

Instructions for the Use of the Excel Spreadsheet

There are Four tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

The Title Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

H&S Plan Tab

Fill in the relevant boxes in answer to the questions posed

Method Statement Tab

A generic method statement is included

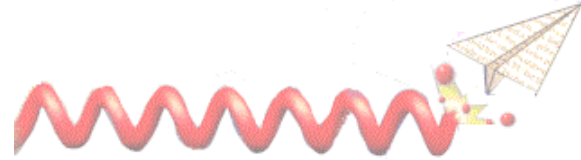
The items highlighted in blue are where you can insert details of Materials, Equipment and Method

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment



Health & Safety Fabrication & Welding Risk Assessment

| | |
|------|--|
| Date | |
|------|--|

| | |
|--------------|--|
| Company Name | |
|--------------|--|

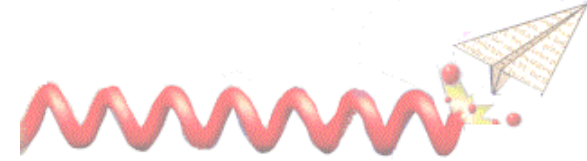
| | |
|----------|--|
| Assessor | |
|----------|--|

Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required

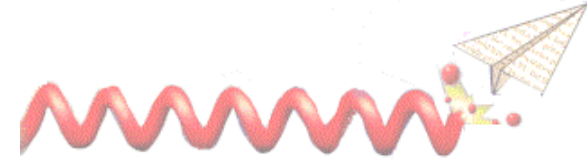


- General Hazards**
- Road Safety**
- Welding Operations**
- Equipment**
- Maintenance**
- Training**
- Ladders**
- Scaffolds**
- Grinding Operations**
- Tools and Machinery**
- Hazardous Substances**
- Electricity and Other Services**
- Protecting the Public**
- Fire**
- Ventilation**
- Manual Handling**
- Hygiene**
- Accidents and First Aid**
- Slips & Trips**
- Hand Arm Vibration**

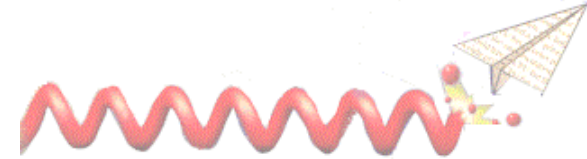
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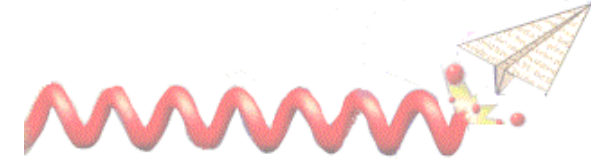
| Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant | Potential Score | Score | % Performance | Comments |
|---|-----------------|-------|---------------|----------|
| General Hazards | | | | |
| Do you ensure that there are no trip hazards to general public presented by trailing cables / equipment by cordoning off and displaying signs | 3 | | 0 | |
| Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work. | 3 | | 0 | |
| Do you ensure there is no electrocution hazard from working near to power sources. | 3 | | 0 | |
| Do you ensure that no injury to others can occur from falling objects or fabric of the building that may be dislodged. | 3 | | 0 | |
| Do you provide hard hats for operators to prevent injury from falling objects | 3 | | 0 | |
| Do you give consideration to the day and time of working to minimise the numbers of people who may be present. | 3 | | 0 | |
| Do you provide hi-viz clothing. | 3 | | 0 | |
| | 21 | 0 | 0 | |



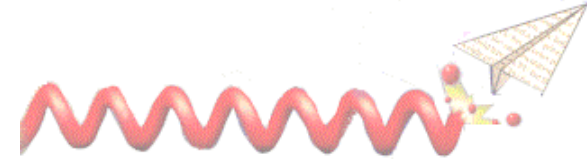
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|---|-----------------|----------|---------------|----------|
| Road Safety | | | | |
| Are journeys to and from the workplace are subject to documented risk assessment. | 3 | | 0 | |
| Are loads secure to ensure that it does not shift under normal driving conditions | 3 | | 0 | |
| Is the load secure to ensure that it does not shift under emergency braking | 3 | | 0 | |
| Is the load secure to ensure that it does not shift during a collision | 3 | | 0 | |
| Do you provide suitable vehicles | 3 | | 0 | |
| Do you provide suitable equipment | 3 | | 0 | |
| Do you provide a means of securing the load | 3 | | 0 | |
| Do you ensure the vehicle is not overloaded | 3 | | 0 | |
| Do you give consideration to The payload capacity of the vehicle and the potential of overloading. | 3 | | 0 | |
| Do you give consideration to Driving conditions and braking distances. | 3 | | 0 | |
| | 30 | 0 | 0 | |



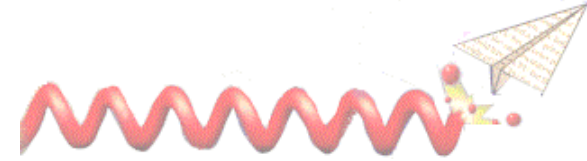
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|---|-----------------|-------|---------------|----------|
| Welding Operations | | | | |
| Do cylinders of oxygen and fuel gas have a means to shut off or isolate the gas supply, usually the cylinder valves; | 3 | | 0 | |
| Do cylinders of oxygen and fuel gas have a pressure regulator fitted to the outlet valve of the gas cylinder, used to reduce and control gas pressure; | 3 | | 0 | |
| Do cylinders of oxygen and fuel gas have a flashback arrester to protect cylinders from flashbacks and backfires; | 3 | | 0 | |
| Do cylinders of oxygen and fuel gas have flexible hoses, in good condition, to convey the gases from the cylinders to the blowpipe; | 3 | | 0 | |
| Do cylinders of oxygen and fuel gas have non-return valves to prevent oxygen reverse flow into the fuel line and fuel flow into the oxygen line; | 3 | | 0 | |
| Do cylinders of oxygen and fuel gas have a blowpipe, in good condition, or other burner device where the fuel gas is mixed with oxygen and ignited. | 3 | | 0 | |
| Do you work in a safe location away from other people; | 3 | | 0 | |
| Do you ensure personnel wear protective clothing, gauntlets and eye protection; | 3 | | 0 | |
| Do you ensure the blowpipe is shut off when not in use. Do not leave a lighted blowpipe on a bench or the floor as the force of the flame may cause it to move; | 3 | | 0 | |
| Do you ensure the workpiece is clamped and not held by hand; | 3 | | 0 | |
| Do you ensure hoses are kept away from the working area to prevent contact with flames, heat, sparks or hot spatter; | 3 | | 0 | |
| Do you move the workpiece to a safe location for carrying out the hot work process; | 3 | | 0 | |
| Do you remove any combustible materials (such as flammable liquids, wood, paper, textiles, packaging or plastics) from within about 10 metres of the work; | 3 | | 0 | |



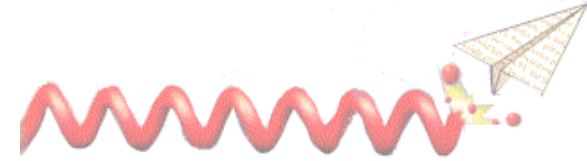
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|---|------------------------|--------------|----------------------|-----------------|
| Do you ventilate spaces where vapours could accumulate, such as vehicle pits or trenches; | 3 | | 0 | |
| Do you protect any combustible materials that cannot be moved, from close contact with flame, heat, sparks or hot slag. | 3 | | 0 | |
| Do you use suitable guards or covers such as metal sheeting, mineral fibre boards or fire retardant blankets; | 3 | | 0 | |
| Do you check that there are no combustible materials hidden behind walls or partitions which could be ignited, particularly if prolonged welding or cutting is planned. | 3 | | 0 | |
| Do you use guards or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, etc); | 3 | | 0 | |
| Do you maintain a continuous fire watch during the period of the work, and for at least an hour afterwards; | 3 | | 0 | |
| Do you keep fire extinguishers nearby. | 3 | | 0 | |
| To preventing leaks do you keep hoses clear of sharp edges and abrasive surfaces or where vehicles can run over them; | 3 | | 0 | |
| To preventing leaks do you do not allow hot metal or spatter to fall on hoses; | 3 | | 0 | |
| To preventing leaks do you handle cylinders carefully. Keep them in an upright position and fasten them to prevent them from falling or being knocked over. For example, chain them in a wheeled trolley or against a wall; | 3 | | 0 | |
| To preventing leaks do you always turn the gas supply off at the cylinder when the job is finished; | 3 | | 0 | |
| To preventing leaks do you maintain all equipment and keep in good condition; | 3 | | 0 | |
| To preventing leaks do you regularly check all connections and equipment for faults and leaks. | 3 | | 0 | |
| To prevent gas accumulating do you always provide adequate ventilation during welding and cutting operations; | 3 | | 0 | |



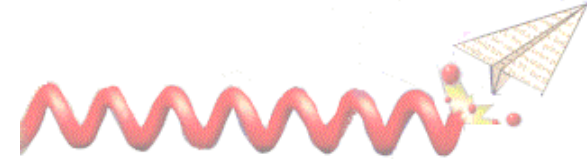
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|--|------------------------|--------------|----------------------|-----------------|
| To prevent gas accumulating do you store gas cylinders outside whenever possible or in a well-ventilated place; | 3 | | 0 | |
| To prevent gas accumulating do you avoid taking gas cylinders into poorly ventilated rooms or confined spaces. | 3 | | 0 | |
| Do you ensure you never allow oil or grease to come into contact with oxygen valves or cylinder fittings; | 3 | | 0 | |
| Do you use the correct lighting up procedure. Purge the hoses before lighting the blowpipe to remove any potentially explosive gas mixtures. Use a spark ignitor and ignite the gas quickly after turning it on; | 3 | | 0 | |
| Do you ensure the blowpipe is fitted with spring-loaded nonreturn valves to prevent a backflow of gas into the hoses; | 3 | | 0 | |
| Do you use the correct gas pressures and nozzle size for the job. In particular, the acetylene pressure must not exceed 0.62 bar (9 psi); | 3 | | 0 | |
| | 99 | 0 | 0 | |



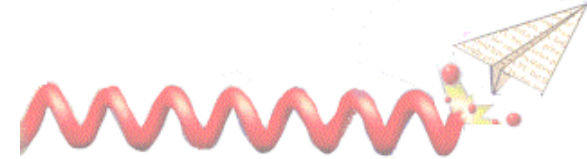
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|--|-----------------|-------|---------------|----------|
| Equipment | | | | |
| When choosing equipment do you consider the duration and extent of work. | 3 | | 0 | |
| When choosing equipment do you consider the height at which work has to be done. | 3 | | 0 | |
| When choosing equipment do you consider the site conditions. | 3 | | 0 | |
| If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation | 3 | | 0 | |
| If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing equipment to the MEWP basket to prevent it falling if dropped | 3 | | 0 | |
| | 15 | 0 | 0 | |



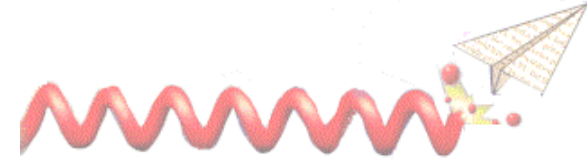
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| Maintenance | | | | |
| Do you carry out a pre-use visual inspection – Obvious defects in equipment | 3 | | 0 | |
| Do you have regular documented management inspections that takes into account the degree of use of equipment. In practise three monthly inspections are recommended. | 3 | | 0 | |
| Do you have procedures should be in place for handling any defects found that would include repair or replacement. | 3 | | 0 | |
| | 9 | 0 | 0 | |



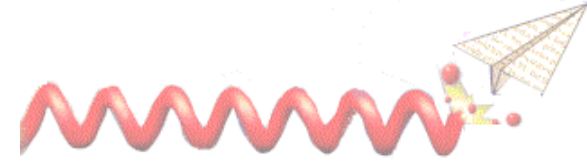
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|---|-----------------|-------|---------------|----------|
| Training | | | | |
| Do you instruct operators in Manual handling | 3 | | 0 | |
| Do you instruct operators in ground conditions | 3 | | 0 | |
| Do you instruct operators in cordoning off | 3 | | 0 | |
| Do you instruct operators in recognising common Hazards | 3 | | 0 | |
| Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings. | 3 | | 0 | |
| Do you inform operators not to use defective equipment. | 3 | | 0 | |
| Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas. | 3 | | 0 | |
| | 21 | 0 | 0 | |



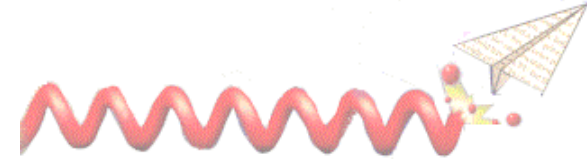
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|---|-----------------|----------|---------------|----------|
| Ladders | | | | |
| Does the ladder meet the requirements of BS EN 131 | 3 | | 0 | |
| Do you limit ladder length to 9m | 3 | | 0 | |
| Do you ensure a pre use check is carried out daily | 3 | | 0 | |
| Do you ensure defective ladders are not used | 3 | | 0 | |
| Do you tie off the ladder wherever possible | 3 | | 0 | |
| Do you ensure that you do not over-reach | 3 | | 0 | |
| Does the ladder have anti-slip feet | 3 | | 0 | |
| Do you ensure the ladder is at the correct angle 1:4 | 3 | | 0 | |
| Do you ensure rungs and stiles are clean and not slippery | 3 | | 0 | |
| Do you ensure that ladders are not left unattended | 3 | | 0 | |
| Do you use a tool belt | 3 | | 0 | |
| Do you ensure that suitable footwear is used | 3 | | 0 | |
| Do you ensure both stiles are in contact with the ground and upper resting point of the ladder | 3 | | 0 | |
| Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load | 3 | | 0 | |
| | 42 | 0 | 0 | |



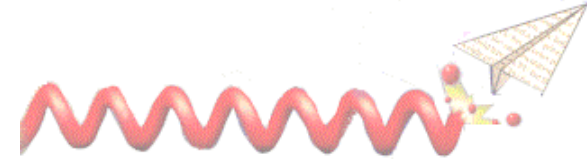
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|---|-----------------|----------|---------------|----------|
| Scaffolds | | | | |
| Are scaffolds erected, altered and dismantled by competent people? | 3 | | 0 | |
| Are all uprights provided with base plates (and, where necessary, timber sole plates)? | 3 | | 0 | |
| Are all uprights, ledgers, braces and struts in position? | 3 | | 0 | |
| Is the scaffold secured to the building or structure in enough places to prevent collapse? | 3 | | 0 | |
| Are there double guard rails and toe boards, or other suitable protection, at every edge, to prevent falling? | 3 | | 0 | |
| Are the working platforms fully boarded and are the boards arranged to avoid tipping or tripping? | 3 | | 0 | |
| Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, eg where working platforms are not fully boarded? | 3 | | 0 | |
| Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed? | 3 | | 0 | |
| Are scaffolds being properly maintained? | 3 | | 0 | |
| Does a competent person inspect the scaffold regularly, eg at least once a week; and always after it has been altered or damaged and following extreme weather? | 3 | | 0 | |
| Are the results of inspections recorded? | 3 | | 0 | |
| Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions? | 3 | | 0 | |
| Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved? | 3 | | 0 | |
| | 39 | 0 | 0 | |



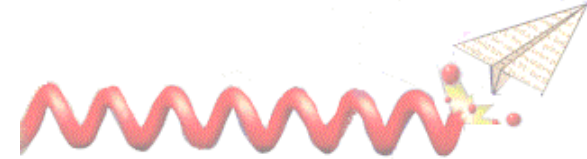
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|---|-----------------|----------|---------------|----------|
| Grinding Operations | | | | |
| Is the guarding intact and correct? | 3 | | 0 | |
| Does the work area have good lighting that doesn't create glare or shadows? | 3 | | 0 | |
| Is the local lighting switched on and satisfactory? | 3 | | 0 | |
| Is the grinder steady or securely mounted, with the wheel mounted securely on the machine? | 3 | | 0 | |
| Is the abrasive wheel rest adjusted correctly? | 3 | | 0 | |
| Is the wheel designed for the machine's size and speed? | 3 | | 0 | |
| Do you ensure there are no ridges, grooves, nicks, scrapes or depressions on the grinding wheel | 3 | | 0 | |
| Do you ensure there is no signs of excessive wear on the grinding wheel | 3 | | 0 | |
| Do you ensure there are no visible cracks on the grinding wheel | 3 | | 0 | |
| If a new wheel has been fitted, has it been run for one minute with everyone standing clear? | 3 | | 0 | |
| If a portable grinder is being used, is it 110v and portable appliance test valid? | 3 | | 0 | |
| Do you ensure that workers in the vicinity are informed that the grinder is about to start? | 3 | | 0 | |
| | 36 | 0 | 0 | |
| Tools and Machinery | | | | |
| Are the right tools or machinery being used for the job? | 3 | | 0 | |
| Are tools and machinery maintained in good repair and are all safety devices operating correctly? | 3 | | 0 | |
| Are all operators trained and competent? | 3 | | 0 | |
| | 9 | 0 | 0 | |



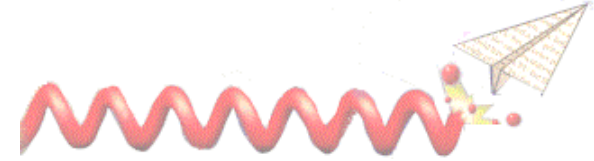
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|---|-----------------|-------|---------------|----------|
| Hazardous Substances | | | | |
| Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, lubricants ? | 3 | | 0 | |
| Do you ensure the chemicals / solvents that are used are safe for the operator | 3 | | 0 | |
| Do you ensure that the chemicals / solvents that you use do not present a risk to the environment | 3 | | 0 | |
| Do you ensure the cleaning chemicals that are used are safe for the operator | 3 | | 0 | |
| Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely | 3 | | 0 | |
| Have you controlled exposure to hazardous substances, by using a less hazardous material | 3 | | 0 | |
| Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks? | 3 | | 0 | |
| | 21 | 0 | 0 | |



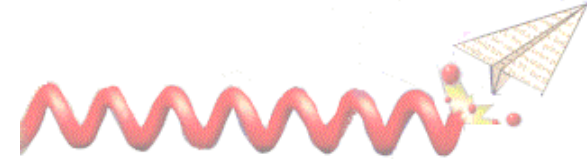
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|---|-----------------|----------|---------------|----------|
| Electricity and Other Services | | | | |
| Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them? | 3 | | 0 | |
| Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems? | 3 | | 0 | |
| Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment? | 3 | | 0 | |
| Are RCDs checked daily by users and properly maintained? | 3 | | 0 | |
| Are cables and leads protected from damage? | 3 | | 0 | |
| Are all connections to the system properly made and are suitable plugs used? | 3 | | 0 | |
| Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person? | 3 | | 0 | |
| | 21 | 0 | 0 | |



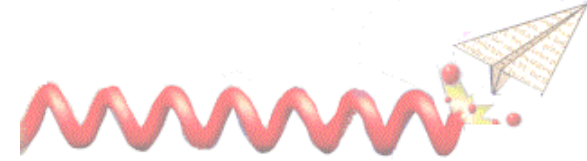
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|---|-----------------|----------|---------------|----------|
| Protecting the Public | | | | |
| Is the work fenced off from the public? | 3 | | 0 | |
| Are the public protected from falling material? | 3 | | 0 | |
| When work has stopped for the day is the boundary secure and undamaged? | 3 | | 0 | |
| When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used? | 3 | | 0 | |
| When work has stopped for the day is all plant immobilised to prevent unauthorised use? | 3 | | 0 | |
| When work has stopped for the day are chemicals or dangerous substances locked away in secure storage places? | 3 | | 0 | |
| | 18 | 0 | 0 | |
| Fire | | | | |
| Do you ensure no flammable substances are on or near sources of heat or direct sunlight? | 3 | 0 | 0 | |
| Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, paints, etc.)? | 3 | | 0 | |
| Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment? | 3 | | 0 | |
| Do you obtain a suitable hot work permit where necessary | 3 | | 0 | |
| Do you maintain a fire watch for a suitable time period after completing hot work | 3 | | 0 | |
| Do you ensure flammable waste materials are not left in waste bins overnight? | 3 | | 0 | |
| Do you ensure oily/ paint contaminated paper towels or rags are disposed of properly? | 3 | | 0 | |
| Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)? | 3 | | 0 | |



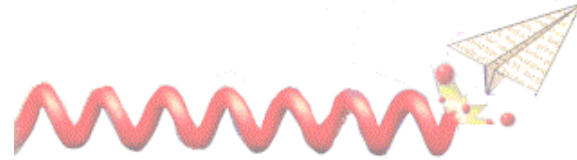
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|---|-----------------|-------|---------------|----------|
| | 24 | 0 | 0 | |



| Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant | Potential Score | Score | % Performance | Comments |
|---|-----------------|-------|---------------|----------|
| Ventilation | | | | |
| Is there sufficient ventilation, natural and forced? | 3 | | 0 | |
| Do you ensure minimum fumes get into the area being worked ? | 3 | | 0 | |
| Do you provide adequate respiratory personal protection if needed ? | 3 | | 0 | |
| | 9 | 0 | 0 | |
| Manual Handling | | | | |
| Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions? | 3 | 0 | 0 | |
| Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects? | 3 | 0 | 0 | |
| Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture ? | 3 | | 0 | |
| Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning? | 3 | | 0 | |
| | 12 | 0 | 0 | |



| Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant | Potential Score | Score | % Performance | Comments |
|---|-----------------|----------|---------------|----------|
| Hygiene | | | | |
| Is toilet and hand washing facilities adequate? | 3 | | 0 | |
| Do you issue rubber gloves to reduce contamination? | 3 | | 0 | |
| Is the provision of barrier creams and hand cleaners adequate? | 3 | | 0 | |
| | 9 | 0 | 0 | |
| Accidents and First Aid | | | | |
| Are there adequate accident treatment provision? | 3 | | 0 | |
| Do you ensure everything in the first aid boxes is within its use by date? | 3 | | 0 | |
| Are there adequate first aid box provision? | 3 | | 0 | |
| | 9 | 0 | 0 | |
| Slips & Trips | | | | |
| Do you ensure good standards of housekeeping are maintained | 3 | | 0 | |
| Do you ensure you minimise trip hazards when raising floorboards etc | 3 | | 0 | |
| Do you post signs warning of potential dangers when raising floorboards etc | 3 | | 0 | |
| Do you cordon off an area when removing flooring to gain access | 3 | | 0 | |
| | 12 | 0 | 0 | |



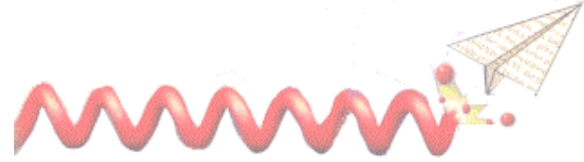
Health & Safety Plan

| Part 1 - Project Details | |
|--------------------------|---|
| Project co-ordinator | |
| Site | |
| Dept | |
| Work Site Address | |
| Phone number | |
| Description of works: | |
| Programme of works: | Start date: |

| Part 2 - Existing Environment | |
|---|---|
| Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A | |
| 2.1 | What happens / what activity occurs at the worksite? E.g. manufacturing, office, building site, etc. |
| details: | |
| 2.2 | Underground hazards - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc. |
| details: | |
| 2.3 | Overhead hazards - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc. |
| details: | |
| 2.4 | Access/egress restrictions - are there any procedural (security) or physical access problems during the works? |
| details: | |
| 2.5 | Existing structure - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc? |
| details: | |
| 2.6 | Existing ground conditions - will work be affected by land contamination, water table, ground stability, etc. |
| details: | |
| 2.7 | Environmental Management - are there any noise sensitive areas, is spillage or waste management needed, etc. |
| details: | |

| Part 3 - Site wide elements | |
|---|--|
| Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A | |
| 3.1 | Is any special clothing or specialist PPE needed to carry out the works? |
| Details: | Waterproof suit, Full face protection, Rubber Gloves and Boots |
| 3.2 | Are any special skills training or site safety induction training needed prior to working? |
| Details: | |
| 3.3 | Are there any special traffic or pedestrian routes or, any 'no-go' or restricted areas at site? |
| Details: | |
| 3.4 | Are there any site specific arrangements for unloading and storage of materials and equipment? |
| Details: | |
| 3.5 | Arrangements for welfare facilities at the work site e.g. toilet, washing, shelter, eat/drink, etc? |
| Details: | |
| 3.6 | Are there any special site rules : e.g. permit to work system, site reporting procedures, etc.? |
| Details: | |
| 3.7 | Work off the ground : detail working height & safe work method - scaffold, MEWP, harness, steps |
| Details: | |
| 3.8 | Who will be supplying the plant , equipment, access equipment & scaffold as required to work? |
| Details: | |
| 3.9 | Arrangements for Emergencies e.g. A&E hospital, first aiders, fire, major incident management, etc. |
| Details: | |

| Part 4 - Project liaison & communication. | |
|--|---|
| If yes to any point - indicate brief details in space below or N/A | |
| 4.1 | Project review meeting - where are they held? how often are they held?, who should attend?, etc. |
| Details: | |
| 4.2 | Arrangements to review and vet method statements and risk assessments for work tasks |
| Details: | |
| 4.3 | Arrangements to allow work of other specialist contractors to be safely integrated on the project |
| Details: | |



Method Statement

Introduction

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Any working operation, which an employee or contractor carry out will meet all the legal requirements.

Work area may on agreement be fenced, roped or taped and have no admittance notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of chemicals used to appreciate the dangers at the level that the worker will be exposed
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where necessary, practical experience
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

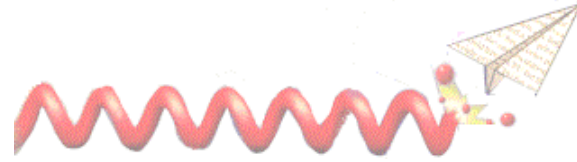
Work near electrical installations
Hot Work
Working at heights
Confined space
Working on the roof
And any other work deemed hazardous.

Materials Used

Enter a list of materials being used in the project

A Coshh Data sheet for all chemicals used is attached.

Equipment



Enter a list of Equipment to be used on the project

Method

Enter a brief description of the actual method to be used and the order it will be done

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury from Manual Handling
- c) Ill health from breathing fumes
- d) Injury to other contractors during works.
- e) Injury from machine and tool hazards
- f) Fire from hot work

Specific Hazards from Welding

- careless handling of a lighted blowpipe resulting in burns to the user or others;
- using the blowpipe too close to combustible material;
- cutting up or repairing tanks or drums which contain or may have contained flammable m
- gas leaking from hoses, valves and other equipment;
- misuse of oxygen;
- backfires and flashbacks.

Specific Grinding Hazards

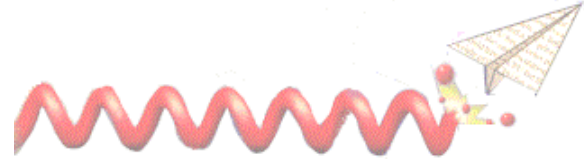
1. People being struck by ejected pieces from workpiece or if the wheel breaks
2. Contact with wheel
3. Entanglement of clothing, jewellery or hair
4. Noise
5. Vibration
6. Dust or other airborne particles or mists such as metalworking fluids

Main Preventative Measures you must take;

- a) You must be “competent” to carry out the task.
appropriate
- c) Fire extinguishers will be on hand during hot work
- d) Protective heat shields must be used
- e) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- f) You must read and be familiar with the COSHH Safety Data Sheets for solder
- g) You must follow all directions given by the project manager or his agents

Personal Protective Equipment you must wear;

- a) Hard Hats
- b) Hi Visibility Vests



- c) Dust Masks
- d) Safety Glasses / Welding Visors etc
- e) Overalls
- f) Gloves
- g) Safety boots

Environmental Protection Measures you must take;

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

Delivery

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

Unloading

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

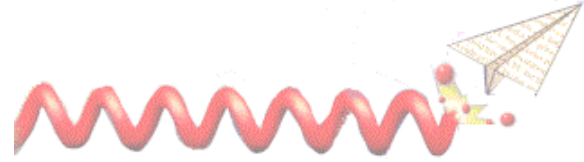
The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

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.

An employee can not use any other tools but their own including machinery or equipment, unless authorised to do so.

Employees are prohibited from using contractor tools, machinery or equipment.



All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at Work Regulations.

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"No Smoking" policy will be in force at all times by Company staff.

Staff will be made aware of the location of fire extinguishers.

COSHH

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety Department onto premises.

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

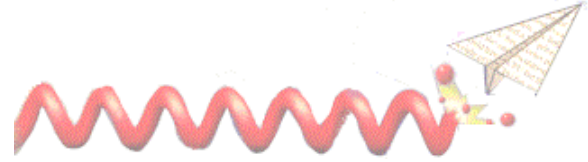
Accidents

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

First Aid



In the event of an accident First Aid is available.

Work Instructions

Preparation

Report to site office and inform site manager of arrival, collect permit to work

Attend any induction as required by the principle contractor or building manager

Put on your personal protective equipment

Cordon / barrier off work area or erect signs if required to do so.

Ensure adequate fire fighting equipment is available

Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

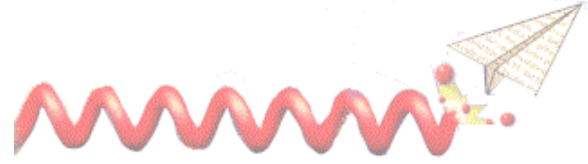
Check any electrical or hand tools for damage or faults prior to use. Faulty or damaged tools must be removed from service immediately.

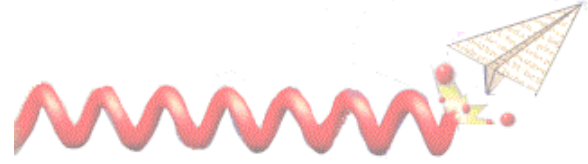
Do not leave tools and equipment unattended at any time.

Ensure area is left clean and safe at end of the working day

Signed:

Date:





aterials;