Method Statement

24 Burgess Hill

Structural Works (Substructure)

Client: Verve Concepts

Dated: 03/12/2024

Compiled by: Verve Concepts Ltd

1.0 Contents

24 Burgess Hill

1	Basic Details				
Company	Verve Concepts Ltd		Package		Structural Works (Substructure)
Author	DC	Date	02/12/2024		

2	Description		
Location	Substructure	Start Date	TBC

For Location of Works refer to GA Plans

1. ***Induction and Method Statement:***
   Prior to work commencing all operatives will have undergone a Verve Concepts Site Induction. Also, all operatives involved in these works will have both read and understand this Method Statement and Risk Assessment. All the operatives are to sign both the Induction and Method Statement Attendance Sheets prior to commencing work.

2. ***Scope of Works:***
   It is proposed to construct a new RC basement below existing ground level. The scope of works involves the installation of temporary works, demolition of existing walls and slabs at ground level, underpinning of external walls and existing cellar walls, bulk excavation, underground drainage, RC slab internal blockwork walls within substructure, structural steel and block and beam flooring.

3. ***Methodology:***
   Note: All works will be supervised by an Engel manager who will be on site at all times. A full temporary works design will be in place prior to commencing the works and a temporary works coordinator will be appointed to check and sign all permits prior to loading any temporary works.

Stage 1: Soft strip

All services are to be isolated and disconnected prior to commencing the works. The soft strip will be carried out using hand tools, electric and manual. All smaller pieces of materials will be bagged and moved to a skip located in the front yard of the house. All larger materials will be moved by hand to the skip. Once enough materials have been accumulated a skip will come to site and replace with a new skip. This process will be repeated until the soft strip is completed.

Stage 2: Demolition at ground floor level

A temporary works design will be developed by a temporary works engineer prior to the commencement of the works. Temporary works propping as per the design will be installed to support the 1st floor structure prior to demolishing any internal walls at ground floor level. Once the temporary works has been installed and signed off by the temporary works coordinator, the internal walls will be carefully demolished followed the removal and disposal of the ground floor slab. All services will be isolated prior to starting works but the CAT scanner will be used in any case as precaution prior to removing the slab. The walls will be demolished by hand held electric breakers and the slab demolished using a 1.5 tonne excavator. All demolished materials will be removed to a skip located int the front yard of the house using conveyors. A grab lorry will empty the skip as and when required.

Stage 3: Underpinning Phase 1 (High Level)

Note: The underpinning works will be carried out in 2 phases. The first phase will be to underpin the wall foundations outside the cellar area and to a depth similar to the level of the existing cellar foundations. These will be called the high level underpins. The second phase of underpinning called the low level underpins will take in the entre proposed basement footprint including the cellar.
The ground outside of the cellar area will be reduced down to the formation of the existing footings using the 1.5 tonne excavator.
The soil will be transported skip using the conveyor, the same as previous.
Once this has been completed underpinning phase 1 can begin.

Activity **1:** A leading trench will be dug down first; this will be dug down the face of the existing party walls and no more than 1 metre wide and 1 metre off the existing foundations, the operatives will ensure they do not go beyond the line of the existing party wall. The excavation will be taken down to formation level. A permit to excavate will be completed by the site supervisor each day before the operatives commence or enter the excavations. Adequate access into the excavation will be provided at all times. A tripod winch will be located adjacent to the excavation in case of an emergency rescue.

Activity **2:** The sides of the excavation will be temporarily propped to ensure the ground does not collapse on the operatives. Timber trench sheets and ply shutter boxes will be used as temporary prop to the sides of the trench. The temporary works engineer will design the timber box prior to works being carried out.

Activity 3: The operatives will then excavate the new underpin up to the back of the existing footing. The operative will excavate 50mm down from the existing footing, working to the back of the existing footing to find where it ends, the operative will ensure that he goes no further than the back of the existing foundation. Once the operative has located the back of the foundation,

he will then excavate down to the formation in line with the back of the existing footing.

Activity 4 and 5: Once the excavation is completed, the reinforcement will be fixed as designed within the excavation. Building Control will be advised in time prior to concreting for inspection on the underpin. Following the approval by Building control, the underpin will be concreted using the specified concrete design mix. A ready-mix concrete wagon will come to site and feed a static concrete pump parked in the suspended bays at the front of the site. The concrete will then be pumped in the underpin in line hoses from the pump. The concrete will be placed into the shutter and vibrated using an 110V electric poker. The concrete will be kept 75mm below the underside of the existing foundation. Verve Concepts will make test cube samples which will form part of our QA plan. Where there is no mass concrete underpins and reinforcement is required, building control will visit site once the reinforcement has been installed within the pin.

Activity 6 and 7: The shutters will be removed on the following day after 24 hours and dry pack (mixture of sharp sand and cement) will be packed into the 75mm gap between the existing foundation and the top of the underpin. Once the concrete has set and 24 hours later the shutter will be removed.

Activity 8 and 9: The start of the removal of the temporary boxes will commence. Only the timber struts will be removed, leaving the ply in place. The ply will form the shutter for the adjacent underpin when that particular underpin is being constructed. The area inside the ply will be backfilled and compacted in layers as it is brought to the top of the box. Only once the box has been backfilled can the next set of underpins, namely set 2 commence. The above process is then repeated following the sequence until all the underpins and section of lining wall are in place.

Monitoring: Survey monitoring will be carried out throughout the substructure works by a specialised surveying contractor. Retro targets will be set up in various areas on the external walls and using an EDM/total station, base readings will be taken prior to construction works taking place. Readings will then be taken on a weekly basis to check if there has been any movement/variance to the base readings. Trigger levels for allowable movement will be set by the structural engineers prior to commencement. The trigger levels will be green, amber and red. If the triggers level of movement hit amber the structural engineer is to be informed straight away, and if hits red the works will stop immediately until the engineers have reviewed and agreed the best course of action to prevent further movement. All weekly survey reports will be sent to the engineer for review.

The daily monitoring procedure carried out by the substructure contractor for identifying any movement to the walls will be mainly a visual inspection. This will be carried out every morning prior to any works being carried out. The site supervisor will be responsible for carrying this out. Photographic evidence will be taken and the findings will be recorded on the monitoring sheet
The morning inspection will not take away the visual inspections that will be carried out throughout the day. The operatives will immediately report any visual cracks on the party wall to the site supervisor. All work activities will be

stopped and the site supervisor will inspect the crack and report any major issue to the structural engineer who is to advise on the way forward.

Stage 4: Reduce level dig and install temporary works phase 1

Once underpinning phase 1 has been completed, the next phase of works will be to reduce level dig the ground with the proposed basement area down to the formation level of the phase 1 (high level underpins) Temporary works lateral support will be installed as required by the temporary works design. The soil will be moved to the skip at the front of the house using conveyors. The temporary works will be installed as we excavate.

Stage 5: Underpinning phase 2 (Low level)

This underpinning phase will take in the entire footprint of the proposed basement including the existing cellar area.

Activity **1:** The leading trench will be dug down the face of the retaining wall and no more than 1m wide and 1m off the wall. The operatives will ensure they do not excavate beyond the line of the back of the new retaining wall. The excavation will be dug down to basement slab formation level. A permit to excavate will be completed by the site supervisor each day before the operatives commence and enter the excavations. Adequate access and egress into the excavation will be provided at all times. A tripod winch will be located adjacent to the excavation in case of an emergency rescue.

Activity **2:** The sides of the excavation will be temporarily propped to ensure the ground does not collapse on the operatives. Timber and ply shutter boxes will be used as temporary prop to the sides of the trench. The temporary works engineer will design the timber boxes prior to works being carried out.

Activity 3: The operatives will then excavate the new underpin to the back of the retaining wall. The operative will excavate 50mm down from the new retaining wall, working to the back of the wall to find the line of it. The operative will ensure that he goes no further than the back of the new retaining wall. Once he has located the back of the wall, he will then excavate down to the basement slab formation level.

Activity 4 and 5: Following the completed excavation, reinforcement will be installed. This will be inspected by building control and the engineer if they wish before the timber shutter installed. A bird's mouth opening will be provided at the top of the shutter to enable the concreting and vibration of the underpin. Adequate photographs will be taken before the shuttering is put in place. Building control will be advised in time prior to concreting for inspection on the underpin. Following the approval by Building control, the underpin will be concreted on site as previously mentioned to the specified concrete design mix. The concrete will be carried to the pin location using wheelbarrows where it will be placed into the shutter and vibrated using an 110V electric poker. The concrete will be kept 75mm below the underside of the existing foundation.

Verve Concepts will make test cube samples which will form part of our QA plan.

Activity 6: The shutters will be struck and the excess concrete will be broken using a 110V breaker

Activity 7 & 8: The temporary boxes will be removed and the excavation backfilled. The backfilling will be done in layers of 150mm until the soil is brought to the top of the box. Only when the backfilling has been completed can the next underpin commence.

Monitoring: The movement monitoring surveys and visual inspections will continue as noted above throughout the substructure works.

Stage 6: Reduce level dig and install temporary works phase 2

Once underpinning phase 2 has been completed, the next phase of works will be to again reduce level dig the ground over the entire footprint of the basement down to basement slab formation level. Temporary works lateral support will be installed as required by the temporary works design. The soil will be moved to the skip at the front of the house using a 1.5 tonne excavator and conveyors. The temporary works will be installed as we excavate.

Stage 7: Underground Drainage

With the ground excavated to formation level the underground drainage works will commence. The drainage trenches along with any manholes or sump chambers will be excavated. The manholes and sump chambers will be cast/built as designed. Basement drainage usually will require sump chamber with pumps to pump the foul and ground water out of the basement to the outflow manhole rather than gravity, however this will be determined with a survey of the existing invert levels prior to the drainage being designed. The pipes will either bed in shingle and the trenches filled with concrete or backfilled with other granular material. All drainage will be tested and inspected by building control prior to backfilling. A CCTV survey will be carried out on all new drainage when the works have been complete.

Stage 8: Basement Slab

The next phase of works will be to cast the basement slab. The reinforcement will be fixed in position as per the RC details designed by the structural engineer. Once installed the building control and the engineer will be invited to site to inspect the rebar. Pre-pour inspection sheets will be signed off and ready-mix concrete will be ordered. A concrete pump will park at the front of the site with lines being fed down into the basement. The ready-mix wagons will then feed the pump and concrete will be poured in the basement surrounding the previously fixed reinforcement. The concrete will be vibrated using a 110V electric poker and levelled off the correct structural slab level. Concrete cube test samples will be taken throught the pour and the cubes will

be tested after 7, 4 and 28 days to ensure that the concrete has reached its required strength

Stage 9: Basement Internal Walls and Structural Steel

When the basement slab has cured sufficiently, the new internal blockwork walls will set out and constructed as designed. The blockwork will be installed from basement to proposed ground levels and with ties and head restraintes installed as needed. The structural steel columns and beams will be installed at ground level with ends either bearing on the walls or on steel columns depending on the engineer's designs. The steel will be plumb, line and levelled with QA check sheets being signed off before the ground floor can be installed.

Stage 10: Ground floor, Ground to 1st floor Verts and Removal of Temporary Works

A block and beam design will have been developed and approved prior to installation at ground floor level. The beams will be manufactured by a specialist block and beam supplier. The beams will be laid out on the previously installed beams and walls as per the layout drawings. The blocks will then be fitted between the beams over the entire footprint of the new ground floor. Level check will be carried out and QA sheets signed off.
The new internal walls/columns from ground to 1st will be installed next as per the consultants' details. The construction of these walls will pick up the 1st floor structure which was temporary supported back at stage 2 of the works above. Once the walls and permanent supports have been installed and singed off by the temporary works coordinator a permit to strike will implemented on site and the temporary works can be dismantled and removed from site.

Delivery Route.
Delivery lorries can access the site on Burgess Hill where they can access site to off load and load

4. ***Duration:*** The works will take approximately 36 weeks to complete.

3	Resources

Supervision: TBC ***Project Manager:*** D. Corcoran

Personnel

2 x Carpenter
2 x Carpenter Labourer
2 x Steel Erectors
2 x General operatives
4 x Groundworkers
2 x Steel fixer
1 x Slinger
1 x Banksman
1 x Foreman
1 x Site Manager

Names of the operatives and their certification will be filed in the Health and Safety file under OTC – operatives training certificates

Plant & Equipment

1.5 tonne excavator, electric conveyor belts, diesel compressor, static concrete pump, hand held electric circular saw, electric breakers, angle grinders, petrol saw, hammer drills, hand tools, electric breakers, aluminium towers, electric impact drivers, genie lifts, block and tackle, electric winch, trench sheets, rotating laser levels, concrete vibrator, floats, trowels,

Materials

Structural Steel, plywood, timber, nails, bolts, screws, sand, cement, reinforcement, concrete, chemical anchor resin, block and beam flooring, drainage pipes and fittings, shingle, concrete blocks

CoSHH:

Silika dust, concrete, cement, chemical anchor, diesel

4	Significant Risks

Risk Assessments for the following activities attached:-

a) Control of dust
b) Work in and around occupied premises
c) Disc Cutter & Abrasive Wheels
d) Hand Tools
e) Disposal of Waste Materials
f) Mobile Scaffold Towers
g) Demolition

h) Working at heights
i) Concreting
j) Use of lifting equipment
k) Slinging of loads
l) Use of excavators
m) Working in and with excavations
n) Material storage
o) Scaffolding
p) Underground services
q) Unloading vehicles
r) Working in confined space

5	Control Measures
Permits	Method Statement briefing. Permits to demolish Hot work permits Permits to dig and excavate Permits to load and strike
Security	All employees employed for ECL for 1 year and have passes. All have been inducted.
Special Training	All operatives involved in this operation are to have read and understand this Method Statement and signed the attached Attendance sheet. Refer to ECL Health and Safety file for all operatives training certificates.
Pollution / Environmental Control	Refer to ECL's Health and Safety file

6	Personal Protective Equipment

Everyone to wear: Safety Helmet, Protective footwear, Hi-Vi Jackets, Gloves and Eye protection.

In Addition: - Banksman to wear Orange Hi Vis Vests, Operatives to wear Dust Masks and Eye Protection during any demolition works, cutting works or any other works where dust arises

7	Emergency Arrangements And Incident Response
Rescue	In an emergency dial 999

Special First Aid	First Aiders on site: TBC
Special Fire Prevention	n/a
Pollution / Environmental Recovery	n/a

8	Temporary Amended Systems
N/A	

9	Who The Information Has / Will Be Submitted To	
Checking: N/A		
Review		
Update		
Operative Briefing		
Name	Date	Signature
* See attached Method statement declaration sheet		

10	Monitoring Compliance
Daily	By TBC
Zone Change	n/a
Scope Change	MS to be revised if scope changes

ECL H&S manager will be visiting site on a fortnightly basis to ensure work is being carried out in a safe manner.

ECL supervisor will also do regular checks to ensure the safety of all the operatives and that work is being carried out in a safe and proper manner.

Appendix A

RISK ASSESSMENT RECORD Reference No: **SSP001**

HAZARD/WORK ACTIVITY ASSESSED	**CONTROL OF DUST**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
1. Inhalation of contaminants	**X**			
2. Ingestion of contaminants	**X**			
3. Asphyxia		**X**		
4. Skin contamination			**X**	
5.				
6.				
7.				
8.				

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
……	
……	

CONTROL MEASURES

1. Assessment of workload to determine those activities that may generate dust.
2. COSHH data sheets checked for those materials producing dust, any toxic material identified, assessment to be made to, who, what and where work shall be completed.
3. Dust emissions to be minimised and/or contained to boundaries of the construction site e.g. re-specifying work to eliminate or reduce dust hazards, use exhaust ventilated tools, dampening work before or during cutting.
4. Wind blown dust from large, disturbed areas to be reduced by dampening down the surface and where possible, restricting the extent of such areas.
5. Extra care to be taken when loading materials onto trucks or when excavation work is taking place.
6. All Internal dust should be removed after the work has been completed and disposed of correctly.
7. Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present.
8. Adequate means of monitoring/ measuring toxic dust to be provided and maximum exposure limits (MEL's) to be checked.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives to be briefed regarding the hazards of dust to their health.
2. Operatives to be briefed regarding PPE and toxic dust.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET √ **SAFETY BOOTS** √ **GOGGLES/ VISOR** √ **OVERALLS** **GLOVES** **EARPLUGS**		**RESPIRATORY PROTECTION:** **Dust Masks** √ **REMEMBER PPE IS ALWAYS A LAST RESORT.**

RISK ASSESSMENT RECORD Reference No: **POR006**

HAZARD/WORK ACTIVITY ASSESSED	**DISC CUTTERS & ABRASIVE WHEELS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Bursting of abrasive wheel or disc		**X**		
2. Contact with wheel or disc			**X**	
3. Clothing entanglement with moving parts			**X**	
4. Eye injury from flying particles		**X**		
5. Inhalation of dust			**X**	
6. Exposure to hazardous noise levels			**X**	

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
…….	
—	
…….	
—	

CONTROL MEASURES

1. Sufficient operatives trained to change abrasive wheels and discs available in the workplace.
2. The correct wheels for the type of machine, speed and material to be cut will be ordered supplied and used.
3. Special permit to work clearance will be obtained before using these machines in potentially explosive or flammable areas.
4. An assessment of PPE requirements will be carried out before use of the abrasive wheel is authorise; this will include hearing, eye and head and foot protection as appropriate for the work and the machine.
5. PPE must be worn as directed.
6. Loose clothing and ties must not be worn by operators.
7. Disc cutters shall only be used when standing on a firm, level base.
8. Operators to ensure that all persons are kept away from areas where sparks or dust are directed.
9. Equipment and discs/wheels shall be visually checked for damage before use by operators.
10. Users must not undue pressure, and will use the right disc/wheel.
11. All guards must be correctly positioned and properly adjusted.
12. Cutting activities to be prohibited within confined spaces, unless adequate ventilation / dust extraction facilities are provided.
13. Details of operatives trained to the Schedule of the Regulations and appointed to mount abrasive wheels will be recorded.
14. A copy of the entry shall be given to the operative, or other written authorisation.
15. Suitable storage facilities to be available at the workplace for spare discs and wheels.
16. Equipment and spare wheels are to be checked for visible signs of damage before issue.
17. Weekly inspections are required.

INFORMATION, INSTRUCTION AND TRAINING

1. All personnel changing abrasive wheels or cutting discs will be trained and appointed in writing by their employer. 2. Proof of training and appointment will be required, this also applies to subcontractors. 3. Selection may be required of operatives who have experience of the work and are physically fit.	

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	√	**RESPIRATORY PROTECTION:**	
SAFETY BOOTS	√	----------	—	----------	
GOGGLES/VISOR	√	----------	—	----------	
OVERALLS	—	----------	—	----------	
GLOVES	√	----------	—	**REMEMBER PPE IS ALWAYS A LAST RESORT**	
EAR PLUGS	√				

Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: **MAT004**

HAZARD/WORK ACTIVITY ASSESSED	DISPOSAL: WASTE MATERIALS
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Building and demolition waste.		X		
2. Asbestos & asbestos-containing materials.	X			
3. Flammable materials, flashpoint >21 degrees C.	X			
4. Substances hazardous by ingestion.	X			
5. Lead and lead compounds.	X			
6. Organic halogen compounds.	X			
7. Acids and alkalis.		X		
8. Inorganic metallic and non-metallic compounds.		X		
9. Reactions e.g. explosion from mixing waste.		X		

WHO MAY BE HARMED
EMPLOYEES
SUBCONTRACTORS
OFFICIAL VISITORS
GENERAL PUBLIC
.....
.....

CONTROL MEASURES

1. Construction Health and Safety Plan to include waste disposal procedures for items of controlled waste, which are foreseeable during the project.
2. Skips and containers to be clearly marked indicating restrictions on disposal of particular kinds of waste.
3. Waste materials to be collected at regular periods to prevent fire hazards from combustible waste.
4. Wastes including asbestos and lead compounds to be removed by specialist contractors.
5. All flammable waste to be stored separately away from construction activities and buildings.
6. Liquid waste (e.g. paints, brick acid) should NOT be disposed of through drainage systems, wherever practicable they must be returned to the supplier for safe disposal.
7. All hazardous substances must be identified and relevant COSHH and PPE information provided to employees exposed to those substances.
8. DO NOT MIX waste liquids, serious reactions may occur including the container exploding.
9. Do not transfer hazardous waste materials/liquids into unmarked containers, always keep them in their original containers.
10. DO NOT burn or bury waste on site, all wastes must go to a licensed facility.
11. Site Manager will ensure that building and other controlled waste is placed in suitable containers so that transfer notes can be completed accurately.
12. Disposal of waste into skips will be monitored to ensure that unauthorised disposal is prevented.
13. Waste materials will only be passed to registered carriers.
14. Transfer notes will be completed before removal from site, copies to be retained for 2 years.

INFORMATION, INSTRUCTION AND TRAINING

1. Contractors and personnel to be briefed on the requirements for waste disposal. 2. Hazardous wastes to be identified at induction training and any specialist waste disposal techniques or PPE to be outlined.	

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	__	**RESPIRATORY PROTECTION:**	
SAFETY BOOTS	√	**----------**	__	**----------**	__
GOGGLES/VISOR	__	**----------**	__	**----------**	__
OVERALLS	__	**----------**	__	**REMEMBER PPE IS ALWAYS**	
GLOVES	__	**----------**	__	**A LAST RESORT**	
EAR PLUGS	__	**----------**	__		

Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: **POR007**

HAZARD/WORK ACTIVITY ASSESSED	**HAND TOOLS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Eye injury		**X**		
2. Injury to hands, feet and body			**X**	
3. Tripping over tools			**X**	

WHO MAY BE HARMED
EMPLOYEES √
SUBCONTRACTORS √
OFFICIAL VISITORS —
GENERAL PUBLIC —
…….. —
…….. —

CONTROL MEASURES

1. All tools provided must be assessed to ensure they are fit for purpose for the environment in which they are to be used and they are in good condition.
2. Visual checks must be completed by operatives on tools prior to their use.
3. Tools are required to be suitable for the purpose for which they will be used.
4. Eye protection is to be provided and used wherever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or other pieces of the tool breaking off.
5. Open-bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or others.
6. Non-ferrous (spark free) tools are to be used in flammable atmospheres.
7. Insulated tools must be used where there is a possibility of live electrical work.
8. All tools should be kept clear of necessary grease, moisture or dirt.
9. Any moveable / adjustable parts should be lightly oiled to protect against corrosion and to prevent wear and misalignment.
10. Sharpening activities must only be carried out by professionals as it is a relatively skilled job.
11. Site Manager to monitor hand tools, which can deteriorate with time to ensure they are sharpened or replaced as necessary, and to ensure that the tools are being used correctly.
12. Specific checks should be made as followed:
    - Chisels for mushroom heads
    - Hammer and file handles for deterioration
    - Open-ended spanners for splayed jaws
    - Damage to pick and shovel handles.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives are to be instructed in the correct method of use, inspection and maintenance requirements at induction if not part of craft training.	

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	√	**RESPIRATORY PROTECTION:**	
SAFETY BOOTS	√	**----------**	—	**----------**	
GOGGLES/VISOR	√	**----------**	—	**----------**	
OVERALLS	—	**----------**	—	**----------**	
GLOVES	√	**----------**	—	**REMEMBER PPE IS ALWAYS A**	
EAR PLUGS	√			**LAST RESORT**	

Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: **CON013**

HAZARD/WORK ACTIVITY ASSESSED	**DEMOLITION**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Unplanned collapse of structure or part	**X**			
2. Inhalation of dust		**X**		
3. Exposure to excessive noise		**X**		
4. Striking by falling objects		**X**		
5. Striking by overhead or underground services		**X**		
6. Location of unknown contaminated substances		**X**		

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
----------	—
----------	—
----------	—
----------	—

CONTROL MEASURES

1. Notifications should be made to the local authority in relation to:
   - Noise;
   - Disposal of waste;
   - Sealing of drains and sewers; and
   - Highway easements.
2. This assessment restricts demolition to internal walls, etc. and external single store outbuildings.
3. Underground services to be located utilising site plans and location equipment.
4. Work area to be sealed off utilising a demarcation line / physical barriers.
5. Overhead power lines to be shrouded / disconnected as required.
6. Water, gas and electric services to be disconnected prior to work commencing.
7. Identify prior to work commencing whether the demolition area contains asbestos.
8. Dust to be controlled by dampening down; housekeeping and local exhaust ventilation if appropriate.
9. Associated noise known to be above the action level, to be controlled by work rotation and barriers.
10. Work sequences to be planned and defined by Site Management.
11. Safe access and egress will be maintained at all times.
12. Suspect substances or contamination to be investigated before work commences, where contaminants found during demolition process the area must be evacuated and tests carried out to ascertain the contents.
13. Monitoring to be continuous to ensure that all voids and open edges are covered and / or fenced off as appropriate.
14. All demolition to be planned and carried out only under the supervision of a competent person.
15. Ensure that a safety method statement is available to operatives, prior to work commencing.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives to be trained in the operation of the machinery to be used the sequence of works, demolition techniques used and exclusion zones.
2. COSHH data and noise assessments to be made available.
3. Fire/Emergency procedures and demolition sirens to be explained to all site operatives and where necessary tested.

PERSONAL PROTECTIVE EQUIPMENT		
SAFETY HELMET √	**EAR DEFENDERS** __	**RESPIRATORY PROTECTION:**
SAFETY BOOTS √	---------- __	*DUST MASKS* √
GOGGLES/VISOR √	---------- __	---------- __
OVERALLS √	---------- __	---------- __
GLOVES √	---------- __	**REMEMBER PPE IS ALWAYS A**
EAR PLUGS √	---------- __	**LAST RESORT**

Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: WAH003

HAZARD/WORK ACTIVITY ASSESSED	**MOBILE SCAFFOLD TOWERS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
1. Fall of persons.	X			
2. Falls of materials.		X		
3. Falls of plant equipment.		X		
4. Collapse of tower.			X	
5. Overturning of tower	X			

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
.....	—
.....	—

CONTROL MEASURES
1. Only trained competent operatives will erect, modify or dismantle scaffolding towers in accordance with relevant standards and manufacturers instructions. 2. Towers should not be specified for the use in the vicinity of overhead power lines. 3. Specification for use of tower scaffolds will take into account the site ground conditions expected, height restrictions and obstructions. 4. Ladder access should be internal and fixed to the narrowest side. 5. Maximum height to base ratio will not exceed 3:5:1 inside use and 3:1 external use without ties. 6. Ties will be used in exposed or windy conditions. 7. All tower scaffolding shall be inspected on erection, and on handover to or from contractors. 8. After alteration or adverse working conditions, towers must be inspected by a compete 9. All tower scaffolding shall be inspected on erection, and on handover to or from contractors. 10. After alteration or adverse weather conditions, a competent person must inspect towers. 11. Towers over 2m in height must be inspected every seven days if remain in place, and the results recorded.

INFORMATION, INSTRUCTION AND TRAINING
1. Persons erecting tower scaffolding must be competent to do so, some proof should be obtained. 2. Operatives using mobile scaffold towers should be provided with information and instruction on safe access, use, and movement of the structure.

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	__	**RESPIRATOR PROTECTION:**	
SAFETY BOOTS	√	**----------**	__	**----------**	__
GOGGLES/VISOR	__	**----------**	__	**----------**	__
OVERALLS	__	**----------**	__	**REMEMBER PPE IS ALWAYS**	
GLOVES	__	**----------**	__	**A LAST RESORT**	
EAR PLUGS	__	**----------**	__		

Completed by Signed Date

RISK ASSESSMENT RECORD

HAZARD/WORK ACTIVITY ASSESSED	**WORKING AT HEIGHTS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
Falls of persons		X		
Falls of materials			X	
Falls of plant & equipment.			X	

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
.....	—
.....	—

CONTROL MEASURES

1. Ensure safe means of access and egress.
2. All equipment is provided and maintained to required legal and other standards.
3. Erect signs and barriers directly below works to warn of overhead operations.
4. Erect edge protection at all openings or edges, this must be guardrails and toe boards at 2m.
5. Where edge protection is not practicable identify alternative means of fall prevention /fall arrest.
6. Where there is likely to be debris falling, fans chutes or full enclosures will be used to protect 3rd parties.
7. All operatives/ subcontractors/ visitors, working/ passing below overhead operations to wear a safety helmet.
8. All equipment used will be checked to ensure it is in good working order, to correct specification, and in date for inspection.
9. Work will be monitored to ensure that additional precautions and equipment is taken into use if edge protection is removed.

INFORMATION, INSTRUCTION AND TRAINING

1. Information and instruction should be provided to all operatives working at height; this should include (but not limited to): details of the type of access equipment, any inspection requirements, etc.
2. Training and instruction must be provided to all operatives and supervisory staff involved in the use of harnesses, and how to wear, use, attach inspect and assess PPE of this type.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET	√	**EAR DEFENDERS**	—	**RESPIRATOR PROTECTION:**	
SAFETY BOOTS	√	**SAFETY HARNESSES**	√	**----------**	—
GOGGLES/VISOR	—	**----------**	—	**----------**	—
OVERALLS	—	**----------**	—	**REMEMBER PPE IS ALWAYS**	
GLOVES	—	**----------**	—	**A LAST RESORT**	
EAR PLUGS	—	**----------**	—		

RISK ASSESSMENT RECORD Reference No: **CON004**

HAZARD/WORK ACTIVITY ASSESSED	**CONCRETING**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Manual handling of mould and steel reinforcement			**X**	
2. Movement / collapse of moulds / excavation		**X**	**X**	
3. Contact with concrete delivery vehicles		**X**		
4. Contact with concrete plant e.g. mixers pumps		**X**		
5. Contact with cementatious products	**X**			

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
----------	—
----------	—
----------	—
----------	—

CONTROL MEASURES

1. All work to be planned in advance, consideration given to setting out moulds, construction methods and quantity of materials required.
2. When using ready mixed products access for deliveries and acceptable delivery schedules to be provided.
3. COSHH, manual handling and PPE assessments to be available.
4. Safe access and egress to be maintained when working near occupied premises or footpaths.
5. Safe lifting techniques are to be adopted for the placement of moulds and reinforcement.
6. All moulds to be firmly secured to eliminate risk of the movement or collapsing during pour.
7. All concrete deliveries to correspond with work activities, deliveries to be recorded and requisite samples to be taken where appropriate.
8. All vehicles to be monitored and safe traffic routes to be designated and implemented to reduce the risk of contact with operatives, third parties or construction plant.
9. Correct PPE to be issued and worn by all operatives.
10. Eating and drinking prohibited whilst working with concrete, operatives to be reminded of the requirements relating to personal hygiene.
11. When mixing concrete on site, consideration to inhalation of dust, manual handling of concrete from mixer to mould / excavation and contact with mixers.
12. Excess concrete to be disposed of as advised on Safety Data Sheet DO NOT allow concrete to harden to work surfaces or contaminate areas outside site boundary.
13. Work sequences will be planned and defined by Site Manager.
14. Mould to be checked before pour to ensure stability.
15. Concrete deliveries and pours shall be monitored to reduce risks to operatives and third parties from uncontrolled release, misdirected pours and external contamination.
16. Weather conditions shall be monitored when working with concrete and operations will be curtailed when atmospheric temperatures adversely affect curing.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives trained in handling cementatious products and manual handling techniques.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET √ **SAFETY BOOTS** √ **GOGGLES/VISOR** __ **OVERALLS** __ **GLOVES** __ **EAR PLUGS** √	**EAR DEFENDERS** __ ---------- __ ---------- __ ---------- __ ---------- __ ---------- __	**RESPIRATORY PROTECTION:** ---------- __ ---------- __ ---------- __ **REMEMBER PPE IS ALWAYS A LAST RESORT**

Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: **LFT003**

HAZARD/WORK ACTIVITY ASSESSED	**USE OF LIFTING EQUIPMENT**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
Unintentional release of load	X			
Unplanned movement of load			X	
Damage to equipment			X	
Crush injuries to personnel		X		

WHO MAY BE HARMED
EMPLOYEES √
SUBCONTRACTORS √
OFFICIAL VISITORS √
GENERAL PUBLIC √
……
……

CONTROL MEASURES

1. Arrangements must be made for the carrying out and recording of statutory and thorough examinations.
2. Before selection of lifting equipment is subject to a planned maintenance programme.
3. All items of lifting equipment must be established before use.
4. Safe working loads of lifting equipment must be established before use.
5. Packing to be used to protect slings from sharp edges on the load.
6. All items of lifting equipment must be visually examined for signs of damage before use.
7. Swinging of the load to be checked by ensuring the eyes of the straps are directly below the appliance hook, and that tail ropes are fitted to larger loads.
8. Evidence of last T.E and inspection must be provided with the equipment. (T.E. Thorough Examination)
9. Manufacturer's instructions to be checked to ensure that methods of sling attachment and slinging arrangements generally are correct.

INFORMATION, INSTRUCTION AND TRAINING

1. Personnel involved in the slinging of loads and use of lifting equipment will be required to be trained to CITB or equivalent standard.
2. All supervision must be trained in lifting operations.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET	√	**EAR DEFENDERS**	__	**RESPIRATOR PROTECTION:**	
SAFETY BOOTS	√	**----------**	__	**----------**	__
GOGGLES/VISOR	__	**----------**	__	**----------**	__
OVERALLS	__	**----------**	__	**REMEMBER PPE IS ALWAYS**	
GLOVES	√	**----------**	__	**A LAST RESORT**	
EAR PLUGS	__	**----------**	__		

Completed by	Signed	Date
Completed by	Signed	Date

RISK ASSESSMENT RECORD Reference No: **LFT 002**

HAZARD/WORK ACTIVITY ASSESSED	SLINGING OF LOADS
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
1. Unplanned release or dropping of load.	X			
2. Striking by falling objects		X		
3. Trapping between fixture and load.		X		
4. Damage to equipment or property.			X	
5. Striking/ arching of overhead cables	X			

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
.....	—
.....	—

CONTROL MEASURES

1. Correct lifting equipment must be provided, compatible with the loads in consideration.
2. Operations to be planned to ensure maximum safety of personnel and property.
3. Lifting equipment is subject to a planned maintenance programme.
4. Current TE Certificates or copies must be available for inspection on site.
5. All lifting equipment and accessories must be marked with the Safe Working Load.
6. Sufficient numbers of trained personnel to be available on site before lifting begins.
7. No persons are allowed to stand or work within lifting appliance operating radius without the operator`s permission.
8. Loads must not be slewed over personnel, plant, site huts or property.
9. A banksman is to be used at all times and especially when the drivers vision is impaired or operating in a congested area.
10. The lifting appliance must be on a firm, level base.
11. The attachments and equipment to be selected considering the weight and stability of the load.
12. Slings must not be placed on sharp edges.
13. Rail ropes will be used on large loads to steady and guide them.
14. A trained slinger to be available to co-ordinate all lifting activities.
15. Manufacturer’s information on load weight, centre of gravity and slinging arrangements will be obtained in advance where practicable.
16. Lifting will be supervised to ensure stability of the appliance and the load.
17. Work will stop when weather conditions prevent safe operations.
18. The area within the arc of the operation is to be cleared of personnel before slinging begins.
19. No person is allowed to stand beneath a suspended load.

INFORMATION, INSTRUCTION AND TRAINING

1. Crane Drivers and operators and operators of lifting appliances will be trained in slinging as per GS39- Training of Crane Drivers and Slingers.

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	__	**RESPIRATOR PROTECTION:**	
SAFETY BOOTS	√	**----------**	__	**----------**	__
GOGGLES/VISOR	__	**----------**	__	**----------**	__
OVERALLS	__	**----------**	__	**REMEMBER PPE IS ALWAYS**	
GLOVES	__	**----------**	__	**A LAST RESORT**	
EAR PLUGS	__	**----------**	__		

Completed by | Signed | Date

RISK ASSESSMENT RECORD Reference No: **MPE001**

HAZARD/WORK ACTIVITY ASSESSED	**USE OF EXCAVATORS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Shovel or load dropping inadvertently			**X**	
2. Overturning of machined areas.		**X**		
3. Materials dropping from shovel or bucket		**X**		
4. Persons struck by the machine		**X**		
5. Restriction of driver's vision		**X**		

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
……	
—	
……	
—	

CONTROL MEASURES

1. Choice of equipment and requirements assessed with regard to ground conditions and local operational requirements.
2. Planned maintenance programme applies to excavators.
3. Thorough Examination Certificate must be current and with machine.
4. Inspection register must be completed.
5. 180 DEGREE MACHINES: when using the backhoe the bucket must be lowered to the ground.
6. 360 DEGREE MACHINES: at least 600mm clearance to be allowed for tail swing.
7. Manufacturer's bucket size must not be exceeded and when travelling the excavator attachment should be close to the machine with the bucket clear of the ground.
8. No persons are allowed to stand or work within operating radius without the operator's permission.
9. Bucket/arms must not be slewed over personnel, vehicles cabins or huts.
10. Overhangs are not to be created on high work faces.
11. Travel and operations on a gradient must be controlled to ensure machine stability.
12. Wheeled Excavators: it is essential that tyres are regularly checked for condition and inflation.
13. A Banksman is to be used where a driver's vision is impaired or operating in congested conditions and large excavators must never be permitted to travel in a confined area, or around people, without a banksman to guide the driver.
14. Machines must not be refuelled whilst engine is running.
15. Trenching/deep excavation work must be supervised to ensure the stability of the machine and excavation and that persons do not work within the swinging radius of the machine.
16. Vehicles must be checked by drivers before use and secured afterwards.
17. Site Manager to ensure speed restrictions are enforced and monitor use on sloping ground.
18. Noise levels are to be monitored and assessed as may be necessary.

INFORMATION, INSTRUCTION AND TRAINING

1. Driver to CITB standard and certificates must be inspected prior to commencement of the works. 2. Excavator driving by uncertified operatives is not permitted, this also applies to subcontractors.	

PERSONAL PROTECTIVE EQUIPMENT		
SAFETY HELMET √ **SAFETY BOOTS** √ **GOGGLES/VISOR** __ **OVERALLS** __ **GLOVES** __ **EAR PLUGS** __	**EAR DEFENDERS** ---------- __ ---------- __ ---------- __ ---------- __	**RESPIRATORY PROTECTION:** ---------- ---------- ---------- **REMEMBER PPE IS ALWAYS A LAST RESORT**

RISK ASSESSMENT RECORD Reference No: **CON027**

HAZARD/WORK ACTIVITY ASSESSED	**WORKING IN AND WITH EXCAVATIONS**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Collapse of sides	**X**			
2. Striking existing services	**X**			
3. Persons falling into excavations		**X**		
4. Plant & materials falling into excavation	**X**			
5. Flooding of excavations			**X**	
6. Presence of hazardous atmospheres	**X**			
7. Presence of contaminated soil	**X**			

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
----------	—
----------	—
----------	—
----------	—

CONTROL MEASURES

1. Sufficient numbers of trained operatives and competent supervision must be available before work commences.
2. Suitable and sufficient plant must be available for trench support before work commences.
3. Suitable monitoring equipment and personnel trained in its use will be required where known exposure to toxic substances or lack of oxygen can occur.
4. Location of existing services must be completed before work commences, also information on ground conditions.
5. Cable location equipment and local authority drawing to be utilised to trace buried services.
6. Sides of excavation must be supported where there is a risk of collapse.
7. Where flooding risk occurs, cofferdams / caissons to be installed with pumps of suitable capacity.
8. Substantial barriers to be erected around excavations.
9. Where poor ventilation is identified the atmosphere will be continually monitored.
10. Stop blocks to be used to prevent vehicle entry.
11. Ladders to be provided for safe access / egress.
12. Suitable signs and barriers to be provided to warn of the work being undertaken.
13. Ensure safe system of work, taking account of prevailing conditions including weather, traffic and existing structures.
14. Inspect supported excavations before work commences each day and complete the necessary register.
15. Ensure personnel elected are capable, fit and experience.
16. COSHH assessments are to be made available for substances likely to be found or produced during the work.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives to receive training in excavation support procedures and use of cable location equipment.	

PERSONAL PROTECTIVE EQUIPMENT					
SAFETY HELMET	√	**EAR DEFENDERS**	__	**RESPIRATORY PROTECTION:**	
SAFETY BOOTS	√	**----------**	__	----------	__
GOGGLES/VISOR	__	**----------**	__	**----------**	__
OVERALLS	__	**----------**	__	**REMEMBER PPE IS ALWAYS A**	
GLOVES	__	**----------**	__	**LAST RESORT**	
EAR PLUGS	__				

RISK ASSESSMENT RECORD Reference No: **MAT008**

HAZARD/WORK ACTIVITY ASSESSED	**MATERIALS STORAGE**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Injury from falling materials		**X**		
2. Injury to trespassers, especially children		**X**		
3. Environmental contamination			**X**	
4. Endo skeletal injuries from lifting materials	**X**			
5. Injury from mechanical lifting/delivery equipment		**X**		

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	—
.....	—
.....	—

CONTROL MEASURES

1. Ensure that minimum quantities of materials supplied to site in line with the programmed works, thus reducing quantities of materials stored which prevent unnecessary damage.
2. Ensure that all material storage areas are level.
3. Follow manufacturer's recommendations with respect to temperature, humidity and stacking requirements.
4. For hazardous materials, COSHH assessments must be completed and passed to employees.
5. Palletised loads should not exceed two pallets in height.
6. Loads must be lifted correctly, manual handling information and training to be provided to employees.
7. Whenever practicable mechanical lifting/delivery equipment to be provided minimising manual handling. Whenever mechanical handling equipment is utilised you must ensure that is regularly inspected and is operated by competent employees. Also ensure that you have adequate space for safe manoeuvrability and where necessary designate authorised routes and set speed limits.
8. Compressed gas cylinders will be stores upright, away from accommodation and construction activities.
9. Stacks of cylindrical objects such as pipes to be stabilised using chock etc.
10. Material stacks should be limited in height to ensure stability, no more than 2m.
11. Drums and containers must be clearly marked to indicate contents.
12. Secured storage provided for all hazardous materials to prevent unauthorised access.
13. Trays or bunds provided where necessary beneath containers to prevent ground contamination.
14. Guardrails will be fitted to storage areas where persons could fall more than 2m.
15. Hazardous materials e.g. highly flammable liquids, explosives (hilti cartridges) should be stored separately and their issue controlled.
16. Deliveries by HIAB, should be monitored and controlled and all lifting operations should not pass over personnel, plant & equipment or accommodation.

INFORMATION, INSTRUCTION AND TRAINING
1. Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site. 2. Stability and stacking instructions will be given as needed to site operatives by the Site Manager.

PERSONAL PROTECTIVE EQUIPMENT		
SAFETY HELMET √ **SAFETY BOOTS** √ **GOGGLES/VISOR** __ **OVERALLS** __ **GLOVES** __ **EAR PLUGS** __	**EAR DEFENDERS** ---------- __ ---------- __ ---------- __ ---------- __	**RESPIRATORY PROTECTION:** ---------- ---------- ---------- **REMEMBER PPE IS ALWAYS A LAST RESORT**

RISK ASSESSMENT RECORD Reference No:**WAH004**

HAZARD/WORK ACTIVITY ASSESSED	**SCAFFOLDING**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I
1. Falls of persons.	X			
2. Falls of material and equipment.		X		
3. Collapse of structure.	X			

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
.....	—
.....	—

CONTROL MEASURES

1. Only trained, competent operatives will erect, modify or dismantle scaffolding structures.
2. For structures over 5m in height, CITB certification of erectors will be required and checked.
3. Erection will be to Construction (Health and Safety and Welfare) Regulations 1996.
4. Where edge protection is not practicable identify alternative means of fall prevention/fall arrest.
5. Hand over certification to be obtained prior to use.
6. Guardrails, toe boards and ties must not be removed, other than by scaffolding contractor.
7. Unused ladder gaps will have guardrails and toe boards fitted.
8. Full enclosure, debris guards, netting and fans will be considered for high- rise scaffolds and those close to public areas.
9. Traffic movements will be restricted around scaffold bases.
10. Excavations adjacent to scaffold bases should be avoided, where this is impracticable the excavations will be monitored to ensure the stability of the structure is not affected.
11. Advisory signage to be provided and displayed.
12. Weather conditions will be monitored when working at heights and operations will be curtailed when the stability of any access equipment is under question.
13. After alteration or adverse weather conditions scaffolds must be inspected.
14. Scaffolding over 2m in height must be inspected before first time use, and every seven days thereafter, and the results must be recorded.
15. Where scaffolding is at risk from trespassers, access ladders should be removed or alternative security measures introduced

INFORMATION, INSTRUCTION AND TRAINING

1. Persons erecting scaffold must be adequately trained and competent to do so. This will normally be certified by the production of a Scaffolder Certificate issued by the CITB.

2. Persons using scaffolding must be given instructions as to the correct routes of access, use and maintenance procedures.	

PERSONAL PROTECTIVE EQUIPMENT			
SAFETY HELMET	√	**EAR DEFENDERS**	**RESPIRATOR PROTECTION:**
SAFETY BOOTS	√	**……..**	**……..**
GOGGLES/VISOR	__	**……..**	**……..**
OVERALLS	__	**……..**	**……..**
GLOVES	__	**……..**	**REMEMBER PPE IS ALWAYS A**
EAR PLUGS	__	**……..**	**LAST RESORT**

RISK ASSESSMENT RECORD Reference No: SSP007

HAZARD/WORK ACTIVITY ASSESSED	**UNDERGROUND SERVICES**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I
1. Contact with electricity or gas supplies.	X			
2. Flooding from water services.			X	
3. Contact with sewerage.			X	
4. Explosion or asphyxia from gas leak.		X		
5. Interface with fibre optic mains.				X

WHO MAY BE HARMED	
EMPLOYEES	√
SUBCONTRACTORS	√
OFFICIAL VISITORS	√
GENERAL PUBLIC	√
.....	—
.....	—

CONTROL MEASURES

1. All work to be planned in advance.
2. Full details of underground services will be obtained in advance from relative authority.
3. Full consultation will be held with relevant authorities to agree precautions to be carried out before work begins.
4. Site manager to ensure that services are located and marked before work begins.
5. Plans and cable location equipment to be available and not to be assumed definite.
6. Trial holes to be dug, by hand to confirm locations, taking into account of physical indicators such as junction boxes, manholes and ground conditions.
7. The lines and dept of services to be marked, using paint, wooden pegs, etc before work begins.
8. All services are to be assumed to be live before proven otherwise.
9. Services crossing excavations to be supported.
10. Services in concrete to be isolated where practicable, before work operations begin.
11. Work to be supervised AT ALL TIMES.

INFORMATION, INSTRUCTION AND TRAINING

1. Operatives locating services to be trained in the use of all location equipment.
2. Operatives will be briefed as to the current course of actions when discovering known / unknown services.
3. Operatives briefed in emergency procedures when services are breached/damaged.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET √	**EAR DEFENDERS** __	**RESPIRATOR PROTECTION:**
SAFETY BOOTS √	**----------** __	**----------** __
GOGGLES/VISOR __	**----------** __	**----------** __
OVERALLS __	**----------** __	**REMEMBER PPE IS ALWAYS**
GLOVES __	**----------** __	**A LAST RESORT**
EAR PLUGS __	**----------** __	

RISK ASSESSMENT RECORD Reference No:_____

HAZARD/WORK ACTIVITY ASSESSED	**Unloading Vehicles – Working at Height**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIGICANT RISKS	H	M	L	I	WHO MAY BE HARMED
Fall from vehicle (height)			X		EMPLOYEES X SUBCONTRACTORS X OFFICIAL VISITORS — GENERAL PUBLIC — ……. — ……. —

CONTROL MEASURES
Where possible deliveries to site should be on pallets or similar so that loads can be safely unloaded using a fork lift, telehandler or similar. This will reduce the need for Operatives to climb onto the back of the delivery vehicle. If the above is not possible and Operatives need to climb onto the back of a delivery vehicle to sling loads etc then a fall restraint system must be used. LCL prefer the use of the Alsipercia System by Combisafe as it is easily transported around the site and can be moved to different lay down areas. All Operatives who need to climb on the back of a delivery vehicle must wear a harness and be clipped onto the inertia reel before climbing onto the delivery vehicle.

INFORMATION, INSTRUCTION AND TRAINING
Operatives who wear harnesses must have suitable training. Taskmaster are LCL's preferred training provider.

PERSONAL PROTECTIVE EQUIPMENT

SAFETY HELMET	√	EAR DEFENDERS	__	RESPIRATOR PROTECTION:	
SAFETY BOOTS	√	----------	__	----------	__
GOGGLES/VISOR	__	----------	__	----------	__
OVERALLS	__	----------	__	REMEMBER PPE IS	
GLOVES	__	----------	__	ALWAYS A LAST RESORT	
EAR PLUGS	__	----------	__		

RISK ASSESSMENT RECORD Reference No: **CON020**

HAZARD/WORK ACTIVITY ASSESSED	**WORK IN CONFINED SPACES (Class 2 & 3)**
LOCATION	24 Burgess Hill

H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

SIGNIFICANT RISKS	H	M	L	I	WHO MAY BE HARMED
1. Poisoning from toxic gases	**X**				**EMPLOYEES** √
2. Asphyxiation	**X**				**SUBCONTRACTORS** √
3. Explosion	**X**				**OFFICIAL VISITORS** √
4. Fire	**X**				**GENERAL PUBLIC** √
5. Excessive heat		**X**			**----------**
6. Drowning	**X**				**----------**
7. Contact with sewage		**X**			**----------**

CONTROL MEASURES

1. Eliminate need for entry or use of hazardous materials by selection of alternative methods of work.
2. Assess ventilation available and local exhaust ventilation requirements, potential presence of hazardous gases / atmosphere, process by-products, hygiene / welfare facilities.
3. Inform rescue services of activities and where necessary request advise or inspection.
4. Documented entry system to apply, permit to work to be completed prior to entry.
5. Adequate ventilation to be present or arranged.
6. Detection equipment must be present before entry to check on levels of oxygen and presence of toxic or explosive substances.
7. The area will be tested before entry and continually during the presence of persons in the confined space.
8. Emergency breathing apparatus and rescue harness to be provided.
9. A communication system with those in confined space to be provided.
10. Precautions for safe use of any plant or heavier-than-air gases in the confined space and to put a safe system into operation, including checking the above and verifying Company Procedures.
11. Necessary PPE and hygiene facilities to be provided for those entering sewers.
12. The management role is to decide on the nature of the confined space and to put a safe system into operation, including checking the above and verifying Company Procedures.
13. Flood potential and isolations must be checked.
14. Emergency procedures muse be fully developed prior to entry.

INFORMATION, INSTRUCTION AND TRAINING

1. Full training required detailing the method of entry and managing the confined space. 2. Rescue surface party to be trained in rescue and emergency procedures, including first aid. 3. All operatives must be certified as trained and supervisory staff trained to same standard. 4. Under no circumstances should an operative enter a confined space to make a rescue attempt, leave any rescue attempts to the professionals (fire brigade).	

PERSONAL PROTECTIVE EQUIPMENT		
SAFETY HELMET √ **SAFETY BOOTS** √ **GOGGLES/VISOR** √ **OVERALLS** __ **GLOVES** √ **EAR PLUGS** √	**EAR DEFENDERS** __ **----------** __ **----------** __ **----------** __ **----------** __	**RESPIRATORY PROTECTION:** ---------- __ **----------** __ **REMEMBER PPE IS ALWAYS A LAST RESORT**

Completed by	Signed	Date

Appendix B

Underpin Check sheet

Project		**Date**	
Contractor		**Ref.**	
Works			

SECTION 1 - INSPECTION OF UNDERPIN WORKS BY ECL

Date _____ **Time** _____

Underpin No _____

Photographic reference _____

Visual Check _____

Reported Findings _____

Reportable
Date Reported to Engineer _____ **Signed** _____

SECTION 2 - INSPECTION OF UNDERPIN WORKS BY ENGINEER

Date _____ **Time** _____

Underpin No _____

Photographic reference _____

Visual Check _____

Reported Findings _____

Reportable _____

Signed _____

SECTION 3 - ISSUE OF INFORMATION TO MAIN CONTRACTOR

We trust this meets with your approval and ask you to sign, copy and return this form to our site office.

Signed for Main Contractor ..... **Date/ Time** _____