

 CHAS <small>CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME</small> Accredited Contractor <small>www.chas.gov.uk</small>	<h1 style="color: red; margin: 0;">EXAMPLE ONLY</h1> <h2 style="margin: 0;">Risk Assessment and Method Statement</h2>	 RCI WORKPLACE Facilities Services
ISO 9001 ISO 14001		

General Information

Contract Name: ARIG GAL JSC CASHMERE HOLDINGS LLC (Brodie)	Contract Ref/Client Order No BRODIE
Activity: Deliver and Install office furniture; partition systems; carpet tiles; electrical installations and decoration to 1 st and 2 nd floors	Location: Lancaster House, 16 Moorfield Business Park, Yeadon, Leeds
	Date: 30.07.1018

Review and Revision Details

Revision	Date of last review	Amended (Yes / No)	Reviewed / Amended By	Reason for Amendment
A	-	-	-	First Issue

Risk Assessment (Safety)

S E V E R I T Y	Fatality	MEDIUM	HIGH	HIGH	VERY HIGH	VERY HIGH
	Major Injury	MEDIUM	MEDIUM	HIGH	HIGH	VERY HIGH
	Reportable Injury	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Lost Time Injury	LOW	LOW	MEDIUM	HIGH	HIGH
	Minor Injury	LOW	LOW	LOW	MEDIUM	HIGH
RCI Workplace Facilities Services Ltd t/a Vitalis Business Interiors - Matrix (GUIDE)		Improbable	Remote	Possible	Probable	Likely
PROBABILITY						

Hazard	Person(s) at Risk	Risk Level	Control Measures	Residual Risk
Deliver and Install operator chairs in component form				
Delivery of materials	Site management Site operators Staff General public	Medium	Deliveries to be undertaken at agreed times with client within office hours Store materials in agreed areas Form exclusion zones Make assembly on level surface and use lift as directed Review of good housekeeping	Low
Slips, trips & falls	All personnel	High	Segregate work area Increase staff and awareness on staircase Move materials to correct work area Review house keeping Use correct PPE for the task Keep work area tidy	Low
Falling objects	All personnel	Low	Site management to ensure all working areas are clear. If in doubt stop work. Wear appropriate PPE.	Low
Use of Hand/Power Tools	Our personnel	Low	All hand tools to be inspected prior to use All hand/power tools to be 110 volt or battery operated All hand tools to be used by competent persons Operatives to wear correct ppe for the task	Low
Dust Inhalation	Our personnel	Low	Operatives to wear correct ppe for the task	Low
Manual handling & Mechanical lifting	Our personnel	Medium	Mechanical where appropriate Training on manual handling, assess weight/size of load before you lift. Do not over fill lifts. Use mechanical if appropriate, again "think before you lift"	Low

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Working at height	Our personnel	Low	Use correct piece of equipment, remember the three-point contact rule All scaffold and towers to erected by trained and competent personnel	Low
Other contractors	All personnel	Medium	Co-ordinate work with consideration for others	Low
Asbestos & hazardous materials	All personnel	High	Check if the appropriate surveys have been completed. If unsure stop work immediately and carry out detailed RA	Low

Risk Assessment (Environmental)

S E V E R I T Y	Severe	HIGH/MEDIUM/LOW	HIGH/MEDIUM	HIGH	HIGH
	Moderate	MEDIUM/LOW	MEDIUM/LOW	MEDIUM	HIGH
	Mild	LOW	LOW	LOW	MEDIUM/LOW
	Negligible	NEGLECTIBLE	NEGLECTIBLE	NEGLECTIBLE	NEGLECTIBLE
Riverside Corporate Interiors Matrix (Defra guide)		Negligible	Low	Medium	High
PROBABILITY					

Environmental Aspect	Environmental Impact	Risk level	Control Measures	Residual risk
e.g. wind blown waste/litter	e.g. litter blowing around site		e.g. <ul style="list-style-type: none"> Site specific waste management plan developed Waste streaming introduced Enclosed/covered bins provided 	
All waste materials	Site dust Packaging	Medium/Low	Use correct hand/power tools Operatives to wear correct ppe Dampen down work areas to control excessive dust Carry out work at agreed times with Jet2 management Close opened doors and window frame to control dust and loose packaging movement Remove waste to own vehicle/enclosed skips	Negligible

Method Statement required?	Yes	No
Following the detailed assessment of Hazards, risk and control measures, is a Method Statement required?		x
<p>If the answer is No the severity and consequence of an injury or environmental incident must be low (safety) or negligible (environmental) and control measures in the form of Site Rules, Golden Rules etc must be sufficient and adequately briefed to those involved in the task .</p> <p>If a Method Statement is not required this Document ends here – STOP</p>		

Method Statement

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1. Scope of Works

Supply and Install demountable office partition framework to First Floor area through Ground Floor parking area and staircase.
 Decoration of staircase ironwork and First Floor office walls.
 Patchwork decoration of external wooden window framework.

2. Related Documentation

This method statement is to be read in conjunction with the following documents:

Site Layout Drawing
 RCIFS Safe System of Work (Health and Safety Policy)
 RCIFS Site Rules

3. Pre Start Activities

Prior to work commencing on the activity, the following items will be completed:

Sign in at Site Reception & Contact Client representative
 Site induction/orientation required by qualified RCIFS personnel / Client Manager
 RCIFS Contract manager to run through risk assessment & method statement with own team

4. Approach / Methodology

After completion of all the above pre-start activities, work will commence following the procedure below. If at any point something changes which requires amendments to the following procedure, work must be stopped, and the risk assessment and methodology reviewed. Under no circumstances should work be carried on outside of this procedure.

1. Carefully off load materials to pre-designated assembly area
2. Appropriate PPE to be worn.
3. Unload van with equipment needed for the task.
4. Prepare the area to be worked in and agree workable timings to reduce intrusion.
5. Cut product outside, assemble partition structures, measure for glass, and prepare surfaces for decoration.
6. Prepare identified surfaces to be painted in staircase and 2nd floor offices.
7. Paint surfaces as directed.
8. Remove and replace ceiling grid light cassettes with LED panels and supply driver units, replacing unnecessary units with COM ceiling tiles.
9. Change brass coloured furniture and lighting components readily visible to visitors to stainless steel effect equivalents.
9. Remove all waste packaging to own vehicle on site and dispose of ethically off-site.

5. Personal Protective Equipment

In accordance with Company site rules, personnel must wear hard hats, safety boots and high visibility jackets / vests and gloves at all times in hazardous work areas. The work covered by this method statement requires:

Hard Hat	N	Light eye protection	N	Ear muffs	N	Fall arrest lanyard	N
Safety Footwear	Y	Hi impact goggles	Y	Safety Wellingtons	N	Respiratory protection	N
Hi-viz jacket/vest (yellow)	N	Hi-viz jacket/vest	N	Harness	N	Waterproofs	N
Gloves	Y	Ear plugs	N	Restraint lanyard	N	Life jacket/preserver	N
Other (describe)	N	Other (describe)	N	Other (describe)	N	Other (describe)	N

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6. Permit to Work

The following Permits to Work will be required for this activity:

Confined Spaces Permit	N/A	General Permit to Work	N/A
Permit to Dig	N/A	Other (specify)	N/A
Hot Work	N/A	Client Permit (specify below)	N/A
Roof work/working at height	N/A		
Low Voltage Permit to Work	N/A		

7. Labour

The following labour resources are expected to be utilised during the course of this activity.

Job Title / Designation	Number	Specific Training / Competence Required
General Site Operatives	1	Manual handling - In house training
Driver/Fitter	2	Product & Manual handling - In house training
Electrician	1	Electrical Qualifications – 17 th Edition and above

8. Plant / Equipment / Tools

The following plant, equipment and tools shall be utilised during the course of this activity. Figures for noise and vibration output are in-use figures provided by the manufacturer, supplier or hirer.

Where vibration exposure times are calculated these will be based on the **2.5m/s² (100points)** exposure action value (EAV).

Item	Used for.....	Noise		Vibration	
		Noise output, dB (A)	Hearing protection (Y/N)	Weighted Acceleration	Max exposure time (mins)
Cordless drills	N/A	N/A	N/A	N/A	N/A
Chop Saw	N/A	N/A	N/A	N/A	N/A
Electric drill	N/A	N/A	N/A	N/A	N/A

9. Hazardous Substances

The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file and where operatives are not familiar with the content of these assessments they will be briefed out prior to work commencing (see section x below).

Hazardous Substance	COSHH Assessment Ref	Precautions / Risk Controls
N/A	N/A	

10. Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be supervised by the RCI Contract Manager with the assistance of the site Security. Details as below:

Contract Manager	Roger Seib, Michael Swaine, Slawomir Slemp	Operatives	Darren Oates
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11. Briefing

Before any work commences, the Contract Manager will ensure that a briefing is provided for all personnel involved in carrying out this work activity. This briefing will cover the findings of the risk assessment and the controls introduced to manage significant risks. Where hazardous materials are used, the Contract Manager will also explain the content of any relevant COSHH assessments.

The work activity briefing is intended to be a two-way process and all operatives are expected to challenge the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

Where new personnel arrive on site, they will be provided with a site induction that will include the explanation of risk assessments and method statements for any current activities.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.

Name (Print)	Name (signature)	Company	Date
DAZ OATES			30/07/18
DALE CHIPMUNK			30/07/18
COLT MAGNUM			30/07/18
CHRIS BECKWITH			30/07/18