Health & Safety

Fordingbridge is committed to designing the highest standards of health and safety into everything we do. The following document includes:

- Health & Safety Information 1
- Organisation Chart 2
- Accident & Incident Figures 3
- Health & Safety Statement 4
- Example of Risk Assessment/Method Statement 5
- COSHH Assessment 21
HEALTH & SAFETY INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Ray Horan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Health &amp; Safety Manager</td>
</tr>
<tr>
<td>Telephone direct</td>
<td>01243 558191</td>
</tr>
<tr>
<td>Facsimile</td>
<td>01243 554433</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rayhoran@fordingbridge.co.uk">rayhoran@fordingbridge.co.uk</a></td>
</tr>
<tr>
<td>Qualifications</td>
<td>NEBOSH</td>
</tr>
<tr>
<td></td>
<td>IOSH</td>
</tr>
<tr>
<td>Competence</td>
<td>Full time Health &amp; Safety Manager for Factory and sites</td>
</tr>
<tr>
<td>Association</td>
<td>Fordingbridge is a member of the British Safety Council</td>
</tr>
<tr>
<td>Policy</td>
<td>Reviewed annually, presented to employees on induction and signed for upon receipt</td>
</tr>
<tr>
<td>Method Statements</td>
<td>In-house</td>
</tr>
<tr>
<td>Risk Assessments</td>
<td>In-house</td>
</tr>
<tr>
<td>PPE</td>
<td>Provided for all employees</td>
</tr>
<tr>
<td>CSCS cards</td>
<td>90% of site workers hold cards</td>
</tr>
<tr>
<td>Accidents / Incidents</td>
<td>Documented for 10 years</td>
</tr>
<tr>
<td>Committee</td>
<td>In-house elected Health &amp; Safety Committee meets regularly to discuss issues raised by employees</td>
</tr>
<tr>
<td>Performance</td>
<td>Regular benchmark meetings and assessments with associated companies</td>
</tr>
</tbody>
</table>
## ACCIDENT AND INCIDENT FIGURES

<table>
<thead>
<tr>
<th>Year</th>
<th>Minor Injuries - less than 3 days off work</th>
<th>7 day RIDDOR reportable</th>
<th>Reportable Diseases</th>
<th>RIDDOR major injuries</th>
<th>Fatal injuries</th>
<th>Total number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>38</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>40</td>
</tr>
<tr>
<td>2015</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>33</td>
</tr>
<tr>
<td>2014</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>30</td>
</tr>
<tr>
<td>2013</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>35</td>
</tr>
<tr>
<td>2012</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>35</td>
</tr>
<tr>
<td>2011</td>
<td>9</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>36</td>
</tr>
<tr>
<td>2010</td>
<td>5</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>39</td>
</tr>
<tr>
<td>2009</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>42</td>
</tr>
<tr>
<td>2008</td>
<td>8</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>43</td>
</tr>
<tr>
<td>2007</td>
<td>7</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>40</td>
</tr>
<tr>
<td>2006</td>
<td>12</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>42</td>
</tr>
<tr>
<td>2005</td>
<td>14</td>
<td>2</td>
<td>None</td>
<td>1 (Contractor)</td>
<td>None</td>
<td>36</td>
</tr>
<tr>
<td>2004</td>
<td>20</td>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>34</td>
</tr>
<tr>
<td>2003</td>
<td>19</td>
<td>5</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>32</td>
</tr>
<tr>
<td>2002</td>
<td>8</td>
<td>4</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>33</td>
</tr>
</tbody>
</table>
HEALTH AND SAFETY

PART 1: POLICY STATEMENT

Fordingbridge plc accepts its responsibilities for ensuring health, safety and welfare at work. Fordingbridge plc believes that achieving high standards in health, safety and welfare is important to the success of the company.

Fordingbridge plc intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it by ensuring the safety and well being of all employees, and also that of non-employees who could be affected by the operations of the company, so far as is reasonably practicable. The rest of this Policy explains in detail how this will be done.

The Directors will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the company’s activities.

Employees will be expected to exercise personal responsibility for health and safety at work, and will be provided with such information and training, as they need for this purpose in order to co-operate with the management in complying with health and safety legislation.

This Policy will be reviewed every year.

Steve Toone - Managing Director

Date: 1 January 2018
METHOD STATEMENT AND RISK ASSESSMENTS

CLIENT
TRUSTEES THE RC DIOCESE SOUTHWARK
FINANCE OFFICE
59 WESTMINSTER BRIDGE ROAD
LONDON
SE1 7JB

CONTACT NAME
ERIC ANDERSON
Tel: 01483 468666
Email:

SITE ADDRESS
THE JOHN FISHER SCHOOL – VI FORM
PEAKS HILL
PURLEY
CR8 3YP

This method statement is to be read in conjunction with the Fordingbridge plc Health and Safety Policy for Sub-contractors and any Health and Safety information provided by the Client.

The methods outlined in this statement will only be undertaken by persons qualified or deemed to be experienced in this type of work. If any problems arise from the use of this statement then they must be referred to the Health and Safety Manager at Fordingbridge plc, who will revise and re-issue the statement to all those concerned.

All works will be done in accordance with the Health and Safety at Work Act 1974 and all Regulations and Approved Codes of Practice relevant to this project.

ALL OPERATIVES MUST HAVE READ AND UNDERSTOOD THIS DOCUMENT PRIOR TO COMMENCING WORKS. NO VARIANCE TO ITS SEQUENCE OR METHOD OF WORKING IS TO BE MADE WITHOUT PRIOR CONSULTATION AND AGREEMENT BETWEEN ALL PARTIES INVOLVED.
PART 1:  POLICY STATEMENT

Fordingbridge plc accepts its responsibilities for ensuring health, safety and welfare at work. Fordingbridge plc believes that achieving high standards in health, safety and welfare is important to the success of the company.

Fordingbridge plc intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it by ensuring the safety and well being of all employees, and that of non-employees who could be affected by the operations of the company, so far as is reasonably practicable. The rest of this Policy explains in detail how this will be done.

The Directors will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the company's activities.

Employees will be expected to exercise personal responsibility for health and safety at work, and will be provided with such information and training, as they need for this purpose in order to co-operate with the management in complying with health and safety legislation.

This Policy will be reviewed every year.

Steve Toone

Director of Safety

Date: 1 January 2017
31st January 2017

TO WHOM IT MAY CONCERN

Re: Fordingbridge PLC

We act as the insurance brokers for the above client and can confirm the following covers are in force.

**Employers' Liability**

- Insurer: Aviva Insurance
- Policy Number: TBC
- Period of Cover: 01/02/2017 to 31/01/2018
- Indemnity Limit: £10,000,000 any one occurrence
  
  
  Cover complies with the Government Acts relating to Employers' Liability insurance.

**Public/Products Liability**

- Insurer: Aviva Insurance
- Policy Number: TBC
- Period of Cover: 01/02/2017 to 31/01/2018
- Indemnity Limit: 
  - Public Liability: £5,000,000 any one occurrence unlimited for the period
  - Products Liability: £5,000,000 any one occurrence and for the period
- Details: Cover includes the following:
  
  a) Indemnity to Principals Clause

**Excess of Loss Public/Products Liability**

- Insurer: Allianz
- Policy Number: TBC
- Period of Cover: 01/02/2017 to 31/01/2018
- Indemnity Limit: Public Liability/Products: £5,000,000 any one occurrence but limited to any one period of insurance in respect of the Products Liability in excess of £5,000,000

**Contractors All Risks**

- Insurer: Aviva Insurance
- Policy Number: TBC
- Period of Cover: 01/02/2017 to 31/01/2018
- Contract Limit: £1,200,000
- Own Plant: £2,000
- Hired in Plant: £500,000
Professional Indemnity

Insurer: C.I.A Insurance
Policy Number: TBC
Period of Cover: 01/02/2017 to 31/01/2018
Indemnity Limit: £5,000,000 any one claim

We trust this provides the satisfactory confirmation of cover you require, however, please do not hesitate to contact us with any query you may have.

Yours sincerely

[Signature]

Dean King BA(Hons) Cert. CII
Senior Account Manager
0161 200 1846
dean.king@ukglobalgroup.co.uk
<table>
<thead>
<tr>
<th><strong>Fordingbridge job no.</strong></th>
<th>7449 and 7459</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of building</strong></td>
<td>School Canopies</td>
</tr>
<tr>
<td>(Garden Centre, walkway, school tensile etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Brief Description</strong></td>
<td>To supply and install two canopies.</td>
</tr>
<tr>
<td>(Is it timber, steel, clad with fabric, insulated? etc.)</td>
<td>1) Steel frame 4.5m x 9.2m with polycarbonate roof</td>
</tr>
<tr>
<td></td>
<td>2) Timber frame 9m x 15m with Opal 60 fabric roof</td>
</tr>
<tr>
<td><strong>Date written</strong></td>
<td>16/10/2017</td>
</tr>
<tr>
<td><strong>Completed by</strong></td>
<td>Ray Horan Tel: 01243 558191 Email: <a href="mailto:Rayhoran@fordingbridge.co.uk">Rayhoran@fordingbridge.co.uk</a></td>
</tr>
<tr>
<td><strong>Designer (s)</strong></td>
<td>Fordingbridge plc Tel: 01243 554455 Email: <a href="mailto:info@fordingbridge.co.uk">info@fordingbridge.co.uk</a></td>
</tr>
<tr>
<td>(Include email and mobile details)</td>
<td></td>
</tr>
<tr>
<td><strong>Project start date:</strong></td>
<td>23/10/2017</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
<td>6 days</td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
<td>Fordingbridge plc Tel: 01243 554455 Email: <a href="mailto:info@fordingbridge.co.uk">info@fordingbridge.co.uk</a></td>
</tr>
<tr>
<td>(Include email and mobile details)</td>
<td></td>
</tr>
<tr>
<td><strong>Erectors details</strong></td>
<td>Andrejs Naktinis Tel: 07817 998657</td>
</tr>
<tr>
<td>(Include email, mobile and team member names)</td>
<td>Team Leader &amp; Site Supervisor (Ratio 1:2)</td>
</tr>
<tr>
<td></td>
<td>Mihail Golovin</td>
</tr>
<tr>
<td><strong>Erectors competency / training</strong></td>
<td>Andrejs Naktinis SSSTS CPCS IPAF PASMA First aid at Work</td>
</tr>
<tr>
<td>(Do they have CSCS /CPCS cards IPAF, PASMA etc.? Induction training will be required if carrying out work for a Principal Contractor)</td>
<td>Mihail Golovin CSCS IPAF</td>
</tr>
<tr>
<td><strong>Welfare facilities</strong></td>
<td>Provided by the Client</td>
</tr>
</tbody>
</table>
HOW IS THE WORK TO BE DONE
Include details of plant and equipment, materials to be used, storage, access and sequence of operations

Impact on other work areas
Will the project create hazards to other areas? Give details and control measures

The canopies are to be installed adjacent to existing buildings within a school campus during the mid term holidays to minimise any disruption.

The Client will ensure there is a secure area in which to store materials and build the canopy.

Access to the build areas will be from Peaks Hill Road, through the main gates and into the driveway (see illustration)

Legend
Access routes: – – – – – – Canopies

Risk Assessments
Have all foreseeable risks been assessed? Provide details of RA’s including Coshh
RA02 RA03 RA04 RA05 RA06 RA70 RA79
CoSHH Hilti resin

Plant and Equipment
Provide details of all types of plant and equipment required
Telehandler
Diesel Scissor Lifts
Stepladders
110 volt and battery-operated tools
| **Permits to work**  
Will any special permission be required to carry out tasks?  
If yes, provide details. | To be issued by the Client if required. |
|-----------------------------|--------------------------------------|
| **Personal Protective Equipment**  
Describe the types of PPE required.  
Some Principal Contractors may require in their site rules that certain types must be worn at all times. | Hard hat, Hi Vis jacket, safety boots, gloves and eye protection must be worn at all times on site.  
Ear protection, face masks and any other task specific PPE to be worn as required and to comply with the risk assessments |
| **Delivery of plant and materials**  
Describe how materials will be delivered, offloaded and stored. | All materials and equipment to be delivered to site, offloaded and stored in a safe and secure area as close as possible to the build. |
| **Groundwork**  
(Complete if works to be carried out by Fordingbridge contractors)  
Provide details of the ground conditions, security of site, has a ground survey been done?  
How will spoil be removed? Etc. | By others  
**Please note that it shall be the responsibility of the client to provide a clear, hard, flat and safe working area for the delivery, preparation and construction of the structure** |
| **Erection of framework**  
Highlight any access problems to site and how they can be controlled.  
Include sequence of erection and what equipment will be used. | All heavy / awkward lifting operations will be undertaken using a telehandler.  
All access to height will be from within scissor lifts.  
Steel and timber frames will both be erected in a similar manner:  
- Set out post positions with a string line.  
- Lift each post into position and manually support while the anchor holes are drilled using the foot plate as a template.  
- Dust out the holes and inject Hilti HAS resin, insert the anchor studs and leave to set.  
- When the anchor resin has set, align the posts and ensure they are plumb and square, adjust as necessary with steel packing plates and tighten anchor nuts.  
- Using the telehandler, lift each beam onto the locating plates on the posts and secure with nuts and bolts.  
- Lift each arch / rafter onto the beam mounting brackets and bolt into position.  
- Working from within the scissor lift, lift each purlin onto the arches / rafters and attach to the mounting brackets.  
- Install gutters.  
- Check structures for alignment and check all nuts and bolts for tightness. |
### Cladding
Describe cladding process and any hazards that will be encountered e.g. adverse weather, high winds, frost etc. that will affect the work and the programme.

### Polycarbonate sheets
The polycarbonate sheets will be installed from within the scissor lifts.
- Starting from one end, the first sheet will be laid onto the purlins and fixed along the curved gable rafter with an aluminium extrusion Tex screwed into the steel.
- A polycarbonate bar cap will be installed over the aluminium extrusion.
- Polycarbonate joining brackets will be positioned against the inner edge of the sheet and screwed to the purlins.
- The next sheet will be lifted onto the purlins, positioned against the joining brackets and fixed to the first sheet with a knock-on locking polycarbonate bar capping.
- This procedure will be followed for the rest of the panels across the roof.
- Once all the panels have been installed, white drip edge capping will be fitted around the edges of the polycarbonate.

### Opal 60 fabric sheet
Cladding with Opal 60 fabric is wholly weather dependant and no attempt should be made to install in winds over 18kph.
- Cladding rails and anti – hotspot tape will be fitted as required.
- Working from within scissor lifts or tower scaffold, the Opal 60 fabric sheet will be lifted onto the top of the structure with the Telehandler and unfurled.
- Starting at one gable end it will be fixed to the cladding rail and progressively tensioned and attached to the gutters with aluminium infills.
- Finally, the sheet will be fixed to the other gable end.
- When the sheet has been fully tightened, the excess material will be trimmed.
- Rainwater gear will be fitted.

### Checklist of inclusions:
<table>
<thead>
<tr>
<th>Risk Assessments</th>
<th>Yes /No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawings</td>
<td>Yes</td>
</tr>
<tr>
<td>Personnel Certs.</td>
<td>Yes (Typical)</td>
</tr>
<tr>
<td>To be shown on site induction.</td>
<td></td>
</tr>
</tbody>
</table>
Please give details of all personnel involved with the works described above

Ensure all staff have read and understood this method statement and risk assessments plus any other relevant information provided by the Main Contractor or the Client

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Trade</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SPECIFICATION:**

FRAME TYPE: STEEL CANOPY FRAME.

WIDTH: 4500mm

LENGTH: 9200mm

ALL ABOVE TO BE SHOT BLASTED, THERMAL ZINC SPRAYED & PPC - RAL TBC.

STEEL SIZES:

POSTS: 114.3X5 CHS

EAVES BEAM: 100X100X5 SHS

ARCHES: 100X60X5 RHS

PURLINS: 50X50X3 SHS

ALL STEEL SIZES TO BE CONFIRMED BY FORDINGBRIDGE STRUCTURAL ENGINEER.

RAIN WATER GOODS:

ALUMINIUM PPC - RAL TBC

GUTTERS AND DOWN PIPES DISCHARGING TO GROUND LEVEL ONLY.

FLASHING: ALUMINIUM PPC - RAL TBC

ROOF COVERING:

ROOF PITCH: MONO PITCH

ROOF COVER: 16mm TRIPLE WALL OPAQUE POLYCARBONATE.

FOUNDATIONS:

BY OTHERS.
SPECIFICATION:

STRUCTURAL GLULAM TIMBER FRAME
WITH LIGHT OAK STAIN
POSTS: 240x240mm
BEAMS: 280x120mm
CURVED BEAMS: 320x100mm
RIDGE BRACING: 35x2mm CHS / SHS
DIAGONAL BRACING: 50.8x1.5mm CHS
ALL TIMBER / STEEL SIZES TO BEAPPROVED BY STRUCTURAL ENGINEER
RAIN WATER GOODS:
ALUMINIUM MILL FINISHED
GUTTERS AND DOWN PIPES DISCHARDING TO GROUND LEVEL ONLY.
ROOF COVERING:
OPAL 60 FIRE RETARDANT FABRIC
FOUNDATIONS:
BY OTHERS

SPECIFICATION:
STRUCTURAL GLULAM TIMBER FRAME
WITH LIGHT OAK STAIN
POSTS: 240x240mm
BEAMS: 280x120mm
CURVED BEAMS: 320x100mm
RIDGE BRACING: 35x2mm CHS / SHS
DIAGONAL BRACING: 50.8x1.5mm CHS
ALL TIMBER / STEEL SIZES TO BEAPPROVED BY STRUCTURAL ENGINEER
RAIN WATER GOODS:
ALUMINIUM MILL FINISHED
GUTTERS AND DOWN PIPES DISCHARDING TO GROUND LEVEL ONLY.
ROOF COVERING:
OPAL 60 FIRE RETARDANT FABRIC
FOUNDATIONS:
BY OTHERS

SPECIFICATION:

STRUCTURAL GLULAM TIMBER FRAME
WITH LIGHT OAK STAIN
POSTS: 240x240mm
BEAMS: 280x120mm
CURVED BEAMS: 320x100mm
RIDGE BRACING: 35x2mm CHS / SHS
DIAGONAL BRACING: 50.8x1.5mm CHS
ALL TIMBER / STEEL SIZES TO BEAPPROVED BY STRUCTURAL ENGINEER
RAIN WATER GOODS:
ALUMINIUM MILL FINISHED
GUTTERS AND DOWN PIPES DISCHARDING TO GROUND LEVEL ONLY.
ROOF COVERING:
OPAL 60 FIRE RETARDANT FABRIC
FOUNDATIONS:
BY OTHERS
## RISK ASSESSMENT RECORD

**Assessment No:** RA02  
**Hazard / Work activity Assessed:** INSTALLATION OF RESIN FIXED ANCHORS  
**Location:** Outside works.

### H = HIGH RISK, M= MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT

<table>
<thead>
<tr>
<th>SIGNIFICANT RISKS</th>
<th>H</th>
<th>M</th>
<th>L</th>
<th>I</th>
<th>WHO MAY BE HARMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Drilling holes in concrete Hand arm Vibration</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td>2. Noise</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>SUBCONTRACTORS</td>
</tr>
<tr>
<td>3. Clearing holes of dust</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>VISITORS</td>
</tr>
<tr>
<td>4. Filling holes with resin and install anchor bolts</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>PUBLIC</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CONTROL MEASURES

1. Use a drill that is suitable for the task with vibration dampening to reduce H A V  
2. Avoid repetition of task  
3. Inform personnel close by that hearing protection may be needed  
4. Wear suitable gloves, ear and eye protection when drilling and blowing out holes.  
5. Wear minimum FFP3 facemask when drilling concrete  
6. Use correct dispensing tool for injecting resin and wear gloves to avoid contact with skin. The resin is completely inert when cured.  
7. Read and understand the C O S S H risk assessment for the Hilti resin

### RESIDUAL RISK AFTER ALL CONTROL MEASURES USED........ LOW

### INFORMATION, INSTRUCTION AND TRAINING

1. All operatives will be made aware of the hazards and read the MSDS for the product

### PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

| Hard Hat       |   |   |   |   | **X**  
|----------------|---|---|---|---| Masks      |
| Boots          |   |   |   |   | **X**  
| Gloves         |   |   |   |   | **X**  
| Goggles/Visor  |   |   |   |   | **X**  
| Overalls       |   |   |   |   | **X**  
| Ear Defenders  |   |   |   |   | **X**  

REMEMBER THAT PPE IS ALWAYS THE LAST RESORT

### SAFE WORKING PROCEDURE DOCUMENTS

### ADDITIONAL RISK ASSESSMENTS

Completed by Ray Horan  
Date 23/05/2007 Reviewed 05/01/2017
RISK ASSESSMENT RECORD

**Assessment No:** RA03  
**Issue No:** 1

<table>
<thead>
<tr>
<th>Hazard / Work activity Assessed</th>
<th>Location</th>
<th>LIKELIHOOD: 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATERIALS DELIVERY AND UNLOADING</td>
<td>John Fisher School, Peaks Hill, Purley, Surrey CR8 3YP</td>
<td>SEVERITY: 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY</td>
</tr>
<tr>
<td>KEY: MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING 1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNIFICANT RISKS</th>
<th>RISK RATING</th>
<th>WHO MAY BE AFFECTED</th>
<th>No’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) TRAFFIC MOVEMENT</td>
<td>2 X 3 = 6 H</td>
<td>FORDINGBRIDGE STAFF</td>
<td>MAX 3</td>
</tr>
<tr>
<td>2) USE OF LIFTING EQUIPMENT</td>
<td>2 X 3 = 6 H</td>
<td>OTHER CONTRACTORS</td>
<td>VARIABLE</td>
</tr>
<tr>
<td>3) LIFTING OPERATIONS</td>
<td>2 X 3 = 6 H</td>
<td>VISITORS TO SITE</td>
<td>VARIABLE</td>
</tr>
<tr>
<td>4) BEING STRUCK BY MOVING MATERIALS OR EQUIPMENT</td>
<td>1 X 3 = 3 M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) CUTS FROM SHARP MATERIALS</td>
<td>1 X 2 = 2 L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) MANUAL HANDLING</td>
<td>2 X 2 = 4 M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTROL MEASURES**

1. Ensure a safe and secure area is provided for storage to restrict unauthorised entry.  
   Agree this with Client / Principal Contractor. Ensure clear access to the area available for truck to deliver as close to site as possible, when required  
   Ensure a banksman directs traffic movement.  


3. Use trained slinger / signaller.

4. Ensure no unauthorised persons in vicinity when unloading

5. Wear appropriate gloves

6. Ensure materials delivered are of manageable weights unless not possible. Plan lifts and use more than one person if necessary. Use trolleys to transport long distances.

**INFORMATION, INSTRUCTION AND TRAINING**

1. All Operators to be trained and competent and able to produce documentation and certificates

2. Under no circumstances operate machinery if taking medicines that can affect your capabilities.

**PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

<table>
<thead>
<tr>
<th>Hard Hat</th>
<th>X</th>
<th>Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots</td>
<td>X</td>
<td>Reflective vests</td>
</tr>
<tr>
<td>Gloves</td>
<td>X</td>
<td>Knee pads</td>
</tr>
<tr>
<td>Goggles/Visor</td>
<td></td>
<td>Harnesses</td>
</tr>
<tr>
<td>Overalls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear Defenders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All PPE to conform to British Standards  
And be correct type for the purpose.  
And condition checked before use.  
Notify supervisor of any defects or wear

**REMEMBER THAT PPE IS ALWAYS THE LAST RESORT**

**SAFE WORKING PROCEDURE DOCUMENTS**

| Method Statement | L.O.L.E.R. Regulations |

**ADDITIONAL RISK ASSESSMENTS**

Completed by Ray Horan  
Date 16/10/2017
RISK ASSESSMENT RA70: MANUAL HANDLING

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Risks</th>
<th>Pre Control Risk Ratings</th>
<th>Control Measures</th>
<th>Post Control Risk Ratings</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual handling operations</td>
<td>Load</td>
<td>Musculoskeletal disorders and other injuries</td>
<td>5</td>
<td>25 Load to be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling. Load to be examined to determine its weight, dimensions and contents. Area of lift and route along which the load is to be transported to be well lit with non-slip surface and free of trip hazards. Establish whether the load is hot or cold and if it has any sharp edges or corners. Test to see if the load is likely to fall apart when lifted or if the contents within the load may be subject to unexpected movements with sudden displacement of the weight. Operatives to be trained in the methods of kinetic lifting and handling techniques. Hand-hooks, suckers, or other lifting aids will be employed (specify) where practicable. Consider whether personal protective equipment is required (specify). Team lifting will be carried out under the direction of a competent co-ordinator. Team members will be fully fit and of similar abilities. Temporary resting facilities for the load to be designated/constructed. Continue to monitor the situation and enquire whether mechanical means can now be employed.</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally any additional controls measures deemed necessary must be included.

Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.

Assessment Date: 12/08/2009  
Review Date: 05/01/2018  
Copies Issued To: Workshop and Construction Teams  
Date: 05/01/2017

* Exposure Ratings 1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous  
** Severity Ratings 1=Trivial, 2=Minor, 3=Under ‘3-day’ Injury, 4=Over ‘3-day’ Reportable Injury, 5=Major Injury, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)
| LOCATION: | |
| WEEK: | |
| HIRE CO. | Tel No. |
| VEHICLE NO: | |
| VEHICLE TYPE | |
| CHECKED BY | |

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TYRES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUDIO WARNING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VISUAL WARNING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTROLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRAKES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HYDRAULICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BATTERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAINS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OIL LEAKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOURS RUN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initials

Reported to:

Repaired (date):

Plant Hire Check List.  Please keep to the end of the contract hire.
COSHH Assessment Form

Please attach copy of Safety Data Sheet if applicable. Use one copy of this form for each substance to be used. If no SDS, check with manufacturer; EH40; other sources of information, etc.

Area...Outside.........Reference. Hilti Resin

Description of activity...Using chemical anchors to fix studs into concrete

Name of Product/ substance to be used......Hilti HIT-HY1560 ......

Quantity to be used.................Variable

Type of hazard

Are there any other potential hazards to health? (E.g. infection; allergy; sensitisation)
May be irritating to eyes.
May cause sensitisation by skin contact

Persons potentially exposed to hazard?......Personnel using this chemical. No hazard to persons unless in immediate vicinity or carelessly handling tubes without gloves.

Have all persons involved been given training in required procedures, and been made aware of the health risks of the operation? Yes (If "No", identify training needs of each individual, and any required precautions to be taken - attach a separate piece of paper if required.)

Is health surveillance required? No Minimal amounts used.
Route(s) of exposure to hazard

<table>
<thead>
<tr>
<th>Inhalation</th>
<th>Skin contact</th>
<th>Eyes</th>
<th>Ingestion</th>
<th>Skin penetration</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Control measures required to prevent or minimise hazards:

**Engineering controls**…Use the dispenser provided to mix and apply the contents of the 2-component foil pack.
Store in a cool dry and dark place +5 degrees to +25 degrees

**Procedural controls**……Minimise presence of others not involved in the work when using the chemical.
Keep away from ignition sources.
Ventilation is a minimal risk as normally used outside.

**Type of PPE required**…Wear eye protection and gloves

**Comments and risk assessment**
Chemical resin becomes inert when set
Any excess resin from an open dispenser will be mixed and left to set and then removed from site.

**Action required** …….Follow above controls and procedures See also Hilti Resin Material Safety Data Sheet (MSDS)

**Residual Magnitude of risk**: Low

**Persons responsible for actions**….Site Supervisor

**Name of assessor**…Ray Horan………………**Date**……23/07/2014

**Date for review of assessment**…01/02/2018 or sooner if circumstances change