



BPM Contracting Services
Method Statement
Job 29888
Version 15



Contract Manager: Peter Guerrini	Site Supervisor: Peter Guerrini
Originator: James McVeigh Position: Compliance Manager Date: 20/09/2020	
This method statement is critical to the health and safety of the activity(ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.	
Planned Task/Activity Description: RAMS	
Location and Access: Various. Access pre-arranged with customer.	
Working Environment & Restrictions: Ensure tools and materials are kept tidy and safely stored, in particular ensuring that all access routes are kept clear. Working environments may be occupied & permission from the resident must be obtained before any works are carried out. All operatives/visitors must sign in and out when on site.	
Protection of Others: Workers will ensure that noise or other disruption caused through the works is minimised as far as possible. Immediate area around work & designated waste removal access path to be cordoned off with safety barriers. Signs clearly displaying work taking place. Sign erected displaying that the work area is an asbestos respirator zone. Signs will be left indicating wet paint in affected areas. Ensure that you maintain a 2m distance between yourself and other persons throughout the duration of works and the requirement more generally to avoid crowded places.	
Emergency Procedures: The site supervisor will be responsible for taking control during an emergency. Ensure a place of safety is agreed before the works commence & ensure an escape route is kept unobstructed at all times. Plan essential actions to take including isolation of electrics and identify important items such as electrical isolators. In the event of an emergency, immediately call emergency services. Do not resume work if a serious danger remains. Please find the fire plan attached to this document.	
Operatives/Competence: Experienced gas engineer registered with Gas Safe holding all relevant ACS qualifications. Experienced electrician with NVQ 3 installation & commissioning electrotechnical systems, BS7671:2018 Level 3 Award (18th Edition), approved by the NICEIC. Experienced plasterer. Experienced plumber with NVQ Level 3 Plumbing & approved by WIAPS (WRAS). Qualified welder with appropriate codes. Trained in safe work. Maintenance operatives experienced in roofing with training in Working at Height best practices through courses & Toolbox Talks. A qualified Cat B operative will be delivering all asbestos removal work. All operatives to have had Coronavirus awareness training.	
Personal Protective Equipment: Safety footwear, high visibility vest, general protective gloves, goggles & ear protection. Safety harness & hard hat. Welding helmet, fire resistant head coverings to wear under the helmet, respirator to protect against fumes and oxides, fire/flame resistant cuffless clothing & apron, ear muffs, rubber-soled steel-capped safety boots and insulated gloves. Asbestos removal equipment: disposable overalls (Type 5 (BS EN ISO 13982-1+A1)) fitted with a hood over RPE straps, disposable overshoes sealed to overalls & respiratory protective equipment (valved fold flat disposable mask type FFP3 conforming to EN149: 2001 and A1:2009. Coronavirus PPE: Disposable nitrile gloves, type 5 disposable overalls, suitable face mask & eye protection.	

Plant & Equipment:

General hand tools. Steps, 12-36 volt cordless drills, cordless screw gun, general hand tools, general electrical materials. Plasterers tools. Full set of plumbers tools. Tape measures, stirrers, pouring spouts, buckets, screens, roller trays, tray liner, roller covers, hole filler, drop cloths/ floor covering sheets, painters tape, range of appropriate paint brushes, screwdrivers, sponges, paint mixer attachment for bucket, roller frames, rags, plastic bags, extension poles. Ladders & podium steps. Scaffolding, scaffold nets, rubbish chutes. Scaffold tower. Gas welding oxygen cylinders, gas regulators, gas hoses, welding circuit, electrode holder, cables & couplings. H type vacuum to remove dust and debris, asbestos waste bag and clear polythene bag for double bagging, polythene sheeting to be placed under the work area & decontamination kit.

Material Handling/Storage & Safety Information:

Waste material to be taken back to our office (12 Stable Yard, Bath, BA2 3AY) for sorting, recycling & reuse.

Asbestos waste must be packed in UN-approved packaging with a CDG hazard label and asbestos code information visible. Use a red inner bag with asbestos warnings and then double-wrap with a clear outer bag. Asbestos waste must be transported in a vehicle that is easily cleanable, lockable and with a segregated compartment for asbestos. The waste is then transferred to a locked asbestos skip and is removed by a licensed removal contractor every month.

Critical Stages: (must be undertaken in correct sequence)

1. Receive work order from BPM Contracting Services Ltd.
2. Before scheduling the work, ask customers the following questions to establish self-isolation status:
"Are you experiencing symptoms of Covid-19 (Coronavirus), or in close contact with someone who is?"
"Are you or any member of your household currently in self-isolation?"
3. Book in operatives for time most convenient for BPM Contracting Services Ltd. Phone/e-mail the tenant to check that they are happy for us to carry out works before visit; do not cold call if you get no response
4. Make appropriate arrangements with Site Manager prior to call out visit.
5. On arrival, operatives to ask the site residents the following questions to establish self-isolation status before entering the property:
"Are you experiencing symptoms of Covid-19 (Coronavirus), or in close contact with someone who is?"
"Are you or any member of your household currently in self-isolation?"
6. Identify tasks required and any safety issues known about.
7. Operatives to be inducted and assess the area and task for potential hazards.
8. Ensure you have all required PPE as documented in the risk assessment (below) and that it is in good condition prior to starting works.
9. Ensure all operatives are acquainted with the evacuation procedure (detailed above).
10. Ensure that you wash your hands before and after the works with soap and water for 20 seconds.
11. Correct safety equipment to be identified and used by operatives.
12. Ensure adequate protection (such as dust sheets) for surroundings that cannot be removed is in place.
13. For work areas at 5 or more metres in height, a portable scaffold tower will be used.
14. For work areas at 5 or more metres in height that cannot be reached using a portable scaffold tower, ladders will be used.
15. For work areas at 4 or less metres in height, podium steps will be used.
16. Only a competent, trained and PASMA certified operative may construct tower/podium steps to provide a working platform at ceiling height.
17. The tower must be erected following one of the two approved methods recommended by the Prefabricated Access Supplier's and Manufacturer's Association (PASMA).
18. The following points must be considered during use of a mobile scaffold tower:
 22. Ensure that all access equipment is level on a firm surface, completely secure and that outriggers are in place.
 23. After erection of the mobile scaffold tower, the working at height permit must be signed by the PASMA certified operative.
 24. Establish hazard & exclusion zones with risk of falling objects.
 25. Erect barriers at ground level to prevent people from walking into the tower or work area.
 26. Remove or board over access ladders to prevent unauthorised access if any access equipment to remain in position unattended.
 - a. Diagonal bracing and stabilizers must always be used.
 - b. Access ladders must be fitted to the narrowest side of the tower or inside the tower and persons

should not climb up the frame of the tower.

- c. All wheels must be locked while work is in progress and all persons must vacate the tower before it is moved.
- d. The tower working platform must be boarded, fitted with guard rails and toe boards and not overloaded.
- e. The storage of materials and equipment on the working platform must be minimised.
- f. The tower must not be used to hoist materials or support rubbish chutes.
- g. Persons working from a tower must not over-reach or use ladders from the work platform.
- h. The tower should be inspected on a regular basis and a report made.

19. If the working platform is less than 2m in height, the tower must be inspected:

- a. After assembly in any position.
- b. After any event liable to have affected its stability.
- c. At suitable intervals depending on frequency and conditions of use.

20. If the working platform is 2m or more in height, it must be inspected:

- a. After assembly in any position;
- b. After any event liable to have affected its stability;
- c. At intervals not exceeding seven days

21. If guard rails or other components have to be removed to enable the tower to be moved past an obstruction, then a pre-use check must be undertaken by a trained and competent user to make sure the tower has been reinstated correctly.

- i. Conduct asbestos removal using methods described in HSE's 'Asbestos Essentials' documents including but not limited to EM4 (using a Class H vacuum cleaner for asbestos), EM5 (wetting asbestos materials), EM6 (PPE), EM7 (using damp rags to clean surfaces of minor asbestos contamination), EM8 (personal decontamination), EM9 (disposal of asbestos waste), A9-A16, A26-A29 and A35-A36.
- ii. Property maintenance work.

27. Take down any access equipment. The tower must be dismantled following one of the two approved methods recommended by the Prefabricated Access Supplier's orderedListNumber = and Manufacturer's Association (PASMA).

28. Remove access equipment and safety cordon from location.

29. Remove all waste material on site.

30. Ensure asbestos waste is double-wrapped and clearly labelled. Double bagged asbestos waste must be placed into a segregated compartment for asbestos on the van.

31. Ensure the site has been fully cleared following the completion of the works, leaving it safe and clean for the end user.

32. Report back to Site Manager on completion of work. Comment on the work carried out & advise if further work is required, indicating a possible time scale and costs.

33. Transfer waste to sealed asbestos skip at 12 Stable Yard, Bath, BA2 3AY.

34. Write & send a full comprehensive report to BPM Contracting Services Ltd.

Final Clearance: (Work/Activity completed to satisfaction)

Name:

Position:

Date:

Construction Phase Plan
Job: 29888

PLAN
Your name/company BPM Contracting Services Ltd
Name and address of client: BPM Contracting Services Ltd
Contact details of architect or principal designer: BPM Contracting Services Ltd
What is the job? RAMS
Is there anything the client has made you aware of? No.
Key dates: Start: Not yet scheduled. Finish: Not yet scheduled. Other:
Where are your toilet, washing and rest facilities? Facilities for rest, sanitary conveniences, washing facilities, drinking water, changing rooms & lockers are provided at the site office (12 Stable Yard, Bath, BA2 3AY). Sanitary conveniences, drinking water and washing facilities may also be available directly on site.
WORKING TOGETHER
Who else is on site - and their contact details? The site resident will be present during the works. Their contact details are yet to be obtained.
Who will be the principal contractor? BPM Contracting Services
How will you keep everyone on site updated during the job? The site supervisor will be phoned if any urgent issues develop during the job. For any low priority issues or queries, the supervisor will be sent a SMS message. The BPM office will communicate with the client via phone and email. The site supervisor will communicate directly with site residents and visitors.

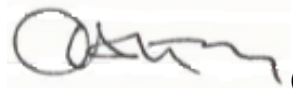
ORGANISE		
What are the main dangers on site, eg:	Hazard is present	What controls do you have?
Falls from height <ul style="list-style-type: none"> • Make sure ladders are in good condition, at the correct angle and secured. • Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards 	Yes	Adequate edge and leading edge protection, fall protection systems (eg harness and lanyard systems with suitable anchor systems) to be used and maintained. Access equipment regularly inspected Crawling boards used when working in roof spaces or fragile roofs. Appropriate access equipment for the location of work eg a suitable scaffold, tower, cherry-picker or scissor lift by suitable trained staff.
Collapse of excavations <ul style="list-style-type: none"> • Shore excavations; either cover or barrier excavations to stop people and plant falling in. 	Yes	Excavation sides supported by physical means such as a trench box or suitable timbers. Supervised by an experienced Banksman. Excavated material is not stored at the top of the excavation such that it could cause the excavation to fail.
Exposure to building dusts	Yes	Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask
Exposure to asbestos <ul style="list-style-type: none"> • If you suspect that asbestos might be present, don't start work until a demolition/ refurbishment survey has been carried out • Make sure everyone on the site is aware of the results 	Yes	All operatives are trained in asbestos awareness. Asbestos reports & documentation are reviewed prior to commencement of works. If works will interfere with Asbestos, they will be put on hold until the asbestos has been removed.
Activities or workers requiring supervision <ul style="list-style-type: none"> • Who will be supervising? 	Yes	The site supervisor will be Peter Guerrini. Works with only one engineer will be remotely supervised by the Contract Manager; Peter Guerrini.
Electricity <ul style="list-style-type: none"> • Turn electricity supply and other services off before drilling into walls • Do not use excavators or power tools near suspected buried services. • Cables may cause trip hazard. 	Yes	Electrical work to be carried out by suitable qualified Electricians only, in compliance with BS 7671:2018 IEE Wiring Regulations 18th Edition. Origin of supply to be proved using test equipment and then retested following isolation. Isolation to be recorded in log. A survey must be carried out by a competent person to ensure that there are no underground services present.
Risks to members of the public, the client and others <ul style="list-style-type: none"> • Keep the site secure to prevent unauthorised access; net scaffolders, use rubbish chutes 	Yes	Workers will ensure that noise or other disruption caused through the works is minimised as far as possible. Immediate area around work to be cordoned off with safety barriers. Signs clearly displaying work taking place. Signs will be left indicating wet paint in affected areas.
Other dangers on site	Yes	Please see attached risk assessment for details of any other dangers present on site.

Health & Safety

This is the statement of general policy and arrangements for: BPM Contracting Services

Overall and final responsibility for health and safety is that of: Chris Kille

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Peter Guerrini

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Chris Kille (Director)	Observe all H&S rules and regulations. Provide correct equipment and protective clothing to ensure safety. Maintain external H&S advice from an approved source to ensure that we are updated with changes in legislation. Ensure good communication with all staff.
To provide adequate training to ensure employees are competent to do their work.	Chris Kille	Construction skills registered. Maintain an annual training plan. Update training to be provided whenever required. Ensure staff are adequately qualified and experienced at the recruitment stage.
To engage and consult with employees on a day-to-day health and safety conditions and provide advice and supervision on occupational health.	Chris Kille	Daily morning meetings. Regular management inspection of site procedures and feedback from this.
to implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety	Peter Guerrini	All senior staff to be aware of emergency procedures.
To maintain safe and health working conditions, provide and maintain plant, equipment and machinery and ensure safe storage.use of substances.	Chris Kille	Record of maintenance required for vehicles and tools kept within the company office.
Health and safety law poster is displayed:	Company Office	
First-aid box and accident book are located: Accidents and ill health at reported under RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations www.hse.gov.uk/riddor Tel: 0845 300 9923	Accident book kept in company office. First aid kits kept in each company vehicle.	
Last review of risk assessment methodologies:	 (Chris Kille) - 17th May 2020	

For advice and support contact HSE Infoline Tel:0845 345 0055

Please note this policy is not our full H&S policy; this is held in the company offices (12 Stable Yard, Bath, BA2 3AY). The above is a summary.

Risk Assessment - Job: 29888

Company name: BPM Contracting Services Site: Various Job: RAMS

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Adverse weather conditions: Rain	2	5	Increased chance of slips, trips and falls from wet surfaces. Could result in serious injury or death, especially for works at height.	<p>Safety boots with no-slip grooved soles must be worn in wet conditions.</p> <p>As many slip accidents occur at building entrances where rainwater collects, consider placing an absorbant mat or non slip flooring down.</p>	<p>Assess condition & safety of roof & access equipment such as scaffolding before any work at height in windy conditions. All work at height during wet conditions should be avoided where possible.</p> <p>Discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet.</p> <p>On new sites, before laying out paths think about how pedestrians are likely to move around; ie try and avoid the possibility of shortcuts from the beginning.</p>	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Adverse weather conditions: Sun	3	1	<p>Risk of skin damage from sunlight exposure including sunburn, blistering, skin aging and in the long term an increased risk of skin cancer.</p> <p>Individuals with fair/freckled skin that doesn't tan, red or fair hair, light coloured eyes or a large number of moles are at particular risk.</p> <p>Sun glare can obscure vision and increase the risk of accidents, especially when operating vehicles/plant.</p>	<p>Operatives must use a high factor sunscreen - minimum SPF15.</p> <p>Eyes should be shaded; preferably with sunglasses.</p> <p>A hat which covers the ears and the back of the neck is advisable.</p> <p>Clothes which cover the arms and legs should be worn to prevent excessive exposure.</p> <p>Operatives should stay in the shade whenever possible, especially during breaks and lunch time.</p> <p>Operatives must drink plenty of fluids, especially water.</p>		1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Adverse weather conditions: Ice	4	5	Increased chance of slips, trips and falls from icy surfaces. Could result in serious injury or death, especially for works at height.	1. Identify the outdoor areas used by pedestrians most likely to be affected by ice; for example: - building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet. 2. Monitor the temperature to ensure awareness of possible freezing conditions. 3. Whenever freezing temperatures are forecast: a. Use grit to de-ice floors. b. Consider covering walkways eg with insulating material on smaller areas overnight or an arbour high enough for people to walk through. c. Divert pedestrians to less slippery walkways and barrier off existing ones. 4. If warning cones are used, remember to remove them once the hazard has passed or they will eventually be ignored.		2
Hazardous substances: Dry plaster mix	1	3	Operators and nearby tradesmen at risk from dry plaster powder which may irritate eyes or sensitive skin, or cause short-term irritation of respiratory systems.	Operators know the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes. Work area suitable (well ventilated) to prevent excessive dust build-up. Water supply nearby to wash dust off skin. Operators wear eye protection when plastering ceilings. Operators keep work area clean. Gloves and barrier creams available.	Site supervisor to brief workers on facilities and ensure they are kept clean and used in line with customer's directives.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of electric mixing tool	2	2	Electric shock and entanglement or contact with mixing blade.	Operatives to keep the work area clean, free of clutter & well lit. Operatives to keep bystanders away when mixing. Guards are kept in place and maintained in working order. Only accessories recommended by the manufacturer of the mixer are used. Operatives only use the mixer with both hands. Power is disconnected from the tool before servicing, adjusting, installing accessories or storing. Operatives must keep proper footing and balance at all times. Safety goggles/glasses with side shields, safety boots, hardhat and gloves are to be used. Hearing protection is made available when necessary.	If dust is anticipated ensure dust risk guidelines are also followed.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of welding equipment	5	5	<p>Leaks from gas cylinders may cause fire or explosion</p> <p>Injuries to eyes caused by flying particles</p> <p>Injuries to eyes caused by exposure to arc (arc-eye)</p> <p>Acute and chronic illness caused by inhaling toxic fumes</p> <p>burns caused by contact with arc, hot workpiece or flying particles</p>	<p>1. A pre-start inspection of the workplace must be carried out, taking into account:</p> <p>Location of work</p> <p>Fire safety and prevention procedures</p> <p>Material to be worked</p> <p>Available ventilation</p> <p>Other works in progress in and around the work area</p> <p>Access and egress</p> <p>2. For work in areas with higher than usual risk of fire and for work in confined spaces or with poor ventilation, a permit-to-work system must be introduced.</p> <p>3. Screens and fire blankets must be available to protect persons and flammable materials from sparks and heat.</p> <p>4. Where natural; ventilation is poor, local exhaust ventilation must be utilised.</p> <p>5. Display warning notices to inform others of the work in progress.</p> <p>6. All equipment must be thoroughly checked before each use.</p> <p>7. Arc welding equipment must not be left unattended unless it has been disconnected.</p> <p>8. Welders must not wear jewellery, such as rings, bracelets or long neck chains.</p> <p>9. All hot work must cease one hour before the end of shift and 30 minute & 60 minute fire checks must be carried out.</p> <p>10. Fire sentries must be posted where there is a risk of fire or heat transfer to adjacent areas.</p> <p>11. A more detailed assessment must be carried out if the work is to take place where flammable or explosive substances are present. "</p>	Be prepared to respond to changes in conditions and circumstances as the works progress.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Gas	2	4	A gas leak may cause a fire or explosion which could result in major injury or death. Asphyxiation from leaking CO may cause death of staff or residents. Hot surfaces or water may cause burns to skin or scalding from ill fitting joints.	Pre-commissioning checks must be carried out including dry run tests. All work must only be carried out by fully qualified, highly trained engineers registered with Gas Safe. Leak detection equipment must be used during the works. The ventilation and flue must be checked/tested for the presence of carbon monoxide within the installation before commencing work. Ensure all joints are checked for leaks before starting work.	Site supervisor to brief workers on facilities and ensure they are kept clean and used in line with customer's directives.	1
Hot works on roofs	3	3	Hot bitumen can cause throat and eye irritation from the vapours. Skin irritation, dermatitis or burns may occur from skin contact.	Ensure that a hot work permit is obtained should the customer require one. All conditions of the permit must be complied with. Keep flammable material, gases and/or liquids well away from the heat source. Nominate a fire watcher. Seal off air intakes and roof openings to keep fumes and flame out of the building. Ensure fire extinguishers are available. Make an emergency plan prior to start of the works. Set up communication between the roof crew, building and any ground workers. Know the local emergency numbers for fire and medical services. Know first aid for heat illness and severe burns.	Don't torch directly onto building materials, flashing or voids in the roof. Be careful on steep slopes; walk-behinds can roll away or tip over. Don't pull a wal-behind backward on roofs that exceed a 1 in 3 slope. Set a torch down, always turn it off and set it upright on its legs. Never hang a torch over a roof edge. Stop work 2-3 hours before you leave a job to prevent hot spots or smouldering fires. When using a welding machine to apply plastic roof membranes, use circuit breakers and avoid rain, wet areas & touching grounded objects such as pipes or scaffolding while operating the equipment. Don't overheat plastic membranes, they can emit toxic compounds.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Hazardous substances : Cleaning fluids and bleach	2	1	Staff, store employees and customers risk getting skin problems such as dermatitis, and eye damage, from direct contact with bleach and other cleaning chemicals, eg solvents and detergents. Vapour may cause breathing problems.	Long-handled mops/brushes, and appropriate gloves, provided and staff trained in their use. All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed. Cleaning 'chemicals' marked irritant' substituted, where possible, for milder alternatives. Cleaning machines designed to minimise handling of cleaning chemicals. Cleaning contract to include health and safety instructions	Staff reminded to report any health problems they think may come from cleaning, and to check for dry, red or itchy skin on their hands. Staff reminded to wash gloves and aprons after use. Review of storage of cleaning materials on site if allowed.	1
Diseases See also 'Waste management, sharps etc' below	2	3	Operative, and contractors' staff may become infected	All staff instructed in good hygiene practice to reduce the risk of infection, gloves and other protective clothing and footwear provided. Leptospirosis (Weil's Disease) - rodents eliminated/ controlled by professional contractor (see 'Waste management, sharps etc' below). Tetanus - all staff to have up-to-date immunisation	Check that staff have up-to-date tetanus vaccination.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Legionella	1	2	Staff, contractors and residents who use common hot and cold water supply, particularly vulnerable people such as children and the elderly (water systems within flats, not connected to hot and cold systems, are responsibility of individual owners/tenants)	Specialist contractor employed to undertake risk assessment and draw up action plan, including: - hot and cold water systems (regular sampling and disinfection); - boiler (calorifier) etc operated and maintained to manufacturer's specification; - thermostats checked to maintain temperatures; - hot water stored above 60 °C and the system designed to provide a return temperature of 50 °C or above to the calorifier (much higher temperatures avoided to prevent scalding); - cold water kept below 20 °C; - hot and cold taps (when not used), run for 10 minutes every week to prevent water stagnating.	Check boiler temperature, ie storage at 60 °C or above and sufficient to keep water distributed above 50 °. Hot water temperature should be at least 50 °C within a minute of running the water. Cold water temperature should be below 20 °C after running the water for up to 10 minutes (check monthly) . Identify any redundant pipework for removal. Have redundant pipework removed. Identify pipe runs that can be shortened to prevent stagnation of water and improve efficiency of hot water distribution . Monitor water temperatures to check system operating and to decide if further controls needed, eg warning signs or thermostatic mixer valves – to avoid scalding risk.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Waste management, sharps etc	3	3	Problems of health risks and pests if bin room not kept clean and chute becomes blocked. Stab and infection risk from sharps, used syringes etc	Wheeled bins pulled around to front to allow easy access for residents. Bin room kept locked to prevent unauthorised access, eg by children, and residents have pass 'key' to bolt lock and told to keep the room locked. Area set aside, away from walkways, for large items unsuitable for chute - access arrangements for refuse collection. Bin room swept and washed every two weeks by operative. No hazardous waste to be disposed of through general waste. Specialist pest-control contractor manages rodent traps, fly and insect control. No known problem with contaminated sharps, but sharps kit provided to operative in case of isolated incidents.	None required	1
Work below those working at height	4	5	Members of the public, staff or customers could be harmed. Risk of fatality, major or minor injuries from falling objects.	The site supervisor is responsible for establishing hazard and exclusion zones as required. Any person that may enter a hazard zone must be fully briefed and correctly protected with appropriate personal protective equipment (PPE) such as a hard hat. Arrangements are made where practicable to prevent any objects from falling whilst working at height.	Site supervisor to brief workers	2
Vibration	1	2	Vibrating hand tools used in demolition can cause hand-arm vibration syndrome (HAVS).	Workers exposure to vibration needs to be managed and reduced as far as possible.	No further action needed.	1
Work within 2 metres of the perimeter of an unguarded roof	5	5	Serious injury or even fatality if someone fell from height.	Fall restraint must be used. This may consist of a mobile scaffold or scissor hoist that extends for at least 2 metres on either side of the roof where people are working. The restraint must be able to sustain additional overturn caused by a person sliding down a roof onto it. This stability must be tested prior to use.	Site supervisor to brief workers	3

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of mobile elevated work platforms	2	5	Incorrect usage or type of platform used for task may lead to overturning and injury. Lack of appropriate training may lead to serious injury from a fall or collision. Misuse may lead to serious injury or entrapment.	<p>Only a suitably trained and competent person operates the platform</p> <p>That fall arrest equipment is provided and used by the person or persons inside the platform</p> <p>No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this</p> <p>All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped</p> <p>A suitable means of descent from the platform is provided in case of an emergency</p> <p>Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.</p>	Prior to the start of each job, the scope of works must be analysed to ensure the correct type of mobile elevated work platform is used.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Working at heights	3	5	Serious injury or even fatality if someone fell from height.	<p>All work carried out by in-house staff or contractors will adopt the following approach:</p> <ul style="list-style-type: none"> - Work at height avoided wherever possible, eg windows cleaned using pole device. - Boards used to guard stairwells, stair openings, safe working practice when using stepladders on landings, ie steps side to ascending stair side etc. - Ladders and stepladders only used for low-level, short-duration work (less than 30 minutes). Ladders are tied off whenever practical - if this is not possible, they are secured in another way, eg wedged against a wall or footed. - Only ladders and stepladders that are Class 1 or EN 131 used. - Periodic and pre-use checks done. - Longer-duration and riskier projects to be carried out by experienced, professional contractors using adequate safe working systems. - Contractor to produce risk assessment and method statement (RAMS) for acceptance by the managing agent. Examples of working at height controls include: External work and work on staircases carried out from most appropriate access equipment for location of work, eg suitable scaffold, tower, cherry-picker or scissor lift by suitably trained staff. - Crawling boards used when working in roof spaces or on fragile roofs. Adequate edge and leading edge protection, fall protection systems (eg harness and lanyard systems with suitable anchor systems) to be used and maintained by competent contractors. - Balustrades checked for signs of damage/corrosion and repairs carried out. 	<p>Check that all operatives:</p> <ul style="list-style-type: none"> - are trained in the safe use of any equipment; and - know how to carry out pre-use ladder check. Reiterate that use of ladders is a last resort and only for short-duration, low-level work. Check condition of all ladders stored. Check training for new staff taking on managing agent role to be able to accept risk assessment and method statements (RAMS) <p>If operatives will be working below others working at height, hazard and exclusion zones must be arranged with the site supervisor before such work can begin.</p>	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Machinery such as drills, circular saws	3	4	Employees face: Risk of cutting, or amputation injury from blades or drillpieces. Risk of eye injury from expelled objects such as wood or stone shards. Risk of electrocution from use of damaged equipment in wet conditions. Risk of back injury from heavy equipment beyond the users strength capacity.	All machinery is maintained in good condition. Training is provided in its correct use. Appropriate personal protective equipment is provided for the machinery to be used.	Staff are made aware of every risk caused from use of the machinery. Staff are given instruction on the correct use of PPE. Staff are not permitted to use dangerous machinery such as circular saws. Staff may use some machinery such as drills after full training, supervision during use and emergency instructions.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Working in dusty environments	3	2	Employees at risk of Inhalation of contaminants, ingestion of contaminants, asphyxia, skin irritation, particles entering the eyes	1. Refer to the arrangements and safe systems of work laid down in the company safety manual. 2. Determine what dusts are present. Separate assessments will be needed for dusts with higher associated risks, such as asbestos or hardwood. 3. Check COSHH assessments for all known substances likely to be encountered. Specific COSHH assessment may be required in addition to this risk assessment - such assessments may identify the need for air monitoring. 4. Minimise presence of dust by sweeping/ vacuuming, dusting etc. before commencing work. 5. Minimise creation of dust by damping down, considering alternative work methods and using local exhaust ventilation. 6. Where Local Exhaust Ventilation (LEV) is not available, provide good general ventilation. 7. Minimise spread of dust by providing screens and enclosures where reasonably practicable. 8. Smoking, eating and drinking should be discouraged in dusty atmospheres. 9. Provide opportunities for taking regular breaks in the fresh air. 10. Goggles to be worn - safety spectacles are unlikely to provide sufficient protection against fine dusts. 11. RPE to be worn - correct RPE must be selected to protect against the particular type of dust encountered - refer to COSHH Assessment.	Monitor levels of dust produced by works to ascertain if further controls necessary. Ensure RPE is correctly fitted so as to be fully effective. Ensure good standards of personal hygiene - wash thoroughly after exposure to dust.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Abrasive wheels	3	2	<p>Particles from workpiece and/or abrasive wheel entering eyes, causing injury or blindness.</p> <p>Body contact with abrasive wheel - severe lacerations or amputation .</p> <p>Bursting wheels - multiple injuries</p> <p>Fire - caused by creation of heat and/or sparks</p> <p>Fumes - petrol fumes from fuel and carbon monoxide from exhaust.</p> <p>Electric shock from electrical machines (and HT Lead on petrol machines)</p> <p>Inhalation of dusts, particularly when cutting stone</p> <p>Hand/Arm Vibration Syndrome injuries caused by prolonged use.</p> <p>Hearing damage from excessive exposure to noise</p>	<p>The material being cut must be adequately secured to prevent displacement. Certain machines, i. e. Chop Saw, must have an adjustable clamp fitted - this must be in working order.</p> <p>No person may mount an abrasive wheel onto a spindle unless properly trained and certificated. (Contact SWSC to arrange training if required).</p> <p>All guards must be in place. The guard should cover the whole wheel or disc except for that part necessarily exposed to do the work. Eye protection (goggles) must be worn. Certain machines will have an automatic guard covering the abrasive wheel - where fitted, this must be maintained.</p> <p>For cutting off use only straight-sided wheels. Check information provided on abrasive wheel.</p> <p>Depressed centre wheels may only be used for grinding. Check information provided on abrasive wheel.</p> <p>Portable equipment must only be used when standing on a firm, level base.</p> <p>Abrasive wheels must be stored flat in a dry location, not more than 30 deep. Do not hang on nails/hooks. Do not use wheels or discs which are chipped or damaged.</p> <p>The correct washer, bolt and spanner must be used for releasing an abrasive wheel which is to be changed. If any of these are not available, the machine must not be used.</p> <p>On electric machines, ensure the power source is isolated before carrying out inspections or changing the wheel.</p> <p>Select the correct wheel for the job (wheels for stone will cut steel - steel will not cut stone).</p>	<p>The abrasive wheel must be 'locked' prior to undoing the retaining bolt.</p> <p>For most petrol-engined machines, a steel bar is provided, for insertion into a hole on the right-hand side of the machine.</p> <p>For most electric machine, a spring-loaded 'button' should be depressed and held in position whilst the bolt is released.</p> <p>A separate vibration assessment will be required if prolonged use of disc cutters is envisaged.</p>	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Noise at work	3	3	<p>Damage to hearing caused by prolonged exposure to noise above 80dB(A)</p> <p>Damage to hearing caused by prolonged exposure to noise above 85dB(A)</p> <p>Damage to hearing caused by any exposure to noise above 87dB(A) (200 pascals)</p>	<p>For all work activities, noise levels must be reduced to their lowest practicable level using means other than hearing protection (e. g. screens, mufflers, engineering solutions etc.).</p> <p>Between 80 and 85dB(A), all employees must be advised to wear hearing protection and provided with it on request.</p> <p>Above 85dB(A) the use of hearing protection is mandatory and must be strictly enforced.</p> <p>Where the noise level regularly exceeds 85dB(A) and it is practicable to do so, hearing protection zones must be designated. Access to these zones must be restricted to necessary personnel only and signs erected to this effect.</p> <p>For high risk areas and activities, a separate, specific assessment is recommended.</p> <p>Ensure that different type of hearing protection is available so as to suit individual requirements (e. g. earmuffs, earplugs, semi-inserts).</p> <p>Ensure that the hearing protection selected is effective in reducing exposure to a safe level (ie. below 80dB(A)).</p> <p>Earplugs should only be used once, and never by persons with dirty hands.</p> <p>Semi-inserts must be washed before each use, according to manufacturer's instructions.</p> <p>Dirty or damaged hearing protection must not be used.</p> <p>If hearing protection is to be used in conjunction with other PPE, care must be taken to ensure that one does not impair the effectiveness of the other (e. g. when using ear muffs attached to a safety helmet, care must be taken to ensure that an effective seal around the ear is maintained at all times).</p>	None required	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Electrical	2	5	Maintenance staff/site employees and customers may suffer shock and burn injuries from faulty electrical equipment or installations.	<p>Fixed installations (inspected by a competent person according to a planned inspection programme and maintained as necessary): Residual current device (RCD) built into main switchboard/RCD plug provided when RCD protection not available, instructions for operators to test RCD before use; and/or low voltage (110V) equipment used by contract staff.</p> <p>Ensure electrical equipment in supply intake rooms visually complies with BS 7671:2018 (18th edition).</p> <p>Restrict access to supply intake rooms.</p> <p>Ensure all cut-out fuses etc are properly sealed.</p> <p>Arrange to move any pre-payment meters out of supply intake rooms.</p> <p>Regular inspection of supply intake rooms.</p> <p>Equipment supplied by Employer:</p> <p>Portable appliances, eg vacuum cleaners, floor polishers, drills, sanders etc subject to annual PAT testing.</p> <p>Operatives told to inspect all electrical appliances pre-use and not to bring any equipment on site where condition of cables, switches etc gives cause for concern.</p> <p>When isolating supplies, the origin of supply must be proved using correct test equipment.</p> <p>Following isolation, the supply must be retested to confirm this.</p> <p>Isolation must then be recorded in the appropriate log.</p>	Ensure pre-payment meters are not in supply intake room. PAT testing	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Working Alone	1	1	Operative may experience stress and/or injury from verbal abuse or assault from trespassers or others.	Buddy system in place to ensure that operative has returned safely. Good relationships with residents - operative usually lets residents know that he is on site and working. Operative has mobile phone to summon help if unable to get to landline	Consider panic alarm after assessing risk of violence.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of chainsaw	5	5	<p>Particles from timber and/or cutting chain entering eyes, causing injury or blindness</p> <p>Particles from timber and/or cutting chain striking face, causing injury</p> <p>Body contact with cutting chain – severe lacerations or amputation</p> <p>Breakage of cutting chain, causing multiple injuries</p> <p>Fire – caused by creation of heat and/or sparks</p> <p>Fumes – petrol fumes from fuel and carbon monoxide from exhaust</p> <p>Electric shock (from electrical machines) (and HT Lead on petrol machines)</p> <p>Hand/Arm Vibration Syndrome injuries caused by prolonged use</p> <p>Hearing damage from excessive exposure to noise</p>	<p>1. Before use, operators must check that:- The emergency stop guard/handle is in place and fully operational. Chain, guide bar and sprocket are undamaged . All external fittings are secure . Chain is sharp and the tension is in accordance with the manufacturer's instructions . The lubrication system is working</p> <p>2. The timber being cut must be adequately secured to prevent displacement. No cutting permitted above chest height.</p> <p>3. A qualified first aider must be on site.</p> <p>4. Full PPE must be worn, including face visor, hearing protection protective leggings/spats and Gloves (suitable for use with a chainsaw).</p> <p>5. Chainsaws must not be used to cut material other than timber.</p> <p>6. Electrically powered machines: ensure the power source is isolated before carrying out inspections or carrying out any form of maintenance.</p> <p>7. Do not re-fuel petrol machines at the workplace - take the machine to a remote, safe fuelling point.</p> <p>8. Loose clothing and ties must not be worn.</p> <p>9. All work equipment must be inspected weekly and thoroughly examined at least every 12 months. Written records must be maintained.</p> <p>10. Underfoot conditions must be suitable, with no slip, trip or fall hazards present.</p> <p>11. Operator must be trained and competent (and in possession of proof of competence).</p>	Review in light of further information becoming available or a change in conditions/circumstances	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Display Screen Equipment	1	2	<p>Ill-health as a result of use of Display Screen Equipment</p> <ul style="list-style-type: none"> . Musculoskeletal . Visual fatigue . Mental stress 	<p>ENVIRONMENT: Office environment, adequate lighting and working area. Seating good. No glare on screens (adjust screen position/blinds on windows).</p> <p>REPORTING OF SYMPTOMS: Employees to be encouraged to report any symptoms immediately.</p> <p>EYE TEST: Employees must be provided with an appropriate eyesight test (when requested).</p>	Refer to "Office Safety" section of Company Health and Safety Policy – Display Screen Equipment"	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Excavation work	5	5	<p>Exposure to/contact with underground services, causing electric shock, fire or explosion.</p> <p>Exposure to contaminated ground.</p> <p>Excavation to approximately 3 metres depth – risk of injury from collapse of excavation sides under construction.</p> <p>Risk of injury from collapse of excavation sides, once suitable 'trench' support is in place.</p> <p>Falls into excavation (any height) causing personal injury.</p> <p>Work in proximity of Excavator - collision, crushing etc</p> <p>Collision with reversing vehicles (crushing, running-over)</p> <p>Lifting operations - collapse of load or persons being crushed by load.</p> <p>Proximity of live road(s), heavy vehicles causing collapse of temporarily unsupported side (particularly when operative erecting support)</p>	<ol style="list-style-type: none"> 1. A survey must be carried out to ensure that there are no underground services present. The survey must be carried out by a competent person. 2. Information must be obtained in respect of the possibility of the ground being contaminated. 3. Excavation work must be supervised a competent Banksman, who must have knowledge of the work and an awareness of potential unforeseen hazards that could exist. 4. Excavations sides must be supported by physical means, e. g. a 'trench box', suitable timbers/other. 5. Excavations of substantial depth will require a designed system. 6. Further detail of side support systems is available from SWSC (02920 628763). 7. As an alternative, excavation sides may be battered back to a safe angle of repose (so that they become self-supporting). 8. A safe means of access/egress must be provided, commensurate the physical conditions on site. 9. Excavated material must not be stored at the top of the excavation in a manner that could cause the excavation to fail, or where the stored material could fall into the excavation. 10. Where there is a risk of persons falling, physical barriers/guardrails must be erected to prevent the risk of a fall. 11. Excavations must be inspected daily by a Competent Person (before the start of work), with a record of the results of the inspection being recorded at least every 7 days (or as deemed necessary) in an 'Excavation Register'. The person carrying out the inspection must be satisfied that the work can be carried out safely. (Inspections to be as per CDM Regulations 2007 Schedule 3 - copy available from SWSC). 	None required	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Nail gun	4	3	Personal injury from misfire/jammed nail Personal injury from being struck by nail Electric shock (110 volt), personal injury, burns Ill-health from inhalation of dust Noise induced hearing loss Ill-health from effect of vibration (Hand/Arm Vibration (HAV))	<ol style="list-style-type: none"> 1. Refer to manufacturer's Instruction Manual. 2. Equipment to be maintained in good working order. 3. Hands/arms and loose clothing to be kept clear of working area. 4. Equipment must have been subject to a test (P. A. T.). Daily inspection required by user. 5. Where possible, equipment should be used externally to allow dust to disperse. 6. Disposable respirator should be worn if dust excessive. 7. Hearing protection must be worn - noise levels will be in excess of 85 dB(A). 8. Where used, cutting tool to be kept sharp. 9. It is not possible to further reduce the noise at source from the equipment. 10. Daily usage time should not exceed 25 minutes per person. The vibration level could be as high as 11. 0 ms/2 (Bosch). 11. Maximum usage time reach exposure action value (EAV) of 2. 5 ms/2 (over an 8 hour period)(A8) is 25 minutes per day. 	None required	1
Hazardous substances: Painting & Decorating Materials	4	2	Employees, customers or members of the public within the work area.	All materials to be stored within the operative's van or a secure area on site. COSHH sheets available for each product at BPM office. All operatives have been trained in the safe use and handling of materials. PPE including gloves and dust marks are provided and must be used by all operatives. Operatives are informed of Personal Hygiene requirements; washing hands after use contact and before eating, drinking and smoking.	Best practice reinforced on site by supervisor.	1
Barriers	0	0				0

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Scaffolding	2	4	Risk of serious injury or death to employees due to collapse of scaffold.	Scaffold will only be erected by contractors with training to the appropriate level for the work they are undertaking. The scaffold must be inspected by the scaffolding contractors after erection and each following week. Operatives are to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag. No modifications are to be made to the scaffold, especially removal of ties or structural members. Levels of materials stored on the scaffold should be kept to the lowest possible levels at all times. Scaffolds must never be overloaded.		1
Scaffold Tower	0	0				0
Hot works	3	3	Skin irritation, dermatitis or burns may occur from skin contact.	Ensure that a hot work permit is obtained should the customer require one. All conditions of the permit must be complied with. Keep flammable material, gases and/or liquids well away from the heat source. Nominate a fire watcher. Ensure fire extinguishers are available. Make an emergency plan prior to start of the works. Know the local emergency numbers for fire and medical services. Know first aid for heat illness and severe burns.	Set up communication between the roof crew, building and any ground workers. Hot work should not be carried out during one hour prior to normal shut down of the site at the finish of each working day and a 30 minute fire watch maintained.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Confined Spaces	2	3	Operatives at risk of asphyxiation, fire or explosions without an easy method of escape.	<ol style="list-style-type: none"> 1. All operatives must have received training for confined spaces work. 2. The site is to be organised to prevent such spaces wherever possible. 3. Should there be any risk of a confined working space, work is to be stopped and the Site Supervisor must inspect the space and give approval for work to proceed. 4. An emergency route should be established for all confined spaces. 		1
COSHH	2	2	Injuries to operatives or members of the public exposed to hazardous substances without correct PPE /controls in place.	<ol style="list-style-type: none"> 1. All materials to be stored within the operative's van or a secure area on site. 2. COSHH sheets available for each product at BPM office. All operatives have been trained in the safe use and handling of materials. 3. PPE including gloves and dust masks are provided and must be used by all operatives. 4. Operatives are informed of Personal Hygiene requirements; washing hands after use contact and before eating, drinking and smoking. 	None required	1
Storage of hazardous materials	2	4	Injuries to persons caused by incorrectly stored materials falling from height. Injuries from release of hazardous materials through improper storage or damage to materials.	<ol style="list-style-type: none"> 1. Ensure that the minimum quantities of materials are ordered in line with the work programme, thus reducing quantities stored. 2. Ensure that storage areas are level. 3. Follow manufacturer's recommendations with respect to temperature, humidity and stacking requirements. 4. Prepare COSHH assessments for all hazardous materials stored. 5. Provide manual handling training to all employees. 6. All containers must be clearly marked with their contents. <p>Secure storage must be provided.</p>		1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Asbestos Removal (Non-Specific)	5	5	Site operatives conducting removal, residents exposed to asbestos fibres.	<p>Asbestos removal must only be undertaken by appropriately trained operatives with the correct PPE/RPE and other appropriate asbestos equipment (such as the asbestos vacuum).</p> <p>The methods described in HSE's 'Asbestos Essentials' documents must be adhered to.</p> <p>For non-licensed asbestos removal these may include EM0-EM10, A9-A16, A26-A29 and A35-A36.</p>	In the event of an emergency, our asbestos emergency procedure must be followed.	2
Adverse weather conditions: Wind	4	5	Loss of balance due to sudden gust of wind could lead to a fall from height. Materials blown by wind could fall from height or into workers or members of the public.	<p>No laying or handling of profiled single-skin sheets, slates, tiles, battens, felt or membrane roof coverings at roof level at mean wind speeds of 23mph or higher.</p> <p>No laying or handling of sheets longer than 5m, rolls of felt or use of hot bitumen at roof level at mean wind speeds of 17mph or higher. Multi-skin construction at roof level must also cease at this wind speed.</p> <p>Additionally, all cladding using sheets at more than 2m above ground level must halt at mean wind speeds of 23mph or higher.</p> <p>No fixing or handling of cladding longer than 5m when more than 2m above ground level in mean wind speeds of 17mph or higher.</p>	Assess condition & safety of roof & access equipment such as scaffolding before any work at height in windy conditions. All work at height during windy conditions should be avoided unless absolutely necessary.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of plant	4	4	Serious injury or death caused by contact with moving vehicle. Injury to plant operator by collision with other plant, vehicles or structures.	<ol style="list-style-type: none"> 1. Prior to commencement, the site must be surveyed and vehicle routes planned to avoid danger to pedestrians, contact with structures, contact with overhead power lines and clear of all excavations. 2. All persons on site must wear hi-visibility clothing, where there is a risk of collision. 3. Reversing of vehicles must be minimised. 4. All plant operators must be appropriately qualified; for this particular project our operators must have the ITSSAR Mini Digger qualification. 5. Vehicle operating areas and traffic routes must be clearly signed and separated from pedestrian routes. 6. Speed restrictions must be imposed on site and strictly enforced. 		2
Slips, trips and falls on the level	3	3	Employees, contractors, residents and others might suffer sprains or fractures.	Staff wear safety/sensible shoes with good grip. Condition of floors, stairways and paths checked and damaged surfaces signed and repaired as soon as possible. Doormats etc provided for wet weather, and checked regularly. 'Clear up as you go' policy adopted and enforced - all equipment, cleaning materials etc to be cleared away as soon as job completed. Warning signs for wet floor and other hazards, eg 'work in progress' or 'beware trailing cables'. Cordless tools used wherever possible, if tools or machines have trailing cables then nearest socket to workpoint used and cones/signs put out. Lighting illuminates all walkways and stairs and is checked regularly by visiting operative - blown lamps etc replaced immediately, other faults reported to on-call electrician for repair as soon as possible.	Inspection of common parts for unauthorised additions, eg cycles /n Slipper stone surface near rear entrance treated with anti-slip covering	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Use of hand tools	3	3	Strains and sprains caused by using hand tools incorrectly. Injury to hands, feet and body from contact with tools or workpiece. Injuries to eyes caused by flying particles. Injury caused by tripping over tools (due to poor housekeeping)	Ensure that hand tools are not used for any other than their intended purpose, eg do not use a screwdriver as a chisel operatives must carry out visual checks of hand tools before their first use each day. Damaged or dangerous tools must not be used. Eye protection MUST be used whenever work is carried out using cold chisels or any other tools where there is a risk of flying particles. Tools must not be left lying about but returned to storage after use.	Electric hand tools should be 110v and be PAT tested.	2

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Exposure during visit to property where there is no known case of COVID-19 virus.	5	5	Risk of viral infection to colleague/resident or onward transmission to wider community.	<p>1. Pre-checks will be carried out when making initial repair appointment. When attending the property: • Clean hands thoroughly • Wear disposable gloves</p> <p>2. When customer answers door, stand at least 2m away from threshold and ask again if any individual on site has infection or is currently self-isolating • If the response is “yes”, work is to be postponed until the individual is out of isolation period. Record this as “Inconvenient for Customer” on handheld and advise customer that office will make further contact as soon as possible. • If the response is “no”, the work proceeds.</p> <p>3. Before entering property, explain to customer that due to coronavirus situation it would be required for them and any other individuals on site to remain in a separate room for the duration of the work.</p> <p>4. During the visit avoid touching any surfaces which are not related to the work being done.</p> <p>5. On completion of work remove all tools and equipment from property and advise the customer you have completed and are leaving. Do not have the customer sign your handheld.</p> <p>6. On return to vehicle, remove and dispose of gloves into rubbish bag,</p> <p>7. Wash hands before proceeding further in vehicle</p>	If a member of our team begins showing symptoms or could potentially be diagnosed as suffering with coronavirus, they must immediately self-isolate indoors, completely avoiding contact with other people.	3
Security	3	5	Members of the public may be harmed (via any of the other detailed risks) if they are able to enter site.	The work area, height exclusion zones & waste access path will be cordoned off.	All doors must be kept locked when not in use.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Fire	2	4	contractors, residents and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	Full fire risk assessment, as per www. communities. gov. uk/fire has been done and is available in the manager's office Checks to ensure all control measures in fire risk assessment are in place: - Fire doors closed/self-closing. - Emergency lighting installed. - Extinguishers, eg in plant rooms, serviced and inspected. - Exits marked and usable - Suitable arrangements made if exit routes to be obstructed for short-term works, eg use of access equipment	No further action needed. Review if any significant change or at least once per year.	1
Exposure to COVID-19 virus during visit to carry out work or inspection in communal area spaces.	3	5	Risk of viral infection to colleague/resident or onward transmission to wider community.	1. When attending the premises: • Clean hands thoroughly • Wear disposable gloves 2. Ensure the area you are working is clear of other people and maintain a 2m distance from other people if they are present or passing. 3. If there are a large number of people present, stop work and notify your line manager. 4. During the visit avoid touching any surfaces which are not related to the work being done. 5. On completion of work remove all tools and equipment from property and advise the customer you have completed and are leaving. Do not have the customer sign your handheld. 6. On return to vehicle, remove and dispose of gloves into rubbish bag, 7. Wash hands before proceeding further in vehicle.	If a member of our team begins showing symptoms or could potentially be diagnosed as suffering with coronavirus, they must immediately self-isolate indoors, completely avoiding contact with other people.	1
Manual handling	1	1	Staff and residents receiving back, neck and limb injuries from lifting heavy loads, eg refuse items for disposal, deliveries of cleaning materials etc	All heavy and awkwardly shaped items, eg refuse sacks, identified. All staff are trained in how to move and handle items, eg lifting properly, pulling trolleys, bins etc instead of pushing, Trolley and sack truck available for moving items if necessary, eg refuse sacks.	Regular reminders that operatives should not attempt to lift and move items they feel are too heavy. If necessary, loads should be broken and a trolley or truck should be used.	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Exposure during visit to property where there is a known case of COVID-19 virus or self-isolation where it is necessary to undertake an	5	5	Risk of viral infection to colleague/resident or onward transmission to wider community.	1. Pre-checks will be carried out when making initial repair appointment 2. When attending property proceed as follows: • Clean hands thoroughly • Wear disposable nitrile gloves • Wear type 5 disposable overalls • Wear suitable face mask (provided) • Wear eye protection 3. Before entering property, explain to customer that due to coronavirus situation it is required for them and any other individuals on site to remain in a separate room for the duration of the work. 4. During the visit avoid touching any surfaces which are not related to the work being done. 5. On completion of work remove all tools and equipment from property and advise the customer you have completed and are leaving. Do not have the customer sign your handheld. 6. On return to vehicle, remove and dispose of all PPE into rubbish bag. 7. Wash hands before proceeding further in vehicle.	If a member of our team begins showing symptoms or could potentially be diagnosed as suffering with coronavirus, they must immediately self-isolate indoors, completely avoiding contact with other people.	3
Welfare/First aid	1	1	First aid box to be kept in van	Flushing toilet on site Hot and cold running water heated canteen with kettle First aid equipment Appointed first aider.	Site supervisor to brief workers on facilities and ensure they are kept clean and used in line with customer's directives	1

What are the hazards?	Level of Risk (1-5)	Severity of potential injury (1-5)	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Residual Risk
Hazardous Substances: Asbestos Containing Materials (ACMs)	4	5	Staff, customers & contractors at risk of inhaling asbestos fibres where the asbestos-containing materials are disturbed, ie cut or broken, or are allowed to deteriorate and break down.	<p>Management plan in place that:</p> <ul style="list-style-type: none"> - identifies where there might be asbestos; - notes the condition of the materials; - records in a plan where the ACMs are found; - has -Danger, asbestos, do not disturb signs; - is checked every 12 months to ensure condition of ACMs have not deteriorated - advises on legal requirements for using licensed contractors for particular works and other precautions for disposal of waste materials, protective equipment etc. <p>Plan and information on condition of ACMs passed to all contractors, updated annually or when issues arise.</p> <p>ACMs:</p> <ul style="list-style-type: none"> - in good condition and unlikely to be disturbed are recorded and signed - with minor damage are repaired/encapsulated and monitored; - in poor condition or having been disturbed are removed by appropriately trained, equipped and specialist contractors. 	The asbestos survey of a property must be reviewed prior to attending by all staff involved.	2

Operative Communication Sheet - Job: 29888

Each operative involved with the works associated with job 29888 must sign this sheet to indicate they have read through & fully understand the attached method statement, construction phase plan and risk assessment.

[illegible]

Management Leadership Tour - Job: 29888

Carried out by:		Location:	Various				
Date:		Customer:	BPM Contracting Services Ltd				
Undertaking Human Performance Leadership Tours demonstrates VISIBLE LEADERSHIP . The objective of the tour is to INFLUENCE our people and our supply chain service providers to stated STANDARDS , EXPECTATIONS and VALUES and contribute to continuous improvement. Desired result: Visible Leadership with Leaders influencing ERROR FREE operations by positive reinforcement and supporting employees in our journey of continuous improvement.							
Performance Scale							
1. Exceeds Expectation		2. Meets Expectation		3. Below Expectations			
Company Standards And Expectations (Including Supply Chain and Partners)				EE	ME	BE	N/A
C1	Human Performance Policy - All personnel at this location are fully committed to Error Free delivery and there is demonstrable support to our improvement programme focus2zero - An Error Prevention Journey in all aspects of our business at this location.						
Engagement with Site / Project / Facilities / Office / Discipline Manager				EE	ME	BE	N/A
M1	Is there an understanding of Error Traps and Error Prevention Tools?						
M2	Is there clear communication and understanding of Roles and Responsibilities?						
M3	Is there clear demonstration of Leadership?						
M4	Can effective Planning & Preparation be demonstrated?						
M5	Is Risk Assessment evident in all disciplines (Commercial, Project, QHSE and Technical)?						
M6	Can Lessons Learned & Best Practice be demonstrated?						
M7	Are there examples of where Coaching & Mentoring has been encouraged?						
M8	Is Observation & Feedback being encouraged?						
Engagement with Supervisors/Task Leads				EE	ME	BE	N/A
S1	Is there an understanding of Error Traps and Error Prevention Tools?						
S2	Have all the team received Induction & Orientation? Was it effective?						
S3	Can implementation of the outcomes from Planning & Preparation be demonstrated?						
S4	Is there evidence of Pre & Post Job Briefing?						
S5	Is Risk Assessment evident in all disciplines (Commercial, Project, QHSE and Technical)?						
S6	Is Ownership & Accountability evident?						
S7	Can Lessons Learned & Best Practice be demonstrated?						
S8	Is Observation & Feedback being applied?						
Engagement with our Employees - Use of our identified Error Prevention Tools				EE	ME	BE	N/A
E1	Is there an understanding of Error Traps and Error Prevention Tools?						
E2	Did you receive Induction & Orientation and was it effective?						
E3	Is Procedural (Use and Adherence) evident?						
E4	Can the individuals relate to effective Pre & Post Job Briefing by example?						
E5	Are the individuals maintaining a Questioning Attitude?						
E6	Is there demonstration of Intervention by Individuals?						
E7	Can Lessons Learned & Best Practice be demonstrated?						
E8	Are there examples of where Coaching & Mentoring has been received?						
Reputation Assurance				EE	ME	BE	N/A
R1	Level of pride you would feel if a Customer, Senior Manager and/or relevant Enforcing Authority representative accompanied you on this tour.						
Positive Reinforcement:							
Who was coached/ What has been reinforced?							
What was the outcome?							
Specific Recognition:							
Who or what was recognised for outstanding performance?							
Why?							

Management Leadership Tour - Job: 29888

POTENTIAL ERROR TRAPS IDENTIFIED (INDICATE WHICH WERE APPARENT)	ERROR PREVENTION TOOLS (INDICATE WHICH NEED FURTHER REINFORCEMENT)
<input type="checkbox"/> Change <input type="checkbox"/> Lack of Planning and Preparation <input type="checkbox"/> Turning a Blind Eye <input type="checkbox"/> Acceptance of Poor Standards and Conditions <input type="checkbox"/> Inexperience <input type="checkbox"/> Taking Short Cuts - Bending the Rules <input type="checkbox"/> Poor Design <input type="checkbox"/> Lack of Pride and Ownership - Complacency <input type="checkbox"/> Time Pressures <input type="checkbox"/> Poor Communication <input type="checkbox"/> Lack of Assertiveness and Challenge <input type="checkbox"/> Favours Without thought <input type="checkbox"/> Lack of Awareness and Understanding	<input type="checkbox"/> Leadership <input type="checkbox"/> Induction & Orientation <input type="checkbox"/> Planning & Preparation <input type="checkbox"/> Procedures (Use and Adherence) <input type="checkbox"/> Pre & Post Job Briefing <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Ownership & Accountability <input type="checkbox"/> Questioning Attitude <input type="checkbox"/> Intervention <input type="checkbox"/> Lessons Learned & Best Practice <input type="checkbox"/> Observation & Feedback <input type="checkbox"/> Coaching & Mentoring
WHAT NEEDS TO IMPROVE - SPECIFIC ACTIONS:	
Empty space for specific actions	
AFFIRMATIVE ACTION REQUIRED BY (NAME :)	
BY DATE:	
CONFIRMATION OF ACTIONS CLOSED OUT (NAME :)	
DATE:	

Fire Safety Plan - Job: 29888

Step 1. Identify the hazards

Sources of ignition	Sources of fuel	Areas of particular risk
Faulty electrical equipment, uncontrolled smoking. Hot works. Welding.	Untidy site, off-cuts, paper, wrappings.	Near site boundary, waste skips. Hot work areas.

Step 2. Identify the people at risk

Employees, subcontractors, visitors and anyone who is vulnerable; for example, people nearby or anyone with a disability. Site residents.

Step 3. Evaluation and action

A fire muster point will be determined on arrival to site. The site supervisor will review and explain the fire evacuation procedure to all operatives/visitors during the site induction each day. If appropriate, notices will be put up to warn nearby members of the public. Site residents will be briefed on the risk of fire and evacuation procedure.

In the event of a fire, all operatives/visitors are to immediately evacuate to the fire muster point, alerting any nearby members of the public such as neighbours where safe to do so. Emergency services are to be called as soon as the muster point is reached.

Step 4. Record, plan and train

Checklist	Tick
Fire plan prepared and made known to all who may be affected.	
Record hazards and risks and keep under constant review.	
Record actions taken to reduce hazards and risks to lowest level.	
Select suitable people and arrange for training and updates for people involved.	
Practice alarm and evacuation procedures.	
Put plan in place to measure and correct defects from lessons learned.	
Plan for rewarding good performance awareness and good housekeeping.	

Step 5. Assessment Review

Review of outcomes - lessons learnt and control measures put in place

Fire safety induction and evacuation procedures stated.

Fire action plan status/currency

Version 15

Latest issue date of fire plan

15/08/2023 08:40:04

Name/Position:	Signature:	Date: