

HEALTH & SAFETY METHOD STATEMENT

Contract Details:		
Document Reference No:	MS10	
Method Statement written by:	Ian Green	
Date:	03/05/2025	
Start Date of works:	TBC	
Contract Duration:	6 Weeks	
Task:		
Removal of Asbestos Floor Tiles and Demolition of Annex Bungalow		
Site Location & Existing Environment:		
Brynglas House, Newport		
Responsibilities.		
Site Manager:	Scott Waters	
Contract Manager:	Adrian Waters	
SHEQ Manager:	Ian Green	
Work Procedure to be Followed:		
The sequence of the works shall carry out to the approved programme of works, which are to be issued on site. Check with the Client that work can commence and that all unauthorised persons are off site/ out of building. Ensure that the work area is adequately identified, and that suitable signage is posted and visible. Sequence of Works • Arrive at site, read and sign the RAMS and sign onto the site register. • All site operatives and visitors must complete a site induction with the site manager prior to entering the working area. This will be carried out by the site manager and will be specific to the site and the hazards present from the carrying out of the works. The induction will evolve as the work progresses. Any relevant toolbox talks will be carried out at least on a monthly rotational basis and/or when certain aspects arise and need addressing. The TBT's will then form part of the induction and stay live/active for new operatives and visitors. • Operatives will proceed to take down the block wall adjacent to Yewberry Lane. The wall will be cut with a concrete chainsaw into manageable panels. The chainsaw will be operated by a qualified operative wearing impact goggles, ear defenders and an FFP3 dust mask. The chainsaw itself will be attached to water suppression with an operative positioned on the other side of the wall to warn of any pedestrian movement. The wall sections will then be pulled inward toward the building with the use of the 360 excavator and banksmen. A qualified dumper driver and dumper will also be present on site for easy removal and storage of waste. All of the plant will be stationed inside the area of works and will only be permitted onto the lane for essential grading and bank reduction. The greater majority of the works (99%) will all be carried out from inside the site boundary. A water bowser will be present on site to douse the material as it is being pulled in towards the building and away from the lane if the process is generating high volumes of dust (not expected). During this process the lane will be sectioned off at either end with operatives stationed at the chapter eight barriers. This will enable us to cease work and make the area of demolition safe for us to reopen the lane and allow traffic through. This phase of the works is not expected to take a significant amount of time and should cause minimal disruption to the through traffic of the lane. The waste wall/material will be pulled inwards toward the building and stored out of the way for disposal. Operatives will need to wear FFP3 dust		

masks and safety glasses during this process; however, this will be a precautionary measure as we do not expect a large volume of dust or flying debris. The dust levels will be closely monitored by the site manager and all work ceased if the removal of the wall presents a hazard (this is not envisioned and this method has been utilised previously with success).

- With the use of the 360 excavator and banksmen, the ground behind the wall, on the inside of the property line will be graded down to form a bay wide enough for a 7.5T lorry park comfortably. This may include the breaking up of the concrete slab, with the use of the machine pecker, behind the wall. Type 1 GSB brought to site on a company vehicle and compacted with a whacker plate will form the loading bay. This will all be sectioned off with Herras fence panels secluding the works and machinery from the lane.
- Once the wall has been safely removed, the section where it stood will be secured with Herras fencing with debris netting applied to secure the site. The fencing must be double clipped and the feet facing in towards the building. Clear and visible signage will be displayed warning of the dangers of accessing the site unauthorised. All vehicles brought to the site will be assisted by a banksman at all times.
- This section of fencing will now form our loading bay. All deliveries and waste disposal operations will be carried out from this area of the site. Access and egress from the site will now be controlled from this point. Controlling the access and egress in this manner A P Waters does not deem it necessary to apply for a road closure at Yewberry Lane and are confident any disruption will be minimal. The fencing will be opened for incoming vehicles and closed behind them leaving full access to the lane whilst segregating the vehicle itself within the site. Operatives will be stationed at either end of the lane when access and egress from the site by a vehicle is needed. This is not envisioned to be a lengthy task thus limiting any disruption to pedestrian and vehicular access to the lane. This will be closely monitored by the site manager and a communication letter will be sent to local residents and stakeholders to inform them of the process and any disruption it may cause.
- Welfare facilities will now be brought to site. The welfare will arrive being towed by a company vehicle which will be reversed down the lane and into the barriered off-loading bay following the same process as stated above. The welfare facilities will then be reversed into position. The welfare will be positioned near to the loading bay and sectioned off with Herras fencing which is to be double clipped and have feet facing in. The opposite side of where the wall stood, lane side, will then also be graded back and if necessary, some of the grass embankment on the opposite side of the lane removed for access and egress purposes.
- The site plans and H&S folder along with all corresponding documentation required by the CDM regulations of 2015 will be stored inside the welfare cabin. This information will be made available for all to view at all times. The H&S file will be dynamic and evolve with the works including any relevant COSHH assessments, operative qualifications, evacuation plans, fire risk assessment and other relevant information that will be subject to review as the works progress. The welfare will also form the first aid station point and the fire point where serviced and relevant fire fighting equipment will be stored along with first aid equipment.
- Now that the loading bay has been established, A P Waters will now provide a bin/skip for mixed municipal waste. The bin will be brought to site on a company vehicle and reversed into position via the lane. Again, operatives will be stationed at either end of the lane to control traffic. The bin will be left at the end of the loading bay leaving enough room for a 7.5T lorry to park and be enclosed within the fencing thus preventing obstruction of the lane. We envision this task to take no longer than 30 minutes and a correspondence will be put out with plenty of notice and stating a time and date for when we intend to carry out this operation.
- Operatives can now proceed to put on full paper suits with FFP3 dust masks, safety glasses and gloves. Once all PPE is being worn, operatives can now remove the asbestos containing floor tiles with the use of a floor scraper and hand tools. Any hazardous material will then be double bagged and taped with duct tape to seal the contents and fibre exposure. This will then be transported back to the yard on a

company vehicle for weighing and correct disposal. The vehicle will be netted to prevent flying debris. A company vehicle will be brought into the loading bay in the manner stated and loaded periodically so there is no build up of hazardous material on site. Once returned to the yard, a waste consignment note will be immediately completed on disposal of the hazardous waste. The waste will then be weighed and stored in our asbestos skip undercover from the elements as per our waste carriers license which will be available in the H&S file. Disposal consignment notes will be made available when the asbestos container at A P Waters yard is full and ready for transportation to Swindon.

- With the asbestos safely removed, operatives will now concentrate on an internal soft strip. Isolation of electrics and gas facilities will be carried out by NORSE operatives although A P Waters will carry out on site checks to ensure that this is the case before any works will commence. This will include isolation of security alarm systems and fire alarm systems by NORSE operatives
- With the isolation of services confirmed, A P Waters will begin to concentrate on removing all sanitaryware, electrical fittings, heating fittings, cables and pipe work with the use of hand and battery operated tools. All steel and metals will be returned to the yard on a company vehicle for R04 Metal Recovery Operations. No metals will be left on site where they could present a security issue. All heating, electrical and security fixings and utilities will be removed in this manner.
- Operatives will then proceed to remove all internal walls that are non-load bearing. These will be pre-marked by the site manager and surveyors to ensure no structural or load bearing walls are disturbed. Whilst removing internal plasterboard (Gypsum) wall coverings and ceilings operatives will wear safety glasses and FFP3 dust masks and the operation will be carried out carefully and methodically. All gypsum waste will be loaded onto a company vehicle arranged by the site manager when the waste becomes significant and returned to the yard for correct disposal. The vehicle will be netted to prevent any flying debris and a waste consignment note will be completed immediately after disposal. The waste operation will be monitored by the site manager and the above mentioned traffic management plan will be adhered to.
- All other fittings and materials that will form the structure, but are classed as mixed municipal waste will be taken down with the use of hand and battery operated tools and loaded into the A P Waters provided bin. This will include all glazing, door frames and plastics.
- Operatives can then proceed to remove the existing roof felt with the use of hand and battery operated tools and disposed of in the MMW Bin. Access to the roof will be gained by a tower scaffolding erected by a PASMA trained operative which will also form edge protection to the section of the roof being worked on.
- With the felt removed, operatives can now proceed to remove the roof sheet material. This can be achieved from above with the use of hand and battery operated tools and passed down to the operative on the tower scaffold and then lowered to the ground. Once the initial sheet has been removed, the remaining sheets can be removed from below with the use of the tower scaffold, hand and battery operated tools (reciprocating saw cutting along the joist edges or pried loose with crow bars) and lowered down the tower. The sheet material can then be deposited into the mixed municipal waste bin.
- With the roof removed, two tower scaffolds can be erected by PASMA trained operatives either end of the building, internally, and with the use of hand and battery operated tools, the joists can be cut (reciprocating saw) and lowered to the ground. They can then be cut into manageable sections and loaded into the bin for disposal.
- With the roof structure removed the external walls to the building can now be brought down utilising the same method used to bring down the block wall adjacent to the lane. This will be with the use of the concrete chainsaw and the 360 excavator. The water bowser will be present and pre-filled to douse the material/walls as they are dropped to suppress the dust. The concrete chainsaw will also be connected to water suppression.

- If at any point of the operation the bin we have provided is close to being filled, we will pre-empt this and give the local residents and stakeholders communications (letter drop) to inform them of the date and time we intend to replace the bin. The traffic management will come back into play until the new bin is deposited and enclosed by the herras fencing on site.
- With the structure completely razed to the ground, operatives will proceed to remove all rubble with the use of the 360 excavator and banksmen. All rubble will be placed in the new bin and returned to the yard for R05 mechanical reprocessing of waste.
- Any remaining hard standings will be broken up with the use of the 360 excavator with pecker attachment and loaded in the same methodology stated above. All railings and other fixings will be removed with the use of hand and battery operated tools.
- All waste will be returned to the yard on a company vehicle for correct sorting. The ground will be graded and made good of.



Site Welfare



Site Loading Bay



Site Water Bowser



Herras Fence Boundary



AP Waters Mixed Municipal Waste Bin

Personnel:

Training / Experience of Individuals

The A P Waters Building Contractors Ltd Site Manager will be responsible to ensure that all operatives have received a site Induction prior to commencing any work activity on site.

No person will be permitted to operate any plant, machinery or equipment unless trained and authorised to do so. Certificates of competence will be made available upon request.

All of A P Waters Building Contractors Ltd's operatives hold NVQ's in their relevant trades with the Site Managers have undertaken the 2-day SSSTS course and hold the relevant card.

Regular toolbox talks will be undertaken by the A P Waters Building Contractors Ltd Site Manager. A record will be maintained on site.

This Method Statement is to be read in conjunction with the relevant risk assessments for the proposed works by the operatives undertaking the works and a record sheet signed. All persons involved in the task will be made aware of the contents of this Method Statement and instructed to work according to its requirements

Personal Protection Required: *Identify type required,*

Hard Hat:	☐	Visibility Jacket	☒
Gloves	☒	Safety Footwear	☒
Hearing Protection	☒	Eye protection	☒
Safety harness	☐	RPE	☐

Other PPE: Please specify:

A P Waters Building Contractors Ltd has provided its operatives with appropriate PPE to undertake the task. The PPE provided will be stored in accordance with the manufacture's recommendations.

Access Arrangements:

Access to the site shall be by use of the designated routes as advised by A P Waters Building Contractors Ltd and agreed with the Client. All A P Waters Building Contractors Ltd operative will ensure their works are not blocking or restricting any access routes at any time without prior agreement with the Site Manager. If agreed operatives will ensure adequate provisions are made for re-routing the Clients staff, other trades and members of the public giving adequate protection at all time.

Security and Working Hours:

A P Waters Building Contractors Ltd shall be responsible for the overall security of the site and any stored materials not fixed at the end of the working day.

0800 hrs to 1630 hrs Monday to Friday inclusive are the standards site hours. Prior agreement shall be requested from the Client before any work to be undertaken outside these hours.

Relevant Documentation:

Including Risk Assessment to be read in conjunction with this method statement:

This document should be read in conjunction with the following documents:

Construction Phase Plan.
Risk Assessments

Risk Assessments applicable to task (See Attached)

RA1 Working at Height	☒	RA6 Small tools	☒
RA9 Dust	☒	RA8 Noise & Vibration	☒
RA11 Slips, Trips, Falls	☒	RA24 Working near the Public	☒
RA23 Roof Working	☒	RA26 Manual Handling	☒
RA87 Disc Cutters	☒	RA28 Asbestos	☒
RA62 Temporary Site Accommodation	☒	RA92 HIAB Operation	☒
RA119 First Aid	☒		

Emergency Procedures & Accident Reporting:

The A P Waters Building Contractors Ltd Site Manager will be responsible to ensure that all operatives undertaking the tasks have been made aware of the emergency procedures associated with the site and details of the First Aiders.

Should any site personnel suffer an accident, the A P Waters Building Contractors Ltd Site Manager will record the incident within the accident book held in the site office and follow the A P Waters Building Contractors Ltd company procedure on accident reporting. If required, the companies Safety Advisors will attend site to undertake a full investigation into the accident.

If the accident is reportable under RIDDOR the A P Waters Building Contractors Ltd Site Manager will issue the appropriate documents (F2508) to the HSE. And a copy to the Client.

Site Rules:

We at A P Waters will adhere to the clients site rules:

- Wear hard hats, hi vis vests, safety footwear, eye protection, gloves and other PPE as appropriate
- All accidents however minor is to be reported to the Site Manager.
- Follow the site fire and Emergency Evacuation Procedure.
- Never interfere with or misuse anything to do with your safety.
- Report any unsafe working practices or conditions.
- All machine guards must be in position before operation.
- Never operate plant or equipment unless trained to do so.
- Never alter or remove scaffolding.
- Never knowingly operate faulty or defective equipment inform Site Manager.
- Never use a ladder unless it is of sound construction, correct length and it is properly secured or footed.
- Keep your workplace tidy.
- Keep your welfare facilities tidy, do not leave rubbish or scraps of food around site use the waste bins provided.
- Do not come to work if under the influence of drugs or alcohol.
- Personal radios, stereos are not permitted on site.
- Do not indulge in horseplay, running, fighting or malicious damage while on site.
- Do not interfere with any electrical plant or equipment.

- Always work in accordance with prepared Method Statements / Risk Assessments.
- Works and delivery vehicles delivering to the site, or works vehicles moving around the site, must be supervised by a competent banksman.
- Mobile towers must only be erected or adapted by competent persons.
- All personnel to sign in and out of site daily.

Consultation / Communication:

A P Waters Building Contractors Ltd will provide a mobile telephone for constant communication with external lines of communication and emergency procedures

Controls for the protection of Third Parties (e.g. Public, Other site workers):

Areas of work shall be coned off as necessary and protected by designated routes for other workers passing by and re routing at the appropriate stage the entrance to the site area by other trades or visitors. The areas immediately around / below any working at height will be coned off to avoid any persons being struck by falling objects.

Temporary Works or Permit to Work Control Requirements:

The company shall ensure that all personnel comply with the permit systems which are listed in the project health and safety plan,

Electricity / Lighting and Power.

The electricity shall be provided by A P Waters, temporary lighting where appropriate for the works, shall be provided by the A P Waters Building Contractors Ltd. Safety lighting for access will be included by A P Waters Building Contractors Ltd to satisfy emergency procedures.

The power supply will always be 110 volts and all plugs and sockets for external use shall comply with BS4343 Industrial Plug socket, outlets and couplers standards. Long lengths of trailing leads will be avoided.

Plant / Tools Required during the work:

All equipment shall comply with the Provision of Work Equipment Regulations 1998.
All operatives shall be certificated and competent in the operation of their equipment.

The Following tools are expected to be used during the proposed activities on site:

- 110v transformer and leads.
- Small tools.
- Mobile Tower Scaffolding or Steps.
- 360 Excavator
- Dumper Truck
- Whacker Plate
- Water Bowser
- Hydraulic Breaker
- Machine Pecker
- Disc Cutter
- Concrete Chainsaw

- Petrol Generators

All plant and equipment supplied by A P Waters Building Contractors Ltd will be supplied with the relevant test certificates and will be subject of regular inspections in accordance with statutory requirements.

Welfare:

A P Waters Building Contractors Ltd will provide suitable lockable storage on site for small tools etc where required, however tools are usually kept within the company vehicles.

A P Waters will provide canteen and washroom facilities with adequate toilet provisions. It is the responsibility of all operatives to ensure these facilities are kept clean and tidy at all time

A P Waters Building Contractors Ltd will provide suitable welfare facilities for the duration of the project

Deliveries / Traffic Restrictions.

Deliveries generally will be scheduled in advance with the A P Waters Building Contractors Ltd. As far as is possible deliveries will be scheduled to each work area, immediately to minimise double handling and storage on site. Where practical mechanical aids will be used to move materials and equipment to reduce the need for manual handling.

Waste Materials.

A P Waters Building Contractors Ltd will always ensure that their work area to be kept clean and tidy. All waste will be separated in accordance with A P Waters Building Contractors Ltd's procedures. Where practical materials will be recycled or re used, where this is not possible waste minimisation measures will be undertaken to reduce the amount of waste being generated. Areas around the skips shall be kept swept and free of debris. A P Waters Building Contractors Ltd shall retain any relevant waste transfer documentation on site in accordance with the relevant local waste disposal procedures and shall remove all surplus hazardous materials and their containers on a regular basis for disposal.

A P Waters Building Contractors Ltd's Waste Carrier Registration Certificate will be provided upon request

Environmental

Any materials used on site which have been identified within their product data sheet to have the potential to harm the environment will be stored in accordance with the procedures outlined within the relevant data sheet and COSHH Assessment.

COSHH assessments will be undertaken for the relevant materials and will accompany this Method Statement. Where required spill kits will be made available for use on site and any drains with the potential to be contaminated will be covered and protected.

The A P Waters Building Contractors Ltd Site Manager will monitor tasks which generating dust or noise and implement control measures such as local exhaust ventilation to reduce their impact where required.

Monitoring & Review.

The A P Waters Building Contractors Ltd Site Supervisor will be responsible monitor the company's works on site and to ensure that a good safety culture is maintained on site on a day to day basis. The A P Waters Building Contractors Ltd Contracts Manager will visit site on a regular basis and will monitor the level of safety on the site throughout his visit. The A P Waters Building Contractors Ltd SHEQ Manager will attend site upon request to undertake inspections and/ audits as required. A P Waters Building Contractors Ltd will monitor adherence to this Method Statement.

This Method Statement and Risk Assessments shall be under constant review. Any alterations or modifications to this Method Statement will be communicated to any person who may be affected by those changes. No alterations or modifications to this Method Statement will be made without prior consultation with those affected and A P Waters Building Contractors Ltd.

Operatives Method Statement / Risk Assessment/ COSHH Assessment Acknowledgement Form

The undersigned members of staff/site operatives have received verbal instruction; they have read and understood the Risk assessment & Method Statement relevant to the work they are about to undertake. They are aware of their responsibilities and agree to follow the safety precautions and procedures as highlighted.

[illegible]

This Method Statement has been Approved and Communicated to all Operatives by:

Site Manager: _____

Date: _____

Hand Arm Vibration – Trigger Times

AP Waters recognise that due to the nature of certain tasks our employees are expected to carry out; health effects such as ‘hand arm vibration’ may become apparent if the recommended ‘working exposure limits’ are not kept to. In all cases risk assessments and control measures have been put in place to minimise the risk of HAV.

Please see below trigger times for APW plant which MUST NOT be exceeded!!

	<u>Item</u>	<u>Exposure Action Value</u>	<u>Daily Exposure Limit Value</u>
	4" Bosch Grinder 110v GWS 7/115	45mins	3hrs
	STIHL Disc Cutter TS400	1hr	4hrs 30mins
	STIHL Disc Cutter TS410	3hrs	8+ hrs
	Makita Needle Grinder GD0800C	8+ hrs	8+ hrs
	Hilti Wall Chaser	1hr 20mins	5hrs 20mins
	BOSCH SDS Hammer Drill	30mins	2hrs
	SPE Multi-Stripper	20mins	1hr 10mins
	Hilti TE 500-AVR Breaker	25mins	1hr 30mins
	JCB Power Pack and Hammer Drill	1hr	4hrs

Exposure Action Value – This is the maximum time you can use the equipment without stopping/resting.

Daily Exposure Limit Value – This is the maximum time you can use the equipment throughout the entire day (The action values added together must not exceed this).

KEY:	L = Likelihood	S = Severity	R = Risk (Likelihood x Severity)
RISK RATING:	L = Low priority to be implemented when resources allow. 1 - 3	M = Medium priority to be scheduled as soon as practical. 4 - 12	H = High priority to be acted on immediately. 15 - 25

		Severity				
Likelihood	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

Date:	03/05/2025
Assessed by:	Ian Green
Address:	Brynglas House, Newport
Review Date:	02/12/2025

NOTE: A RESIDUAL HIGH RISK IS NOT AN INDICATION OF AN UNCONTROLLED RISK.

RA6 Small Tools									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Us of small tools, including powered or battery operated for the use of demolition	Noise Vibration Dust Cutting through hidden power Manual handling Cuts Disturbing asbestos Unplanned contact with body, e.g. hammer hitting hand, drilling finger. Electric shock Tripping over cables Flying debris Burns Drilling through electric cables or service pipes.	Workforce	3	4	12	- Trained competent operatives - Recognised recharge station does not allow charging out of hours. - Suitable PPE - All employees are to be CSCS trained and competent with the tasks they are carrying out. - All employees are always required to wear mandatory PPE and task specific PPE when carrying out certain task, e.g. Safety goggles when cutting a worktop. - All electrical equipment to be 110V and cables to be run around edges of areas instead of through the middle to prevent trips. - Work areas are not to be overcrowded with employees or tools; a safe distance must be kept when others are using small tools. - Additional PPE is available at the employee's request, e.g. gloves, bump caps. - All employees are always required to wear mandatory PPE and task specific PPE when carrying out certain tasks, e.g. Safety goggles when cutting timber. - All electrical equipment to be 110V and cables to be run around edges of areas instead of through the middle to prevent trips. - Work areas are not to be overcrowded with employees or	2	4	8

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RA8 Noise & Vibration									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Activities on site that may affect or cause damage to personnel regarding noise and vibration. Using Disk cutter Using machine hammer Using Breaker Using a concrete chainsaw	- Long term hearing loss (noise induced hearing loss) - Temporary hearing loss - Tinnitus - Hand Arm Vibration: - Vibration White Finger - Nerve Damage - Muscle Weakening - Joint Damage	Site Visitors Employees	5	4	20	- PPE is issued to every employee and must be worn when necessary. - Disposable ear plugs are available on site. - Workers must stop work whilst visitors are present, e.g. clients visiting to assess progress. - Workers should not be exposed for longer than the "Work/ Daily Exposure Limit value". - Job rotation will be implemented in accordance with the WELS if necessary. - Health surveillance will be made available if an employee is concerned that noise or vibration has caused them deterioration of their health. - Toolbox talks to be carried out regularly on these topic areas. - Supervisors to monitor and always enforce correct PPE to be worn. - Working areas should be shut off to prevent tenants being exposed to the high level of noise. If noise is still too loud alternative arrangements will be made to carry out the work when the tenant is out of the property or for example upstairs instead of in the room next to the working area.	2	4	8

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RA9 Dust									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Dust generated from the demolition of a one storey building	Lung Problems, Nuisance to others Irritation to eyes	Workforce	4	4	16	- Ensure that the work area has good ventilation. - Work area should be kept clear of debris. - All cutters should be maintained and inspected prior to use. - Grade 1 impact goggles/ face visors. - RPE – P2 for all operatives - Damp Down and contain dust and fumes - Monitoring of fume and dust levels at the work area to be ongoing. - Dust/fume masks to be issued as a last resort. - Inform employees of the risks involved with breathing in dust and ensure they are instructed in the safe use of PPE. - Operatives to have read the risk assessment in conjunction with the COSHH assessment of the material	2	4	8

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RA11 Slips, Trips & Falls									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
General Construction Activities during the demolition of a one storey building	Housekeeping	Workforce, MOP	3	4	12	- Maintain good access, egress and housekeeping always, ensure trailing cables are kept to minimum and routed safely. - Employees to be made aware of site conditions. Maintain good housekeeping access and egress. - Toe cap Boots to be worn always. - Elimination of trip hazards wherever possible.	2	4	8
	Working in the public		5	4	20	- If working in public areas special consideration to be given to elderly or young children with the safety of the public paramount - always Maintain access routes. - Protection of the work is essential.	2	4	8
	Manual Handling		3	4	12	- Extra care to be taken when lifting and carrying equipment or materials around site, good housekeeping standard to be maintained. - Pre-start survey to be carried out to check routes, manpower and equipment requirements and foreseeable hazards.	2	4	8
	Excavations		3	4	12	Where excavations are carried out in footway correct footway boards must be in place to provide safe access for work force, pedestrians, general public, also access for prams, pushchairs, wheelchairs and persons with disabilities.	2	4	8
	Tripping over trailing cables, tools		3	3	9	Maintain good access, egress and housekeeping always,	1	3	3

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Address:	Brynglas House, Newport
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RA23 Roof Working									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Planning to work at Height Removal of flat roof	Falls	Workforce MOP	4	5	20	Avoid work at height wherever possible: - consider carefully whether cleaning a roof for no other reason than appearances is necessary; - use a mobile elevating work platform (MEWP), - telescopic pole with camera attachment or - binoculars from a safe position on an adjacent building to carry out an inspection;	2	5	5
	Falls		4	5	20	- All operatives to receive appropriate training / instruction for working at height. - All working at height to be from suitable tower scaffolding or similar (erected and maintained by competent person) A permit to work system to be put in place.	2	5	10
	Fragile Roofs		3	5	15	- Can the work be done without going onto the roof i.e. from a MEWP? Or done from below? - If not ensure all fragile areas are protected from someone walking over by use of protection measures with safety nets inside the building.	2	5	10
	Falls		4	5	20	- Ensure edge protection is in place to stop falls from height. - Wear safety harnesses attached to safe point on the roof.	2	5	10
	Falling Objects		4	5	20	- Seclusion zone to be established and maintained. - All toe boards etc. to be in place. - All small tools etc. to be secured to where possible.	2	5	10
	Manual Handling, dropping etc.		4	5	20	Ensure seclusion zone is maintained.	2	5	10

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	Materials striking others					• All operatives to be trained in manual handling techniques.			
	 Safety harness must be worn	 Hard hats must be worn	 High visibility jackets must be worn	 Protective footwear must be worn	 Protective glasses must be worn	 Ear protection must be worn	 Danger Falling objects	 Danger Fragile roof	 Warning Overhead cables

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Likelihood	1	2	3	4	5	
	2	4	6	8	10	
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RA24 Working near the public									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Carrying out demolition work in close proximity to a primary school	Moving Vehicles	MOP	3	5	15	- All employees will ensure that they are wearing high visibility reflective jacket/waistcoat. - Constant checking of traffic movement. Set out signs as laid down as per chapter 8. - Work to be carried out in guarded area only. Access for emergency vehicles always. Be sure to have a safety zone in place, and clear always.	2	5	10
	Slips, trips and falls		3	4	12	Consideration of the work area and conditions surrounding the work area must be made a priority.	2	4	8
	Blocking or restricted footpaths and roads		3	3	9	Make sure that all signs and barriers clearly identify road /footpath closed to the general public. Erect walkways/barriers allowing for pedestrians, if required.	2	3	6
	Movement of site vehicles in public		4	5	20	- Ensure segregation of machinery and pedestrians. - Banksman to warn of loading arrangements prior to works being undertaken.	2	5	10
	Lifting Operations		3	5	15	- Control of areas when lifting operations are being undertaken to include restriction barriers, where necessary Maintain adequate distance for access/egress. - Appointed person to in place for all lifts	2	5	10
	Members of the public including children and vulnerable people.		4	5	20	Security of the public is always paramount with segregation of the public and site / machinery essential even out of hours.	2	5	10

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RA13 Services (Underground)									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Excavations Breaking up concrete slab and tarmac areas	Underground Service Supply damage – Electrical shock or burns	Workforce	4	5	20	- Operatives to be trained in the use of avoidance tools CAT and Genny. - Ensure all drawings are available prior to any work being carried out. - The latest drawings for all possible underground services to be obtained and checked. - Mark out all identified services - Carry out trial holes - Ensure plant is kept 0.5m away from identified service. - Ensure plant operators are trained and certified - Hand dig near identified services. - Full PPE to be worn when excavating near services. - PPE- Hi Visibility Vest, Safety Footwear, gloves.	2	5	10
	Contact with exposed or unexposed cables		4	5	20	- Plans and cable location to be available before works starts. - Plans will not be assumed to be accurate and location devices will be used in addition. - All services will be assumed to be live until proven otherwise	2	5	10
	Flooding from water services, contact with sewage		4	4	16	- The lines of services will be marked using paint, wooden pegs etc. Service crossing excavations will be supported. - Management will ensure that services are located and marked before further work begins. - All staff, machinery operators will be briefed before	2	4	8

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						they start work.			
	Damage/Explosion to Gas Pipes		4	5	20	- All temporary services will be properly marked - Trial holes will be dug to confirm locations taking account of physical indications such as junction boxes and manholes.	2	5	10

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RA22 Demolition									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Demolition of a single storey building	- Existing structures - Hazardous substances - Railway - Plant and equipment - Noise - Dust - Rats - Air tools - Services - Premature collapse - Temporary instability - Ill health and illness due to contact with hazardous substances and noise. - Derailment - Delays to trains - Contract delays - Leptospirosis - Hand-Arm Vibration Syndrome (HAVS) - Asbestos	Workforce	4	5	20	- Control of operation in accordance with SAF-27. - Competent Supervisor and operatives CTA - PPPC. - Members of National Federation/Approved. - Full possession works - approved by Client - PICOP. - Method Statements/Risk Assessments approved and distributed. - Emergency procedures - approved. - Consultation with Environment Agency disposal in accordance with regulations. - Toolbox Talks - Induction - Permit to excavate and work systems - cable detection - Detailed Safety Plan - Noise and vibration controls and monitoring	2	5	10

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RA86 Using a Concrete Chainsaw										
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating			
			L	S	R		L	S	R	
Operating a Concrete Chainsaw	- Damage to limbs - Splinters/sawdust in eyes - Hearing damage	Operator/ Workforce	4	4	16	- Operator should wear protective trousers, jacket, gloves, goggles, hard-hat, ear muffers and protective boots - The area in which the chain saw operator works should be clearly demarcated, and no one else should be permitted within this area whilst the chain saw is running. - When cutting has finished the saw must be switched off.	2	4	8	
	Kickback from blade		4	3	12	When cutting timber on the ground, as a general rule, the work party should retire at least 5 metres from the operator. This distance shall be at the discretion, and under the control, of the supervisor.	2	3	6	
	Fuel leakage and fire hazard		3	4	12	- The chainsaw must be maintained and serviced regularly, according to manufacturer's instructions. - The chain saw shall only be used in accordance with the manufacturer's instructions. - The saw must not be transported whilst the engine is running. Protective guards should be placed on the tools when not in use.	2	4	8	
	Loss of balance as wall is cut		3	3	9	- Prior to the commencement of work, the site should be inspected and assessed for specific hazards, as set out in general safety procedures. - The limits of this exclusion zone shall vary according to the size, height and nature of the timber being cut, and the gradients of the surrounding land. The area will be at the discretion of the supervisor who shall take the above considerations into account.	2	3	6	

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Likelihood	1	2	3	4	5	
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RA89 Operating an Excavator										
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating			
			L	S	R		L	S	R	
Using the excavator for the demolition of a single story building	Contact with other plant, vehicles, or people	Workforce	4	4	16	- Ensure good all-round visibility from operator’s position. All mirrors, CCTV, etc should be fitted, adjusted, and maintained to provide a clear and optimum field of view - Do not approach the excavator unless the operator has acknowledged that it is safe to continue - People working in vicinity of machine must wear hard hat and high Vis clothing. Stay outside the swing areas and away from / under suspended loads. - Use a banksman / spotter / slinger when view is limited or when in congested areas. Confirm communication signals - Operator must be trained in the use of the machine and hold a recognised certificate of training	2	4	8	
	Slips / falls from / off excavator		3	4	12	Use handrails and step-plates to gain safe access and egress from the excavator	2	4	8	
	Overturning, Overload and Mechanical / hydraulic failure		4	5	20	- Do not exceed the load capacities when lifting materials etc. - Carry out visual and operational checks on all machine systems and operating controls before using the machine. - Carry out weekly inspection and record.	2	5	10	
	Contact with overhead / underground services		3	4	12	- Ensure there is adequate clearance for the machine to slew (at least 600mm) - Assess working area. Consider ground conditions and	2	4	8	

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						gradients and working space restrictions (tail swing) and select suitable equipment.			
			 High visibility jackets must be worn	 Protective footwear must be worn	 Protective glasses must be worn	 Ear protection must be worn	 Dust masks must be worn		

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RA88 Operating a Dumper										
Task/Element	Potential Hazards		Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
				L	S	R		L	S	R
Operating Dumpers	- Overturning - Falling off dumper - Collision with other plant or pedestrians		Workforce	3	4	12	- Operators will be competent, trained and authorised to use, A record will be maintained of all those authorised - Operators will be responsible for routine maintenance and reporting defects to site management - Consideration will be given to selecting suitable plant, having regard to terrain, and working conditions - Operators will be given information as to the capabilities and restrictions of the dumper, which will not be exceeded - A competent person (normally the operator) will inspect the dumper regularly according to the manufacturer's instructions; the results of the inspections will be recorded - Compact dumpers will not travel whilst the skip is elevated - Dumpers will be equipped with ROPS and seat restraint, which will be used - Dumpers will be equipped with suitable visibility aids i.e. mirror - Dumpers will be equipped with a suitable reversing alarm and horn - Machine to be equipped with hazard warning lights	2	4	8

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RA93 Operating a Hydraulic Breaker										
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating			
			L	S	R		L	S	R	
Operating a Hydraulic breaker	Hydraulic fluids	Workforce	4	3	12	All operatives to be informed of the health risks from hydraulic fluids and compressed air	2	3	6	
	- Compressed air - Failure of hoses or couplings		4	4	16	- All damaged tools, hoses and other equipment shall be taken out of use and reported to the site supervisor - Prior to using the breaker all air hoses are inspected for damage and to ensure all couplings are secure.	2	4	8	
	- Noise/Vibration - Manual handling		4	3	12	- All operatives in the zoned area will be wearing suitable eye and hearing protection - Duration of exposure to be controlled to reduce the risk of vibration related illnesses - Operatives to receive full training in the use, storage, and general care of equipment - Full manual handling training to be provided to all operatives	2	3	6	

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RA54 Tower Scaffolding									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
Working from tower scaffolding	• Erection of the tower	Workforce	4	5	20	• Ensure only qualified persons erect or alter tower scaffolding	2	5	10
	• Damaged Scaffolding frames		4	4	20	• Ensure a prestart check is carried out of all the pieces of the tower scaffolding frame to be use, any damaged part to be replaced. Do not begin to erect without all the relevant pieces and manufacturers assembly instructions being in place.	2	5	10
	• Poor Ground conditions / base		4	5	20	• Ensure the ground conditions are suitable with no weak spots or potential danger spots, i.e. Cellar doors or pavement lights.	2	5	10
	• Breaks not applied		4	5	20	• All the wheel breaks must be applied when not being moved.	2	5	10
	• Overhead services supplies		3	5	15	• Check before erecting for any overhead services cables.	2	5	10
	• Falling objects		4	5	20	• Toe boards must be fitted with a seclusion zone around the base.	2	5	10
	• Being struck by vehicles		3	5	15	• Tower to be barriered off with adequate signage and a seclusion zone	2	5	10

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RA119 First Aid									
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating		
			L	S	R		L	S	R
First Aid on Site	Insufficient first aid/emergency procedures	Workforce	4	4	16	- First Aid personnel will be available always based on assessments of risk and number of workers. - When working on site operatives are given a site induction. Operatives are also made aware of who the designated first aiders are, how to contact them and where the first aid stations are located on the premises. - All employees are made aware of our first aid procedures. - First Aid Signs are displayed for all personnel to see where first aid facilities are immediately available.	2	4	8
	Insufficient number of trained/qualified personnel		3	4	12	The appointed first aider on site will adopt an emergency plan confirming the location of all emergency services i.e. hospital/fire station/environmental department and will take charge in an accident emergency, to call an ambulance or other emergency services and to maintain first aid equipment.	2	4	8
	Insufficient supplies in first aid containers		4	3	12	- First aid containers are kept clean and adequately stocked in all designated areas. - All company vehicles have travelling first aid kits with adequate supplies.	2	3	6

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RA132 Mental Health First Aid										
Task/Element	Potential Hazards	Population at Risk	Risk Rating			Control Measures Specified	Residual Risk Rating			
			L	S	R		L	S	R	
The recognition and First Aid of Mental Health Issues	Reduced Focus and Attention: Mental health problems like depression or anxiety can lead to reduced concentration, increasing the likelihood of accidents.	Employees All	4	5	20	- Mental Health First Aiders: Train designated staff members to be mental health first aiders who can provide initial support and guidance. - Training and Education: Provide regular training for employees and management on recognizing the signs of mental health issues and understanding their impact. - Employee Assistance Programs (EAPs): Offer confidential counselling and support services that employees can access at any time.	2	4	8	
	Substance Abuse: Workers may turn to drugs or alcohol to cope with mental health challenges, impairing judgment and coordination, which can result in accidents.		2	12	24	- If suspected to be under the influence of any substance and the employee must be removed from site immediately whilst an investigation is carried out. Although we do not carry out regular DNA testing we do reserve the right to when we feel that there is a risk to the employees safety and those around him/her - Employee Assistance Programs (EAPs): Offer confidential counselling and support services that employees can access at any time. Red Dot, Tidy Butt, Lighthouse Construction, Mind etc)	2	5	10	

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	Interpersonal Strain: Mental health issues can lead to irritability and difficulty in communication, causing conflicts among workers.		4	5	20	- Communication: Promote an open culture where workers feel comfortable discussing mental health issues. - Training: Provide mental health awareness training to all staff, including how to recognize signs of mental distress. - Employee Assistance Programs (EAPs): Offer confidential counselling and support services that employees can access at any time. Case UK, Tidy Butt, Lighthouse Construction, Mind etc) - Mental Health First Aiders: Train designated staff members to be mental health first aiders who can provide initial support and guidance.	2	2	4
	Workplace Stressors: High workload, tight deadlines, long hours, job insecurity, and physical demands. Are we placing an employee in a stressful environment. External factors and demographics may trigger mental health issues		3	6	18	- Communication: Promote an open culture where workers feel comfortable discussing mental health issues. - Consider the specific conditions of the construction site, the workforce demographics, and the nature of the work. - Rotation of employees when a task has a particular stress attached to it. Rotation of the workforce will limit the time an individual spends in such a situation - Demographics; Are there certain areas that are unsuitable for certain employees. External factors may make it unsafe to enter certain areas or estates	2	4	8
	Absenteeism: Mental health issues can lead to increased sick leave, reducing overall productivity on construction sites.		4	5	25	- Communication: Promote an open culture where workers feel comfortable discussing mental health issues. - Employee Assistance Programs (EAPs): Offer confidential counselling and support services that employees can access at any time. Case UK, Tidy Butt, Lighthouse Construction, Mind etc) - Return to work Mental Health wellness meeting. This will allow the employee to disclose any triggers and allow managers to tailor their work to prevent triggering bouts of anxiety and depression or both. Fitness to work can only be determined by a medical professional and fitness to work note will be need for the employee to return to work.	2	5	10

