

RISK ASSESMENT / METHOD STATEMENT

General Conditions (applies to all small works contracts)

Firm of W.S.Z. Joiners, Galashiels.

Access to site

All access to sites to be cleared with Site Supervisor/Janitor/Building Manager/Main Contractor/etc.

All vehicles to be parked in accordance with site requirements.

All access and parking to be assessed to minimise obstructions and permit safe circulation through the workplace.

Notwithstanding above if a risk is perceived in the above compliance this should be reported initially to the person deemed responsible and ALSO to the management of W.S.Z. Joiners.

Unloading and storage of Materials on site

All deliveries of materials to be supervised by a member of staff.

Deliveries to be cleared with Site Supervisor/Janitor/Building Manager/Main Contractor/etc. regarding timing and location.

Goods to be stored on site are to be clearly labelled with all relevant details and are to be situated to minimise the risk of damage or accident. Site location to be cleared with Site Supervisor/Janitor/Building Manager/Main Contractor/etc.

Any hazardous substances are to be clearly labelled as such and their presence on site to be notified to the Site Supervisor/Janitor/Building Manager/Main Contractor/etc in Writing.

When working in Schools, unloading of materials must not be undertaken while children are in the immediate location.

Working Practices

All work is to be carried out in such a manner as to minimise the risk to the public and to other trades employed on the site.

To this end the following procedures will be followed:

All Fire exits and means of escape are to be kept clear of materials.

If work requires these exits to be obstructed this will be intimated to the Site Supervisor/Janitor/Building Manager/Main Contractor/etc. no less than 24 hours in advance to allow alternative arrangements must

be made.

The use of Hazardous and or explosive materials will be minimised and where they are required adequate precautions will be taken to minimise the risk to others. The Site Supervisor/Janitor/Building Manager/Main Contractor/etc. will be advised no less than 24 hours in advance of their use and he will be expected to advise other trades.

All mechanical tools are to be kept in good condition.

Hand tools are to be kept tidily beside the operative.

The site is to be left in as safe a condition as is practical at the end of any working period.

Areas being worked on are to be cordoned off to restrict access by other trades.

Appropriate clothing and safety equipment is to be worn at all times.

If using any hazardous substances, full COSH details are to be adhered too and a copy given to the Site Supervisor/Janitor/Building Manager/Main Contractor/etc.

In the event of an accident the Site Supervisor/Janitor/Building Manager/Main Contractor/etc. and the management of W.S.Z. Joiners are to be informed as soon as is possible.

In the event of fire or any occurrence which may make the site unsafe all operatives are to leave the site until advised by the Site Supervisor/Janitor/Building Manager/Main Contractor/etc. that the site is safe.

If in the opinion of the operative the site is unsafe this must be brought to the attention of both the Site Supervisor/Janitor/Building Manager/Main Contractor/etc. and the management of W.S.Z. Joiners.

If the safety problem remains unsolved the advice of a Health and Safety representative will be sought.

When working on scaffolding all walkways are to be kept clear at all times.

When using ladders, these must not be extended past there safe limit and must be either secured to sound point at the top or held by another operative at the bottom. Working from a ladder is only permissible for temporary jobs with a duration of less than 4 hours.

Method of Implementation

A responsible person shall be delegated to ensure the implementation of Health & Safety measures. This person shall be either the senior tradesman, the sole tradesman sent to carry out the works or in the case of a job lasting more than 1 day, the proprietor.

The responsible person shall ensure that there will be no danger to the public or himself and any other operatives on site and to erect temporary barriers, signage, etc. as necessary.

Any site specific rules are to be observed by the operatives during the period of the job.

The responsible person shall ascertain fire alarm procedures and exit routes and ensure any other operative under his charge are aware of these prior to commencement of works. At NO TIME shall any fire exit routes, doors, etc. be blocked by tradesmen's tools, equipment or materials. If this is unavoidable due to the nature of the works, alternative exit arrangements should be made with the senior person in the building and temporary signage erected.

If it is deemed unsafe to proceed with the works for any reason, the responsible person shall inform his superior/site manager/property supervisor/janitor of his concerns and await further instructions before continuing with the works.