

Risk Assessments & Methods Statements



Bedford Leadwork Limited
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The scope of works that are carried out by
Bedford Leadwork Limited including
Risk mitigation strategies

Health and Safety Arrangements, Policy, Risk Assessments and Method Statement (Safe System Of Work)

THSP Risk Management are retained by Bedford Leadwork Limited as their Competent H&S
Advisors

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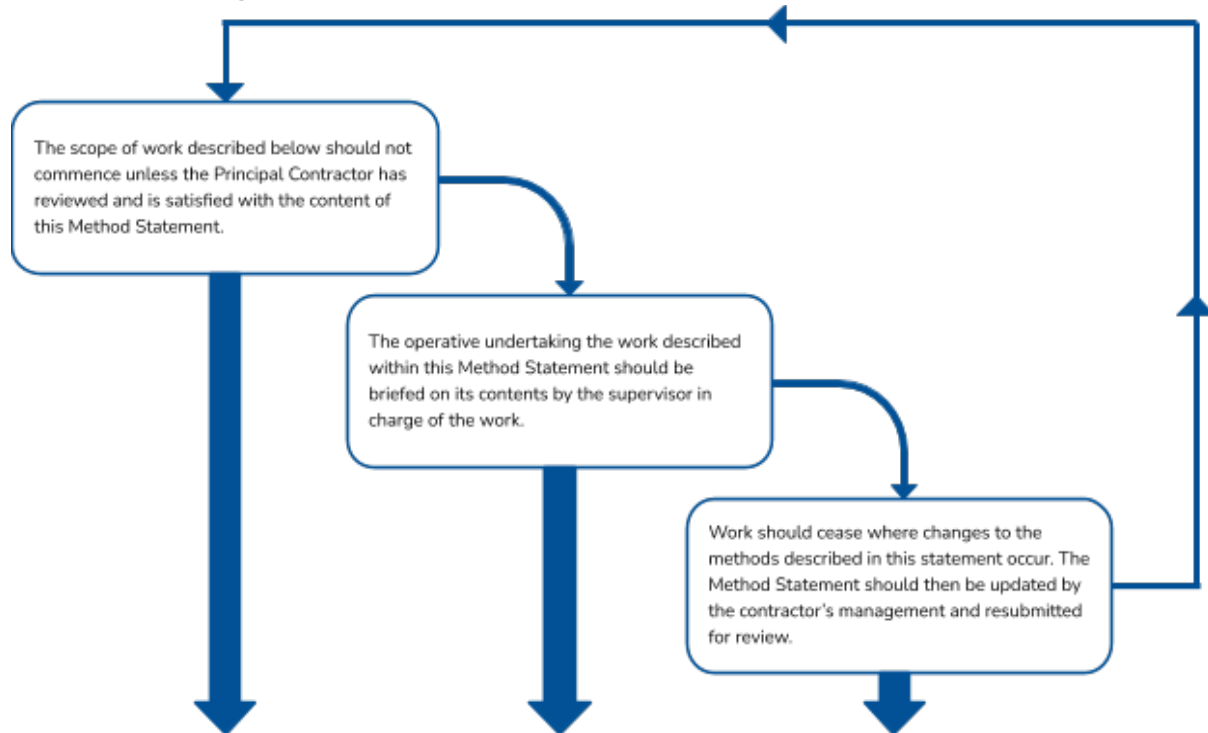
1. Hot works
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Chapter 1 Arrangements.**1. Scope of works**

These arrangements give some guidance on the safety procedures to be followed whilst carrying out supply and fix roof covering operations on site for Bedford Leadwork Limited

If the scope of work detailed in these arrangements should change, Bedford Leadwork Limited operatives must consult with management before the commencement of work, to ensure that any additional or unidentified hazards in the new scope of works, are addressed and control measures that are suitable put in place.

2. Access to and egress from sites

The principal contractor is responsible for providing designated vehicle parking areas and safe pedestrian access routes to, from and within the site area.

They must provide safe unloading areas for Bedford Leadwork operatives to unload their equipment and materials, as near to the working area as possible, and provide lifting equipment such as telescopic forklift, to raise it to the working platform height.

3. Lighting

The principal contractor is responsible for providing onsite lighting following the construction design and maintenance (CDM) regulations 2015. Lighting will be suitably adequate to enable emergency egress from areas of the site or works.

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4. Plant and equipment

Plant and equipment used by Bedford Leadwork Limited operatives will include

Diamond blade cutters

General hand tools

Power tools

Heat guns

Welding kits

Roof ladders if required

NOTE: Use of nail guns is prohibited

5. Materials

The roofing materials used by roofing operatives will include

Waterproof underlay, roofing battens, insulation, tiles/slates, lead, Chromopole, Alkorplan single ply flat roofing, patination oil, Leadmate mastic

6. Sequence of works

6.1 The principal contractor will ensure that buildings are adequately prepared for Bedford Leadwork Limited operatives before any working at height commences. Bedford Leadwork Limited will agree with the principal contractor the date, location and specification of work required **before** sending Bedford Leadwork Limited operatives to the site.

6.2 Bedford Leadwork Limited operatives will carry out the designated fixing work to roofs/porches from scaffolding and working platforms, that are to be provided by the principal contractor. The principal contractor is responsible for ensuring that the access equipment is certified and maintained in accordance with the relevant regulations in place (Working at Height Regulations 2005)

6.3 The principal contractor will provide a forklift and driver to enable the safe lifting of materials and equipment to the working platform, as mentioned in point 2 Access and Egress. The forklift will be the correct specification for the task and will be properly serviced and maintained and the driver will be certified to the appropriate level of competence

6.4 The principal contractor will provide loading bays marked with a safe weight limit and guardrails will be installed at the front of the working platform, following the Working at Height Regulations 2005. The guards will include gates or double rails and toe boards/ brick back guards to prevent the fall of materials.

6.5 Bedford Leadwork Limited operatives will manually handle materials and equipment from the loading bay to the site of works, in accordance with their manual handling training and Risk assessments/method statements. They will carry out the specific works involved in the designated job. This may include waterproof membrane, battens, tiling work, leadwork and single ply roofing operations.

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6.6 Bedford Leadwork Limited will sometimes carry out tile cutting operations using Disc cutters and grinding out of muck work, for lead installations using a hand grinder. This will be done following the risk assessment in place (1. BLW Use of Power Tools) which accompanies the relevant method statement (SSOW).

6.7 Bedford Leadwork Limited operatives will sometimes be required to fit ridge and hip tiles to manufacturers specification. The work will be carried out using the battens or a roof ladder as a working platform. Operatives will make sure that the ladders in use are fit for purpose and suitable stabilized into position to minimize the possibility of a fall.

6.8 Bedford Leadwork Limited operatives will also be required to complete leadworks after roofing/ building work has been carried out and will be required to use patination oil in accordance with the COSHH risk assessments and relevant method statement. They will then use Leadmate mastic to seal any works at the end of the specific task.

7. Risks and controls

The principal risks involved in Bedford Leadwork Limited roofing operations are:

- Falls of people and materials
- Use of plant and equipment
- Use of lead and lead products
- Use of welding kits and heat guns.
- Use of power tools

Risk assessments and method statements (SSOW) are attached for these in Chapter 3 and Chapter 4

Personal protective equipment to be used:

Bedford Leadwork Limited operatives will wear the following items at all times whilst working on site

- Hardhats (No makeshift liners only purpose made liners)
- High visibility vests (clean and worn correctly)
- Safety boots (toe cap protective footwear)

Bedford Leadwork operatives will wear the following items when operating disc cutters and grinders

- Dust suppression kits
- Eye protection/goggles
- Dust masks (face fit certified FFP3 protection rated)
- Ear protection

Bedford Leadwork Limited will provide this PPE in accordance with the regulations under which the Risk assessments and method statements are written.

8. Technical Information

Safety data sheets will be maintained and issued to the principal contractor for inclusion in the Health and Safety file required under the CDM regulations 2015

9. Training and CSCS cards

Bedford Leadwork Limited roofing operatives will be qualified to the appropriate level in their trade and will be able to produce CSCS cards as evidence of competence of health and safety on site.

Upon arrival on site the principal contractor will provide induction training for site specific health and safety information.

Bedford Leadwork Limited is committed to training staff above the recommended level and will be carrying out on site training in Health and safety as well as online courses. This will be a continuous maintenance of competence training rolling year on year.

10. Emergency arrangements

The principal contractor is responsible for providing

- Induction/information on site specific emergency procedures
- Signed emergency escape routes and documented site safety contact arrangements
- A certified first aider, who must always be available on site.

In the event of a fire, all personnel will evacuate the area to the agreed fire assembly point.

In the event of an emergency, the appropriate rescue service is to be alerted by dialing 999 on the nearest telephone.

11. Drug and alcohol policy

No person working for Bedford Leadwork Limited will be allowed to work or report for work, whilst under the influence of alcohol or drugs. Any person under the influence of prohibited substances will be required to leave site and their failure to comply with the drug and alcohol policy will be reported back to Bedford leadwork limited for disciplinary measures

**BEDFORD LEADWORK LIMITED OPERATE A ZERO TOLERANCE VIEW ON THIS
POLICY**

12. Accident reporting and investigation procedures

- Incidents and injuries will be reported to the site office and to Bedford Leadwork Limited office
- Documentary evidence will be recorded at Bedford Leadwork Limited head office
- If the incident results in incapacity, lasting more than seven days, HSE form F2508 will be completed online and sent to the HSE following the reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 2013
- We now have a robust procedure in place to report any near misses, incidents and accidents and then they will be investigated and if required additional information will be taken.

13. Responsibility to the public

It is the principal contractor's job to make sure that no unauthorized people including members of the public gain access to sites except by designated routes and for specific purposes.

14. Young persons

Bedford leadwork limited does not employ people under the age of 18 years

15. Organizational chart (Supervision)

Organizational Chart

Principal Contractor



Managing Director

Scott Bailey ⇒



Health and Safety
Advisor
THSP, Bedford



Bedford Leadwork Limited
Managers
Dorian Stoica (Site)
Andy Haycock (Office)



Bedford Leadwork Limited
Office staff



Bedford Leadwork Limited
Workforce

16. Waste management

Waste disposal will be carried out following the site waste disposal and environmental control procedures, making proper use of the correct skips. Bedford Leadwork Limited operatives will clear up their waste as they are working and keep their work area clean and free from obstacles. Waste materials will not be left on the scaffold or thrown to the ground from height.

Any waste from works carried out on private dwellings, such as remedial works or repairs, all waste materials will be brought back to the yard and disposed of correctly in the skip provided.

17. Briefing Register

BEDFORD LEADWORK LIMITED BRIEFING REGISTER

Contract:

Site Operative Name	Induction Training Completed Date	Method Statements Briefing Date	Signature Site Operative	Signature Site Supervisor

Following induction training by the Principal Contractor, the Site Supervisor is to brief each operative on the contents of the Method Statement and this is recorded and documented as above.

Director – Scott Bailey

Chapter 2. Health and Safety Policy**Policy Statement****Part 1. Statement of intent**

This is the health and safety policy statement of: -

Bedford Leadwork Limited

Our Health and Safety policy is to: -

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace Including Covid 19 protocols
- Provide clear instructions and information and adequate training to ensure our employees are competent to carry out their work
- Provide personal protective equipment
- Consult with our employees on matters affecting health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances (COSHH)
- Maintain safe and healthy working conditions
- Provide first aid arrangements for employees and visitors
- Implement emergency procedures, including fire evacuations and other significant incidents
- Review and revise this policy regularly

Signed by Scott Bailey (Director) Bedford Leadwork Limited

Date 14-2-22 Review 14-2-23

Part 2. Responsibilities for Health and Safety

1. Overall responsibility for Health and Safety

Scott Bailey (Director)

2. Day to day responsibility for ensuring the policy is put into practice

THSP, Bedford (Health and Safety/Training Advisor)

Andrew Haycock (Office Manager)

Dorian Stoica (Supervisor)

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Scott Bailey - Safety, risk assessments, consulting employees, accidents, first aid, work-related ill health, monitoring accident and ill health investigation and emergency procedures

Joanne Cree – Fire and Evacuation

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Scott Bailey/ Dorian Stoica - Maintaining equipment, information, training, instruction and supervision.

4. All employees should:

- Cooperate with supervisors and managers on Health & Safety matters
- Take reasonable care of their own health and safety
- And report all health and safety matters to an appropriate person (as detailed above)

Part 3. Arrangements for health and safety

Risk assessments: -

- Completed risk assessments for all hazards related to the business and act on these risk assessments
- Review all risk assessments periodically or when work habits or conditions of work change
- Complete inductions for all new employees that covers health and safety, fire safety, first aid, asbestos awareness, employee welfare and review and audit including retraining when required.
- Put all relevant health surveillance in place for all new starters and employees and audit and review on an annual basis.

Training: -

- We will give staff and subcontractors health and safety inductions and provide appropriate training (Including working at height, asbestos awareness and use of power tools)
- We will provide personal protective equipment
- We will make sure suitable arrangements are in place for employees who work remotely
- We will train people in first aid (Emergency first aid at work EFAW) and provide first aid kits
- We will train people in Fire warden and provide extinguishers in vans and at the yard.

Consultation: -

- We will consult with our staff and subcontractors on matters of health and safety as any arise and at weekly, monthly and annual toolbox talks, as well as site visits and when we review our health and safety policy.

Evacuation: -

- We will make sure escape routes are well signed and kept clear at all times
- Evacuation plans are tested from time to time and updated if necessary (records of this will be kept)

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- Chapter 3.

Index for Risk Assessments

- RA1 Use of power tools
- RA2 Use of hand tools
- RA3 Use of heat guns/ welding kits
- RA4 Use of lead
- RA5 Loading / Unloading vehicles
- RA6 Driving work vehicles
- RA7 Remedial Repairs
- RA8 Site Works

Risk Index Rating

	Slightly Harmful (1)	Severe (2)	Extremely Severe (3)
Low Likelihood (1)	Trivial Risk (1)	Tolerable Risk (2)	Moderate Risk (3)
Medium Likelihood (2)	Tolerable Risk (2)	Moderate Risk (4)	Substantial Risk (6)
High Likelihood (3)	Moderate Risk (3)	Substantial Risk (6)	Intolerable Risk (9)

RA1**Risk Assessment – Use of Power Tools****Hazards Identified: -**

- | | |
|-----------------------------------|---------|
| - Ejection of debris while in use | - Noise |
| - Vibration | - Dust |
| - Contact injury | - Fumes |

People at risk: -

Operative and others in the vicinity

Control measures required: -

- Power tools will be operated, serviced and maintained in accordance with the safety instructions specified by the manufacturer. Only trained and competent individuals will remove or replace parts when required.
- Machines will be checked before the operation and will not be used if any defect (that compromises health and safety) is detected.
- In accordance with the Noise at Work Regulations 2005, operatives will wear suitable ear protection to prevent noise levels from rising above 80dBA.
- To minimize the possibility of inhaling silica dust, water-supplied dust suppression kits and FFP3 dust masks will be used during all tile cutting operations. Operatives will be face-fit tested to ensure that respiratory protection is effective. Protective goggles will be worn to reduce the likelihood of sustaining an injury from tile chippings. Tiles will be wet cut on a sacrificial board on the scaffold platform. Personal Protective Equipment (PPE) will be used by every operative in the vicinity of cutting operations.
- To avoid vibration-related conditions such as hand-arm vibration syndrome and “white finger”, operatives will not use power tools for extended periods – see Vibration Generating Tool Register attached.

Health Surveillance Required: - Yes**Training Required: - Yes**

To be trained in accordance with the Provision and Use of Work Equipment Regulations 1998. Toolbox Talks and instruction on the use of the machine to be carried out by the site supervisor or competent person according to requirements.

Residual Risk Rating: - Substantial

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

3

2

6

Further action required to reduce the risk and who is to implement?

Site supervisor to confirm and have available documentary evidence of training

VIBRATION GENERATING TOOLS REGISTER

Manufacturer	Model/Common name	Vibration magnitude (m/s ²)	Trigger time (hh:mm) to reach exposure action value (EAV) 2.5m/s ²	Trigger time (hh:mm) to reach exposure limit value (ELV) 5m/s ²
MAKITA	DGA456/A GRINDER	6	1HR 23MIN	13HR 51MIN
MAKITA	DHP458/COMBI DRILL	2.5	8HRS	UPTO 24HR
MAKITA	DTD152/IMPACT DRIVER	10.5	27 MIN	1HR 49MIN
MAKITA	DTM50/MULTI TOOL	4.5	2HR 28MIN	9HR 53MIN
MAKITA	DCS553/METSL TRIMMER	2.5	8HRS	UPTO 24HR
MAKITA	DSS610/CIRCULAR SAW	2.5	8HRS	UPTO 24HR
MAKITA	EB5300TH/PETROL BLOWER	2.9	5HR 57MIN	23HR 47MIN
MAKITA	4324/JIGSAW	7.5	53 MIN	3HR 33MIN
MAKITA	DHR242/SDS DRILL	14.5	14 MIN	57MIN

The trigger times shown are only an indication of the time it would take to reach the stated exposure action/limit values and assume only one piece of equipment was used throughout the working day.

To calculate daily personal vibration exposure m/s² A (8) the vibration magnitude and exposure duration for each tool operated should be entered into the HSE Vibration Calculator - www.hse.gov.uk/vibration/hav/hav.xls

RA2**Risk Assessment - Use of Hand Tools****Hazards Identified: -**

- Ejection of debris
- Physical contact/impact with the tool during use
- Failure/breakage of the tool during use

People at risk: -

Operative and others in the vicinity

Control measures required: -

- Operatives will inspect tools for faults prior to use and will not use broken, damaged or defective tools that may be a danger to themselves or others.
- Hand tools will be used for the proper purpose and in the correct manner to minimise hazards to the operative or others.
- Operatives will wear appropriate personal protective equipment (PPE), such as gloves, goggles, hardhats and boots.
- The use of nail guns is **prohibited**

Health Surveillance Required: - No**Training Required: - Yes**

As appropriate to experience and requirements of operative.

Training Risk Rating: - Moderate

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

2

2

4

Further action required to reduce the risk and who is to implement?

Site supervisor to monitor the use of the hand tools and carry out Toolbox Talks where appropriate.

RA3**Risk Assessment: - Use of Heat Guns and Welding Kits****Hazards Identified: -**

- Dust and particles
- Fumes
- Pressurized containers
- Heat and hot surfaces
- Human Factors

People at risk: -

Operative and others in the vicinity

Control measures required: -

- Operatives will inspect tools for faults prior to use and will not use broken, damaged or defective tools that may be a danger to themselves or others.
- Pressurized containers to be stored, transported and used correctly. Use only by operatives that have been trained to use them
- Operatives will have extinguishing agents such as fire extinguishers and first aid kits, with treatment for burns, and have the training to use these items.
- Only weld in open air and limit the time that welding kits and heat guns are running.
- Correctly store all cylinders in accordance with regulations.
- Make sure that all PPE/RPE is being used correctly when operating equipment (dust masks, gloves and eye protection)
- Operatives to be aware of fumes given off from heating of lead or rubber and also that there will have been heat transfer which will cause hot surfaces with fire/smoke

Health Surveillance Required: - Yes**Training Required: - Yes**

As appropriate to experience and requirements of operative

Training Risk Rating: - Moderate

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

2

2

4

Further action required to reduce the risk and who is to implement?

Site supervisor to monitor the use of heat guns and welding kits and include in Toolbox Talks and monthly site inspections

RA4**Risk Assessment: - Use of Lead****Hazards Identified: -**

- Manual handling of lead
- Inhalation of lead dust or fumes
- Ingestion of lead
- Risk of explosion and burns while burning

People at risk: -

Individual lead workers
Others beneath/around the working area

Control measures required: -

- Manual lifting of lead will be limited to small quantities. Heavy lifting will be carried out by the principal contractor's forklift
- All lead welding can be done on scaffold but not in-situ. Once welded, the lead can then be taken and fitted to work area.
- The principal contractor will provide adequate safety scaffolding to prevent the fall of lead from a height
- Roofing operatives will obtain Hot Work Permit from the Site Manager of lead welding is required. Operatives will ensure that the work area is well ventilated, and that personal protective (PPE) is used to minimise the risk of burns or inhalation of lead fumes.
- Fire extinguishers are to be in place whilst lead burning / welding
- Operatives will use the site washing facilities to minimise the risk of accidental ingestion of toxins after handling or working with lead
- Blood tests are requested, from everyone who handles lead, to monitor lead levels in the blood and records kept in the Bedford Leadwork Limited office

Health Surveillance Required: - Yes

Blood toxicology tests to be taken as appropriate

Training Required: - Yes

Manual handling and safety training to be carried out as appropriate to the experience of operative

Training Risk Rating: - Moderate

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

3

1

3

Further action required to reduce the risk and who is to implement?

Site supervisor to monitor control measures and ensure that all operatives received adequate training

RA5**Risk Assessment: - Loading / Unloading Vehicles****Hazards identified: -**

- Fall of persons from height whilst loading / unloading vehicles
- Fall of materials from height whilst loading / unloading vehicles

People as risk: -

- Operatives loading / unloading vehicles
- Others in the work area

Control measures required: -

- it is the responsibility of the principal contractor to implement and maintain a site-specific Traffic Management Plan that includes designated vehicle routes and unloading areas.
- Drivers will report to the site office upon arrival. Drivers and site management will consult and collaborate to agree on the safest loading / unloading procedures to be adopted.
- Mechanical lifting equipment will be used wherever practicable. If manual handling and working at height cannot be avoided, safe means of access and fall prevention measures will be identified and communicated to all involved.
- Drivers have ultimate responsibility for ensuring the security and arrangement of their loads during transit and may need to gain access to the trailer bed and delivery materials when loading / unloading. In these circumstances, drivers and nominated assistance such as banksmen and forklift operatives will utilise their safe systems of work and ensure that clear communication is maintained. Appropriate personal protective (PPE), including high-visibility jackets/vests, hardhats and work boots will be worn while work is being carried out.
- Lorry-mounted cranes will only be operated from within the man-cage on the loading platform and operatives will utilise safe systems of work.
- Operatives will remain vigilant for unexpected hazards such as sudden appearance of vehicle or pedestrian traffic.

Health Surveillance Required: - No**Training Required: - Yes**

Lorry-mounted crane operatives and forklift drivers to be certified to the appropriate level of competence

Residual Risk Rating: - Moderate

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

3

1

3

Further action required to reduce the risk and who is to implement?

N/A

RA6**Risk Assessment: - Driving work vehicles****Hazards identified: -**

- Tiredness causing lack of concentration whilst driving
- Musculoskeletal injuries
- Cuts, bruising, abrasions, amputation and/or death caused by being involved in a Road Traffic Collision (RTC)
- Other road users

People at risk: -

- Operative driving, operatives as passengers or any other road users

Control measures required: -

- Time limits when driving if you are traveling a large distance or stuck in traffic / road works
- Make sure you feel well enough to drive when you get behind the wheel of the vehicle, in accordance with the highway code and the rules of the road.
- No alcohol or drugs are to be consumed either before or while driving, in accordance with the law
- People that are using Bedford Leadworks Limited equipment and vehicles should be suitably trained with correct in date licenses for the vehicles being driven and should always adhere to the risk assessment, even if outside pressures such as time or tiredness is a factor.

Health Surveillance Required: - No**Training Required: - Yes**

All drivers are to make sure they have a valid in date driving license

Residual Risk Rating: - Moderate

Hazard Severity x Likelihood of Occurrence = Residual Risk Rating

2

2

4

Further action required to reduce the risk and who is to implement?

N/A

RA7 Risk Assessment – Remedial Works

Created: 29/07/2022

Remedial Repairs

REF: BED15283-00000

Bedford Leadwork Limited

Remedial Repairs

Warning: Medium Risk Activity

Location of Activity

To cover various locations - See BLW Job Front Sheet

Description of Activity

Repair works to occupied properties

Equipment Used

To Be Confirmed

Supporting Documents

BLW Job Front Sheet Dynamic Risk Assessment (if require)

Person(s) Affected

Operative, Management, and Supervisor.

Likely Harm(s)

Fatality, Fractures/broken bones, Burn injury, Crush injury, Head injury, Permanent loss or reduction in sight, Permanent loss or reduction in hearing, Amputation, Sprain, strain or musculoskeletal injury, Cut, abrasion, laceration or bruise, Long term health effects, and Short term health effects

Total Numbers Affected: One (1)

Frequency of Exposure: Daily

Duration of Exposure: Up to eight (8) hours

Assessor Signature: Jo Cree

Created On: 29-07-2022

Last Reviewed: 29-07-2022 by Jo Cree

Review Before: 29-07-2023

Review Due: 29/07/2023

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RA7 Risk Assessment – Remedial Works

Created: 29/07/2022

Remedial Repairs

REF: BED15283-00000

Risk Summary

Hazards identified	Persons affected	Risk rating WITHOUT controls			Risk rating WITH controls		
		Severity	Likelihood	Risk Rating	Severity	Likelihood	Risk Rating
Exposure to Asbestos	Operative	4	3	Medium	4	2	Medium
Exposure to noise	Operative	3	5	High	3	2	Low
Exposure to hazardous substance	Operative	4	3	Medium	3	2	Low
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Operative	3	4	Medium	3	2	Low
Exposure to Lead	Operative	3	3	Medium	3	2	Low
Exposure to vibration	Operative	3	3	Medium	3	2	Low
Manual handling	Operative	3	3	Medium	3	2	Low
Fall of person/object from height	Operative	5	4	High	5	1	Low
Lack of competence/ experience	Operative, Supervisor, Management	5	4	High	5	1	Low
Lack of information/ instruction	Operative, Supervisor, Management	5	4	High	5	1	Low
Violence or abuse	Operative	5	2	Medium	5	1	Low
Radiation (inc UV exposure)	Operative	2	5	Medium	2	2	Low
Lone working	Operative	5	5	High	3	1	Low
Strike of person/ property/ equipment by falling object	Operative	2	3	Low	2	1	Low

Review Due: 29/07/2023

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RA7 Risk Assessment – Remedial Works

Created: 29/07/2022

Remedial Repairs

REF: BED15283-00000

Key:	Severity	Likelihood	Risk (Severity x Likelihood)
	1 = Trivial/Minor Injuries 2 = Moderate Injuries/Minor Property Damage 3 = Major Injuries to one person / Short Term Health Effects 4 = Major Injuries to several people / Long Term Health Effects / Major Property Damage 5 = Fatality	1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence	15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk

Risk Control Plan

	RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW (1-6)		No action is required and no documentary records need to be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (8-12)		Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium 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 measures.
HIGH (15-25)		Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited.

RA7 Risk Assessment – Remedial Works

REF: BED15283-00000

Remedial Repairs

Created: 29/07/2022

Control Measures

Hazards	Control Measure
Exposure to noise Exposure to vibration	All new tools, equipment or machinery are checked before first use to ensure they have the CE Standard Mark, a 'Declaration of Conformity', that there are no obvious accessible dangerous moving parts, and the location of the machine does not cause additional hazards.
Exposure to noise	Worn, warped, blunted, defective or damaged items/tools are immediately removed from work area to designated repair location or disposed of immediately to prevent unauthorised or unintended use.
Exposure to noise Lack of competence/ experience Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Only suitably trained, competent and authorised personnel are allowed to use tools, equipment and machinery.
Exposure to noise	Suitable inspection, cleaning and maintenance regime is in place to ensure all items remain in safe working condition including annual thorough inspection, recorded weekly inspections and daily user checks where appropriate, in accordance with legislative requirements and manufacturer's recommendations.
Exposure to hazardous substance	Where the use of equipment or tools may potentially create a hazardous substance (e.g. dust, fumes, fuel or vapours), including from the substance being worked, a COSHH Assessment is provided and suitable control measures are applied.
Lack of information/ instruction	Staff are advised that the use of mobile phones or any other equipment whilst driving is not permitted.
Lack of information/ instruction	A fully comprehensive company breakdown, maintenance, repair and cleaning service is in place for all company vehicles.
Lack of information/ instruction	Staff are provided with and briefed on the organisation's driving and vehicles policies at induction.
Lack of competence/ experience Lack of information/ instruction	All staff operating company vehicles are required to hold a full UK driving licence, which is checked bi-annually. If a staff member receives any penalties they inform their line manager for further evaluation. Staff are instructed to inform their employer of medical conditions or changes to licences.
Lack of competence/ experience	Only trained, competent and authorised persons are allowed to carry out Portable Appliance Testing. PAT testing to be completed on a regular basis for all Portable Electric Tools
Fall of person/object from height Strike of person/ property/ equipment by falling object	Weather conditions are monitored and taken into consideration for all work at height activities, especially wet, windy and freezing conditions. Works are stopped in adverse or worsening weather conditions.
Fall of person/object from height	Mobile scaffold towers are used only with full edge protection in place including toe board, mid guard rail and top guard rail. The upper guard rail is installed at least 950mm high and the toe board at least 150mm tall; there will be no gap greater than 470mm between the intermediate guard rail and other means of protection.
Strike of person/ property/ equipment by falling object	Where there is a risk of falling objects or other materials, especially in the public domain, the scaffold is fitted with suitable protective features such as debris netting, brick guards, crash decks and protective fans.

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RA7 – Risk Assessment – Remedial Works

REF: BED15283-00000

Remedial Repairs

Created: 29/07/2022

Hazards	Control Measure
Fall of person/object from height Lack of information/ instruction	Defective, damaged, worn or otherwise unsafe WAH equipment or accessories is completely removed from site immediately upon identification or removed to manager's secure location to prevent accidental or unintended reuse.
Fall of person/object from height	The work at height hierarchy is used to assess all work at height activities; wherever possible work at height activities are avoided.
Fall of person/object from height Lack of competence/ experience Strike of person/ property/ equipment by falling object	Regular refresher training/tool box talks on work at height is provided to operatives.
Fall of person/object from height	Stepladders/ladders are only used as a means of access when other more suitable means are not justified because of the low risk, the short duration of use, or existing features that cannot be altered.
Fall of person/object from height Lack of competence/ experience	Operatives are trained in the safe set up, use, storage, cleaning, moving and inspection of the stepladder/ladders.
Fall of person/object from height	The MEWP type, size, reach and capability is selected for the working environment and used in accordance with the manufacturer's instructions and operator's recommendations.
Fall of person/object from height Strike of person/ property/ equipment by falling object	Unauthorised alteration or misuse of a scaffold is a disciplinary offence.
Fall of person/object from height Strike of person/ property/ equipment by falling object	No scaffold is allowed to be overloaded or used for any purpose other than for which it was designed.
Fall of person/object from height Strike of person/ property/ equipment by falling object	All ladder hatches remain closed at all times and it is the user's responsibility to close each one after they pass through it.
Strike of person/ property/ equipment by falling object	All debris is removed from the scaffold on a regular basis and at the end of each shift.
Fall of person/object from height	Roof works are planned and executed in accordance with HSE reference guidance HSG33 - Safety in roof work, and best practice guidance from the National Federation of Roofing Contractors where applicable.
Fall of person/object from height Lack of competence/ experience	MEWP operatives use suitably inspected harnesses to standard BS EN 361, with fixed length lanyards.

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RA7 – Risk Assessment – Remedial Works

Created: 29/07/2022

Remedial Repairs

REF: BED15283-00000

Hazards	Control Measure
Strike of person/ property/ equipment by falling object	All scaffold users are required to wear hard hats to standard BS EN 397.
Exposure to Asbestos	On discovery of any suspicious or previously unidentified material, operatives are trained to cease work, alert all persons in the vicinity, alert their line manager and seal off the area pending further investigation.
Exposure to hazardous substance	Suitable and sufficient COSHH assessments are carried out for all hazardous substances encountered by the workers. Wherever possible, exposure to hazardous substances is eliminated by careful planning of work activities such as manufacture of pre-sized or drilled workpieces, no longer using a hazardous chemical or disinfection or decontamination of potential biological hazard in work area prior to work commencement. Collective protection measures are implemented over individual measures such as substitution, minimisation, wet dust suppression. PPE is only used as last resort.
Exposure to Lead	Suitable lead assessment is carried out and developed for each specific lead exposure hazard and for specific groups of persons carrying out works.
Exposure to Lead	Where the exposure to atmospheric lead is believed to be significant (which equates to levels above half the OEL of 0.15mg/m ³) then health surveillance is undertaken. In addition, if there is any risk of lead being absorbed through the skin, health surveillance is also implemented, regardless of recommended levels stated within CLAW.
Exposure to noise	Daily or Weekly Noise exposure Limits above 87 decibels shall not be exceeded. (Note this is not to be confused with the Lower Exposure Action Value 80dB and Upper Exposure Action Value 85dB which require remedial actions relating to hearing protection and health surveillance as appropriate).
Exposure to noise	Wherever possible, exposure to excessive noise is eliminated or reduced via substitution of tools or processes for less noise creating ones.
Exposure to vibration	Suitable check, inspection and maintenance regimes are in place on equipment/machinery to ensure vibration levels are not increased due to faults or wearing parts.
Exposure to vibration	Operatives are informed of the vibration magnitude and maximum exposure times of the work equipment they are required to use. Operatives are trained in vibration hazards and control measures, including the combined factors of multiple equipment use, methods of vibration calculation, and recording the requirement for personal monitoring and their responsibility in vibration hazard management.
Exposure to vibration	Specific equipment assessments have been carried out for all our items of machinery and an equipment register is issued to our operatives with vibration data and controls.
Exposure to vibration	Management procedures have been established for regular monitoring of worker vibration records to ensure effectiveness of control measures applied and ongoing training.
Lone working	Lone working is conducted on occupied properties. It is ensured that operatives are able to contact BLW office at all times
Lack of information/ instruction Violence or abuse	The whereabouts of operatives are monitored by managers and office-based staff.
Lack of competence/ experience Lack of information/ instruction Violence or abuse	Staff are aware not to enter premises where it is suspected that aggressive animals are present.

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Hazards	Control Measure
Violence or abuse	Routine work and foreseeable emergencies are considered when allocating work, to reduce physical and mental burdens on individuals.
Lone working	Lone workers are checked to see if they have any medical conditions or are on medication that may make them unsuitable for working alone.
Lack of information/ instruction Lone working	Lone workers are instructed to report to their allocated supervisor/manager upon completion of works or safe departure from lone working site.
Lack of competence/ experience Lone working	Lone workers are sufficiently experienced and fully understand the risks and precautions to be taken.
Lone working	Where mobile lone workers do not have access to adequate first-aid facilities, a first aid kit suitable for treating minor injuries is provided.
Manual handling	Mechanical means of lifting and movement are used wherever possible rather than relying on manual handling operations.
Manual handling	Materials are delivered as close to the workplace as possible to reduce the need for manual handling wherever possible.
Lack of information/ instruction Manual handling	Only suitably competent, trained and authorised persons carry out manual handling activities (operative is trained in kinetic method of lifting). Operatives are advised to seek assistance if the load is too heavy or awkward (a team lift is in place for heavy/awkward loads). Operatives are trained to have an awareness of the local environment prior to manual handling, including route and any contributing weather conditions. Toolbox talks are used to refresh operatives on manual handling techniques.
Manual handling Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Good housekeeping procedures are maintained prior to undertaking any manual handling activities to ensure the walkways are unobstructed.
Manual handling	Operatives wear steel toe cap with steel midsole foot protection and protective rigger gloves.
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Operatives are suitably informed of the potential hazards within the working areas, exclusion zones and appropriate control measures in place
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Machinery, equipment and tools are maintained to help prevent leakage of fluids, if there are any spillages these are cleaned immediately and any leaking items investigated to fix the leak.
Lack of competence/ experience Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Toolbox talks and internal training are provided to keep housekeeping requirements fresh in workers' minds.
Lack of competence/ experience Radiation (inc UV exposure)	Workers are suitably trained and informed of the hazards of working in the sun, symptom recognition, protection and reapplication of sun cream.

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Remedial Repairs

Selected PPE for task


Hearing protection

	PPE	SNR 25 - 35 - A-weighted noise level 95-100(dB).	Grade (where applicable)	Notes
	Ear plugs			


Respiratory Protection

	PPE	APF20 (FFP3)	Grade (where applicable)	Notes
	Disposable half mask - Particle filter			

Hi-Viz

	PPE	Class 2 - More Conspicuous: Intermediate level of conspicuity - typically used on construction sites and roadways (with speed limits not exceeding 50mph).	Grade (where applicable)	Notes
	Hi-Viz Tabard			

Hand Protection





	PPE	High dexterity High durability	Grade (where applicable)	Notes
	Gloves/gloves with a cuff			

Foot Protection

RA7 – Risk Assessment – Remedial Works

Created: 29/07/2022

REF: BED15283-00000

Remedial Repairs			
	PPE	Grade (where applicable)	Notes
	Boots	Steel/Composite Toecap	
Eye Protection			
	Goggles	Medium energy impact resistance	
	Safety glasses	Medium energy impact resistance	
Head Protection			
	Standard hard hat		




















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Remedial Repairs

Created: 29/07/2022

Manual Handling Appendix

This activity evaluation sheet is used to inform the risk assessment and ensure that appropriate control Measures are allocated.

Activity		Movement of materials and tools to site working area																					
Materials Handled		Hand / Mechanical tools, roofing materials & waste materials at completion of works					Estimated Weights					Maximum weight 25KG											
Task												Load											
Carrying		Not Applicable	Not Applicable	Pushing		Twisting		Repetition		Stooping		Bulky/ Unwieldy		Difficult to Grip		Hot		Cold		Light		Not Applicable	Heavy
Reaching High		Reaching Low		Lifting High		Lifting Low		Handling While Seated		Bending Sideways		Unstable		Eccentric Shape		Abrasive/ Sharp							

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RA08 – Risk Assessment – Site Works

Created: 29/07/2022

Site Works

REF: BED15283-00002

Bedford Leadwork Limited

Site Works

Warning: Medium Risk Activity

Location of Activity

To cover various site locations

Description of Activity

Lead works & flat roofing to new build properties

Equipment Used

To Be Confirmed

Supporting Documents

Current work instruction Dynamic Risk Assessment (if require)

Person(s) Affected

Operative, Management, and Supervisor.

Likely Harm(s)

Fatality, Fractures/broken bones, Burn injury, Crush injury, Head injury, Permanent loss or reduction in sight, Permanent loss or reduction in hearing, Amputation, Sprain, strain or musculoskeletal injury, Cut, abrasion, laceration or bruise, Long term health effects, and Short term health effects

Total Numbers Affected: Up to Twelve (12)

Frequency of Exposure: Daily

Duration of Exposure: Up to eight (8) hours

Assessor Signature: Jo Cree

Created On: 29-07-2022

Last Reviewed: 29-07-2022 by Jo Cree

Review Before: 29-07-2023

Review Due: 29/07/2023

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RA08 – Risk Assessment – Site Works

Created: 29/07/2022

Site Works

REF: BED15283-00002

Risk Summary

Hazard Identified	Persons affected	Risk rating WITHOUT controls			Risk rating WITH controls		
		Severity	Likelihood	Risk Rating	Severity	Likelihood	Risk Rating
Exposure to Asbestos	Operative	4	3	Medium	4	2	Medium
Exposure to noise	Operative	3	5	High	3	2	Low
Exposure to hazardous substance	Operative	4	3	Medium	3	2	Low
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Operative	3	4	Medium	3	2	Low
Exposure to Lead	Operative	3	3	Medium	3	2	Low
Exposure to vibration	Operative	3	3	Medium	3	2	Low
Manual handling	Operative	3	3	Medium	3	2	Low
Fall of person/object from height	Operative	5	4	High	5	1	Low
Lack of competence/ experience	Operative, Supervisor, Management	5	4	High	5	1	Low
Lack of information/ instruction	Operative, Supervisor, Management	5	4	High	5	1	Low
Violence or abuse	Operative	5	2	Medium	5	1	Low
Radiation (inc UV exposure)	Operative	2	5	Medium	2	2	Low
Lone working	Operative	5	5	High	3	1	Low
Strike of person/ property/ equipment by falling object	Operative	2	3	Low	2	1	Low

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Site Works		
Key:	Severity 1 = Trivial/Minor Injuries/ies 2 = Moderate Injuries/ies/Minor Property Damage 3 = Major Injuries/ies to one person / Short Term Health Effects 4 = Major Injuries/ies to several people / Long Term Health Effects / Major Property Damage 5 = Fatality	Likelihood 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence
		Risk (Severity x Likelihood) 15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk

Risk Control Plan

RESIDUAL RISK LEVEL		ACTION AND TIMESCALE
LOW (1-6)		No action is required and no documentary records need to be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (8-12)		Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium 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 measures.
HIGH (15-25)		Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited.

RA08 – Risk Assessment – Site Works

REF: BED15283-00002

Site Works

Created: 29/07/2022

Control Measures

Hazards	Control Measure
Exposure to noise Exposure to vibration	All new tools, equipment or machinery are checked before first use to ensure they have the CE Standard Mark, a 'Declaration of Conformity', that there are no obvious accessible dangerous moving parts, and the location of the machine does not cause additional hazards.
Exposure to noise	Worn, warped, blunted, defective or damaged items/tools are immediately removed from work area to designated repair location or disposed of immediately to prevent unauthorised or unintended use.
Exposure to noise Lack of competence/ experience Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Only suitably trained, competent and authorised personnel are allowed to use tools, equipment and machinery.
Exposure to noise	Suitable inspection, cleaning and maintenance regime is in place to ensure all items remain in safe working condition including annual thorough inspection, recorded weekly inspections and daily user checks where appropriate, in accordance with legislative requirements and manufacturer's recommendations.
Exposure to hazardous substance	Where the use of equipment or tools may potentially create a hazardous substance (e.g. dust, fumes, fuel or vapours), including from the substance being worked, a COSHH Assessment is provided and suitable control measures are applied.
Lack of information/ instruction	Staff are advised that the use of mobile phones or any other equipment whilst driving is not permitted.
Lack of information/ instruction	A fully comprehensive company breakdown, maintenance, repair and cleaning service is in place for all company vehicles.
Lack of information/ instruction	Staff are provided with and briefed on the organisation's driving and vehicles policies at induction.
Lack of competence/ experience Lack of information/ instruction	All staff operating company vehicles are required to hold a full UK driving licence, which is checked bi-annually. If a staff member receives any penalties they inform their line manager for further evaluation. Staff are instructed to inform their employer of medical conditions or changes to licences.
Lack of competence/ experience	Only trained, competent and authorised persons are allowed to carry out Portable Appliance Testing, PAT testing to be completed on a regular basis for all Portable Electric Tools
Fall of person/object from height Strike of person/ property/ equipment by falling object	Weather conditions are monitored and taken into consideration for all work at height activities, especially wet, windy and freezing conditions. Works are stopped in adverse or worsening weather conditions.
Strike of person/ property/ equipment by falling object	Where there is a risk of falling objects or other materials, especially in the public domain, the scaffold is fitted with suitable protective features such as debris netting, brick guards, crash decks and protective fans.
Fall of person/object from height Lack of information/ instruction	Defective, damaged, worn or otherwise unsafe WAH equipment or accessories is completely removed from site immediately upon identification or removed to manager's secure location to prevent accidental or unintended reuse.

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RA08 – Risk Assessment – Site Works

Created: 29/07/2022		Site Works		REF: BED15283-00002	
Hazards		Control Measure			
Fall of person/object from height		The work at height hierarchy is used to assess all work at height activities; wherever possible work at height activities are avoided.			
Fall of person/object from height Lack of competence/ experience Strike of person/ property/ equipment by falling object		Regular refresher training/tool box talks on work at height is provided to operatives.			
Fall of person/object from height Lack of information/ instruction Strike of person/ property/ equipment by falling object		No horseplay, messing around, improvisation or substitution is permitted when using work at height equipment. Disciplinary consequences are clearly communicated to operatives. Where breaches of WAH safety are detected all members of the team identified are subject to deterrent enforcement actions, to encourage team safety awareness.			
Lack of information/ instruction Strike of person/ property/ equipment by falling object		Workers are instructed that no items are to be deliberately thrown or dropped from any height, and suitable means of lowering items are to be used, for example use of rubble/debris chutes.			
Fall of person/object from height Strike of person/ property/ equipment by falling object		Unauthorised alteration or misuse of a scaffold is a disciplinary offence.			
Fall of person/object from height Strike of person/ property/ equipment by falling object		No scaffold is allowed to be overloaded or used for any purpose other than for which it was designed.			
Fall of person/object from height Strike of person/ property/ equipment by falling object		All ladder hatches remain closed at all times and it is the user's responsibility to close each one after they pass through it.			
Strike of person/ property/ equipment by falling object		All debris is removed from the scaffold on a regular basis and at the end of each shift.			
Fall of person/object from height		Roof works are planned and executed in accordance with HSE reference guidance HSG33 - Safety in roof work, and best practice guidance from the National Federation of Roofing Contractors where applicable.			
Strike of person/ property/ equipment by falling object		All scaffold users are required to wear hard hats to standard BS EN 397.			
Exposure to Asbestos		On discovery of any suspicious or previously unidentified material, operatives are trained to cease work, alert all persons in the vicinity, alert their line manager and seal off the area pending further investigation.			

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Hazards		Control Measure			
Exposure to hazardous substance		Suitable and sufficient COSHH assessments are carried out for all hazardous substances encountered by the workers. Wherever possible, exposure to hazardous substances is eliminated by careful planning of work activities such as manufacture of pre-sized or drilled workpieces, no longer using a hazardous chemical or disinfection or decontamination of potential biological hazard in work area prior to work commencement. Collective protection measures are implemented over individual measures such as substitution, minimisation, wet dust suppression. PPE is only used as last resort.			
Exposure to hazardous substance Lack of competence/ experience Lack of information/ instruction		Only suitably competent, trained and authorised persons carry out tasks involving any hazardous substances. Consideration is given to the selection of persons working around hazardous substances in terms of health and medical fitness, and inoculations for specific illnesses are provided where necessary. Targeted toolbox talks are delivered on specific hazardous substances likely to be encountered during the works.			
Exposure to Lead		Suitable lead assessment is carried out and developed for each specific lead exposure hazard and for specific groups of persons carrying out works.			
Exposure to Lead		Where the exposure to atmospheric lead is believed to be significant (which equates to levels above half the OEL of 0.15mg/m3) then health surveillance is undertaken. In addition, if there is any risk of lead being absorbed through the skin, health surveillance is also implemented, regardless of recommended levels stated within CLAW.			
Exposure to noise		Daily or Weekly Noise exposure Limits above 87 decibels shall not be exceeded. (Note this is not to be confused with the Lower Exposure Action Value 80dB and Upper Exposure Action Value 85dB which require remedial actions relating to hearing protection and health surveillance as appropriate).			
Exposure to noise		Wherever possible, exposure to excessive noise is eliminated or reduced via substitution of tools or processes for less noise creating ones.			
Exposure to vibration		Suitable check, inspection and maintenance regimes are in place on equipment/machinery to ensure vibration levels are not increased due to faults or wearing parts.			
Exposure to vibration		Operatives are informed of the vibration magnitude and maximum exposure times of the work equipment they are required to use. Operatives are trained in vibration hazards and control measures, including the combined factors of multiple equipment use, methods of vibration calculation, and recording the requirement for personal monitoring and their responsibility in vibration hazard management.			
Exposure to vibration		Specific equipment assessments have been carried out for all our items of machinery and an equipment register is issued to our operatives with vibration data and controls.			
Exposure to vibration		Management procedures have been established for regular monitoring of worker vibration records to ensure effectiveness of control measures applied and ongoing training.			
Lone working		Lone working is conducted while carrying out site works. It is ensured that operatives are able to contact BLW office at all times			
Lack of information/ instruction Violence or abuse		The whereabouts of operatives are monitored by managers and office-based staff.			
Violence or abuse		Routine work and foreseeable emergencies are considered when allocating work, to reduce physical and mental burdens on individuals.			
Lone working		Lone workers are checked to see if they have any medical conditions or are on medication that may make them unsuitable for working alone.			

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Hazards	Control Measure
Lack of information/ instruction Lone working	Lone workers are instructed to report to their allocated supervisor/manager upon completion of works or safe departure from lone working site.
Lack of competence/ experience Lone working	Lone workers are sufficiently experienced and fully understand the risks and precautions to be taken.
Lone working	Where mobile lone workers do not have access to adequate first-aid facilities, a first aid kit suitable for treating minor injuries is provided.
Manual handling	Mechanical means of lifting and movement are used wherever possible rather than relying on manual handling operations.
Manual handling	Materials are delivered as close to the workplace as possible to reduce the need for manual handling wherever possible.
Lack of information/ instruction Manual handling	Only suitably competent, trained and authorised persons carry out manual handling activities (operative is trained in kinetic method of lifting). Operatives are advised to seek assistance if the load is too heavy or awkward (a team lift is in place for heavy/awkward loads). Operatives are trained to have an awareness of the local environment prior to manual handling, including route and any contributing weather conditions. Toolbox talks are used to refresh operatives on manual handling techniques.
Manual handling Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Good housekeeping procedures are maintained prior to undertaking any manual handling activities to ensure the walkways are unobstructed.
Manual handling	Operatives wear steel toe cap with steel midsole foot protection and protective rigger gloves.
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Pedestrian routes are segregated from vehicles through use of marked transit routes/fixed barriers.
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Operatives are suitably informed of the potential hazards within the working areas, exclusion zones and appropriate control measures in place
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Allocated storage areas and waste disposal facilities have been provided. Regular waste clearance activities are undertaken throughout the working day.
Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Machinery, equipment and tools are maintained to help prevent leakage of fluids, if there are any spillages these are cleaned immediately and any leaking items investigated to fix the leak.
Lack of competence/ experience Poor/inadequate work environment or conditions/slips, trips and falls and ergonomics	Toolbox talks and internal training are provided to keep housekeeping requirements fresh in workers' minds.
Lack of competence/ experience Radiation (inc UV exposure)	Workers are suitably trained and informed of the hazards of working in the sun, symptom recognition, protection and reapplication of sun cream.

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Selected PPE for task**Hearing protection**

	PPE	Grade (where applicable)	Notes
	Ear plugs	SNR 25 - 35 - A-weighted noise level 95-100(dB).	

Respiratory Protection

	PPE	Grade (where applicable)	Notes
	Disposable half mask - Particle filter	APF20 (FFP3)	

Hi-Viz

	PPE	Grade (where applicable)	Notes
	Hi-Viz Tabard	Class 2 - More Conspicuous: Intermediate level of conspicuity - typically used on construction sites and roadways (with speed limits not exceeding 50mph).	

Hand Protection

	PPE	Grade (where applicable)	Notes
	Gloves/gloves with a cuff	High dexterity High durability	

Foot Protection

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	PPE	Grade (where applicable)	Notes
	Boots	Steel/Composite Toecap	
Eye Protection			
	Goggles	Medium energy impact resistance	
	Safety glasses	Medium energy impact resistance	
	Welding Goggles/Mask		
Head Protection			
	Standard hard hat		

RA08 – Risk Assessment – Site Works























Created: 29/07/2022

Site Works

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Manual Handling Appendix

This activity evaluation sheet is used to inform the risk assessment and ensure that appropriate control measures are allocated.















Activity		Movement of materials and tools to site working area										
Materials Handled	Hand / Mechanical tools, roofing materials & waste materials at completion of works							Estimated Weights		Maximum weight 25KG		
	Task									Load		
												
Carrying	Pulling	Pushing	Twisting	Repetition	Stooping	Bulky/ Unwieldy	Difficult to Grip	Hot				Heavy
												
Reaching High	Reaching Low	Lifting High	Lifting Low	Handling While Seated	Bending Sideways	Unstable	Eccentric Shape	Abrasive/ Sharp				

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Site Works

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Environment			Individual				
							
Cold	Hot	Noisy	Windy	Humid	Dusty	Confined Space	
							
Uneven Surfaces	Obstructions	Steps	Slopes	Vibration	Team Lift	PPE to be Worn?	
						18 - 55 Years?	
						Need for Unusual Strength or Height?	
						Medical Condition or History?	
						Training Required?	

REF: BED15283-00002

Site Works

RISK ASSESSMENT CONFIRMATION REGISTER

Created: 29/07/2022

I have read and understand this risk assessment and agree to work in accordance with the documented control measures and safety information provided.

[illegible]

By signing this, I agree that I am happy for the persons above to continue works.

Activity Manager:

Signed:

Date:

Review Due: 29/07/2023

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Chapter 4.**Index for Safe Systems of work (method statements)**

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MS01**Method statement: - Hot works****SAFE SYSTEM OF WORK (SSOW)**

Task: Hot works

Location: On sites, construction Projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, knowledge of hot works with on-site training. Hot works trained employees to oversee training.

Task Risk Assessment: Hot Works

Main Hazards Associated with Task: Injuries/Burns/fire caused from lack of training or misuse of equipment.

PPE Required: PPE including Hard hat and gloves appropriate work wear and safe footwear, additional PPE such as goggles, masks.

Equipment Required: All relevant PPE including Gloves, goggles and masks.

Appropriate equipment including fire extinguisher and fire blanket.

Materials Required: None

Environmental Considerations: Fire and toxic smoke

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All hot works to have a permit filled out on site.
- PPE to be worn at all times by all employees
- Knowledge of the hot works permit and equipment required by employees carrying out hot works through information/training/instruction and supervision.
- Correct storage/disposal of cylinders, welding kits and heat guns and post use checks.

Appendices:

MS02**Method statement: - Using power tools and hand tools****SAFE SYSTEM OF WORK (SSOW)**

Task: Using power tools and hand tools

Location: On sites, Construction projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, demonstration in the use of the tools on-site training.

Task Risk Assessment: Use of power tools / Use of hand tools

Main Hazards Associated with Task: Injuries caused from misuse.

PPE Required: PPE including Hard hat and gloves appropriate work wear and safe footwear, additional PPE such as goggles, masks.

Equipment Required: All relevant PPE including Gloves, goggles and masks.

Materials Required: None

Environmental Considerations: None

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All equipment in date (PAT tested and inspected)
- PPE to be worn at all times by all employees
- Knowledge of the equipment being used through information/training/instruction and supervision.
- Correct storage of equipment and post use checks.

Appendices:

MS03**Method statement: - Working from heights****SAFE SYSTEM OF WORK (SSOW)**

Task: Working from Heights or Near Deep Pits/ Excavation

Location: On sites, construction Projects, Remedial work at Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, ladders in training and work use, working from heights during normal daily work routines.

Task Risk Assessment: Working at Heights

Main Hazards Associated with Task: Falling from heights

PPE Required: PPE including Hard hat and gloves appropriate workwear and safe footwear, working from heights harness and safety lines if required for working from the ladder.

Equipment Required: All relevant PPE and Harness and safety lines if required.

Materials Required: none

Environmental Considerations: None

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All equipment in date and tested in accordance with regulations
- PPE to be worn at all times by all employees
- Site specific risk assessment to be carried out before work commences either by Principal contractor or an experienced employee with knowledge of working at height.
- Area to be coned off during work if it presents a danger at ground level (decided by on site specific risk assessment.)
- All employees to have full instruction before use.

Appendices:

MS04**Method statement: - Using lead products****SAFE SYSTEM OF WORK (SSOW)**

Task: Using lead products

Location: On sites, construction Projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, Knowledge of the Lead regulations and use of during normal daily work routines.

Task Risk Assessment: Use of Lead

Main Hazards Associated with Task: Lead poisoning

PPE Required: PPE including Hard hat and gloves appropriate work wear and safe footwear, Facilities for washing hands after use in line with the risk assessment controls.

Equipment Required: All relevant PPE including Gloves and ability to hand sanitise.

Materials Required: none

Environmental Considerations: Correct disposal of any lead not used

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All equipment in date and tested in accordance with regulations
- PPE to be worn at all times by all employees
- Correct hygiene protocols in place including hand washing after handling lead
- Knowledge of the lead regulations and risk assessment in place.
- Following the manual handling SSOW when moving lead around
- All employees to have full instruction before use.

Appendices:

MS05**Method statement: - Manual handling****SAFE SYSTEM OF WORK (SSOW)**

Task: Manual Handling of materials and equipment

Location: On sites, construction Projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, Basic training in manual handling including TILE

Task Risk Assessment: Manual handling

Main Hazards Associated with Task: Injuries including musculoskeletal and long term occupational health problems

PPE Required: PPE including Hard hat and gloves appropriate workwear and safe footwear, using training to lift in a safe manor

Equipment Required: All relevant PPE

Materials Required: none

Environmental Considerations: None

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All equipment in date and tested in accordance with regulations
- PPE to be always worn by all employees
- Carry out an assessment of the area before lifting and carrying any equipment in accordance with manual handling training.
- Use lifting equipment such as forklift, pallet trucks always this is possible.
- Any injury, accident or near miss gets reported through the office.
- All employees have full instruction before use.

Appendices:

MS06

Method statement: - Using heat guns and welding kits

SAFE SYSTEM OF WORK (SSOW)

Task: Using Heat guns and welding kits

Location: On sites, construction Projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, demonstration in the use of the heat guns and welding kits at the yard and on-site training.

Task Risk Assessment: Use of heat guns and welding kits

Main Hazards Associated with Task: Injuries caused from misuse.

PPE Required: PPE including Hard hat and gloves appropriate work wear and safe footwear, additional PPE such as goggles, masks, and gloves

Equipment Required: All relevant PPE including Gloves, goggles, and masks.

Materials Required: Heat guns and welding kits

Environmental Considerations: None

Sequence of Work:

- All equipment to be tested before use and inspected after use
- All equipment in date (PAT tested and inspected)
- All welding kits to be serviced and maintained and stored correctly
- Carry out training and familiarization of equipment
- Work within the permits including hot works (relevant cooling times)
- Safely pack away and stow all equipment after use
- PPE to be worn at all times by all employees
- Knowledge of the equipment being used through information/training/instruction and supervision.
- Correct storage of equipment and post use checks.

Appendices:

MS07**Method statement: - Pitched Roof Works****SAFE SYSTEM OF WORK (SSOW)**

Task: Working on pitched roofs

Location: On sites, construction projects., remedial work at private dwellings

Employee's Required for Task: All employees including Sub-contractors

Frequency: As required for training

Training Required/Competency Level: Initial induction training in Health and Safety, knowledge of Working at Heights from Scaffold, Manual Lifting, Use of Hand Tools, Use of Power Tools, Lead Work and Roof Tiling

Task Risk Assessment: Site Works

Main Hazards Associated with Task: Falls/Injuries from lack of training or misuse of equipment

PPE Required: Hard hat, Work boots, Hi Visibility vest/top/jacket, gloves, goggles and dust masks

Equipment Required: All relevant PPE (as above) and any hand/mechanical tools as required

Materials Required: Roofing Felt, Batten, Roof Tiles

Environmental Considerations: Noise

Sequence of Work:

- Site specific Method Statement read through and checked. Any additions to be recorded.
- All equipment to be tested before use and inspected after use.
- PPE to be always worn by all employees/sub-contractors.
- Materials and tools required, to be unloaded from vehicles.
- Scaffold to be inspected to clarify fit for job intended and Green Tag is dated and attached.
- Materials and tools, that are within manual handling limits, to be carried onto scaffold where works are to commence. Those that are too heavy/awkward are to be lifted by site forklift. Care to be taken when using the ladder and carrying things.
- Roofing felt fitted and secured by roofing battens, gauged for roof covering i.e. tiles/slates.
- Roof covering loaded onto roof and fixed in place with roofing nails to suit individual covering spec.

Appendices:

MS08**Method statement: - Flat Roof Works****SAFE SYSTEM OF WORK (SSOW)**

Task: Working on flat roofs

Location: On sites, construction projects., remedial work at private dwellings

Employee's Required for Task: All employees including Sub-contractors

Frequency: As required for training

Training Required/Competency Level: Initial induction training in Health and Safety, knowledge of Working at Heights from Scaffold, Manual Lifting, Use of Hand Tools, Use of Power Tools and Use of Heat Guns

Task Risk Assessment: Flat Roofing

Main Hazards Associated with Task: Injuries/Burns/Fire from lack of training or misuse of equipment

PPE Required: Hard hat, Work boots, Hi Visibility vest/top/jacket, gloves, goggles and dust masks

Equipment Required: All relevant PPE (as above) and any hand/mechanical tools as required

Materials Required: Single Ply Sheeting, Fleece Underlay, Nails, Glue

Environmental Considerations: Fire and toxic smoke

Sequence of Work:

- Site specific Method Statement read through and checked. Any additions to be recorded.
- Materials and tools required, to be unloaded from vehicles. All equipment to be tested before use and inspected after use.
- PPE to be always worn by all employees/Sub-contractors.
- Scaffold to be inspected to clarify fit for job intended and Green Tag is dated and attached.
- Make sure all windows/Velux's are either closed & locked or holes are boarded, and safe and adequate fall arrest is in place in unfinished openings. If this has not been done, adequate barriers and warning signs should be in place. If there are no security measures in place or you are concerned at all, **DO NOT** attempt to go on the roof, make others on the roof aware and contact the site team immediately. **DO NOT** make any changes/adaptations yourself
- Materials and tools, that are within manual handling limits, to be carried onto scaffold where works are to commence. Those that are too heavy/awkward are to be lifted by site forklift. Care to be taken when using the ladder and carrying equipment/tools.
- Check plywood has not been compromised by being left out in the elements for too long.

MS08 – Continued**Method Statement: - Flat Roof Sheet 2****Heat Sealed System**

- Install metal edges to perimeter and around window boxes and gullies.
- Roll out fleece underlay and pin using 30mm copper nails, then roll out the membrane securing with Ejoy pressure plates and screws.
- Heat field sheet to perimeter metals with Hot Air Gun making sure pulled tight so no bubbles or wrinkles.
- Take photos on completion of works.
- **No Solvent Welding Allowed**

Glue Down System

- Check plywood is dry
 - Roll out membrane to fit then roll half back at a time
 - Spread glue on to exposed plywood with a brush and then roll folded back membrane onto glued area, sweeping with a soft brush to ensure contact
 - Heat 200mm de-fleeced membrane for any edges
 - Note: - All welds should be a minimum of 40mm wide
 - Probe all welded seams to check completely sealed
- Sweep roofs with a soft brush and bag up any rubbish and place in skips provided
- Wash roof if required
 - Take photos on completion of works

Appendices:

MS09**Method statement: - Repairs / Remediation Works****SAFE SYSTEM OF WORK (SSOW)**

Task: Roofing Repairs / Remedial Works

Location: Remedial work at private dwellings

Employee's Required for Task: All employees including Sub-contractors

Frequency: As required for training

Training Required/Competency Level: Training to high competency in all aspects of roofing covered by Bedford Leadwork Limited

Task Risk Assessment: Remedial Repairs

Main Hazards Associated with Task: Lone Working and Working at Heights

PPE Required: Hard hat, Work boots, Hi Visibility vest/top/jacket, gloves, goggles and dust masks

Equipment Required: All relevant PPE (as above) and any hand/mechanical tools as required

Materials Required: Dependent on job being undertaken

Environmental Considerations: Noise

Sequence of Work:

- On arriving at the property, make yourself known to the homeowner/tenant, if they are at home, and then call the Bedford Leadwork Limited office to advise of your arrival.
- Job specific Method Statement read through and checked. Any additions to be recorded. Only works on the Method Statement to be carried out.
- Materials and tools required to be unloaded from vehicle. All equipment to be tested before use and inspected after use.
- PPE to be always worn by all employees/Sub-contractors.
- Scaffold to be inspected to clarify it is fit for job intended and Green Tag is dated and attached.
- If works are to be completed from an Ariel Platform, speak to the operator provided to operate the machine, so that he knows the works required.
- Materials and tools, that are within manual handling limit, to be carried onto the scaffold where works are to commence. Care to be taken when using the ladders and carrying equipment/tools.
- Dependent to the job required, works are to be carried out in a safe and professional manner and to be left in a tidy/respectful manner.
- On completion of the works, inform the homeowner/tenant. Do not give them a report of your works/findings.
- Contact the Bedford Leadwork Limited office to advise completion of works and email your report and photos to the office.

Appendices:

THSP Risk Management are retained by Bedford Leadwork Limited as their Competent H&S Advisors

MS10**Method Statement: - Lead Work****SAFE SYSTEM OF WORK (SSOW)**

Task: Using Lead Products

Location: On sites, construction projects and remedial work at private dwellings

Employee's Required for Task: All employees including Sub-contractors

Frequency: As required for training

Training Required/Competency Level: Initial induction training in Health and Safety, Knowledge of the Lead regulations and use of during normal daily work routines

Task Risk Assessment: Use of Lead

Main Hazards Associated with Task: Lead poisoning and Incorrect handling

PPE Required: Hard hat, Work boots, Hi Visibility vest/top/jacket, gloves, goggles, ear plugs and dust masks

Equipment Required: All relevant PPE (as above) including ability to sanitize hands, welding kit, hand and mechanical tools

Materials Required: Lead

Environmental Considerations: Noise, fumes from welding and correct disposal of any lead not used

Sequence of Work:

-Site specific Method Statement & COSSH information read through and checked.
Any additions to be recorded.

- Materials and tools required, to be unloaded from vehicles. All equipment to be tested before use and inspected after use.

- PPE to be always worn by all employees/Sub-contractors.

- Scaffold to be inspected to clarify fir for job intended and Green Tag is dated and attached.

- Make sure all windows/Velux's are either closed & locked or holes are boarded, and safe and adequate fall arrest is in place in unfinished openings.

- Make sure all windows/Velux's are either closed & locked or holes are boarded, and make sure that adequate fall arrest is in place in unfinished openings. If this has not been done, adequate barriers and warning signs should be in place. If there are no security measures in place or you are concerned at all, **DO NOT** attempt to go on the roof, make others on the roof aware and contact the site team immediately. **DO NOT** make any changes / adaptations yourself

- Materials and tools, that are within manual handling limits, to be carried onto scaffold where works are to commence. Those that are too heavy/awkward are to be lifted by site forklift. Care to be taken when using the ladder and carrying equipment/tools.

- Chase out joint with 110V grinder, using goggles, PPF3 dust masks & ear plugs.

- Sweep roof to clear debris while still wearing PPE.

- Cut up lead on workbench and form to required shape and/or size.

- Install lead into wall making sure 20mm into chase.

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MS10 – Continued**Method Statement: - Lead Work Sheet 2**

- Oil all lead after installation, putting oil rag in a heavy weight plastic bag for future use.
- Lead mastic applied to all joints. Do not pass the end of the lead.
- Any over grinds to be pointed with Silo Mortar.
- Any over rake outs by bricklayer to be left for bricklayer to sort.
- Re-sweep the roof checking for any broken tiles.
- Re-place broken tiles if there are any
- Photograph completed works and document plot numbers etc

Appendices:

MS11**Method statement working around Velux Windows on new build properties on site****SAFE SYSTEM OF WORK (SSOW)**

Task: Working around Velux Windows on a new build property

Location: On sites and construction projects

Employees required for task: All employees including sub-contractors

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety and on-site training.

Task Risk Assessment: Working @ Heights

Main Hazards Associated with Task: Injuries caused from working at height

PPE Required: PPE including Hard hat, appropriate work wear and safe footwear, additional PPE such as goggles, masks, and gloves

Equipment Required: All relevant PPE as above, Scaffold and ladders supplied by scaffolder, Fall Arrest System fitted by Main Contractor

Materials Required: None

Environmental Considerations: None

Sequence of Work:

Check and inspect with a site representative, that all Velux windows are closed correctly and secured from the inside of the property before any works on pitched/flat roofs can take place.

Prior to working on pitched/flat roofs at height, make sure all Velux windows have guard rails all around them and warning signs (Fragile Roof) in place, fitted by the scaffold contractor. Works **CANNOT** take place if they are not.

If you are working around Velux windows, make sure that guard rails and a safe working platform have been erected, by the scaffold contractor, around the Velux window. A purpose made steel cage over the Velux window is required, to prevent any operative stepping on the glass. Once this is in place work can start.

Do not at any time step onto the glass of a Velux window whilst working around the Velux window – **IT IS TOTALLY FORBIDDEN**. If it hasn't got a protection cage, inform your supervisor right away and stop working around the Velux window.

MS11 – continued**Method statement: - Working around Velux windows on site**

It is important whilst carrying out roofing works on un-occupied properties, that we work closely with the site team and agree arrangements for managing the works, explaining the works around the Velux windows and safety methods in place, as above.

Always plan and organise to keep operatives safe whilst working around Velux windows. It requires a combination of all the above, and Bedford Leadwork Limited, to ensure a competent person always assesses the above **BEFORE** any works are started and explains the planned safe systems of works around Velux's to the operatives whilst working on un-occupied dwellings

Appendices:

MS12**Method statement working around Velux windows on occupied properties****SAFE SYSTEM OF WORK (SSOW)**

Task: Working around Velux Windows on occupied properties

Location: Remediation works on occupied properties

Employees required for task: All employees including sub-contractors

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety and Lone Working

Task Risk Assessment: Working @ Heights and Lone Working

Main Hazards Associated with Task: Injuries caused from working at height

PPE Required: PPE including Hard hat, appropriate work wear and safe footwear, additional PPE such as goggles, masks, and gloves

Equipment Required: All relevant PPE as above and Scaffold and ladders with lockable ladder covers, supplied by scaffolder

Materials Required: Dependent on job required

Environmental Considerations: None

Sequence of Work

Check and inspect, with homeowner, that all Velux windows are closed correctly and secured from the inside of the property BEFORE any works on the roof can take place.

Prior to working on pitched/flat roofs at height, make sure all Velux windows have guard rails all around them and warning signs (Fragile Roof) in place, fitted by the scaffold contractor. Works **CANNOT** take place if they are not.

If we are working around Velux windows i.e., Stripping tiles above and around a Velux, we must make sure the guard rails and a safe working platform have been erected by the scaffolder around the Velux window. This should include a purpose made steel cage over the Velux window. to prevent any operatives stepping on the glass. Once this is in place, work can begin.

Do not at any time step onto the glass of a Velux window whilst working around the Velux window – **IT IS TOTALLY FORBIDDEN**. If it hasn't got a protection cage, inform your supervisor right away and stop working around the Velux window.

MS12 – continued**Method statement: - Working around Velux windows on occupied properties**

It is important whilst carrying out roofing works on occupied properties, that we work closely with the homeowner and agree arrangements for managing the works, explaining the works around the Velux windows and safety methods in place, as above.

Always plan and organise to keep operatives safe whilst working around Velux windows. It requires a combination of all the above, and Bedford Leadwork Limited, to ensure a competent person always assesses the above **BEFORE** any works are started and explains the planned safe systems of works around Velux's to the operatives whilst working on occupied dwellings

Appendices:

Chapter 5.**Control of substances hazardous to health (COSHH)**

Risk Assessment COSHH

ACTIVITY	HAZARDS	RISKS ASSOCIATED	RISK LEVEL L/M/H	CONTROL MEASURES	RISK LEVEL L/M/H	ANY OTHER ACTIONS	DATE TO COMPLETE
COSHH	Renolit Patination Oil 2 stroke fuels Unleaded petrol Fiberglass/ Insulation and fibreboard Asbestos Cement mortar plaster	Musculoskeletal injuries Inhalation/ Absorption/ Ingestion Poisoning Spills Respiratory problems from brick dust/muck work/render being cut and ground out	M	Correct use of equipment through good information, training, instruction and supervision All COSHH related products to be stored correctly in a lockable cupboard on site and locked away in each van that carries any COSHH data sheets have been produced (SDS) for the substances carried and individuals informed where they are displayed Correct disposal of all COSHH products and packaging after use as detailed in the safety data sheet (SDS) Records kept of purchases/disposal/accidents/ incidents and near misses	L	Ongoing training given Online training being organized through Vital skills	N/A

All safety data sheets are stored separately in the office and are in the Health and Safety folder for easy access.

Control of substances hazardous to health (COSHH)

SAFE SYSTEM OF WORK (SSOW)

Task: Use of COSHH related products

Location: On sites, construction Projects, Remedial work and Private dwellings

Employee's Required for Task: All employees including Sub-contractors.

Frequency: As required for training

Training Required/Competency Level: Initial Induction training in Health and Safety, demonstration in the correct use of COSHH related products and their storage with on-site training.

Task Risk Assessment: COSHH

Main Hazards Associated with Task: Injuries/illnesses caused from misuse.

PPE Required: PPE including Hard hat and gloves appropriate work wear and safe footwear, additional PPE such as goggles, masks.

Equipment Required: All relevant PPE including Gloves, goggles and masks. Eye wash stations and showers may be required this would be site specific.

Materials Required: None

Environmental Considerations: incorrect disposal of products, not stored correctly

Sequence of Work:

All equipment to be tested before use and inspected after use

All COSHH to have information on or with it.

PPE to be worn at all times by all employees

Knowledge of the COSHH products being used through information/training/instruction and supervision. Correct storage/disposal of COSHH and post use checks.

Appendices:

Chapter 6.

Fire arrangements including:

- **Fire risk assessment**
- **Fire evacuation sheet**

FIRE RISK ASSESSMENT – Bedford Leadwork Limited

1. PREMISES PARTICULARS

Premises Name Bedford Leadwork Office

Address

40 Renhold Road
Wilden
Bedfordshire
MK44 2QA
Tel no: 07970567972

Use of Premises

Business

Date of Risk Assessment 01 September 2022

Name & relevant details of the person who carried out the Fire Risk Assessment

Miss Joanne Cree

Fire Warden / Fire Marshal Vital Skills

Date of Review 01 September 2023

Owner/Employer/Person in control of the workplace

Mr Scott Bailey
Managing Director
Bedford Leadwork Limited

2. GENERAL STATEMENT OF POLICY

Statement:

It is the policy of Bedford Leadwork Limited to protect all persons including all workers, sub-contractors and visitors who use the building, from potential injury and damage to their health which might arise from social and leisure activities.

Bedford Leadwork Limited will provide and maintain a safe and healthy environment, maintaining all equipment and systems of work for all users of the building and to provide such information training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

3. MANAGEMENT SYSTEMS

Commentary:

The Fire Safety Management plan is contained within this document and is kept for all to see on the notice board inside the building. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Employers Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters Bedford Leadwork Limited has appointed a responsible person for fire safety matters, which includes the Fire Risk Assessment and all matters appertaining to it.

This person will be responsible for: -

Deciding the fire safety protective and preventative measures

Informing other responsible persons what they are

Ensuring they are implemented and communicated to other employee

Ensuring co-ordination between other responsible persons

Fire Safety will be an agenda item for the monthly Tool Box talks

The other responsible persons are shown on the schematic (attached).

They will be responsible for the fire safety measures as shown.

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The Training Officer will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

4. GENERAL DESCRIPTION OF PREMISES

Description:

The building comprises a Wooden built exterior with wood cladding all round, the roof is a Tiled pitched roof.

The premises are considered to be of low risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The building is single storey, with an office area and a storeroom

It has Fire escape exits via the entrance doors and the 2 other doors that open in the storeroom area.

Occupancy

Times the Premises are in use: 0600 to 1800

The Total Number of persons Helping within the premises at any one time: 4

The Total Number of persons who may resort to the premises at any one time: 15

Size

Building footprint

(Meters x Meters): 15 x 8

Number of floors: 1

Number of stairs: 0

5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

No Fire alarm or warning system is employed in this building.

6. PLAN DRAWING

See Building plan attached

7. IDENTIFY FIRE HAZARDS

Sources of Ignition:

The ignition sources are those commensurate with Business premises. There are no significant ignition sources within the workplace. Smoking is not allowed in the building.

Sources of Fuel:

The sources of fuel are those commensurate with Business premises. Majority of use is related office-based work. Paper for printing and writing etc. is stored away in stationary cupboard which is kept locked. All appliances are PAT tested and used under adult supervision. Wastepaper bins are emptied every night and the waste stored outside away from the building in metal bins.

Work Processes:

Bedford Leadwork processes are commensurate with a business premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment and PAT testing. The company policy is the close down all electrical equipment when locking up and leaving the building.

Structural features that could promote the spread of fire:

This is an old barn building built around 1980's and refurbished early 2018. All services and compartments are adequately fire stopped and there are no voids or false ceilings.

8. IDENTIFY PEOPLE AT RISK

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Workers can be distributed throughout the building. Visitors and contractors are signed in by the person in charge of the office. They are always accompanied by the office manager who will brief them on the fire evacuation procedures. Bedford Leadwork are made responsible for their guests during any evacuation.

Where visitors are identified as having disabilities that would prejudice their evacuation, the office manager will put measures in place to ensure their evacuation in the event of fire. At the present time there are no workers with disabilities requiring assistance to escape in the event of fire.

9. MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

All workers are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would require assistance to evacuate the premises. There are sufficient fire exits of suitable width from the premises that will allow all persons using the premises to evacuate in the event of fire. It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly quickly after ignition by workers due to the working practices of the building. Furthermore, some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those workers who may find themselves isolated (i.e., working late) It is anticipated that all workers and persons using the building would have evacuated the building before any escape route becomes untenable. All door fastenings can be easily opened at all times and all escape routes lead to a place of safety.

10. FIRE SAFETY SIGNS & NOTICES

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

11. FIRE WARNING SYSTEM

Commentary:

There is no fire warning or alarm system fitted to this building just smoke alarms

12. EMERGENCY LIGHTING SYSTEM

Commentary:

No emergency lighting is fitted to this building due to the small size and closeness of all exits from the building

13. FIRE FIGHTING EQUIPMENT

Commentary:

There is an adequate firefighting equipment maintained and ready for use.

14. MANAGEMENT - MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary: Records maintained and kept filed by the office manager

Are regular checks of fire resisting doors, walls & partitions carried out N/A

Commentary: Carried out by the designated fire marshal

Are regular checks of escape routes & exit doors carried out Yes / No

Commentary: Carried out by the designated fire marshal.

Are regular checks of fire safety signs carried out Yes / No

Commentary: Carried out by the designated fire marshal

Is there a maintenance regime for the fire warning system Yes / No

Commentary: Weekly check Carried out by the designated fire marshal and recorded.

Annual check carried out by contractors and recorded.

Is there maintenance of the firefighting equipment (By competent person?) Yes / No

Commentary: Annual checks carried out by external company

Are records kept & their location identified Yes / No

Commentary: The records for all aspects relating to maintenance issues are kept with the group scout leader or group chairperson

15. METHOD FOR CALLING THE FIRE SERVICE

Specify:

Any person present to call 999

16. EMERGENCY ACTION PLAN (EAP)

Commentary:

There is a sufficient Emergency Action Plan attached to this record.

17. TRAINING

Commentary:

Training is provided by the Training Manager. A monthly toolbox talk and a six-monthly training meeting is held to remind staff of what to do in the event of Fire. Also included – How to call the Fire Service, and How to operate the fire alarm system. All volunteers undertake this Training.

18. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/Rectification Priority Date to be Date

No deficiencies to report at present.

19. SIGNIFICANT FINDINGS

Significant Finding Control Measure/Action

Regular fire drills are being implemented

Regular checks of smoke alarms have been implemented

Signing in sheet for visitors

20. ADDITIONAL HAZARDS

Specify:

None

FIRE EVACUATION DRILL RECORD SHEET

DATE OF EVACUATION	TIME OF EVACUATION	TIME FOR LAST PERSON TO EVACUATE	DID THEY COMPLETE THE EVACUATION CORRECTLY	ANY LEARNING POINTS FOUND
1-12-2020	12.20PM	35 SECS	YES	NO
14-6-2021	09.15AM	20 SECS	YES	NO
11-11-2021	14.30	31 SECS	YES	NO
21-02-2022	10.00AM	23 SECS	YES	NO
24-03-2022	15.00	21 SECS	YES	NO
27-04-2022	16.00	22 SECS	YES	NO
27-05-2022	11.30AM	20 SECS	YES	NO
27-06-2022	NOON	24 SECS	YES	NO
29-07-2022	14.45	23 SECS	YES	NO
22-08-22	9.30AM	22 SECS	YES	NO
13-09-22	13.55	23 SECS	YES	NO

Chapter 6.**First Aid arrangements including:**

- Qualified First Aiders within the business
- First Aid boxes and monthly check sheet

Qualified first aid employees or subcontractors are:

James Danobrega

More courses will be running in 2022 to add 3-4 more 1-day emergency first aid at work EFAW qualified people.

This will then be continuous ongoing training, for all employees and subcontractors, that want a first aid qualification

This qualification will not be certified by a governing body but will be run within the remit of the HSE 1 day course by a qualified teacher and assessor and all documents will be kept.

First Aid box check monthly

Name of person checking	Signature	Date
James Danobrega	JD	November 2021
James Danobrega	JD	February 2022
Jo Cree	JC	March 2022
Jo Cree	JC	April 2022
Jo Cree	JC	May 2022
Jo Cree	JC	June 2022
Jo Cree	JC	July 2022
Jo Cree	JC	August 2022
Jo Cree	JC	September 2022