



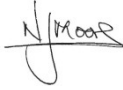
**HEALTH & SAFETY
METHOD STATEMENT COVER SHEET**

RAMS No WHS/LUL/TW/007

**METHOD STATEMENT FOR
Erection and Dismantling of Scaffolding**

Prepared By	Date	Checked By	Date
Davitt Mc Elroy	7 July 2014	Gerard Brooks	7 July 2014

APPROVED BY				
Revision	Date	Status	Client	Date

Reviewed By	Date
Gerard Brooks	7 July 2014
Contact Details 07812 997632	 pp G Brooks

Issued To	Date	Sign & Return Top Copy
Nigel Moore Mott Mac Donald	10 July 2014	

SCAFFOLD METHOD STATEMENT

REF No :
REV 1
DATE: 5.6.14



DATE CREATED: 5 JUNE 2014	PREPARED BY: DAVITT MC ELROY	RAMS N ^o : 01
CUSTOMER: O'HARE & MCGOVERN (OHMG) SITE: WEST HAMPSTEAD SQUARE	TASK: ERECT & DISMANTLE SAFETY AND ACCESS SCAFFOLD TO PERIMETER OF APARTMENT BLOCKS RAISED IN PROGRESSION WITH ENVELOPE BUILD.	REVIEW DATE: PRIOR TO DISMANTLING OR IN THE EVENT OF A STRUCTURAL CHANGE/WEATHER EFFECT/STRUCK BY PLANT

1. Brief Description of task to be carried out.

System scaffold will be built in progression with the envelope of 7 no. apartment blocks for OHMG on their West Hampstead Square site in London. The scaffold will be fully boarded at 2.0m lifts with external sheeting and internal cantilever bracket for trade use. Stair/ladder access and loading facilities will be provided as required. The scaffold will be design engineered and built per design spec which will be signed off prior to commencement. OHMG will provide ground conditions in all areas that will accept the imposed loads from the scaffold. The scaffold will be positively tied to the buildings frame and fully sheeted. Materials will be off loaded mechanically and taken to the working area. Lorries will be pre booked in with site management at a time that suits. All scaffolds will be signed off for use when ready and become part of the 7 day inspectorate process for the duration. Scaffolds will be erected and dismantled in accordance with all applicable regulations.

2. Details of any relevant documentation to reference (e.g. Risk / COSHH Assessments / Client Procedures

Risk Assessment N^o to be read in conjunction with this Method Statement.
McCrory Quotation N^o to be read in conjunction with this Method Statement

3. Precautions to be taken prior to work commencing

Example	Yes	No	Action required / who is responsible to ensure completed
Permit to Work Required / Locks / Tags	✓		McCrory Supervisor to be in receipt of permit to work prior to commencement of any tasks. Permit number to be written on Handover document.
Task Safety Briefing in place	✓		
Environmental concerns (i.e. noise, dust, heat)	✓		
Signage / barriers in place	✓		
Adequate ventilation to work area	✓		
Any other precautions		✓	
Emergency Rescue/ Recovery arrangements in place		✓	
Poor housekeeping can cause slips, trips and falls – is the area untidy or hazardous i.e. slippery?		✓	
Does the ground or weather conditions present a hazard?	✓		
Are there any overhead cables, overhead travellers, buzz bars or pipework etc. or others working above or below which could cause risk?	✓		When erecting scaffold in close proximity to adjacent overhead Network Rail lines specific procedures will require to be deployed in accordance with NR Requirements i.e isolation of lines to facilitate safe erect/dismantle of scaffold. Main contractor to advise and arrange for isolations as required. Permit to work will be required in advance of proceeding .
Are the works on or near fragile materials e.g. asbestos roof sheets, roof lights			

Are the works to be undertaken in a confined space?	✓		All employees to have confined space training.
Is the access / egress for men, vehicles and materials safe?	✓		
Have you got the right tools or sufficient equipment to do the job?	✓		
Task PPE Requirement(s) <div> <div>Safety Helmet <input checked="" type="checkbox"/></div> <div>Overalls & Protective Footwear <input checked="" type="checkbox"/></div> <div>Eye Protection <input checked="" type="checkbox"/></div> <div>Ear Protection <input type="checkbox"/> where required</div> <div>Hi – Viz Vest <input checked="" type="checkbox"/></div> <div>RPE Suitable for Mask <input type="checkbox"/></div> <div>Protective Coveralls <input type="checkbox"/> as specified in RA</div> <div>Scaff- Steps <input checked="" type="checkbox"/></div> <div>Fall Arrest Block(s) <input checked="" type="checkbox"/> where specified in RA</div> <div>Safety Harness (fitted with twin tail lanyard) <input checked="" type="checkbox"/></div> <div>Life Jacket / Bouyancy Aid <input type="checkbox"/></div> <div>Perry Bouy Ring with 30m line <input type="checkbox"/></div> </div>			

TYPE OF SCAFFOLD	USE OF SCAFFOLD	PLATFORM LOADINGS		NUMBER OF BOARDS & STD CENTRES	MAXIMUM WORKING PLATFORMS	TYPICAL LOAD EXAMPLES PER BAY	TICK AS APPROPRIATE:
		kN/m ²	KG/M ²				
VERY LIGHT DUTY INDEPENDENT	INSPECTION PAINTING LIGHT ACCESS	0.75	76	3 (0.77M)	1	NO MATERIALS 1 MAN PLUS TOOLS	
LIGHT DUTY INDEPENDENT	PLASTERERS PAINTING CLEANING	1.5	153	4 (1.0M)	1 PLUS 1 VERY LIGHT DUTY	2 MEN PLUS 175KG MATERIALS	
GENERAL PURPOSE INDEPENDENT	BUILDING WORK LIGHT BRICKWORK	2.0	204	5 (1.2M)	2 PLUS 1 VERY LIGHT DUTY	1 MAN PLUS 350KG MATERIALS	
HEAVY DUTY INDEPENDENT	BRICKWORK HEAVY CLADDING	2.5	255	5 (1.2M)	2 PLUS 1 VERY LIGHT DUTY	2 MEN PLUS 250 KG MATERIALS	
SPECIAL OR MASONRY INDEPENDENT	MASONRY WORK CONCRETE BLOCKWORK	3.0	306	6 (1.45M)	1 PLUS 1 VERY LIGHT DUTY	2 MEN PLUS 400 KG MATERIALS	
PUTLOG SCAFFOLDING	NEW BRICKWORK	2.5	255	5 (1.2M)	1	1 MAN PLUS 140 BRICKS	
LIGHT DUTY BIRDCAGE	INSPECTION PAINTING CLEANING	0.75	76	FULLY BOARDED	1	NO MATERIALS 1 MAN PLUS TOOLS	
HANDRAIL	EDGE PROTECTION	N/A	N/A	N/A	N/A	N/A	
HOIST TOWER	TO ENGAGE HOIST	N/A	N/A	NIL	N/A	NO LOADING	
TEMPORARY CONTAINMENT SCAFFOLDING FRAME	TO CONTAIN INSULATION AND CEMENT DUST.	1.5	153	140 (10M)	1 ROOF FULLY BOARDED AND HAND RAILED	2 MEN PLUS 175KG MATERIALS	X

No of Lifts	_TBC_ No. lifts	Lift Heights – 2.0m – 1.50m	
Foundations: (tick where applicable)	Concrete <input type="checkbox"/>	Paved Area <input type="checkbox"/>	Grassed Area <input type="checkbox"/> Soil <input type="checkbox"/> Hardcore <input checked="" type="checkbox"/>
Containment:	Monarflex <input checked="" type="checkbox"/> Sheeting <input type="checkbox"/>	Debris <input checked="" type="checkbox"/> Netting <input type="checkbox"/>	Brickguards <input type="checkbox"/> Shrinkwrap <input type="checkbox"/>
Working Platforms:	Close boarded – fitted with double handrails <input checked="" type="checkbox"/> Additional precautions required?		
Scaffold Subject to Design:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes please provide details: Design criteria met by TG20:13		
Stability / Tie Arrangements	Rakers <input type="checkbox"/>	Tied into <input checked="" type="checkbox"/> Structure	Hilti Ties <input checked="" type="checkbox"/> Buttress <input type="checkbox"/> Other <input type="checkbox"/>
Scaff tag system to be used on site:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Ladder Tags to be used on site:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Statutory 7 Day Inspection of Scaffold:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> By McCrory		
Contract Supervisor:	Henry O'Neill		Scaffolder SG4:10 Trained: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe Fall Arrest Arrangements:	lanyards to be worn at all times in accordance with SG4 Scaffolders to use 100& tie off arrangements when working outside of a hand railed lift.		
Medical * Surveillance Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (*Asbestos, Confined Spaces) If yes please provide details:		
Slinger / Banksman Required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> McCrory scaffolding will utilise suitably experienced qualified personnel to carry out slinging and banksman requirements, with all craneage supplied by the Main Contractor.		
Lifting (by crane) risk assessment to be completed:	Lifting plan required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of lift co-ordinator: OHMG		
Operation of plant (FLT and MEWP)	Names of trained FLT / MEWP Operator(s): Confirmed operators certificates are current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Mechanical Cutting Equipment	Yes <input type="checkbox"/> (Correct Training) No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> If using alternative arrangements i.e. cold cut please describe:		
Emergency Procedures:	Any specific emergency procedures are to be conveyed to McCrory personnel at the pre-start induction provided by the Main Contractor.		
First Aid / Reporting of Accidents	To be reported in the first instance to Site First Aider for initial assessment. All incidents/accidents to be reported immediately to McCrory Head Office on 028 38 325766		

4. Details of any relevant training or qualifications that the persons carrying out the task need to have (specific for task) in addition to the usual skills training:
Manual handling training No Specific additional training requirement
5. Details of any equipment required for the task
No specific additional equipment required
6. Details of any Waste Disposal or Environmental considerations

No specific Waste Disposal or Environmental considerations

7. Details of any additional Health and Safety considerations / work area inspections

No Specific additional Health & Safety considerations or work area inspections

8. Details of how quality of work will be checked and implemented

All scaffolding built in accordance with BSEN12811:1 (2003) and to incorporate the recommendations of TG20:13 and the manufacturers documentation, with scaffolds inspected prior to handover to the end user by McCrory Scaffolding.

9. Detailed Step by Step description of the work to be done and how it will be carried out safely

From how the materials will be delivered to site, stored, erected, modified, dismantled and removed from site.

Material Delivery

General arrangements – all scaffolding and temporary roof materials will be delivered to, and removed from site on McCrory dedicated vehicles. All drivers will be briefed on site access arrangements prior to dispatch, with the need to use a Banksman when reversing a vehicle on site.

Hiab operator (if required) using the lifting arm to drop off / pick up scaffold materials will be trained in the safe use of Hiab crane and slinging techniques. Site specific requirements i.e. access / delivery times etc shall be briefed.

In areas where overhead cranes or dockside cranes are available we would request assistance from the Main Contractor with the loading and unloading of our vehicles.

In areas where we are unable to utilise the Hiab lifting crane, we shall load and unload the vehicle utilising the McCrory or Main Contractor operated forklift truck. The operator of the forklift truck shall be suitably trained and experienced in the use of front loading and, or, side loading forklift operations.

Material Use

Scaffold tube to BS- 1139.

Scaffold Fittings to BS- 1139

Timber Scaffold Boards to BS- 2842

Metal Scaffold Ladders to BS- 1139

K Stage System Scaffold as per manufacturers guidelines

Modular Aluminium Scaffold Beams – to manufacturers Specifications

Ancillary Scaffold Items – to manufacturers specifications

All materials are to be checked in our scaffold yard prior to delivery to ensure that they are fit for purpose

Safety Equipment

All McCrory operatives shall, whilst carrying out their duties, wear or use the following equipment during the works.

- Hard Hat
- Steel Toe- capped boots
- Overalls (if required)
- Safety Harness with twin tailed lanyard fixed at the rear, together with stub lanyard fitted to the front.
- Safety Glasses (if required)
- Ear protection (if required)
- Scaff-Step – Advanced guardrail system for use in erecting guardrails in advance of the completed scaffold platform
- Site Safety Box. To include safety signage, safety cones and hazard tape
- Multi Gas Monitors (if required)

Risk Assessment

Risk assessment to be read in conjunction with this method statement.
Job specific risk assessment shall be raised prior to commencement of work.
Point Of Work (Dynamic) Risk Assessments shall be carried out on a task basis.
Primary Risk Assessments shall be used 'site wide' on a weekly basis.
TOF's attendance shall form part of the Major Contract safety planning.

Scaffolding Supervision

The site shall be Supervised by our qualified Contract Supervisors:
(Insert names)

This Supervisor shall be in charge of our works and shall act as liaison between the Main Contractor and McCrory Scaffolding.

Operatives

All scaffolding operatives employed on this contract shall be CISRS /FAS qualified and shall report directly to the Contract Supervisor in charge of the contract.

All operatives are required to follow the procedure below as a minimum.

- Report to the Building Controller before starting work
- Obey all warning signs
- Only use designated walkways for access
- Green Routes to be kept clear at all times
- Hatched yellow & black areas to be kept clear at all times
- No smoking within 5 metres of any building
- No smoking on site outside of meal break times or entry / exit times.

Special Attendances

Main Contractor to provide the following items at no cost to McCrory Scaffolding.

- Site Safety Induction
- First Aid Facilities
- Crane use (where agreed) at agreed times during the contract
- Forklift use (where agreed) at agreed times during the contract
- Permits to work (where required)
- Isolation and 'tagging out' of Overhead traveller cranes (where required)
- Isolation and 'tagging out' of Buzz bars (where required)

Any information that may affect the erecting or dismantling process, or have an impact on the structural integrity of the scaffold.
i.e. underground services, void spaces, plant working in close proximity etc.

Changes to the Scope of Work

It is essential that during the course of the work that the following method statement is strictly adhered to and only varied to accommodate unforeseen site conditions. Any changes must only be carried out after agreement between the Main Contractor and McCrory Scaffolding. All aspects of any changes must be considered, with the method statement amended in writing before any changes in the method of work are carried out.

Method Of Erection

Scaffold to be erected in accordance with the following:

- Scaffold to be erected strictly in accordance with BSEN 12811:1 (2003) an approved code of practice for the scaffolding industry.
 - System scaffold and System Roofing to be erected in accordance with the manufacturer's recommendations and instruction manuals.
 - CDM Regulations 2007
 - Working at Height Regulations 2005
 - Preventing Falls in Scaffolding SG4
 - Technical Guidance Notes - TG20:13
 - Per Scaffold Design Ireland design engineering as agreed by all parties
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- NB. Unless otherwise stated, all scaffolds will have a maximum (General Purpose) Uniformly Distributed Loading of 2kN/m^2 to 1no working lift, with a further 1no working lift at 1kN/m^2 . These loadings must not be exceeded. Please refer to the attached Load table.
 - Materials to be delivered to site and unloaded as close and safe as possible to the area of work, without causing obstruction or hindering access or egress to the building. Materials shall then be carried manually to the work place if no mechanical means of distribution is available.
 - Report to the Building Controller to inform them of intended start.
 - MC to confirm that all necessary approvals are in place from NR and LUL in advance of any erection proceeding.
 - Where working in close proximity to adjacent OHLE lines (potentially north elevation of Blocks G , F and E and in any other locations deemed necessary MC is to receive prior agreement from NR/LUL in advance of works proceeding and if required necessary the OHLE will require isolation to facilitate works.
 - Cordon off the work area prior to commencement.
 - Erect Independent tied access scaffold, to be based out on a firm level compacted ground surface. (MC to provide base design has been undertaken along with necessary evidence)
 - Scaffold to be set out on base plates, with sole boards used to eliminate any risk of settlement.
 - Lay out sole boards (225mm x 450mm x 38mm) onto hardcore scaffold foundation.
 - Set out base plates onto the sole boards, or, directly onto concrete / steel, at suitable centres for the type of scaffold to be erected.
 - Erect the base lift of the scaffold in lift heights suitable for the particular contract, as detailed in the job pack / sketch drawing.
 - Install side bracing to every other line of standards.
 - Install face (sway) bracing to full height every 6 bays along the length of the scaffold.
 - All bracing must be within 300mm of a node point / intersection of a ledger and standard.
 - Install a temporary ledger at a suitable height between the ground and the base lift to enable the Scaff-Step to be used to install a single guardrail to the base lift before the scaffolder accesses the lift to begin erecting further scaffold lifts.
 - Board out the base lift from the ground level, transoms installed at 1.20m centres generally (900mm for Heavy Duty scaffolds)
 - Upon completion of a lift/s external face of scaffold is to be protected using Monaflex sheeting to Northern Boundary Blocks G,F & E and debri netting to the remaining elevations. Sheeting is to be fixed fully in accordance with the manufacturers recommendations and where in close proximity to the boundary the sheeting will be fixed vertically i.e fixed at high level and rolled down the face off the scaffold fixed / secured as the roll is dropped this will prevent /minimise the risk of the material blowing in the wind during installation.
 - In locations (Blocks G ,F&E) where the scaffold will be erected possibly within 2.75m of the OHLE the scaffold will be fitted with a plywood protective barrier at approximately 2.4m above and below the OHLE or as directed by Network Rail. The plywood will be fixed on the internal face of the scaffold platform fixed vertically and secured back to the scaffold structure using suitable fixing ties this barrier will act to prevent any possibility of the external Monaflex protective sheet being damaged and provide a solid impenetrable barrier between the scaffold users and the adjacent OHLE.
 - Scaffolds greater than 8.0m in height with face bracing in a dog leg fashion to one bay only must be plan braced every 4th lift in height and every 12 bays along the scaffold length.
 - Install and tie a ladder from ground to the base lift.
 - Ladder exit position to be corralled with ladder gate or staggered guardrail to prevent accidentally falling through the ladder

opening in the boarded deck.

- Access the scaffold from the ladder access only (Do not climb the face of the scaffold)
 - Erect the remaining guardrails, stop end guardrails, toe boards and stop end boards to complete the ladder bay.
 - Leave the single advanced guardrail in position on all non working lifts.
 - Erect the next lift at 2.0m high (subject to suitability) above the base lift.
 - Utilising the Step- Up advanced guardrail system to erect the single guardrail to the next lift.
 - Board out the second lift in full from the base lift level, install and tie a ladder from the base lift to the second lift. Ladder exit to be corralled with ladder gate or staggered guardrails to prevent falls through accidental falls through the ladder opening of the boarded deck.
 - Erect the remaining guardrails, stop end guardrails, toe boards and stop end boards to complete the ladder bay.
 - Leave the single advanced guardrail in position on all non working lifts.
 - Install physical ties / hilti ties or buttress ties to restrain (tie in) the scaffold structure. Ties to be installed at 16m² intervals as a minimum.
 - Continue to erect the scaffold in this method until the scaffold is completed.
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- 4 standard tower scaffolds to be no greater than 2.40m long.
- 6 standard tower scaffolds to be no greater than 3.90m long.
- 8 standard tower scaffolds to be no greater than 6.00m long.
- Scaffold Base lift heights may in some instances be 2.15m high to allow passage of pedestrians to pass underneath.

Method Of Dismantle

Scaffold to be dismantled in accordance with the following:

- Scaffold to be dismantled strictly in accordance with BSEN 12811:1 (2003) an approved code of practice for the scaffolding industry.
 - System scaffold and System Roofing to be dismantled in accordance with the manufacturer's recommendations and instruction manuals.
 - CDM Regulations 2007
 - Working at Height Regulations 2005
 - Preventing Falls in Scaffolding SG4
 - Technical Guidance Notes - TG20:13
-

- Report to the Building Controller to inform them of intended start.
 - Cordon off the work area prior to commencement.
 - Where working in close proximity to adjacent OHLE lines (potentially north elevation of Blocks G , F and E and in any other locations deemed necessary MC is to receive prior agreement from NR/LUL in advance of works proceeding and if required necessary the OHLE will require isolation to facilitate works.
 - Remove all physical ties / hilti ties or buttress ties from the scaffold structure.
 - Dismantle starting from the top lift downwards using the following sequence
 - Remove the intermediate guard rail but leave the single advanced guardrail in position on lift.
 - Dismantle the remaining guardrails, stop end guardrails, braces, toe boards and stop end boards to enable lift and ladder bay to be dismantled
 - Remove all boards and ladders from lift above from lift below and pass down to lift below/ground level ,
 - Utilising the Step- Up system remove advanced guardrail from lift above from lift below and pass down to lift below/ground level.
 - Remove all transom/ledgers from lift above from lift below and pass to lift below/ground level
 - Remove standards and pass to lift below/ground level
 - Dismantle all lifts following the procedures above.
 - Remove all sole pads and base plates
 - Materials to be stacked as close and safe as possible to the area of work in cordoned off area, without causing obstruction or hindering access or egress to the building.
 - Materials shall then be removed by HI-AB or manually onto lorry for removal from site.
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End of Shift Activities

On completion of each shift the work area will have any spare materials removed from the scaffold lifts and placed back in the storage area.

No loose materials are to be left unattended or standing against the scaffold or building when not in use.

Rescue Procedure

In case of accident on site the rescue procedure would be as follows

Option 1.

Board out a temporary platform beneath the area of the stricken person. From this platform, lift the stricken person onto the platform, release the fall harness.

Option 2.

Install a winch kit to a suitable connection point above the stricken person, lower the winch down to the stricken person, attach the winch to the harness 'D' ring, release the fall harness and lower the person to the ground.

In the event of a fall in a harness where a person has been held in suspension for any period of time telephone the emergency services required stating where you are, building number / location, postcode etc.

Give the operator all the required details they ask for. Remain on the phone until they state that the call can be ended. Wait for the arrival of the emergency services.

Fire Procedure

In case of fire on site then the rescue procedure would be as follows

In the event of an emergency, report to main Contractors Office. Ask for the emergency services required stating where you are, building number /location, postcode . Your name and contact details may be requested.

Remain on the phone until they state that the call can be ended.

Shout 'Fire Fire Fire' leave the area in an orderly fashion and report to the Fire Muster point detailed during the site induction.

Wait for the arrival of the emergency services.

Issue Date 5 June 2014

Compiled by. Davitt McElroy

Position: Snr Operations Manager

**This method statement must be read in conjunction with any relevant risk assessments and permits to work.
Only trained McCrory Personnel will undertake the task.**

Compliance with the detail of this method statement is mandatory to ensure health, safety and welfare of all affected persons, minimal impact on the environment, and ultimately to ensure McCrory delivery of a quality service to our client.

If you have any concerns STOP what you are doing – make the work area safe and contact your Supervisor.

REMEMBER – NOTHING IS SO URGENT THAT IT CANT BE DONE SAFELY

I am signing to acknowledge that I have been briefed in the content of this Method Statement and I will ensure that I undertake the task in accordance with the specific detail contained within it.

Before commencing work I will undertake a Point of Work Risk Assessment in order to assess the environmental and safety conditions and workplace at that time.

I will report any unsafe conditions / environmental issues or anything else which I think could cause harm or damage during the course of the works to my supervisor.

Name	Job Title	Signature	Date
Henry O'Neill	Advanced Scaffolder/Foreman		
PJ McKerr	Scaffolder		
The rest TBC			

Client: OHMG Site: West Hampstead Square		Activity Erect and dismantle of safety and access scaffold around apartment blocks raised in progression with the envelope, tied to the frame and sheeted.
RA No:	Note: To be read in conjunction with Method Statement	REV:

Activity Being Assessed: Erection and dismantle of - Access scaffold/ loading bays/stair towers/ladder bays/hand rail/sheeting.						Work Area: New Build apartments				
Title and Number of Persons Who Shall Perform the Activity: 10/12 Henry O’Neil – Advanced Charge Hand Scaffolding Foreman PJ McKerr – Scaffolder The rest TBC						Risk Assessed by: Davitt McElroy				
Equipment Required for the Activity: System scaffold Tube and fitting Debris netting						Date: 5.6.14				
Activity/Task/Step/Change	Potential Hazards	Current Controls	Current Risk (CR)		CR	Action	Action Owner & Due Date	Residual Risk (RR)		RR
Description			Consequences	Likelihood				Consequences	Likelihood	
Manual Handling	Manual Handling - Strain to persons performing the manual handling tasks	<ul style="list-style-type: none"> - Persons trained in manual handling techniques - Ensure ground conditions are clean, clear, well maintained and housekeeping is in good order - Personnel should not carry items which obstruct their view - 2m rule to be adhered to (2 persons to carry materials 2m or longer) - 2 persons to perform tasks if necessary. - Gloves should be worn kevlar - Lifting by manual handling should only be carried out when other means are impractical i.e., trolley, barrows etc. 	Severe	Probable	M	No Further Action Required		Moderate	possible	

Client: OHMG		Activity Erect and dismantle of safety and access scaffold around apartment blocks raised in progression with the envelope, tied to the frame and sheeted.
Site: West Hampstead Square		
RA No:	Note: To be read in conjunction with Method Statement	REV:

Hand Injuries	Cuts & Abrasions Crush Injury to Fingers White finger vibration	<ul style="list-style-type: none"> - These sections have some cut edges. Cut resistant Kevlar gloves and cut resistant gauntlet sleeves must be worn when completing this task Vibration. - Ensure equipment purchased conforms to EN Standards and is CE marked. - Ensure equipment is regularly maintained and records kept. - Wear PPE appropriate for the task. - Staff to comply with safety instructions. - Report any damage defect to supervisor. - HAV – Hand arm vibration: keep blood in circulation whilst working with vibrating tools by keeping warm, exercise hands and fingers, smoking affects the blood flow, use the right tools, avoid sustained use of equipment without a break – short bursts are better. 	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	
Access and Egress		<ul style="list-style-type: none"> - All walkways must remain free of debris and trip hazards. - Materials are not to be left in any location unless it is a designated storage area - Never block access/egress walkways under any circumstances. - Area to be cordoned off to prevent any unauthorized access and appropriate signage in place - The supervisor is responsible for preventing any unauthorized access within the cordoned off area. - Be careful to ensure surface of the scaffold and the steps remain gel free. 	Moderate	Probable	M	No Further Action Required		Moderate	Unlikely	
Poor Housekeeping	Slips, trips & falls	<ul style="list-style-type: none"> - All employees must operate a “Clean as you go” system. - Bins will be located in the immediate area for waste generated. - 	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	

Client: OHMG Site: West Hampstead Square		Activity Erect and dismantle of safety and access scaffold around apartment blocks raised in progression with the envelope, tied to the frame and sheeted.
RA No:	Note: To be read in conjunction with Method Statement	REV:

Pigeons Droppings:	Pidgeon Fanciers Lung/ Occupational Asthma	<ul style="list-style-type: none"> - Wear suitable PPE – gloves, masks and overalls if working in area of them. People with asthma stay away. Wash hands thoroughly when task is complete, dispose of gloves and overalls in a safe manner. 	Moderate	Unlikely		No Further Action Required		Moderate	Unlikely	
Unauthorized access Working Over a Live Working Area	Other workers getting injured as a result of our works Damage to other works/live services in the area persons/Interface with other personnel	<ul style="list-style-type: none"> - Area below to be closed off with a spotter and signage in place. - Barriers and signage will be used to indicate the exclusion zone around the works area and protect other personnel in the area from the risk of falling objects. 	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	

Client: OHMG		Activity Erect and dismantle of safety and access scaffold around apartment blocks raised in progression with the envelope, tied to the frame and sheeted.
Site: West Hampstead Square		
RA No:	Note: To be read in conjunction with Method Statement	REV:

Work at Heights	Falls from height	<ul style="list-style-type: none"> - Handrails erected must be by a trained person - Ensure surface is level before use and no overhead obstructions are present - 100% Tie-off at all times when working on. - Double Mini Blocks will be employed for all works as required. - Suitable anchorage points will be used for all tie-off. - All personnel to be trained in correct use of fall arrest equipment. - Use working at heights signage - Fixed guardrails and toeboards to all leading edges and openings. All work to be carried out in accordance with the principles of the NASC Guidance Note SG4:10. Operatives to be suitably trained in CISRS/FAS approved scaffolding course. All safety harnesses to be thoroughly inspected within last 3 months (minimum) and prior to the use by the user, daily.. Depending on type of scaffold construction, the rescue procedure is to be chosen from the NASC guidance note and clearly communicated in the method statement. 	Catastrophic	Possible	M	No Further Action Required		Moderate	Unlikely	
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Site: West Hampstead Square		
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Transportation of materials Reversing lorries Moving Machinery (Forklift Trucks, Dumpers, Lorries, Vans etc)	Other trades in the area Materials causing obstruction Manual Handling Injuries	<p>Survey the transport route prior to lifting Components.</p> <ul style="list-style-type: none"> - Inspect roof before transporting materials, for slip hazards. - Long trolley bins will be used and these will require two persons to transport to comply with the 2m rule and to eliminate any manual handling risk. - Adequate warning signs to be in place. All areas to be kept clear. Correct transportation. Materials to be strapped down - Bulk material will be loaded and unloaded with a forklift - Wagon to be chocked at all times. - 80 Ton Crane to be utilized for lifting materials onto roof - Ensure banks man is in attendance when lorries are reversing into site. Lorries must only reverse into place once visibility has been checked - .Wearing of PPE (High vis waistcoat) - All plant machinery to be operated by nominated competent persons, site rules to be observed at all times. - Thorough examinations, weekly inspections, regular maintenance as per manufacturers recommendations. - Audible alarms and flashing beacons to be used when fitted. 	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	
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Client: OHMG		Activity Erect and dismantle of safety and access scaffold around apartment blocks raised in progression with the envelope, tied to the frame and sheeted.
Site: West Hampstead Square		
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Scaffold Collapse	Collapse of structure	All structures to be built in accordance with BS EN 12811-1, TG-20 and Manufacturers handbook. All operatives to be suitably trained in CISRS approved scaffolding course. Scaffold to be formally inspected at least every 7 days (Users responsibility) or after adverse weather conditions, by a competent person. Scaffold built to the underside of intake gate as per agreed sketch. Methodology as per agreed safety documentation.	Catastrophic			No Further Action Required		Moderate	Unlikely	
Handrails	Scaffold collapse Fall of person from height Fall of material from height Protruding tubes and fittings Overloading assembly, access/use & dismantling	<ul style="list-style-type: none"> - Handrails to be erected in accordance with Manufacturers Instructions - All materials to be inspected before dispatch to the site or upon arrival at site. - A person who moves any materials, tools or any other materials or objects must ensure they are properly lowered.(Crane to be used) - When Handrails is deemed fit & secure and after signing the weekly Register (FORM GA3) and handover cert, by the trained person, only then can permission for usage be authorized. Inspections and register entries must, at a minimum, take place weekly after that. - Corriboard to be used to protect the roof menbrain 	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	

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Gas fumes	Operatives being overcome by fumes	Thorough gas check to be undertaken 30 minutes prior to commencement of works to ensure that the area is suitable to work in. McCrory will not commence until we receive proper instruction and permit to work from the client. McCrory to have one operative on the ground to act as a verbal point of contact with our Client's personnel, the operatives will use their personnel gas monitor to take regular readings as instructed. Any readings outside permissible parameters will be communicated by the McCrory Operative to control room. The rest of the crew will be instructed to halt works and leave the area immediately. All McCrory operatives to wear individual multi-gas monitors.	Catastrophic	Possible	M	No Further Action Required		Catastrophic	Unlikely	
Ash / Dust	Lung Damage Dust entering eyes	- Agree with client to have any spills isolated to ensure that no falling ash or dust is present during erection of the scaffold. Floors to be cleaned down prior to commencement and prior to dismantle of the scaffold. Utilisation of eye protection and dust masks if appropriate.	Moderate	Possible	M	No Further Action Required		Moderate	Unlikely	

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<p>Working near live services as identified in the method statement</p> <p>Working Near Other Trades</p>	- Impact to services	<ul style="list-style-type: none"> - Remaining Live Services to be identified and indicated on SPA by work crew. - Live areas to be isolated (if possible). - Spotter to be aware of location of services and monitor movements if in the vicinity of same - No contact with live services care & attention. - Do not under any circumstance stand on any live services - Stop all works if contact cannot be avoided - Assume that all cables are live/ - Detail safety shower and phone locations on S.P.A. - Only trained competent person must carry out repairs / maintenance. - Never use water based fire extinguishers on electrical equipment. - If the operator of the machine appears to be suffering from shock the appliance should be switched off if possible. Do not touch casualty before switching off power. Seek medical help. 	Severe	Possible	M	No Further Action Required		Moderate	Unlikely	
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Using hand tools/abrasive wheels	Cuts & Abrasions Strains / Sprains	<ul style="list-style-type: none"> - Regular inspection of all items before use by the person who will be using the tool. - Site management to make available suitable tools for the job - Only persons with correct certification to operate tools. - Correct tool to be selected for task & proper use of tools - Wearing of correct PPE especially hearing protection. - No loose clothing to be worn and long hair to be tied back. Be aware of strings on hoodie type tops and ensure they are not hanging loose. - Instruction in safe use of tool and competent supervision - Any moving or adjustable parts should be kept oiled - Tools should be stored correctly and should be kept clear of walkways 	Moderate	Unlikely	L	No Further Action Required		Minor	Unlikely	
Rodents:	Weil's Disease	Adhere to a rigid hygiene policy in the workplace. Staff should wear personal protective clothing, especially gloves while working in the area. Cuts, scratches or abrasions should be covered with a waterproof dressing. Staff should avoid touching their mouth/nose. Food should not be consumed in the work area. When the job is interrupted or completed staff should thoroughly wash hands, forearms and face with soap and water before eating and drinking. If illness occurs following work in an infested area medical advice should be sought immediately.	Moderate	Unlikely		No Further Action Required		Minor	Unlikely	

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Fire	Burns, Death, Building Burning Down	Keep all means of escape clear. Service all fire fighting equipment regularly. Carry out regular fire drills. Remove sawdust / waste paper regularly. Store flammable goods in fire proof cabinets. Keep fire register up to date.	Severe	Unlikely		No Further Action Required		Minor	Unlikely	
Noise	Irritation/Hearing Damage/ Deafness	Reduce noise at source, wear ear protection. Keep away from source of noise if possible. Keep plant well maintained. Keep silencers and acoustic panels in place and engine doors closed. All plant will be on shut down throughout.	minor	Unlikely		No Further Action Required		Minor	Unlikely	
Sun and Wasps:	Sun Burn, Skin Cancer, Cataracts, Stings, Anaphylactic shock	Sun: Keep shirt on, wear long trousers, wear clothing which will block out suns damaging rays, sun screen can help areas of body which cannot be shaded, check skin regularly for any changes-look out for new lumps or growths. Consult Doctor if necessary. Use sun screen with a high protection factor SP15 or higher with UVA and UVB protection. Wasps: Avoid disturbing bees or wasps nests, treat stings and seek medical attention if necessary especially if allergic to stings	minor	Unlikely		No Further Action Required		Minor	Unlikely	
Gin Wheel:	Head & Body Injuries Entanglement	Proper hook designed to prevent displacement of the load. Hook fitted with a safety catch. The safety catch will retain the load in case it snags. Do not use bent reinforcing rods or other makeshift hooks. Erect a safe working platform from which the hook can be loaded and unloaded. Do not stand under Gin Wheel when lifting or lowering load.	Moderate	Unlikely		No Further Action Required		Minor	Unlikely	

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CONSEQUENCE CATEGORIES	
Severity	Description
Catastrophic	Fatality, loss of limb, loss of sight in one or more eyes, permanent severe disablement
Severe	Lost time – Serious injury / ill-health effect such as breaking a major bone / temporary serious disablement requiring hospitalization and significant time off-work
Moderate	Medical Treatment – Moderate injury / ill-health effect such as breaking a minor bone or minor temporary illness requiring hospital / casualty treatment and time off-work
Minor	First Aid treatment – injury such as minor cut / laceration or mild ill health
Negligible	No or very minor injury not requiring first aid

LIKELIHOOD CATEGORIES	
Category	Description
Certain	It is almost certain that an incident will occur
Likely	The occurrence of an injury is to be expected
Probable	Injury is sufficiently probable or no surprise when it happens
Possible	Injury could occur but its occurrence would be unusual
Unlikely	It is conceivable that injury could happen though it is unlikely

Risk Assessment Matrix

		CONSEQUENCE >>>				
		Negligible	Minor	Moderate	Severe	Catastrophic
LIKELIHOOD >>>	Certain	M	H	E	E	E
	Likely	M	H	H	E	E
	Probable	L	M	H	H	E
	Possible	L	L	M	H	H

Risk Acceptance Criteria

	E	Extreme – Unacceptable; stop operations and rectify immediately
	H	High – Undesirable; Upper-management (Area Manager or higher) decision required to accept or reject risk
	M	Medium – Acceptable; maintain current controls, management review to determine if additional controls are required
	L	Low – Acceptable; no further controls required

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	Unlikely	L	L	L	M	M
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