

Method Statement and Risk Assessment

Job Nr					
Location					
Client				Contact	
Compiled by				Reviewed by	
Start Date				Finish Date	
Materials	As required				
Persons	Op	RH Operatives and others under RH control			
	C	Other contractors in close proximity			
	CL	Clients personnel			
	V	Visitors			
	Yp	Young Person			
	Em	Expectant Mothers			
PPE	Hard Hats	As required			
	Safety Boots	At all times (No open toe caps)			
	High Visibility Vests	At all times			
	Safety Harness	Working at height or as specified in risk assessment			
	Ear protection	When Required reviewed daily on site.			
	Eye protection	When Required reviewed daily on site.			
	Gloves	At all times if there is risk of cuts, abrasions or weight pressure injury.			
Environment	The majority of our work will take place on sites controlled by others, the work will be external Specific Environment conditions:				
	OUTSIDE	INSIDE	WET	DRY	SUNNY
					WINTRY
	OTHER.....				
Others	Principal Contractor:..... Principle Designer:..... First Aid:..... Contact No:.....				

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2 Carrying out the task

1	Upon arrival on site report to site contact to complete works permit and receive instructions where necessary.
2	Proceed to the workplace and report to site operative in the location to discuss the works required and the consequences around what has to be done.
3	Upon agreement of the actions required the door / dock should be lowered if not already coned off to stop access lowered with caution and isolated (Checked for Dead)
4	Under the initial inspection the decision should be made as to whether suitable access is required to carry out the works.
5	If the products has sustained impact damage a thorough investigation should take place and details of parts required to complete the works.
6	If the visit is solely for a service call and we can proceed without the requirement of access this should be done with caution and consideration for third parties.
7	When replacing parts at low level ensure that any old parts are cleared away for disposal by site.
8	When replacing parts at high level care should be taken to protect operatives from falling parts and suitable access should always be used.
9	When carrying out adjustments to the product full testing should be carried out on completion.
10	When fully tested for correct operation place the product back into use and obtain a sign off sheet.

3 Health and Safety specifics

1	Ladders should only be used for access and inspection only.
2	Powered access should be used where workable access is required.
3	Always ensure that the power is turned off and checked for "DEAD" place signage over the isolator. Electrical Lock Off System.
4	Never rest your ladder against a product that may move without warning.
5	Always wear issued PPE. 1. Hard Hat. 2. Hi Vis Vest. 3. Safety Glasses. 4. Safety Foot Wear.5. Safety Glasses. 6. Anti-Cut Gloves Level 3 minimum
6	Always clear up after you. Seek designated waste area and dispose of in correct rubbish waste bins of skips
7	Always ensure that any lubricants are wiped up properly and disposed of in the correct manner. Use anti spillage kits provided
8	Always inform operatives working near or in the area of your intended work place and barrier off using cones and warning tapes.
9	Never take risks where vehicles have access to or are moving near to your working area. Inform your site contact to prohibit this activity for the duration of work.



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10	Report any safety concerns to the area supervisor or manager no matter how trivial they appear. This includes all near misses no matter how trivial they might be.
4 On-Going Controls	
1	Assessment & Methodology Review
2	Supervisory / Management Checks/ Inspections.
3	Toolbox Talks
4	Refresher Training (On all Hazard Aspects and Methodology)
5	Reporting Procedures (Accidents/Incidents and Maintenance Issues)

5 Site specifics Comments

ENGINEER TO REPORT TO SITE CONTACT ON ARRIVAL.

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6 Risk Assessment									
Hazards	Risk Rating				Action Required	Residual Risk			
	L	S	P	RR		L	S	P	RR
Manual Handling Sprains, strains, muscular and Injuries.	4	4	4	64	Look to use mechanical lifting appliances to lift materials, only lift what you feel comfortable lifting do not exceed 25kg per 1 person. Check all lifting equipment prior to lift and that an in-date lifting certificate is in place, ensure area is free from others when lifting by fencing and is controlled by a trained slinger Banksman.	2	4	3	24
Working at height Falls from height Falling tool or objects from height	4	5	4	80	Use safety harness with double lanyard or retractable lanyard secured to a suitable strong anchor point. Person to be trained in working at height methods. Cordon off area below works and Hard hats must be worn by all persons in the area. Work areas below to be kept clear of personnel. Use Banksman if required to control area. Post warning signs around barriered area.	2	5	3	30
Ladders Falls from height	4	5	4	80	Inspect ladders before use for <ul style="list-style-type: none"> • broken rungs or loose rungs • rot or decay, cracks or splints on the treads and uprights of the ladder • tie rods are secure • corrosion or oxidation of metal ladders DO NOT use a ladder that has been painted, paint may cover serious defects in the ladder	2	5	3	30

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<p>Ladders Falls from height</p>					<p>DO NOT use a make-shift ladder DO NOT use a ladder that is too short DO NOT allow more than one person on the ladder DO NOT overreach from the ladder DO NOT support a scaffold board on a rung Ladders should rest at an angle of 1 Unit horizontally to 4 Units vertically. Ladders MUST BE tied or 'footed' when in use. Access ladders must extend 1M beyond the landing point for access & egress. DO NOT use a metal ladder if work on or near live electrical systems has to be performed</p>				
<p>Stepladders Falls from height</p>	4	5	4	80	<p>Ensure the stepladder is located on firm level ground You should ensure that the stays/chains/cords holding the two halves of the ladder together are in good condition The top 3 steps or platform of the stepladder should not be used for standing on unless there is a 1.05m hand rail above the steps/platform. Only one person at a time should be on the stepladder. DO NOT overreach from the ladder</p>	2	5	3	30
<p>Electricity Shocks Burns Explosions Fire</p>	4	5	5	100	<p>P. A. Testing procedures and breakdown reporting procedures in place. Pre-use checks must be carried out on all equipment prior to work. All operatives will be competent in the safe use of electrical tools and equipment. All tools will be stored in a safe manner and maintained by a competent person. Electrical Lock Off where applicable.</p>	2	5	3	30
<p>Hot work Grinding, disk cutting, welding & gas cutting. Fire. Eye injury (self & others).</p>	4	5	8	80	<p>Obtain hot work permit before starting work. Clear all combustible materials or protect them. Worker & assistant to wear safety goggles or face mask when grinding/disk cutting.</p>	2	5	3	30

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Plant & goods damage					When welding use face mask, welding gauntlets and flame retardant clothing. When welding in poor ventilated areas use fume extraction equipment. Protect others from welding 'flashes' with screens. Protect persons/plant/goods from flying flex/molten metal when grinding, disk cutting, welding & gas cutting.				
Slips, trips, falls Bumps, bruises, breaks, head injuries	4	4	4	64	Ensure the correct footwear is being worn, always adapt a clean as you go policy, and erect signage to highlight potential hazards, ensure leads are routed in a safe manner to prevent tripping. See Accident Reporting procedure. Wear the correct PPE at all times	2	4	3	24
Hand tools Personal injury due to incorrect use, worn or damaged tools	3	3	3	27	Only use tools for the purpose they are designed for. Worn & damaged tools to be removed from service. Wear goggles when using chisels.	1	3	3	9

7 Site specifics Risk Comments

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L = Likelihood of the event occurring. S = Severity (assumed) of harm or damage if the event occurred. P= Persons affected
 RR = risk rating.

Risk Rating	Risk Grading	Action Required
0-10	Insignificant	No further action required and no records to be kept
11-30	Low Risk	No additional controls are required. Consideration may be given to more cost effective solutions or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
31-50	Medium Risk	Efforts should be made to reduce risk, but the cost of prevention should be carefully measured and limited .Risk reduction measure should be implemented .Where moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measure
51-70	High Risk	Work should not be started until the risk has been reduced. Considerable resources may need to be allocated to reduce the risk. Where the risk involves work progress, urgent action will need to be taken
71-Above	Critical	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited

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LIKELIHOOD:

- 5 = VERY LIKELY; this is almost certain to happen!
- 4 = LIKELY; it is probable that this will happen.
- 3 = POSSIBLE; this may happen, but only if other factors such as human action precipitate it.
- 2 = UNLIKELY; this may happen, but only under freak conditions.
- 1 = VERY UNLIKELY; this may happen, but only if deliberate actions are taken to precipitate it. All control measures are in place.

SEVERITY:

- 5 = VERY HIGH; this would cause multiple deaths, major environmental disasters, or the loss of the building or business.
- 4 = HIGH; causing death or serious injury, medium environmental damage or valuable property loss.
- 3 = MODERATE; injury or disease which is reportable under RIDDOR, minor environmental damage or loss of work equipment.
- 2 = LOW; lost time injury, repairable equipment or environmental damage.
- 1 = SLIGHT; minor injury which does not prevent the employee working, no damage to equipment or environment. No lost time.

PERSONS AFFECTED:

- 5 = MEMBERS OF THE PUBLIC; personnel involved in the operation, other site workers and members of the public.
- 4 = OTHER SITE PERSONNEL; personnel involved in the operation and others working nearby.
- 3 = PERSONNEL ONLY; only personnel involved in the immediate operation.
- 2 = PROPERTY AND ENVIRONMENT; no persons affected but plant, property or the environment may be damaged*.
- 1 = NIL; nothing and nobody affected.



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In certain cases, damage to property and environment may indirectly cause harm to personnel or members of the public. In this situation, the higher rating is be used.

On sites where the client's employees are at work, employees authorised to enter site are classed as 'other site personnel'. Employees not authorised to enter site such as production workers are classed as 'members of the public'.

Where persons under the age of eighteen are employed on site, the persons affected rating is be raised by an increment of 1.

I confirm that I have been briefed on the method of work to be undertaken and the risks identified. I am aware of the restrictions and the safety issues involved in these tasks. I agree to comply with the Method Statement and Risk Assessment. Should a situation arise where a safe system of work becomes impracticable for any reason, the tasks change or additional tasks are required, I shall stop work and inform the commissioning supervisor immediately.

Print Name	Position	Signature
	ENGINEER	
	ENGINEER	