



Rockwood Landscapes Limited

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1.0 Method statement

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2025 **Prepared by:** Rocky

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HIA

Location of works:

85 Beechwood Close

Project reference: 85 Beechwood Close

Client: HIA

Principal contractor: Rockwood Landscapes Limited

Start date and end date: 01 October 2025

1.1 Sequence of operations

1.1.1 Covid-19 (Coronavirus)

Arriving on site / office (access / egress)

- Persons will be turned away from site if: they are experiencing Covid symptoms; they have been told to self isolate; or they have received a positive Covid test
- Continue to follow any site / building / office Covid-secure arrangements. These will be communicated to you during your first visit
- Use hand sanitisation / washing facilities on site upon entry. You are encouraged to continue good hand hygiene whilst on site
- Report any concerns to line management or host if visiting site

Working on site

1.1.2 Manual handling

Pushing and pulling

- Pushing and pulling is done using the body's own weight; lean forward when pushing, lean backwards when pulling
- Ensure you have enough grip on the floor to be able to lean forward/ backwards
- Avoid twisting and bending your back
- Handling devices have handles/hand grips so that you can use your hands to exert a force; handle height should be between the shoulder and waist so that you can push/pull in a good, neutral posture
- Handling devices are well-maintained so that the wheels have appropriate size and they run smoothly
- Floors are hard, even and clean

Dual / two person lift

- Decide who will be caller (The caller co-ordinates the lift and ensures each lifter knows what to do and when)
- Assess the weight
- Correct positioning of feet and straight back - Comfortably apart with one leg slightly forward to maintain balance; One foot positioned in direction of movement; Other foot where it can give maximum thrust to the body
- Correct grip or use of handles where applicable - A full palm grip will reduce muscle stress to the arms and decrease the possibility of the load slipping
- Continue to dynamically assess the environment during lift / movement
- Lift together and relax load down together

Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed
- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

1.1.3 Fencing

Removal of fencing

- Soft strip the fencing and remove panels and posts in a safe and controlled manner
- Remove concrete posts and cut below ground with a petrol saw
- When dismantling fences check for vegetation growth which could make the behaviour of the fencing unpredictable. Take particular care with old fences
- Store in a safe location, ensuring all nails or sharps are suitably hammered down and not exposed
- Remove the wastage from site

Preparing for new fence work

- Perform a CAT scan to determine underground services
- Check the proposed fence line for underground hazards and services, eg cables, water and gas mains. Where present, ensure they are clearly marked
- Consult the local electricity company if working on fences within 40 m of overhead power lines
- Mark out the new fence line and positions of posts
- Ensure all timber is suitably treated for its application

Installing close board fencing

- Dig suitable holes at post locations along the agreed line and transport spoil to the stockpile area
- Fill the holes with concrete mix
- Fit the posts into the ground
- Fix timber sheets to the outside of the posts
- If fencing on a slope, gravel board must be stepped
- Fit rails to the back of the fencing
- Remove wastage and materials from site

Install chain link fencing

- Mark the position of the end straining posts and dig the holes for their foundations
- Plant the end straining post making sure that the earth is well rammed around the post
- Pour concrete mix around the straining post foundations
- Fix a line taut between the straining posts and set the intermediate standards along this line at the specified intervals
- When the posts are firmly set, unroll the coil of wire and strain between the posts
- When using wooden posts, use evenly spaced line wires fitted with eyebolts
- Stand the roll on end with the exposed edge against the post and pass a stretcher bar through the last row of meshes and secure to the post
- Remove wastage and materials from site
- Handover

Install galvanised palisade fencing

- Mark the position of the end straining posts and dig the holes for their foundations
- Plant the end straining post making sure that the earth is well rammed around the post
- Pour concrete mix around the straining post foundations
- Fix a line taut between the straining posts and set the intermediate standards along this line at the specified intervals
- When the posts are firmly set, fit rails to posts
- Install the gate posts
- Hang the gate and adjust to suit
- Fit the line wire and razor wire
- Tension as required
- Tidy the site and handover

Installing mesh panel fencing

- Mark the position of the end posts and dig holes for the foundations
- Plant the end posts and ensure that the earth is well rammed around the post
- Pour concrete mix around the post
- Repeat the process for intermediate posts as required
- Offer the mesh panels to the posts and secure with the relevant security fixing
- Fit the gate posts at the correct points to suit
- Hang gates and adjust as required
- Remove wastage from the site

Installing heras fencing

- Run through the layout of the heras fencing with the site supervisor according to the layout drawings
- Lay down rubber footings according to the layout for the first fencing panel
- Lift the fencing panel into place with plant lifting equipment

- Lift the fencing panel into place by way of a two man lift
- Double clamp the fencing panels and add bracing if deemed necessary by the site supervisor
- Repeat the above process until the fencing layout is complete
- Add triangular heras fencing braces to any long lengths of fencing panels

1.1.4 Excavation

Initial works

- An emergency plan is to be agreed, to follow in the event of striking buried services, discovery of buried asbestos
- Suitable welfare arrangements to be arranged prior to starting work
- An emergency rescue plan to be agreed, in the event of 1) collapse of the excavation 2) asphyxiation due to hazardous gases 3) water/flooding
- Methods of suitable monitoring to be agreed and implemented (i.e. air monitoring with an alarm system)
- Obtain underground service prints, call the local authorities and obtain permits where necessary for excavations
- Lay out all the appropriate signage to cordon off a safe working area and adjust as works proceed or change
- Use cable location equipment to identify all underground services and clearly mark locations onsite
- Double check all underground services locations with plans. Reconfirm with the local authorities if there are any discrepancies
- Outline the locations of excavation on site, ensuring the ground works and/or surveying team confirm the locations of trenches
- Check the excavator's inspection permit, ensuring an up to date inspection has been undertaken
- Unload the excavator from the trailer and deliver to the location
- Deliver and prepare materials that are adequate for shoring any trenches

Excavation works

- Protect and support any exposed existing services
- Move the excavator/digger into a fully guarded area
- No use of mechanical excavators within 500mm of services
- Excavations below 1.2m, the type of substrata to be inspected and if required adequately shored implemented
- Position the compressor away from the excavation but within the guarded work area
- Remove the pneumatic breaker and hose from the vehicle, check for damage and connect the hose to the breaker and the compressor
- Dig trial holes in advance of the proposed excavation. Hand dig trial holes within 500mm of all services
- Commence excavating
- Remove spoil from site according to the local authority specifications, soil to be stored at a safe distance away from the excavation
- Excavate for open-cut ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for launch pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Excavate for reception pits ensuring that if the excavation is 1.2m or deeper, it is adequately shored
- Ensure access to and from the excavation by the use of a ladder positioned on a firm base, tied and footed
- Ensure that safe access to the properties is maintained by the use of walking boards and steel plates
- Guardrails and toe boards to be positioned around the excavation to prevent falls from height, prevent objects and materials falling into the excavation
- Fixed barriers such as stop blocks to be positioned at a safe distance around the excavation to prevent the excavator driving/falling into the excavation
- Excavations to be covered/backfilled when not in use
- Allow for the repair of services
- Allow for the installation of services
- Carry out reinstatement once the works are deemed complete
- Ensure cleaning of site entrance and adjacent public Highways

1.1.5 Concrete works

Pouring concrete

- Check that the correct concrete type has been ordered when taking delivery of the concrete
- Operate a small concrete mixer, adding aggregate mix with water as per the instructions from the manufacturer-operatives to wear suitable Respiratory Protective Equipment (RPE)

- Use a barrow and shovel to distribute the concrete safely around site to the pre-designated locations
- When using a concrete pump, complete and sign a permit before pouring
- Reverse the pump lorry under the supervision of the banksman to the works area and set up in accordance with the manufacturer's instructions
- The pump operator must move the boom into position, with the operative located at the end to move the pipe to the desired location
- Pour the foundations
- Pour the slab
- Use a concrete vibrator to distribute the aggregate into any gaps
- Sweep and level the concrete surface with plant to smooth the surface
- Sweep and level the concrete surface with hand tools to smooth the surface
- All exposed steels must have mushroom caps
- Strike all formwork after it has cured in accordance with the engineer's guidelines

Concrete surface repairs

- Clean debris from cracks by vacuuming or flushing with water or other specially effective cleaning solutions
- Seal the surface by applying an epoxy, polyester, or other appropriate sealing material to the surface of the crack and allowing it to harden
- Mix the epoxy according to the manufacturer's instructions
- Inject the epoxy using hydraulic pumps, paint pressure pots, or air-actuated caulking guns according to pressure requirements
- After the injected epoxy has cured, the surface seal should be removed by grinding or other means as appropriate

Slab cutting

- Remove the floor saw and equipment from the trailer/van
- Transfer the equipment onto site via the main entrance of the building
- Liaise with the site supervisor for the location of the works and the marking out of cut lines
- Liaise with the site supervisor to issue a permit to work if required
- Transfer all necessary equipment to the work location
- Establish a work area and set up the floor saw, water and 3 phase power supplies
- Ensure the hose and leads are free from footways, access routes and walkways so as not to form a trip hazard
- Attach a 600mm diameter blade to the floor saw
- Apply any extra PPE required i.e. ear defenders, eye protection
- Power up the saw and begin cutting into the slab
- Cut into the slab to full depth – estimated at 200mm deep
- Hoover up the slurry created and empty it into the designated skips
- Complete all cutting
- Arrange for breaking out to be completed at the specified times
- Complete the breaking out and stockpile for labour to clear
- Ensure all areas are left clean and tidy for inspection and are free from obstacles to other trades

1.1.6 Bricklaying

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of masonry materials for the project
- Employ a safe method of manual handling and load materials out to the designated areas

Mixing of compounds

- Add the compounds to the mixer plant in a safe area according to the supplier specifications and use
- Ensure the safe use of plant at all times

Demolition of brickwork

- Ensure all services are isolated and rendered safe before commencing work
- Create a safe working zone cordoned off from other workers or the public
- Install supports to areas as requested by the site supervisor or structural engineer according to the demolition plan
- Demolish structural elements under the control and supervision of a competent person

- Maintain a safe access to the work face at all times
- Remove debris at regular intervals and dispose of it according to site plans

Formation of masonry walls

- Survey and set out
- Apply bitumen compound and lay a damp-proof course at the base
- Lay bricks, cement mortar and pointing
- Repeat the above allowing for structural openings and supports according to the approved drawings
- Install lintels and structural members where needed
- Remove waste materials according to the site waste management plan

Preparation of the area for re-pointing work

- Create a safe working zone cordoned off from other workers
- Loading out the bricks and mortar on the scaffold must be via an approved method. This would include: not carrying loads up ladders; 3 points of contact to be maintained at all times; Conveyor (hod hoist) or goods hoist to be used to transport bricks from the ground floor up to the scaffold
- Ensure that measures are in place to reduce dust. This may include plastic sheeting and exhaust extraction for use on tools. Wet cutting can also be used as a measure for reducing dust levels
- Maintain a safe access to the work face at all times
- Working from a fixed scaffold, damp down the work area to reduce the levels of dust
- Only a competent operator may carry out abrasive wheel work
- Collect and remove debris at regular intervals and dispose of it according to the site plans
- Check the model of abrasive wheel to be used for its vibration levels and assess the level of safe work using the trigger time periods. Always use the lowest rated vibration tools practical
- Wear the correct PPE including safety goggles and a FFP3/ P3 dust mask
- Starting from the top of the area, carefully grind out the mortar with an abrasive wheel to a level of 15-20mm (approximately 1/2 inch)
- Use hand tools, a wire brush and water to clean out the cavity

Re-point wall

- Working from a fixed scaffold, soak the area with a sprayer to ensure the cavities are kept wet
- Prepare the wall by washing it to remove soil, dust and debris. A backpack pressure sprayer fitted with a lance and adjustable nozzle is ideal. The wall must be damp when the mortar is placed
- Repointing is generally done from the top of the wall downwards. However, the first half metre of a solid wall without a damp-proof course holds a lot of moisture so this section must be done first to give it more time to dry
- Prepare new mortar using a cement mixer to the required mix and take it to the work area in small quantities using good manual handling techniques
- Aim to replicate the colour, texture and durability of the existing mortar
- Use the correct size tool to ensure that mortar is pushed well into the brick cavity. Pick mortar up on the key and place it from the back of the joint
- Once two or three courses have been filled, fill the vertical joins in between
- To avoid the new mortar drying out too quickly, spray the joints lightly with water from time to time
- When a wall section is complete, leave the mortar until it is nearly dry
- Use a wire brush to take off the excess mortar and leave a face joint that is just lower than the face of the wall
- The surface of the mortar can either be profiled to match an existing style, such as double struck, or “jointed” with a jointing tool, or it can be given a “weathered” finish by washing with mist fine spray or by tamping with the bristle ends of a churn brush.
- Remove waste materials according to the site waste management plan

1.1.7 Stone masonry

Delivery of materials

- Ensure a safe, designated area has been provided for the unloading of masonry materials for the project
- Employ a safe method of manual handling employed and load materials out to designated areas
- Where mechanical means for lifting are employed, a lifting plan will be undertaken

Mixing of compounds

- Add the compounds to a mixer plant in a safe area according to the supplier specifications and use
- Ensure the safe use of plant at all times

Form masonry walls

- Survey and set out
- Apply bitumen compound and lay a damp-proof course at the base
- Lay stone blocks, cement mortar and pointing
- Repeat the above, allowing for structural openings and supports according to the approved drawings
- Install lintels and structural members where needed
- Remove waste materials according to the site waste management plan

1.1.8 Paving and ground surface works

Initial surface works

- Confirm there are no buried services before beginning work, review services and utilities drawings and CAT scan
- Set up traffic management
- Set up fencing or barriers for exclusion and security of work
- Remove all weeds and other unwanted organic matter, along with topsoil
- Excavate the ground as necessary and prepare the ground surface with any soft spots excavated
- Lay and compress sub-base material with a compactor

Kerb and edging works

- Excavate existing kerbs or edgings using a compressor
- Deposit all excavated materials into the designated skips
- Lay out the bedding concrete and lay out the string line guide
- Place the edging or kerb on top of the concrete bedding, and tap down to the required level
- Surround the edging or kerbs with concrete

Laying blockwork paving

- Distribute the laying sand and rake out to level
- Compact the sand using a vibrating plate
- Lay out blocks safely and close to the working area
- Lay blockwork in a herringbone pattern
- Lay blockwork in a perpendicular/quilted pattern
- A mechanical block splitter is necessary when cutting blockwork pavers
- Compact blockwork pavers with a vibrating plate
- Sweep paving sand over the area then carry out another pass with the vibrating plate to ensure all voids are filled
- Clear and sweep all debris away

Laying tarmacadam

- Place a sub-base material and level out with shovels and/or rakes
- Compact the sub-base with a mechanical roller
- Compact the sub-base with a vibrating plate
- Check the accuracy of the sub-base layer at regular intervals with a level
- Binder course material must be delivered to the site in insulated wagons
- The wagon must empty bitmac into the paver machine whilst it progresses along its run
- Use the paver machine to spread and screed the bitmac in a level and continuous operation
- Load out the bitmac manually with barrows and rake it level
- Apply binder course and roll ground course
- Apply surface course

Completion and making good

- Clear the surface of all detritus, dregs, and bits of spilled or surplus bitmac
- Remove construction materials and plant

- Cover the haunching to edging kerbs with topsoil
- Remove traffic management and fencing

1.1.9 Landscaping

Delivery of materials

- All materials and plant must be located in a temporary and protected area onsite
- Delivery of hardcore
- Delivery of topsoil
- Delivery of plant
- Delivery of plants and fauna

Earth moving

- Move the designated soil by hand and barrow
- An exclusion zone to be created around the work area using barriers and suitable warning signs, if impractical, a traffic banksman is to ensure public safety and safe movement of vehicles
- Follow the risk assessment for using vehicles onsite at all times
- Move the designated earth using a mechanical digger
- Move the designated earth using a vehicle
- Distribute earth over the designated area
- Compact with whacker plates

Planting

- Handle plants according to the manual handling instructions
- Site plants in their designated areas
- Lay plants in position and restore earth over holes
- Water the plants
- Hand over to the client

1.2 Risk assessment register

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1.3 Training

All operatives are adequately trained to carry out required tasks.

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

- Asbestos awareness training

1.4 Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 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 1992, amendment 2002
- The Manual Handling Operations Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- The Gas Safety (Management) Regulations 1996
- The Pipelines Safety Regulations 1996
- New Roads and Street Works Act 1991
- Electricity Safety Quality and Continuity Regulations 2002
- The Road Vehicles (Construction and Use) Regulations 1986 SI 1986/1078
- Supply of Machinery (Safety) Regulations 1992
- Fire and Rescue Services Act 2004

1.5 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.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- 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)
- Stake driving tools
- Shovels
- Excavators
- Mixing tools and plant
- Barrows
- Pumps
- 3 phase 30hp floor saw
- Blade sizes @ 600mm & 800mm
- Hose pipe
- 3 phase leads
- 110v wet vacuum
- 110v leads
- Brokk 100 with hammer and bucket
- Masonry power saw
- Paving machine
- Chain saws
- Cutters
- Mowers
- Wacker plates
- Buckets
- Cloths
- Window cleaning tools
- Pressure washers
- Vacuum cleaners

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

1.6 Method of access

- All operatives will be inducted by onsite supervisor.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

1.7 Manual handling

Manual handling aids will be used if available

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?

1.71 Delivery Supervision

On receiving deliveries to site / compound (Shephalbury Park) an operative will be present at all times supervising the offloading of all materials .All precautions will be made surrounding the over head cables adjacent to the area.

1.8 Ground works

Monitoring arrangements during demolition works:

- Daily briefings to be completed with the workforce (DABS)
- Inspections to monitor that safe working practices and access / egress is properly maintained
- Good housekeeping shall be monitored throughout the day

1.9 Permit to dig

- The Permit to Dig should be used as an operational document, prepared by a responsible person who is familiar with the work procedures, the hazards involved and the precautions to be taken.
- Description of work to be carried out must be stipulated. The original Permit to Dig should be held by the responsible person and a copy carried by the supervisor and the operative undertaking the work. The Permit to Dig should provide a brief description only and provide reference to the associated Safe System of Work detailing the correct sequence of work, the precise way in which the work is to be done and the duties of all persons involved.. The supervisor must acquaint all relevant persons under his control of the Permit to Dig and instruct them accordingly.
- Service drawings and CAT equipment must be acquired and used to show the designated work area and any known or suspected positions of services. No work outside of the defined work area shown on the drawing is permitted.
- The following excavation assessment is made prior to works commencing: Is the excavation deeper than or likely to be deeper than 1.2mtrs in depth; Is there adequate trench support on site to proceed if required; Is adequate edge protection available; Does anybody need to enter the excavation, are there adequate access arrangements; Is there an area for the safe storage of excavated material; are services suitably protected and supported where required.
- For any mechanical excavation, the following must be adhered to: No mechanical or powered equipment will be used within 1M of any known service; A Banksman will be in attendance to check for underground service indicators; If there is any doubt that the work cannot proceed safely, works must stop and the site Management team consulted.
- Permit issue / authorisation: This section must be signed by the responsible person preparing the confirming that, having implemented all necessary precautions, the work can proceed.
- Permit acceptance: The must also be signed by the supervisor responsible for, and the operative undertaking, the work to signify that they understand the system of work and the precautions to be taken.
- Permit completion: This part to be completed by the supervisor, stating the date and time when the work has been completed or suspended and left in a safe condition. To include a check to ensure that any residual holes or excavations are guarded and signed where appropriate.
- Permit cancellation: Finally, this section of the permit to be countersigned by the responsible person and filed for record purposes.

1.10 Special permits

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

Permit to dig to be issued prior to breaking ground.

Working in confined spaces permit required before entering excavations.

Permit to work may be required to work on an sloped areas with plant or machinery

1.11 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 principal contractor's environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

1.12 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.

1.13 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.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- Gas store will be in secure store fully vented and situated in a well-ventilated area preferably outside.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Hazardous waste (such as radiated waste and asbestos) is to be segregated from all other waste, bagged and stored within an exclusion zone. Only trained operatives issued with a permit to work are to enter areas containing hazardous waste.
- Consignment notices to be received upon removal, retained and copies provided to the principal contractor.

1.14 COSHH register

- General Purpose Cement - page 77

1.15 Emergency procedures

- Copy of emergency procedures will be kept on Safety Notice Board.
- Any changes in emergency procedures will be communicated to site operatives.
- Refer to the names of Fire Marshals on site Safety Notice Board.

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.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

1.16 First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states "a first aid box with enough equipment to cope with the number of workers....." add, "a first aid assessment to be completed to ensure suitable first aid provisions are available for the number or people and works taking place."
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- **< 5:** At least one appointed person.
- **5–50:** At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- **More than 50:** At least one first-aider trained in FAW for every 50 people employed.

1.17 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 with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

1.18 PPE Requirements



Safety Hats



Bump caps



Safety Boots



Hi Vis Vest



Safety Gloves



Hearing Protection



Dust Mask



Safety Glasses



Safety Goggles



Protective Clothing



Knee Pads

1.19 Specific PPE requirements

- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.

1.20 Covid-19 Management

Covid Priority Actions (as stated within the government guidance):

- Continue to complete risk assessments and incorporate the risk of Covid
- Ensure there is adequate ventilation and enhanced cleaning within the workplace
- Continue to turn away staff, visitors, contractors and others who are experiencing Covid-related symptoms
- Ensure that staff are able to check in via the NHS Test & trace scheme and the NHS Covid Pass for higher-risk premises and crowded venues
- Ensure that your staff are regularly communicated with and suitably trained in Covid arrangements

1.21 Demolition management

The essential elements of the demolition H&S plan are: project information / scope of works; existing environmental information and drawings; personnel & roles and responsibilities; programme; services; method of demolition

A summary of management controls are as follows:

- A suitable demolition health & safety plan must be in place prior to works. The plan must stipulate the type of demolition activity that is taking place (partial; progressive top-down; deliberate collapse; manual demolition)
- Clients must appoint duty holders (Principal Designer and Principal Contractor) who have the relevant competence to complete the task.
- Clients (with the help of their principal designer) must collate and issue the Pre-construction information (PCI) to all those who need it
- The Principal contractor (PC) must plan, manage, monitor and coordinate H&S issues during the demolition work.
- Work must be supervised and the safe system of work followed at all times
- All staff and contractors must follow the instructions and plans given to them
- Workers must be involved in the process when developing suitable safe systems of work

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.



Rockwood Landscapes Limited

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Document created: 01 October 2025

Document updated: 01 October
2025**Prepared by:** Rocky Crane

2.0 Risk assessment

HIA

Location of works:

85 Beechwood Close

Project reference: 85 Beechwood Close**Client:**

HIA

Principal contractor: Rockwood Landscapes Limited

Start date and end date: 31/08/2021 to

Example risk matrix

Likelihood 4
x

Severity 5
=

Risk/residual risk 20

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

2.1 Working outside

2.1.1 Task: Working outside

Hazard	Risk	Control measures	RR
Heatstroke/ sunburn	4	In advance of significantly hot weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In warmer months, sun-protective clothing," such as long sleeves and full length trousers"	5
	=		=
	20	A minimum of SFP30 sun cream will be provided for all operatives, where required, operatives are expected to re-apply it every 2-3 hours when working outdoors.	5
		Operatives are to take regular breaks, rehydrating and resting in the shade where possible.	

Persons at risk: All site operatives

2.1.2 Task: Working outside

Hazard	Risk	Control measures	RR
Cold weather	4	In advance of significantly cold weather, operatives will receive a toolbox talk regarding the hazards, risks and control measures in place.	1
	x		x
	5	In colder months, suitable warm clothes will be worn, suitable heating will be arranged within the welfare areas.	5
	=		=
	20	Operatives are to take regular breaks, drinking warm drinks and resting in the warmth.	5

Persons at risk: All site operatives

2.2 Delivery of materials

2.2.1 Task: Unloading of materials

Hazard	Risk	Control measures	RR
Falls from height or a back strain/injury during unloading	5	The delivery driver is to avoid manual handling beyond their capability, which they believe may cause injury.	1
	x		x
	4	The delivery driver is to ensure mechanical lifting aids (telehandler, pallet truck etc.) are used to offload materials wherever possible.	4
	=		=
	20	The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	4
		Materials are to be palletted and wrapped wherever possible.	
		The delivery driver is to ensure that delivery vehicles are loaded in the correct order of the deliveries so as to eliminate the need for re-stacking materials after the first delivery has been made.	
		No one is to enter the back of the vehicle unless suitable edge protection is in place to prevent a fall from height. Where suitable edge protection is unavailable, a restraint lanyard will be used to restrict access to any leading edges.	

Persons at risk: User

2.2.2 Task: Unloading materials

Hazard	Risk	Control measures	RR
Injuries from falling loads or the mechanical failure of a tail lift whilst unloading	5	The delivery driver is to take care of the security of the load when opening the doors or curtains.	1
	x		x
	4	The delivery vehicle door or curtains are only to be opened from the ground and no entry is to be made to the vehicle whilst the doors or curtains are open.	4
	=		=
	20	A tail lift is only to be operated under the manufacturer's recommended weight limits.	4
		A tail lift is only to be operated by those trained and assessed as competent to do so.	
		A tail lift is to be inspected as per the manufacturer's recommendations.	
		If operatives are manually unloading materials, items are to be positioned in the area required with the curtains/doors closed.	
		A tail lift may be used as an interim platform for loading/unloading.	
		The delivery driver is to ensure the correct loading of delivery vehicles prior to the vehicles leaving the materials yard and is to ensure the security of the load for transportation.	

Persons at risk: User

2.3 Working in noisy environments

2.3.1 Task: Working in a noisy environment or operating noisy plant

Hazard	Risk	Control measures	RR
Gradual or sudden noise exposure causing permanent hearing damage	4 x 4 = 16	All operatives are to be provided with information, instruction and training around working in noisy environments or operating noisy plant. Alternative processes, equipment and/or working methods which would make the work quieter are to be investigated before undertaking any works. The correct ear protection, such as ear plugs or defenders, is to be used in conjunction with any noisy plant or when operating near noisy areas. A suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated - is to be selected for the task. Screens, barriers, enclosures and absorbent materials are to be considered in order to reduce the noise further. The workplace is to be designed in such a way as to create quiet workstations. Operatives are to only be in noisy areas for a limited time. Exposure to noisy works is not to exceed 87 decibels for daily or weekly personal noise exposure; and 140 decibels for peak sound pressure. Health surveillance is to be provided to monitor noise exposure over the upper exposure action values.	1 x 4 = 4
Persons at risk: All site operatives			
Risk of injury or death due to interference with communications reducing people's awareness of their surroundings	3 x 5 = 15	Where warning sounds are used to avoid or alert to dangerous situations, the principal contractor shall make sounds clearly audible in the noisy environment. Any systems of work where safety relies on verbal communications are to be avoided where the levels of noise or the wearing hearing protection could lead to misunderstandings. Verbal communications should be replaced with visual and touch communication and/or other safe methods of communication implemented." When working around mobile machinery or traffic, operatives are to be extra careful of their surroundings and not select hearing protection devices that are totally isolating in nature.	1 x 5 = 5
Persons at risk: User			

2.4 Preventing slips, trips and falls

2.4.1 Task: Movement at height or on raised platforms

Hazard	Risk	Control measures	RR
Severe or fatal injuries caused by slips, trips and falls at height	4	All raised platforms will be erected by a trained and competent individual	1
	x		x
	5	Prior to use, all raised platforms will be inspected and tagged to display that the platform is safe to access.	5
	=		=
	20	All operatives working at height will receive working at height training. All raised platforms will have suitable edge protection including double guard rails and toe boards. Ladders where required will be suitable installed and tied with ladder hatches/gates fitted to prevent falls from height. All operative are to ensure good housekeeping onsite and 'clean as you go' is to implemented across the site. All items on raised platforms are to be placed in a designated and safe area away from thoroughfares and edges of platforms. Raised platforms are to be protected by cappings or fenced off to prevent entry into any risk area. The correct PPE is to be worn at heights to prevent falling from height caused by slips, trips or falls.	5

Persons at risk: All site operatives

2.4.2 Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	4	All operatives are to be shown the correct area for safe storage of materials onsite before works begin.	1
	x		x
	3	A clear working area is to be created onsite and operatives are to ensure that dustsheets, mats and other materials cannot slip or slide underfoot.	3
	=		=
	12	Potential slip/trip hazards are to be managed and removed as they arise and site management is to be notified if assistance is required. Operatives are not to carry items that will hinder the carrier's clear view. All rubbish is to be removed from the site at scheduled times, organised by the site supervisor and in line with the site waste management plan.	3

Persons at risk: All site operatives

2.5 Arrival & departure from site

2.5.1 Task: Unloading equipment

Hazard	Risk	Control measures	RR
Electrical shock or fatal injuries sustained from contact with overhead cables	4 x	The prevailing site condition is to be checked and all deliveries are to be undertaken in a pre-determined safe area.	1 x
	5 =	No vehicles are to be parked or unloaded in the vicinity of overhead lines.	5 =
	20	If it is necessary for deliveries to be undertaken below overhead cables, the works and area are to be coordinated with either the local authority or the principal contractor. Sufficient protection is to be in place for workers and the public, together with ensuring safe working distances are achieved and goal posts are used where required.	5
Persons at risk: User			
Being crushed by a falling load, with potentially fatal injuries	5 x	Deliveries are to be taken in designated areas only. Other workers and the public are to be kept outside of the delivery area.	1 x
	5 =	Any machinery used for unloading is to be operated by trained personnel only and is to carry a through examination certificate for the lifting equipment (re-certificated every 12 months) and accessories (re-certificated every 6 months).	5 =
	25	There will be no walking/working beneath raised loads at any time. Unstable loads will be made safe prior to lifting At no point with the safe working load of the lifting equipment and accessories be exceeded Any items that could potentially be lifted by the wind are to be placed in designated anchor areas and/or weighted down. Ensure any equipment being used for unloading is not operated in overly windy conditions - operatives are to refer to the equipment or plant guidelines. Goods are to be placed on firm, level ground in designated areas. The height of the goods is to be kept to a minimum to prevent stack failure.	5
Persons at risk: All site operatives & public			
Muscle strains, sprains and injuries caused by lifting heavy loads	3 x	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling.	1 x
	3 =	Manual handling on stairs will be avoided, at no point will any loads be carried up ladders	3 =
	9	The correct lifting techniques are to be used. All operatives are to be trained in the safe method of lifting - refer to manual handling section in the attached method statement. A two-man lift is to be enforced for reaching or carrying heavier items.	3

Operatives are to split loads to make them lighter and safer to handle.

Although there is no universal safe maximum, mechanical aids are to be used when loads exceed 25kg per person or as referenced in the method statement.

Operatives are to be aware of handling large or bulky items (e.g. plasterboard) in windy conditions.

Persons at risk: User

Falls from vehicles - drivers may suffer serious, possibly fatal, injuries if they fall from the cab or trailer of a vehicle

3

x

5

=

15

Loading and unloading is to be planned.

Working on the bed of the trailer is to be avoided.

Suitable access equipment is to be used to access the trailer unit and drivers are to be trained how to use it safely.

Drivers are to be trained in the safe system of work for sheeting loads, e.g. the safe use of PPE.

Fall arrest equipment is to be inspected by a competent person prior to use.

Drivers are to be instructed not to walk backwards on the trailer or to jump from the cab/trailer.

Fixed steps and grab bars are to be used to allow drivers to access the cab safely.

Drivers are to be reminded of the need for good housekeeping in the trailer and cab.

Retrofit foldable steps are to be used to improve access to the trailer bed.

Operatives are to consider using other forms of access equipment where appropriate, e.g. mobile elevating working platforms (MEWPS) or podium steps.

1

x

5

=

5

Persons at risk: All site operatives

2.5.2 Task: Leaving vehicle

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

Persons at risk: All site operatives

2.5.3 Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5	All operatives and site visitors are to ensure they sign in when entering.	1
	x	Inductions are to be provided to all operatives and visitors before entering the worksite, individuals will be notified of the designated vehicle and pedestrian routes and site rules.	x
	4		4
	=		=
	20	Physical barriers such as stop blocks will be utilised to protect the pedestrian walking routes.	4
		Where there is a shared working area between individuals and vehicles, vehicle movements will only take place under the control of a trained and assessed as competent traffic marshal	
		Operators/drivers are to adhere to the site speed limit at all times.	
		At no point will the operator exceed the safe working load of the plant/ vehicle.	
		All drivers and operators will be trained and assessed as competent for the equipment operated.	
		The correct PPE is to be worn at all times.	
		All operatives and visitors are to keep to pedestrian areas only.	
		The use of crossover points is to be incorporated into the site plan by the principal contractor.	
		All operatives are to be made aware of changes in the Site Traffic Management Plan as and when it is changed.	
		All operatives and site visitors are to ensure they sign out when exiting the site.	
		Operative and visitors are to watch out for other contractors leaving the area at the same time.	

Persons at risk: All site operatives & public

2.6 Working in occupied areas

2.6.1 Task: Working in areas of high volume of movement

Hazard	Risk	Control measures	RR
Collisions or falls from high traffic areas	3	Work areas to be visibly cordoned off and alternative routes marked	1
	x	Traffic management plan to be implemented, detailing the designated vehicle and pedestrian routes.	x
	3		3
	=		=
	9	Plant and vehicle movements will only be allowed under the direction of a traffic marshal	3
		Pedestrian routes to be protected by fixed barriers such as stop blocks	

Persons at risk: All site operatives

2.7 Covid-19 Construction site

2.7.1 Task: General risk of contracting Covid

Hazard	Risk	Control measures	RR
This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME)	3 x	Staff that are experiencing Covid symptoms, have received a positive test or have received a self isolation notification will be turned away from the office.	1 x
	5 =	The NHS Test & Trace system is to followed at all times.	5 =
	15	A flexible working policy is in place to set out the rules for working from home and returning back to the office.	5
		Continue to follow the government guidance as changes are advised.	

Persons at risk: All site operatives & public

2.7.2 Task: Access / egress to site

Hazard	Risk	Control measures	RR
Access / egress to site	3 x	Log all visitors to site and continue to utilise the NHS test & trace scheme. Where large events are concerned, the NHS Covid Pass should to be followed.	1 x
	4 =	Encourage all workers to maintain high levels of hand washing hygiene before entering or leaving the site.	4 =
	12	Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks etc.	4
		Increase ventilation across site where possible.	
		Continue to wear PPE in accordance with both site rules and your own task risk assessment.	

Persons at risk: All site operatives

2.7.3 Task: Travel

Hazard	Risk	Control measures	RR
General travel including international travel	3 x	Do not travel if you are experiencing Covid symptoms, received a positive Covid test or have been informed by NHS Test & Trace to self-isolate.	1 x
	4 =	Travelling abroad must be undertaken in line with the government traffic light scheme.	4 =
	12	Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service.	4
		When using public transport, it is strongly advised to wear face covering.	

Where corporate vehicles are shared (such as minibuses), limit passengers, increase ventilation and cleaning and encourage bubbles amongst staff (cohorting).

Persons at risk: All site operatives

2.7.4 Task: Hygiene

Hazard	Risk	Control measures	RR
Poor hygiene	3 x	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS.	1 x
	4 =	Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	4 =
	12	Regularly clean the hand washing facilities and check soap and sanitiser levels.	4
		Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	
		Monitor levels of stock and top up accordingly.	
		Continue to enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.	

Persons at risk: All site operatives & public

2.7.5 Task: Use of welfare facilities on site

Hazard	Risk	Control measures	RR
Exposure from large numbers of persons	2 x	Dedicated eating areas should be identified on site to reduce food waste and contamination.	1 x
	4 =	Break times are encouraged to be staggered to reduce congestion.	4 =
		Hand cleaning facilities or hand sanitiser should be available.	
	8	All areas used to receive regular cleaning.	4
		Increase ventilation in common areas where possible.	

Persons at risk: All site operatives

2.7.6 Task: First aid

Hazard	Risk	Control measures	RR
First aid - including mental health	4 x	First aid contents to be monitored to ensure adequate supplies.	1 x
	4 =	First aid cover arrangements to be reviewed.	4 =
		First aiders to ensure they have received refresher training so that any amended practices to keep people safe from Covid is followed.	
	16	Emergency plans on site and communicated so all staff understand what action to take in the event of a confirmed case of Covid.	4

Mental health first aiders (MFHA) to be implemented as required.

Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP).

Line management to regularly communicate to their team(s).

Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner.

Persons at risk: User

2.8 Covid-19 Visiting client premises

2.8.1 Task: Covid-19 Visiting client premises

Hazard	Risk	Control measures	RR
Visiting client premises	3 x	Do not travel if you are experiencing Covid symptoms, received a Covid positive test or have been contacted by test & trace to isolate	1 x
	4 =	Check beforehand that the client is still able to host a safe visit to their site and follow the requirements they have set in place	4 =
	12	You are encouraged to wear a face covering on public transport and in areas where lots of people gather	4
		Use welfare facilities properly, maintaining good hygiene practice Try to not share items with client (pens, notepads, laptops etc) Staff are encouraged to have hand sanitiser available in case welfare supplies are not available	

Persons at risk: All site operatives & public

2.9 Covid-19 Working in private premises / homes

2.9.1 Task: Persons at general risk of contracting Covid

Hazard	Risk	Control measures	RR
This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME).	4	Workers to only visit premises where both worker and customer are Covid symptom-free and not self isolating.	1
	x		x
	4	Customers in need of emergency works and self isolating will be subject to a separate, specific assessment.	4
	=		=
	16	A discussion with the customer shall occur in advance to agree Covid-secure arrangements.	4
		Government guidance to be followed as changes occur.	

Persons at risk: All site operatives

2.9.2 Task: Staff travelling to and from work

Hazard	Risk	Control measures	RR
Risk of Covid-19 transmission	3	Staff to not travel where they have received a positive Covid test, experiencing covid symptoms or have been instructed to self isolate.	1
	x		x
	4	If using public transport, the wearing of a face covering is strongly encouraged.	4
	=		=
	12	Where vehicles have to be shared, good ventilation, regular cleaning of vehicles and keeping to the same working teams (cohorting) shall be implemented.	4
		Those travelling internationally for work must not travel unless essential. Employers must review current government rules (traffic light system) and implement a specific safe system of work.	

Persons at risk: All site operatives

2.9.3 Task: Access / egress

Hazard	Risk	Control measures	RR
Access / egress and use of the premises	4	Contact the customer in advance to explain any company Covid arrangements that must be adhered to.	1
	x		x
	4	Washing or sanitisation of hands when entering and leaving the premises is to be completed with regular cleaning in place.	4
	=		=
	16	Teams of workers are encouraged to create fixed teams (cohorting).	4
		Continue to wear standard PPE as you normally would for the task.	

Persons at risk: All site operatives

2.9.4 Task: General welfare arrangements

Hazard	Risk	Control measures	RR
--------	------	------------------	----

Hygiene, hand washing	4	Wash your hands thoroughly and regularly.	1
	x	Agree with the customer safe waste arrangement or remove waste, materials and tools at the end of shift and end of the job.	x
	4	Breaks to be taken outside where weather permits.	4
	=	Payments should be encouraged using contactless methods where possible.	=
	16		4

Persons at risk: All site operatives

2.9.5 Task: General infection control

Hazard	Risk	Control measures	RR
Infection control within premises	4	Increase ventilation where possible.	1
	x	Increase cleaning within your work area.	x
	3	Prevent customers from handling tools and materials.	4
	=	Ensure the NHS test & trace scheme is completed.	=
	12		4

Persons at risk: All site operatives

2.9.6 Task: Deliveries

Hazard	Risk	Control measures	RR
Deliveries to premises	3	Agree delivery points / transfer zones with employees and customer.	1
	x	Where possible and safe, use single workers for loading and unloading.	x
	4	Where possible, keep the same teams working together (cohorting).	4
	=	Enabling drivers to access welfare facilities when required, consistent with other guidance.	=
	12	Regularly clean reusable delivery boxes.	4

Persons at risk: All site operatives

2.9.7 Task: Emergency incident

Hazard	Risk	Control measures	RR
Accident or fire within the premises	2	Continue to follow company specific procedures and revise Covid assessments regularly. Ensure staff are communicated with and trained regularly on company Covid arrangements.	1
	x	First aid to be self administered or emergency services contacted where required.	x
	5	To assist with communication during any Covid-related emergency, a single point of contact (SPOC) must be nominated.	5
	=		=
	10		5

Persons at risk: All site operatives

2.10 Mobile generator

2.10.1 Task: Positioning mobile generator

Hazard	Risk	Control measures	RR
Injuries sustained from slips, trips and falls or manual handling of mobile generator	4 x	Ensure the area around the generator is secure (exclude all movement)	1 x
	3 =	Operatives will receive suitable information instruction and training prior to manual handling	3 =
	12	Ensure competent person supervises or carries out all work	3
		Ensure generator is correctly sited and segregated from pedestrian walkway	
		Ensure all cables leading from generator are safe	
		Ensure area/route is free from obstruction before carrying out task	
		Ensure all operatives are competent in manual handling techniques	
		Liaise with other operatives and contractors on site	
		Reduce handling by using mechanical means where practicable / two person lift	
		Use protective gloves and foot protection when handling machinery	
		Ensure to seek assistance when the load is beyond the capability of the operative, i.e. 'team handling'	
		Consideration should be given to the size, surface texture or nature of the load, does the centre of gravity shift	
		Ensure leads from generator do not create trip hazards	

Persons at risk: All site operatives

2.10.2 Task: Operating or refueling mobile generator

Hazard	Risk	Control measures	RR
Injuries sustained from fire or fumes whilst operating or refuelling mobile generator	3 x	Exhaust to be checked at intervals and correctly sited to ensure good ventilation	1 x
	5 =	Generators will only be used in well ventilated areas, with adequate airflow, internal use will be avoided	5 =
	15	All operatives included will receive information and instruction regarding the location and correct use of the spill kit	5
		Suitable fire fighting equipment will be located at the refuelling point.	
		Ensure to turn off generator before re-fuelling, and use funnel	
		Ensure fuel for equipment is carried in an explosion proof and appropriate metal container which is secured in the transport vehicle	
		Machine is to be fuelled away from the vehicle, visitors and members of the public	
		Smoking is not permitted during refuelling and operation of this	

equipment

Ensure fuel tank and cap is secure at all times

Caution shall be exercised to prevent overfilling and spillage, all spillages will be cleaned up immediately

Persons at risk: All site operatives

2.10.3 Task: Operating mobile generator

Hazard	Risk	Control measures	RR
Electrical shock whilst operating mobile generator	3	Ensure equipment is maintained and inspected before use	1
	x	Equipment to be operated by a competent person	x
	5	Ensure all cables leading from generator are safe, electrically tested and tagged	5
	=		=
	15		5

Persons at risk: All site operatives

2.11 Power operated cross-cut saws

2.11.1 Task: Operating cut saw

Hazard	Risk	Control measures	RR
Serious injuries sustained to eyes or body from contact with flying objects, bandsaw misuse or due to fault	4	Training provided on operation, breakdowns, blockages and other potential dangerous scenarios	1
	x		x
	4	Suitable eye protection to be worn at all times	4
	=	Provide long-handled tools and/or push-sticks to release short or twisted workpieces	=
	16	The machine is provided with a power isolator adjacent to the machine and controlled by a starter incorporating overload protection and no-volt release. The power isolator is capable of being locked "off" on all occasions when the machine is not in use, if a locking device is not incorporated in the machine itself	4
		Prevent (or restrict) access to the danger zone with appropriate guards	
		Provide a two-hand control device to start the saw blade stroke and workpiece clamping	
		Controls are fixed in a position where the operator cannot start the saw blade stroke and/or powered clamping while being able to reach into the danger zone	
		Depending on the type of machine being used, specific safeguarding will need to be considered for each device and should follow advice from HSE in WIS35 document	

Persons at risk: User

2.11.2 Task: Operating CNC machine

Hazard	Risk	Control measures	RR
Hearing damage sustained from the use of operating CNC machine	4		1
	x	Designated area for CNC machine to be used cleared of personnel or provided with hearing protection	x
	4	Hearing protection to be worn by user at all times	4
	=		=
	16		4

Persons at risk: All site operatives

Inhalation of dust causing respiration issues or serious disease	3		1
	x	All woodworking machines should be fitted with suitable dust extraction equipment to reduce the exposure to wood dust to a minimum	x
	5	Suitable RPE, to be worn where dust cannot be effectively controlled	5
	=		=
	15		5

Persons at risk: All site operatives

2.12 Using airless sprayer

2.12.1 Task: Using airless sprayer

Hazard	Risk	Control measures	RR
Exposure to excessive noise levels	4 x	When used in areas close to unprotected individuals, an exclusion area will be created ensuring a safe distance is maintained, all individuals within the exclusion zone will be required to wear hearing protection.	1 x
	3 =	Assessments of foreseen noise will be carried out, local authority will be informed if adjacent area is likely to be adversely affected	3 =
	12	Correct PPE including ear defenders will be used by user and any operatives in close proximity	3

Persons at risk: All site operatives & public

Inhalation of paints, oils, mists causing death	5 x	Where possible deny access to unauthorised persons	1 x
	5 =	Only competent trained operatives to use this equipment	5 =
	25	PPE will be worn as directed in method statement and COSHH assessment	5 =
		Spaying machine and paint supply to be located in a secure area, clearly signed to warn of the dangers of spraying in the area Drip trays and spill packages to me made available in the area of work If work takes place in areas of poor ventilation, action will be taken to prevent a build up of paint vapour and mists Hose connections will be checked regularly for security and damage	5

Persons at risk: All site operatives

Eye injuries from misuse or faulty equipment needing medical treatment	4 x	Sprayer to be are subject to planned maintenance and weekly examination and visually inspected prior to use	1 x
	3 =	Safety goggles to be worn at all times and as directed in method statement	3 =
	12	Equipment will never be left unattended, and turned of when not in use Direct cables, hoses etc in a manner so as not to cause slips, trips and falls in the work area	3

Persons at risk: User

2.13 Using nail guns

2.13.1 Task: Using nail guns

Hazard	Risk	Control measures	RR
Puncture wounds from contact with projectile	4 x	Operatives are to be instructed in the correct method of use, inspection and maintenance requirements	1 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			
Eye damage or loss of sight sustained from projectiles	4 x	Wear safety goggles to BS EN 166 B	1 x
	5 =		5 =
	20		5
	Persons at risk: User		
Injury to bystander	4 x	Work area and any areas likely to be affected to be checked prior to works and any identified precautions taken	1 x
	4 =	Where required, barriers and warning signs are to be used to restrict access to the immediate vicinity	4 =
	16		4
	Persons at risk: All site operatives		
Fire / explosion / electrocution from paslode guns	4 x	Prior to use, all operatives will receive suitable information, instruction and training for the equipment used.	1 x
	4 =	Do not use paslode guns in flammable atmosphere or near combustible materials / substances	4 =
	16	Check utilities and services drawings and survey prior to work commencing ensuring there are no hidden services and/or utilities.	4
		etc	
		Equipment to receive periodic testing and maintenance and carry an in date PAT test. Before use, equipment will be visually inspected for	

damage and defects

Persons at risk: All site operatives

Ill-health effects from carbon monoxide	3	Do not used in confined areas, ensure plenty of ventilation	1
	x		x
	3		3
	=		=
	9		3

Persons at risk: User

2.14 Plant lifting operations

2.14.1 Task: Plant lifting operations

Hazard	Risk	Control measures	RR
Serious injuries sustained from using unsafe or incorrect lifting equipment	4	Prior to works commencing, operators are to ensure a lifting plan is available and they have read and understand it	1
	x		x
	5	Lifting equipment will be selected for its suitability for the load lifted and the environment.	5
	=		=
	20	Only suitably trained and assessed as competent operators and banksmen will take part in lifting operations	5
		All lifting equipment is to have a current test certificate where valid	
		Be inspected prior to each and every use by the user	
		The safe working loads shall not be exceeded under any circumstances	
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
	=		=
	16	The use of a subcontracted work force should be minimised where possible to ensure efficient knowledge of safe method of working	4
		Areas shall be fenced off, signage applied to all lifting areas, and use banksman to warn any third parties	
		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	As per the LOLER regulations, equipment will receive a thorough examination at least every 12 months, and the accessories at least every 6 months. Certificates of examination will be retained, and copies held on site.	4
	=		=
	16	Where people will be lifted, all equipment will receive a thorough examination at least every 6 months	4
Persons at risk: All site operatives			

2.15 Using hand tools

2.15.1 Task: Using portable hand tools

Hazard	Risk	Control measures	RR
Injuries to hands sustained from incorrect use of portable hand tools	4 x	Always choose the right tool for the job	1 x
	2 =	All operatives to be trained in the safe use of hand tools before starting works and have necessary experience to use each hand tool	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	
		Guards to be used where available and never removed or adjusted from the intended position	
		All portable hand tools are to be used as per the manufacturers instruction	

Persons at risk: User

2.15.2 Task: Using retractable knife

Hazard	Risk	Control measures	RR
Cuts to body or hands whilst using retractable knife	4 x	Retractable knife or chosen cutting device to be used that is suitable for the job, only utilise knives with molded plastic guard or retractable blade	1 x
	3 =	Knives should be checked before use and fitted with a sharp blade before beginning work	3 =
	12	Knife 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

2.16 Using tipper lorries and lorry loaders

2.16.1 Task: Operating or manoeuvring tipper lorries and lorry loaders

Hazard	Risk	Control measures	RR
Overturning of rear-tipping lorries during tipping operations	4 x	Refer to using vehicles onsite risk assessment for general control of risks associated with operating or manoeuvring vehicles	1 x
	4 =	On unmade or uneven ground, tipper-trucks of Stability Category A or equivalent should be used	4 =
	16	When tipping, always tip on firm level ground, never tip on a slope or during high winds	4
		Ensure the load is evenly distributed in the body of the truck	
		For articulated vehicles, ensure that the tractor is in line with the trailer body	
		Ensure a competent signaller is on hand to supervise tipping operations	
		Tip the load gradually so that it is discharged in a controlled manner	
		Watch out for loads sticking, which could cause instability during tipping	
		Lorry drivers should only stay in their cabs during loading operations if it is safe for them to do so	

Persons at risk: All site operatives

2.17 Using excavators

2.17.1 Task: Operating or manoeuvring excavators

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from excavators slewing around, reversing and moving around site	3 x	Refer to using vehicles onsite risk assessment for general controls of hazards	1 x
	5 =	Excavators should be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine	5 =
	15	People should be kept away from the areas of excavator operation by the provision of suitable barriers	5
		A signaller should be provided and in a safe position to direct the excavator's operation and any pedestrian movements	
		A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction	

Persons at risk: All site operatives

2.18 Using vehicles onsite

2.18.1 Task: Operating or manoeuvring vehicles

Hazard	Risk	Control measures	RR
Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries	5	Drivers are to assess the work area prior to starting works, to identify services and structures	1
	x		x
	5	The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site	5
	=		=
	25		5
		Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing	
		Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area	
		Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles	
		Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle	
		Ensure everyone on site understands site rules on vehicle safety	
		Drivers and signallers need to be in constant communication during reversing operations	
		Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles	
		Ensure all vehicles on site are fitted with appropriate warning devices	
		Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles	
		All workers to wear high visibility vests at all times	
Persons at risk: All site operatives & public			
Striking services and obstructions causing serious injury site operatives	4	Any unsuitable vehicles entering site will be turned away	1
	x		x
	4	Relocate services or re-route traffic away from any obstructions or services	4
	=		=
	16	Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services	4
		Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas	

A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction

Persons at risk: All site operatives

Serious or fatal injuries to site operatives or public from a restricted traffic route visibility

4

x

5

=

20

Design corners with clear sight lines or provide one-way traffic routes

1

x

5

=

5

Where vision of traffic routes is restricted, vehicle and plant movement will only take place under the direction of trained and assessed as competent banksman

Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access

Warning signs to be provided in any place where difficulty of vision expected from a vehicle

Follow safe systems of work, eg traffic control and speed restriction

Persons at risk: All site operatives & public

2.18.2 Task: Operating or manoeuvring vehicles on steep gradient or near edges

Hazard	Risk	Control measures	RR
Overturning of vehicle or fall into holes after breaching its edges	3	Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients	1
	x		x
	5	Remove, or re-route traffic away from steep gradients and edges where possible	5
	=		=
	15	If possible, principal contractor to reduce gradients by levelling traffic routes	5
		Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions	
		Install protection to edges, eg stop blocks and warning signs etc	

Persons at risk: All site operatives

2.18.3 Task: Parking or securing vehicles

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from unintended vehicle movement	3	Only competent persons to drive vehicles	1
	x		x
	5	Provide site induction training about the site conditions and requirements when parking and operating vehicles	5
	=		=
	15	Only vehicles with appropriate braking systems should be selected for the work and environment onsite	5
		Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing	
		Instruct drivers to test brakes before operating vehicles	
		All vehicles to be parked on flat ground whenever possible, eys are to be removed from unattended vehicles at all times	

Chock wheels of vehicles and trailers as necessary when parked on sloping ground

Persons at risk: All site operatives & public

2.19 Using disc cutters

2.19.1 Task: Operating petrol disc cutters or cut off saws

Hazard	Risk	Control measures	RR
Inhalation of respirable crystalline silica (RCS) causing silicosis, chronic obstructive pulmonary disease (COPD) or lung cancer	5 x 5 = 25	Operate machinery in a well ventilated and cordoned off area Attach water hose to cut-off saw and use as suppression during cutting A dust mask with respirator with an assigned protection factor of 20 must be worn at all times	1 x 5 = 5
Persons at risk: User			
Serious injuries sustained from using faulty equipment	4 x 4 = 16	Only a trained operative may use a cut-off saw or disc cutter Where damage and/or defects are identified, equipment will be taken out of use Equipment is to be visually inspected prior to use checking for damage and defects Ensure machinery is inspected regular and tracked in a log Ensure cutting disks are replaced when worn by a trained operative	1 x 4 = 4
Persons at risk: User			
Serious injuries sustained to eyes or body from contact with flying objects or cutting wheels	4 x 3 = 12	Only operatives with training and authorised to use cut of saws should undertake work Guard on cutting wheel to be correctly adjusted to suit work position Equipment will only be used as described within the manufacturers instructions Suitable eye protection will be worn at all times	1 x 3 = 3
Persons at risk: User			
Hearing damage sustained from the use of cut off saws or disk cutters	5 x 3 = 15	Designated area for cutting to be used where possible When cutting in situ, area to be cleared of personnel or provided with hearing protection Hearing protection to be worn by user at all times	1 x 3 = 3
Persons at risk: User			
Injuries sustained from equipment vibration	4 x 3 =	Use in compliance with Control of Vibration at Work Regulations 2005 Gloves to be worn at all times by operatives Working in short stints with breaks in-between to be applied See vibration risk assessment if sustained use of vibration equipment	1 x 3 =

	12 necessary Work equipment used, duration of use and frequency is to be calculated as per the vibration risk assessment All operatives are to receive a briefing on the exposure action values and limit values for the equipment used. Tools and equipment will be selected for use, with reduction of hand arm vibration and whole body vibration in mind.	3
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Persons at risk: User

Entanglement of clothing or hair whilst using abrasive wheel	3 x 4 = 12	User not to wear loose clothing or jewellery If operative has long hair, ensure hair is tied back	1 x 4 = 4
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Persons at risk: User

2.19.2 Task: Fuelling cut off saw or disc cutters (petrol two stroke oil)

Hazard	Risk	Control measures	RR
Serious injuries sustained from fire or explosion	4 x 4 = 16	Operatives are to read and understand the COSHH assessment A designated refuelling area is to be allocated, with suitable spill kits, storage areas and fire fighting provisions No smoking onsite unless in designated areas Ensure fuelling site is shaded and away from any possible ignition source Keep fuel in correct sealed containers When refuelling, ensure saw fuel cap is replaced securely All operatives included will receive information and instruction regarding the location and correct use of the spill kit	1 x 4 = 4

Persons at risk: User

2.20 Using vibrating machinery

2.20.1 Task: Using vibrating machinery

Hazard	Risk	Control measures	RR
Serious injuries like hand-arm vibration syndrome caused by the extended use of vibrating machinery	5	Where possible, try eliminate or reduce exposure to the lowest reasonably practicable level	1
	x		x
	4	Consult supervisor and employees for extent of use with vibrating machinery	4
	=		=
	20	All workers should have sufficient training and competency in using vibrating machinery	4
		A list of all vibrating equipment that could pose a risk should be collated in the 'tools and equipment' section of the method statement with info on each item including make, model, power, vibration risks, vibration information etc.	
		A list of all employees using equipment should be made and what jobs they will be undertaking with the vibration equipment in the 'description' section of the method statement	
		Make an assessment of how long employees hands are in contact with equipment while its vibrating, ask employees which equipment seems to have high vibration and note other sources of difficulty using equipment in the 'manual handling' section of the method statement	
		Any vibrating activities should be grouped according to whether they are high, medium or low risk	
		High risk (above ELV) activities could include using hammer action tools for more than about one hour per day or some rotary and other action tools for more than about four hours per day	
		Medium risk (above the EAV) activities could include hammer action tools for more than about 15 minutes per day or some rotary and other action tools for more than about one hour per day	
		Ensure employees are not exposed above the ELV If they are, take immediate action to prevent recurrence	
		Where exposure still remains above EAV implement health surveillance and make available job rotation to limit excessive exposure	
Persons at risk: User			
Whole body vibration	4	Chose work equipment with the appropriate design that can help to eliminate vibrations by looking at: the different vibration emissions, if the machine can be operated without stretching and twisting, ease of getting in and out of the machine with minimal climbing or jumping,	1
	x		x
	4	access to manually loaded areas should be unimpeded by the machinery and involve minimal lifting, provide adequate break times, space and facilities for rest	4
	=		=
	16	Choose suitable seats and tyres for the activity	4

Maintain vehicles including seat and suspension

Keep record of unmade roads and ground conditions on the site to know which machines will be suitable for the conditions to reduce shocks and jolts

Design sites to reduce need to transport materials

Provide suitable and sufficient training

Limit duration and magnitude with all reasonable steps to reduce vibration magnitude acknowledging that there is no PPE for whole body vibration

Ensure adequate rest periods

Protect employees from cold and damp

Reduce exposure below the exposure limit value all measures must be design to prevent this level of exposure- if exceeded measure must be implemented to reduce exposure and identify the reason

Persons at risk: User

2.21 Using portable power tools

2.21.1 Task: Using portable power tools

Hazard	Risk	Control measures	RR
Electrocution causing serious or fatal injuries whilst using portable power tools	3	Only 110v or battery operated equipment to be used	1
	x	Electric equipment to be kept dry and stored in toolbox to protect from damp and damage	x
	5	Visual inspection prior to use, plugs, leads, power supply (transformer), insulation, switches, RCD(if used), signs of burns, casing, loose parts	5
	=	Damaged or defective equipment including leads to be replaced immediately or fixed by competent person	=
	15	Electrical equipment must not be tampered with, anything showing evidence of tampering must not be used until tested by a professional Electrical equipment to be PAT tested	5
Persons at risk: User			
Hearing loss to site operatives working near noisy power tools	3	All operatives trained in risks of noise exposure	1
	x	Suitable hearing protectors should be provided for operatives and any surrounding workers	x
	2	Use low-noise tooling where possible	2
	=	Operatives and the supervisors are to co-ordinate with other workers in the area to ensure that works taking place do not impact one another's safety, where unavoidable operatives working nearby noisy works will be provided with suitable hearing protection.	=
	6		2
Persons at risk: All site operatives			
Serious cuts, injuries or amputations to body parts from the incorrect use of cutting tools	3	All operatives to be trained in the safe usage of power tools	1
	x	Always choose the right tool for the job	x
	5	Ensure all portable tools are set up correctly and securely fastened to worktops as per product specifications	5
	=	Ensure any portable tools that are set up, are in a designated safe area avoiding thoroughfare of other workers or vehicles	=
	15	All cutting tools to have safety guards incorporated, fastened securely and regularly checked and maintained Ensure no loose clothing is worn in the vicinity of cutting, and gloves are worn at all time	5
Persons at risk: User			

2.22 Moving of general materials of normal size and shape

2.22.1 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 x 3 = 12	All hazardous manual handling operations should be avoided so far as is reasonably practicable The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size Any heavy or awkward loads should be moved using a handling aid If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives Consider lifting in teams if load is already considered within acceptable limits Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting 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 All operatives to be wearing correct PPE for the job 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 The user should grasp the load firmly and as close to the body as possible 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 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 Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed Reduce the risk of injury so far as is reasonably practicable	1 x 3 = 3
Persons at risk: User			

2.23 Excavation

2.23.1 Task: Excavation of soil

Hazard	Risk	Control measures	RR
Soil collapse from excavation, fatally trapping workers	5 x	Provide ground condition reports to all contractors making them aware of conditions	1 x
	5 =	Provide information on underground structures, water courses and location of existing services to all contractors involved	5 =
	25	Ensure safe access and egress provided to all excavation with secured ladder or steps extending allowing for 1 meter above excavation for safe egress/access	5
		Shore or step excavations, and ensure all materials are available onsite before works starts - don't assume ground will stand unsupported	
		Make sure any adjacent structures are not undermined – dig well away from them	
		Undertake battering of excavation sides to a safe angle of repose as needed - the angle of slope should be less than the natural angle of repose of the material being excavated, in wet ground a considerably flatter slope will be required	
		Support the excavation as work proceeds	
		Check the excavation each day before work starts and after any event that may affect its stability – eg a fall of material or poor weather. Keep records so people can be sure it is safe for work to continue	
		Excavations to be placed onto temporary works register and temporary works	
		Coordinator / Supervisor (TWC / TWS) to ensure safe systems of work are in place; sloping, benching, shoring and shielding (e.g. trench boxes) to be considered	

Persons at risk: User

2.23.2 Task: Movement of plant above excavation

Hazard	Risk	Control measures	RR
Surcharging of soil and collapse of excavations trapping or pulling in workers to excavation	4 x	Vehicle routes to be planned out before works are undertaken, and suitable barriers installed to maintain a safe distance from the excavation edge	1 x
	5 =	Horizontal loads should be assessed by a competent person and the excavation supports that are installed should be designed to resist them	5 =
	20	Spoil from excavations to be placed away from the side of an excavation by a distance of 1.5 m. Where the excavation depth exceeds 1.5m, this distance needs to equal the depth of the excavation	5
		If any boulders present in spoil, these are to be pushed into the spoil heap with the excavator bucket	

Temporary support shall be strengthened where buildings and other structures will create a surcharge, to take account of the additional loading to the ground

Additional temporary support is provided for work on sloping sites where there is surcharging on the uphill side of the excavation

Persons at risk: All site operatives

2.23.3 Task: Working within excavations

Hazard	Risk	Control measures	RR
Falling or dislodging material causing injuries to site staff	5	Head protection to be worn at all times	1
	x	Install edge protection including toeboards, projecting trench sheets or box sides to protect against falling materials	x
	3	Check excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls, and seek guidance from an engineer whether extra support for any nearby structures is needed	3
	=		=
	15	Do not park plant and vehicles close to the sides of excavations, these extra loadings can make the sides of excavations more likely to collapse O2 monitoring equipment to be used as required Full safe system of work to be implemented including confined spaces permit and emergency escape plan Team to be trained in confined space awareness / management	3

Persons at risk: All site operatives

Asphyxiation caused by contamination of oxygen	4	Excavations are considered a confined space, and risk assessment shall be undertaken when planning to work within excavations that test for low oxygen, toxic gases, and hazardous fumes	1
	x		x
	5	Any plant being used for or near excavations shall be positioned away to ensure diesel fumes do not flow down into excavation pit whilst workers are working within excavations	5
	=		=
	20		5

Persons at risk: All site operatives

2.23.4 Task: Movement above excavation

Hazard	Risk	Control measures	RR
Site staff falling into excavations suffering serious injuries	5	Edges of excavations to be protected with substantial barriers where people are liable to fall into them	1
	x		x
	4	Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or	4
	=		=
	20	fabricated guard rail assemblies that connect to the sides of the trench box; or the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth	4

Persons at risk: All site operatives

2.24 General carpentry works

2.24.1 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	Machinery / blades to be inspected and replaced as required	5
	=	Machinery / blade to be inspected and maintained in accordance with manufacturer instructions	=
	20	Guards inspected regularly and maintained as necessary to ensure their good condition	5
		Workers have sufficient space at machines to work safely	
		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	Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter	x
	4	Safety goggles worn when cutting wood	4
	=	Any cutting to be completed in a well ventilated area where possible	=
	16	Ensure first aid kit contains eye wash or an eye wash station is provided in close proximity to cutting area	4
		Clothing to cover the skin to be worn	
		RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	
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
	=	Clothing to cover the skin to be worn	=
	12	Material secured on bench with vice to secure material and prevent from slipping	3
Persons at risk: User			
The inhaling of hazardous substances such as MDF	4	A lower risk alternative should be always used as a first option where	1

which may induce difficulties breathing or cause asthma to some	x	one exists. Eg. use a 'no added formaldehyde' MDF board or low-emission MDF board if practicable to do so	x
	4		4
	=	Ensure a designated cutting station/area is located onsite away from other workers in a well ventilated area	=
	16	Dust masks to be used at all times when cutting or sanding	4
		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	
		RPE to be worn with face fit testing in place; toolbox talk on dangers of wood dust to be completed; occupational health provider in place as required	

Persons at risk: All site operatives

2.25 Safe storage of fencing

2.25.1 Task: Safe storage of fencing materials

Hazard	Risk	Control measures	RR
Trips or striking from movement of fencing if not stored correctly	4	Safe working area to be designated for delivery of fencing materials	1
	x	The fence materials must be stored / stacked lying down or stored in a stillage	x
	4	Site materials to be stored in accordance with delivery / logistic plans on site	4
	=		=
	16	Fence materials must not be propped up against walls, lamp posts or trees	4
		Fence materials should be stored as close to the prospective fence line as possible to minimise risk of inadvertently coming into contact with members of the public	

Persons at risk: All site operatives & public

2.26 Tensioning of wire fencing

2.26.1 Task: Tensioning of wire fencing

Hazard	Risk	Control measures	RR
Serious injuries sustained from failure of wire fencing from tensile forces	4	Maintain a safety zone around the area where wire strainers are in use	1
	x	Ensure wire strainers are securely attached and anchored before tensioning	x
	4	Ensure that wire strainers are used in accordance with the manufacturer's operating instructions to avoid unnecessary wire strain and possible wire failure	4
	=		=
	16		4
		Do not stand on or astride wire while it is being tensioned	
		Never over tension HT or SS wire by using extra leverage or more than one person on the wire strainer	
		Never use a tractor to apply tension	

Persons at risk: All site operatives

2.27 Installing heras fencing

2.27.1 Task: Installing heras fencing

Hazard	Risk	Control measures	RR
Trips or striking injuries sustained from improper installation of heras fencing	3	Once heras fencing delivered, check panels for integrity, any damaged panels are to be quarantined and removed from site	1
	x	Fence footings then fencing panel will be installed in sequential order to avoid tripping over footings	x
	5	All fence panels to be lifted by way of two man lift or by mechanical means	5
	=		=
	15		5
		All operatives to wear correct PPE including gloves, steel cap boots and hard hats	
		Fencing line will be double clipped	
		Braces to be used over uneven ground or where fence panels are erected in long line	
		Gated sections will be installed to allow for regular access and egress into the working area	
		Heras fencing to be weighted where high winds have been evaluated.	

Persons at risk: All site operatives & public

2.28 Site surveying

2.28.1 Task: Accessing site for surveying

Hazard	Risk	Control measures	RR
Injury from falling	3	Access to buildings to have been pre-arranged before site work begins.	1
	x	The	x
	4	surveyor is to ascertain at the time of survey whether access is safe or unsafe.	4
	=		=
	12	All site operatives to attend site induction by principal contractor to be informed of safe working conditions onsite.	4
		Do not enter buildings/rooms where there is risk of falling debris or weak flooring.	
		Hazard awareness in place to look for slip / trip hazards; point of work risk assessment completed to ensure all hazards have been accounted for; preferably work to take place as a team / with your host to eliminate lone worker and be under the knowledge of someone who is familiar with site	

Persons at risk: User

2.28.2 Task: Working in inclement weather

Hazard	Risk	Control measures	RR
Exposure or hypothermia from working outside	3	Staff will wear hi-vis vests for the duration of the survey.	1
	x		x
	4	In cold weather staff are to dress accordingly.	4
	=		=
	12	Welfare areas to be used to warm up; hot drinks to be consumed in welfare areas	4

Persons at risk: User

2.29 Demolition of brickwork

2.29.1 Task: Demolition of brick wall

Hazard	Risk	Control measures	RR
Unexpected collapse of brick structure causing serious or fatal injuries	4	A full demolition plan should be implemented before undertaking any work	1
	x		x
	5	Construction Phase Plan to be revised (where applicable) to incorporate demolition risk and mitigations	5
	=		=
	20	All demolition work to be undertaken by competent worker who has been trained safe demolition of brickwork walls, structures and openings	5
		Exclusion zones are established to keep unauthorised people outside of potential collapse zones and areas affected by rebounding material	
		Safety glasses, a dust mask, gloves and long-sleeved clothes are worn as protection from flying objects and dust	
		Hearing protection is worn to protect against excessive noise levels	
		Workers do not work from the top of a wall that is being demolished	
		A wall is not to be permitted to stand unless it is effectively supported against collapse and includes checking whether the wall to be demolished is providing support for other walls	
		When removing entire wall sections using manual demolition methods that incorporate hand tools, such as jackhammers, sledge hammers, and picks, avoid weakening the wall	
		Never taking down multiple rows of brick at once or starting at the bottom of the wall	
		Removing the top course of bricks using a hammer and chisel	
		Finish an entire row before starting the next	

Persons at risk: All site operatives

2.29.2 Task: Demolition of brick wall to create opening

Hazard	Risk	Control measures	RR
Unexpected collapse of brick opening from lack of support, causing serious or fatal injuries	4	When removing a portion of a wall where masonry will remain above the opening (eg to install a door or window), the upper area of masonry should be supported prior to commencing demolition and the demolition should commence at the top of the intended opening	1
	x		x
	5		5
	=		=
	20	Seek advice from structural engineer as required	5

Persons at risk: User

2.30 General demolition

2.30.1 Task: Falls from height

Hazard	Risk	Control measures	RR
Injury from falling from edges, through openings, fragile surfaces and partially demolished floors.	2 x	Avoid working at height where possible	1 x
	5 =	Hazards such as fragile surfaces and openings to be highlighted with signage markings	5 =
	10	Fall restraint or arrest equipment to be given consideration depending on type of fall	5
		Permit to work system used as per company requirements	

Persons at risk: All site operatives

2.30.2 Task: Falling materials

Hazard	Risk	Control measures	RR
Injury from flying debris and uncontrolled collapse of structures	3 x	Suitable structural survey in place before starting the task	1 x
	5 =	Suitable Method statement / demolition plan produced, appropriate and communicated to the workforce	5 =
	15	Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary covered walkways	5
		Using high-reach machines	
		Reinforcing machine cabs so that drivers are not injured	
		Training and supervising site workers	

Persons at risk: All site operatives & public

2.30.3 Task: Connected services

Hazard	Risk	Control measures	RR
Gas, electricity, water and telecommunications	3 x	Equipment to be located with cat / genny scanning and service drawings	1 x
	5 =	Services to be disconnected or isolated using an appropriate safe system of work	5 =
	15	Pipes and cables to be labelled and introduce measures to prevent disturbance	5
		Consult HSG 47 as required	

Persons at risk: All site operatives & public

2.30.4 Task: Traffic management

Hazard	Risk	Control measures	RR
Injury from person and vehicle collisions	3 x	Effective traffic management systems / plan (TMP) on site	1 x
		Segregated paths to separate persons from vehicle movements	

	5	Vision aids or banksman to be used	5
	=	Turning circle or turning area to be designated	=
	15	Zero tail swing machines should be used	5

Persons at risk: All site operatives

2.30.5 Task: Hazardous materials

Hazard	Risk	Control measures	RR
Dust and respirable crystalline silica (RCS). Risk of respiratory illness or skin condition	3	Off site building techniques used as required	1
	x	COSHH assessments in place	x
	4	Wet techniques used where possible to limit dust release	4
	=	Local exhaust ventilation or natural ventilation utilised	=
	12	Occupational health checks completed	4
		Staff made aware of occupational health dangers (Toolbox talks)	
		Adequate welfare provided	
		Stockpiles to be shielded from the wind	
		Suitable gloves issues to prevent skin conditions	
		Suitable dust masks (FFP3) provided with face fit testing	

Persons at risk: All site operatives & public

Lead	3	Lead (paint) surveys completed prior to works as required	1
	x	Health surveillance arrangements in place	x
	4	Awareness instruction through toolbox talk	4
	=	Specialist contractor appointed	=
	12		4

Persons at risk: All site operatives

Asbestos - asbestos related disease	4	Asbestos refurbishment / demolition survey completed prior to works	2
	x	Asbestos containing materials (ACMs) removed prior to starting works	x
	4	Specialist contractor appointed and consulted as required	4
	=	Asbestos discovery process implemented	=
	16	Staff have asbestos awareness training	8

Persons at risk: All site operatives

2.30.6 Task: Noise & vibration

Hazard	Risk	Control measures	RR
Hearing damage or hand arm vibration syndrome (HAVS)	3	Noise survey and monitoring in place	1
	x	Acoustic barriers installed where required	x

	4	Designated noise hazard zones installed	4
	=	Designated noisy work time scheduled	=
	12	Job rotation in place	4
		'Buy quiet' / 'buy smooth' policy in place	
		Toolbox talk completed about noise awareness	
		Equipment maintained in accordance with manufacturer instructions	
		Occupational health checks completed	
		Hearing protection provided	

Persons at risk: All site operatives

2.30.7 Task: Fire - including explosions

Hazard	Risk	Control measures	RR
Fire - including explosions	1	On site fire risk assessment in place	1
	x	Muster assembly point in place	x
	1	Fire detection equipment in place with regular testing and drills	1
	=	coordinated	=
	1	Fire fighting equipment installed on site	1
		Fire wardens appointed	
		Exclusion zones and full safe system of work implemented where explosives are used. Further supporting information here	

Persons at risk: All site operatives & public

2.30.8 Task: Environmental impact

Hazard	Risk	Control measures	RR
Damage to land, air, sea, flora and fauna	1	Environmental management plan in place	1
	x	Specialist contractor available for environmental protection advice	x
	1	Staff receive toolbox talk about environmental awareness	1
	=	Incident reporting in place	=
	1	Spill kits provided	1

Persons at risk: All site operatives

Contaminated land	1		1
	x	Specialist contractor appointed for remediation advice and support	x
	1	Safe system of work implemented	1
	=	Isolation measures in place to prevent persons accessing the area	=
	1		1

Persons at risk: All site operatives

2.30.9 Task: Statutory nuisances

Hazard	Risk	Control measures	RR
Disturbance to the local community / adjacent properties	3	Set noisy working hours agreed	1
	x	Normal site operation hours - no out of hours engineering	x
	3	Community consultation arrangements in place	3
	=	Good housekeeping implemented to maintain appearance of site	=
	9	Regular cleaning and muck up arrangements in place to keep roads free from debris	3
		Logistics plan in place to manage deliveries	

Persons at risk: All site operatives & public

2.31 Using concrete blocks

2.31.1 Task: Moving blocks around site to load out

Hazard	Risk	Control measures	RR
Strains from weight of Blocks or falls from height	3	Depending on size of the blocks, separate if required to reduce weight	1
	x	Ensure the loads are mechanically loaded as near to work point as possible	x
	3	Ensure either safety netting or air bags are placed in the void below the work area	3
	=		=
	9	Stop work in severe weather or when you think conditions become unsafe and consult management	3

Persons at risk: User

2.31.2 Task: Cutting blocks

Hazard	Risk	Control measures	RR
Breathing in of dust created whilst cutting and injuries to eyes	3	Ensure cutting is carried out in a well ventilated area or local exhaust ventilation to be used	1
	x		x
	2	Wear a dust mask with face fit testing if prolonged cutting is to be carried out or working on a poorly ventilated area	2
	=		=
	6	Pre use inspection prior to using equipment to ensure correct disc used and no faults found	2
		Ensure goggles are worn when using abrasive wheels	
		Ensure operatives have had abrasive wheel training	
		Ensure disposable coveralls are worn	

Persons at risk: User

2.32 Pouring concrete

2.32.1 Task: Pouring concrete

Hazard	Risk	Control measures	RR
Contact with wet concrete to the skin and eyes causing severe chemical burns	5 x 4 = 20	Inform site operatives of hazards associated with concreting and the control measures to be implemented Appropriate PPE including safety glasses to be worn at all times, and monitored for compliance throughout the pouring Suitable welfare facilities for washing and immediate first aid (eye irrigation) facilities to be provided by client or principal contractor Provide health surveillance for workers who will be working with wet cement on a regular basis, and ensure operatives wash the skin with warm water and soap, or other skin cleanser, and dry after completing work or when necessary	1 x 4 = 4
Persons at risk: User			
Failure of support systems and/or platform before, during or after pouring causing injuries to those in vicinity	4 x 5 = 20	All concrete support systems are to be installed by competent persons Inspect all support systems and platforms immediately prior to the pour Use an appropriate means of pouring/delivering the concrete Monitor support systems during the pour, particularly leading edge protection PPE footwear worn with tread to reduce chance of slips and trips	1 x 5 = 5
Persons at risk: All site operatives			
Entanglement of persons with moving parts of site plant	3 x 5 = 15	Ensure only a competent person may operate site plant Do not wear loose clothing that could be caught in rotating/moving parts Ensure all moving parts (where there is a risk of entanglement) are guarded, or other suitable measures are in place Do not climb inside concrete drums Do not reach into rotating drums with hand/arm or shovel Long hair to be tied back	1 x 5 = 5
Persons at risk: User			

2.32.2 Task: Walking across formwork

Hazard	Risk	Control measures	RR
Trips/falls particularly due to concrete reinforcement bars and risk of being impaled when falling	4 x 5 =	Operatives to be briefed regarding the risk and safety awareness during induction and before task When practicable lay a board across kicker bars until immediately before the pour	1 x 5 =

	20 Ensure caps to reinforcement bars are installed where possible before the pour	5
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Persons at risk: All site operatives

2.32.3 Task: Gross spillage of material

Hazard	Risk	Control measures	RR
Spillage of concrete material causing damage to environment	3 x	Where practicable allow spills to set and lift	1 x
	3 =	If this is not an option, lift the wet product with suitable equipment (depending on quantity split) into a suitable receptacle for later disposal	3 =
	9	Dispose of via authorised site or in accordance with Local Authority requirements	3
		Avoid spills into natural watercourses due to the alkalinity of the product	3

Persons at risk: All site operatives & public

2.33 General masonry works

2.33.1 Task: General masonry works

Hazard	Risk	Control measures	RR
Serious head and other injuries to workers, others on site and members of the public	4 x	Plan stacking area and stack bricks neatly	1 x
	5 =	Brick guards kept in position on scaffold lifts	5 =
		Do not overload scaffolding	
	20	Waste materials removed from scaffolding and placed in skip	5
		Safety helmets and protective footwear supplied and worn at all times	

Persons at risk: All site operatives & public

Injuries sustained from operatives regularly lifting or carrying heavy or awkward objects such as a load of bricks	5 x	Refer to C.I.T.B. manual for safe install of masonry blocks or bricks	1 x
	3 =	Palletised bricks to be kept in planned stacking area	3 =
		Palletised bricks to be staked no higher than 2 metres	
	15	Moving of palletised bricks by forklift only to be operated by a competent person	3
		Bricks, blocks, mortar etc to be transported and lifted to scaffold using telehandler or other mechanical goods lift	
		Trolley to be used for moving loads of bricks around the scaffold	
		Brick piles to be covered during inclement weather and scaffold netting to be assessed	
		Manual handling risk assessment to be complete, split loads into manageable loads where possible	
		Manual handling training and toolbox talks to be provided	
		Individual capabilities assess including fitness for work	

Persons at risk: User

Skin disease such as dermatitis after having direct skin contact with the mortar	4 x	Risk of dermatitis or cement burns explained to all operatives	1 x
	3 =	Use cement or cement containing products within the use-by date	3 =
		Direct skin contact to be avoided, CE marked PVC gloves used when handling mortar	
	12	Check welfare facilities, ensure good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms	3
		First aid should be checked to ensure eye wash is included in site kit	
		Health checks and health surveillance in place	
		COSHH assessments in place with instructions to be followed	

Persons at risk: User

Inhalation and exposure to dust could cause silicosis and	4	Angle grinders replaced with block splitter, removing the risk of	1
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lung damage	x 3 =	significant dust exposure Minimise the need to use grinder for chasing etc	x 3 =
	12		3

Persons at risk: User

2.34 Laying tarmacadam

2.34.1 Task: Working with hot bitumen

Hazard	Risk	Control measures	RR
Serious or fatal burns to persons from handling hot bitumen or incorrectly operating a bitumen boiler	4 x	The working area is to be adequately fenced off to protect the public and others within the vicinity and prevent any unauthorised access	1 x
	4 =	Operators are to be trained and competent in the operation of the bitumen boiler and understand the emergency requirements if burns occur onsite	4 =
	16	All operatives are to wear the correct personal protective equipment, including heat-resistant long sleeve gauntlets, overalls, safety boots, hard hats and eye protection when transferring hot materials	4
		A live bitumen boiler is not to be left unattended	
		The bitumen boiler is not to be moved when the bitumen is fluid	
		Operatives are to ensure that bitumen does not come into contact with water, so it should not be used near watercourses etc.	
		Bitumen blocks are to be broken into manageable pieces where necessary and the bitumen boiler is not to be overfilled	
		Bitumen is to be transported manually in pouring cans, which is never to be filled above the 3 quarter mark	
		All machines are to be inspected and well maintained	
		A nominated first aider is to be present at all times near the work, and the first aid kit is to contain burns dressings and treatment for burns	

Persons at risk: All site operatives & public

Fire caused by unsafe transporting or materials or maintaining boiling plant	4 x	The combustible materials risk assessment is to be referred to for general controls	1 x
	5 =	All operatives are to be trained in the safe use of LPG	5 =
	20	All operatives are to be trained in the correct type of extinguisher (dry chemical and not water extinguishers)	5
		No open flames are to be used near the bitumen	
		There is to be no smoking near the bitumen	

Persons at risk: All site operatives

2.34.2 Task: Applying tack coat to aggregate surfaces

Hazard	Risk	Control measures	RR
Injuries sustained from the incorrect use of the tack spraying machine from run away sprayer	3 x	All operatives are to wear PPE - as selected from the method statement	1 x
	3 =	The operator is to be trained and competent in the operation of the machinery	3 =
		Machinery is to be inspected and well maintained, and the correct hose	

Persons at risk: All site operatives & public

2.35 Laying of brick or block paving

2.35.1 Task: Manual lifting and laying of paving blocks

Hazard	Risk	Control measures	RR
Musculoskeletal injuries from lifting and laying paving stones/ blocks	4	Paving blocks weighing in excess of 20kg are to be laid mechanically unless site circumstances make this impractical	1
	x		x
	3	Mechanical means are to be used where possible to transport paving blocks and they are to be positioned as close as possible to the working area to avoid stretching	3
	=		=
	12	Knee pads are to be worn when laying paving; impact resistant glasses are to be worn when cutting; dust mask are to be worn when mixing compounds; boots are to be worn at all times	3

Persons at risk: User

2.35.2 Task: Mechanical laying of paving blocks

Hazard	Risk	Control measures	RR
Trapped toes or fingers and injuries to body parts from mechanical laying of paving stones/blocks	4	Vacuum lifting is to be used in accordance with the manufacturer's instructions by trained operatives	1
	x		x
	3	All lifting gear is to be visually checked daily and hold a current certificate of thorough examination (thorough examination is to be carried out every 6 months)	3
	=		=
	12	Paving blocks are to be lifted into place using a vacuum lifter suspended from a suitable machine	3

Persons at risk: All site operatives

2.36 Avoiding buried services

2.36.1 Task: Carrying out work on or near underground services

Hazard	Risk	Control measures	RR
Severe or potentially fatal burns to the hands, face and body caused by the explosive effects of arcing current when a live cable is penetrated by a sharp object such as the point of a tool	5 x	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely	1 x
	5 =	Obtain service drawings from utilities companies or client with relevant information about the site	5 =
	25	Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient	5
		Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area	
		Allow sufficient time and provide sufficient resource to do the work safely	
		Avoid using hand-held power tools over the buried electrical cables, never assume depths; you may find cables at shallower depths than 450mm	
		Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables	
		Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations	
		If cable is struck with a mechanical digger, drivers should be instructed to stay in the cab	
		Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground	
		HSG 47 document to be followed; permit to work process to be followed at all times	
		Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services.	

Persons at risk: User

Damage to gas pipes and connections causing leaks resulting in fire or explosion	5 x	Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely	1 x
	5 =	Obtain the most recent service drawings from utilities companies or client with relevant information about the site	5 =
	25	Survey the site to identify the services and other underground structures, record the location of any services, relying on plans is not sufficient	5

Review/assess the planned work to avoid disturbing services where possible, where not possible develop plans to minimise the risk of damage to those services in the work area

Allow sufficient time and provide sufficient resource to do the work safely

Locate PE gas pipes by hand digging before mechanical excavation begins, do not use mechanical excavators within 500 mm of a gas pipe

Mechanical excavation around gas services should be carefully managed and planned and only used where hand tools are not sufficient

When mechanical excavation is undertaken, another person should assist the excavator driver, from a position where they can safely see into the excavation and warn the driver of any services or other obstacles

Final exposure of the service will be undertaken by horizontal digging and all tools will be insulated when digging near electric cables

Once exposed, services should be supported where necessary and shouldn't be used as handholds or footholds for climbing out of excavations

Where striking of gas supply has taken place, prohibit smoking, and extinguish all naked flames and other sources of ignition within at least 5 m of the leak, evacuate everyone from the immediate vicinity, warn the occupants to leave the building, and any adjoining building, inform the gas distribution network operator

Emergency work still requires planning and assessment of the risks arising from the work, a precautionary approach must still be taken when breaking ground

HSG 47 document to be followed; permit to work process to be followed at all times

Cable avoidance testing (CAT+ Genny) to be available and used by competent persons to help locate services

Persons at risk: All site operatives & public

Damage to surrounding property and financial losses when striking a water supply pipe

4

x

3

=

12

Anyone planning to supervise or undertake work to have sufficient skills, knowledge and experience to do so safely

Where work is carried out near water mains, obtain plans from the relevant water company and use a pipe locator

Plastic pipes will not be detectable by most detecting devices, therefore follow safe digging practices, using hand tools as far as practicable

At bends in mains, concrete thrust blocks may be used, under no circumstances will thrust blocks or the ground supporting them be disturbed

Support exposed water pipes, as necessary, and use the correct method of backfilling

If a water pipe or its wrapping is damaged, inform the relevant water company or water authority – and the owners of any other underground

1

x

3

=

3

services which may be affected – immediately.

Never make unauthorised repairs.

Spill kits to be used and to contact water company for emergency isolation

Persons at risk: User

2.36.2 Task: Contact with service

Hazard	Risk	Control measures	RR
Delay calling correct services if contacted, causing further damages to persons or property	5	For gas/electric - evacuate the trench and keep all persons well back, extinguish all flames and cigarettes, call the gas/electric company immediately, warn adjacent residents/occupiers if necessary, inform principal contractor and other necessary company supervisors lastly.	1
	x		x
	5	Network operator to be informed immediately and only to fight fire if safe to do so.	5
	=		=
	25	Site emergency plans to be followed at all times and arrangements tested for effectiveness	5
		In the event of injury or explosion, call the emergency services on 999.	
		For water - contain the water in the trench if possible or divert to a safe point e.g. a gully. Inform the water company and inform principal contractor and other necessary company supervisors lastly.	

Persons at risk: All site operatives & public

2.37 Working around plants, fungi and seeds

2.37.1 Task: Working around plants and fungi

Hazard	Risk	Control measures	RR
Contact with poisonous sap in plants causing illness or with contact with plant spines causing deep puncture or skin irritation	4	The hazards of any plants in the work area are to be checked	1
	x	Unknown plants are to be treated with caution	x
	3	Operatives are to wash hands in warm soapy water after handling plants and other plant material	3
	=		=
	12	Operatives are to wear gloves when handling plants likely to cause irritation or seeds treated with pesticides	3
		If contact with irritant plants occurs, the affected area is to be cooled with cold water (if available) and covered with a sterile dressing. Operatives may self-medicate by rubbing a nettle sting (acidic) with a dock leaf (alkaline). Operatives may also use an antihistamine sting-relief cream on the affected area	
		First aid arrangements to be in place	
		Hospital to be contacted or visited should an emergency arise	
		Health surveillance / immunisation programme to be considered / implemented where appropriate	

Persons at risk: All site operatives

2.37.2 Task: Working around poisonous seeds

Hazard	Risk	Control measures	RR
Accidental ingestion of poisonous seeds e.g. castor oil, laburnum etc.	3	Check the hazards of any plants in the work area	1
	x	Where possible, seeds known to be pesticide free are to be used or seeds are to be rinsed in running water for several hours	x
	4	Operatives are to wash hands in warm soapy water after handling seeds and other plant material	4
	=		=
	12	Operatives are to wear gloves when handling plants likely to cause irritation or seeds treated with pesticides	4
		First aid arrangements to be in place	
		Hospital to be contacted or visited should an emergency arise	
		Health surveillance / immunisation programme to be considered / implemented where appropriate	

Persons at risk: User

2.38 Operating pressure washing plant

2.38.1 Task: Operating pressure washing plant

Hazard	Risk	Control measures	RR
Electrocution to user from water coming into contact with a power source	4 x	110V equipment is to be used where practicable	1 x
	5 =	Equipment is to be maintained in efficient working order	5 =
	20	If possible, a cleaner is to be used that is fixed it in one place, with permanent wiring to the supply	5
		If a work is mobile in nature, flexible cables and plugs/sockets are to be checked daily for visible signs of damage and are not to be used if damaged or faulty	
		Waterproof electrical connections are to be used in the work area	
		A residual current device (RCD) or earth monitoring device is to be used, with pressure cleaners that have flexible cables, and operatives are to check that it is working daily	
Persons at risk: User			
Skin irritation, dermatitis, asthma and zoonoses from substances such as cleaning agents, oil, mud residues and disease organisms from mist	4 x	Operatives are always to wear the correct PPE, including eye protection and waterproof clothing	1 x
	2 =	Accessible heavy deposits are to be removed by scraping and then the waste shovelled up	2 =
	8	Operatives are not to stand in front of the cleaning jet whilst it is in use	2
		The user and surrounding operatives or public are to be protected from mist using traffic management, signs etc.	
		Low-level health surveillance is to be conducted for dermatitis involving skin checks by a suitably trained responsible person	
		Warm water, mild skin cleansers, nailbrushes, and soft paper, fabric towels or hot air for drying are to be provided and abrasive cleansers are to be avoided	
Persons at risk: All site operatives & public			
Water penetrating a human body	4 x	All operatives are to be trained to use the water jetting system safely	1 x
	5 =	All jetting operations are to be undertaken by two operatives for safety reasons and also to allow for frequent activity stops	5 =
	20	The correct PPE is to be issued	5
		First aid equipment is to be available together with specialist first aid advice for water injection	
		Communications are to be made available by radio and phone to obtain assistance	
Persons at risk: All site operatives			

Major injury caused by bursting
of hose or faulty equipment

4

x

5

=

20

All equipment is to be maintained according to the manufacturer's
schedules and checked before each use

1

x

5

=

5

Persons at risk: All site operatives

2.39 General cleaning works

2.39.1 Task: Using cleaning products

Hazard	Risk	Control measures	RR
Contact with bleach and other cleaning chemicals causing irritation or eye damage	4 x	PPE requirements are to be followed, and long-handled mops/brushes and appropriate gloves should be provided as standard and operatives trained in their use	1 x
	3 =	All operatives are to be trained in the risks, use and storage of cleaning chemicals and they are to wear PPE when handling chemicals or as instructed	3 =
	12	Any cleaning chemicals marked 'irritant' are to be substituted, where possible, for milder alternatives	3
		The employer is to provide cleaning machines designed to minimise the handling of cleaning chemicals by operatives	
		All operatives are to be reminded to wash gloves and aprons after use	
		Any health problems from cleaning are to be reported to supervisors and operatives are to check for dry, red or itchy skin on their hands	

Persons at risk: User

Slips, trips or falls caused by using cleaning products on floor surfaces	4 x	See the slips trips and falls risk assessment for general controls	1 x
	3 =	The correct cleaning equipment for the job is to be used and staff are to follow safe systems of work	3 =
	12	The areas are to be cordoned off where possible and the correct signage for slippery surfaces are to be provided at all times	3
		Any spillages of liquids are to be cleared up immediately and the floor left dry	
		Operatives are to never leave cleaning materials or equipment unattended	
		Where possible, cleaning machines without cables are to be used and, where cabled machines are necessary, operatives are to ensure they are plugged in at the closest socket to the works with appropriate signage to illustrate the trip hazards	
		All areas are to be well lit during cleaning, and whilst surfaces are still drying	

Persons at risk: All site operatives & public

2.39.2 Task: Cleaning at height

Hazard	Risk	Control measures	RR
Serious injuries such as bruising or fractures from falls from height whilst cleaning	4 x	A 'no ladders' policy is to be enforced when cleaning from height	1 x
	4	All high-level cleaning is to be done by trained staff working from floor level, using telescopic poles with cleaning tools attached	4

=	Access equipment is only to be used as a last resort. If needed, the relevant access equipment risk assessment is to be provided	=
16		4

Persons at risk: User

2.39.3 Task: Machine cleaning of floor space

Hazard	Risk	Control measures	RR
Injuries from improper use of cleaning plant	5	All cleaners are to be trained in the safe use of machines and wear the correct PPE (as mentioned in the method statement)	1
	x		x
	2	The correct machine is to be provided for each job	2
	=	Damaged plugs, cables and on/off switches are to be checked before using	=
	10	All machines are to be regularly maintained and examined by a competent person	2

Persons at risk: User

2.39.4 Task: Cleaning up or around sharps

Hazard	Risk	Control measures	RR
Picking up litter with potential injury from sharp objects	4	Operatives are to be trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment	1
	x		x
	2	Staff are to be continually reminded of the dangers of sharp objects whilst cleaning	2
	=		=
	8	Operatives should not touch any needles- be aware of where you are putting your hands	2
		Do not re-sheath needle	
		Place needle end in box first	
		Do not push down	
		Do not use any other containers other than a sharps container (BS 7320)	
		Containers should generally only be filled 3/4 full, or to the manufacturer's fill line	
		Liquids should not be placed in sharps containers	
		Tweezers go in the sharps box if contaminated	
		Never put your fingers into the box	

Persons at risk: User

Site briefing and induction form

HIA

All persons who have signed below confirm that they have been briefed on the safe working methods and arrangements detailed in this method of work statement.

[illegible]

Supervision and personnel

Name	Role	Phone
Connor Ratcliffe		
Alfie Holmes		

COSHH assessment

General Purpose Cement

Overview

- **Reference:** 11224
- **Composition:** Common cements contain varying quantities of Portland cement clinker, fly ash, blast furnace slag, gypsum, natural pozzolans, burnt shale, silica fume and limestone. Portland Cement Clinker, Cement Kiln Dust.
- **Quantity kept on site:** 10 25KG Bags
- **Quantity expect to be used:** 100 litres
- **Quantity used in one day:** 100 litres
- **Method of use:** Mixing
- **Number of people involved in activity:** 2
- **Person(s) at risk:** All site operatives
- **Duration of exposure:** 8 to 12 hours
- **Frequency of exposure:** Every day
- **Location of use:** Outside

Level of risk

 **Medium**
Lost time, medical treatment required

Hazards



First aid



Eyes

Do not rub eyes, as the material is abrasive and may scratch the surface of the eye. Immediately and thoroughly irrigate/rinse with plenty of clean tap water for at least 20 minutes, remove contact lenses and continue to rinse. DO NOT USE EYEWASH SOLUTION. Seek medical attention if irritation persists.



Skin

For dry cement - Remove any contaminated clothing and rinse the affected skin area with plenty of water. For wet cement - Remove any contaminated and wash the affected skin area with soap/cleanser and rinse with plenty of water. Contaminated clothing, footwear, watches etc should be cleaned before re-using them. Seek medical attention in all cases of skin irritation (redness, rash, blistering) or burns.



Inhalation

Remove to fresh air and allow person to rest in comfortable position for breathing. Dust in throat and nasal passages should clear spontaneously. Obtain medical attention if irritation persists or if later develops or if discomfort, coughing or other symptoms persist.



Ingestion

If material enters the mouth, do not induce vomiting. Give plenty of water to drink. Seek medical attention if feeling unwell.

Handling precautions and PPE



Respiratory

Suitable dust masks should be worn in enclosed spaces where adequate ventilation is not provided. The type of respiratory protection should be adapted to the dust level and conform to the relevant EN standard, (e.g. EN 149, EN 140, EN14387, EN 1827) or national standard. A list of suitable RPE is suggested in Table 2: Respiratory Protection Controls. The type, fit and comfort as well as the duration of the activity should also be considered when choosing RPE. The effectiveness of RPE relies on the individual's competence and therefore a suitable policy for a respiratory protective device use including training & face fit testing of the workers should be in place.



Hand

Handle with gloves. Recommend use of watertight, wear-and alkali-resistant protective gloves (eg nitrile soaked cotton gloves with CE marking) internally lined with cotton. Use skin care products (eg barrier creams) as appropriate. For the gloves, respect the maximum wearing time to avoid skin problems. Gloves should be removed and hands thoroughly washed before handling or eating any food or drink.



Skin

Overalls / Impervious clothing, selected according to the workplace conditions. Particular care should be taken to ensure that wet cement does not enter the boots. In some circumstances, such as when laying concrete or screed, waterproof trousers or kneepads are necessary.



Eye

Eye Protection in the form of safety glasses and/or goggles according EN166 is required.

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** N/A
 - **Short term exposure limit (STEL 15min TWA):** N/A
- **Factors which increase risks:** Humid conditions may cause lump formation and loss of product quality. Acids, ammonium salts aluminium or other non-noble metals. Uncontrolled use of aluminium powder in wet cement should be avoided as hydrogen is produced.
- **Storage precautions:** • Bulk cement should be stored in silos that are waterproof, dry (i.e.with internal condensation minimised), clean and protected from contamination. • To prevent engulfment or suffocation, do not enter a confined space, such as a silo, bin, bulk truck, or other storage container or vessel that stores or contains cement without taking the proper security measures. Cement can build-up or adhere to the walls of a confined space. The cement can release, collapse or fall unexpectedly • Packed products should be stored in unopened bags clear of the ground in cool, dry conditions and protected from excessive draught in order to avoid degradation of quality. • Bags should be stacked in a stable manner. • Do not use aluminium containers for the storage or transport of wet cement containing mixtures due to incompatibility of the materials.
- **Flashpoint:** N/A
- **Transport precautions:** N/A
- **Disposal precautions:** Do not dispose of into sewage systems or surface waters.
- **Spill procedures:** Collect the spillage in a dry state if possible.

COSHH assessment

Post Mix

Overview

- **Reference:** 11225
- **Composition:** Common post mix contain varying quantities of Portland cement clinker, fly ash, blast furnace slag, gypsum, natural pozzolans, burnt shale, silica fume and limestone. Portland Cement Clinker, Cement Kiln Dust.
- **Quantity kept on site:** 10 25KG Bags
- **Quantity expect to be used:** 100 litres
- **Quantity used in one day:** 100 litres
- **Method of use:** Mixing
- **Number of people involved in activity:** 2
- **Person(s) at risk:** All site operatives
- **Duration of exposure:** 8 to 12 hours
- **Frequency of exposure:** Every day
- **Location of use:** Outside

Level of risk

M

Medium
Lost time, medical treatment required

Hazards



First aid



Eyes

Do not rub eyes, as the material is abrasive and may scratch the surface of the eye. Immediately and thoroughly irrigate/rinse with plenty of clean tap water for at least 20 minutes, remove contact lenses and continue to rinse. **DO NOT USE EYEWASH SOLUTION.** Seek medical attention if irritation persists.



Skin

For dry post mix - Remove any contaminated clothing and rinse the affected skin area with plenty of water. For wet post mix - Remove any contaminated and wash the affected skin area with soap/cleanser and rinse with plenty of water. Contaminated clothing, footwear, watches etc should be cleaned before re-using them. Seek medical attention in all cases of skin irritation (redness, rash, blistering) or burns.



Inhalation

Remove to fresh air and allow person to rest in comfortable position for breathing. Dust in throat and nasal passages should clear spontaneously. Obtain medical attention if irritation persists or if later develops or if discomfort, coughing or other symptoms persist.



Ingestion

If material enters the mouth, do not induce vomiting. Give plenty of water to drink. Seek medical attention if feeling unwell.

Handling precautions and PPE



Respiratory

Suitable dust masks should be worn in enclosed spaces where adequate ventilation is not provided. The type of respiratory protection should be adapted to the dust level and conform to the relevant EN standard, (e.g. EN 149, EN 140, EN14387, EN 1827) or national standard. A list of suitable RPE is suggested in Table 2: Respiratory Protection Controls. The type, fit and comfort as well as the duration of the activity should also be considered when choosing RPE. The effectiveness of RPE relies on the individual's competence and therefore a suitable policy for a respiratory protective device use including training & face fit testing of the workers should be in place.



Hand

Handle with gloves. Recommend use of watertight, wear-and alkali-resistant protective gloves (eg nitrile soaked cotton gloves with CE marking) internally lined with cotton. Use skin care products (eg barrier creams) as appropriate. For the gloves, respect the maximum wearing time to avoid skin problems. Gloves should be removed and hands thoroughly washed before handling or eating any food or drink.



Skin

Overalls / Impervious clothing, selected according to the workplace conditions. Particular care should be taken to ensure that wet cement does not enter the boots. In some circumstances, such as when laying concrete or screed, waterproof trousers or kneepads are necessary.



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Eye Protection in the form of safety glasses and/or goggles according EN166 is required.

- **Maximum/workplace exposure limit:**
 - **Long term exposure limit (LTEL 8hr TWA):** N/A
 - **Short term exposure limit (STEL 15min TWA):** N/A
- **Factors which increase risks:** Humid conditions may cause lump formation and loss of product quality. Acids, ammonium salts aluminium or other non-noble metals. Uncontrolled use of aluminium powder in wet cement should be avoided as hydrogen is produced.
- **Storage precautions:** • Bulk cement should be stored in silos that are waterproof, dry (i.e.with internal condensation minimised), clean and protected from contamination. • To prevent engulfment or suffocation, do not enter a confined space, such as a silo, bin, bulk truck, or other storage container or vessel that stores or contains cement without taking the proper security measures. Cement can build-up or adhere to the walls of a confined space. The cement can release, collapse or fall unexpectedly • Packed products should be stored in unopened bags clear of the ground in cool, dry conditions and protected from excessive draught in order to avoid degradation of quality. • Bags should be stacked in a stable manner. • Do not use aluminium containers for the storage or transport of wet cement containing mixtures due to incompatibility of the materials.
- **Flashpoint:** N/A
- **Transport precautions:** N/A
- **Disposal precautions:** Do not dispose of into sewage systems or surface waters.
- **Spill procedures:** Collect the spillage in a dry state if possible.