

# Method Statement & Risk Assessments

Contractor                      The Light Lab, 22 Holywell Row, EC2 4JB

Project                              Hull Tidal Barrier

Client                              Environment Agency, Crosskill House  
Mill Lane, Beverley, East Yorkshire, HU17 9JB

Location                              Hull Tidal Barrier, Hull

Ref No                                231216

<b>Originator</b>	<b>Issue</b>	<b>Date</b>	<b>Reviewed By</b>	<b>Copy to</b>	<b>Approved</b>
David Pummell	0	23-12-16	Marcus Cave	Project team	

## **Contents**

- 1.0** Location of works
- 2.0** Client
- 3.0** Management
- 4.0** Hours of work & Welfare
- 5.0** Tools and Equipment
- 6.0** Personal Protective Equipment
- 7.0** Selection of materials and plant
- 8.0** Communication and cooperation
- 9.0** Temporary site storage
- 10.0** Deliveries of materials
- 11.0** Site waste
- 12.0** Segregation of works from the Public
- 13.0** Emergency procedures
- 14.0** First Aid
- 15.0** Accident Reporting
- 16.0** Site Rules
- 17.0** Communication of the method statement to operatives
- 18.0** Method statements signing sheet

**Appendix A** Method Statement

**Appendix B** Risk Assessments

### 1.0 Location of works

The works are to take place at : Hull Tidal Barrier. Hull

### 2.0 Client

Environment Agency, Crosskill House, Mill lane, Beverley, East Yorkshire HU17 9JB

Contact: Phil Young – 02030255102

### 3.0 Management

Director - Mr. Marcus Cave  
Tel : +44 207 278 2678 - (+44) (0)7966399425

Light Lab Foreman - Mr Chris Barbu  
Mobile +44 7983 147842

Safety Advisor - Mr D A Pummell CMISOH MIIRSM FRSPH PMaPS  
Tel: +44 1444 480577

#### Checking, Reviewing and Updating of the RAMS

The Method statement and risk assessment document will be monitored constantly adhered to and checked by Mr Gabriel Barbu the Light Lab Foreman to ensure the safe system of work is achievable for the project, should at any time they require altering then work will stop and Mr David Pummel will amended and update the document and issue to Mr Marcus Cave for review, once reviewed it will be re-issued to the client for approval, once approved Mr Gabriel Barbu will issue a RAMS briefing prior to recommencement.

The Light Lab to attend CHT daily briefing at 7.30am each day

### 4.0 Hours of Work & Welfare facilities

All work will be undertaken during times agreed with The Environment Agency but are expected to be 07.30hrs till 17.00hrs. The Principal Contractors welfare facilities for the project can be used and these will be identified to all Light Lab employees prior to commencement during the site specific Induction supplied to employees by Tolent Construction

### 5.0 Tools and Plant

General hand tools  
Battery operated power tools  
110v Portable Power Tools  
Trolleys/pallet trucks

6.0 Personal Protective Equipment

**TABLE FOR THE USE OF PERSONAL PROTECTIVE EQUIPMENT**

	Cranium	Ears	Eyes	Respiratory Tract	Face	Whole Head	Hands	Arm	Foot	Leg	Skin	Abdomen	Whole Body
Falls from a height													✓
Blows, impact, crushing							✓	✓	✓	✓	✓		
Stabs, cuts, grazes							✓	✓	✓	✓	✓		
Vibration													
Slipping, falling over													✓
Scalds, heat, fire													
External Working													✓
Immersion													
Non-ionising radiation													
Electrical													
Noise		✓											
Ionising Radiation													
Dust fibre			✓										
Fume													
Vapours													
Flying Particles			✓										
Harmful bacteria													
Harmful viruses													
Fungi													
Asbestos													

## Actions

Long sleeved and legged overalls to protect the skin from cuts and abrasions

Suitable safety footwear to be worn to protect the foot with a suitable sole to reduce the risk of slipping

Cat 3 Safety gloves to be worn by operatives on site at all times

High viz waistcoats to be worn at all times

Safety glasses suitable for task to be worn on site at all times

Hard hats

All other PPE identified by the Principal Contractor as general wear on site



## 7.0 Selection of Materials and Plant

All suppliers will be checked to ensure they are able to supply information on Health and Safety and COSHH details on all of their products that will be supplied and used on site.

Any heavy materials will only be moved by sufficient operatives to ensure safe handling.

## 8.0 Communication and co-operation.

Before starting work all Light Lab site operatives will report to the Principal Contractors Site Manager and make an entry in the site register and also on completion of each day,

All Light Lab employees will attend the Principal Contractors Induction training prior to commencement on site. The site specific Induction training will be delivered by the Principal Contractor. The Light Lab will complete the PC Induction form and operatives will be booked in to attend the daily Induction carried out at 8am sharp prior to commencement. All operatives will hold CSCS cards and will make them available for inspection at the Induction and on site when requested.

All Light Lab employees will attend a daily activity briefing

All Light Lab employees will be instructed of their duty to cooperate with all other parties so far as is reasonably practicable

## 9.0 Temporary Site Storage.

All materials will be delivered on company vehicles and will require a secure storage area on site, this area to be advised by the Principal Contractor.

## 10.0 Delivery of Materials

All materials will be delivered to the site by company vehicles and accessed through the deliveries entrance on the morning of installation. All the materials will be prefabricated off site and so will be man handable allowing operatives to unload the company vehicle and load onto a trolley so as they can be transported to the installation area to reduce the risk from manual handling.

## 11.0 Site Waste

It is not anticipated that much site waste will be created apart from protective packaging. Any site waste will be disposed of in the Principal Contractors skips on site following any recycling waste programme implemented on site, if this is not possible then any waste will be removed by company vehicle each day and returned to the companies yard and disposed of in the company licensed skip.

## 12.0 Segregation of works

All segregation will be the responsibility of the Principal contractor.

### 13.0 Emergency Procedures

Are governed by the current Fire plan implemented on site by the Principal Contractor and will be identified to all operatives during the Site Induction delivered by the Principal Contractor when first starting on site

In the case of an emergency the Light Lab Site Foreman will take charge of the situation to ensure all Light Lab employees evacuate site and are all accounted for at the designated assembly point and report this to the Principal Contractor

In the event of a serious fire, the person discovering it shall raise the alarm and ensure the Principal Contractor is informed immediately

The Foreman will be responsible for ensuring all Light Lab employees working on site assemble at the assembly point

Persons will not be allowed to resume work until the Foreman (following consultation with the Principal Contractor and the fire service) has given the all clear


### 14.0 First Aid

During the execution of the works there will be a minimum of two operatives on site at any time.

In the event of a serious accident on site the Foreman will inform the Principal Contractor's Site Manager immediately so as medical assistance can be arranged if required.

### 15.0 Accident Reporting

All accidents will be recorded in the accident book kept at the Light Lab main office and also reported to Here East Site Manager

Where an injury, dangerous occurrence or disease has to be reported to the Health and Safety Executive it will be reported to the Principal Contractor and then the HSE immediately by telephone  0845 300 9923

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

The Director Mr Marcus Cave and Health & Safety Advisor Mr David Pummell CMIOSH MIIRSM FRSPH RMaPS will investigate all incidents reported to the HSE. A report on the findings of the investigation will be produced and will include actions to prevent recurrence. which will be supplied to the Principal Contractor



16.0 Site Rules

All site rules issued by the Principal Contractor at the site specific induction training will be abided by at all times as well as company rules as follows

- The use of radios or personal stereo equipment is not permitted on site.
- A no alcohol and drugs policy applies when working for the Company. Any person found under the influence of alcohol or illegal drugs will be removed from site immediately and not allowed to return.
- No smoking is allowed within the building, site boundaries or company vehicles at anytime
- All emergency exit routes are to be kept clear at all times
- General safety and PPE when issued will be worn at all times
- All warning signs will be observed
- All operatives have a duty to ensure the place of work remains safe and tidy at all times

21.0 Communication of the Method Statement to Operatives

The Site Foreman will instruct all operatives of the contents of the procedures listed within this Method statement before any work commences. This method statement will be signed off by all operatives.

Where hazards and risks are identified which are not covered by this Method statement then work will stop immediately and the Site Foreman who will amend the Method Statement

Once the Method statement has been amended and operatives informed of the changes by the Site Foreman in the form of toolbox talks, work will then be allowed to continue

22.0 Method Statement signing sheet

This is to confirm I have read and fully understand the safe system of work laid down in the method statement

Name	Signature	Date	Company

## METHOD STATEMENTS

Sequence of work:

Temporary Mock up installation

- Light Lab operatives will deliver mock up screen and all drivers to site on company vehicle
- Screen sections will be man-handled up the stairs to installation point - by 2 guys, maximum weight of largest piece 10Kg
- Screen fixing on position via mobile tower / ladders and clamped to steel frame. No holes need to be drilled onsite
- Drivers and pc to be plugged in using mains power provided
- Simple text scrolling to screen to allow visual site test
- Mock up screen removed and disassembled following test
- All items removed site and any rubbish disposed of

Appendix B

## RISK ASSESSMENTS

The Light Lab Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
231216	23/12/16	Ongoing	Mr D Pummell	Hull Tidal Barrier

Activity				Use of electrical power drills				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Electricity Slips, trips and falls Mechanical Cuts and abrasions Burns		M		Operatives Contractors	<p>A visual check to be carried out by the operatives to check plugs, sockets, leads and the body of the tool before use</p> <p>All power tools to be 110v and to be Portable appliance tested every 3 months. Where practical battery tools will be used</p> <p>Appropriate personal protective equipment to be issued and used</p> <p>All employees to report defective or damaged equipment immediately and are not to use until repaired or replaced as necessary</p> <p>All items of equipment to be suitably marked to indicate the inspection and test status</p> <p>Extension leads should be kept in a tidy manner and not routed across walkways or in the path of other workers</p> <p>All power tools are to be serviced every 12 months</p> <p>If adjustments or changes need to be made, tools must be disconnected from the mains supply.</p>	L		<p>Operatives</p> <p>Director</p> <p>Operatives</p> <p>Operatives</p> <p>Director</p> <p>Operatives</p> <p>Director</p> <p>Operatives</p>

The Light Lab Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
231216	23/12/16	Ongoing	Mr D Pummell	Hull Tidal Barrier

Activity				Safe use of hand tools				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Flying Objects Sharp edges Slips, trips & Falls Mechanical		M		Operatives Contractors	A visual check to be carried out before use to check tools are in a safe condition eg No burrs, split, Handles, loose hammer heads, splayed spanner heads etc.	L		Operatives
					Operatives to select and use the correct tools for the work to be undertaken			Operatives
					Damaged tools to be repaired or replaced immediately			Operatives
					All tools to be stored in a tool box or removed from site when not in use			Operatives
					Keep the work area tidy and clear of obstructions slipping and tripping hazards			Operatives
					Suitable PPE to be provided and worn as needed including hand, eye and face protection			Operatives

The Light Lab Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
231216	23/12/16	Ongoing	Mr D Pummell	Hull Tidal Barrier

Activity				Installation of Glowline LEDs				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Falls from height Falling objects Manual handling Flying particles Hazardous substances Slips trips and falls Unauthorised access by third parties			H	Employees contractors	<p>All operatives to have receive manual handling instruction in the correct lifting techniques to be applied</p> <p>Appropriate PPE to be worn during the drilling to secure the framework in position</p> <p>COSHH assessment to be undertaken for the glass cleaner and silicone</p> <p>Site Area to be kept clean and free from any tripping hazards</p> <p>All operatives to have attended the PC induction training</p> <p>Mobile tower scaffold and podium steps to be used to carry out work at heights operative to have PASMA accreditation</p> <p>All deliveries to be booked in with the PC giving 48 hours notice</p> <p>All power tools to be battery or 110v only</p> <p>Work area to be kept clean and tidy at all times to prevent slips and trips</p> <p>Work areas to be closed off to authorised personnel only during the installation</p> <p>On completion panels to be tested and commissioned paperwork to be supplied to PC</p>	L		<p>Director Operatives</p> <p>Director</p> <p>Operatives</p> <p>Foreman</p> <p>Foreman</p> <p>PC</p> <p>Operatives</p> <p>Foreman</p> <p>Operatives</p> <p>Foreman</p> <p>PC</p> <p>PC &amp; Foreman</p>

The Light Lab Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
231216	23/12/16	Ongoing	Mr D Pummell	Hull Tidal Barrier

Activity				Use of Mobile tower scaffolds and podiums				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Falls from height Falling objects Slips, trips and falls			H	Employees	<p>All components to be inspected for defects and damage before being put into use</p> <p>Always ensure mobile tower is erected correctly following the through the trap method in compliance with PASMA and HSE guidance</p> <p>Area around the mobile tower to be kept clear of unauthorised persons</p> <p>Tower/podium to be erected on firm level ground at all times with Wheels pointing outwards and locked to prevent the tower from moving</p> <p>Persons and equipment must not be on the platform when moving the tower/podium</p> <p>Always use the access ladder, never climb the structure of the mobile tower scaffold/podium</p> <p>Double guard rails and toe boards to be fitted at all times with the toe boards rising above the platform by a minimum of 150mm, top guard rail to a height of 950mm and a mid rail to ensure there are no unprotected gaps of more than 470mm</p> <p>Inspect Mobile tower scaffold/podium steps after first erecting and following alterations or if left erected for seven days or more</p>	L		<p>Competent Operatives</p> <p>Competent Operatives</p> <p>Operatives</p> <p>Competent Operatives</p> <p>Operatives</p> <p>Operatives</p> <p>Competent Operatives</p> <p>PASMA Accredited Operative</p>






The Light Lab Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
231216	23/12/16	Ongoing	Mr D Pummell	Hull Tidal Barrier

Activity				Electrical work including testing & Commissioning				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Electrocution Electrical burns Fire Slips trips and falls			H	Operatives Contractors Visitors	<p>All electrical circuits to be isolated proved dead and locked off, NO LIVE WORKING PERMITTED</p> <p>Sufficient personal protective equipment (PPE) is to be available at the workplace and qualified first-aid person/s</p> <p>A clear access and egress to be maintained at all times and workplace to be kept clear.</p> <p>Electrical test equipment will be insulated and fused to current requirements and in date for calibration.</p> <p>Only qualified electricians to be allowed to undertake electrical work</p> <p>Wherever possible the Principal Contractor is to restrict access to this area</p>	L		<p>PC &amp; Operatives</p> <p>PC</p> <p>Operatives</p> <p>Operatives</p> <p>Director</p> <p>Operatives PC</p>

## COSHH ASSESSMENTS



Product		Mr. Muscle Professional Glass Cleaner					
Manufacturer		S C Johnson Professional					
Emergency No		01276 852852			Reference No		LL/10
Harmful Components		propan-2-ol, 2-butoxyethanol, acetone					
Date	02/01/14	Review Date	02/01/15	Assessor	D Pummell		
WEL	123 mg/m3		Data Sheet	YES			
How is it used							
For cleaning all types of glass/glazing							
Can the substance be eliminated from the workplace				No			
Can the substance be substituted for a safer product				No			
How often is it used							
Daily	X	Weekly		Monthly		Rarely	
How long are people exposed to the substance				10mins to 1 hours			
Who could be exposed to the substance				Operatives			
How much of a Health risk does the substance pose							
Insignificant		Low	x	Medium		High	Very High
Is there a fire risk with this substance				Yes			
Route into the Body							
Inhalation	X	Ingestion	x	Absorption through the skin	x	Puncture	x
What harmful effects can occur							
May be irritating to nose, throat and respiratory tract, may be mildly irritating to the skin & eyes.							
First Aid Procedures							
Inhalation	If breathing becomes difficult, remove to fresh air and seek medical attention						
Ingestion	Immediately drink plenty of water, seek medical attention.						
Skin Contact	Immediately wash off with plenty of water, if irritation persists seek medical attention						
Eye Contact	Immediately wash out eyes with water, if irritation develops, seek medical attention.						
Emergency Plan for spillage		N/A					
Air Monitoring	N/A	Health Surveillance	N/A	Training needed	N/A		
Personal Protective Equipment							
 <b>Glasses?</b> <b>NO</b>		 <b>Gloves?</b> <b>YES</b>		 <b>Respirator?</b> <b>NO</b>			
Rubber gloves to be worn when using in large amounts & prolonged.							
Storage	Store in a dry, cool and well ventilated area. Keep away from sources of heat. Protect from freezing. Keep away from sources of ignition. No smoking						
Safe waste disposal	Dispose of in accordance with local authority legislation and requirements						
Control measures to reduce the risk of exposure							
<ol style="list-style-type: none"> <li>Operatives are reminded that there is a no smoking rule</li> <li>No eating or drinking when using the cleaner and good personal hygiene to be observed at all times</li> <li>Ensure the dispenser is aimed away from the body at all times</li> <li>Care to be taken to reduce the amount of over spray</li> </ol>							
Signature of assessor		<i>D Pummell</i>					