S&T INTERIORS AND CONTRACTING

Risk Assessment and Method Statement Evaluation

Project:	Russell Hotel	Project No:	0143
Contractor Name:	MR	Trade:	Scaffold
Document No:	MR010	Revision:	01
Start Date:	Ongoing	Finish Date:	~~N~~ T.B.A
Activity:	Light well		

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.

y 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 Ferraro	11-6-16		✓		

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			

Risk Assessment, Method Statement & Rescue Plan

Customer: -	S&T (UK) Ltd		**Date: -**	08th August 2016	
Site: -	Russell Hotel		**Prepared by: -**	Jamie Cripps	
Work Area: -	Central Light-Well Main Independent Access Scaffold		**Page No**	Page 1 of 19	
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M R SCAFFOLDING SIGNED COPY

Site Address:

8 Russell Square
London
WC1B 5BE

For and on behalf of M R Scaffolding Services:

Name: Jamie Cripps Sign: ..... Date: 08th August 2016

M R Scaffolding Scaffolder in Charge of Works:

Name: L. SOUTHAM Sign: ..... Date: 8-8-16

Document Received By:

Name: JOHN LEHAM Sign: ..... Date: 9-8-16

Company: S&T Position LOGISTICS MANAGER

(Customer to sign and return copy of the top cover sheet for inclusion within the M R Scaffolding Services. Contract Safety File.)

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Section 1 - Guidance for The Users of the Scaffold

a. Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.
b. Users must ensure the scaffold is not interfered with e.g. removal of ties, guardrails or platform boards, overloaded with materials, modified e.g. by sheeting a scaffold that is not suitable for extra wind loading this imposes on the structure.
c. Any modifications to the scaffold must be carried out only by our competent trained scaffolders
d. Every user of a scaffold must check the structure before use "Regulation 13 The Work at Height Regulations 2005"
e. Ensure that the statutory 7-day inspection is carried out and recorded.
f. Any queries or concerns relating to use of this scaffold should be raised with Management.

Section 2 - Specification of the Works to be Carried Out

All scaffolds will be erected in accordance with: -
a. The Work at Height Regulations 2005.
b. NASC TG20:13.
c. Manufacturer's Instructions

Section 3 – Scaffold details

a. The scaffold will be sheeted (if required)
b. Scaffold dimensions will be approximately 120m x 1.5m x 26m.
c. Intended scaffold loading is highlighted below in bold typeface: -

Load Classification	Platform Loading	Max bay length	Max transom spacing
1. Very Light Duty	One platform at 0.75kN/m^2 and one 50% loaded at 0.375 kN/m^2	2.4m	1.2m
2. Light Duty	**One platform at 1.5kN/m^2 and one 50% loaded at 0.75 kN/m^2**	**2.0m**	**1.2m**
3. General Purpose	One platform at 2.0kN/m^2 and one 50% loaded at 1.0 kN/m^2	2.0m	1.2m
4. Heavy Duty	One platform at 3.0kN/m^2 and one 50% loaded at 1.5kN/m^2	1.8m	0.9m

Section 4 – Ties (Please note that this scaffold configuration has 2 types of tie patterns)

Types of Ties: -	Band & Plate with self-tapping bolts	***No. of Ties: -***	Refer to designs: A/MR 5107-6A A/MR 5107-7A
Testing Required?	Yes ☒ No ☐ (If yes, test certificate to be provided to Main Contractor)		

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Types of Ties: -	Apollo Hook Ties
Testing Required?	Yes ☒ No ☐ (If yes, test certificate to be provided to Main Contractor)

Section 5 - Supervision			
Supervisor: -	Lee Southam	**Contact No:**	07539 391750

Section 6 - Manpower & Competency	
No. Of Operatives Involved: -	We currently have 16no operatives on site. Labor will be organized into gangs as the Site Supervisor sees fit.

a. Operatives will hold a relevant CISRS registration card.
b. Operatives will hold PASMA certification.
c. Scaffold inspectors will hold the appropriate CISRS registration card that may be supplemented by scaffold inspection certification. (SITS - ASI or BSI)
d. Plant operators will hold relevant certification i.e. CPCS or NPORS, subject to what is acceptable on site.

Section 7 - Equipment to be Used and Conformity Requirements.

The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders and ancillary equipment.

a. All materials will be in accordance with a relevant British Standard or its equivalent i.e. scaffolds tube to S355JOH grade, scaffold boards BS2482 (MG), scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131 etc.
b. Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
c. Materials are visually inspected prior to issue from the depot.
d. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.

Section 8 - Delivery and Collection Arrangements

a. Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the customer.
b. Materials will be delivered and collected utilising a standard flatbed vehicle.
c. Materials will be unloaded into an area agreed with the client.
d. Material storage will be subject to good housekeeping.

Section 9 - *Unloading and Loading Arrangements*

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Materials will be unloaded/loaded utilising the following methods: -

a. Manual handling.
b. Lorry mounted Hiab.
c. Materials are to be unloaded onto the gantry situated in Herbrand Street. From here they will be transferred into the lightwell through the existing access.

Section 10 – Raising and Lowering Materials

All materials will be raised and lowered in a controlled manner by: -

a. Using goods hoist.
b. Using a gin wheel and or rope.
c. Chaining from person to person.

Section 11 – Segregation of the Work Area

a. Work area to be segregated by physical barriers, warning signs will be displayed at prominent locations.

Section 12 - Personal Protective Equipment

The following PPE will be worn during our activities: -

a. Safety Helmet
b. Safety Boots
c. Safety Harness*
d. Hi-visibility Vest
e. Gloves
f. Eye Protection

* *Operatives will not be required to wear fall arrest equipment whilst loading and unloading materials to/from the lorry. The process of repeatedly sliding materials over the surface of the harness can cause unnecessary wear and tear which will, ultimately, affect the integrity of the harness material. Operatives will, however, be required to wear their harness whilst on the lorry if no edge protection guardrail is in place.

Section 13 - Environmental Impact

a. All our materials will be removed from site on completion of our works and recycled.
b. Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
c. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
d. Noise, may be an issue if work is outside of the agreed site working hours.
e. Where plant or equipment is serviced or fueled on site, COSHH assessments will be available for the substances in use.
f. Plant refueling will be undertaken in agreed areas, spill kits will be available.
g. No other substances that are subject to the COSHH regulations will be used on site.

Section 14 - Emergency Procedures

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a. We will comply with the site emergency procedures as detailed in site induction/health and safety plan.
b. In the event of fall involving a safety harness, refer to the fall recovery plan accompanying this document.
c. The Customer will provide first aid personnel and facilities on site.
d. Operatives will carry a basic travelling first aid kit in their vans.
e. Operatives will initially report any incident/accident to their immediate Supervisor.

Section 15 – Erection Procedure

Please note that dismantling will be the sequential reverse of the erection process.

a. Operatives will be briefed on the work to be carried out and will acknowledge the briefing by signature to confirm their understanding.
b. Demountable load beds will be demounted, access to a raised load bed will be by ladder and using the common site loading/unloading provision. Scaffolders will assist the HGV driver when common provision is not provided, Scaffolders follow SG4:15 to install single guard rail protection to the raised load bed, use fall arrest equipment provided.
c. Operatives must be aware of their surroundings and must work safely. They must ensure they are looking where they are walking and working, and must not step onto or over debris. Tripping or slipping hazards must be avoided where possible. Access routes should be chosen to be those that are free from obvious hazards. Operatives should refrain from entering poorly lit areas until adequate lighting is provided. They should be aware of plant and lifting movements and maintain a safe distance. Any uncontrolled hazards must be reported to Supervision immediately.
d. Materials will be unloaded onto the gantry situated in Herbrand Street.
e. We are intending to erect an access scaffold to the entire, inner perimeter, of the lightwell.
f. When the 1st bay of the scaffold is erected an "incomplete" scaffold sign or similar will be displayed on the scaffold. As the means of access onto the lifts is erected an "incomplete" scaffold sign or similar will be displayed adjacent to the point of access, 3rd party access will be restricted by physical barriers.
g. Whilst erecting further lifts, operatives will work from a minimum of a fully boarded, fully transomed working platform that is protected by a single guardrail, when working outside of this protected platform i.e. when establishing the protected platform or moving the protected platform, operatives will work in accordance with NASC SG4:15. The ongoing emphasis of works will be to erect the scaffold using a scaffolders safe zone.
h. Ladder access and ties are to be erected progressively with the scaffold.
i. On completion of the scaffold all spare materials will be cleared from the work area and stored in an agreed position or removed from site.

Section 16 – Handover Procedure

a. Following the completion of the scaffold the Scaffold Inspector will carry out a visual inspection to ensure that the scaffold complies with the specification.
b. On satisfactory completion the Scaffold Inspector will update the scaffold tag and schedule 7 inspection records.

Section 17 – Inspection Procedure

a. On a weekly basis the Scaffold Inspector will inspect the scaffold in accordance with the requirements of The Working at Height Regulations 2005 and record the findings on the scaffold inspection tag and the schedule 7 inspection record.

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Section 18 – Dismantling Procedure

a. The location where the scaffold is to be dismantled, the method statement and risk assessment will be shown to the operatives by supervision and the relevant hazards and preventive/control measures will be explained.

b. The operatives will sign the method statement to confirm the adequate transfer of information to enable them to work safely.

c. The Chargehand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.

d. Once satisfied that the scaffold is safe to dismantle the work area by will be segregated by the specified means and an "incomplete" scaffold sign or similar will be displayed on the scaffold adjacent to the means of access which will be restricted by physical barriers

e. Ties and braces will not be removed from below the lift being dismantled.

f. The scaffold will then be dismantled methodically.

g. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with dismantled materials.

h. No materials will be bombed, all fittings will be bagged or passed by hand to ground level.

i. In general scaffolds will be dismantled in the reverse order to the erection procedure.

j. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.

k. A final visual check will be made by the Chargehand prior to leaving site.

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Section 19 – Risk Assessment

Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
Work at height whilst erecting scaffolding.	Falls from height/falling materials. (Scaffolding operatives and third parties in the vicinity)	4	4	**16**	• All work at height to be undertaken in accordance with SG4:15, with the emphasis on creating the scaffolders safe zone as a priority. • Consideration to be given to avoidance of work at height wherever possible. (Example is erection of bridge scaffolds at ground level and lifting them into position by means of a crane) • The wearing of all arrest equipment mandatory for all of those working at height. • Exclusion zones to be set up beneath the work area and lookouts posted where necessary to ensure such zones are not breached. (Where this is not possible – works may need to be undertaken during 'quiet' hours) • Materials to be stored safely when not in use.	4	2	**8**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
					• The erection of an advanced guardrail is mandatory. Whether this be by means of a Scaff Step and/or another suitable advanced guardrail system. • All scaffold operatives are to be in possession of a valid and relevant CISRS card. • 'Danger! Men Working at Height' Signage to be posted in conspicuous areas along pedestrian access routes. • All work at height to be adequately supervised,			
Failure of fall arrest equipment.	Unarrested fall from height. (Scaffolding operatives)	5	5	**25**	• Fall arrest equipment to be subject to three monthly documented checks by a competent person. • Fall arrest equipment to be checked prior to each period of use by the user. • Fall arrest equipment to be subjected to a 7 day visual inspection, documented by a competent person.	5	2	**10**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
					• Any equipment found to be sub - standard is to be immediately removed from service, the relevant numbers recorded and the item destroyed to prevent further usage.			
General work at height (Non-scaffolding)	Falls from height/falling materials. (Scaffolding operatives and third parties in the vicinity)	4	2	**8**	• All work at height to be undertaken with due consideration given to the Work at Height Regulations 2005. (Avoidance and mitigation etc.) • Where no protection exists, a safe system of work must be drawn up and consideration for the protection of those working height. • Use of ladders to be justified by task-specific risk assessment.	4	1	**4**
Working at height in inclement weather.	Falls from height, falling materials. (Scaffolding operatives and third parties in the vicinity)	4	4	**16**	• Those working at height will be removed from their duties at the discretion at the leader of the working party if he believes weather conditions pose an extra and unacceptable risk. • Particular assessment will be made during frosty/icy weather.	4	2	**8**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
					• Management will not exert any pressure on individuals to work in weather extremes. • All working at height is to be undertaken either in good levels of natural daylight or with adequate task lighting. • Site Supervisor/Foreman is to monitor all adverse weather conditions and will have the final say if he thinks that the continuation of works would be detrimental to the health and safety of our operatives or third parties (public).			
Casualty suspended by fall arrest equipment.	Harness Suspension. (Scaffolding operatives)	4	3	**12**	• Rescue procedure to be drawn up (see below).	4	2	**8**
Roofwork	Falls through fragile roofing materials or from exposed edges. (Scaffolding operatives and third parties in the vicinity)	4	3	**12**	• All Roof works should be undertaken only when a task-specific risk assessment has been produced and communicated to all of those involved.	**4**	1	**4**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
Work at height in poor light levels.	Falls from height, falling materials. (Scaffolding operatives and third parties in the vicinity)	4	4	**16**	• Work at height to be undertaken either in good levels of daylight or with adequate task lighting provided. • All working at height is to be undertaken either in good levels of natural daylight or with adequate task lighting. • Site Supervisor/Foreman is to monitor all adverse weather conditions and will have the final say if he thinks that the continuation of works would be detrimental to the health and safety of our operatives or third parties (public).	4	2	**8**
Erecting scaffold adjacent to plant/machinery that may affect the scaffold's stability.	Falls from height, falling materials, scaffold collapse. (Scaffolding operatives and third parties in the vicinity)	4	2	**8**	• Steps to be taken to protect the scaffold base from accidental plant/vehicle contact. This may involve the installation of timber baulks or other similar physical barriers or by road closures etc.	4	1	**4**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
Third party individuals accessing unsafe parts of scaffold/incomplete scaffolding.	Falls from height. (Third parties)	4	4	**16**	• Access to unsafe scaffold parts to be prevented by fixed barriers supplemented by signage.	4	2	**8**
Work adjacent to fragile roof coverings.	Falls through fragile coverings. (Scaffolding Operatives)	4	2	**8**	• All works on or adjacent to fragile roof coverings must be subject to a specific risk assessment to enable the most appropriate control measures to be implemented.	4	1	**4**
Asbestos	Risk of exposure to ACMs (Asbestos Containing Materials)	5	4	**20**	• Scaffolders to receive a full induction from **S&T (UK) Ltd** with regards as to the know locations of ACMs on site. • Scaffold operatives are to work in a manner which respects the presence of possible ACMs. • Scaffold operatives are to stop work immediately, clear the area of other operatives (if possible) and isolate the area if they believe they have discovered any form of Asbestos or ACM.	5	2	**10**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
Use of mobile phones	Lack of awareness	4	3	**12**	• Mobile phones are not to be used for any purpose whilst carrying out scaffolding operations. • If mobile phone use is required, the individual must move to a safe area to do so. • Operatives are not permitted to use mobile phones during working hours except during their allotted break time and in the event of an emergency.	4	1	**4**

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Collapse of scaffold once erected and during erection and dismantling procedures	Struck-by injuries/fatality	5	4	**20**	• Client is only to use the scaffold in accordance with the loading specified on the hand-over certificates/scaffold tag. • No unauthorised modifications are to be made to the scaffold, especially the removal of ties or structural members. • Scaffolds must never be overloaded and the amount of materials stored on them must be kept to a minimum. • Scaffolds are to be erected on firm and solid foundations that are capable of withstanding ALL imposed loads. • Scaffold to be inspected every 7 days and following any adverse weather conditions. • Scaffolds must be checked by the site Supervisor/Foreman prior to any additional erection, dismantle or alteration. • All scaffold operatives are to be in possession of a valid and relevant CISRS card.	5	2	**10**

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor (After Controls) (Severity x Probability)		
					• Scaffolds are to be erected to issued designs or compliance sheets. • Scaffolds are to be physically or mechanically ted (as per TG20:13 or other appropriate design criteria) throughout all stages of erection and dismantle.			

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Section 20 – Rescue Plan

S&T(UK) Limited will have in place a procedure to safely access and egress site operatives in the event that medical assistance may be required or in the case of evacuating the site. All such measures must be in accordance with current CDM regulations.

In the unlikely event of a Scaffolder falling without injury and being suspended by his fall arrest harness and lanyard, he should be able to quite easily pull himself back onto the scaffold, the incident will then be reported to the Supervisors and the harness and lanyard removed from service and subsequently destroyed. In the event of the Scaffolder being injured, unconscious or unable to self-rescue whilst attached by their safety lanyard the following procedures will apply:

1. All operatives are to remain calm and verbally communicate with the person who has fallen in order to establish the extent of any injuries or harm sustained and to establish their level of consciousness.
2. If it is established that the operative is injured or unconscious, the emergency services are to be informed.
3. No-one must attempt a retrieval as a lone worker. Further assistance from colleagues must be sought to act as an observer and liaise in the event of any difficulties being encountered.
4. Due to the independent scaffold being fully boarded at all levels and erected in 2m lift heights; a fallen operative will be no more than 1m away from a platform. In the event of a fall, he can be pulled in and placed on the lower lift and made comfortable. An operative must never be unclipped until they are behind edge protection.
5. A qualified first aider must be in place until the emergency services arrive.

In all instances the emergency services must be informed in the event of a retrieval procedure in order to identify any signs of suspension trauma.

Risk Assessment, Method Statement & Rescue Plan

Customer: -	S&T (UK) Ltd		**Date: -**	08th August 2016	
Site: -	Russell Hotel		**Prepared by: -**	Jamie Cripps	
Work Area: -	Central Light-Well Main Independent Access Scaffold		**Page No**	Page 18 of 19	
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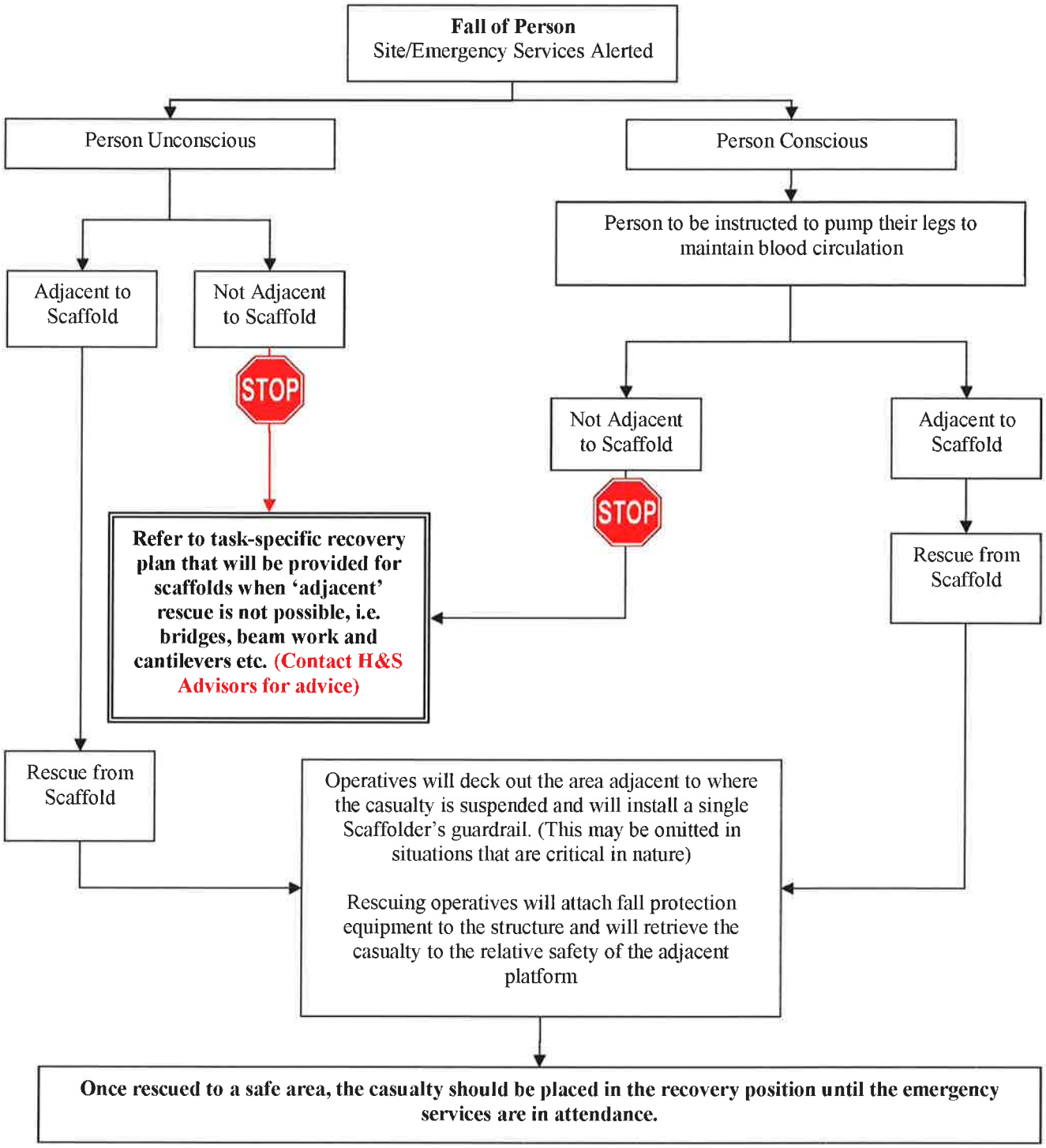

Risk Assessment, Method Statement & Rescue Plan

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Section 21 – Acknowledgement					
I confirm my understanding of the contents of this document and that I will work in accordance them: -					