

LS Surface Repairs Risk & Method Statement

Company Name	LS Surface Repairs		
Company Address	Unit 21, Europa Court, Dee View Boulevard, Chester, CH1 4NP		
Assessment No		LS Surface Repairs Job No	
Customer		Customer Contact	
Site Contact		Site Contact No.	

Project/Task				
Project/Site Address				
Start Date		Hours		Duration

Assessment date	Review Date	Name of Assessor
		Ashlea Evans (Safety Panda)

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Laminate Solutions.

It is the duty of all employees to observe the following method statement framed to provide a code of good practise and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel

Important Note:

It is the duty of all employees under regulation 14 of the "Management of Health and Safety at Work Regulations 1999" To inform the employer of any circumstances that may indicate any shortcomings in this assessment.

Brief description of the Project: French Polishing

Method of Works:

1. Put on your personal protective equipment
2. Take tools and equipment to work area.
3. Cordon off work area if required to do so with a barrier and signage.
4. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
5. When tools and electrical equipment are not in use, ensure electrical equipment is switched off and move to a safe location.
6. Assess area to be repaired/re-polished, cordon off area, open windows and doors as required for ventilation, have smoke detectors deactivated or covered, install forced ventilation as required if standard ventilation is not sufficient.
7. Mask off/protect areas accordingly to protect surrounding surfaces from dust and overspray.
8. Clean and prepare damaged area.
9. Remove debris and loose material from the damaged area, mask off damaged area prior to filling.
10. Add tints to two pack filler to colour match filler to the existing surface and apply, sand and profile.
11. Re-skim damaged as required profile using various grades of sandpaper.
12. Remove dust using a dust brush and tacky cloth.
13. Seal damaged area using sealer/topcoat, leave to dry and de-nib.
14. Apply premixed or sample mixed base colour as required via airbrush, HVLP spray gun or pallet and brush.
15. Apply colour and detail using pallet and brush, seal repair with topcoat leave till touch dry and de-nib.
16. Apply extra detail as required using pallet and brush and seal with topcoat.
17. Allow to dry and de-nib.
18. Apply topcoat, repeat topcoat application until desired finish is achieved.
19. De-mask area and remove any overspray if required, tidy up, have smoke detectors reactivated or remove protective cover.

Tools/equipment to be used dependant on site (110v or 240v):

1. Compressor/110v HVLP spray system
2. Extension Lead (240V will be fitted with an RCD)
3. 110v Transformer
4. Mini Gravity Gun/Airbrush
5. Mirka Sander (as required)
6. Hand tools as required: sanding block, chisels, fillings knife, and dust brush
7. Palette and brushes
8. Heat Gun (as required)
9. Dremel (cordless) as required

Materials to be used:

1. Masking tape/masking paper
2. Two pack filler and hardener
3. Light Fast Stains
4. Acrylic Lacquer
5. Thinners as supplied or specified by client/customer
6. Sandpapers/wet and dry paper, scotch pads
7. Tacky cloths
8. Paper towel, cloth/ rags
9. Prep clean panel wipe

LS Surface Repairs Contacts:

Operations Manager: Barry McNulty – 07548 058 737

Contracts Manager: Rick Jones – 07884 263 712

Health & Safety: Ashlea Evans (Safety Panda) – ashlea@safetypanda.co.uk

Contractor and visitor safety

LS Surface Repairs will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors. All tools will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

Control of vapours

COSHH guidelines are followed when working with chemicals and substance. LS Surface Repairs operatives will be issued the appropriate respiratory protection for this project.

PPE & RPE

Hard hat, Hi visibility jacket, safety boots, gloves, glasses and respiratory equipment, as specified by COSHH data sheets.

First aid

On arrival to site LS Surface Repairs technicians attend the induction course set out by the principal contractor on site, the name and first aid point on site is to be advised of and recorded.

Protection of goods and decor

All areas of floor and furniture will be protected with adequate non slip dust sheets prior to work commencing. All protection will be checked on a regular basis and renewed where necessary.

Site Access and Egress

The principal contractor is responsible for providing safe access and egress to the site, LS Surface Repairs will ensure safe access and egress is maintained for themselves and other contractors in the area that they are working in, good standards of housekeeping will be maintained. LS Surface Repairs will be responsible for safe access and egress when they are the principal contractor.

Technicians

The task will be carried out by technicians from LS Surface Repairs, who, as qualified repair technicians, are experienced in the repairs required. They hold valid CSCS cards.

Tools and Electrical Equipment

All items of tools and equipment will be visually inspected on a regular basis defective or damaged equipment will be removed from service and isolated. Electrical tools will be 110v where possible, if 240V equipment is to be used all electrical equipment will be fitted with an RCD unit. Technicians will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on site are fit for purpose. All of LS Surface Repairs power tools and electrical items are PAT tested every 3 months or when necessary.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that the welfare facilities provided are maintained in a clean and wholesome manner. Step ladders are not to be used without a permit from the main contractor.

To be observed by staff at all times, any deviation from these control procedures must be authorised by the management or safety representative.

Emergency Procedure:

1. Call emergency services in the event of an emergency on 999
2. Local hospital is
3. Contact: First aid position on site if needed report the accident to LS Surface Repairs office and the principal contractor

Site:

Personnel at Risk:

Date of Assessment:

Assessed By: Ashlea Evans (Safety Panda)

Key:

Severity of Consequence (S)

1	Insignificant/minor first aid, no time off, no loss
2	Minor Injury
3	Over 3 Day injury
4	Major injury or condition
5	Causing death to one or more people

Likelihood (L)

Risk Level (R)

1	Improbable	Low	1 - 4
2	Low	Moderate	5 - 9
3	Medium	Considerable	10 - 14
4	High	High	15 - 19
5	Almost certain	Critical	20-25

Evaluation Matrix

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

TASK / Activity	Hazards Relevant to this work	PERSONS AT RISK	Risk Level			Protective/Preventative Measures Required.	Residual Risk		
			L	S	R		L	S	R
Housekeeping	Slips, trips, falls Fire	Operatives & site personnel	2	3	6	<p>Work areas to be kept clean before, during and after repairs are carried out. Remove all waste, materials and unwanted equipment that may cause a hazard immediately after use.</p> <p>Ensure any spillages are cleaned and removed immediately. Dry waste such as dust on the flooring area should be cleaned up and disposed of immediately.</p> <p>Identify uneven surfaces and potential trip hazards using signage and demarcation to warn of potential trip and slip hazards.</p> <p>When potential hazards cannot be removed and controlled the use of barriers should be used to cordon off the hazardous area.</p> <p>Ensure any trailing cable leads are kept out of walkways, tape to sides/floor to prevent walkers by tripping.</p> <p>Correct PPE and safety footwear to be worn at all times when carrying out tasks.</p>	1	3	3

TASK / Activity	Hazards Relevant to this work	PERSONS AT RISK	Risk Level			Protective/Preventative Measures Required.	Residual Risk		
			L	S	R		L	S	R
French Polishing	Inhalation of product fumes & vapours Slips, trips & falls Cuts/abrasions	LS Surface Repairs Operatives	3	3	6	<p>Operatives to wear provided fitted Half face RPE masks when spraying products on the repair area.</p> <p>Keep cables from equipment to one side by running it along the side of a walkway and/or tape cables down</p> <p>Operatives to wear cut level 5 gloves if required to prevent cuts or abrasions from hand tools</p> <p>Maintain good levels of natural ventilation via windows and doors.</p> <p>The use of forced ventilation via extraction units when working in highly confined areas with excessive spraying work.</p> <p>Cordon off work area and restrict access to other contractors and the general public.</p> <p>All operations/processes to be carried out as per method statement/ safe systems of work.</p>	2	1	2

TASK / Activity	Hazards Relevant to this work	PERSONS AT RISK	Risk Level			Protective/Preventative Measures Required.	Residual Risk		
			L	S	R		L	S	R
Manual Handling	Muscular injury	LS Surface Repairs Operatives	3	3	6	<p>Training for all employees in the correct manual handling techniques.</p> <p>Assess the load, plan the route, use the correct lifting technique, keep load close to body, do not twist and turn the back move the whole body during the lift and moving the load. If in doubt do not lift get help.</p> <p>Team lifting to be used when loads are heavy or awkward to carry.</p> <p>The use of mechanical lifting aides where possible. i.e. fork lifts, porters trolleys</p> <p>Materials decanted into smaller containers, source smaller/lighter equipment for tasks.</p>	2	1	2

TASK / Activity	Hazards Relevant to this work	PERSONS AT RISK	Risk Level			Protective/Preventativ e Measures Required.	Residual Risk		
			L	S	R		L	S	R
Use of power/hand tools	Slips, trips & falls Cuts/abrasions	LS Surface Repairs Operatives	3	3	6	<p>Power tools to be PAT tested every three months and regular maintenance to be carried out.</p> <p>Visual inspection of equipment and cable prior to use. Any defective equipment to be removed from service.</p> <p>All tools to be of 110v to reduce level off power shock injury. All 110v equipment to be powered via a generator situated within the cordoned off work area. When 240V equipment used, RCD to be fitted.</p> <p>Tools to only be used for their designed purpose and maintained to a safe standard.</p> <p>PPE to be worn as required.</p>	2	1	2

Employee Signature Page

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