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| Method Statement for [Core Drilling] | |
| Document produced by (Company) : Allard Construction Limited | |
| Originator's Document N° : X7287 | Date: 2 nd September 2015 |

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| Or Uncontrolled Copy | (Tick) |

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AUTHORISATION

| Rev. N° | Prepared by: (name and job title) | Checked and Submitted to Peldonrose Workplace Consultants: (name and job title) | Date |
|---------|--|--|------------|
| 0 | Stephen Gomez – Site Manager | Stephen Gomez – Site Manager | 02/09/2015 |
| | Mobile No.07872 507651 | Signature: <i>S. Gomez</i> | 02/09/2015 |

1 Purpose

To core drill into a solid wall.

2 Scope

This method statement is for core drilling into a solid wall works only, reference should be made to other method statements for other work activities:-

3 References (Specs/ Calcs / Drgs)

Site Plan showing location and size of opening required

4 Definitions

PWC – Peldonrose Workplace Consultants

ACL – Allard Construction Limited

5. 1 Personnel, Responsibilities, Supervision (incl. name of site supervisor) , Competence of Labour Resources (incl. records of Training)

TBC

Labour Resource – All operatives to be experience in handling / core drill equipment.

5.2 Health/Safety Risk Assessments (Note here, or attach a completed Risk Assessment in Appendix 1)

Please Refer to Appendix 1.

Manual Handling Materials,

Dust as a result of drilling into brickwork,

With the larger size of opening to be drilled, vibration could became an issue.

5.3 Explanation of Methods of Work, including measures to prevent likelihood of non-conforming work and to protect the environment. (including areas / levels / direction of work)

Induction:-

Prior to operatives commencing work, a site induction which is to include, method statement briefing, site rules, working areas and interface with other trades and the building users.

PPE:-

All operatives will wear all item of PPE listed at all times:

Hi Visibility vest/jacket (Allard's Name to be printed on back of vest/jacket)

Gloves (Appropriate to task being undertaken)

Safety footwear.

The following PPE to be worn in connection with the core drilling:-

High Impact Goggles, (for cutting operation)

Task Specific Gloves,

Dust Mask,

Ear Defenders.

Manual Handling:-

Weight of core drilling equipment to be considered and the means of supporting the equipment when being used.

Core Drilling –

All works to be undertaken in accordance with the following sequence of work and repeated for all the other work areas, shown on the site plan. Please refer to Appendix 3.

Minimum work team of 2 operatives.

To reduce airborne dust when a wet system cannot be used, a dry vacuum cleaner with end hose placed adjacent to the core bit to collect the brick dust.

Prior to any works being undertaken, a safety barrier to be established to demarcate the working area with the relevant safety signs displayed

Waste Materials:-

All waste materials to be placed into waste bin.

Sequence of Work:-

- Check location and size of opening corresponds with site plan,
- Check the overall depth of brickwork to be cored drilled and ensure that core drill equipment is capable of undertaking the work,
- Temporary access equipment may be required to obtain the correct working height,
- Check the back of the wall for any services that may be fixed and effected by the work,
- Ensure that the correct PPE is available and worn.

5.4 Plant Resources / Certification

Diamond core drill set (110v)
Dry Vacuum Cleaner (110v)

5.5 Material Control (COSHH assessments / Certificates of Conformity)

(Details of delivery routes into building / mechanical handling / manual handling / storage area & requirements)

Please refer to Appendix 4.

5.6 Programme (incl. Interfaces)

TBC

Site work to start during week commencing Monday TBC

5.7 Inspection & Test Plans / Check lists / "Hold Points" / Reporting (Appendix 2 Check List)

Pre-work inspection: - TBC

5.8 Other Relevant Items (Tick if applicable, and describe control measures below or attach hereto):

| | | | | | |
|---------------------|--------------------------|---|--------------------------|-----------------|--------------------------|
| Design Resources | <input type="checkbox"/> | Inspection of interfaces | <input type="checkbox"/> | Handover | <input type="checkbox"/> |
| Own Sub-Contractors | <input type="checkbox"/> | Environmental Control (Dust / Noise / Waste) | <input type="checkbox"/> | Temporary Works | <input type="checkbox"/> |
| Permits to work | <input type="checkbox"/> | Measuring & Test Equipment | <input type="checkbox"/> | Other | <input type="checkbox"/> |

6. Records (required by this Method Statement) Completed Appendix 2 Check Lists plus :

No tools to be left unattended at any time.

Appendix 1

Risk Assessments

WORKPLACE RISK ASSESSMENT

| | | | | | | |
|------------------------|--|---------------------------------|--|--|--|--|
| Company Name | Allard Construction Limited | | Created by | Stephen Gomez | | Additional Information / Abbreviations ACL = Allard Construction Limited PWC = Peldonrose Workplace Consultants H&S = Health and Safety Operative = any employee, sub-contractor or general operative working under the instruction of ACL Persons who May be at Risk Site Personnel Allard Construction Limited Operatives and Staff |
| Company Address | Unit 13, Maple Park Essex Road Hoddesdon Herts EN11 0EX | | Date | 2 nd September 2015 | | |
| | | | Position | Site Manager | | |
| | | | Contact | Office - 01992 463090 Mob. - 07872507651 steve@allardroofing.co.uk | | |
| Contract No. | X7287 | Contract Address's | 16 Great James Street, London WC1N 3DP | | | |
| Issue No. | | Work Covered "The Works" | Core Drilling Works | | | |

| Process | Hazard | Risk and Identity of persons who might be harmed | Level of uncontrolled risk | Controls introduced to reduce risk | Assessed level of remaining risk | Action placed on, by and when |
|-----------------|---|--|----------------------------|---|----------------------------------|-------------------------------|
| Setting up site | Dangers arising from lack of pre-planning, information and training | Operatives and members of public | Medium | All staff are competent to carry out their work without undue risk to their health and safety and that of others. A site specific method statement and risk assessment has been developed and a copy will be held on site. Site specific health and safety rules have been made by SRM. The rules will be displayed on site and enforced. PWC to give employee's site induction training on their first day on site. All operatives to have method statements and risk assessments that apply to their work explained to them. All operatives to sign as having read and understood method statements and risk assessments that apply to their work. | Low | ACL/PWC |

WORKPLACE RISK ASSESSMENT

| Process | Hazard | Risk and Identity of persons who might be harmed | Level of uncontrolled risk | Controls introduced to reduce risk | Assessed level of remaining risk | Action placed on, by and when |
|---|--|--|----------------------------|---|----------------------------------|-------------------------------|
| Site set up | Insufficient information and security | Operatives and members of public | Medium | Site entrance is designed and positioned to allow operatives, drivers etc. to enter and leave site without danger to users of the building and the general public. Access and egress routes will be clearly defined by PWC. Any segregated of the working areas will be clearly marked and regularly inspected by a competent person to ensure they are free from obstructions. | Low | PWC |
| Overlap of construction works with other trades | Other trades being injured during works | Staff working in and around the building | Medium | ACL operatives will not obstruct any fire escapes. ACL operatives will not interfere with any control measure put in place by PWC to protect the health and safety of the operatives working on site. | Low Low | ACL ACL |
| Access equipment | Falls, slips, falling debris and materials | Other Contractors and operatives | Medium | ACL will cooperate, so far as is reasonably practicable, in all matters of health and safety. Sufficient care to be taken to ensure that no trailing cables are left where they can become a hazard unattended on site | Low Low | ACL ACL |
| Working at Height | Workers / Materials falling from height | Serious injury, death (anyone working at height) | Medium Medium | Only competent operatives to erect access equipment ACL to ensure so far as is reasonably practicable that all works are completed in accordance with The Work at Height Regulations 2005 Use of appropriate ladder to tower scaffold to be used | Low Low | ACL/Operatives ACL ACL |

WORKPLACE RISK ASSESSMENT

| Process | Hazard | Risk and Identity of persons who might be harmed | Level of uncontrolled risk | Controls introduced to reduce risk | Assessed level of remaining risk | Action placed on, by and when |
|------------------------------|--|---|----------------------------|---|----------------------------------|-------------------------------|
| | | | Medium | Only competent operatives to be employed to work at height | Low | ACL |
| Hot Works | Injuries from naked flame / fire hazard. | Operatives not wearing correct PPE may suffer burns, outbreak of fire if not appropriately protected. | | No hot works applicable | | |
| | Manual handling injuries | Operatives may suffer cuts/ abrasions And Back Injuries | Medium | Means of supporting the weight of the core drilling equipment. To be established | Low | ACL and Operatives |
| Core drilling into brickwork | Eye injury | Injuries resulting from dust/debris defective tools | Medium | Safety glasses and face mask to be worn when core drilling | Low | ACL and Operatives |
| | Use of Power Tools | Injuries resulting from defective tools | Medium | Before use power tools / to be check for any damage Only 110v operated power tools to be used. | Low | Operatives |
| Brick dust | Respiratory problem | Operatives not wearing correct PPE | Medium | Correct FFP3 face mast to be worn | Low | Operatives |
| Vibration | Hand-arm vibration | Injuries resulting from lack of rest breaks | High | Restrictive continuous working to 15 minutes. Ensure that tools are either low-vibration by design and are well-maintained | Low Low | Operatives ACL/Operatives |

WORKPLACE RISK ASSESSMENT

| Process | Hazard | Risk and Identity of persons who might be harmed | Level of uncontrolled risk | Controls introduced to reduce risk | Assessed level of remaining risk | Action placed on, by and when |
|---------------------------|---------------------------------------|--|----------------------------|---|----------------------------------|---|
| First Aid | Insufficient procedures and equipment | Injuries resulting from lack of First Aid | Medium | <p>An assessment of first aid provisions needed on site should be carried out.</p> <p>Provision should be made for adequate and appropriate first aid equipment, facilities and personnel</p> <p>“First Aider” should be appointed by PWC as necessary.</p> <p>During the site induction given by PWC the following items should be communicated to all ACL operatives before they commence works on site:-</p> <ul style="list-style-type: none"> - details of First Aider and where to find them and how to contact them - location of first aid equipment - details of equipment available and how to use it. | Low | PWC |
| Accidents and Emergencies | Insufficient Procedures | Injuries or death resulting from lack of planning and procedures | High | <p>There should be a designated assembly point on site</p> <p>Site accident and emergency procedure should be put in place.</p> <p>All accidents and near-misses on site should be investigated, the causes established and remedial actions put in place to prevent recurrence.</p> <p>Operatives to comply with PWC site accident and emergency procedure and report any accidents, near-misses and dangerous occurrences to the ACL management team immediately.</p> <p>Operatives to inform PWC of any accidents, near-misses and dangerous occurrences after doing above.</p> | Low | <p>PWC</p> <p>PWC</p> <p>Operatives</p> <p>Operatives</p> |

This assessment will be reviewed where:

WORKPLACE RISK ASSESSMENT

- there is a reason to suspect it is no longer valid; or
- there has been a significant change to the works being carried out

Declaration

Operatives

I hereby confirm the following:

- I understand that a copy of this risk assessment is kept in the site office should I need to refer to it.
- I have had this risk assessment explained to me by a competent person
- I have thoroughly read this risk assessment
- I understand this risk assessment

| Full Name | Occupation | Company Name | SIGNATURE | Date |
|-----------|------------|--------------|-----------|------|
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Appendix 2
Surveillance Check List

| | |
|---|---|
| Activity: Waterproofing Works | Area: |
| Purpose of Surveillance: To record if the works are being constructed in accordance with the Method Statement, the Specification, Drawings, Manufacturer's requirements and good working practices. | Date: |
| | Code Key: ✓ = Complete & satisfactory * = See Comment - below or page 2 U = Unsatisfactory - = Not Yet Started X = Not Yet Complete NC = Not Checked |

| N° | Items to be Checked: | CODE | Unsatisfactory ACTION / COMMENTS |
|----|----------------------|------|----------------------------------|
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|------------------------------|----------------------------|
| Report Originator: | Report Verified by: |
| Signed | Signed |
| Company: Allard Construction | Company |

Distribution:

Appendix 3

Site Plan

Appendix 4

COSHH Assessments

COSHH ASSESSMENT SHEET

Sheet Number: X7287

This assessment is generic in nature and must be specifically adapted to meet particular site requirements or conditions by site management/user.

COMPANY NAME:

Allard Construction Ltd.

OPERATION / PROCESS:

Drilling Bricks/Blocks and Producing Dust

LOCATION:

16 Great James Street, London WC1N 3DP

PRODUCT / SUBSTANCE USED:

Bricks, Blocks

DATA SHEET NO:

HAZARDOUS CONTENT:

Brick/Block Dust During Cutting
 (Ordinary Portland Cement)

WORKPLACE EXPOSURE LIMIT (WEL):

LTEL (8-hr TWA) STEL (15-min)
 Inhalable dust (8hr TWA) 10mg/m³
 Respirable dust (8hr TWA) 4mg/m³

EXPOSED PERSONS:

Operatives and bystanders

FREQUENCY OF EXPOSURE:

Various

DURATION OF EXPOSURE:

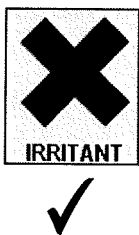
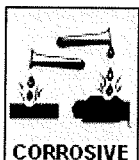
15 - 30 Minutes

HAZARDS:

- Inhalation of brick/block dust during cutting.
- Contact with eye and skin (possible dermatitis on prolonged or repeated contact with concrete/cement block dust and skin).
-

CONTROL MEASURES TO BE PUT IN PLACE:

- Employer to assess probable dust content likely to be encountered.
- Ensure COSHH assessment available for reference by employees.
- Wear dust mask if exposure limits for dust are liable to be exceeded.
- Wear goggles, gloves and ear defenders whilst cutting.
- Exclude all other personnel from area of operation.



EXPOSURE ASSESSMENT: OPERATORS AND OTHERS:

Acceptable if the procedures outlined to minimize risk of exposure are adhered to.

ASSESSOR:

Stephen Gomez

POSITION:

Site Manager

DATE:

2nd September 2015

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

| | | |
|---|------------------------------------|---|
| Maximum number of people involved in activity: 2 | | |
| Additional specific hazards identified: | | |
| Additional control measures required: Vacuum cleaner to be used to collect dust during work in progress | | |
| Assessment of remaining risks: | | Low |
| Is residual risk level acceptable? | | Yes |
| Serious or imminent danger risks identified: | | Yes |
| Emergency action required: Peldonrose Workplace Consultants - Emergency procedure to be actioned | | |
| Name(s) of competent person(s) appointed to take action: Henry Geldenhuys - Peldonrose Pre-Contracts Manager | | |
| Circumstances which will require additional assessment: Changes to the agreed method of working | | |
| Circulation of Risk Assessment (tick): | | |
| Contractor | <input type="checkbox"/> Site Copy | <input type="checkbox"/> Employees <input type="checkbox"/> |
| Subcontractor | <input type="checkbox"/> Other | <input type="checkbox"/> Client <input type="checkbox"/> |
| On-Site Assessment Signed | Print Name S. Gomez | Date 02/09/2015 |