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Contract Location	West End Lane, West Hampstead, London,NW6	Date	24/06/2015
Activity/Situation	Delivery & Installation of temporary Passenger/Goods Rack & Pinion I	Hoist	

THIS SAFE METHOD OF WORK STATEMENT MUST BE BROUGHT TO THE NOTICE OF THE FOLLOWING PERSONNEL. TICK
THE BOXES WHEN THIS HAS BEEN CARRIED OUT

Senior Management	Site Supervisor	Safety Officer	Operatives doing the work
		✓	

Register on the rear of this Statement, the persons names

This is a General Safe Method of Work Statement which covers some of the common important safety issues for carrying out site activities. There will be situations where additional specific precautionary measures will need to be included. If they are minor, they can be included in the comment section on this Safe Method of Work Statement. Where major changes are needed, a separate specific Safe Method of Work Statement should be produced, with particular regard to sub-contracting works and special Client requirements.

2 INDUCTION

No persons are allowed to work on the Company work sites until they have received Site Safety Induction by London Hoist Limited Management. Induction to include the following:- Emergency Evacuation Procedures, Fire Prevention, London Hoist Limited Safety Policy and Site Rules, the Client's Safety Rules and Policy, the Risk Assessment and Safe Method of Work Statement for the job.

3 INFORMATION

Service drawings, engineering calculations and other information is to be studied by the Site Supervisor and operatives who will be carrying out the work, before commencement.

4 ASSESSMENT OF RISKS

Before any work starts, Risk Assessments must be carried out by the Company's Managers to ensure that all risks are fully evaluated and appropriate precautionary measures to minimise risks are incorporated into the Method of Work. A Risk Assessment should consider all persons that could be at potential risk from the works, i.e., employees, sub-contractors, Client's employees and the general public etc. The Company Safety Policy and Procedures has been written on the basis of a general Risk Assessment for all normal Company activities. Contained within the Policy are formulised Semi-generic Risk Assessment documents and a Risk Assessment system adopted by the Company which should be utilised when carrying out further assessments for the evaluation of risks involved in the Company's activities, in particular, specific risks related to individual Contracts and tasks.

5 CDM REGULATIONS

In accordance with these Regulations, London Hoist Limited will support the Principal Contractor in providing safety information for inclusion in their Health and Safety Plan as and when requested. Information for the Safety File must be maintained by the Company's Project Team and handed over to the Client at the end of the Contract with all relevant Health and Safety information that may be useful to the end user.

6 SAFETY MANAGEMENT

The site works are planned to be audited by the Company's Health & Safety Advisors on a regular basis. If the safety standards prove to be inadequate, the frequency of visits will be increased to ensure standards are maintained to an acceptable level. The daily safety management of work is the responsibility of the Site Supervisor.

7 PHASING AND SCHEDULING OF THE WORKS

Considerations and adequate provisions are to be given in the overall programme for the phasing of the works to avoid or minimise foreseeable risks that have been identified. Programme segregation and timing of trades are to be considered where necessary, to prevent cross contamination of risks. The Company's Project Team is to submit a detailed schedule for the work to include the phasing of design and other matters associated with planning the works for inclusion in the Safety Plan where required.

8 CORDONING-OFF OR DEMARCATION OF WORKING AREAS

Areas of work which could pose a risk to others not associated with the works will need to be adequately safeguarded. Consideration should be given to the type of security measures necessary.

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8 cont | Safeguarding the working area:

a) Working areas are required to be safely demarcated using bunting and signs where necessary. Areas of scaffolding which needs to be adapted to accommodate the erection of appliances will need to be guarded-off and appropriate signs displayed, which will be the responsibility of the Clients Site Management. Hoist enclosures will be constructed and appropriate access gates fitted where required.

9 WORKING ON SCAFFOLDING

- a) Safe Working Loads. The scaffolding working platforms and loading bays Safe Working Load specifications will be complied with at all times. Platform and loading bay Safe Working Load requirements will be considered in detail by London Hoist Limited's Management Team in advance of the works and as the work progresses by the Supervisor and Erector to ensure that scaffolds are not overloaded.
- **Safe use of scaffold.** Site Safety Induction and Safety Tool Box Talks will be given to erectors on a regular basis to ensure that they are aware of the safety precautions when working on the scaffold. It will be the responsibility of the Supervisor to arrange necessary Induction and Tool Box Talks with Customers Site Management as and when required.
- c) General scaffold safety requirements. Only scaffolding in good working order will be utilised by erectors, with particular regard to ties and bracing. All adjoining working platforms, which have been affected by the erection of lifting appliances and associated works are to be put in good order before completion of the works and handing-over to the Customer. Only competent persons are allowed to erect, maintain and dismantle scaffolds, therefore it will be the responsibility of the Company's Management Team and Erector's Supervisors to communicate regularly with erectors and the Clients Site Management Team with regards to scaffold issues to ensure the scaffolding safely meets the requirements of the works as work progresses.

d) Scaffold checks.

The Clients Site Management are responsible for the scaffolding, but before any hoist work is carried out the erectors should satisfy themselves that the handing over certificate and regular scaffold inspections have been carried out by the Clients Site Management and the scaffolders. Any queries with the scaffolding should be raised with the Clients Site Management Team. Some of the main aspects of scaffold safety which need to be considered are as follows:-

Ensure that the ties and braces are in place and are adequate.

Ensure that the scaffolding is not overloaded.

Ensure that the scaffolding is not unsafely obstructed.

Ensure that the working platforms are fully and safely boarded out.

Ensure that the scaffold and lifting appliance are suitable for the required use.

Ensure that toeboards, guardrails, brick guards and gates are fitted and adapted as required.

Ensure that all necessary scaffold fans and debris netting protection is in place for general public safety.

Ensure access and egress to and from the scaffold is safe.

Ensure that guardrails are maintained in order to prevent persons from falling.

Ensure that working platforms are maintained to prevent falls.

Ensure that harnesses and lifelines are used where required to prevent falls.

e) Alterations to scaffolding.

The Clients Site Management Team and the scaffolders are responsible for the alteration of scaffolding. Detailed Safe Method of Work Statements are to be agreed and produced by the Customers Site Management and the Scaffold Sub-Contractor before work starts. These Method Statements are to be specific to the work.

10 PROTECTING PERSONS FROM FALLING

Wherever Site Personnel could be injured from falling i.e., working at height, working at the edges of the building and floor levels, working on roof areas, working on the lifting appliance etc., adequate safe-guards are to be provided to minimise the potential risk of falling, i.e., utilizing safety harnesses and working wherever possible from complete working platforms.

11 LIFTING APPLIANCES

b)

a) Working on Appliances. All appliances and component parts supplied to Customers sites are to be in good order and appropriately tested and examined. Lifting appliances will be erected and operated at all times by authorised competent persons only. Working on lifting appliances will only be carried out under suitable safe weather and environmental conditions. Arrangements with Customers are to be agreed for maintaining lifting appliances.

General Hoist Erection checklist.

Refer to specific lifting appliance literature checklist in addition to these general arrangements:-

Ensure that specifications and information for the job is available and fully understood.

Check that you have all necessary PPE.

Ensure that you have received Site Safety Induction.

Discuss all necessary safety arrangements and job details with the Clients Site Management Team.

Ensure there is sufficient area to unload component parts and necessary equipment, etc.

Agree signalling and communication methods with all other persons involved in the erection process.

Ensure that storage and working areas have been demarcated where necessary.

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General Hoist Erection checklist continued /

Ensure the Clients Site Management Team has guarded-off the working area and that signs have been displayed on the scaffold and / or the building to safeguard others from danger.

Ensure the Clients Site Management Team have checked the hoist base sitting and the stability of the scaffold / building for tie security.

Check that the electrical power supply is in order for electrical hoists and where necessary, work to electrical Permit. Do not work on live electric supplies. Ensure the power supply fuse is removed before carrying out electrical installation where necessary.

Ensure there are sufficient lifting aids or assistance to minimise manual handling of components and equipment.

Ensure that you safeguard yourself and others at all times from potential falls.

Erect the lifting appliance in accordance with the Manufacturers Technical literature.

Ensure the interface of the scaffold / building and the hoist at landing stages is safely configured.

- Minimise the gap between hoist platforms and landing platforms;
- Ensure that the landing platform boarding is secure and adequately supported;
- Ensure gates are working correctly and will not swing out from the scaffold / building;
- Ensure interlocking mechanisms are working correctly where necessary;
- Note: Encourage the customer to use interlocking gates for goods hoist as good safe practice.
- Ensure that Site Personnel are safeguarded from moving parts of the hoist (appropriate enclosures and hoistway protection);
- Advise on sufficient illumination of landing platforms;
- Ensure that all landing platforms are visible from an operators point of view;
- Display Safe Working Load and "Keep Gates Closed" signs on all gates.

Ensure the structure of the hoist is adequately tied during erection.

Check ties are sufficient after completion of the installation.

Check the ground enclosure complies with Regulations.

Non-fully enclosed hoist platforms, hoist enclosures and hoistway protection should start at the base and extend 2m above top landing.

Hoist enclosure material must be sufficient to contain falling materials within the enclosure.

Adjust, service and check all necessary components in accordance with Manufacturers literature.

Check the function of all controls and safety features to ensure they are in order.

Check the electrical installation and components are safe.

Check that all controls are marked clearly what they are for.

Carry out all function tests and load tests to ensure the appliance and installation is safe.

Check that the Operators Guide Manual / Instructions are supplied to the Customers Operator.

Provide a demonstration to the Customers Site Supervision / Operators of safety features and controls.

Provide a handing-over Certificate detailing the type of hoist and its specifications.

c) Hoist and ancillary equipment maintenance, adjustment and repairs.

Refer to specific lifting appliance literature checklist in addition to these general arrangements:-

Ensure that specifications and information for the job is available and fully understood.

Check that you have all necessary PPE.

Ensure that you have received Site Safety Induction.

Discuss all necessary safety arrangements and job details with the Clients Site Management Team.

Agree a time frame to carry out the necessary work and take control of the hoist.

Agree signalling and communication methods with all other persons involved in the maintenance process.

Survey the working area for hazards and report problems to the Clients Site Management Team.

Agree arrangements to minimise / eliminate any hazards prior to starting work.

Ensure there are sufficient lifting aids or assistance to minimise manual handling of components and equipment.

Ensure there is sufficient area to unload component parts and necessary equipment, etc.

Ensure storage and working areas are demarcated.

Ensure the Clients Site Management Team have guarded-off the working area and that signs have been displayed on the scaffold and / or the building to safeguard others from danger.

Carry out maintenance, adjustment and repairs in accordance with Manufacturers Guidance.

Ensure the hoist structure is adequately tied during maintenance, adjustment and repair works.

Ensure you do not work on live electrical systems.

Check the function of all controls and safety features to ensure they are in order.

d) Dismantling hoist and ancillary equipment.

Refer to specific lifting appliance literature checklist in addition to these general arrangements:-

Ensure that specifications and information for the job is available and fully understood.

Check that you have all necessary PPE.

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Safe Method of Work Statement

Contract Location	West End Lane, West Hampstead, London,NW6	Date	24/06/2015
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d) Dismantling hoist and ancillary equipment continued /

Ensure that you have received Site Safety Induction.

Discuss all necessary safety arrangements and job details with the Clients Site Management Team.

Agree a time frame to carry out the necessary work and take control of the hoist.

Survey the working area for hazards and report problems to the Clients Site Management Team.

Agree arrangements to minimise / eliminate any hazards prior to starting work.

Agree signalling and communication methods with all other persons involved in the dismantle process.

Ensure there are sufficient lifting aids or assistance to minimise manual handling of components and equipment.

Ensure there is sufficient area to unload component parts and necessary equipment, etc.

Ensure storage and working areas are demarcated.

Ensure the Clients Site Management Team have guarded-off the working area and that signs have been displayed on the scaffold and / or the building to safeguard others from danger.

Configure the hoist suitably for dismantling and disconnect electrical power supply.

Carry out dismantling sequence in accordance with Manufacturers Guidance.

Ensure that the working area is kept tidy and hoist components are stacked safely.

Ensure the hoist structure remains adequately tied during dismantling.

The Clients Site Management Team and scaffolders are to ensure that any associated scaffolding has been adapted correctly and made safe.

Take note of any damaged or worn hoist components and report findings to the Yard Service Manager.

Ensure lorries are loaded appropriately and components are secured.

12 ILLUMINATION

Backgrounds lighting to illuminate accessways and general working areas sufficiently are to be provided. Task areas where work is to be carried out will be adequately illuminated so that the operatives can see clearly what they are doing and be seen by others that may be affected by their works. Lighting equipment supplied to site is to be checked before use by Site Management in accordance with The Work Equipment Regulations and Electricity At Work Regulations. Cables will be routed to prevent electrical and tripping hazards.

13 TOOLS

cont.

All tools and equipment will be checked by Site Management to ensure they are in good safe order before they are used on site. Persons operating tools and equipment will be adequately instructed on their safe use and provided with appropriate PPE. Where training may be required, Site Management will make arrangements with the Safety Advisor.

14 PERSONAL PROTECTIVE EQUIPMENT

a) Whilst on site, all Supervisors and Erectors will wear all appropriate protective clothing and equipment as and when required.

b) Standard protection to be made available:-

Safety footwear with steel toe-cap protection, steel plate inner sole with good tread grip.

Safety helmets with securing straps.

Hi-visibility vests.

Safety goggles for eye protection where there could be a risk of eye injury.

Heavy duty gloves with good grip surface when handling sharp objects and components.

Disposable lightweight latex gloves to protect against grease and oils, etc.

Ear defenders when subjected to engine noise and angle grinding noise, etc.

Safety harnesses and lifelines when working at height.

Disposable dust masks to protect against dust.

Wet weather gear as and when required.

15 MANUAL HANDLING

Manual handling will be kept to the reasonably practicable minimum and where large or heavy quantities of materials are required to be lifted or positioned; mechanical aids will be used wherever possible. Where mechanical aids cannot be used to assist in lifting items, i.e., doors and frames, etc., two or more persons will carry out the lifting operation. Site Management will ensure that Site Personnel are appropriately instructed on safe manual handling techniques and be suitably fit for carrying out manual handling duties.

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Sta	Statement Page 10 of 29										
Contr	act Location	West End Lane, West Hampstead	West End Lane, West Hampstead, London,NW6								
Activi	ity/Situation	Delivery & Installation of temporary Pas	senger/Goods Rack & Pinion I	Hoist							
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GENERAL NOTE:

The above details cover the most common safety issues that need to be considered when preparing a Safe Method of Work Statement for the Company's normal operations. It is important to consider all the site specific hazards. Listed below are other hazards that may need to be considered:-

Construction activities;

and explosions.

The condition of scaffolding and buildings;

Environment safety issues;

Dangerous structures; etc.

	Safe Method of Wo	ork Statement Register
Date	Print name	Signature
COMMEN	ITS:-	1

London Hoist Limited

Rifle Street, London E14 6PB.



Section 4.00 Risk Assessment & Action Required Page 11 of 29

Assessment location	Assessment date	Date of last Assessment		
West End Lane, West Hampstead, London,NW6	24/06/2015	N/A		

Activity / situation

HAZARDS IDENTIFIED TYPES OF PERSONS AT RISK WORST CASE OUTCOME Ref General description of risk Site compound access and agrees. Tripping, slipping, poor housekeeping, statching and storage of components and meterials, institution of access and agrees. Tripping, signing, poor housekeeping, statching and storage of components and meterials, institution of access and agrees. Tripping, signing, poor housekeeping, statching and storage of components and meterials, institution of access and agrees. Tripping, significant slopes, podestrian pavement cross-over's. 2. Security, Risk to trespassers, damage caused by trespassers. 3. Accessways. Unselfe obstructions. Cross contamination of other works, uneven surfaces, significant of the works, uneven surfaces, surfaces, society of backs, weight distribution, snow, rain and icy weather. 4. Driving Iorries/wans and company cars. 5. Loading & unloading lorries/wans. Competent paperature of backs, weight distribution, snow, rain and icy weather. 5. Loading & unloading lorries/wans. Competent paperature or gear failus, manual handling, which paperature or gear failus, manual handling, showing handling gear unsubstitute, which payement components, service connections etc. 9. Working on or nearby the footpath. Endangering the general public, obstructing footpaths and madways, i.e., sarfield works, sie permeter works, delivered, whiche payement components or plant and fifting gear. Unsuitable fifting gear, unreal to endoine or plant and fifting gear. Unsuitable fifting gear, unreal to endoine or plant and fifting gear. Unsuitable fifting gear, unreal to endoine or plant and fift	Deliv	Delivery & Installation of temporary Passenger/Goods Rack & Pinion Hoist																
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Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-over's, lifting operations, service connections etc. 9 Working with lifting appliances and lifting gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signalling, loads striking other objects, problems with communications, slewing hazards. 10 Electrical risks for installation works. Risks of electrical shocks, burns & fires, failure of systems and equipment. 11 Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc. 12 Using power tools, machines & plant. Others not keeping a safe distance, congested working	7	causes are:- unsecured, stability, strength, size, type, condition, incorrect angle, inadequate	✓		✓			✓						✓				High
gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signalling, loads striking other objects, problems with communications, slewing hazards. 10 Electrical risks for installation works. Risks of electrical shocks, burns & fires, failure of systems and equipment. 11 Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc. 12 Using power tools, machines & plant. Others not keeping a safe distance, congested working	8	Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-over's, lifting operations, service				✓	✓	✓						✓				High
electrical shocks, burns & fires, failure of systems and equipment. 11 Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc. 12 Using power tools, machines & plant. Others not keeping a safe distance, congested working	9	gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signalling, loads striking other objects, problems with communications, slewing	✓		✓	✓		✓					✓					High
shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc. 12 Using power tools, machines & plant. Others not keeping a safe distance, congested working	10	electrical shocks, burns & fires, failure of systems and equipment.	✓		✓			✓						✓				High
not keeping a safe distance, congested working V V V V V V V V V	11	shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc.	✓		✓				✓					✓				Med
environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.	12	not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor	√		✓			✓				✓			✓			High

13	Existing building hazards. Hazardous materials, asbestos, biological & chemical contamination, unsafe structure, fragile roofs, lives services, plant & machinery.	✓		✓		✓	✓					>			High
14	Environmental hazards. Chemical contamination & biological hazards, unknown underground services & safe access. Neighbouring premises risks & hazards. Neighbourhood risks, noise, dust, vegetation damage, mud on roads, etc.	✓		✓		✓	✓			✓			✓		Med
15	C.O.S.H.H. Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE.	✓		✓					✓			✓			High
16	Housekeeping. Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.	✓		✓				✓				✓			Med
17	Noise. Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Employees subjected to other contractors or environmental noise.	✓		✓		✓			✓			>			Med
18	Fire. Building fire plans, smoke detection, fire fighting equipment, fire alarms, fire drills, fire wardens, gas compounds, gas/oxygen leaks from cylinders, hoses and mains supply, hot works, smoking, solvents and bonfires.	✓	✓	✓			✓					✓			High
19	Hot Works. Burning-off paint, soldering pipes, asphalting, hot bitumen works, angle grinding, etc.	✓		✓		✓	✓					✓			High
20	Working with LPG & Acetylene. Storage of gases and oxygen cylinders, condition of equipment, hot work risks, welding and burning operations.	✓		✓	✓		✓					✓			High
21	Biological hazards. Hygiene standards with regard to canteens, clothing and environmental working conditions.	✓		✓			✓						✓		Med
22	Stacking & storage of materials & components. Stability, floor loading, potential obstructions, ergonomics, accessible locations.	✓	✓	✓	✓	✓	✓					✓			Med
23	Asbestos. Building alterations or extensions, steel coating fire protection, roof coverings, building and pipe cladding, etc	✓	✓	✓	✓	✓	✓			✓				✓	High
24	Display Screen Equipment. Ergonomics, eye strain, reflective glare, electrical risks, repetitive strain injury.	✓							✓				✓		Med
25	Lone Workers. Violence, manual handling, working unsupervised, environment hazards.	✓		✓				✓					✓		High
26	Confined Spaces. The build-up of toxic or flammable gases, oxygen deficient atmospheres, inadequate ventilation, etc., in environments such as basements, sewers, tanks, excavations, inadequately ventilated rooms.	√		✓			✓				✓				High

REF No	SECTION 5 EXISTING CONTROLS	SAFETY CONTROLS	TARGET DATE		
, o	& INFORMATION	FOR METHOD OF WORK	ACTION BY	COMPLETED	RESIDUALRISKS
1	Site compound access and egress. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure compound entrance signs are well displayed, i.e., "Caution – Entrance" and "Danger – Keep Out – Authorised Persons only".	On-going – Manager in charge of premises/works		Low
		Ensure the entrance to the site is well illuminated during dark hours of working.	On-going – Manager in charge of premises/works		Low
		Ensure that lorry drivers are regularly reminded to be careful when entering and leaving the yard, i.e., to be aware of pedestrians and other road users safety.	On-going – Manager in charge of premises/works		Low
		Regularly check the condition of the cross-over between the compound entrance and the road to ensure that it is kept in safe order.	On-going – Manager in charge of premises/works		Low
		Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	On-going – Manager in charge of premises/works		Low
		Personal protective equipment is normally required to be worn in these areas. The type of PPE will depend very much on the site compound activities. PPE Assessments are required to be carried out for all persons required to work in these areas.	Manager in charge of premises/works		Low
2	Security. Refer to Security Contractors arrangements and any security device handbooks.	Ensure that the Company's buildings windows and doors are locked when the premises are not being worked in and that fencing is kept in good secure order.	On-going – Manager in charge of premises		Low
		Ensure that site gates are securely locked when the premises are not being worked in. Regularly check that security devices covering the premises are operational.	On-going – Manager in charge of premises		Low
		Ensure "Danger – Keep Out - No Unauthorised Persons" signs are displayed around the company premises and on fencing/hoarding and gates around sites.	On-going – Manager in charge of premises		Low
		Where Security Guards are to be deployed a PPE Assessment is required to be carried out, taking into account the possibility of attacks and the environmental hazards in the areas which need to be patrolled.	On-going – Manager in charge of premises		Low
3	Accessways. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that accessways are demarcated clearly and are not unsafely obstructed by works/operations and that storage and parking do not cause an obstruction. Accessways should also be kept in good condition, well illuminated during hours of darkness, firm and without surface trips and slipping hazards. Consideration should be given to bad weather, particularly with regard to wet and freezing conditions.	On-going – Manager in charge of premises & Supervisor & Foreman		Low
		Give regular Tool Box Talks to the works personnel and inform visitors with regard to keeping accessways free from unsafe obstructions.	On-going – Manager in charge of premises & Supervisor & Foreman		Low
		Any obstruction of accessways should be removed immediately. Investigate the reasons obstructions occurred and eliminate the problem at source where possible or provide additional provisions to prevent obstruction problems from reoccurring.	On-going – Managers & Supervisor & Foreman		
					Low
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4	Driving lorries/vans and company cars. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to Company Vehicles Section in Company Health & Safety Policy, Part 2.	Company Induction for new lorry/van/company car drivers should include all appropriate safety rules. Ensure that any drivers licences are in order and vet the arrangements of sub-contracted haulagers to ensure their arrangements are in order, i.e., qualified drivers and that their vehicles are being maintained in good order and are appropriate for what is being transported.	On-going – Managers who have responsibilities for transport or employees driving company vehicles	Low
		Ensure that lorry/van/company car drivers receive regular Tool Box Talks on road safety, good driving practices, loading and unloading lorries/vans, PPE and vehicle maintenance.	On-going – Managers who have responsibilities for transport	Low
		All drivers of company vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.	On-going – Managers who have responsibilities for transport or employees driving company vehicles	Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	On-going – Managers who have responsibilities for transport or employees driving company vehicles	Low
5	Loading and unloading lorries/vans. Refer to the following Sections contained in the Company Health & Safety Policy:- Manual handling; Lifting Appliances and Lifting Gear.	Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	When loading lorries/vans – Lorry/van Drivers, Personnel assisting, as well as Managers responsible for transportation	Low
	Refer to the Lorry Manufacturers Handbook.	Check that vehicles are in good safe order and tidy before setting off.	On-going – Lorry/van Drivers	Low
		Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that accessways are not unsafely obstructed.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel	Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel	Low
		A PPE Assessment is required to be carried out to accommodate the different types of lorries and vans and materials etc., being transported and conveyed on and off of vehicles, taking into account the environments and whether lifting appliances are utilised. Ensure that all appropriate PPE is available in the cab and worn when required.	On-going – Lorry/van Drivers & Managers responsible for employees & transport	Low
6	Working at height. General arrangements covered in the Company Health & Safety Policy Procedures Part 2. A PPE Register and PPE Assessment documents are contained in Part 3.	Competent persons must plan working at height. Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures must be provided. Working at height operations must always be supervised by a competent person. All persons required to work at height must be competent.	Sales & Specifications Manager & Supervisor & Foreman	Low
	Work At Height Regulations 2005.	Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment.	Sales & Specifications Manager & Supervisor & Foreman	Low
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Sales & Specifications Manager & Supervisor & Foreman	Med
		Wet conditions – extra care and control taken to prevent slipping.	When raining – Supervisor & Foreman	
				Med
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6 cont		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing – Supervisor & Foreman	Low
		Where there is the potential for persons to fall, there must be adequate prevention protection in place. There should also be adequate protection to prevent materials and debris etc., from falling.	Before work starts – Supervisor & Foreman	Low
		Ensure a Safe Method of Work and arrangements are in place and communicated to persons who will be carrying out high level works.	Before work starts – Supervisor & Foreman	Low
		Ensure adequate safe access to high level works is provided.	Before work starts – Supervisor & Foreman	Low
		PPE Assessments are required to be carried out for persons working at height or for persons who could be at risk from high level works.	Before work starts – Supervisor & Foreman	Low
7	Ladders. General arrangements covered in the Company Safety Policy Safety Procedures. Work At Height Regulations 2005. HSE Guidance – Safe Use of Ladders and Stepladders.	Working off ladders constitutes working at height, therefore competent persons will be required to plan and supervise this type of work. Ladders should be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.	Before work starts. Sales & Specifications Manager & Safety Advisor	Med
		Carrying materials up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder.	Before work starts. Sales & Specifications Manager & Supervisor & Foreman	Low
		The correct type of ladder should be used dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. Note: Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage.	Before operatives start work on site. Sales & Specifications Manager & Supervisor & Foreman	Med
		Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. Note: Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.	Before operatives start work on site. Sales & Specifications Manager & Supervisor & Foreman	Med
		Environmental and weather conditions can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present precautions should be taken to eliminate these risks which could cause hazards to ladder users.	Before operatives start work on site. Sales & Specifications Manager & Supervisor & Foreman	Med
		All ladders used must be in good order. They should be checked regularly to ensure they are kept in good order.	Before operatives start work on site. Sales & Specifications Manager & Supervisor & Foreman	Low
		PPE Assessments are required to be carried out for persons working off ladders or persons in the vicinity of ladder work. Particular regard should be given to fall arrest equipment and ladder securing arrangements.	Before work starts & on- going - Sales & Specifications Manager & Supervisor & Foreman	Med
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8	Working nearby the footpath. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to Local Authority requirements.	Detailed arrangements to be produced regarding precautionary measures to protect the general public, i.e., hoarding, barriers and safety signage, etc. Operatives to be made aware of the importance and the arrangements for keeping the footpath free from hazards during Induction and before any works start which may have an effect on the general public.	Before the contract starts. Sales & Specifications Manager & Safety Advisor Before operatives start work on site. Sales & Specifications Manager & Supervisor & Foreman	Low
			u . c.c	Low
9	Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information.	Competent persons must plan and supervise lifting operations. Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.	Before lifting operations are carried out. Sales & Specifications Manager & Safety Advisor	Low
	Lifting Operations & Lifting Equipment Regulations 1998, Lifting Assessment & Lifting Plan, Test Certificates and Records of repairs and maintenance.	All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Sales & Specifications Manager & Supervisor & Foreman	Low
	The Provision & Use of Work Equipment Regulations 1998. Work At Height Regulations 2005.	To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Sales & Specifications Manager & Supervisor & Foreman	Low
	The Personal Protective Equipment Regulations 2002.	Competent Certificated Operatives to be used. Check arrangements before commencement of work.	Sales & Specifications Manager & Supervisor & Foreman	Low
	Manufacturers / Suppliers Specification & Guidance.	PPE Assessments are required to be carried out for persons involved or affected by lifting operations.	Sales & Specifications Manager & Supervisor & Foreman	Low
10	Electrical risks for installations & works. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to M & E drawings. The Electricity At Work Regulations 1989. The Electricity Supply Regulations 1988. The Low Voltage Electrical Equipment (Safety) Regulations 1989. The IEE Wiring Regulation (Code of Practice) 17 th Edition.	A competent person must plan, supervise, test and inspect all electrical works and installations. Arrangements to be checked, i.e., service drawings. Detailed Safe Method of Work Statement required for working safely with electrical systems. Competent qualified Electricians (ECA or CEE) to be engaged on electrical systems in excess of 110v. Check qualifications of personnel. Carry out works in accordance with the Electrical Permit to Work contained in the Appendices section of this Policy.	Before electrical work starts. Sales & Specifications Manager & Safety Advisor Before electrical works start. Sales & Specifications Manager & Supervisor & Foreman	Low
		Test installation.	Initial and every 5 years or after any alteration – competent Electrician.	Low
	Page 16 of 29 SECTION 5	PPE Assessments are required to be carried out for persons involved in electrical works.	Sales & Specifications Manager & Supervisor & Foreman	Low
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11	Manual Handling. General arrangements covered in the Company Health & Safety Policy.	Provide adequate instruction on minimizing manual handling and good manual handling techniques.	Minimum refresher training every three years to be arranged by Management	Low
	Refer to Manual Handling Regulations and Code of Practice.	Provide manual handling aids wherever reasonably practicable.	Managers & Site Managers	Low
	HSE Guidance.	Ensure that personnel who have to carry out manual handling operations are suitably fit.	Managers & Site Managers	Low
		Ensure personnel carrying out manual handling are aware of the weights involved.	Managers & Site Managers	Low
		Carry out Manual Handling Assessments – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy.	Managers & Site Managers	Low
		Where loads are in excess of 25kg and there are no suitable lifting aids that can be utilised safely, team lifting may be necessary. All persons involved in team lifting will need to be coached with regard to the additional techniques necessary for safe team lifting.	Managers & Site Managers	Med
		PPE Assessments are required to be carried out for persons involved in manual handling.	Managers & Supervisor & Foreman	Low
12	Using power tools, machines and plant. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Refer to Manufacturers guidance.	Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.	Senior Management & Supervisor & Foreman	Low
	The Provision and Use of Work Equipment Regulations 1998, The Workplace (Health, Safety & Welfare) Regulations 1992, The Management of Health & Safety At Work	Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.	Senior Management & Supervisor & Foreman	Low
	Regulations 1999 and (Amendment) Regulations 2006, The Control of Noise At Work Regulations 2005. HSE Guidance Notes.	Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc., must be fully considered to minimise dust, noise and dangers from moving parts or fragments flying-off of material being worked on.	Supervisor & Foreman & Operator	Low
	British Woodworking Federation. British Standards BS6854.	Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.	Supervisor & Foreman	Low
		Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity.	Supervisor & Foreman	Low
		Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This should be carried out under a Permit to Work.	Supervisor & Foreman & Maintenance Engineer/Plant Operator	Low
		Machines must be properly installed in accordance with the Manufacturers specifications	Senior Management & Supervisor & Foreman	Low
		To minimise the risks of electrical shock when using electrically powered tools, battery powered tools should be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards.	Senior Management & Supervisor & Foreman	Low
		Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information.	In accordance with manufacturers usage terms – competent Electrician	Low
	Page 17 of 29 SECTION 5	PPE Assessments are required to be carried out for persons using power tools, machines and plant.	Managers & Supervisor & Foreman	Low

13	Existing building hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Before any works commence a survey and investigation of the working areas and accessways should be carried out to ensure that all hazards are identified and that all necessary control measures are included in the Health & Safety Plan and Safe Method of Work Statements.	Senior Management, Supervisor & Foreman & Safety Advisor	Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & Foreman & the workforce	Low
14	Environmental hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Careful consideration should be given to operations to ensure that all environmental issues are complied with and that there is the least amount of effect on the environment.	Senior Management & Supervisor & Foreman	Low
	Environmental Regulations. Local Authority requirements.	Competent persons must carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons must carry out an Assessment and plan and supervise the works.	Management, Supervisor & Foreman & the workforce	Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & Foreman & the workforce	Low
		PPE Assessments are required to be carried out for persons carrying out works in areas where environmental hazards are present.	Managers & Supervisor & Foreman	Low
15	Control of Substances Hazardous to Health (C.O.S.H.H). General arrangements covered in the Company Safety Policy Safety Procedures.	Assessments to be carried out for substances used by the Company which could be hazardous to health.	Before use. Sales & Specifications Manager, Supervisor & Foreman, Safety Advisor & Sub- contractors	Low
	Refer to COSHH Assessment and Manufacturers Data Sheet information.	Ensure COSHH Assessments are conveyed to persons who are using potentially hazardous substances and that adequate instruction and safeguards are in place to prevent ill health and hazards.	Senior Management & Supervisor & Foreman	Low
		Any potentially hazardous substances should be substituted for safer substances wherever possible.	Senior Management & Supervisor & Foreman	Low
		PPE Assessments are required to be carried out for persons working with substances which could be hazardous to health.	Managers & Supervisor & Foreman	Low
16	Housekeeping. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going. Office Manager, Sales & Specifications Manager & Supervisor & Foreman	Low
17	Noise. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements.	Ensure that Noise Assessments are carried out for all operations which generate noise levels which could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before Contract starts & On-going. Sales & Specifications Manager & Supervisor & Foreman	Low
	The Control of Noise At Work Regulations 2005	Company personnel who could be affected by noise levels should receive adequate information regarding safeguarding their hearing. This information should be given during Induction and regular Safety Tool Box Talks.	On-going. Sales & Specifications Manager & Supervisor & Foreman	Low
		Ensure that noise suppression techniques are employed where appropriate.	On-going. Sales & Specifications Manager & Supervisor & Foreman	Low
	Page 18 of 29 SECTION 5	PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 80 dBA.	Managers & Supervisor & Foreman	Low

18	Fire. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. The Regulatory Reform (Fire Safety) Order 2005.	A separate Fire Assessment is required to be carried out. Findings to be recorded and information relayed to appropriate persons.	Senior Management and Safety Advisor	Low
	Management of Health & Safety Regulations 1999. Relevant British Standards.	Fire Policy and Fire Plan required for working environments.	Senior Management and Safety Advisor	Low
		Fire detection system/alarms/emergency lighting.	Test and inspect as system specification – Competent Engineer	Low
		Training of Fire Wardens.	Initial and on-going – Safety Advisor	Low
		Appropriate fire fighting equipment at fire points.	Service annually – competent person	Low
		Fire drills.	Every 4 months – Fire Warden	Low
19	Hot works. General arrangements covered in the Company Safety Policy Safety Procedures.	Risk Assessments for hot works must be carried out by competent persons. Working environments which could be at risk from hot works must be under the control of a Hot Works Permit. Careful consideration and provisions must be given to the risk of fires.	Senior Management & Supervisor & Foreman	Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & Foreman & the workforce	Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers & Supervisor & Foreman	Low
20	Working with LPG & Acetylene. General arrangements covered in the Company Safety Policy Safety Procedures.	Only competent qualified welders are allowed to carry out welding operations.	Sales & Specifications Manager & Supervisor & Foreman	Low
	Hot Works Permits contained in the Appendices Section of the Company Health & Safety Policy.	Hot Works Permits to be complied with. Provide fire fighting equipment.	Sales & Specifications Manager & Supervisor & Foreman	Low
	Safety Instructions and precautions displayed on cylinders/ appliances and welding materials, etc.	Welding safety precautions contained in the Company Health & Safety Policy must be complied with.	Welders, Supervisor & Foreman & Sub-contractors.	Low
		Gas compound must comply fully with Manufacturers/Suppliers recommendations.	Senior Management & Supervisor & Foreman.	Low
		Gas appliances such as heaters, cookers, etc., must be operated and used in accordance with Manufacturers Guidelines and the Fire Risk Assessment for the premises.	Senior Management & Supervisor & Foreman.	Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers & Supervisor & Foreman	Low
21	Biological hazards. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that all Company personnel are adequately instructed on biological hazards with regard to risks related to vermin, food hygiene, sharps, etc.	Before personnel start work. Senior Management & Supervisor & Foreman/Office Manager	Low
		Food preparation and eating areas should be kept hygienically clean and adequate washing facilities made available to personnel.	Senior Management & Supervisor & Foreman	Low
		PPE Assessments are required to be carried out for persons involved in working in the vicinity where biological hazards could be present.	Managers & Supervisor & Foreman	Low
22	Stacking and storage of materials and components. General arrangements covered in the Company Safety Policy Safety Procedures.	Detailed arrangements for the safe storage and stacking of materials to be made, in particular safe storage areas and the stability of stacked materials, etc. Personnel are to be made aware of the stacking and storage arrangements for site operations.	Before a Contract starts and on-going with regards to workshop arrangements. Sales & Specifications Manager & Supervisor & Foreman.	Low
	Page 19 of 29 SECTION 5	PPE Assessments are required to be carried out for persons involved in stacking and storing operations.	Managers & Supervisor & Foreman	Low

23	Asbestos. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to The Control of Asbestos At Work Regulations 2006.	Any works that involves affecting Asbestos installations must be carried out fully in compliance with The Asbestos Regulations and Local Authority requirements. Particular consideration should be given when working on older properties built prior to the early 70's.	Senior Management & Safety Advisors	Med
	HSE Guidance Notes.	Any person required to work in an area where asbestos may be present must be competent and be informed of all potential areas where asbestos could be present and what control measures will be in place to safeguard against asbestos.	Senior Management & Safety Advisors	Low
	For detailed arrangements with regards to this subject, consult with Company Safety Advisors.	Competent persons must supervise works in areas where asbestos is present.	Managers & Site Managers	Low
		PPE Assessments are required to be carried out for persons working in the vicinity where asbestos is present.	Managers & Site Managers	Low
24	Display Screen Equipment. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Carry out assessment of users workstation in respect of display screen equipment.	Initial and after changes to workstation, annual – Competent Assessor	Low
	Health & Safety (Display Screen Equipment) Regulations 1992.	Adapt workstation if required after Assessment.	On-going – office manager	Low
25	Lone Workers. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Lone workers should not be subjected to high risk activities or environments such as working in dangerous structures, working at height, working in confined spaces and deep excavations without other suitable persons being present, i.e., Contractors or Clients Management. An additional issue that needs to be considered would be where attacks on persons frequently occur. Where risks to lone workers may be present, a specific Risk Assessment for projects or tasks will be required to identify all the important factors that could put a lone worker at risk. Necessary control measures to minimise risk will need to be put in place.	Company Management, Clients & Contractors Management	Med
		Persons required to work alone in potentially hazardous situations should be made aware of all important safety issues to eliminate risks wherever possible.	Company Line Management	Med
		Ensure the competency of Company personnel who may be required to work alone.	Company Line Management	Low
		Lone workers must be made aware of suitable emergency arrangements, i.e., what they should do if they injure themselves, knowledge of first aid, regularly reporting in, being contactable by mobile phone, etc.	Company Line Management	Med
		Monitor lone workers and working environments regularly.	Company Line Management	Low
26	Confined Spaces. General arrangements covered in the Company Safety Policy Safety Procedures.	Any works carried out where access and egress is limited, where there is the potential for toxic, asphyxiating or explosive atmospheres could occur, this work must be carried out under a Permit to Enter/Confined Space Permit.		Med
		All appropriate safety measures must be in place to safeguard any persons required to work in a confined space. This includes proper training and instruction for confined space workers and emergency rescue arrangements.	Before the contract starts. Sales & Specifications Manager, Safety Advisor & workforce	Med
	Page 20 of 29 SECTION 5	PPE Assessments are required to be carried out for persons working in confined spaces.	Managers & Site Managers	Med
				-

London Hoist Limited

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Risk Assessment & Action Required

To be completed by supervisor/erector and site manager whilst hoist installation is in progress to identify Site hazards that may impede the safe erection of the hoist if not already previously mentioned.

Assessment location	Assessment date	Date of last Assessment
West End Lane, West Hampstead, London,NW6	24/06/2015	N/A

Activity / situation

Delivery & Installation of temporary Passenger/Goods Rack & Pinion Hoist

	HAZARDS IDENTIFIED			TYI	TYPES OF PERSONS AT RISK			WOI	RST C	ASE ME		LIKELIHOOD / PROBABILITY				LEVEL ADDI MEA			
				EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY/ FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE	LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
Ref	General risk	description	of	EES	RSONS	TORS	С	RS	JURY	JURY	'H OR SE	JURY	T MENT	Y/ ABLE	3LE	Ë	H	NBLE	HOUT TROL ACE
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REF No.	EXISTING CONTROLS & INFORMATION	CONTROL MEASURES SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
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Erectors Pre-Start Health & Safety Job Assessment

Site Location

West End Lane, West Hampstead, London, NW6



1 **Risk Assessments & Method Statements** Yes No Comments Action taken 1.1 Have you received these documents for the job 1.2 Were you given sufficient instruction to understand these documents and control measures Are these documents appropriate for the task in hand 1.3 in your opinion 2 Safe Working Environment No Comments Action taken Is the access and egress and the working environment 2.1 Free from obstructions 2.2 2.3 Free from unnecessary operations which could present further hazards Free from other site workers not involved in the hoist 2.4 erection Sufficiently cordoned and signed-off 2.5 Safe scaffolds and sufficient protection preventing 2.6 materials, etc., falling into the work area and public areas 3 Plant, Equipment and Tools Safety Yes No Comments Action taken Are electrically powered tools within their Portable 3.1 Appliance Test period and in good electrical condition 3.2 Are all guards fitted to safeguard against moving parts, blades and hot surfaces, etc. Are you appropriately trained for the plant, equipment 3.3 and tools you use and work on Do you have the Manufacturer's instructions to refer to 3.4 4 Lifting Checks Yes No Comments Action taken 4.1 Is the jib crane which you are going to be using within its 12 month thorough examination period Is the lifting gear within its 6 month testing inspection 4.2 Have you carried out a visual check of lifting 4.3 appliances and lifting gear prior to use 4.4 you have the Manufacturer's guidance / instructions to refer to 4.5 Are you in receipt of a Lifting Plan for the job 5 **Access Equipment** Yes No Comments Action taken 5.1 Are access ladders provided where necessary 5.2 Have you checked that access ladders are in good order Have you got provisions to secure ladders in place 5.3 Is a scaffold provided, in safe order for use and is 5.4 there adequate protection to prevent falls 5.5 in the comments section Detail other equipment provided for this job and state that you have checked this equipment is in good order 6 **Personal Protective Equipment** Yes No Comments Action taken Are the Erection crew wearing safety footwear 6.2 Are the Erection crew wearing safety helmets Are the Erection crew wearing fluorescent tops 6.3 Are the Erection crew wearing appropriate gloves Are the Erection crew wearing safety harnesses Specify other PPE in the comment section Erecting Foreman's name Date Manager's name carrying out review Date Comments **Action required**



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Working at Height Procedure

Due to the risk of falling during the erection or dismantle of hoists every fitter is issued with a safety harness, and trained in the correct fitting of the harness.

Important points to note:

- 1. Check your harness before use. If there is any damage to the harness DO NOT use it.
- 2. If you do not know how to fit your harness then stop work and DO NOT wear it. A badly fitted harness will not protect you from falling! Contact the office and arrange for harness training. All London Hoist fitters will receive training on the correct use of safety harnesses.

As a hoist platform gives a safe working platform for working from with handrails on all sides it is not a requirement to clip on your harness while in the confines of the platform and stood on the floor (this is the same for a passenger hoist roof with handrails fitted on all sides). Note that at all other times when at height the harness should be clipped on. Examples of this are:

- 1. Leaning out over the handrails to gain access to install components.
- 2. Working on incomplete scaffolding.
- 3. Working on a platform with any handrails removed.
- 4. Standing on any item near a protected edge. This will reduce the effectiveness of the edge protection (handrail or scaffolding).

When the harness is clipped on, the item to which the harness is clipped must be suitable as a harness anchor point. Suitable anchor points are:

- 1. Lifting lugs on the hoist roof.
- 2. A Suitably complete scaffolding, (Site must confirm if the scaffolding is complete enough for this requirement). If the scaffolding is not complete enough to be used as a harness anchor point, then the erection / dismantling of the hoist should not commence.

Note: Only clip to an area where you are working. If on the scaffolding DO NOT clip to the hoist, or vice versa, as when the hoist is moved this could result in a life threatening accident!



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Cutting at Height

If any cutting is required during the installation of the hoist extra care is to be taken to insure that minimum risk occurs during this practise, in particular the potential risk of components falling. Appropriate controls should be taken to safeguard persons below, in particular the size of the exclusion zone in relation to the height of the work being carried out. Before any cutting takes place a risk assessment should be done and also inform the the Hirer/Main Contractor of the work being carried out and obtain a hot works permit from them, as well as any other permit required by the Hirer/Main Contractor. To minimise the risk of components falling during the cutting of them were possible the component being cutting should take place at ground level, if this is not possible a purpose built tethering line will be used.

When using the tethering line the excess part of the component will be secure to the tether and the other end of the tether will be connected to a suitable solid structure to secure it to ensure that when the excess component has been cut off it will be unable to fall. The tethering line should only be used as an insurance to ensure the excess component doesn't fail and where possible avoid the excess component failing with the tether line attached.

Working At Height Erecting / Dismantling Passenger / Materials Rack & Pinion Hoist & materials only platform hoists.

Rescue Procedure for deployment of Fall Arrester whilst working on the hoist roof or platform.

The hoist roof will be fitted with protective handrails on all sides; the hoist roof will then be used as a temporary work platform. Safety Anchorage point on the hoist roof is the Lifting D Ring or Motor Deck Lifting points.

The platform on a goods hoist is known as the working platform and already has side protection. The lifting points on a goods hoist are suitable harness anchor points.

1) Deployment of fall arrest scaffolding side of hoist.

Emergency stop button on control lead to be pressed in to prevent the hoist from being driven mechanically. Hoist to be lowered on the emergency brakes to the nearest boarded scaffold lift.

Rescue to commence by pulling the person over the scaffold handrails and onto the scaffold lift.

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2) Deployment of fall arrest on side of hoist where the above is not achievable.

Drive hoist mechanically to within 6 meters of ground level.

Emergency stop button on control lead to be pressed in to prevent the hoist from being driven mechanically. Hoist to be lowered on brakes towards ground to a safe height where the person can be recovered.



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3) Deployment of fall arrest equipment whilst working on hoist mast.

Harness to be clipped above head height, to the highest point possible on the hoist mast.

Emergency stop button on control lead to be pressed in to prevent the hoist from being driven mechanically.

Lower hoist on brakes until the working platform of the hoist is level with person. Rescue to commence by pulling the person onto the working platform

4) No Lone Working

Explanatory Notes

- 1. London Hoist will install suitable fixings to retain the hoist (hoist tie), but DO NOT check the suitability of the scaffolding/building structure to accept the loads imposed through any fixings installed by London Hoist. If the customer cannot obtain confirmation as to whether the structure can accept the loads imposed by the hoist, then physical tests may be required on site (i.e. fixing pull tests). If London Hoist is requested to arrange for any on site testing, this will be charged as additional work.
- 2. Any foundation slab details supplied by London Hoist are for information only, and all details should be confirmed by a suitable engineer employed by the customer, who is aware of the local ground conditions.
- 3. A level base is required for all hoist installations. If a level base is not available on delivery of the hoist the hoist erection will not commence until a suitable base can be supplied.
- 4. Clear access is required for moving the hoist from the site entrance to the hoist installation location. This may require the access for a lorry or forklift to move the hoist. Unless prior arrangements have been made hoist components will not be moved across site without the use of suitable mechanical equipment (i.e. lorry, forklift or crane).
- 5. During all work on site a 'Hazard Zone' must be put in place and controlled by site. It is suggested that no personnel are allowed in this zone during erection/dismantle of the hoist. It is suggested that the boundary of this 'Hazard Zone' is a minimum of 2m in all directions from the base enclosure of the hoist, but this should be assessed for each hoist location by the customer, and a suitable zone size marked out as required by the assessment. Where installations are on a scaffold gantry above the public highway, then a suitable scaffold fan will be require minimizing the risk of any components dropped during the work being able to hit personnel/property not under the control of the customer.
- 6. The customer is responsible for the supply of a suitable power supply for the hoist. For smaller hoists this may terminate in a socket, but the customer must supply a plug to fit the supplied socket. For larger hoists a supply with an isolator within 2m of the base of the hoist must be supplied.
- 7. It is a legal requirement that all areas where personnel can gain access to the hoist are guarded. This guarding should a minimum of 2m high and 0.5m wide either side of the landing gates, and at all other areas where access to moving parts of the hoist are within 500mm of any walkway/ladder access. This is often referred to as 'hoistway protection' and is not supplied by London Hoist unless prior arrangements have been made.



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- 8. Suitable safe working platforms will be required for London Hoist engineers to access the tie locations for the hoist. These working platforms are to be supplied by the customer (e.g. Scaffolding, aluminum tower, MEWP).
- 9. London Hoist engineers WILL NOT replace scaffold edge protection if required during the removal of hoist landing gates etc. The customers must supply authorized scaffolders to complete this work.
- 10. If arrangements have been made with the customer to use a site forklift/crane for moving the hoist on site, these must be supplied with suitable lifting gear, current thorough examination, qualified operator, and any lifting plans required completed by the customer prior to work commencing on site.
- 11. It is expected that the site supply 110V power, first aid and welfare facilities to all London Hoist employees while working on site.
- 12. The method statement issued by London Hoist is based on the information supplied by the site and/or site visits by London Hoist staff. If upon receipt the customer finds that the current site conditions require changes to the method statement and/or a site visit by London Hoist staff this should be notified the London Hoist so that suitable arrangements can be made prior to commencement of work on site.