S&T
INTERIORS AND
CONTRACTING

Risk Assessment and Method Statement Evaluation

Project:	Russell Hotel	Project No:	0143
Contractor Name:	James	Trade:	Steel
Document No:	98/280416B	Revision:	B
Start Date:	Ongoing	Finish Date:	T.B.C
Activity:	DEMO 1st floor		

All Method Statements and Risk Assessments submitted by sub-contractors must be suitable and sufficient for the work being undertaken. That means that they must address the significant risks and be clear on how such risks will be controlled.

The following evaluation should be completed by an SMSTS-qualified member of the S&T site team PRIOR to allowing works to proceed. Therefore sufficient time must be allowed for the initial evaluation and re-submission, if required.

The Health & Safety Team will review the RAMS where higher risk activities are involved, such as excavations, work at height, etc, or if the SMSTS manager would like to refer it for a second opinion.

Any sections marked as 'unsatisfactory' means that the RAMS will be rejected and must be amended and re-submitted for review. Works can only proceed once the RAMS are deemed to be suitable and sufficient.

This is not an exhaustive checklist, but a guide for minimum requirements.

This check is not an acceptance of responsibility for the way in which work is planned, resourced and carried out and all works must be monitored on an ongoing basis.

RISK ASSESSMENTS	Check / Consider	Satisfactory	Unsatisfactory	N/A	Comments/action needed
Project Particulars	• Project name and address • Contractor's details • Date that risk assessments were undertaken • Signed and dated	✓			
Risks Identified and Recorded	• Persons at risk – operatives, public, etc • How might they be harmed • Risks are evaluated and precautions stated • The assessment has a review section	✓			
All significant risks are considered	• All significant risks have been identified – ie risks that, if left uncontrolled, could result in serious injury / ill-health or damage	✓			
Additional Comments					

METHOD STATEMENTS	Check / Consider	Satisfactory	Unsatisfactory	N/A	Comments/action needed
Project Particulars	• Project name and address • Contractor's details • Date of method statement • Signed and dated	✓			
Work Detail	• What is the activity • Where will it be undertaken • Timescales, working hours • Estimated size of workforce	✓			
Method of Work	• How will safe access and egress be achieved • Measures to control residual risks • Surveys, work instructions	✓			
Skills and training	• Is specific training stated • Experience and knowledge required for specific roles, eg supervisors	✓			
Supervision Arrangements	• Ratio of supervisors against number of operatives • Vulnerable groups – apprentices, etc • Supervision arrangements for sub-let companies	✓			
Movement of Materials and Storage	• Movement of goods between different levels / areas • Interface between traffic and others • Other hazards, such as sources of ignition	✓			
Tools, plant and equipment	• Is it clear what plant and equipment will be used • Are they being used for the correct task • How will they be inspected and maintained	✓			
PPE and safety equipment	• Is specific PPE / RPE stated, rather than a general requirement? • Has the correct PPE been stated • Have users been trained to use it • Have arrangements for the storage, inspection and maintenance of PPE been stated	✓			
Environment	• Are arrangements for waste disposal stated • Are pollution prevention measures stated	✓			
First Aid and Emergency Planning	• Are first aid arrangements adequate for number of operatives, geographical spread, etc • Emergency arrangements in place for fire, etc	✓			
Additional Comments					

Is the method statement and risk assessment satisfactory?					
Initial Review By (Name):	Date:	Signature:	Status A - ACCEPTED	Status B – ACCEPTED WITH COMMENTS	Status C - REJECTED
J. Ferrant	9-1-17		✓		

If rejected at initial review:			
Which sections need amending?			
2nd Review By (Name):		Date:	
Accept / Reject		Signature:	
If rejected at second review:			
Which sections need amending?			
3rd Review By (Name):		Date:	
Accept / Reject		Signature:	
If the method statement / risk assessment fails to meet the required standards on the third review, the sub-contractor must seek advice from their HSE Advisor			

James Engineering Constructions (Alfreton) Limited

ST Interiors
Russell Hotel – Russell Square

Method Statement and Risk Assessment

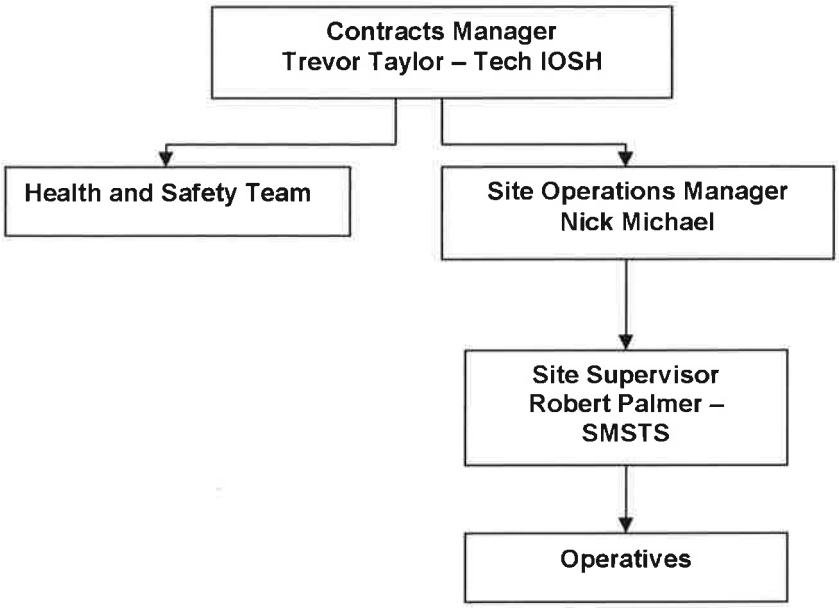
Details of Proposed Works				
Title:	Demolition Works to the 1St Floor Plant Deck above Palm Court			
Site Contact:	Martin Forde, S & T Interiors		**Contact No:**	07740083353
Location:	Hotel Russell Russell Square London WC1B 5BE			
Ref No:	98/280416B			
Prepared By:	Trevor Taylor		**Date:**	17th January 2017
Document Issue Revision - B				
Approval by Manager responsible for task:	Trevor Taylor		**Signature:**	
			Date:	17th January 2017

RECORD OF COMMUNICATION AND RECEIPT

This Method Statement should be communicated and signed by all operatives undertaking the task. Foreman will receive the brief from Manager responsible for the task, then Foreman is to brief the other operatives prior to works commencing

Don't forget to monitor and re-assess!
I hereby agree to carry out the above work in accordance with this method statement;

Communicated by:			
ISSUED TO:- PRINT NAME	**SIGNATURE**	**COMPANY**	**DATE**

Scope of Work:	Demolition Works to 1st Floor Plant Deck Area above Palm Court		
Duration of works:	Approximately 3 Weeks Work		
Project Organisation For Health & Safety Control:			
Emergency Contact Numbers	Contracts Manager	Trevor Taylor	07795141539
	Site Operations Manager	Nick Michael	07976212747
Health & Safety Risks & Controls:	See attached Risk Assessment RA for appropriate risks and control measures.		
Access & Egress:	• Any works to be carried out within the access / egress routes must be in agreement with Site Management. • For delivery vehicle details refer to sequence of work.		
Power:	110v – Petrol Generator 110v – 16amp supply		
	√		

Bolted Connections

Bolting Procedure:	Torque Wrench (To pre-determined Torque)	Nut runner (Run the nut to Machine Tight) Up to M18 = ½" Drive M14 – M24 = ¾" Drive M24 – M30 = 1" Drive
	Calibration certs for hired TW to be maintained by JEL – Checks carried out as per specification	Inspection of bolts - 100% visual on site
	√	√
8.2.2 – Length of protruding thread - = 1 Tread pitch measured outside to in	**Checked YES/NO**	**Checked YES/NO**
8.2.3 Bolt Location Description: Nuts- MARKING SHOULD BE VISIBLE FOR INSPECTION AFTER ASSEMBLY	**Checked YES/NO**	**Checked YES/NO**

Recommended tightening torques for bolts:

The torque values quoted are designed to bring the bolt tension to 65% of the minimum yield stress of the bolt.

It should be borne in mind that due to the uncertainties related to friction this method of tightening can only produce bolt tensions of +/- 25% of the target value, but this is acceptable for general steelwork purposes.

Tightening torques are in Nm

Grade 8.8 bolts only

Bolt Diameter	Dry	Copper Lubricant
M12	75	40
M16	185	95
M20	365	195
M24	635	340
M30	1255	670
M36	2185	1165
M42	3530	1885

Plant & Equipment	**Lifting Equipment:** Chain Blocks 500kg SWL, 2T Lifting Slings, Scaffold hoist.
	Plant and Tools: 110v Nut Runner, 110v Extension Leads, 110v 9" Grinder General selection of tools from toolbox 110v Petrol Welder Generator
	Access Equipment: Standing Scaffold by MR Scaffolding
	Materials: 203x133x30UB Trimmer Steels 152x152x23UB Trimmer Steels 30x3 41/100 Open Grid Flooring
Personnel Training Certification:	• All training certificates will be held on file in the James Engineering Alfreton office. • All James Engineering operatives are CSCS safety trained; copies of all certificates will be kept in the James Engineering site office for reference. • All operatives carrying out any specific works will be trained and competent in doing so, with certification kept in James Engineering Alfreton office, and forwarded for reference to the Client upon request.
Waste Management:	• No combustible waste allowed on site. • Generated waste is to be disposed of in the bins provided and as per S & T Interiors waste management programme • All work areas are to be kept clean at all times to prevent slips, trips & falls. • Do not commence activity if area is not safe, clean & tidy.
Welfare and First Aid	• Provided by the Main Contractor
COSHH	**DATA Sheets attached for:** Galv Spray Petrol
Hot Works	• Hot Works Permit must be in place prior to works commencing and signed accordingly prior to leaving site each day • Fire extinguishers and fire blankets will be provided as required for protection during the operation

<table>
<tr><td rowspan="11">Special Control Measures:</td><td colspan="2"><u>Portable Appliance Testing:</u>

All electrical equipment has a current PAT test certificate. Registers to be kept in James Engineering Alfreton office.</td></tr>
<tr><td colspan="2"><u>Personal Protective Equipment:</u></td></tr>
<tr><td>Hard Hats</td><td>Mandatory</td></tr>
<tr><td>Yellow High Visibility Vest/Jackets</td><td>Mandatory</td></tr>
<tr><td>Safety Boots</td><td>Mandatory</td></tr>
<tr><td>Safety Glasses</td><td>Mandatory</td></tr>
<tr><td>Safety Gloves</td><td>Mandatory</td></tr>
<tr><td>Ear Defenders</td><td>As required</td></tr>
<tr><td>Safety Harnesses and Lanyards</td><td>As required</td></tr>
<tr><td>Other</td><td>TBC</td></tr>
<tr><td colspan="2"><u>House Keeping:</u>

Good housekeeping will be maintained at all times.</td></tr>
<tr><td rowspan="4">Special Control Measures:</td><td colspan="2"><u>Working Hours:</u>

07.00 - 18.00</td></tr>
<tr><td colspan="2"><u>Extension Leads:</u>

Any trailing leads to be clipped at high or low level to avoid trip hazards. Battery operated tools where possible.</td></tr>
<tr><td colspan="2"><u>Access Routes:</u>

The client is to provide and maintain a clear and suitable access for our delivery vehicle Herbrand street. All deliveries to be notified to John Ferrari, Logistics Manger for ST Interiors, a minimum of 48 hours in advance. Delivery of the basement steels to be via the access ramp.</td></tr>
<tr><td colspan="2"><u>Preparing The Area for Work:</u>

The operatives are to attend the site induction training by the client and obtain any necessary safety documents and Permits to Work.

Site Foreman to check that any required
Tests, analysis, isolation's etc. have been carried out and have received documented evidence before setting to work.</td></tr>
</table>

SEQUENCE OF ACTIVITIES	
1	All operatives will attend the site induction and present any required documentation prior to works commencing. Note, asbestos removal has been undertaken by specialist contractors prior to site attendance. During any phase of the works, if you become suspicious of any material being contaminated STOP WORK IMMEDIATELY and inform site management.
2	5 Minute 'Put to Work' Tool Box Talk should be given at the start of every shift to identify work to be carried out that day plus advise of any site specific hazards which have been notified by ST Interiors Site Management Team.
3	Prior to removal of the steelwork, an agreed laydown area should be discussed and agreed with site management team.
4	PHASE 1 – REMOVAL OF ACCESS LADDERS
5	Unbolt every second tread from the ships ladder and remove.
6	Using Chain Block suspended from the main platform structure, secure the top cat ladder section from the platform deck down to the rest deck at the top of the ships ladder. Using a grinder cut through the side members and release the ladder section.
7	Repeat the process to remove the top section of the ships ladder and lower safely to the first floor roof. Cut into sections weighing less than 25kg for ease of handling and carry to the agreed lay down area.
8	Using grinder cut through the mid landing balustrade sections and remove these sections to the lay down area.
9	Secure the mid landing frame using the chain block to take the weight. Cut through the stringers using the grinder to release the landing frame. Lower to the first floor roof. Cut into sections and carry to the agreed lay down area.
10	Secure the lower section of the ships ladder with the chain block to take the weight. Cut through the stringers to release the lower section. Cut into sections and carry to the agreed lay down area.
11	PHASE 2 – MODIFICATIONS TO PLATFORM AREA
12	Remove open mesh flooring in the locations of the new trimmer beams to expose the existing structure. Mark out for the new beam cleat positions. Drill using magnetic base drill. Bolt cleats into position and fully secure to required torque.
13	New beams to be lifted up to the plant deck using a scaffold material hoist. Beams weight approx. 30kg each so can be safely lifted into position by two engineers and bolted to the pre-fitted cleats.
14	Once all trimmers are fitted and secured, mark out and drill for new splice plate connections at the north end of the platform. Bolt splice plates into position. Clamp extra splice plates in position and fully weld into place. Petrol welder generator to be used for this operation positioned on the first floor roof, with suitable torch extension leads. Area to be screened off from other trades whilst welding work is completed. All in accordance with HOT WORKS permits and procedures.
15	Once splice joints are complete, unbolt the mesh panels from the ceiling areas of the structure and stack neatly.

16	Cut out the 100x100 SHS roof framework in sections of no more than 2m long using 9" grinder. All demolished materials to be lowered from the plant deck via a scaffold hoist
17	Offer into place new mesh panel fixings lugs and weld to the existing 100x100 SHS frames. Unbolt mesh panels from the end section of the platform, relocate and refit into the new location for the end of the platform.
18	Working from the crash deck, remove all the remaining open grid flooring. Transport materials to the lay down area via the hoist.
19	Unbolt and remove all the PFC trimmer steels and SHS uprights from the demolition section of the platform. Transport materials to the lay down area via the hoist.
20	Mark out and then cut 203x133UB main platform beams back to the demolition line of the platform.
21	Repeat the process for the opposite end of the platform.
22	PHASE 3 – INSTALLATION OF NEW PLANT TRIMMER STEELS AND OPEN GRID FLOORING
23	Mark out for new cleats for bay number 1. Drill using magbase drill and bolt cleats into place.
24	Lift one row of grid flooring out and then lift new trimmer steels into position. Lay new open grid flooring into place to maintain minimum open area at all times. Repeat the process with each of the new plant trimmer steels until all are in position and the area in fully floored out. Secure all floor panels with J bolts.
25	Repeat the process for each of the bays across the platform.
26	PHASE 4 – NEW LADDER AND BRIDGE INSTALLATIONS
27	
28	
29	

30	
31	
32	
33	When works are complete clean up area and dispose of any waste in the correct manner. Good housekeeping will be maintained at all times throughout the activity.
34	Sign out and leave site.

RISK ASSESSMENT					
Employees	√	Steel erector and Slinger/Signaller. (3 total)			
Other Workers	√	General site operatives.			
Public	√	Visitors to the site.			
Hazards Identified √ If present/require controlling X If absent/Not Significant					
1	Mobile Plant (e.g. tele-handler/MEWP)	√	**11**	Electrical	√
2	Moving Materials (e.g. trolley)	√	**12**	Hot Work/Fire	√
3	Site Traffic	√	**13**	Burns	√
4	Falling Objects	√	**14**	Noise Vibration	√
5	Falls from heights/Access Equipment	√	**15**	Hazardous Substances	√
6	Man Riding Basket	X	**16**	Vermin / Weil's Disease	√
7	Crushing and Trapping	√	**17**	Manual Handling	√
8	Ladders/Steps	X	**18**	Adverse Weather Conditions	X
9	Slips, Trips, Falls	√	**19**	Confined Spaces/Restricted Access	X
10	Excavations	√	**20**	Re-Fuelling Plant and Equipment	X
Additional Site Specific Hazards Identified					
21	Segregation of plant and personnel/public	√	**26**	Working near water	X
22	Falls from vehicles	√	**27**	High voltage nearby	X
23	Roof/Flat roof edge protection	X	**28**	Roads/railways etc.	X
24	Site tower crane	X	**29**	Other site works in area	√
25	TYPE 2 Asbestos Survey HSG 264 – Demo/Refurbishment jobs	√	**30**	Outrigger Mats for crane	X
Appendix Notes For RA					
-	Crane Operations	X	-	Forklift/Tele-handler	X
-	Slinging of Loads	√	-	MEWP Operations	X
-	Sectional Outrigger Mats	X	-	OTHER:	√

Risk Rating: HIGH / MEDIUM / LOW (H / M / L)

Hazard Ref	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating
1	H	• Hi-visibility clothing to be worn by our operatives. • Delivery vehicles to be escorted to and from the off loading area. Banksman provided by ST Interiors controlling road side access. • Pedestrian/vehicles segregation with barriers/fencing. • Warning signs to be positioned around the working area.	L
2	M	• PPE to be worn at all times. • Check security of lifting/shifting equipment. • Keep access/egress routes clear. • Housekeeping to be kept in good order.	L
3	H	• Traffic Management Plan to be in place prior to start. • All loads to be manoeuvred with aid of banksman. • Where possible pedestrian/vehicle segregation will be in place.	L
4	H	• Safe Working Loads (SWL) of lifting equipment and accessories to be in excess of the load to be lifted. • Duty Charts to be considered for all phases of the lift to include relevant loads and lifting equipment.	L

5	**H**	• Only trained and competent personnel on work at height tasks. • All access equipment to be visually inspected prior to use, and have a current inspection/examination sheet from the hire company. • Only trained and competent personnel to use the access equipment. • Only trained and competent personnel on work at height tasks. • **Safety Harnesses** to be worn as required when working at height, which should be attached to a suitable anchor point. • **Fixed Scaffolding** to include provision of proper access. All edges to be protected with handrail/mid rail/kick board. All scaffold to be provided by competent and authorised persons. All scaffold to be scaff-tagged and inspected. All floor openings to be covered. Wear harness when exposure to holes/edges is unavoidable. All harness's/restraints to be suitably anchored. • **Mobile Scaffold Tower** will be provided to access high level works - with wheels locked off when in use, handrails and toe boards in position - Trained and competent personnel only to erect/use scaffold tower. • **MEWP** will be visually inspected prior to use and there will be a current Thorough Examination Certificate available for inspection if required, safety harness will be connected to purpose made anchor point. • **Ladders/Step Ladders** -Ladders and steps must only be used for working where other means of access that provide a full working platform are impractical, or less safe to use in the particular location in which the work is to be undertaken. Suitable access equipment will be provided to reduce the risk of falls from height.	**L**
7	**H**	• Trained experienced and competent personnel to carry out tasks, trained slinger signaller to direct the crane/vehicles as required, high visibility clothing to be worn, along with gloves to minimise risks of minor injury • Gloves to be worn • Be aware of possible finger traps • Do not put fingers under items being manoeuvred • Be aware of personnel positioning • All movements to be planned with regular Tool Box Talks	**L**
9	**M**	• Good housekeeping. • Keep unloading area clear from hazards.	**L**
10	**H**	• Safe distances and clear demarcation to be provided by client where excavations are present.	**L**
11	**M**	• Only 110v tools will be used. • Only PAT tested and certificated tools will be used. • Visual inspection on a daily basis.	**L**

12	**H**	• **HOT WORKS PERMIT** to be in place prior to works commencing. • Any combustible materials are to be removed from the immediate working area. • Suitable PPE for the tasks must be worn whilst HOT WORKS are carried out. • Access and Egress routes to be kept clear at all times in case of emergency. • **Fire Extinguisher/s** to be positioned adjacent to the work area. • **Fire Blankets** to be used as necessary during **HOT WORKS.** • **Gas Cutting** bottles to be kept away from the immediate working area to minimise the risk of any explosion. • **Welding Screens** to be in position as necessary to protect other personnel/public during welding operations. • **Petrol –** Minimal petrol to be brought onto site. 1 No 5L Gerry can to be delivered and fuel immediately transferred into petrol tank on machine at the start of the shift. Machine to be run until dry. No fuel to be stored on site. • **Spills –** Any spills to be immediately reported to site management and cleared up with suitable spill kits. • **Site Foreman to check that any required tests; analysis, isolation's etc. have been carried out and have received documented evidence before setting to work.**	**L**
13	**H**	• Suitable PPE must be worn at all times. • Gloves/Gauntlet's to be worn if handling hot items. • Overalls to be worn when welding, burning or cutting materials. • Suitable eye protect to be worn as required to avoid eye injury. • Allow materials to cool where possible before attempting to move them.	**L**
14	**M**	• Ear defenders/ear plugs to be worn when required • Battery operated SDS drills to be used with integral dust extraction system • P3 dust masks to be worn when required • Rotation of equipment will be implemented for any vibrating equipment as per the HAV Guidance. • Wrist worn HAVS warning system with readings recorded for S & T files	**L**
15	**H**	• COSHH Assessment to be adhered to at all times. • Full PPE to be worn as per the COSHH Assessment. • Paint application will be minimal quantities – brush applied.	**L**
16	**M**	• Basic hygiene to be followed whilst on site • Dispose of food waste to bins provided • Eating on site restricted to designated canteen areas only.	**L**

17	**H**	• Trained and experienced personnel to carry out the tasks • Mechanical lifting devices will be used at every available point • Correct lifting and lowering techniques will be adopted • Access routes and working areas to be kept clear to avoid and slips, trips or falls • Wear correct PPE • Assess the weight of the lift. Use team lifting when practical. • Provide tool box talk if required	**L**
21	**H**	• Fencing/barriers to be supplied by the client to provide segregation of the works from other site personnel/public • Warning signs etc. to be displayed to warn others of the dangers involved in these works	**L**
22	**H**	• Short duration supervised slinging can be applied due to nature of these works • Loads will be pre-slung where possible • Safety rails will be provided on the delivery vehicles • Access to back of the vehicle restricted to operatives using inertia reels and harnesses.	**L**
25	**H**	• HSG 264 requires a TYPE 2 demolition/refurbishment asbestos survey to be carried out prior to any works being carried out in areas where asbestos is likely to be present!!!	**L**
29	**H**	• Co-ordination with other trades to be carried out on a daily basis and advised during put to work briefing.	**L**

Task/Operation: **SLINGING OF LOADS**

Potential hazard/Risk rating:

1 Unplanned release or dropping of load – **HIGH RISK**
2 Striking by falling objects – **MEDIUM RISK**
3 Trapping between fixture and load – **HIGH RISK**
4 Damage to equipment or property – **MEDIUM RISK**
5 Striking/arcing of overhead cables – **LOW RISK**

Controls

1 Correct lifting equipment will be supplied, compatible with the load
2 Operation will be planned to ensure maximum safety of personnel and property
3 Lifting equipment is checked and all details recorded
4 Relevant thorough examination certificates or copies will be available for inspection on site
5 No persons are allowed to stand within lifting operation area. Loads must not be slewed over personnel or vehicles
6 A signaller is to be used where Driver's / Operator's vision is impaired or operating in congested areas
7 The materials to be hoisted will be delivered to the loading zone via articulated lorry. This area must be firm and level.
8 The attachments and equipment will be selected considering the weight and stability of the load
9 Slings will not be placed on sharp edges
10 Tail ropes will be used on large loads to steady and guide them if required
11 Lifting will be supervised to ensure the stability of the equipment and the load, by a trained supervisor
12 Clear communication between Driver / Operator and Slinger/Signaller will be maintained at all times – 2 way radios will be used as required
13 Work will be stopped when weather conditions prevent safe operations
14 Crane drivers and Operators of lifting appliances will be trained in slinging and lifting operations as per regulations
15 Signallers and slingers will also be trained in lifting operations

Residual Risk: **LOW**

Persons in danger:

1 Operatives involved in task
2 Anyone in the vicinity

PPE Required:

1 Safety helmet, safety footwear, safety gloves
2 Hi-Vis jacket safety glasses

Emergency Procedures

1 All site personnel are to be made aware of emergency procedures during induction process

RAMS Addendum Sheet:

Communicated by:			
ISSUED TO:- PRINT NAME	**SIGNATURE**	**COMPANY**	**DATE**

RAMS Addendum Sheet:

Communicated by:			
ISSUED TO:- PRINT NAME	**SIGNATURE**	**COMPANY**	**DATE**

COSHH ASSESSMENT

To comply with the Control of Substances Hazardous to Health (2002).

BASIC DETAILS

Name/Description of Substance:	Galvafroid paint		
Supplier:	Fosroc	**Phone No:**	01827 265279
Supply Container:	Aerosol		
Chemical composition/strength:	Paint spray		

Hazard data sheet received from supplier:					**YES**			**NO**			
Exposure time	**< 15mins**	✓	**< 30mins**		**< 1hr**		**< 2hrs**				
	< 4hrs		**< 6hrs**		**< 8hrs**		**< 10hrs**				

RISK CLASSIFICATION (From authorised list)

CORROSIVE		TOXIC		HARMFULL		IRRITANT		EXPLOSIVE		FLAMMABLE	
											
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
	✓		✓	✓			✓		✓	✓	

OXIDISING		COMPRESSED GAS		RADIOACTIVE		CARCINOGENIC		INHALATION		ENVIRONMENTAL	
											
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
	✓		✓		✓		✓	✓		✓	

WORK ACTIVITY

Description:	Aerosol based galvanizing spray paint
Where Stored	In spray can
Quantity used:	As required
Where used:	On site and in workshop
How used:	As a spray paint touch up

EXPOSURE RISK:	**Skin Contact**	✓	**Absorption**	
	Ingestion	✓	**Inhalation**	✓

DISPOSAL INSTRUCTIONS

Normal Collection/disposal satisfactory:	**YES**	✓	**NO**	

Classified as Special Waste:	YES	✓	NO	

Waste must only be transferred to a registered waste carrier:

Name: Normal waste carrier	Registration Number:	Dependant on carrier

ALTERNATIVES.

Safer alternative substances considered: Standard product

C0NTROL MEASURES

VENTILATION

TYPE		DETAILS
Local exhaust ventilation:		
Forced ventilation:		
General ventilation:	✓	Normal atmosphere
Other:		

MONITORING

TYPE	YES	NO	DETAILS
Health Surveillance:		✓	
Atmospheric Sampling:		✓	
Statutory Examinations of PPE/RPE:		✓	
Statutory Examination of Plant/Equipment:		✓	
Routine plant examinations:		✓	

PERSONAL PROTECTIVE EQUIPMENT

HAND		FOOT		FACE		BODY		EYE		HEAD	
											
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
✓		✓			✓	✓			✓		✓

PROVISION OF INFORMATION

TYPE	YES	NO	DETAILS
Signs/notices:		✓	
Written Information for all at risk:		✓	
Training Requirements:	✓		Normal trade

EMERGENCY PROCEDURES

Spillage:	Prevent entry into drains, sewers and water courses	Data sheet	YES	✓	NO		
Fire:	C°2, Powder, foam or water fog		YES	✓	NO		
First Aid:	See first aid action		YES	✓	NO		

Who is at risk?	User and those in close proximity

Classified as Special Waste:	**YES**	✓	**NO**	

Waste must only be transferred to a registered waste carrier:

Name: Any	**Registration Number:**	**Any**

ALTERNATIVES.

Safer alternative substances considered:

C0NTROL MEASURES

VENTILATION

TYPE		DETAILS
Local exhaust ventilation:	X	
Forced ventilation:	X	
General ventilation:	✓	
Other:	X	

MONITORING

TYPE	YES	NO	DETAILS
Health Surveillance:		✓	
Atmospheric Sampling:		✓	
Statutory Examinations of PPE/RPE:		✓	
Statutory Examination of Plant/Equipment:		✓	
Routine plant examinations:		✓	

PERSONAL PROTECTIVE EQUIPMENT

HAND		FOOT		FACE		BODY		EYE		HEAD	
											
YES	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
✓						✓					

PROVISION OF INFORMATION

TYPE	YES	NO	DETAILS
Signs/notices:	✓		
Written Information for all at risk:		✓	
Training Requirements:		✓	

EMERGENCY PROCEDURES

Spillage:	Prevent entering into drains or water course	**Data sheet**	**YES**	✓	**NO**	
Fire:	C02, FOAM		**YES**	✓	**NO**	
First Aid:	See first aid		**YES**	✓	**NO**	

Who is at risk?	User and anyone is close proximity

First Aid Action
Eyes – Flush out with clean water or saline Skin contact – Avoid skin contact if known allergic reaction. Wash off as soon as possible Inhalation – If user experiences dizziness or feels faint remove patient to fresh air. If symptoms persist seek medical advice

How are they at risk (RISK RATING)?							
RISK	**(a)**	**(b)**	**(c)**	**Control measure**	**(a)**	**(b)**	**(c)**
Fire	**5**	**3**	15	Keep all naked flames and high heat retention materials away from mix area	**5**	**1**	5
Inhalation	**2**	**2**	4	Mix in a well ventilated area (outside)	**2**	**1**	2
Ingestion / absorption	**2**	**2**	4	Wash hands and avoid hand to mouth or eye contact	**2**	**1**	2
Skin contact	**3**	**4**	12	Wear gloves and if due to known skin allergy barrier cream	**3**	**1**	3

Average before control measure Rounded up:	9	**Average after control measure rounded up:**	3

COSHH Risk Rating based on the average score after control	LOW	✓	MEDIUM		HIGH	

RISK RATING			
Severity	**(a)**	**Likelihood/Probability**	**(b)**
Death	**5**	**Certain**	**5**
Major injury / long term absence	**4**	**Very Likely**	**4**
Reportable injury	**3**	**Likely**	**3**
Injury with up to 3 days lost	**2**	**Unlikely**	**2**
Minor Injury	**1**	**Extremely unlikely**	**1**

RISK RATING LOW – MEDIUM - HIGH		
1 - 5	LOW	**Reasonably practicable control measures**
6 – 15	MEDIUM	**Control measures required and implemented**
16 - 25	HIGH	**Task not to begin until control measures are in place**

Assessment carried out by:	James Engineering Ltd	**Name:**	Trevor Taylor
Signature:		**Date:**	15.01.2017
		Review Date:	15.01.2018

James Engineering

COSHH ASSESSMENT

To comply with the Control of Substances Hazardous to Health (2002).

BASIC DETAILS

Name/Description of Substance:	Petroleum		
Supplier:	Oil Company/petrol station	**Phone No:**	Any supplier
Supply Container:	Manufacturers recommend tin/plastic container		
Chemical composition/strength:	Oil based product		

Hazard data sheet received from supplier:						**YES**			**NO**				
Exposure time	**< 15mins**	✓	**< 30mins**		**< 1hr**		**< 2hrs**						
	< 4hrs		**< 6hrs**		**< 8hrs**		**< 10hrs**						

RISK CLASSIFICATION (From authorised list)

CORROSIVE		TOXIC		HARMFULL		IRRITANT		EXPLOSIVE		FLAMMABLE	
											
YES	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
	✓		✓	✓		✓		✓		✓	

OXIDISING		COMPRESSED GAS		RADIOACTIVE		HEALTH HAZARD		INHALATION		ENVIRONMENTAL	
											
YES	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**	**YES**	**NO**
	✓		✓		✓		✓	✓		✓	

WORK ACTIVITY

Description:	Petrol for generator/welder
Where Stored	In manufacturers recommended tin or plastic container – in COSHH store on site
Quantity used:	As required
Where used:	On site
How used:	Poured into petrol tank/reservoir

EXPOSURE RISK:	**Skin Contact**	✓	**Absorption**	
	Ingestion	✓	**Inhalation**	✓

DISPOSAL INSTRUCTIONS

Normal Collection/disposal satisfactory:	**YES**	✓	**NO**	

Classified as Special Waste:	YES	✓	NO	

Waste must only be transferred to a registered waste carrier:

Name: Normal waste carrier	Registration Number:	Dependant on carrier

ALTERNATIVES.

Safer alternative substances considered: Standard product

C0NTROL MEASURES

VENTILATION

TYPE		DETAILS
Local exhaust ventilation:		
Forced ventilation:		
General ventilation:	✓	Normal atmosphere
Other:		

MONITORING

TYPE	YES	NO	DETAILS
Health Surveillance:		✓	
Atmospheric Sampling:		✓	
Statutory Examinations of PPE/RPE:		✓	
Statutory Examination of Plant/Equipment:		✓	
Routine plant examinations:		✓	

PERSONAL PROTECTIVE EQUIPMENT

HAND		FOOT		FACE		BODY		EYE		HEAD	
											
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
✓		✓			✓	✓			✓		✓

PROVISION OF INFORMATION

TYPE	YES	NO	DETAILS
Signs/notices:		✓	
Written Information for all at risk:		✓	
Training Requirements:	✓		Normal trade

EMERGENCY PROCEDURES

Spillage:	Prevent entry into drains, sewers and water courses	Data sheet	YES	✓	NO		
Fire:	C°2, Powder, foam or water fog		YES	✓	NO		
First Aid:	See first aid action		YES	✓	NO		

Who is at risk?	User and those in close proximity

First Aid Action
Eye contact must be irrigated with copious amounts of water for at least 5 minutes. If irritation persists seek medical attention. Skin contact should be washed off with soap and water or suitable skin cleanser If swallowed DO **NOT INDUCE VOMITING** obtain medical assistance beware of air passage blockages.

How are they at risk (RISK RATING)?							
RISK	**(a)**	**(b)**	**(c)**	**Control measure**	**(a)**	**(b)**	**(c)**
Fire	**5**	**2**	10	Keep all naked flames and high heat retention materials away from the stored containers	**5**	**1**	5
Inhalation	**1**	**3**	3	Use in a well ventilated area	**1**	**1**	1
Ingestion	**2**	**2**	4	Wash hands and avoid hand to mouth or eye contact	**2**	**1**	2
Skin contact	**2**	**3**	6	Wear gloves and if due to known skin allergy use barrier cream	**2**	**1**	2

Average before control measure Rounded up:	6	**Average after control measure rounded up:**	3

COSHH Risk Rating based on the average score after control	LOW	✓	MEDIUM		HIGH	

RISK RATING			
Severity	**(a)**	**Likelihood/Probability**	**(b)**
Death	**5**	**Certain**	**5**
Major injury / long term absence	**4**	**Very Likely**	**4**
Reportable injury	**3**	**Likely**	**3**
Injury with up to 3 days lost	**2**	**Unlikely**	**2**
Minor Injury	**1**	**Extremely unlikely**	**1**

RISK RATING LOW – MEDIUM - HIGH		
1 - 5	LOW	**Reasonably practicable control measures**
6 – 15	MEDIUM	**Control measures required and implemented**
16 - 25	HIGH	**Task not to begin until control measures are in place**

Assessment carried out by:	James Engineering	**Name:**	P Gerrard
Signature:		**Date:**	05/01/2016
	Review	**Date:**	05/01/2017