**Method of Works**

**For All Elements of the Work**

Competency checks have been made and all operatives are competent to undertake the tasks expected of them.

Hi-visibility clothing, steel toecap boots, eye protection and safety helmets to be worn when on site. Gloves to be worn as necessary and when identified by the task risk assessment.

Site specific induction session to be attended.

Site briefing toolbox talk to be attended where site specific risk assessments and method statements will be explained.

Operatives supplying their own tools and equipment will supply copies of test certificates where appropriate.

Operatives climbing ladders to access scaffolds must maintain three point contact at all times. Tools and equipment to be passed up or hoisted up.

Working platforms to be provided. Requirements may differ dependent on materials used, design of structure, etc. Stairwell protection also to be installed where appropriate.

All 110V powered electrical equipment, such as plaster whisks, must have been tested within the last twelve months and be in good working order. All 240V electrical equipment, such as chargers, must have been tested within the last 12 months. Operative to inspect equipment visually prior to use and report defects to their superior after quarantining the equipment. Leads must be fully in tact and not taped together.

**Installing Metal Frame**

Cutting of metal to be done with hand saw or equipment compliant with the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989. This includes regular inspection, guarding in place, and equipment used to manufacturers recommendations.

Operatives to wear respiratory, eye and hand protection when cutting.

 Off-cuts to be regularly placed in bins to reduce tripping hazards.

Metal frame to be cut on ground on appropriate cutting bench.

Gloves **must** be worn when handling metal frame. Hearing protection **must** be worn when cutting and fixing frame.

Working platform to move with operatives to avoid leaning over and possibly falling from height.

Frame to be fixed progressively, obtaining fixings from tool-belt.

Waste to be placed in appropriate skip. Offcuts must not be dropped from height.

**Plaster boarding**

Boards to be delivered to point of installation. Mechanical handling is preferred but if manual handling is the only option, good techniques must be adopted and manual-handling limits must not be exceeded.

Operatives to wear respiratory, eye and hand protection when cutting boards to size.

Off-cuts to be regularly placed in bins to reduce tripping hazards.

Boards to be positioned and fixed using cartridge tools.

Working platform to move with operatives to avoid leaning over and possibly falling from height.

Boards to be fixed progressively, obtaining fixings from tool-belt.

Tape to be applied over joints.

Waste to be placed in appropriate skip. Offcuts must not be dropped from height.

**Skimming**

Plaster to be delivered to workplace by mechanical means if possible. If not possible then good manual handling techniques to be adopted and no more than one bag to be carried at a time.

Operatives to wear respiratory, eye and hand protection when mixing plaster and the necessary PPE to be worn when plastering.

Plaster to be mixed using an electric whisk and put at waist height.

Working platform to move with operatives to avoid leaning over and possibly falling from height.

 Wall/ceiling to be skimmed.

Waste to be placed in appropriate skip. Waste plaster must **not** be disposed of into the drains.

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| **Date of Assessment:** 12th November 2015 | **Assessor:** C Sheehan, Infinite Safety Ltd |
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| **Task:** | Installing Metal Grid |
| **Location:** | Cockcroft House, Cardigan Road, Leeds, LS6 3NF |
| **Persons at Risk:** | **Employees** | **Sub-contractors** | Young Persons | Expectant Mothers | **Public** | **Visitors** | **Others** |
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| **Hazards:** | **Potential Harm:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Slips, Trips and Falls | Strains, sprains and breaks | 3 | 4 | 12 |
| 2) Scaffold collapse | Fall from height, breaks, fatality, head injury, cuts, bruises | 2 | 4 | 8 |
| 3) Fall from height | Breaks, head injury | 4 | 4 | 16 |
| 4) Eye injuries | Scratches, temporary blindness, objects in eyes | 4 | 3 | 12 |
| 5) Manual Handling Injury | Strains, sprains | 4 | 3 | 12 |
| 6) Hand injuries | Lacerations, abrasions, dermatitis | 4 | 3 | 12 |
| 7) Using Laser Level  | Eye Injury | 3 | 3 | 9 |
| 8) Receiving materials | Fall from height | 3 | 4 | 12 |
| 9) Asbestos | Mesathelioma, Asbestoosis | 4 | 4 | 16 |
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| **Risk Level Methodology:** | Multiply Severity by Likelihood to establish Risk Level and Re-assess following application of control measures |
| **Severity** | 1: Minor Injury | 2: First Aid Injury | 3: Over 3 Day Injury | 4: Major Injury/Hospitalisation |
| **Likelihood** | 1: One-off Exposure | 2: Monthly Exposure | 3: Daily Exposure | 4: Constant Exposure |

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| **Control Measures:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Work areas floor to be kept clear of debris, waste, objects, etc. Cordless tools to be used where possible. | 3 | 2 | 6 |
| 2) Scaffold to be erected by competent sub-contractor and inspected weekly, after adaption or when deemed necessary. In the case of tower scaffolds, these are to be inspected by a person competent to do so prior to use. | 1 | 4 | 4 |
| 3) Scaffold to be erected by competent sub-contractor and inspected weekly, after adaption or when deemed necessary. Handrails to be at 950mm with no vertical gap greater than 460mm. Working only from working platforms permitted, no working from ladders. | 4 | 3 | 12 |
| 4) Goggles to be worn as appropriate and kept clear of dust so as not to hinder vision | 4 | 2 | 8 |
| 5) Mechanical handling to be utilised where possible. Manual handling assessment to be consulted and worked to. Trained personnel only to lift. Multiple person lifts where necessary. 1 person to lift no greater than 20kg alone. | 4 | 2 | 8 |
| 6) Cut resistant gloves to be worn as appropriate to protect against cuts and dermatitis from dust. | 4 | 2 | 8 |
| 7) Trained operatives only to use level with consideration for others in area. | 3 | 2 | 6 |
| 8) Operatives are instructed not to lean over to receive materials. Fall protection to be in place. | 1 | 4 | 4 |
| 9) Asbestos register to be obtained prior to works and works cannot commence until air clearance or register states no asbestos. If fibres are found when working **stop drilling and follow asbestos procedure.** | 2 | 4 | 8 |

P.T.O. for Communication of Risks sign sheet

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| **Communication of Risks:** |
| **Print Name** | **Job Title** | **Signature** | **Date** |
| **Mark Heals** |  |  |  |
| **Sam Heals** |  |  |  |
| **Andy Miles** |  |  |  |
| **Aaron Pullan** |  |  |  |
| **Dave Dunwell** |  |  |  |
| **Thomas Armitage** |  |  |  |
| **Mark Ingle** |  |  |  |
| **Arthur G** |  |  |  |

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| **Review Date:** 3 months after work commences or before if circumstances change. |

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| **Date of Assessment:** 12th November 2015 | **Assessor:** C Sheehan, Infinite Safety Ltd |
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| **Task:** | Cutting Metal Grid |
| **Location:** | Cockcroft House, Cardigan Road, Leeds, LS6 3NF |
| **Persons at Risk:** | **Employees** | **Sub-contractors** | Young Persons | Expectant Mothers | **Public** | **Visitors** | **Others** |
|  |
| **Hazards:** | **Potential Harm:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Slips Trips and Falls | Strains, sprains and breaks | 3 | 4 | 12 |
| 2) Hand injuries | Lacerations, abrasions, dermatitis | 4 | 3 | 12 |
| 3) Manual Handling Injury | Strains, sprains | 4 | 3 | 12 |
| 4) Eye injuries | Scratches, temporary blindness, objects in eyes | 4 | 3 | 12 |
|  |
| **Risk Level Methodology:** | Multiply Severity by Likelihood to establish Risk Level and Re-assess following application of control measures |
| **Severity** | 1: Minor Injury | 2: First Aid Injury | 3: Over 3 Day Injury | 4: Major Injury/Hospitalisation |
| **Likelihood** | 1: One-off Exposure | 2: Monthly Exposure | 3: Daily Exposure | 4: Constant Exposure |

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| **Control Measures:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Work areas floor to be kept clear of debris, waste, objects, etc. Cordless tools to be used where possible. | 3 | 2 | 6 |
| 2) Correct tools to be used to cut grid. Grid to be cut on sturdy bench, cut resistant gloves to be worn as appropriate to protect against cuts. | 4 | 2 | 8 |
| 3) Mechanical handling to be utilised where possible. Manual handling assessment to be consulted and worked to. Trained personnel only to lift. Multiple person lifts where necessary. 1 person to lift no greater than 20kg alone. | 4 | 2 | 8 |
| 4) Goggles to be worn as appropriate and kept clear of dust so as not to hinder vision | 4 | 2 | 8 |

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| **Communication of Risks:** |
| **Print Name** | **Job Title** | **Signature** | **Date** |
| **Mark Heals** |  |  |  |
| **Sam Heals** |  |  |  |
| **Andy Miles** |  |  |  |
| **Aaron Pullan** |  |  |  |
| **Dave Dunwell** |  |  |  |
| **Thomas Armitage** |  |  |  |
| **Mark Ingle** |  |  |  |
| **Arthur G** |  |  |  |

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| **Review Date:** 3 months after work commences or before if circumstances change. |

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| **Date of Assessment:** 12th November 2015 | **Assessor:** C Sheehan, Infinite Safety Ltd |
|  |
| **Task:** | Plasterboarding |
| **Location:** | Cockcroft House, Cardigan Road, Leeds, LS6 3NF |
| **Persons at Risk:** | **Employees** | **Sub-contractors** | Young Persons | Expectant Mothers | **Public** | **Visitors** | **Others** |
|  |
| **Hazards:** | **Potential Harm:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Slips Trips and Falls | Strains, sprains and breaks | 3 | 4 | 12 |
| 2) Fall from height | Breaks, head injury | 4 | 4 | 16 |
| 3) Eye injuries | Scratches, temporary blindness, objects in eyes | 4 | 3 | 12 |
| 4) Manual Handling Injury | Strains, sprains | 4 | 3 | 12 |
| 5) Hand injuries | Lacerations, abrasions, dermatitis | 4 | 3 | 12 |
|  |
| **Risk Level Methodology:** | Multiply Severity by Likelihood to establish Risk Level and Re-assess following application of control measures |
| **Severity** | 1: Minor Injury | 2: First Aid Injury | 3: Over 3 Day Injury | 4: Major Injury/Hospitalisation |
| **Likelihood** | 1: One-off Exposure | 2: Monthly Exposure | 3: Daily Exposure | 4: Constant Exposure |

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| **Control Measures:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Work areas floor to be kept clear of debris, waste, objects, etc. Cordless tools to be used where possible. | 3 | 2 | 6 |
| 2) Scaffold to be erected by competent sub-contractor and inspected weekly, after adaption or when deemed necessary. Handrails to be at 950mm with no vertical gap greater than 460mm. Working above the handrail height only when additional fall protection in place, i.e. 3rd/4th handrail, temporary barrier. Working only from working platforms permitted, no working from ladders. | 4 | 3 | 12 |
| 3) Goggles to be worn as appropriate and kept clear of dust so as not to hinder vision | 4 | 2 | 8 |
| 4) Mechanical handling to be utilised where possible. Manual handling assessment to be consulted and worked to. Trained personnel only to lift. Multiple person lifts where necessary. 1 person to lift no greater than 20kg alone. | 4 | 2 | 8 |
| 5) Cut resistant gloves to be worn when cutting plasterboard with pad saw or Stanley knife to protect against cuts and dermatitis from dust. | 4 | 2 | 8 |

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| **Communication of Risks:** |
| **Print Name** | **Job Title** | **Signature** | **Date** |
| **Mark Heals** |  |  |  |
| **Sam Heals** |  |  |  |
| **Andy Miles** |  |  |  |
| **Aaron Pullan** |  |  |  |
| **Dave Dunwell** |  |  |  |
| **Thomas Armitage** |  |  |  |
| **Mark Ingle** |  |  |  |
| **Arthur G** |  |  |  |
| **Review Date:** 3 months after work commences or before if circumstances change. |

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| **Date of Assessment:** 12th November 2015 | **Assessors:** C Sheehan, Infinite Safety Ltd |
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| **Task:** | Skimming |
| **Location:** | Cockcroft House, Cardigan Road, Leeds, LS6 3NF |
| **Persons at Risk:** | **Employees** | **Sub-contractors** | Young Persons | Expectant Mothers | **Public** | **Visitors** | **Others** |
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| **Hazards:** | **Potential Harm:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Dermatitis | Life long skin discomfort | 4 | 4 | 16 |
| 2) Falling objects | Cuts, contusions, lacerations | 3 | 4 | 9 |
| 3) Falling from heights  | Fatality, major injury | 3 | 4 | 12 |
| 4) Dust | Respiratory disease | 3 | 4 | 12 |
| 5) Electrical Equipment | Fatality, Electric Shock | 3 | 4 | 12 |
|  |
| **Risk Level Methodology:** | Multiply Severity by Likelihood to establish Risk Level and Re-assess following application of control measures |
| **Severity** | 1: Minor Injury | 2: First Aid Injury | 3: Over 3 Day Injury | 4: Major Injury/Hospitalisation |
| **Likelihood** | 1: One-off Exposure | 2: Monthly Exposure | 3: Daily Exposure | 4: Constant Exposure |

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| **Control Measures:** | **Likelihood**  | **Severity** | **Risk Level (LxS)** |
| 1) Dermatitis: Gloves to be worn when practical to prevent dermatitis. Hands to be washed thoroughly and moisturiser used if necessary to prevent drying of the skin | 3 | 3 | 9 |
| 2) Falling objects: Scaffolding will be as close to the building as is reasonably practicable. Debris netting will be in place on all public elevations and affixed with break-free ties to prevent wind loading of the scaffold. Tunnels or protection fans will be installed after consultation with the scaffold designer. | 1 | 4 | 4 |
| 3) Delivery vehicles: Suppliers will be informed of speed limits, restrictions and nature of the area surrounding the site. Instruction will be given to enter site, report to the site manager, inform our personnel, offload, turn round on site with the assistance of a banksman and drive off. | 3 | 3 | 9 |
| 4) Dust: Masks to be worn when mixing plaster to prevent inhalation. Hands to be washed before eating to avoid ingestion of dust. | 1 | 4 | 4 |
| 5) All electrical mixing equipment to have been tested within the last twelve months for electrical integrity and a visual pre-user checks to be undertaken. Defective equipment to be removed from use and quarantined. | 1 | 4 | 4 |

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| **Communication of Risks:** |
| **Print Name** | **Job Title** | **Signature** | **Date** |
| **Mark Ingle** |  |  |  |

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| **Review Date:** 6 months after work commences or before if circumstances change. |