal contractor for evaluation and acceptance and dissemination as they may require for coordination purposes. Our site foreperson shall ensure all operatives or others that may be affected are made aware of the control measures identified.
Incident Recording, Reporting and Investigation	
	We shall ensure that all accidents and incidents are recorded in the principal contractor's books or forms. We shall report onto the HSE all RIDDOR related accidents and incidents. We shall investigate all over 7 day reportable incidents in-house. We shall seek external assistance to investigate all specified

	reportable accidents and incidents.
Services	
Underground	N/A
Overhead	N/A but reviewed on site in respect of telehandler operations.
Building	To be reviewed if commissioned during works.
Site Rules	
	These have been developed by the principal contractor and we shall comply with their requirements. We have no further specific rules to add to these.

Declaration

I the undersigned confirm that I have been made aware of the hazards and methods of control for the above works as contained within this method statement, associated risk and COSHH assessments and in relation to induction and other specific training received. I confirm that I will inform the site foreperson should I identify any omissions, or if I cannot carry out the works in accordance with the methods identified within the above documents.

Print Name (and company)	Signature	Date