

RISK ASSESSMENT & METHOD STATEMENT

FOR

INSTALLATION OF NEW BLINDS

MARSKE FURNISHINGS



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Marske,
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Date of Issue	Comments	Ref No.	Authorised by	Revision
01/09/2021	Issued to site	MF021076	Chris Bulmer	01



Site Specific Risk Assessment & Method Statement

Location: The Green House Surgery, Redcar

Project Title: The Green House Surgery– Replacement Windows – Window Blinds

Compiled by: Chris Bulmer

Company Position: Managing Director

Date Compiled: 01/09/2021

Date Issued: 01/09/2021

Project Details

Description of work to be undertaken:

The scope of works to be carried out by Marske Furnishings Ltd comprises of the installation of new blinds.

Please read this document carefully and implement the requirements of this method statement.

Project Technical Details

Name of Contractor(s): The Green House Surgery

Address Details: Redcar Primary Care Hospital, West Dyke Road
Redcar, TS10 4NW

Telephone No: 01642 511231

Supervisor Responsible on Site: Leanne Gray

Client: The Green House Surgery

Principal/Main Contractor DCC

Estimated Duration of Work (Weeks): As Per Contract Agreement

Commencing: TBC

Completion: As Per Programme

Number of Employees: 3-4



Site Specific Risk Assessment

Risk Assessment Ref. MF021076

Contract Location: Surgical Day Unit, Redcar

Issue Date:
01/09/2021

The scope of works to be carried out by Marske Furnishings Ltd comprises of the methods, practices and equipment used during the installation of new blinds. An experienced operative from Marske Furnishings Ltd will liaise with the client/principal contractor.

What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
Falling from height	Serious or even fatal injury could occur if an operator falls from height. Others working below also at risk.	5	5	25	<ul style="list-style-type: none"> → Sufficient Step-Ups to be available, all in good condition. → Where required platforms, with guardrail to be used. 	<ul style="list-style-type: none"> → Include work at height in toolbox talk before beginning work on day one. 	1	5	5
Slips and trips	All operators, and tradesmen nearby, may suffer sprains, bruising or fractures if they trip over objects, such as work debris, or slip on spillages.	5	3	15	<ul style="list-style-type: none"> → Good housekeeping maintained at all times. → Waste disposed of in skip. → Safety footwear provided to all workers. → Safe route to workplace agreed with principal contractor based on construction phase health and safety plan. 	<ul style="list-style-type: none"> → Manager to check on-site housekeeping during visits. → Include in site induction before beginning work on day one. 	1	3	3

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Workplace transport	Operators risk serious or even fatal injuries from moving vehicles on site – particularly when reversing.	5	5	25	<ul style="list-style-type: none"> → Safe route to workplace and to welfare facilities, agreed with site manager based on site health and safety plan. → Staff know that they must never move vehicles on a site unless authorised by site manager. → Staff wear high-visibility tabards while on site. 	<ul style="list-style-type: none"> → Include in site induction before beginning work on day one. 	1	5	5
Manual handling	Staff may suffer musculoskeletal disorders, such as back pain, from handling heavy/bulky objects.	5	4	20	<ul style="list-style-type: none"> → Where possible, mechanical means to be used to transport materials. → Where the movement requires short distances of materials operatives will use trolleys or where this risk is minimal passage of materials between numbers of operatives. → All materials will be below the recommended guidance for manual handling lifting weight of 25kg. → Operatives know and follow safe system of work for fitting of materials, including knowledge of maximum weight for an individual manual lift. 	<ul style="list-style-type: none"> → Remind operatives of safe system of work at site induction. 	1	4	4

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Noise from use of equipment, above 1st and 2nd action levels 80Dba & 85dBA	Staff and others may suffer temporary or permanent hearing damage from exposure to noise from machinery.	4	3	12	<ul style="list-style-type: none"> → Planned maintenance programme for machinery. → Suitable hearing protectors provided for staff and staff trained how to use them. Check and maintain them according to advice given by supplier. → Staff trained in risks of noise exposure. 	<ul style="list-style-type: none"> → Supervisor to monitor and talk to site manager if noisy work does start close by. 	1	3	3
Electricity	Operatives and others risk potentially fatal injuries if they receive a shock from faulty electrical equipment.	4	5	20	<ul style="list-style-type: none"> → Site manager to supply 110 v temporary supply. → Staff know to check all cables, leads etc. of all powered tools/ equipment before use, and to report all faults to their supervisor. 	<ul style="list-style-type: none"> → During site induction on day one, manager to reinforce rules on electrical safety. 	1	5	5
Electricity – Portable electrical equipment	Operatives and others risk potentially fatal injuries if they receive a shock from faulty electrical equipment.	4	5	20	<ul style="list-style-type: none"> → Site manager to supply 110 v temporary supply. → Staff know to check all cables, leads etc. of all powered tools/ equipment before use, and to report all faults to their supervisor. 	<ul style="list-style-type: none"> → During site induction on day one, manager to reinforce rules on electrical safety. 	1	5	5
Welfare	Good welfare facilities reduce risk of dermatitis, help good hygiene etc.	3	4	12	<ul style="list-style-type: none"> → Agreement with site manager that staff may use site welfare facilities – toilets, washing facilities with hot and cold water and mess room/kitchen. 	<ul style="list-style-type: none"> → Tell staff about facilities at site induction on day one. 	1	4	4

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Mobile Access Tower – Falls from Height	Operatives could fall from tower.	3	5	15	<ul style="list-style-type: none"> → Mobile access tower inspected, erected and tagged for safe use by an approved PASMA operator. → Hard hats and HI-Viz vests to be worn by operatives. → Hand tools to be used stowed within tool belt. 	<ul style="list-style-type: none"> → Site induction including tool box talk with rescue plan arrangements. 	1	5	5
Use of hand tools – Injuries to hands, feet, body and eyes	Operatives could suffer injuries when using hand tools.	3	4	12	<ul style="list-style-type: none"> → Management monitor tools for deterioration through use. Tools to be replaced when necessary. → Operatives instructed on the correct method of use and of maintenance requirements at induction. → Suitable eye protection to be provided whenever there is a risk of flying objects or pieces of the tool breaking off. 	<ul style="list-style-type: none"> → Sharp tools to remain sheathed when not in use. 	1	4	4
Lone working	Staff could suffer injury or ill health while out of the office, e.g. When visiting clients' offices, or while working alone in the office.	5	5	25	<ul style="list-style-type: none"> → Staff will write visit details in office diary and give a contact number. → Staff not returning to the office after a visit call in to report this. 	<ul style="list-style-type: none"> → Whereabouts of staff out of the office' to be monitored by office-based staff. 	1	5	5

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Current Covid 19 Pandemic Outbreak	Cross contamination of virus infecting fitters/surveyors and other site workers	3	5	15	<ul style="list-style-type: none"> → All persons representing Discovery Blinds and Shutters to provide health status to site agent on attending site. → All persons representing Discovery Blinds and Shutters to wear appropriate PPE as required and advised through Government Covid-19 Pandemic Health Guidelines / WHO. → Minimum amount of people required to complete task within working area on site. → Social distancing to be adhered to at currently advised distance set by Government Health guidelines and/or specific site requirements. → Decontamination – Anti-bacterial gel will be available on site. Antibacterial wipes will be available on site. To be used as necessary following current Government Health guidelines. → All tools/equipment to be decontaminated after use with anti-bacterial wipes/spray. → All PPE to be removed and disposed of in sealed bags. Bags to be left for 72hrs prior to placing in refuse at an off-site location. 	→	1	5	5
What are the hazards:	Who might be harmed and how?	Risk Rating			Precautions already in place	What further action is necessary	Residual Risk Rating		
		Probability	Severity	Risk			Probability	Severity	Risk
<p>PROBABILITY = Likely (5) - Probable (4) - Possible (3) - Remote (2) - Improbable (1) SEVERITY = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) RISK = PROBABILITY x SEVERITY * Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.</p>									

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Persons at Risk	Probability	Severity		5	4	3	2	1	
				L	Pr	Po	R	Im	
									1-6 Acceptable
P – Public	Likely (L) 5	5	C	25	20	15	10	5	
E – Employee	Probable (Pr) 4	4	Ma	20	16	12	8	4	
C – Contractor	Possible (Po) 3	3	R	15	12	9	6	3	8-25 Not Acceptable
V – Visitor	Remote (R) 2	2	S	10	8	6	4	2	
	Improbable (I) 1	1	Mi	5	4	3	2	1	



Site Specific Method Statement

Control Measures to Reduce Risks: Risk Control Systems (RCS) and Workplace Precautions (WP)
Risk Control Systems in operation: Daily / Weekly inspections, Audits, Reviews, Safety Checks, Recording and Monitoring, Site Safety Tours. **Workplace Precautions in operation:** Safety Signs, Barriers, Protective Equipment, Personal Protective Clothing, Overall Prevention Policies, Training, Toolbox Talks, Site Inductions, Risk Assessments and Method Statements. **Working at Height:** The hierarchy of control for working at height will be followed and we expect all adopt these requirements also, namely:

- **Avoid work at height where we can**
- **Use work equipment or other measures to prevent falls where we cannot avoid working at height.**
- **Where we cannot eliminate the risk of a fall use work equipment or other measures to minimise the distance and consequences of a fall should a fall occur.**

Other Precautions: All Electrical Tools used will be PAT tested, inspected and recorded. Noise assessments will be carried out were applicable. The tools selected for use will not exceed the Meter per second calculation with personal exposure above 8hrs. Manual handling assessments to be completed were practical all loads above 25kgs will be carried by 2 operatives or mechanical transported. Permit to work systems is not required.

Tools/Equipment/Labour Resources Required:

- Stepladders
- Hand tools (Shovel, trowel etc.)
- Battery powered drill
- Mobile Access Tower

PPE Requirements:

- Head Protection As per site rules (Mandatory)
- Face/Eye Protection if there is a possibility of projectile objects.
- Hearing Protection where levels exceed 80 dBA
- Hand/Arm Protection Gloves when handling sharp materials.
- Safety Boots at all times (Mandatory)
- Dust masks FP2S as min
- Additional PPE as required during current Covid-19 Pandemic, advised by Government Health guidelines.

Access to the Place of Work

1. All employees and visitors to the site will use the designated parking areas.
2. All employees and visitors will attend the site induction carried out by Marske Furnishings Ltd.
3. All employees and visitors will register their presence within the daily register.
4. All persons will comply with site rules in the wearing of personal protective equipment.
5. All persons will comply with current Covid-19 restrictions and PPE advised by Government Health guidelines.

Access Equipment to Be Used (Stepladders)

1. All site rules and conditions must be strictly adhered to and any person failing to do so will be subject to Marske Furnishings Ltd disciplinary action and may be removed from site.
2. Beware Manual Handling hazards - particularly to lower back when raising equipment to height.
3. Stepladders will only be used for short duration work.
4. Top step of stepladder must not be used unless designed for that purpose.
5. Stepladder must be checked to ensure correct length, type and condition before use.
6. Stepladders are subject to a planned maintenance program.
7. Stepladder work is restricted to work which can be carried out ensuring the stability of the stepladder.
8. The ground base for the ladder must be firm and level.
9. Use of stepladders will be monitored regularly.
10. Damaged ladders will be removed from site immediately.
11. Stepladders must be fully open, with cords/restraints taut.

Access Equipment to be used (Mobile Tower Scaffold)

1. Mobile access towers will be inspected, erected and tagged for safe use by an approved PASMA operator prior to any work commencing.
2. Safety barriers/Cordons will be used if required prior to any work commencing.
3. Rescue plan will be discussed as toolbox talk prior to any work commencing.
4. Once all works are completed the mobile access tower will be dismantled by an approved PASMA operator.



Details Work Sequence

*Where required the company will provide risk assessments to all persons who may be exposed to any hazards from

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Site Specific Method Statement

either theirs or others operations. *This should include Noise, Vibration, Lifting operations and Environmental hazards.

1. All operatives will arrive at on-site with all the correct PPE required to carry out their work safely.
2. Prior to the start of any work, all adjacent equipment must be protected.
3. Once the barriers and notices have been installed, the works can commence to the location identified by client.
4. Firstly, the brackets are to be drill fixed and screwed into position using a battery drill.
5. Once brackets are secured into position the hanging rail can be clipped into place, the fabric can then be secured into place on the hanging rail provided.
11. A stepladder/mobile access tower will be used to gain access to the high-level works.
12. Where stepladders will be used, the ground base for ladder use must be firm and level. The ladder must be of sufficient length.
13. After completion, or at the end of the working day, work area must be left in a clean and tidy condition and waste materials removed and disposed.
14. During the current Covid-19 pandemic decontamination of all work areas and equipment will be carried out at the end of the working day.

Plant and Equipment to be Used Mechanical and Electrical.

- Stepladder
- Hand tools
- Mobile Access Tower

Hand Tools

1. All tools provided must be assessed to ensure that they are fit for purpose; the fit for the environment in which they are to be used and they are in good working condition.
2. Visual checks must be completed by operatives on tools prior to their use.
3. Tools are required to be suitable for the purpose for which they will be used.
4. Eye protection is to be provided and used whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or other pieces of the tool breaking off.
5. Open-bladed knives, screwdrivers, and other sharp tools are to be carried and used so not to cause injury to the user or others.
6. Insulated tools must be used where there is a possibility of live electrical work.
7. All tools should be kept clear of unnecessary grease, moisture or dirt.
8. Any moveable / adjustable parts should be lightly oiled to protect against corrosion and to prevent wear and misalignment.
9. Sharpening activities must only be carried out by professionals as it is a relatively skilled job.
10. Tools should not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged.
11. Site manager to monitor hand tools which can deteriorate with time to ensure they are sharpened or replaced as necessary, and ensure that the tools are being used correctly
12. Specific checks should be made as followed:
13. Chisels for mushroom heads.
14. Hammer and file handles for deterioration.
15. Open-ended spanners for splayed jaws.
16. Mobile Access Tower to be inspected by PASMA Approved operator prior to use.

Materials Handling and Storage

1. All materials will be below the recommended guidance for manual handling lifting weight of 25kg.
2. Where the movement of materials is required the use of a trolley/barrow or where this risk is minimal passage of materials between numbers of operatives.

Power Sources and Isolations Required include details of any Permit to Works (Hot work, Electric Isolations etc.)

1. None required



Training Requirements

→ All operatives will have received sufficient training before carrying out work.

Hazardous Substances

1. All Cementitious products have a corrosive nature and this must be protected against by wearing suitable body, feet, hand eye and respiratory protection.
2. Reference should be made to the company COSHH Assessment Manual for full details of safety requirements.

Supervision and Coordination of Activities

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1. The Site Supervisor / Foreman will manage the site activities on a daily basis and their responsibility is to control the working area and interface the company activities with the Client.
2. Emergency procedures must be strictly adhered with and all site rules will apply.
3. The Site Supervisor/ Foreman will have overall responsibility for the safe coordination of the company scope of works.

Environmental Considerations

1. Under no circumstances must any waste materials, fuels or any other contaminate be allowed to enter the drainage system.
2. The site is to be protected from spillages entering drains and sewers, the company will give instruction on emergency procedures during the site induction
3. All insulation and package materials must be kept from entering the drainage systems.
4. These include for general waste, waste plastics and cardboard etc.
5. Noise will be kept to a minimum whilst on site.
6. Foul and abusive language will not be tolerated, and operatives found using such language or gestures will be removed from site immediately.
7. Transistor radios will not be permitted on site.
8. The use of Mobile phones must only be used in accordance with site rules.
9. Current Covid-19 procedure - All PPE to be removed and disposed of in sealed bags. Bags to be left for 72hrs prior to placing in refuse at an off-site location.

Protection of the Public

1. Site Supervisor shall exchange information with the client for the works to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.
2. Access equipment will be provided to ensure maximum safety of workers and occupants.
3. Details of existing services will be obtained before the start of works.
4. COSHH assessments shall be available for any materials used.
5. Dust emissions to be minimised and/or contained to work area e.g. use exhaust ventilated tool, dampening work before or during clean up of area.
6. Physical barriers and notices will be installed to isolate works from members of the public.
7. Work to be co-ordinated to reduce risks to third parties from trip hazards, no materials or tools to be left unattended on the public access thoroughfare, comprehensive signage/barriers to be used.
8. Fire exit routes will be kept free from obstruction, or alternative routes to be clearly signed.
9. When working within public thoroughfares, walkways, exclusion zones, other suitable measures to protect the public to be installed.
10. Site Supervisor monitoring to include: initial checks to ensure safe systems of work are in place before work begins, that barriers and signage have not been removed or tampered with and that working areas are left safe and secure at the end of each work period.
11. Regular liaison will take place with the client during the works to co-ordinate work and eliminate hazards.
12. Current Government Health guidelines on Covid-19 social distancing, PPE and restrictions to be adhered to at all times.



Waste Disposal Arrangements

1. During the day debris will be collected disposed in accordance with the company procedures.
2. Waste will be removed from site and disposed of at Marske Furnishings Ltd office; it will be segregated and disposed into the relative bins for that waste. Following each working shift the debris will be removed from site and deposited into the bins provided at Marske Furnishings Ltd office.
3. The company will remove all accumulated waste and special waste to an authorised waste disposal agency.
4. Current Covid-19 procedure - All PPE to be removed and disposed of in sealed bags. Bags to be left for 72hrs prior to placing in refuse at an off-site location.

Fire and Emergency Procedures

1. The fire and emergency plan and procedures given at the site induction will be strictly adhered to during the project and all site operatives will adhere to the information given.
2. Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently.
3. When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the workface until the all clear has been given by the site management emergency coordinator.

Site Specific Method Statement

Review of Method Statement

The Marske Furnishings Ltd Site Supervisor responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by the Marske Furnishings Ltd Site Supervisor and authorised in agreement with Marske Furnishings Ltd senior management, any such amendments will be recorded, and further instruction given to each operative of the amendments.

Communication of Risk Assessment and Method Statement

1. All operatives will be instructed of the risk assessment and method statement for their scope of works as part of the Toolbox Talk procedures prior to commencing work. Contd.
2. They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed
3. Following instruction, they each must sign the register attached
4. Each operative must work to the method statement, any deviation must be authorised by the Marske Furnishings Ltd Site Supervisor and in agreement from the Principal Contractor.

Any operative not working to the specific method statement will be subject to disciplinary action.

Emergency Contacts	Name	Contact Number
Director	Chris Bulmer	01642 482339
Safety and Environment Advisor	Chris Bulmer	07793538488
Off Site Emergency Number	Head Office	01642 482339 / 07793538488
Out of Hours/24 hr Emergency Number	Head Office	01642482339 / 07793538488

Revision of Method Statement Details

MARSKE FURNISHINGS



Health and Safety Site Specific Risk Assessment & Method Statement		Compiled for: DCC	
Authorised by:	Chris Bulmer	Ref No:	MF021076

Revised by	Date of Revision	Authorised by

Risk Assessment & Method Statement Register		
Date	Names	Signature(s):
01/09/2021	Chris Bulmer	C.Bulmer

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