

**Method Statement and Risk Assessment**

Location of site	<b>Trinity Square, Hull. HU1</b>
Brief description of works	<b>Installation of Hall for Hull</b>
Dates of works  Working time on site	<b>On site –17/9/17 – 22/9/17 (Build)</b>  <b>08.00 – 20.00 (Monday to Sunday)</b>
Main activities or tasks	<ul style="list-style-type: none"> <li>- <b>Delivery of all parts</b></li> <li>- <b>Site Set Up</b></li> <li>- <b>Build of Structures</b></li> <li>-</li> </ul>
People carrying out works	<ul style="list-style-type: none"> <li>- <b>Dan Archibald</b></li> <li>- <b>Peter Nicoluk</b></li> <li>- <b>Brice</b></li> <li>- <b>2 x crew (tbc)</b></li> </ul>
Supervisor in charge of works	<ul style="list-style-type: none"> <li>- <b>Timothy Meaker / Andy Turnbull – Project Manager</b></li> <li>- <b>Dan Archibald – Site Manager</b></li> </ul>

<p>Method Statement</p>	<p><b><u>Site Preparation, delivery and protection.</u></b></p> <ul style="list-style-type: none"> <li>• After arrival to site and passing through security all setWorks staffs are to have a site induction itemising First aid/ fire procedures by organisers.</li> <li>• This induction is to be carried out following a project managers review of the site discussions with the organisers and review of the organisers current H+S manuals.</li> <li>• Prior to work being carried out a full inspection to be undertaken to ensure area are safe, by organisers.</li> <li>• All areas to be cleared of any excess materials and disposed of. Excess materials to be collected into one central area and then loaded up into skip if necessary.</li> <li>• Wherever possible Dollies or sack trolleys are to be used to move debris etc around to the skips to minimise the risks associated with manual handling.</li> <li>• Exposed surfaces at risk from damage should be protected, local assessment to be done on site</li> <li>• Clearly defined working areas to be established and safe walk through areas. Fencing to be erected by setWorks to plan enclosed.</li> <li>• Onsite risk assessments to be carried out to establish levels of PPE required at this stage of build and setWorks representatives to be instructed to adhere to this at all times. Relevant training to be given on correct usage if required.</li> </ul> <p><b><u>Installation of Towers</u></b></p> <ul style="list-style-type: none"> <li>• Install and level 25mm plywood base plates. Which allow for the slope to be level for the steel base plates.</li> <li>• Lift steel base plates onto plywood levelled packers</li> <li>• Set up curved formers on the ground next to the base plate (2 sets)</li> <li>• Bolt panels together on the ground with all parts, through central spine</li> <li>• Use Valla crane to lift the panels into position and bolt to the base plate.</li> <li>• Repeat with 2 with 2 more panels, and lift into place</li> <li>• Once lifted next to the panels, joining strips to be inserted and spine between two loose adjoining panels to be bolted together</li> <li>• Repeat with final 2 panels and lift into position</li> <li>• Insert final joining strips and bolt together.</li> <li>• Repeat 15 times</li> </ul>
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	<p><b><u>Delivery Details</u></b></p> <ul style="list-style-type: none"> <li>• setWorks - White Mitsubishi Fuso - 7.5T - NJ60OCA - 17/9/17-22/9/17</li> <li>• Delivery –site equipment 8.00 a.m 17/9/17</li> <li>• Delivery – Towers 1 – midday 17/9/17</li> <li>• Delivery – Towers 2 – 8am 19/9/17</li> <li>• Delivery – Towers 3 – 8am 20/9/17</li> <li>• Delivery – Towers 4 – 8am 21/9/17</li> </ul>
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Plant / Equipment / Consumables	Polythene Sheeting Correx Sheeting Masking Tape Dollies / Trolleys Extension Cable Percussion Drill Cordless Screwdriver Pozi Drive Screws Sandpaper Vacuum Cleaner 12" rollers and poles Paint brushes Various Paint Scuttle Lockable Flight Case Paint	PPE	Riggers Gloves Latex Gloves Dust Masks Goggles
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Drawings / Documents	setWorks Issued Workshop Drawings, no client set out drawing	Permits Required	??
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Training Required Prior to Work Commencing	Name	Training Necessary
	Dan Archibald	Valla Crane Training
	Peter Nikoluk	Valla Crane Training
	Bryce Zampaglioni	Valla Crane Training

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Housekeeping and Waste Management	All waste to be removed from site, no skips to be delivered. Daily site cleaning to be undertaken.
Security	<b>By other</b>
First Aid	First response by Site Management  <b>Hull Royal Infirmary</b> <b>Tel: 01482 875875</b> Anlaby Road Hull HU3 2JZ
Auditing and Monitoring	<b>H+S is monitored daily by visual check, methodology monitored by quality control standards.</b>

Risk Assessment					
Area / Item	Hazard	Severity	Likelihood	Rating	Controls and Precautions
Public Access to Hazardous Items	Misuse of tool	3	1	3	All tools to be kept within the site demise. When not in use tools to be kept in a lockable flight case Barriers to be placed to keep works area and public separate
Public Access to Hazardous Items	Spillage of paint	2	1	2	All paint to be kept within the site demise. When not in use to be kept in a lockable flight case Barriers to be placed to keep works area and public separate All paint to be removed from the site overnight.
Road / Public Space Deliveries	Collision with other staff and public	2	1	2	Barriers to be placed to keep works area and public separate, vehicle movements to be marshalled, and kept within time slots, to minimise conflict.  Items over 2m long to have to be carried front and rear.
Road / Public Space Deliveries	Strains	2	1	2	Correct lifting techniques to be used. Ensure that adequate personnel are available to participate. Objects too heavy to be lifted safely to be transported on wheeled dollies.
Road / Public Space Deliveries	Cuts / Abrasions	2	1	2	Gloves to be worn by personel when lifting, to ensure hands are protected
Road / Public Space Deliveries	Slips trips and Falls Public Access	2	1	2	Ensure a high standard of good working practices. Site house keeping to be maintained at all times. Working area to be swept clean and cleared regularly
Manual Handling Lifting	Strains	2	1	2	Correct lifting techniques to be used. Ensure that adequate personnel are available to

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					participate. Objects too heavy to be lifted safely to be transported on wheeled dollies.
Manual Handling Lifting	Cuts / Abrasions	2	1	2	Gloves to be worn by personel when lifting, to ensure hands are protected
Manual Handling Lifting	Slips trips and falls	2	1	2	Ensure a high standard of good working practices. Site house keeping to be maintained at all times. Working area to be swept clean and cleared regularly
Site Drilling / Screwing	Electrocution	3	1	3	Cordless power tools to be used whenever possible Power cables to be kept tidy and taped down where possible
Site Drilling / Screwing	Cuts and Abrasions	2	1	2	Gloves to be worn by personel when lifting, to ensure hands are protected Ensure a high standard of good working practices. Site house keeping to be maintained at all times.
Site Drilling / Screwing	Noise	1	1	1	Suitable hearing protection to be provided for staff
Site Drilling / Screwing	Dust / Particle	2	2	4	Staff should where dust masks when drilling and also operatives in the immediate area. Dust should be vacuumed up as soon as possible
Site Drilling / Screwing	Slips trips and falls	2	1	2	Ensure a high standard of good working practices. Site house keeping to be maintained at all times
Site Hand Sanding	Dust / Particle	2	2	4	Staff should where dust masks and goggles where necessary when filling and sanding and also operatives in the immediate area.

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					Dust should be vacuumed up as soon as possible
Site Bolting	Electrocution	3	1	3	Cordless power tools to be used whenever possible Power cables to be kept tidy and taped down where possible
Site Bolting	Cuts and Abrasions	2	1	2	Gloves to be worn by personel when lifting, to ensure hands are protected Ensure a high standard of good working practices. Site house keeping to be maintained at all times.
Site Bolting	Noise	1	1	1	Suitable hearing protection to be provided for staff
Site Bolting	Dust / Particle	2	2	4	Staff should where dust masks when drilling and also operatives in the immediate area. Dust should be vacuumed up as soon as possible
Site Bolting	Slips trips and falls	2	1	2	Ensure a high standard of good working practices. Site house keeping to be maintained at all times
Site Circular Saw	Electrocution	3	1	3	Cordless power tools to be used whenever possible Power cables to be kept tidy and taped down where possible
Site Circular Saw	Cuts and Abrasions	2	1	2	Gloves to be worn by personel when lifting, to ensure hands are protected Ensure a high standard of good working practices. Site house keeping to be maintained at all times. All items should be cut on a flat level base.

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Site Circular Saw	Noise	1	1	1	Suitable hearing protection to be provided for staff
Site Circular Saw	Dust / Particle	2	2	4	Staff should wear dust masks when drilling and also operatives in the immediate area. Dust should be vacuumed up as soon as possible
Site Circular Saw	Slips trips and falls	2	1	2	Ensure a high standard of good working practices. Site house keeping to be maintained at all times
Site Painting	Dust / Particle / Overspray	2	1	2	Staff should wear dust masks and goggles when painting and also operatives in the immediate area. Dust should be vacuumed up as soon as possible
Site Painting	Spills	2	1	2	Remind staff to clear any spillages of water or paint immediately, even very minor spills
Site Working at Height	Inadequate preparedness	5	1	5	Identify risks Ensure adequate training Ensure operational instructions given Carry out site inspection Ensure systems are adequate for possible adverse weather Ensure adequate provision of suitable work at height equipment Ensure all equipment is maintained and checked prior to use
Site Working at Height	Falls	5	1	5	All work at height should be avoided where possible All necessary PPE to be provided
Site Working at Height	Equipment failure	5	1	5	All equipment to be used by trained users All equipment to be checked prior to use
Site Working at Height	Erection or scaffold towers or ladders	3	2	6	Site supervisor to check all access equipment is assembled correctly,



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					all handrails and toes boards are fitted All ladders to be pre check before site use.
Site Working at Height	Items falling	2	2	4	Ensure a hazard zone is in place Ensure all persons within the hazard zone are briefed. All hand tools to be placed on lanyards, all consumables to be boxed. Toe boards and rails to be fitted and secure, where necessary. All necessary PPE to be provided for those working within the Hazard Zone

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
4 = High (death or serious injury)	4 = Likely (small change = accident)
3 = Moderate (injury or disease)	3 = Quite possible (may happen)
2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

Assessor		Date of assessment	Distribution	
Name	Tim Meaker	8-9-17	Name	Signature
Signature				