Method Statement

For the demolition and New Build Construction and Refurbishment works at:

43-44 Beauchamp Place
Knightsbridge
London SW3 1NX
INTRODUCTION

This Method Statement and associated Risk Assessments are for the alteration works at 43-44 Beauchamp Place, London. Neston Construction Limited are the Principal Contractor for this project.

This Method Statement outlines our proposed method to carry out the works safely within the main programme. The purpose of this Method Statement is to provide the personnel associated with this activity, information and guidance, to ensure that:

- The works are carried out in a safe manner at all times;
- The hazards associated with the activity are understood;
- The controls in force to avoid exposure to injury, ill health and Damage / accidents / incidents, are implemented and maintained.

SCOPE OF THE WORKS

Re-building of rear ground floor extension with installation of two rooflights; alterations to front and rear elevations; re-siting of extract duct on rear elevation and relocation of air conditioning units to roof level; and lowering of floor levels at basement level. Works to incorporate:

- Structural strip and temporary works
- Excavation and underpinning
- Below ground drainage
- Window installations
- External render and brickwork repairs
- Basement slab/walls and waterproofing
- Rear extension wall and roof construction
- Internal steelworks
- Electrical, Carpentry and Plumbing 1st and 2nd fix
- Wall linings throughout
- Dry line partitions throughout
- Floor and Ceiling installation
- New staircase
- Kitchen installation
- WC fit outs
- Decorations including front façade renovation / replacement

Elements to be undertaken by Contractors providing Method Statements and Risk Assessments to Neston Construction Limited as follows:

- Scaffolding
- 2nd fix Electrical and Plumbing
- Kitchen Installation
- Installation of Dumb waiter

Working hours

Generally the working hours will be:

Mon – Fri 8:00 to 17:00
Sat 8:00 to 1pm
AREAS OF RESPONSIBILITY

Under this contract Neston Construction Limited will provide suitable personnel, plant and equipment to undertake the work.

INDUCTION

All operatives and contractors will hold a valid CSCS card and will attend the Neston Construction Limited site induction on arrival. Operatives will not be allowed to work until they have been specifically inducted for site hazards, rules and means of raising the alarm in the event of an emergency.

Prior to commencing work on site, all personnel involved in the operation will require to be briefed on the contents of this Method Statement. The Supervisor for Neston Construction Limited will ensure that all team members fully understand the contents of this Method Statement and that they may be asked questions in order to ensure this is the case. When the Supervisor is satisfied that the group has understood the requirements of the Method Statement, the briefing will be recorded as a signature on the Method Statement briefing form at the back page of this document.

RECEIVING AND TAKING DELIVERY OF PLANT, EQUIPMENT AND MATERIALS

All deliveries will be scheduled and booked in by a Traffic Marshall. He will be responsible for the control and co-ordination of all aspects of deliveries and collection.

All plant, equipment and materials used on this project will be only loaded and unloaded, in the suspended parking bays, directly outside 43-44 Beauchamp Place.

All movement of plant, equipment and materials is only to be taken in and out of the property via the front door located on Beauchamp Place.

No plant, equipment and materials will be stored outside the property and must be taken inside the building and only stored in an agreed area.

DETAILS OF HOW THE WORK IS UNDERTAKEN

An independent tied scaffold will be erected to the rear of the property to enable access for the removal of damaged render and to enable the safe removal and subsequent replacement of windows.

Structural Strip and Temporary Works

All services will either be marked up as live and will remain in place or made redundant prior to our strip out works commencing;

The rear 2 storey extension will be removed in reverse order of construction by using either hand tools or battery operated tools.

The structural strip out will consist of the removal of flooring, walls and existing steels as outlined in drawings and the placement of support.

Temporary support to excavated faces

Of prime concern during the basement works will be the control of ground movement and ground water to ensure that the effect on adjacent buildings and infrastructure is minimal and within acceptable limits.

Ground conditions will be continuously assessed by a competent person to determine the means and method of supporting any face of any excavation. A competent person will ensure that every part of every excavation is inspected at the start of each shift.

Our temporary works proposal for the support of soil is typically as follows:
Existing foundation corbel (if applicable) are to be removed prior to any excavation being carried out below the existing foundations, alternatively they may be removed after the underpinning has been carried out. The corbels must not be removed during the excavation period.

Hand excavate a preliminary pit approximately 1.00m wide x 1.00 m long to underside of existing foundation approximately 1.00 m deep. Install 2 No horizontal acro props at top and bottom of the excavation spanning across onto the central soil mass (dumpling excavation); use scaffold boards as spreaders at both ends of the props.

Hand excavate the pit to formation level of new re concrete toe, provide at all times adequate lateral support and propping as excavations progresses to maintain acceptable levels of safety. The rear of excavation is not to remain unsupported for longer than 48 hours and must be propped when the site is unattended.

Temporary support to floors and walls

Supporting existing timber floors above basement excavation.

Timber floor will be supported by a series of steel beams that will support the floors, to provide the open areas in the basement. Position 100x100mm temporary timber beam lightly packed to underside of joists either side of existing sleeper wall and support with vertical Acro props @ 750 centres. Remove sleeper walls and insert steel beam as a replacement. Beams to bear at masonry walls onto concrete pad stones (refer to Structural Engineer’s details for pad stone and beam sizes). Dismantle props and remove timber plates.

Ground Water Disposal

Our proposals for ground water disposal if required are:

Install 1 No 50 mm diaphragm submersible pumps in sumps to drain groundwater with flexible hoses running to silt tank with flexible hose connection from silt tank to discharge into nearest manhole.

Provide UPVC silt tank of 400 litres capacity for pumped ground water to filter gravel prior to water discharging into house manhole.

Silt tank to be regularly emptied of deleterious matter. Connect a flexible hose from silt tank to discharge into nearest manhole.

Reinforced concrete underpinning

This stage consists of the construction of the reinforced concrete underpinning. The following is to be read in conjunction with the Structural Engineers drawings in respect of reinforcement, dimensions and all associated notes covered on their drawing.

Unsafe foundation corbel and loose masonry are to be removed prior to any excavation being undertaken below the existing foundations to allow for a safe working environment. Otherwise the existing foundation corbel or masonry may be removed after the underpinning has been carried out. The corbels must not be removed during the excavation period.

The walls to the perimeter of the basement will be underpinned in reinforced concrete. The underpins will take the vertical loads from the walls and horizontal loads from the earth.

The sequence of construction of the underpinning will be in accordance with the sequence on the engineer’s drawings. The sequence of the underpinning will be such that any given underpin will be completed, dry-packed, and a minimum period of 48 hours lapsed before an adjacent excavation commenced to form another underpin.

The access pit is first excavated, directly underneath the wall to be underpinned. The width of any base is individually assessed on site with due regard to the type and condition of the foundation, and structural geometry above. The maximum width of any underpinning base will be 1000 mm.
Hand excavate the pit to formation level of new reinforced concrete toe, providing at all times adequate lateral support and propping as excavations progress to maintain acceptable levels of safety. Insert to each side of the 1000mm wide excavated pit 3 x 300mm steel trench sheets.

The interlocking steel trench sheets to the side of the excavation on either side of the dumplings are to be supported at top-, mid- and bottom-point with 4 No diagonal acro props restrained onto double scaffold boards as spreaders, tightly packed with folding wedges against the steel trenching.

Span a 70 x 70 mm Structural Hollow Support (SHS) steel across the sacrificial trench sheets positioned against the back of the excavation under the existing foundation. The SHS support steels will be restrained horizontally across to the dumpling excavation with 2 sacrificial jack props. The sacrificial interlocking steel trench sheets positioned behind the SHS are to be further supported at mid- and bottom-point with 2 No diagonal sacrificial jack props restrained onto double scaffold boards as spreaders, tightly packed with folding wedges against the steel trenching.

The propping to the trench sheets will be left in place, until 24 hours after the completion of the underpins. This method ensures that at all times the excavation is controlled, and the integrity of the surrounding soil and structure above is maintained, to enable permanent works construction.

In the event that the existing foundations to the wall are found to be unstable, sacrificial jack props will be installed underneath the foundation to prop the bottom few courses of bricks. These jack props will be left in place and will be incorporated into the concrete stem.

Once the excavation is completed to the design depth and length, the stratum at the proposed founding depth is confirmed as being appropriate by our Forman or the Building Control Inspector. The design steel reinforcement will be fixed in the toe section of the underpinning base. This will be checked by the Building Control Inspector prior to concreting.

Following construction of the toe, the design steel reinforcement will then be fixed in the stem (or wall) section. This will be checked by the Building Control Inspector prior to concreting.

A single sided shutter is then erected, and concrete poured to form the underpinning base up to within 50mm to 75mm of the underside of the existing wall foundations.

Concrete will be chuted into a ‘bath’ within the excavated basement and placed by wheelbarrow and/or bucket, or mixed on site. The exact arrangement will be finalised when works commence on site.

Excavation for an underpin section will be dug in a day, and the concrete to the base poured by the end of the same day. The concrete to the stem of the underpin will be poured the following day.

On the following day, the gap between the concrete and the underside of the existing foundation will be dry-packed with a mixture of sharp sand and cement (ratio 3:1). Once the dry-pack has gained sufficient strength, any protrusions of the footings into the site will be carefully trimmed back using hand or mechanical tools. The protrusions will be trimmed back to be flush in-line with the face of the wall above.

A minimum of 48 hours will be allowed before adjacent sections will be excavated to form a new underpin.

**Installation of new steel beams / columns**

Steel beams / columns will be erected progressively as the underpinning and excavation progresses. Lightweight steels will be moved and erected by hand and installed by fitters working from scaffolds.

Main beams will be moved into their lifting position on rolling scaffold tubes and lifted with genie lift and bolted into place by fitters working from scaffolds.

**Excavation, drainage and basement slab construction**

Once the underpinning is complete to all walls, the bulk excavation can be completed.
Depending on the structural design it may be a requirement to implement propping to resist sliding forces (as per structural engineering requirements) at the base of the underpins, prior to construction of the new basement slab, and to allow for excavation to formation level. Generally, the underpinning works are completed around the perimeter walls, with the central soil mass (dumping) left intact.

This enables the earth mass to act as a firm support for the underpinning stem single sided shutters, and also to provide a prop force at the base of the pins. The pump sump units and associated underground drainage will then be installed in conjunction with the mechanical and electrical details and architectural layouts.

Once excavation to formation level has been completed, and the slab cast any temporary shoring can be safely removed.

The design steel reinforcement will then be fixed in the slab. This will be checked by the Structural Engineer and Building Control Inspector prior to concreting.

**Internal waterproofing membrane and screed**

Generally the waterproofing membrane will be in accordance with the manufacturer’s recommendation.

Once the basement slab is complete, the Newtons internal waterproofing cavity membrane will be installed as per the architectural layouts and manufacturers technical specification to the walls and floor.

A cement and sand screed will be applied on the slab surface.

**Window Installations**

Before starting work we will ensure that the correct window sizes have been supplied, together with the necessary fixtures and fittings.

Where applicable the existing windows should first be removed by removing the hinges from the window frame. The existing window frame can then be removed from the wall; this will be done by cutting through the frame and levering the frame work from the wall with a wrecking bar.

Prior to the fitting of the new window and window frame, the walls must be checked to ensure that they are sound and that any old fixings have been removed and disposed of. Where sections of the wall have been damaged or are not suitable, the area should be made good or alternative fixings used.

The new window frame will be fitted into position, ensuring a tight fit and ensuring that the frame is plumb and square.

Packers will be used, where necessary to secure the frame in position and then the frame will be drilled through into the masonry wall for the frame fixings. A minimum of 2 frame fixings should be used on each element of the window frame, though for long windows additional fixings will be required.

Once the frame fixings have been inserted and securely fixed /tightened, the back of the frame should be filled with expanding foam to provide added protection against the weather, water ingress and from unwanted noise.

Once the windows and frames have been installed, the glazing units can be inserted. Each unit will be installed and secured into position with the appropriate beading/seals. The glazed panels can then be carefully lifted into position, for large panels a minimum of 2 persons should be used to lift and secure the panels in place. The use of suction lifters should also be used to provide a safe and secure grip when lifting large and heavy glass panels/units.

The windows will then be tested to ensure that they open and close smoothly without rubbing or catching, if necessary the hinges will be adjusted to ensure a suitable fit.

The window frame should then be trimmed and sealed both internally and externally and the area made good.
External Brickwork and Render Repairs

The brickwork will be raked out to remove loose material and debris, then these areas are to be pressure washed down to clean the surface to prepare the surface. A suitable mortar will then be applied to match the existing brickwork.

Any badly weathered or damaged masonry will be removed locally and replaced with bricks of a suitable stock to match the existing brickwork.

Any areas of loose render will be removed, pressure washed and re-rendered to match the existing.

Rear Extension Wall

All setting out of the brick work and block work will be set out to the dimensions taken from the latest revision of drawings provided. Blocks and lintels will be laid on a full bed of mortar, all cross joints and collar joints will be full, all bricks and block walls will be laid in stretcher bond, corners will be “rack back” when raising quoins and not toothed, joints will be finished neatly as work proceeds. Mortar joints for block work will be undertaken to a bucket handle style. All unexposed mortar is to be struck off and flushed, Brick and Block work will be gauged at 75mm and 225mm. All works are to be set out from a grid line. All brick and block walls are to be erected no higher than 1575mm lift in one day. Cavity wall ties will be spaced to distances specified in the design drawings.

Roof Construction

A timber plate shall be cut to length and fixed to the steel frame using M10 bolts nuts and washers. This shall form our base to build our flat roof.

Joists shall be cut to length and fixed to the timber plate at 400mm centres in accordance with the drawings supplied. The joists shall be cut to size on site by a competent operative using a 110V chop saw and offered up into the timber plates and nailed in to position. Larger off cuts shall be put to one side for use as noggins.

Pre-cut furring's and diminishing timbers shall be fixed to the four perimeter timbers to form an inward run off for rain water to escape.

Externally 18mm plywood sheets shall be nailed with 50mm ring nails to the furring’s and joists to form the roof covering.

Internally 12mm plywood sheets shall be screw fixed to the underside of the joists using 50mm screws.

Externally 18mm plywood shall be ripped down to size as per drawing for the fascia and soffit and mechanically face fixed.

A waterproof membrane with a protective covering will be applied to the plywood sheets. Thermal insulation will be fixed to the structural deck.

Once all preparation works have been completed the area will be swept clean in preparation for the new felt covering.

A high performance SBS (styrene butyl styrene) modified, elastomeric bitumen membrane, for torch-on application will be applied to the roof area.

Internal Steelworks

Lightweight steels will be moved and erected by hand and installed by fitters working from mobile scaffolds.

Main beams will be moved into their lifting position using scaffold poles and lifted with genie lift and bolted into place by fitters working from mobile scaffolds.
1st Fix Carpentry and Plasterboard

Timbers shall be fixed to the underside of the flooring using raw plugs and screws. These shall act as supports and a guide rail to keep the main head timber in place.

All partitions shall be set out from dimensioned drawings. In order for setting out to proceed correctly and economically it is important that areas are cleared of materials and other obstructions prior to this process commencing.

Floor timbers shall be fixed using the correct proprietary fixings. Head timbers shall then be located by plumbing up from the floor channels and then fixed in place. If the walls require it, two continuous beads of acoustic sealant shall be run along the underside of each timber prior to it being fixed in place.

Studs shall be cut to the correct length using a chop saw and inserted into the head and floor track and nailed into position.

Vertical abutment details shall be formed, normally through fixing the timbers to the structure. Where mechanical fixings to the structure are not permitted (e.g. as is sometimes the cases with abutments to perimeter window mullions) then vertical abutment framing shall be fixed using Grip fil or a similar adhesive.

Timber shall be fixed to the floor and ceiling levels. During this operation the operatives shall use ear defenders when using the hammer drill. Plasterboard shall be fixed to one side of the timber frame before acoustic material is placed into the void followed by plaster boarding on the other site. Acoustic insulation shall be carefully placed into the cavity to restrict the amount of fibres that may become airborne.

Door openings shall be formed during the course of installing studs and tracks. Softwood timber or plywood inserts shall be inserted within the jamb studs. If additional structural support is required this shall normally be achieved through the introduction of additional studs adjacent to jambs.

Boards shall be cut to the correct length and offered up to the frame and secured with proprietary fixings at the correct centres. Care shall be taken to ensure that screw heads do not protrude beyond the face of the boards. Boards shall be fixed with their long edges parallel to the studs. Where multi-layer linings are called for board joints shall be staggered between layers.

The board joints shall be filled with a mineral wall fibre fixed on one side before the remaining layer of plasterboard is applied to the opposite side. The largest board size shall always be used to avoid abutting cut or square edges.

If tape able feature trims are to be incorporated into the wall the boards shall be cut and trimmed to accept them and they shall be screwed in place.

1st Fix Electrical

Final circuit arrangements will be determined as indicated on the installation drawings.

Circuits to be modified will be identified, isolated from the electrical supply by the turning off the relevant circuit protective devices and fuses removed, danger label fitted and circuit verified dead.

Existing luminaries will be unplugged and removed to allow access to ceiling roses as required. Ceiling roses will be disconnected and removed.

All wiring contained within the conduits will be pulled back to the nearest convenient point and left neatly coiled.

The existing conduit/trunking installation will be amended to suit the new layout as indicated on the installation drawings.

When the amended conduit installation is complete the cables will be drawn back in.
Circuits will be rewired/amended as necessary to suit the new layout.

2nd Fix Electrical (By others)

Accessories/equipment will be second fixed. Luminaires will be replaced and repositioned/new luminaries will be installed. When all accessories are fitted and it is safe to do so the circuits will be re-energised and danger label removed.

A full inspection and test on the system will then be undertaken and an Electrical Installation Certificate will be issued in accordance with (BS: 7671:2008+3:2015) stating details of the installation and signed by a competent person.

1st Fix Plumbing

Flow and return pipework will be installed at low level in readiness for final connections to radiators and plumbing furniture.

The flow and return pipework will be installed using Polypipe 15mm Polybutylene Barrier Pipe, copper pipe and fittings. Joints will be either Yorkshire solder type or compression fittings. Where solder fittings are required they will be heated by the use of a gas torch / blow lamp and where necessary additional solder will be fed into the joint to ensure soundness.

2nd Fix Plumbing

The 2nd fix will be undertaken by a Gas Safe contractor providing specific Method Statement Risk Assessments.

The gas installation will be tested for soundness in accordance with the manufacturer’s instructions and guidance issued by GAS SAFE. A gas safety inspection report will be completed for the installation.

Flue Installation

Flues will be installed at high level from the boiler to a discharge point outside of each unit which will follow the route in accordance with the design drawings. Holes will be drilled for flues through walls, with hop ups being used to reach the correct height for the flues. Any damage caused to the brickwork will be made good at this point.

Staircase Installations

Carpenters shall position the pre-fabricated lower ground to half landing section into position providing support from acro jacks where necessary to ensure the section is square and ready to be fixed into position.

The half landing support 4” x 2” section studwork wall shall be fixed at his time to ensure the whole flight is square.

The wall string shall then by fixed to the wall using grip fill, raw plugs and screws, the screws being below the threads and therefore out of sight.

Once the section is in position the lower ground and ½ landing newel posts shall be fixed into position using the previously cut out channels, and mortise and tenon joints, these being glued and wedged to fix them.

The string capping shall then be fixed into position on the outer string using glue and Paslode impact tools and fastenings ready to receive the balusters.

The handrail shall then be fixed into position between the newel posts using glue and wedges using the prepared mortise and tenon joints.

Once the hand rail is fixed the balusters shall be positioned between the hand rail and string capping using glue and Paslode impact tools and fastenings, with the balusters being plumb and with no gap between the balusters being greater than 100 mm.
The half landing to ground floor flight being fixed as above, except the newel post on the upper landing being a half pendant being fixed to the wall using grip fil, raw plugs and screws these being hidden under the hand rail position close to floor level and carefully filled in and rubbed down.

The remainder of the staircases will be fixed as detailed above for each floor.

**Dumb Waiter Frame Installation**

The Dumb waiter Installation is a process that will be undertaken by professional lift engineers under their Method Statement and risk assessments.

The studwork shaft will be built to as per the design specification allowing for the correct size floor opening and space for the dumbwaiter installation.

Once the Lift installation is complete the frame will be cladded/boxed in.

**Skimming**

Plaster will be mixed either in buckets or small “baths” and in order to eliminate the requirement for excessive manual labour a 110v mixer drill with a paddle attachment will be used. Smaller quantities may be mixed manually in a smaller bucket. Once mixed the plaster will be transferred to a ‘Hawk’ in manageable amounts, a trowel will then be used to apply the plaster to the desired surface and worked to a smooth finish.

Where required edging bead, stop bead etc will be cut to the required length using “tin snips” and then positioned with dabs of material in the required location and then plaster applied once the dabs have set.

If the plaster shows signs of drying, water will be added to the surface of the plaster by the use of splash brushes to keep the surface wet to allow a smooth finish. Materials falling onto the floor will be cleared once the task is complete unless there is a risk of slips and trips.

**Flooring Installation**

Prior to laying, Operatives shall measure the chipboard flooring to the required length using a tape measure. If required the chipboard flooring shall be cut to the appropriate length using either a handsaw or electrical circular saw.

Starting at one corner, lay a board across the joists at 90 degrees, place first panel in position ensuring that perimeter wedges/spacers (plastic or wood) provide a 10mm minimum expansion gap

Glue all tongues and the top of joists using PVA adhesive. For ease of laying always ensure that the tongue edge is presented towards you on the laid panel. This makes the gluing and assembly much easier.

Use a continuous 3mm bead and apply to the top corner of the tongue making sure that there are no breaks in the gluing. The tongue is now glued ready to meet the groove for the next board assembly,

The fast fix adhesive is applied to a 5mm diameter bead to the top of the joist. This ensures maximum adhesive contract with the underside of the board.

Once the first board is in position fix it in place using 50mm annular ring type nails which shall be fired from a paslode nail gun. Three fixings – one at either end and one at the central joist. Ensure that the nail is below the surface of the tongue otherwise the next board shall not go in place easily

Board ends shall be cut using a 110V skill saw with the dust removed at source into a bag. Ear defenders, dust masks and eye protection shall be worn when boards are being cut to size and then later fixed down.

Proceed laying the floor in this manner ensuring that short ends are always supported and board short ends are staggered, similar to a brick bond pattern. Board ends shall always finish halfway on a joist so as to be fully supported.
Painting

Warning signage will be displayed to worn operatives that work is being undertaken in this area and that there is likely to be wet painted surfaces.

All surfaces and adjacent surfaces to be painted will be cleaned and dusted off.

All cracks and blemishes in the walls and woodwork / masonry will be filled using proprietary fillers, using trowels or pallet knives.

When the repairs have dried they will be sanded to give a smooth finish.

Wooden joinery already has the first coat and therefore only requires a top coat to be applied as specified using a brush.

The walls and ceilings will be painted using rollers and brushes.

Podium steps or hop ups will be used for cutting in works.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with the Personal Protective Equipment at Work Regulations 1992, Neston Construction Limited will reduce the risks to employees as far as is reasonably practicable by the implementation of control measures within systems of work.

Should control measures not be available or they are deemed impractical, as a last resort, operatives will be provided with the necessary personal protective equipment.

PPE will also be worn if it is considered necessary to control the hazards highlighted by this Method Statement and the Risk Assessments at the back of this document.

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<th>Safety Footwear</th>
<th>High visibility clothing</th>
<th>Safety googles</th>
<th>Gloves</th>
<th>Ear protection</th>
<th>Respiratory Protection</th>
<th>Head Protection</th>
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Operatives will be supplied with PPE free of charge and will be informed of the necessity for the wearing and maintenance of the equipment. Suitable and sufficient clothing must be worn at all times e.g. no bare arms or legs or material soiled clothing.
WORK AT HEIGHT

The access equipment used for working at height will be mobile towers or podium steps. The type of mobile towers / podium steps will be suitable for the work and only erected and dismantled by PASMA trained personnel.

The mobile tower will comply with the standards for all types of scaffolds ensuring that double guardrails, toe boards, bracing and access ladder.

All of the mobile towers/podiums will be inspected following assembly and then at regular intervals by a competent person. The mobile tower/podium h will be inspected following assembly and then every 7 days. The result of the inspection will be recorded and kept until the next inspection is recorded.

All operatives are aware that they must not alter the mobile tower in anyway unless they are PASMA trained.

MANUAL HANDLING

Neston Construction Limited are aware of their responsibilities with regards to the Manual Handling Operations Regulations 1992. Deliveries of plant, equipment and materials will be moved mechanically where possible or man handled to the storage area. Waste will be removed by wheelie bins or waste bags, operatives will ensure that they are not over filled.

Toolbox talks will be given about Manual Handling with operatives being trained in correct lifting techniques.

TRAINING & COMPETENCY

Copies of our operative’s competency certificates will be retained on site available for inspection by any parties requiring verification of competency. Examples of certificates are Supervisor training, first aid training, PASMA certificates and CSCS cards.

All personnel working for Neston Construction Limited are familiar with the system of work to be used and the tools and equipment required. They have undertaken a history of tasks similar in all respects to the task being undertaken.

The Supervisor will highlight site additional hazards to the operative on arrival to the site which may be present in their immediate environment.

Tool box talks will be delivered on site by the Supervisor with the subject being pertinent to the works undertaken. When instances occur on site Neston Construction Limited will hold an emergency Tool box talks to identify hazards and to relay information.

SAFETY

It is the policy of Neston Construction Limited to conduct its activities with due regard to the health and safety of all its employees and all other third parties. Systems of work are as safe as reasonably practicable and all plant and equipment is maintained in a safe condition and operated in a safe manner.

The protection of third parties will be considered before the commencement of all tasks. Access and egress will be kept clear at all times and any areas accessible to visitors will have suitable signage and barriers erected to ensure their protection in accordance with the Health and Safety at Work Act 1974.

In the event that materials need to pass through a public area, suitable signage and barriers will be erected if required or a person placed as a lookout to ensure the protection of the public.

Visitors and third parties will not be allowed into the works area of Neston Construction Limited unless they are wearing suitable Personal Protective Equipment.

At the end of the working day all plant and tools will be made safe or removed to a safe area to reduce the risk of injury to uninvited guests or trespassers out of work hours.
WELFARE FACILITIES

Welfare facilities will be provided in accordance with the Construction (Design and Management) Regulations 2015. The existing remaining WC and sink unit will be utilised on the 1st floor. Areas to be used for rest and a canteen will move during the course of the works and will be identified to all operatives working on site during the site induction or site briefing.

HOUSEKEEPING

Neston Construction Limited shall produce waste during their works on site but they recognise their responsibilities with regards to the keeping of a clean and tidy work area and shall remove all waste produced throughout the day on regular occasions.

FIRST AID / ACCIDENT REPORTING AND RIDDOR

The identity of the first aider is to be arranged on site and communicated to our employees at the site briefing.

Neston Construction Limited will retain a first aid box on site and adequately stocked for high risk activities undertaken on a construction site.

In the event of an accident, our procedures are:-

- Stay with the injured person, call for assistance;
- Call the emergency services if required;
- State the location and any possible access hazards;
- Ensure only ONE person notifies the emergency services so as to avoid confusion.

EMERGENCY PROCEDURES

Emergency procedures will be arranged on site and will be communicated to the persons undertaking the works during induction. There will be a mobile telephone on site at all times as a minimum requirement to ensure that emergency services can be contacted in an emergency.

MONITORING AND SUPERVISION

Throughout the works Neston Construction Limited shall ensure that a Supervisor is available permanently to oversee the works being undertaken on site. Works shall be supervised to ensure that risks identified by this method statement are controlled and are lowered so far as is practical. Should additional information be required M.E.L. (Health and Safety) Consultants Limited shall provide assistance and guidance on any issues raised.

WASTE

Waste materials will be separated for recycling and placed into bags and taken to a storage area on the ground floor. All waste will be removed from site by a wait and load lorry and taken to a waste transfer station.

Waste will not be allowed to accumulate into an amount that may restrict access or egress or poses a hazard through trips etc.

NOISE & VIBRATION

NCL will undertake an assessment of the likely noise and vibration levels associated with construction of the Project as part of assuring the implementation of best practicable means to minimise noise and vibration.

The Project Manager will use a hand-held noise meter to ensure that noisy work is controlled. Where noisy work cannot be avoided, we will mitigate the effects on our neighbours by reducing the duration of those activities. That is to say, these operations will not commence until 10.00 and will cease at 12.00. They will not recommence until 14.00 and will again cease at 16.00.
In order to ensure that the works being undertaken do not affect the stability of any neighbouring and party wall structures, structural born vibration and structural movement monitoring will be undertaken during the groundwork phase of the project.

In relation to best practicable means, we will employ appropriate measures which may include:

- Appropriate selection of plant, construction methods and programming,

- Only plant conforming with or better than relevant national or international standards, directives or recommendations on noise and vibration emissions will be used,

- Construction plant will be maintained in good condition with regard to minimising noise output and workers exposure to harmful noise and vibration,

- Construction plant will be operated and maintained appropriately, having regard to the manufacturer's written recommendations or using other appropriate operation and maintenance programmes which reduce noise and vibration emissions,

- All vehicles and plant will be switched off when not in use,

- The design and use of site hoardings and screens, where necessary, to provide acoustic screening at the earliest opportunity,

- The mechanisms and procedures for opening and closing doors/gates will minimise noise, as far as reasonably practicable,

- Erection of operational noise barriers as early as practicable in the construction process to provide additional protection against construction noise,

- Choice of routes and programming for the transport of construction materials, spoil and personnel to reduce the risk of increased noise and vibration impacts due to the construction of the Project,

- The positioning of construction plant and activities to minimise noise at sensitive locations,

- The use of mufflers on pneumatic tools,

- The use, where necessary, of effective sound reducing enclosures.

**DUST**

Where potential dust producing activities is taking place, on tool dust extraction will be used to collect the dust. All dust extraction equipment will be maintained in good order and records will be kept of the maintenance. When dust extraction cannot be used, water will be added to suppress the dust. The disposal of run-off water from the dust suppression activities in accordance with the appropriate legal requirements.

**AUDIT & REVIEW:**

This document will be reviewed on a regular basis and up dated as required or if there is reason to believe that a new hazard has been introduced, a risk has been elevated or if additional controls have been highlighted as being available. Site health and safety inspections will be undertaken by our independent safety consultants as requested and a written report will be produced. Supervisors will also review documentation with operatives undertaking the work when communicating the hazards and controls outlined in the document.
LEGISLATION:

Neston Construction Limited will undertake all works in compliance with current statutory provisions e.g.

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work (Amendment) Regulations 2006
The Construction (Design and Management) Regulations 2015
The Control of Substances Hazardous to Health (Amendment) Regulations 2004
The Personal Protective Equipment at Work Regulations 1992
The Manual Handling Operations Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Work at Height (Amendment) Regulations 2007
The Control of Noise at Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

Together with all other Acts, Regulations, Orders, ACoP’s and Guidance Notes that may be applicable to the undertakings.
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No.:
01

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

<table>
<thead>
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<th>A</th>
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<th>D</th>
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<tbody>
<tr>
<td>Who’s at Risk?</td>
<td>Severity</td>
<td>Likelihood</td>
<td>Risk Rating</td>
</tr>
<tr>
<td>E</td>
<td>C</td>
<td>P</td>
<td>3</td>
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</table>

**Muscular Skeletal Disorders**

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<table>
<thead>
<tr>
<th>Risk Assessment Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-9 High Risk</td>
</tr>
</tbody>
</table>

### Key

- **E** = Employees
- **C** = Contractors
- **P** = Public / 3rd parties
- **A**
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely
- **B**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures

- Mechanical means will be used if there is a foreseeable risk of injury due to manual handling e.g. wheelie bins will be used and for smaller items a sack barrow or wheel barrow.
- Where hazardous manual handling activities cannot be avoided, the risk of injury will be reduced as far as is reasonably practicable by:
  - Using correct manual handling techniques with trained operatives.
  - Reducing loads and separating into smaller loads when lifting to avoid injury.
  - As required training will be provided in the correct methods of lifting.
  - Operatives will be supervised to ensure the best available technique is used.
  - Operatives are never to attempt to lift or lower something that is too heavy for their own capabilities.
  - Ask for assistance or ensure that a number of persons help with a task if the load cannot be broken down to reduce the weight.
  - Where two man lifting is adopted then one is to take control and give directions in lifting co-ordination.
  - Ensure the route is cleared of all trip hazards, obstructions and persons.
  - Check for sharp edges and cover where possible.
  - Repetitive bending, twisting and heavy lifting will be avoided.
  - Operatives are to be instructed in exerting too much force.
  - Operatives are encouraged to report symptoms to their supervisor / manager immediately.
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No:
02

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

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</table>

B x C = D

### Substances deleterious to health

<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>E</th>
<th>C</th>
<th>P</th>
<th>Severity</th>
<th>Likelihood</th>
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### Risk Assessment Ratings
- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

### Key
- E = Employees
- C = Contractors
- P = Public / 3rd parties

### Hazard Control Measures
- Obtain the relevant hazard data sheet from the supplier/manufacturer and apply site specific COSHH assessments.
- Operatives will be familiar with the existing COSHH assessments and will be made aware of the hazards and controls.
- Where practical low hazard substances will be used in preference to those that are hazardous.
- PPE will be used as required especially when outlined in the COSHH assessment (e.g. masks, gloves, RPE).
- General ventilation will be made available where possible when stripping out e.g. open windows and doors etc. to allow through draft to allow through draft.
- The grinder will be fitted with a dust extraction device.
- Operatives are informed of the requirement to wash hands thoroughly before eating, drinking and smoking and before going to the toilet.
- Operatives will be trained in the correct use of personal protective equipment and informed of the system for issue and renewal.
- Soiled gloves are to be disposed of.
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No.:
03

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

<table>
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<th>C</th>
<th>D</th>
<th>E</th>
<th>C</th>
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<tr>
<td>Falling materials</td>
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<td>✓</td>
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<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
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</tr>
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</table>

### Hazard Control Measures

- Operatives shall not work over the top of one another and exclusion zones shall be designated where work is being carried out overhead. The exclusion zones shall be maintained in the form of physical barriers to prevent access and will be prominently displayed with suitable signage;
- Lighting units within the ceiling are to be removed prior to the removal of the ceiling with due care and attention to prevent them falling unexpectedly;
- Mobile tower scaffolds shall have toe-boards erected;
- All operatives on site shall be warned of the falling material hazard and shall not be permitted to enter the work area;
- When materials are to be stored on the scaffold tower they shall be suitably restrained / secured to avoid accidental displacement;
- Suitable PPE must be worn on site at all times with a minimum standard of hard hat, safety gloves, safety work boots and hi-visibility clothing. Other PPE/RPE requirements shall be used as stated within the method statement assessed in accordance the individual risk assessment for the task;
## Task / Activity
Refurbishment

<table>
<thead>
<tr>
<th>Hazards Identified</th>
<th>Risk Assessment Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Disc Cutters / Abrasive Wheels</td>
<td>6-9 High Risk, 4 Medium Risk, 1-3 Low Risk</td>
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</table>

<table>
<thead>
<tr>
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<td><strong>Likelihood</strong></td>
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<table>
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- **E** = Employees
- **C** = Contractors
- **P** = Public / 3rd parties

### Hazard Control Measures

- Operators must be trained and competent to use disc cutters;
- Segregate your work area with barriers and signage;
- Remove or cover any flammable materials in the near vicinity;
- Keep leads tidy and avoid areas where they may cause a trip hazard. Where possible hang leads above head height;
- Always have a fire extinguisher in close proximity to where you are working;
- Correct PPE shall be worn. As a minimum safety boots, safety goggles, hearing protection, adequate gloves.
- Ensure that there is no loose clothing and tie long hair back;
- Ensure that the correct dust extraction system is fitted;
- Visually inspect the equipment every time before use;
- Only trained operatives must change the disc;
- Select the right disc for the material being cut. Request information from your supervisor;
- Check the speed of the spindle against the speed of the disc and ensure the speed of the disc is greater or equal to that of the spindle;
- Never remove a guard and ensure it is adjusted correctly before use;
- Never modify any components of the machine;
- Never exert pressure; let the machine do the work;
- Never try to bend the disc if the cut is going off line. Take the disc out and start again;
- Always cut away from yourself and others;
- Let the spinning of the disc stop before placing the tool down;
- Do not leave equipment unattended. Unplug and store safely.
### Project Title:
43-44 Beauchamp Place, London

**Assessed By:** J Norton

**Risk Assessment No:** 05

**Task / Activity:** Refurbishment

**Date Prepared:** Jan 2016

<table>
<thead>
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<th>Risk Rating</th>
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<tr>
<td>E = Employees</td>
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<td>P = Public / 3rd parties</td>
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<td>2</td>
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**A x C = D**

| Electric Shock | ✓ | ✓ | ✓ | ✓ | |
| 3 | 2 | 1 | |

**Risk Assessment Ratings**

- **6-9 High Risk**
- **4 Medium Risk**
- **1-3 Low Risk**

**Key**

- **A**
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties

- **B**
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely

- **C**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures

- Ensure that drawings are checked together with the isolation certificate prior to removing any electrical services;
- Equipment and leads are to be visually inspected before work commences or at the start of each shift;
- Do not use damaged work equipment. Remove it immediately and notify your Supervisor;
- Do not use the equipment until it has been repaired by a trained electrician and your Supervisor has instructed that it is safe to do so;
- Tools and equipment will be Portable Appliance Tested (PAT) every three months and will be 110v Centre tapped to earth or will be low voltage battery operated where possible;
- 110v cables are to be routed above head height to reduce the risk of damage occurring to the cables;
- Operatives will not be permitted to undertake makeshift repairs e.g. tape jointing of power cables;
- Any services that may be affected will be isolated by a trained and competent electrician prior to the works commencing and an isolation certificate confirmation handed to our site supervisor;
- Temporary services will be installed and maintained by a trained and competent electrician only.
- All operatives will be trained, instructed and supervised in the correct use of power tools.
- Only trained and competent electricians will work on services and services will be isolated before being worked on.
- Electrical cupboards and switch rooms must remain padlocked shut at all times unless the electrician is present, if you see a cupboard unattended and left open report it immediately.
- Hazard warning signs will be displayed where electrical hazards still remain and these areas will be suitably controlled. Live headers may require boxing in and suitable signage displayed.
- Any damage to services not being removed must be reported immediately.
- Carry out secondary additional checks with live cable detectors if for any reason you suspect something is still live.
- Report to the Supervisor if further services are discovered during works that have not been previously identified.
Project Title: 43-44 Beauchamp Place, London
Assessed By: J Norton
Risk Assessment No: 06

Task / Activity: Refurbishment
Date Prepared: Jan 2016

<table>
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Hazard Identified

Protection of Third Parties

Risk Assessment Ratings

6-9 High Risk
4 Medium Risk
1-3 Low Risk

Key

A
E = Employees
C = Contractors
P = Public / 3rd parties

B
3 = Death or Major injury
2 = Reportable injury
1 = Minor Injury – Time off unlikely

C
3 = Very likely
2 = Possible
1 = Unlikely or Very Unlikely

Hazard Control Measures

- There shall be full communication and co-ordination of activities with regards to emergency;
- NCL shall be responsible for assessing and set up of the main site security requirements;
- The safety of third parties shall be considered at the commencement of all works. Controls required with regards to the safety of others shall be in place before the works commence e.g. barriers, signage, etc., shall be erected to clearly define the area in which works are being undertaken;
- No third parties shall be allowed in the working area without the express permission of NCL.
- All third parties shall wear appropriate PPE while in the work areas of NCL and they shall be escorted at all times;
- At no time shall materials be stored in access or egress routes or common areas;
- Materials unloaded on the road shall be taken directly onto site to prevent injury to third parties. During loading and unloading of there shall be a traffic marshall / lookout, barriers and signage placed to ensure the protection of third parties;
- Barriers and signage shall be placed around works if it is considered that there is a hazard present that may affect third parties e.g. during the removal of ceiling elements;
- NCL shall ensure that there is adequate signage to prevent unauthorised access to the site;
- During out of work hours floors being worked on shall be locked and access to the building locked to prevent access by third parties.
<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Assessed By:</th>
<th>Risk Assessment No:</th>
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<tr>
<td>43-44 Beauchamp Place, London</td>
<td>J Norton</td>
<td>07</td>
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<tr>
<td></td>
<td>6-9</td>
<td>4</td>
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<tr>
<td></td>
<td>High Risk</td>
<td>Medium Risk</td>
<td>Low Risk</td>
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</tbody>
</table>

**Key**

- E = Employees
- C = Contractors
- P = Public / 3rd parties

**Hazard Control Measures**

- Dust masks shall be worn when dust is produced particularly during strip out;
- The required protection factor required shall be assessed by the Supervisor;
- Dust masks shall be available on site and worn if required. This shall be monitored by the Supervisor to ensure compliance;
- Operatives shall be trained on the correct fitting and checking procedures of their RPE to ensure that a good seal is maintained during use. For all RPE use refer to manufacturer’s instructions;
- There shall be no dry sweeping of dust on site. Water is to be added. RPE shall be worn;
- Introduce general ventilation where possible by opening windows and doors when dust is produced. Ensure that the dust does not introduce a hazard to others;
- All equipment being used will be fitted with dust extraction systems where possible;
- Place plastic screens over doors where required to prevent the migration of dust to neighbouring occupied areas as required;
- Where practical, systems of work shall be used that shall eliminate the hazard of dust;
- In situations whereby dust may enter the eyes during cutting, drilling, etc. safety goggles shall be worn to reduce the risks of ejected particles entering the eyes;
- Exposure to silica dust shall be controlled at source by water fed control methods and the correct RPE worn by the operatives.

**Residual Risk**

- Low (2)
Project Title: 43-44 Beauchamp Place, London
Assessed By: J Norton
Risk Assessment No: 08

Task / Activity: Refurbishment
Date Prepared: Jan 2016

<table>
<thead>
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Slips and Trips

B x C = D

Risk Assessment Ratings

- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

Key

- E = Employees
- C = Contractors
- P = Public / 3rd parties

- A
- B
- C

Hazard Control Measures

- Operatives must ensure all trailing leads and cables to be positioned and hung above head height. If this is not possible then leads and/or cables must be positioned along the skirting line and avoid door ways.
- All spillages are to be reported immediately.
- All areas of site must be kept orderly and clear of debris in access egress routes.
- Operatives will be appropriately instructed in the importance of reducing slips and trips, maintaining housekeeping and no horseplay.
- Access and egress routes must remain clear at all times and not used as storage areas.
- Ensure fire escapes and exits are kept clear at all times.
- There is to be co-operation and co-ordination of activities with the Site Manager to achieve high standards of housekeeping.
- Adequate task and general lighting is to be available at all times in the prevention of trips and falls.
### Project Title:

43-44 Beauchamp Place, London

### Assessed By:

J Norton

### Risk Assessment No.:

09

### Task / Activity:

Refurbishment

### Date Prepared:

Jan 2016

<table>
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### Risk Assessment Ratings

- **6-9 High Risk**
- **4 Medium Risk**
- **1-3 Low Risk**

### Key

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<td>2 = Reportable injury</td>
<td>2 = Possible</td>
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<tr>
<td>P = Public / 3rd parties</td>
<td>1 = Minor Injury – Time off unlikely</td>
<td>1 = Unlikely or Very Unlikely</td>
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</tbody>
</table>

### Hazard Control Measures

- Safety glasses are to be worn when removing the suspended ceiling.
- Use high impact resistant goggles when using abrasive wheels;
- When cutting timber eye protection is to be worn to prevent wood dust from entering the eyes;
- If eye protection is to be worn then it must be compatible with any other PPE being worn;
- If eye protection is to be worn with RPE then they must be compatible. If misting or fogging occurs then stop works and clean lenses and assess whether the RPE is fitting around the bridge of the nose correctly;
- Control your work area especially if there is a risk to others from projecting material;
- Eye wash is to be available on site if there is a risk present of dust entering the eyes.

### Residual Risk

Low (2)
Project Title: 43-44 Beauchamp Place, London

Assessed By: J Norton

Risk Assessment No: 10

Task / Activity: Refurbishment

Date Prepared: Jan 2016

<table>
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Risk Assessment Ratings
- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

Key
- A
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties
- B
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely
- C
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

Hazard Control Measures

- NCL has a purchasing policy whereby work equipment is screened for its safety features prior to being purchased. When practical work equipment producing less vibration and noise will be purchased in preference to other pieces of work equipment.
- Any excessively noisy work will be undertaken by operatives on a job rotation basis and activities will be restricted to 2 hours in every 4 hours as required.
- If noise levels reach 85dB (A) or above operatives will be informed of the risks to their hearing and supplied with ear defenders or earplugs and instructed to wear them during the noisy activities. NCL will ensure their compliance by regular monitoring.
- The wearing of hearing protection will be encouraged for those tasks that produce noise in access of 80dB (A).
- NCL will respect any reasonable request to obviate the circumstances when there are grounds for complaint with regards to excessive noise being produced on site.
- All operatives will be encouraged to report any damage or defects in their PPE which will be replaced immediately.
- When on site our safety manager will carry out noise monitoring using a noise meter as required to verify noise levels being generated.
- Operatives will be informed that as a general rule if they need to raise their voice to talk to another person when standing 2 metres away, then the noise source is too loud and PPE must be worn.
- Work is to be undertaken away from others and when this is not practical, a noise protection zone is to be established with signage displayed and hearing protection worn within the hearing protection zone.
- All plant will be fitted with noise suppressors and dampers where they are available and tools and plant will be serviced regularly in order to reduce noise produced.

Residual Risk
- Low (2)
## Project Title:
43-44 Beauchamp Place, London

## Assessed By:
J Norton

## Risk Assessment No.:
11

## Task / Activity:
Refurbishment

## Date Prepared:
Jan 2016

<table>
<thead>
<tr>
<th>Who's at Risk?</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Rating</th>
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<tbody>
<tr>
<td>E (Employees)</td>
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<td>1</td>
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<tr>
<td>C (Contractors)</td>
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<td>P (Public / 3rd parties)</td>
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<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Use of tools and equipment</th>
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<tr>
<td>✔</td>
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</table>

### Risk Assessment Ratings
- **6-9 High Risk**
- **4 Medium Risk**
- **1-3 Low Risk**

### Key
- **A**
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties
- **B**
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely
- **C**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures
- Operatives must not use work equipment unless they have received adequate training in its safe use including the hazards that may arise from the use of the equipment and precautions to be taken;
- Work equipment must only be used for the purpose for which it is designed;
- A visual check of all work equipment is to be made to check for damage or faults prior to its use;
- A visual check shall also be made to ensure the integrity of the guards and to ensure that all guards are fitted correctly;
- Defective and unsafe equipment is to be removed from use to a place where it cannot be brought back into use until it has been repaired;
- Suitable clothing shall be worn when operating power tools. Loose and hanging garments must not be worn due to the risk of entanglement.
- Suitable Personal Protective Equipment is to be worn to eliminate the hazards involved e.g. safety gloves, hearing and eye protection, RPE, etc.:
- Tools are not be used in areas where there is inadequate space or the risk is raised due to obstacles;
- Do not partake in practical jokes or tomfoolery on site. Those ignoring this rule are likely to be dismissed from the site;
- Ensure that the correct blades and abrasive wheels are fitted to work tools taking into consideration tool speeds etc.:
- Only 110 volt equipment shall be used on site and where possible equipment shall be battery powered;
- Ensure all leads are placed out of areas where trips may be caused. Ensure that leads are uncoiled fully when in use;
- Obey the requirements of a Permit to Work when issued on site for hot works.

### Residual Risk
- **Low (2)**
<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Assessed By:</th>
<th>Risk Assessment No:</th>
<th>Date Prepared:</th>
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<td>J Norton</td>
<td>12</td>
<td>Jan 2016</td>
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<table>
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<th>Likelihood</th>
<th>Risk Rating</th>
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<tr>
<td>E</td>
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<td>C</td>
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<td>1</td>
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<tr>
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</table>

**Risk Assessment Ratings**
- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

**Key**
- E = Employees
- C = Contractors
- P = Public / 3rd parties
- A
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor injury – Time off unlikely
- B
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely
- C

**Hazard Control Measures**
- Training must be given to operatives on the use and storage of materials and the safe manual handling of such materials;
- Waste/wheelie bins must not be stored in access / egress routes or in areas in which they may cause a health and safety hazard;
- Waste must always be stacked in a manner so that it does not present a hazard to any person from falling, tipping collapsing etc.;
- Waste must only be stored in designated areas;
- Waste materials shall be protected against accidental displacement by ensuring that they are suitably secured.

**Residual Risk**
- Low (2)
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No.:
13

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

<table>
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<th>Risk Rating</th>
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<tr>
<td>E (Employees)</td>
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<tr>
<td>C (Contractors)</td>
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</tr>
<tr>
<td>P (Public / 3rd parties)</td>
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<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

\[ B \times C = D \]

- **Asbestos Materials**: 
  - B x C = 9

### Hazard Control Measures
- The Client must undertake a Refurbishment and Demolition asbestos survey of all areas where works are to be undertaken and the results of the asbestos survey are to be passed to NCL;
- For demolition and refurbishment works, the minimum required survey in accordance with HSE HSG 264 is a Demolition/Refurbishment Survey;
- In addition to the above, the annual asbestos register is also to be made available to NCL. Any previous Management Survey undertaken shall be reviewed so that we can assess if there shall be any risk during the undertaking of our works;
- If we are required to undertake our works in an area where licensed asbestos removal has been completed, we must request confirmation by way of the 4 stage clearance certificate, which should be made available on site;
- All persons who could potentially disturb asbestos containing materials during the undertaking of their works must first have asbestos awareness training. This is mandatory;
- In the event that a material is discovered on site that is believed to be asbestos **STOP WORK** and tell others working in the area of the suspected danger. Report to the Site Manager the area where the material was found. **Do not** recommence work until you have been authorised to do so;
- Non licensed asbestos containing materials shall be removed by trained and competent persons who have received asbestos awareness and non-licensed asbestos removal training in accordance with HSE 210 as a minimum;
- Report immediately to your Supervisor any accidental damage to asbestos containing materials during our works;
- If you are concerned about potential exposure, report to the office.

### Key

- A
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties

- B
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely

- C
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Risk Assessment Ratings
- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

### Residual Risk
- Low (2)
<table>
<thead>
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<th>Project Title:</th>
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<td>Risk Rating</td>
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| Cuts and injuries from sharp objects | ✓ | ✓ | ✓ | ✓ |

| Risk Assessment Ratings | 6-9 High Risk | 4 Medium Risk | 1-3 Low Risk |

<table>
<thead>
<tr>
<th>Key</th>
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<tbody>
<tr>
<td>A</td>
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<td>B</td>
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<tr>
<td>C</td>
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</tbody>
</table>

**Hazard Control Measures**

- Suitable hand protection shall be worn at all times unless there is a hazard presented due to loss of dexterity or risk of entanglement in the working parts of machines e.g. drill bits;
- Gloves shall be selected which are suitable for the task and which fit the hand;
- When using saws, knives, etc., hands are to be kept away from the blade at all times and cuts are to be made away from the body;
- Adequate time is to be allocated to undertake work with sharp blades or knives. Do not rush the task as accidents can be the result from being hasty or rushing;
- Do not use excessive force to either free a sharp edge or to try and cut into a dense substance as this often leads to an uncontrolled slip of the blade resulting in an injury to the user;
- Suitable safety gloves are to be worn at all times when moving materials;
- Suitable heavy duty gloves and safety glasses must be worn when glass is to be removed in addition to the existing site PPE requirements;
- When undertaking stripping out activities, suitable heavy duty gloves and safety glasses are to be worn at all times to remove the risk of cuts and injuries from ejected material;
- All cuts and abrasions are to be treated immediately and suitable first aid given. Cuts and abrasions must be covered by waterproof plasters before returning back to work. All accidents/injuries are to be recorded within the site accident book;
- When Stanley knives (or similar) are not in use, blades are to be retracted or stored within a sheath;
<table>
<thead>
<tr>
<th>Project Title:</th>
<th>43-44 Beauchamp Place, London</th>
<th>Assessed By: J Norton</th>
<th>Risk Assessment No: 15</th>
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<td>Date Prepared: Jan 2016</td>
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<th>Who's at Risk?</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Rating</th>
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</thead>
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<tr>
<td>C (Contractors)</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>P (Public/3rd parties)</td>
<td>3</td>
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</tr>
</tbody>
</table>

**Transport of Rubbish and Waste to vehicle**

- ✓ ✓ ✓ ✓ ✓ 4

**Risk Assessment Ratings**

- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

**Key**

- A  
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties

- B
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely

- C
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

**Hazard Control Measures**

- All rubbish is to be placed into wheelie bins/bags for removal to wait and load waste vehicle;
- Ensure that bins/bags are not filled to capacity and are only filled to the point where they are easy to transport and empty;
- Do not place any sharp objects into bags to prevent the splitting of bags and subsequent dropping of waste and resultant injury;
- If a bin has been filled with waste and is too heavy to move safely, cautiously empty some of the contents into another bin and use gloves while doing so;
- If any hazardous waste is discovered stop works and report immediately;
- Ensure Traffic Marshal/lookout is present for all waste removal and that barriers and signage is displayed to stop the public from entering the area whilst waste is being removed;
- Ensure the waste lorry is safely covered before transporting on to roads;
- Ensure all paperwork is completed with regards to duty of care;
- Clean up any spillage of waste immediately, maintain safe access and egress at all times.

**Residual Risk**

- Low (2)
**Project Title:** 43-44 Beauchamp Place, London  
**Assessed By:** J Norton  
**Risk Assessment No.:** 16  
**Task / Activity:** Refurbishment  
**Date Prepared:** Jan 2016

<table>
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<th>Likelihood</th>
<th>Risk Rating</th>
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| E             | 3        | 2          | 1           | B x C = D  

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<tr>
<th>Hazard Identified</th>
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<th>Risk Assessment Ratings</th>
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<tr>
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<tr>
<td>C</td>
<td>✓</td>
<td>4 Medium Risk</td>
</tr>
<tr>
<td>P</td>
<td>✓</td>
<td>1-3 Low Risk</td>
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</tbody>
</table>

**Key**

- **A**
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties
- **B**
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor injury – Time off unlikely
- **C**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

**Hazard Control Measures**

- Mobile towers will be used in the first instance if there are no space constraints and obstacles preventing their use.
- When used on site, mobile towers will only be erected by trained and competent persons with all components available as per the manufacturer’s guidelines.
- Only competent persons trained in the erection of scaffold towers will be permitted to erect and alter scaffolding.
- All necessary guard rails and toe boards will be in place prior to the commencement of works.
- Scaffold towers will not be moved while there are persons or materials on the platform.
- All brakes are to be used, and in place when works are being undertaken from the mobile tower.
- Operatives are not to lean out from the tower while it is being used.
- There will be general supervision to ensure that the scaffold tower is used correctly e.g. accessed only by the use of the internal ladder etc.
- Scaffold towers will be erected in accordance with the manufacturer’s instructions e.g. base to height ratios.
- Guard rails will be placed at 950mm with no gap greater than 470mm. Toe boards will be of adequate dimensions in relation to the stored materials and work that is taking place.
- Boxes or other means will not be used to gain extra height from the scaffold tower platform.
- Scaffold towers are to be placed on even surfaces only, to ensure stability, assessing ground conditions are maintained.
- When working around scaffolding hard hats are to be worn at all times.
- Towers will be inspected each day before use and a report made if they remain erected for 7 days.
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No.:
17

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

<table>
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### Risk Assessment Ratings
- **6-9 High Risk**  
- **4 Medium Risk**  
- **1-3 Low Risk**

### Key
- **A**:  
  - E = Employees  
  - C = Contractors  
  - P = Public / 3rd parties  

- **B**:  
  - 3 = Death or Major injury  
  - 2 = Reportable injury  
  - 1 = Minor injury – Time off unlikely

- **C**:  
  - 3 = Very likely  
  - 2 = Possible  
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures
- Cartridge operated tools should never be used in a careless manner;  
- Pins should not be driven through pre-drilled holes unless a special adapter is used which will ensure that the pin is guided right up to the instant of contact with the working surface;  
- Anyone using a cartridge operated tool should do so only from a firm and stable position;  
- A scaffold is preferable to a ladder, because the pressure of the tool when fired may cause the operative to lose balance;  
- A tool should never be left unattended when loaded and should only be loaded as the last operation immediately prior to firing;  
- Cartridge operated tools should never be used in areas where there is flammable vapour or risk of dust explosion.
### Project Title:
43-44 Beauchamp Place, London

### Assessed By:
J Norton

### Risk Assessment No.:
18

### Task / Activity:
Refurbishment

### Date Prepared:
Jan 2016

<table>
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<th>Who's at Risk?</th>
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<th>Likelihood</th>
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<tr>
<td>E = Employees</td>
<td>C = Contractors</td>
<td>P = Public / 3rd parties</td>
<td></td>
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<td>1 B x C = D</td>
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<table>
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<th>C</th>
<th>P</th>
<th>Severity</th>
<th>Likelihood</th>
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</table>

### Risk Assessment Ratings

- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

### Key

- **A**:  
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties

- **B**:  
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely

- **C**:  
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures

- Avoid direct contact with any material containing wet cement i.e. mortar, plaster and concrete;
- Ensure that impervious gloves are worn when working with wet cement products conforming to BS EN 374;
- All Employees or Contractors must wear coveralls with long sleeves and full-length trousers (pull sleeves down over gloves and tuck trousers inside boots and duct-tape at the top to keep mortar and concrete out);
- All Employees or Contractors must wear waterproof boots high enough to prevent concrete from flowing in when workers must stand in fresh concrete;
- Suitable eye protection must be worn where mixing, pouring or where other activities may endanger eyes (minimum- safety glasses with sideshields or goggles). Under extremely dusty conditions, tight-fitting unvented or indirectly vented goggles must be worn;
- Never wear contact lenses when handling cement or cement products;
- Do not allow continuous contact between skin and wet concrete as this allows alkaline compounds to penetrate and burn the skin;
- Where wet concrete has contacted the skin, immediately and thoroughly wash the skin;
- Continuous contact between skin and wet concrete must be avoided as alkaline compounds will penetrate and burn the skin;
- Take care to never allow wet concrete products to fall inside boots or gloves or to soak through protective clothing - the result may be first, second, or third degree burns or skin ulcers. These injuries can take several months to heal and may involve hospitalisation and skin grafts;
- Wash hands regularly and especially before eating, drinking, smoking or going to the toilet;
- Ensure the provision and use of pre and post work hand creams;
- Manage welfare facilities to keep them clean and working properly at all times;
- Encourage workers to report any occurrence of dermatitis, itchy skin or red blotches to the Supervisor;
- Never kneel or sit on fresh concrete, use a dry board or waterproof kneepads to protect knees from water that can soak through clothing;
- Remove jewellery such as rings and watches as wet cement can collect under them;
- Facilities for cleaning boots and changing clothes should also be available;
- This risk assessment should be read in conjunction with the appropriate COSHH Assessment.

### Residual Risk

Low (3)
Project Title: 43-44 Beauchamp Place, London

Assessed By: J Norton

Risk Assessment No: 19

Task / Activity: Refurbishment

Date Prepared: Jan 2016

<table>
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<th>Likelihood</th>
<th>Risk Rating</th>
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<tr>
<td>E</td>
<td>C</td>
<td>P</td>
<td>3</td>
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</table>

B x C = D

Use of a cement mixer

Risk Assessment Ratings

- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

Key

A

E = Employees
C = Contractors
P = Public / 3rd parties

B

3 = Death or Major injury
2 = Reportable injury
1 = Minor Injury – Time off unlikely

C

3 = Very likely
2 = Possible
1 = Unlikely or Very Unlikely

Hazard Control Measures

- Ensure that only those persons who are competent to use the mixer and authorised are permitted to use it;
- Ensure that the mixer is set up on firm level ground;
- Ensure that visual checks of the mixer are carried out before use, to identify any obvious damage;
- If required complete the weekly inspection register;
- Ensure that all machine guards are in place and that covers are placed over the engine and belts when it is working;
- Ensure that the cement mixer is taken out of service if found to be damaged or if it requires repair;
- The mixer should be suitably maintained and serviced in line with the manufacturer’s instructions;
- Never place shovels, tools, hands and arms into the mixer whilst it is rotating and turn off the mixer when cleaning the inside;
- Never leave the mixer unattended in a public area as it may cause injury to others, even if it is in an exclusion zone;
- Consider if long hair, scarfs, and loose clothing etc could be a hazard due to entanglement and tie long hair back and remove scarfs due to the hazard;
- Put all materials close to the mixer including water to remove the requirement for excessive manual handling;
- Check the wind direction to avoid dust blowing onto other persons and property etc.
- If using an electric mixer keep leads tidy and avoid creating a trip hazard. Keep cables away from water and ensure that they cannot become damaged;
- Wear the correct PPE for the task. When loading cement ensure that eye protection is worn at all times and the correct RPE identified within the COSHH assessment;
- If signage on the mixer indicates that hearing protection is to be used then it must be worn; ask your supervisor if you are unsure;
- Ensure that the mixer has a current PAT test certificate; this should be undertaken every 3 months.
- Operatives should be trained in the correct Manual Handling techniques to be used when lifting the mixer and the loading and unloading of the mixer.
Project Title: 43-44 Beauchamp Place, London
Assessed By: J Norton
Risk Assessment No.: 20

Task / Activity: Refurbishment

<table>
<thead>
<tr>
<th>Who's at Risk?</th>
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<tr>
<td>E</td>
<td>C</td>
<td>P</td>
<td>B x C = D</td>
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<td>Lacerations, Entanglement, Ejection</td>
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</table>

Risk Assessment Ratings
- 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

Key
- A = Employees
- C = Contractors
- P = Public / 3rd parties
- B
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely
- C
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

Hazard Control Measures

Chop saws are also known as snipper saws or mitre saws. These machines move in a downward motion, through an arc, during their cutting action. Some machines may combine a horizontal movement and this should only be possible when the saw blade is lowered to the maximum depth of cut.

The upper part of the blade, like the horizontal stroking machines, should have a fixed guard which extends to at least the saw spindle. There is no access to the cutting part of the blade due to a self-closing guard.

When the unit is lowered, this guard will retract to allow the cut. This guard will be locked in the closed position, with a release control on the operator’s handle.

A fence should be fitted which is high enough to support the material being cut on either side of the cutting line.

In most cases, the fence will need to be modified to allow the nose guard to be lowered when cutting thin materials.

Adequate workpiece support is required for all operations carried out.

Long workpieces should be supported using extension tables or roller supports either side of the saw unit.

The immediate cutting area must extend the full width of the saw movement. Where the table does not meet this, an extension table should be fitted.

It is good practice to mark the immediate cutting area of the table with a coloured prohibition area. This should ideally be 300 mm either side of the saw cut. The operator’s hands should not enter this area. Small components and/or off-cuts should be removed using a push-stick. Also, reaching across the saw line should be avoided.

On chop saws, it is impracticable to apply the 300 mm either side. It is, therefore, acceptable to use the semi-circular area as the guide.
General Safety instructions

- For operation of the chop saw, a full face shield or safety glasses are required;
- Gloves, loose clothing, jewellery, or any dangling objects including long hair should not be worn as they may catch in the rotating parts of the saw;
- All guards must be in place and operating. If a guard seems slow to return to its normal position or hangs up, adjust it or repair it immediately;
- Unplug or lockout power when making repairs;
- Hands and fingers must be kept clear of the path in which the blade travels;
- Clean the lower guard frequently to help visibility and movement. Unplug before adjusting or cleaning;
- Use only the recommended RPM and sizes of blades;
- Regularly check and tighten the blade and the blade-attachment mechanism;
- Prior to installing or changing a blade, be sure to lockout or unplug equipment. Ensure that the blade and its related washers and fasteners are correctly positioned and secured on the saw’s arbor;
- To avoid losing control or placing hands in the blade path, hold or clamp all material securely against the fence when cutting. Do not perform operations freehand;
- Never re-cut small pieces;
- Long material should be supported at the same height as the saw table;
- Never place hands or fingers in the path of the blade or reach in the back of the fence.
- Use the brake if one is provided;
- To avoid contact with a coasting blade, do not reach into the cutting area until the blade comes to a full stop;
- After completing a cut, release the trigger switch and allow the blade to come to a complete stop, then raise the blade from the workpiece;
- If the blade stays in the cutting area after the cutting is complete, injury can result from accidental contact;
- Hearing protection must be worn while using this equipment;
- Employ good housekeeping techniques by limiting storage and clearing waste immediately.
**Project Title:** 43-44 Beauchamp Place, London  
**Assessed By:** J Norton  
**Risk Assessment No:** 21  
**Date Prepared:** Jan 2016

### Who's at Risk?

<table>
<thead>
<tr>
<th><strong>Hazard Identified</strong></th>
<th><strong>A</strong></th>
<th><strong>B</strong></th>
<th><strong>C</strong></th>
<th><strong>D</strong></th>
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<tbody>
<tr>
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</table>

**Risk Assessment Ratings**

- **6-9 High Risk**
- **4 Medium Risk**
- **1-3 Low Risk**

**Key**

- **A**
  - E = Employees
  - C = Contractors
  - P = Public / 3rd parties

- **B**
  - 3 = Death or Major injury
  - 2 = Reportable injury
  - 1 = Minor injury – Time off unlikely

- **C**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures

- No excavation works are to be undertaken without obtaining plans, carrying out CAT scanning, and applying the HSE guidance document HSG 47 ‘Avoiding Dangers from Underground Services’; hand digging of trial holes may be required if services are in the general location;
- Do not rely on services being exactly in the location as outlined on plans as commonly they may have been moved higher to the surface or moved away from the location indicated on drawings;
- Carry out additional checks with live cable detectors (CAT) if for any reason you suspect something is still live;
- Report to the Supervisor if further services are discovered during works that have not been previously identified;
- A site specific risk assessment shall be undertaken to establish whether the excavation is to be shored or battered back to a safe angle (angle of repose). This must be undertaken by a trained and competent person;
- All spoil must be kept back a safe distance from the excavation as indicated by the Supervisor and consider if plant etc may add to the loading on the sites of the excavation; the soil type must be assessed;
- Where possible excavations shall be backfilled or suitably covered at the end of the working day;
- Excavations shall be properly protected to prevent personnel falling into them;
- Signs shall be posted “Warning of Deep Excavations”; covers to excavations may need to be sign written to indicate an excavation is present e.g. Hole Below!
- Excavations which have water ingress must be pumped out as soon as is practical;
- A competent person is to consider if the excavations may be classed as confined spaces and require gas monitoring etc. this will require an additional, specific, risk assessment;
- Excavations shall not be kept open any longer than is absolutely necessary;
- Ensure that there is adequate support for the excavation on site prior to it being opened up!
- Excavations shall be inspected by a competent person prior to being entered by operatives. Should any element of collapse occur then personnel are not to be permitted to enter until an inspection has been conducted by a competent person;
- Excavations should be further inspected every 7 days and after extreme weather conditions.

**Residual Risk**

Low (3)
**Project Title:** 43-44 Beauchamp Place, London  
**Assessed By:** J Norton  
**Risk Assessment No.:** 22  
**Task / Activity:** Refurbishment  
**Date Prepared:** Jan 2016

<table>
<thead>
<tr>
<th>Who’s at Risk?</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Rating</th>
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<tbody>
<tr>
<td>E: Employees</td>
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<td>3</td>
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<tr>
<td>C: Contractors</td>
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<td>2</td>
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<tr>
<td>P: Public / 3rd parties</td>
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<td>1</td>
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<tr>
<td><strong>B x C = D</strong></td>
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**Risk Assessment Ratings**  
- **6-9 High Risk**  
- **4 Medium Risk**  
- **1-3 Low Risk**

### Key

- **A:**  
  - E = Employees  
  - C = Contractors  
  - P = Public / 3rd parties

- **B:**  
  - 3 = Death or Major injury  
  - 2 = Reportable injury  
  - 1 = Minor Injury – Time off unlikely

- **C:**  
  - 3 = Very likely  
  - 2 = Possible  
  - 1 = Unlikely or Very Unlikely

### Hazard Control Measures

- Do not use as a personnel lifting platform or step.  
- Do not stand or sit on the forks, load platform or boom.  
- Do not climb on the machine.  
- Do not exceed the rated load capacity.  
- Do not raise the load unless the leg lock pins have been properly inserted into the legs.  
- Do not raise the load unless the correct length legs are properly installed.  
- Do not raise the load unless the machine is on a firm, level surface.  
- Do not move the machine with a raised load, except for minor positioning.  
- Do not tilt the machine back with a raised load.  
- Do not use blocks to level the machine.  
- Do not place ladders or scaffolding against any part of the machine.  
- Prior to use, check the work area for drop-offs, holes, bumps, debris, unstable or slippery surfaces or other possible hazardous conditions.  
- Avoid debris and uneven surfaces while rolling a machine without the legs installed.  
- Do not cause a horizontal force or side load to the machine by raising or lowering a fixed or overhanging load.  
- Do not raise if the load is not properly centered on the forks or load platform.  
- Check the work area for overhead obstructions or other possible hazards.  
- Do not stand under or allow personnel under the machine when the load is raised.  
- Do not lower the load unless the area below is clear of personnel and obstructions.  
- Use common sense and planning when transporting the machine on an incline, slope or stairs.  
- Maintain proper lubrication on the frame channels. Unlubricated frame channels can bind or stop moving, which could result in the load shifting or falling.  
- This machine is not electrically insulated and will not provide protection from contact with or proximity to electrical current.  
- Allow for mast movement and electrical line sway or sag.  
- Do not grasp the cable.  
- Keep hands and fingers away from the pulleys, carriage and other potential pinch points.  
- Do not place arms, hands or fingers through the frame.  
- Never leave a machine unattended with a load.  
- Do not use a damaged or malfunctioning machine.
- Do not use a machine with a worn, frayed, kinked or damaged cable.
- Do not use a machine with less than 4 wraps of cable on the winch drum when the carriage is fully lowered.
- Conduct a thorough pre-operation inspection prior to each use.
- Be sure that all decals are legible and in place.
- Maintain proper lubrication on the winch.
- Do not allow oil or grease on braking surfaces.
- Maintain a firm grasp on the winch handle until the brake is locked. The brake is locked when the load will not cause the winch handle to turn.
- Use proper lifting techniques to load or tip the machine, or move the machine on stairs.
- Do not move the machine on stairs when the machine is equipped with the 4 point caster option.
<table>
<thead>
<tr>
<th>Project Title:</th>
<th>43-44 Beauchamp Place, London</th>
<th>Assessed By:</th>
<th>J Norton</th>
<th>Risk Assessment No:</th>
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<td>Who's at Risk?</td>
<td>A</td>
<td>B</td>
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<tr>
<td>Use of podium steps</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Risk Assessment Ratings</td>
<td>6-9 High Risk</td>
<td>4 Medium Risk</td>
<td>1-3 Low Risk</td>
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<tr>
<td>Key</td>
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<td>B</td>
<td>C</td>
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<td>E = Employees</td>
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<tr>
<td>C = Contractors</td>
<td>2 = Reportable injury</td>
<td>2 = Possible</td>
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<tr>
<td>P = Public / 3rd parties</td>
<td>1 = Minor Injury – Time off unlikely</td>
<td>1 = Unlikely or Very Unlikely</td>
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<tr>
<td>Hazard Identified</td>
<td>E</td>
<td>C</td>
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<td>2</td>
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<tr>
<td>Use of podium steps</td>
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<td>✔</td>
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<td>4 Medium Risk</td>
<td>1-3 Low Risk</td>
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<tr>
<td>Hazard Control Measures</td>
<td>Residual Risk</td>
<td>Low (3)</td>
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<tr>
<td>- Operatives shall be given training in the assembly, dismantling and safe use of podium steps. This shall be recorded and kept in the form of a register;</td>
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<td>- The podium steps shall be checked for defects by a competent individual before each use. Any defects shall be reported to a supervisor or manager. Include the steps in a weekly inspection register;</td>
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<td>- Any defective equipment shall be taken out of use until repairs have been undertaken or the equipment is replaced;</td>
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<td>- The gate must be closed behind the user when the podium step is in use;</td>
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<td>- Castors must be locked when the podium step is in use;</td>
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<td>- Follow manufacturers' instructions for the maximum safe working load;</td>
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<td>- No more than one person may use the podium steps at any time;</td>
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<td>- Ensure podium steps are clear of debris before use;</td>
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<td>- Castors and adjustable legs must be regularly lubricated;</td>
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<tr>
<td>- Boxes or other means shall not be used to gain extra height from the podium step platform;</td>
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<tr>
<td>- Care shall be taken when using power tools so that unnecessary lateral force shall not be placed on the podium steps and cause it to topple over;</td>
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<tr>
<td>- The podium steps shall only be moved by pushing from the base to keep it stable. No operative(s) shall remain on the platform during movement;</td>
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<tr>
<td>- When moving podium steps, ensure that the route to be taken is free from debris and storage of equipment and materials;</td>
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<td>- If required to be used near live electrical services then fibreglass makes shall be selected;</td>
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<tr>
<td>- Outriggers should be considered to increase the base width and therefore stability.</td>
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</table>
### Project Title: 43-44 Beauchamp Place, London

### Assessed By: J Norton

### Risk Assessment No: 24

### Task / Activity: Refurbishment

### Date Prepared: Jan 2016

<table>
<thead>
<tr>
<th>Who's at Risk?</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Rating</th>
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<tbody>
<tr>
<td>E</td>
<td>C</td>
<td>P</td>
<td>B x C = D</td>
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<tr>
<td>3</td>
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</tbody>
</table>

Working on or around Scaffolding

- A 6-9 High Risk
- 4 Medium Risk
- 1-3 Low Risk

#### Key

- E = Employees
- C = Contractors
- P = Public / 3rd parties

#### Hazard Identified

- E = Death or Major injury
- C = Reportable injury
- P = Minor Injury – Time off unlikely

#### Hazard Control Measures

- Scaffolding shall be erected by trained and competent persons using undamaged and functioning materials or devices;
- Scaffolding shall not be erected if ground levels and surfaces are not suitable for supporting the structure for the duration of the works;
- Tube and fitting scaffolding shall not be used if it does not have a scaffold register on site indicating that it has been inspected in the last 7 days by a competent person;
- Do not use the scaffold if a Scafftag system is in use which indicate that it has not been inspected in the last 7 days;
- Further inspections shall be required after any modifications, extreme weather conditions or any event which may have affected the integrity of the structure e.g. collisions;
- All necessary guard rails and toe boards shall be in place prior to the commencement of works;
- Operatives shall be instructed not to lean out from the scaffolding while it is being used;
- Only use the safe access provided. Do not traverse the scaffold using the guardrails etc.;
- There shall be general supervision to ensure that scaffolding is used correctly e.g. accessed only by the use of the internal ladder etc.;
- Ladders shall be removed out of works hours and shall be placed in a secure area to prevent access to the scaffold by third parties;
- Scaffolding (tube and fitting) shall not be tampered with or altered by somebody who is not competent. The scaffold company or the site manager is to be contacted if adjustments or modifications are required;
- Do Not Remove Scaffold Ties;
- Keep working platforms clean and tidy and do not allow materials or waste to build up on them;
- Where necessary, barriers are to be placed around scaffolding to prevent unauthorised entry to danger areas;
- When working around scaffolding hard hats are to be worn at all times;
- If you require monoflex or debris netting to be added to the scaffold, contact the scaffold company as additional ties shall be required;
- If using the scaffold for the first time, ensure that a hand-over certificate has been issued and co-ordinate who shall be undertaking the necessary weekly and daily inspections;
• Loading bay is to be capable of withstanding loads with check couplers to minimise tubes slipping;
• The loading face must be fitted with gates or other suitable barrier that is controlled from the working platform without the need for the person to lean off the open edge.
• Loading bay gates are to remain closed except when loading or unloading materials is taking place.
## Project Title:
43-44 Beauchamp Place, London

## Assessed By:
J Norton

## Risk Assessment No.:
25

### Task / Activity:
Refurbishment

<table>
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### Who’s at Risk? | Severity | Likelihood | Risk Rating |
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>E = Employees</td>
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### B x C = D

<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>A</th>
<th>B</th>
<th>C</th>
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</thead>
<tbody>
<tr>
<td>Vibration</td>
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### Risk Assessment Ratings

- **6-9 High Risk**: Risk Rating 6-9
- **4 Medium Risk**: Risk Rating 4
- **1-3 Low Risk**: Risk Rating 1-3

### Key

- **A**
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  - P = Public / 3rd parties
- **B**
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  - 2 = Reportable injury
  - 1 = Minor Injury – Time off unlikely
- **C**
  - 3 = Very likely
  - 2 = Possible
  - 1 = Unlikely or Very unlikely

### Hazard Control Measures

- Through our buying policy we shall ensure that consideration is given to the purchase of work equipment that produces less vibration by requesting information from suppliers on equipment that have anti-vibration mounts added;
- Work equipment shall be well maintained in order to reduce vibration produced;
- Operatives shall be instructed to inspect equipment before use and report faults to the Site Supervisor;
- Tools shall be used with keen blades (as appropriate) in order to reduce the vibration produced;
- Practical systems of work shall be implemented where possible, that prevent the requirement for working methods that produce vibration. Where possible mechanical means shall be selected;
- Operative’s exposure shall be reduced through job rotation;
- The HSE ‘Hand-arm vibration exposure calculator’ shall be used in order to find the time limit (trigger time) that pieces of work equipment that can be used safely;
- Calculate exposure action and limit values accordingly and ensure this information is relayed to site personnel;
- The Site Supervisor shall record exposure trigger times and ensure that the calculated times are not exceeded;
- Ensure that in cold weather regular breaks are taken and the hands are kept warm. This shall lower the effects of vibration. Massage the fingers after using the equipment;
- All operatives shall be given a toolbox talk to understand the potential health problems and ways to reduce hand-arm vibration (HAV). This shall include reporting any symptoms of tingling, pins and needles or numbness in the hands. Where it applies, operatives shall be made aware of whole body vibration.
I have read and understand the requirements of this Risk Assessment

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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