

METHOD STATEMENT & RISK ASSESSMENT

Home Improvements

ORIGINATOR: RK

METHOD STATEMENT No.: 125/08

Task:

Installation of Disabled Persons Shower Unit, Number 20 Haverstock Manor Road

Operatives:

Steve, Brian

Training/Qualifications:

Professional competence demonstrated by qualifications, previous performance and training:
Manual Handling, COSHH Assessment, Slips Trips and Falls, Inductions

Access Equipment:

None required

General & Specialist Plant:

Battery Operated Drill
Power Saw

P.P.E.

Overalls, Safety boots, other as required by COSHH and specific risk assessment (see attached)

SEQUENCE OF WORK:

- 1) Attend site with equipment and materials
- 2) Remove existing fittings – note risk assessment for waste materials
- 3) Remove tiles – note risk assessment for this action
- 4) Remove all redundant materials and clear site
- 5) Re-screed if required – note risk assessment for this action
- 6) Re-plaster if required
- 7) Unload materials and transport to first floor location – manual handling risk assessment attached
- 8) Install shower unit
- 9) Connect plumbing – note risk assessment for this action

- 10) Install electrics – subcontractor to provide method statement and risk assessment prior to work
- 11) Commission system to customer's satisfaction
- 12) Remove all redundant materials and clear site

HAZARD & RISK CONTROL:

Portable Electrical Equipment
Hand Tools
COSHH assessments, cement, tile fixative, grout
Manual handling

FIRST AID:

For minor injury: medical kit in vehicle.
Local Hospital casualty department –
Queen Alexandra Hospital
Southwick Hill Road
Portsmouth Hants PO6 3LY
Telephone: 02392 286487

ORIGINATORS SIGNATURE: _____ **DATE:** _____

CUSTOMER AUTHORISATION (if required)

PRINT: _____ **SIGN:** _____ **DATE:** _____

CONTRACT RISK ASSESSMENT

Contractor: Home Improvements				Project: Disabled Shower						
Job No.		Risk No.		Date:			Assessed by: A Morris			
Ref. No.	Activity / Element	Potential Hazards	Persons at Risk	Risk Rating			Control Options	Risk Rating After Control Options		
				L	S	R		L	S	R

1)	Remove existing fittings and tiles	1) Asbestos	Operator/s	M	H	H	1) Company to question client and view asbestos register (CAWR). If no register seen operators to be aware of possible presence and cease work if asbestos suspected. (Asbestos Awareness Training)	M	M	M
		2) Dust		M	M	M	2) Where possible wet area to keep down dust. If dust excessive wear dust mask to PM10	L	L	L
		3) Manual Handling		M	M	M	3) Weight and shape of articles to be assessed. As a guideline items over 15kg (eg bath) should be treated as a two-man lift.	L	L	L
		4) Cuts		M	M	M	4) Broken tiles/mirrors may be sharp. Appropriate gloves resistant to cuts are to be worn. If work requires breaking of tiles/mirrors eye protection to be worn	L	L	L
		5) Disposal of Waste		M	L	L	5) Waste to be disposed of by use of skip, return to depot for disposal or by arrangement with licensed carrier	L	L	L

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				L	S	R		L	S	R

2)	Re-screed floor as required	1) Manual Handling	Operator/s	M	M	M	1) If cement container in excess of 15kg break down to manageable loads for carrying up stairs	L	L	L
		2) Chemical reaction		H	H	H		2) Follow Safe System of Work for use of Cement (attached)	L	L
<p>WARNING Wet cement, concrete or mortar may cause alkali burns if in direct contact with skin. You MUST wear the appropriate protective clothing at all times when working with cement, concrete or mortar.</p>										
3)	Delivery of shower tray, panels	Manual Handling	Operators	M	M	M	Main products comprise shower tray at 18kg, approximately 1 metre square. To be unpacked after unloading and manhandled up stairs. One man lift unless operator feels assistance necessary.	L	L	L
							Shower panels in packs weighing 35 kgs. To be unloaded and opened, three panels (approx 10kg each) to be manhandled up stairs, one man lift unless operator feels assistance necessary due to size/shape and limited space on stairs. Care to be taken in windy conditions.	L	L	L

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				L	S	R		L	S	R	

4)	Plumbing excluding soldering	Cuts	Operators	M	L	M	Use correct tools for job (pipe cutters, hacksaw). Ensure fit for purpose – size, sharpness	L	L	L
5)	Soldering	1) Severe burns on contact with skin	Operators	M	M	M	1) Overalls, gloves	L	L	L
		2) Lead can be absorbed through skin	Operators	M	M	M	2) Overalls, gloves	L	L	L
		2) Inhalation of fumes may irritate nose, throat and respiratory organs	Operators	M	M	M	3) Ensure adequate ventilation	L	L	L
		4) Fire	All	L	H	M	4) Keep area clear of combustibles including rubbish, use flame mat behind area to be soldered. Access to fire extinguisher. Check for smouldering half an hour after soldering completed.	L	L	L

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				L	S	R		L	S	R

6)	Power Tools (Drills, power saw)	1) Electricity 2) Entanglement 3) Slips, trips and falls 4) Cuts, grazes	Operators				1) Battery drill to be used, power saw to be in date for PAT and checked visually before use 2) Protective clothing to be worn and buttoned. No jewellery to be worn 3) Trailing cables to be kept to a minimum and tool stowed when not in use 4) First aid kit available			
7)	Electrical work	Electricity	All	H	H	H	All electrical work to be sub-contracted to sub-contractor who can demonstrate competence by current membership of NICEIC or equivalent controlling body. Membership to be checked at least annually. Sub-contractor to submit risk assessment and method statement for all work Sub-Contractor – RP Gallagher Ltd NICEIC – Yes Date – February 2006	L	L	L

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Ref. No.	Activity / Element	Potential Hazards	Persons at Risk	Risk Rating			Control Options	Risk Rating After Control Options		
				L	S	R		L	S	R

8)	Tiling/Sealing With fungicidal products	COSHH	Operator	L	L	L	COSHH Assessments to be available Wear PPE as specified (gloves, overalls, goggles)	L	L	L
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C.O.S.H.H. HAZARD ASSESSMENT FORM

NAME/SITE ADDRESS:					
DIVISION:	ASSESSMENT DATE	ASSESSMENT RECORD No	ISSUE:		
SUBSTANCE COMMONLY KNOWN AS: Cement/Portland Products				REFER TO DATA SHEET at Head office	
SUBSTANCE PURPOSE Screeding					
TOXIC - Yes	CORROSIVE - Yes	IRRITANT - Yes	HARMFUL - Yes	FLAMMABLE - No	
PHYSICAL STATE:	SOLID When set	LIQUID	GAS OR VAPOUR	DUST Yes	OTHER Paste when mixed
RELEVANT HAZARDOUS CONTENTS: Lime Calcium Silicates Alkilines			OCCUPATIONAL EXPOSURE LIMIT: WEL 10mg/m3		
POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)					
AVOID:	EYES	SKIN	SWALLOWING	BREATHING	
WHAT TO USE FOR/ON: In this company generally screeding					
PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE): Protective clothing should be worn which ensures that cement, or any cement/water mixture, e.g. Concrete or mortar, does not come into contact with the skin. In some circumstances such as when laying concrete, waterproof gloves, waterproof trousers and Wellingtons may be necessary. Particular care should be taken to ensure that wet concrete does not enter the boots and persons do not kneel on the wet concrete so as to bring the wet concrete into contact with unprotected skin. Should wet mortar or wet concrete get inside boots, gloves or other protective clothing then this protective clothing should be immediately removed and the skin thoroughly washed as well as the protective clothing/footwear. Dust-proof goggles should be worn whenever there is a risk of cement powder or any cement/water mixture entering the eye.					
HANDLING CONTROL MEASURES: When handling bags take care when lifting, due regard should be paid to the risks outlined in the Manual Handling Operations Regulations. Some bags may have a small amount of cement on the outer surface. Appropriate personal protective clothing (see above) should therefore be used whilst handling.					
STORAGE ARRANGEMENTS: Bags should be stacked in a safe and stable manner, away from any moisture.			AMOUNT STORED: No limit		
LOCATION:					
DISPOSAL REQUIREMENTS: Dispose of empty bags or surplus cement to a place authorised to accept builders waste. Keep out of reach of children.					
EMERGENCY/FIRST AID PROCEDURES IF -					
SWALLOWED: Do not induce vomiting. Wash out mouth with water and give patient plenty of water to drink					
INHALED: If irritation occurs, move to fresh air. If nose or airways become inflamed seek medical advice.					
SPILT ON SKIN: Wash the affected area thoroughly with soap and water before continuing. If irritation, pain or other skin					
SPLASHED IN EYES: Wash eyes immediately with plenty of clean water for at least 15 minutes and seek medical advice without delay.					
SPILLED OUT OF CONTAINERS: Sweep up avoiding raising of dust and either replace in container for reuse or dispose as builders' waste					
HAZARD DATA SHEET ON SITE: Head Office					
SITE EMERGENCY CONTACT TELEPHONE NO:					
ASSESSOR NAME (PRINT)		SIGNATURE:		COMPANY:	

C.O.S.H.H. HAZARD ASSESSMENT FORM

NAME/SITE ADDRESS:					
DIVISION:	ASSESSMENT DATE:	ASSESSMENT RECORD NO:		ISSUE: 001	
SUBSTANCE COMMONLY KNOWN AS: Ready Mixed Coloured Grout					(REFER TO DATA SHEET ATTACHED)
SUBSTANCE PURPOSE: Ceramic wall tile Grout					
TOXIC - Low	CORROSIVE - No	IRRITANT - No	HARMFUL - Yes	FLAMMABLE - No	
PHYSICAL STATE:	SOLID	LIQUID	GAS OR VAPOUR	DUST	OTHER Paste
RELEVANT HAZARDOUS CONTENTS:			OCCUPATIONAL EXPOSURE LIMIT:		
Filled styrene-acrylic emulsion with added fungicide			LT EXP 8 hr		ST EXP 15 min
			N/A		
POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)					
AVOID:	EYES	SKIN	SWALLOWING	BREATHING	
WHAT TO USE FOR/ON:					
PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE): Lined Rubber Gloves, Goggles, Overalls					
HANDLING CONTROL MEASURES: Do not eat or drink while using this produce.					
STORAGE ARRANGEMENTS: Keep out of direct sunlight. Keep away from food / Children / Animals			AMOUNT STORED:		
LOCATION: Dry area 5° – 30° C temp					
DISPOSAL REQUIREMENTS:					
EMERGENCY/FIRST AID PROCEDURES IF -					
SWALLOWED: Do Not induce vomiting. Seek immediate medical attention.					
INHALED: Move to fresh air.					
SPILT ON SKIN: Wash with soap and water before it dries. If Dry remove with skin cleanser (No Solvent). If skin reacts seek medical attention.					
SPLASHED IN EYES: Flush immediately with plenty of water/eye wash for 15 mins. Seek medical attention					
SPILLED OUT OF CONTAINERS: Absorb with sand/earth/sawdust place in sealed container. For large spills or product entering sewers/rivers contact Local Authority immediately					
HAZARD DATA SHEET ON SITE: Yes					
SITE EMERGENCY CONTACT TELEPHONE NO:					
ASSESSOR NAME (PRINT)		SIGNATURE:		COMPANY:	

C.O.S.H.H. HAZARD ASSESSMENT FORM

NAME/SITE ADDRESS:					
DIVISION:	ASSESSMENT DATE:	ASSESSMENT RECORD NO:		ISSUE: 001	
SUBSTANCE COMMONLY KNOWN AS: Uni-bond Silicone Bath & Kitchen Sealant					(REFER TO DATA SHEET ATTACHED)
SUBSTANCE PURPOSE: Bath & Kitchen Sealant					
TOXIC - Yes	CORROSIVE - No	IRRITANT - No	HARMFUL - No	FLAMMABLE - No	
PHYSICAL STATE:	SOLID	LIQUID	GAS OR VAPOUR	DUST	OTHER Paste
RELEVANT HAZARDOUS CONTENTS:			OCCUPATIONAL EXPOSURE LIMIT:		
Acetoxy Cured Silicone			LT EXP 8 hr		ST EXP 15 min
			N/A		
POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)					
AVOID:	EYES	SKIN	SWALLOWING	BREATHING	
WHAT TO USE FOR/ON:					
PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE): Lined Rubber Gloves, Overalls, Goggles					
HANDLING CONTROL MEASURES: Use only in well ventilated area. Do not eat or drink while using this produce.					
STORAGE ARRANGEMENTS: Sealed container. Must not be heated			AMOUNT STORED:		
LOCATION: Dry area 5° – 30° C temp					
DISPOSAL REQUIREMENTS: Contact local Authority for disposal advice					
EMERGENCY/FIRST AID PROCEDURES IF -					
SWALLOWED: Do Not induce vomiting. Seek immediate medical attention.					
INHALED: Move to fresh air.					
SPILT ON SKIN: Wash with soap and water before it dries. If Dry remove with skin cleanser (No Solvent). If skin reacts seek medical attention.					
SPLASHED IN EYES: Flush immediately with plenty of water/eye wash for 15 mins. Seek medical attention					
SPILLED OUT OF CONTAINERS: Absorb with sand/earth/sawdust place in sealed container. For large spills or product entering sewer, river contact Local Authority immediately					
HAZARD DATA SHEET ON SITE: Yes					
SITE EMERGENCY CONTACT TELEPHONE NO:					
ASSESSOR NAME (PRINT)		SIGNATURE:		COMPANY:	

Manual handling assessment form

Name of site

Assessment of Manual Handling Operations

Person Involved : Selected Operatives

Work Operation: Unloading, Unpacking and carrying of shower tray and panels to first floor bathroom

Section A – Preliminary

1. Do the operations appear to involve a significant risk of injury? Yes
(If YES or in doubt, go to question 2. If NO you need go no further.)
2. Can the operations be avoided, mechanised or automated at reasonable cost? No
(If NO, go to Section B. If YES, go to Section D and record any corrective actions that are necessary.)

Section B - Assessment

B1 The tasks – do they involve:

- holding loads away from body? No
- twisting, stooping or reaching upwards? No
- large vertical movements? No
- long carrying distances? No
- strenuous pushing or pulling? No
- unpredictable movement of loads? Yes
- repetitive handling? No
- insufficient rest or recovery? No
- a workrate imposed by a process? No

B2 The loads – are they:

- heavy, bulky or difficult to grasp? Yes
- unstable or unpredictable? No
- potentially harmful (e.g. sharp/hot)? No

B3 The working environment – is/are there:

- restricted space? Yes
- poor flooring (e.g. slippery/uneven)? No
- particularly hot, humid or cold conditions? No
- strong air movements? Yes
- poor lighting? No

B4 Individual capability – does the task:

- require unusual strength or stamina? No
- need more than one person? Yes
- provide special hazards for a pregnant woman or a person with health problems? No
- call for special training or information? No
- If so, has that training or information been given? N/A

B5 Other factors:

- Is movement or posture hindered by clothing or personal protective equipment? No

Section C – Overall assessment of risk

Considering the answers given in Section B above, what is your overall assessment of the risk of injury? Low

(If **insignificant** the assessment need go no further; otherwise complete Section D below in order of priority of risk. Corrective action required for each deficiency must be recorded.)

Further guidance to help you with this overall assessment can be found in Appendix 1 of the Guidance on The Manual Handling Operations Regulations 1992 - ISBN 0 7176 0411 X

Section D - Comments and corrective action required

Comments and corrective action	Action by	Completed
<p>Packages to be broken down to loads less than 15kg. If windy conditions care must be taken when carrying shower screens and may require two-man lift.</p> <p>If space tight carrying screens up stairs, may require two-man lift</p>		

I confirm that only suitable persons, in terms of physical capability and training, are employed in the operations/tasks covered by this assessment.

Name of Assessor

SignatureDate