

Fordingbridge Plc  
Arundel Road  
Fontwell  
Arundel  
West Sussex  
BN18 0SD

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info@fordingbridge.co.uk  
www.fordingbridge.co.uk

Registered Company No. 2450755

## Health & Safety

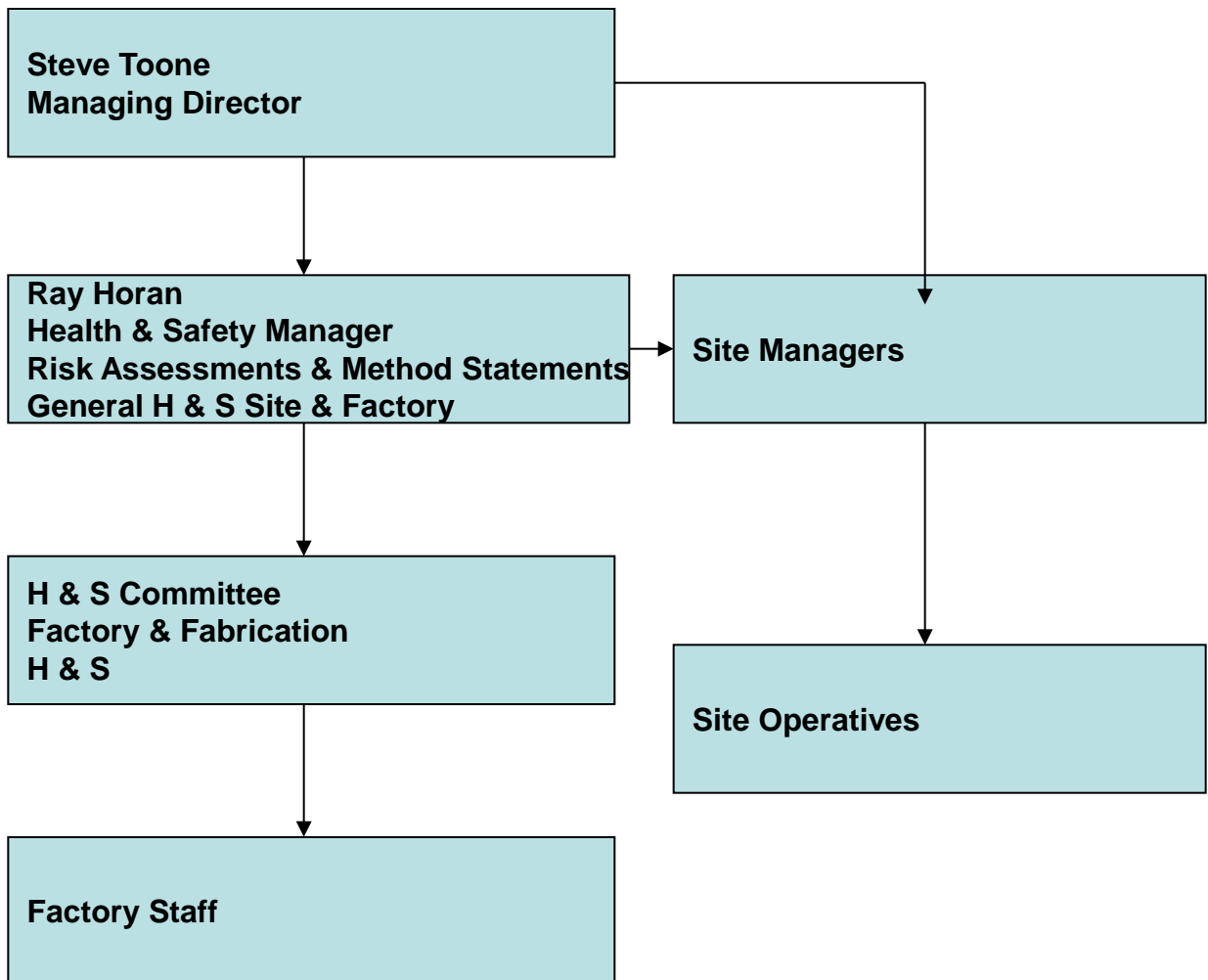
Fordingbridge is committed to designing the highest standards of health and safety into everything we do. The following document includes:

- Health & Safety Information
- Organisation Chart
- Accident & Incident Figures
- Example of Risk Assessment/Method Statement
- COSHH Assessment

## HEALTH & SAFETY INFORMATION

Name	Ray Horan
Position	Health & Safety Manager
Telephone Direct	01243 558191
Fax	01243 554433
Email	rayhoran@fordingbridge.co.uk
Qualifications	NEBOSH General and Construction Certificates. IOSH Technical member
Competence	Full time Health & Safety Manager for Factory and sites
Association	Fordingbridge is a member of the British Safety Council
Policy	Reviewed annually, presented to employees on induction and signed for up on receipt
Method Statements	In-house
Risk Assessments	In-house
PPE	Provided for all employees
CSCS cards	100% of site worker hold cards
Accidents/Incidents	Documented for 10 years
Committee	In-house elected Health & Safety Committee meets regularly to discuss issues raised by employees
Performance	Regular benchmark meetings and assessments with associated companies

# FORDINGBRIDGE PLC HEALTH & SAFETY ORGANISATION CHART



Document name	Author	Date 1st issue	Issue Number	Date of Amendment	Date issued	Number of issue
H&SO	RH	March 2011	1	8/10/13	8/10/13	2

## ACCIDENT AND INCIDENT FIGURES

Year	Minor Injuries - less than 3 days off work	7day RIDDOR reportable	Reportable Diseases	RIDDOR major injuries	Fatal injuries	Total number of employees
2023	5	3	0	0	0	37
2022	3	None	None	None	None	40
2021	3	None	None	None	None	37
2020	1	None	None	None	None	30
2019	1	None	None	None	None	37
2018	1	None	None	None	None	33
2017	2	1	None	None	None	38
2016	0	None	None	None	None	40
2015	2	None	None	None	None	33
2014	1	None	None	None	None	30
2013	2	None	None	None	None	35
2012	3	None	None	None	None	35
2011	9	None	None	None	None	36
2010	5	1	None	None	None	39
2009	3	None	None	None	None	42
2008	8	None	None	None	None	43



## 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

31<sup>st</sup> January 2017

**TO WHOM IT MAY CONCERN**

Broker Ref: FORDI-1

Dear Sir/Madam,

**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

**Insurance and Risk Management**

UKGlobal Risk Solutions Limited is registered as a company in England and Wales No. 05926710.  
Registered Office: 1 City Road East, Manchester, United Kingdom, M15 4PN  
UKGlobal Risk Solutions Limited is authorised and regulated by the Financial Conduct Authority (Reference 460003)  
UKGlobal Risk Solutions Limited is ISO 9001 Certified



**Professional Indemnity**

Insurer: C.N.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



Dean King BA(Hons) Cert. CII  
Senior Account Manager  
0161 200 1846  
[dean.king@ukglobalgroup.co.uk](mailto:dean.king@ukglobalgroup.co.uk)



### METHOD STATEMENT PROFORMA

<b>Fordingbridge job no.</b>	7449 and 7459
<b>Type of building</b> (Garden Centre, walkway, school tensile etc.)	School Canopies
<b>Brief Description</b> (Is it timber, steel, clad with fabric, insulated? etc.)	To supply and install two canopies. 1) Steel frame 4.5m x 9.2m with polycarbonate roof 2) Timber frame 9m x 15m with Opal 60 fabric roof
<b>Date written</b>	16/10/2017
<b>Completed by</b>	Ray Horan Tel: 01243 558191 Email: <a href="mailto:Rayhoran@fordingbridge.co.uk">Rayhoran@fordingbridge.co.uk</a>
<b>Designer (s)</b> (Include email and mobile details)	Fordingbridge plc Tel: 01243 554455 Email: <a href="mailto:info@fordingbridge.co.uk">info@fordingbridge.co.uk</a>
<b>Project start date:</b>	23/10/2017
<b>Duration:</b>	6 days
<b>Project Manager</b> (Include email and mobile details)	Fordingbridge plc Tel: 01243 554455 Email: <a href="mailto:info@fordingbridge.co.uk">info@fordingbridge.co.uk</a>
<b>Erectors details</b> (Include email, mobile and team member names)	Andrejs Naktinis    Tel: 07817 998657  Team Leader & Site Supervisor (Ratio 1:2)  Mihail Golovin
<b>Erectors competency / training</b> (Do they have CSCS /CPCS cards IPAF, PASMA etc.? Induction training will be required if carrying out work for a Principal Contractor)	Andrejs Naktinis SSSTS CPCS IPAF PASMA First aid at Work  Mihail Golovin CSCS IPAF
<b>Welfare facilities</b>	Provided by the Client

## HOW IS THE WORK TO BE DONE

Include details of plant and equipment, materials to be used, storage, access and sequence of operations

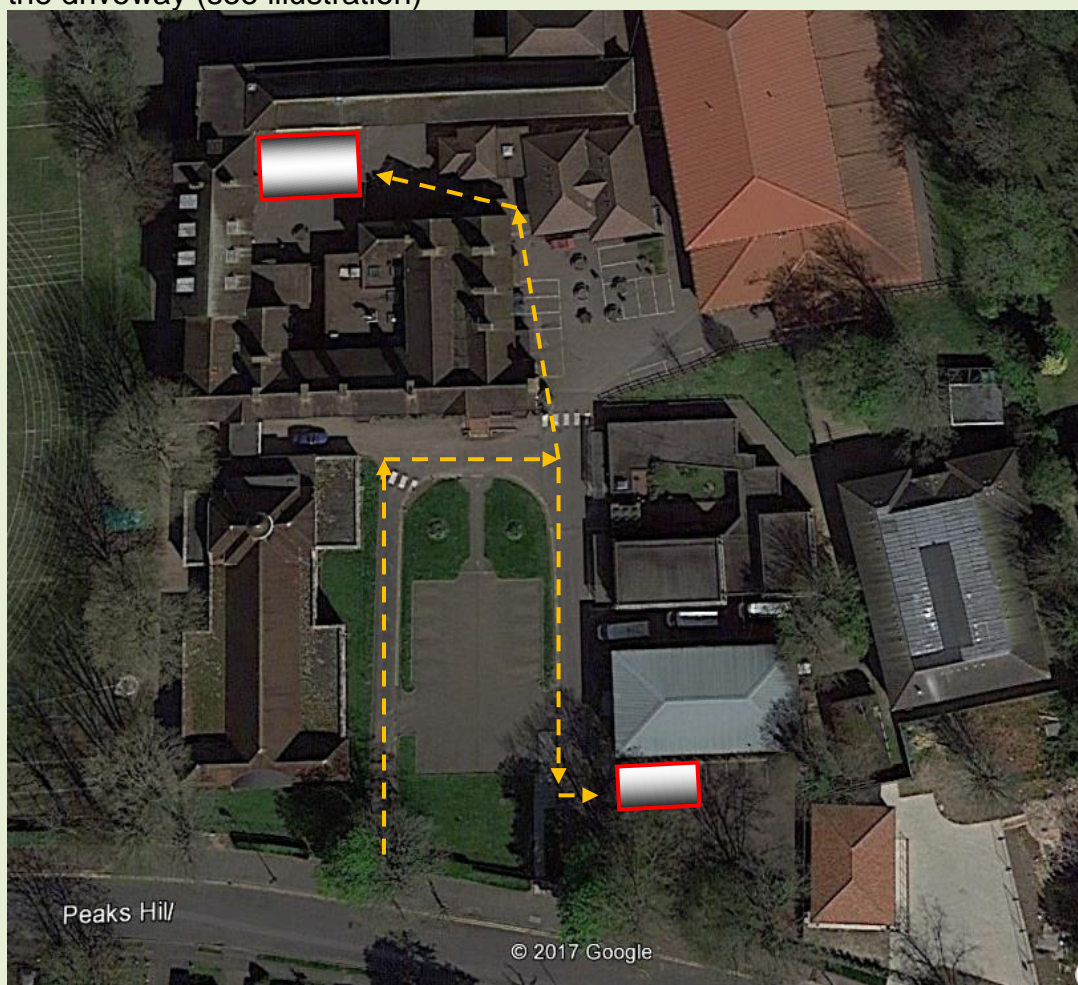
### Impact on other work areas

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 R A'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

<b>Permits to work</b> Will any special permission be required to carry out tasks? If yes, provide details.	To be issued by the Client if required.
<b>Personal Protective Equipment</b> 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
<b>Delivery of plant and materials</b> 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.
<b>Groundwork</b> (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.	<b>By others</b>  <b>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</b>
<b>Erection of framework</b> 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: <ul style="list-style-type: none"> <li>• Set out post positions with a string line.</li> <li>• Lift each post into position and manually support while the anchor holes are drilled using the foot plate as a template.</li> <li>• Dust out the holes and inject Hilti HAS resin, insert the anchor studs and leave to set.</li> <li>• 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.</li> <li>• Using the telehandler, lift each beam onto the locating plates on the posts and secure with nuts and bolts.</li> <li>• Lift each arch / rafter onto the beam mounting brackets and bolt into position.</li> <li>• Working from within the scissor lift, lift each purlin onto the arches / rafters and attach to the mounting brackets.</li> <li>• Install gutters.</li> <li>• Check structures for alignment and check all nuts and bolts for tightness.</li> </ul>

<p><b>Cladding</b> 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.</p>	<p><b>Polycarbonate sheets</b> The polycarbonate sheets will be installed from within the scissor lifts.</p> <ul style="list-style-type: none"> <li>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.</li> <li>A polycarbonate bar cap will be installed over the aluminium extrusion</li> <li>Polycarbonate joining brackets will be positioned against the inner edge of the sheet and screwed to the purlins.</li> <li>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.</li> <li>This procedure will be followed for the rest of the panels across the roof.</li> <li>Once all the panels have been installed, white drip edge capping will be fitted around the edges of the polycarbonate.</li> </ul> <p><b>Opal 60 fabric sheet</b> Cladding with Opal 60 fabric is wholly weather dependant and no attempt should be made to install in winds over 18kph.</p> <ul style="list-style-type: none"> <li>Cladding rails and anti – hotspot tape will be fitted as required.</li> <li>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.</li> <li>Starting at one gable end it will be fixed to the cladding rail and progressively tensioned and attached to the gutters with aluminium infills.</li> <li>Finally, the sheet will be fixed to the other gable end.</li> <li>When the sheet has been fully tightened, the excess material will be trimmed.</li> <li>Rainwater gear will be fitted.</li> </ul>
<p><b>Checklist of inclusions:</b></p> <p><b>Risk Assessments:</b></p> <p><b>Drawings:</b></p> <p><b>Personnel Certs.</b></p>	<p>Yes /No</p> <p>Yes</p> <p>Yes (Typical)</p> <p>To be shown on site induction.</p>

METHOD STATEMENT COMPILED BY



RAY HORAN

DATE: 16/10/2017

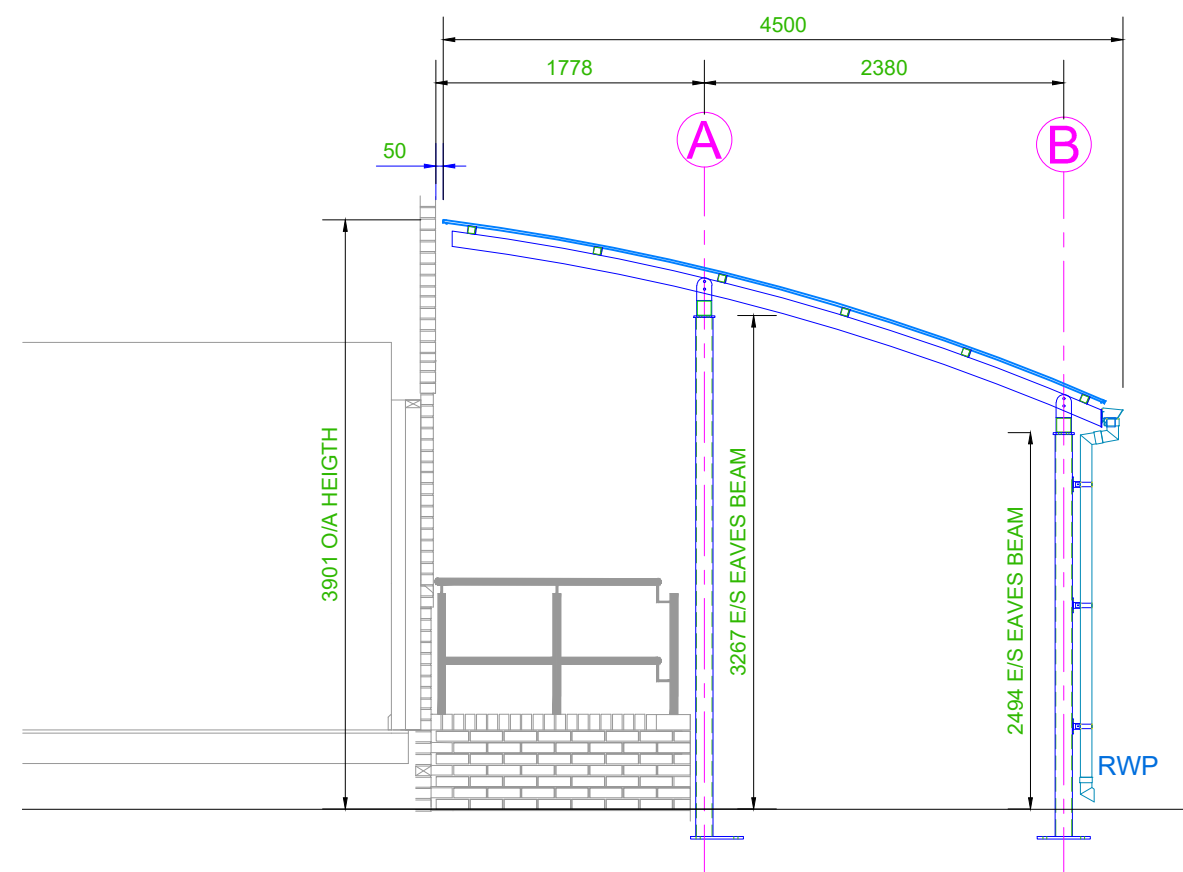
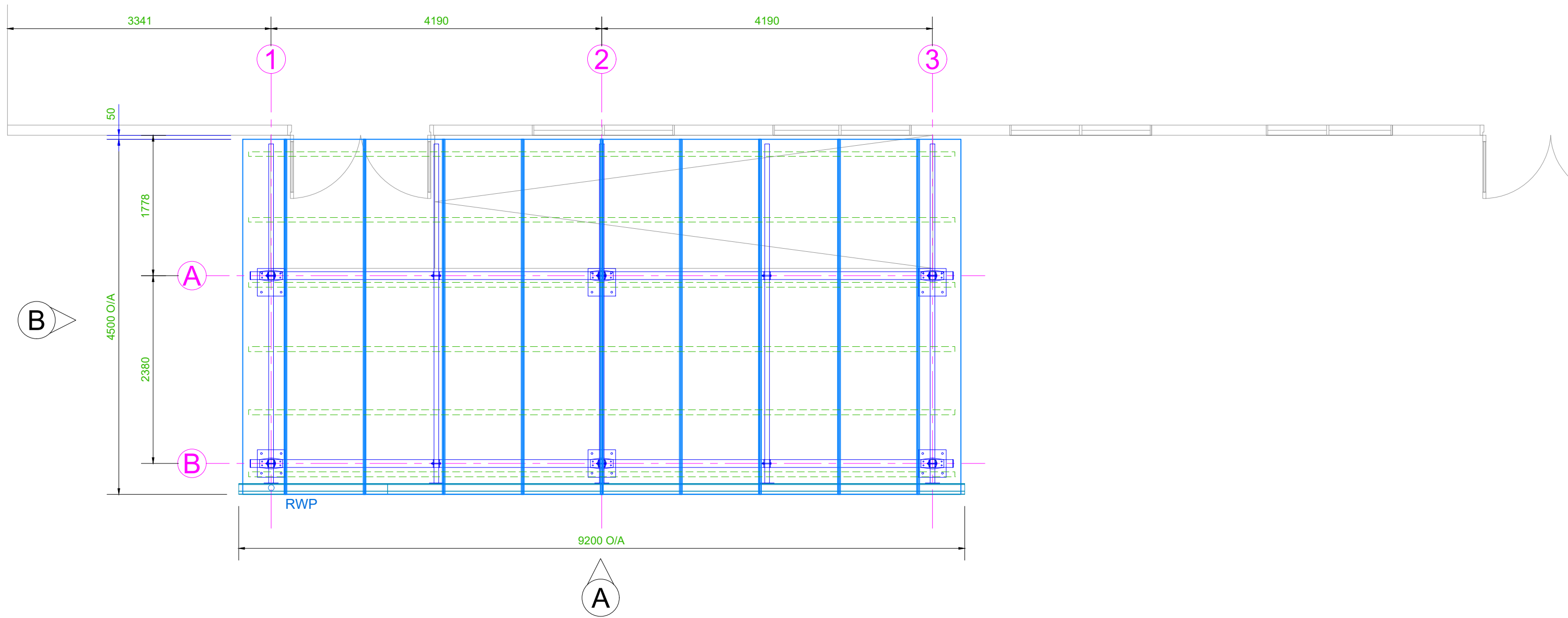


**Please give details of all personnel involved with the works described above**

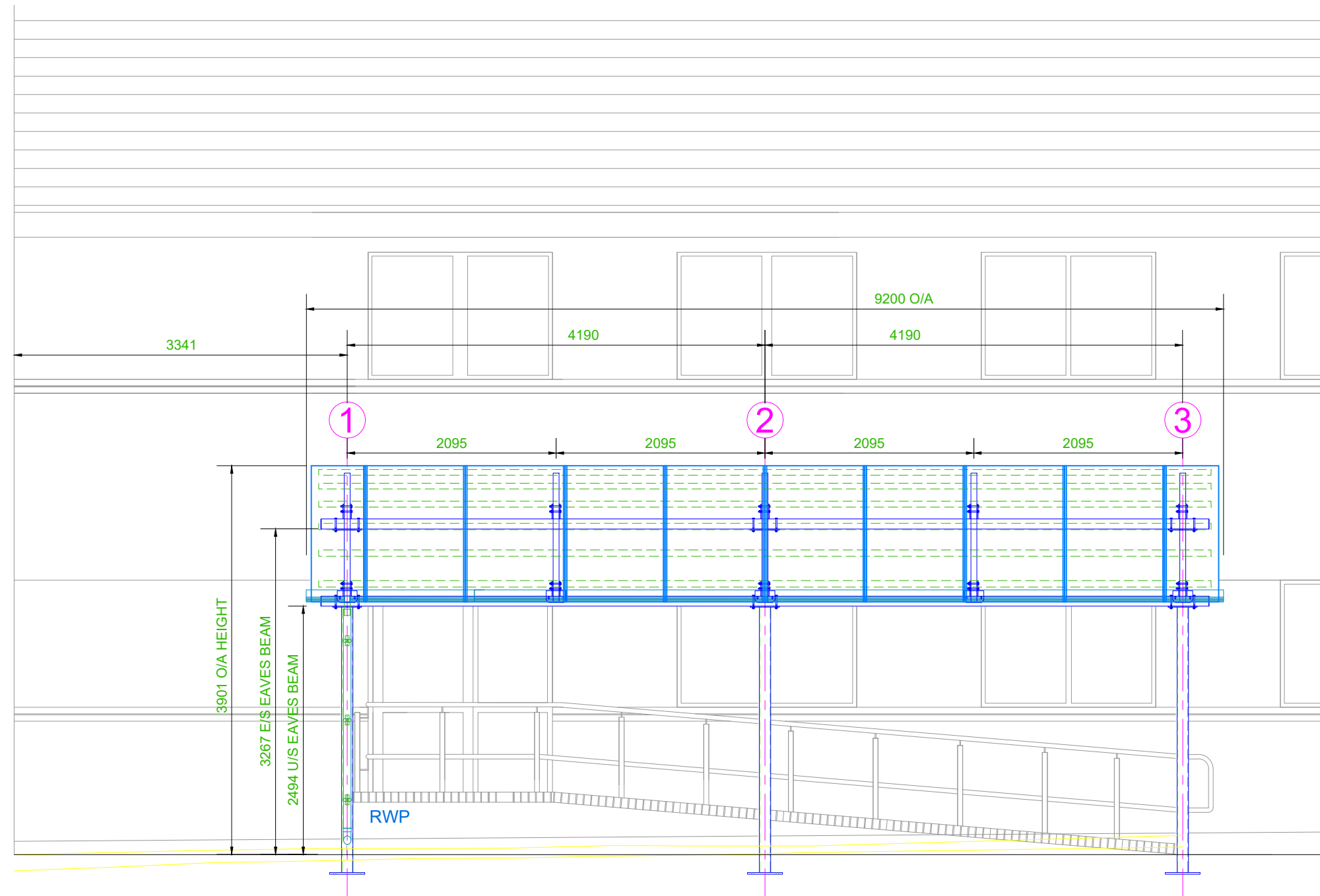
**Ensure all staff have read and understood this method statement and risk assessments plus any other relevant information provided by the Main Contractor or the Client**

Full Name	Trade	Signature





ELEVATION B



ELEVATION A

NOTES

**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.

REV	DESCRIPTION	BY	DATE
<b>FOR APPROVAL</b>			
<b>FORDINGBRIDGE</b> inspiring design + build Fordingbridge Plc, Arundel Road, Fontwell, Arundel, West Sussex, BN18 0SD Tel: 01243 554455 Email: info@fordingbridge.co.uk			
CLIENT <b>THE TRUSTEES OF THE RC DIOCESE OF SOUTHWARK</b>			
PROJECT <b>THE JOHN FISHER SCHOOL</b>			
TITLE <b>PLAN &amp; ELEVATIONS</b>			
DRAWN AD	DATE 05/09/17	CHECKED ARH	SCALE 1:50 @ A2
JOB NO 7449	DWG NO 7449-PP-01	REV -	



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No dimensions are to be scaled from  
this drawing (except for planning purposes)

A2

NOTES

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 DISCHARGING  
TO GROUND LEVEL ONLY.

ROOF COVERING:  
OPAL 60 FIRE RETARDANT FABRIC

FOUNDATIONS:  
BY OTHERS

REV	DESCRIPTION	BY	DATE
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FOR APPROVAL

FORDINGBRIDGE

inspiring design + build

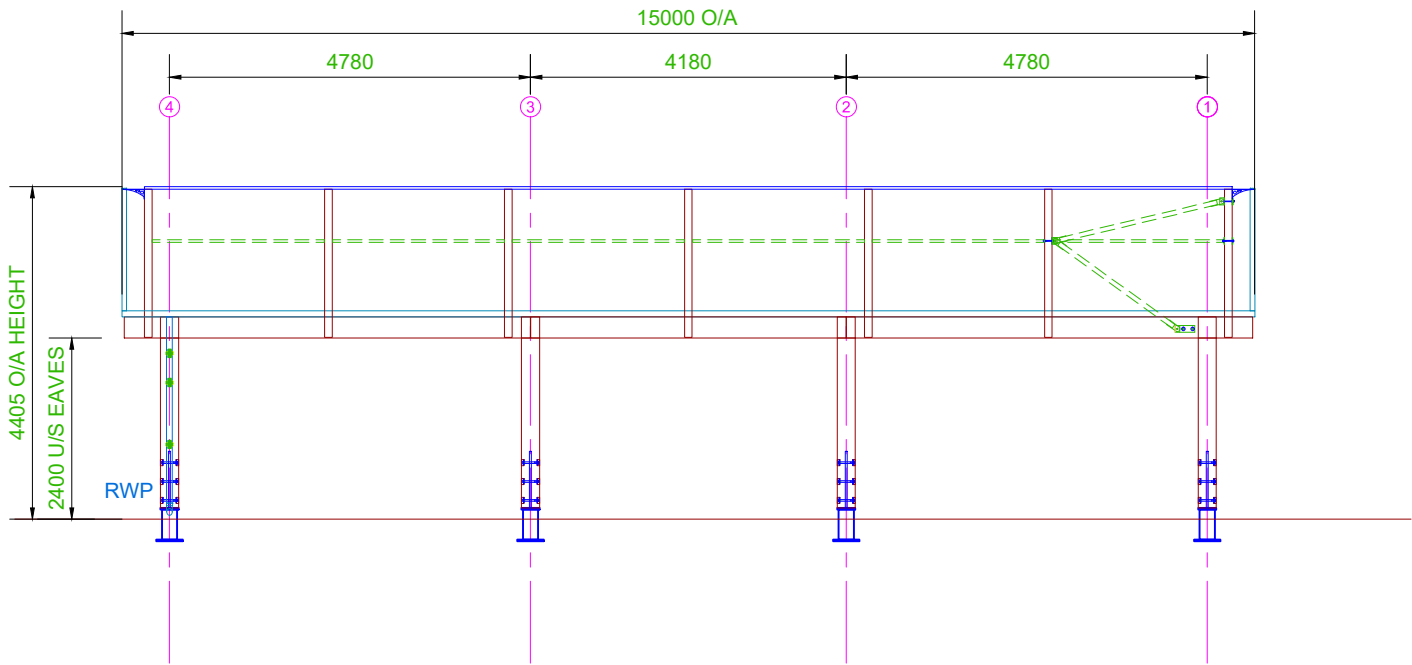
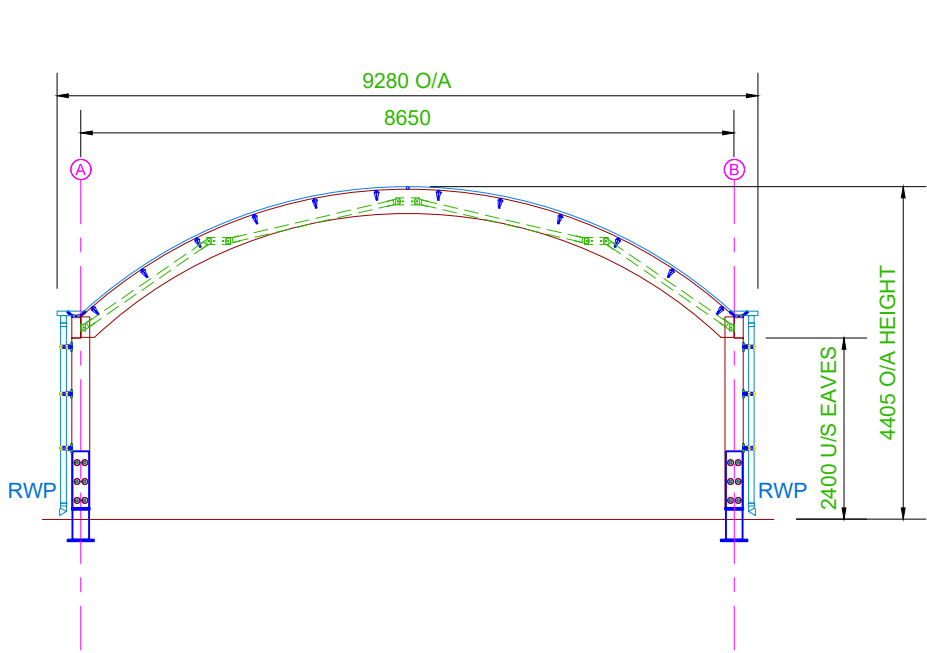
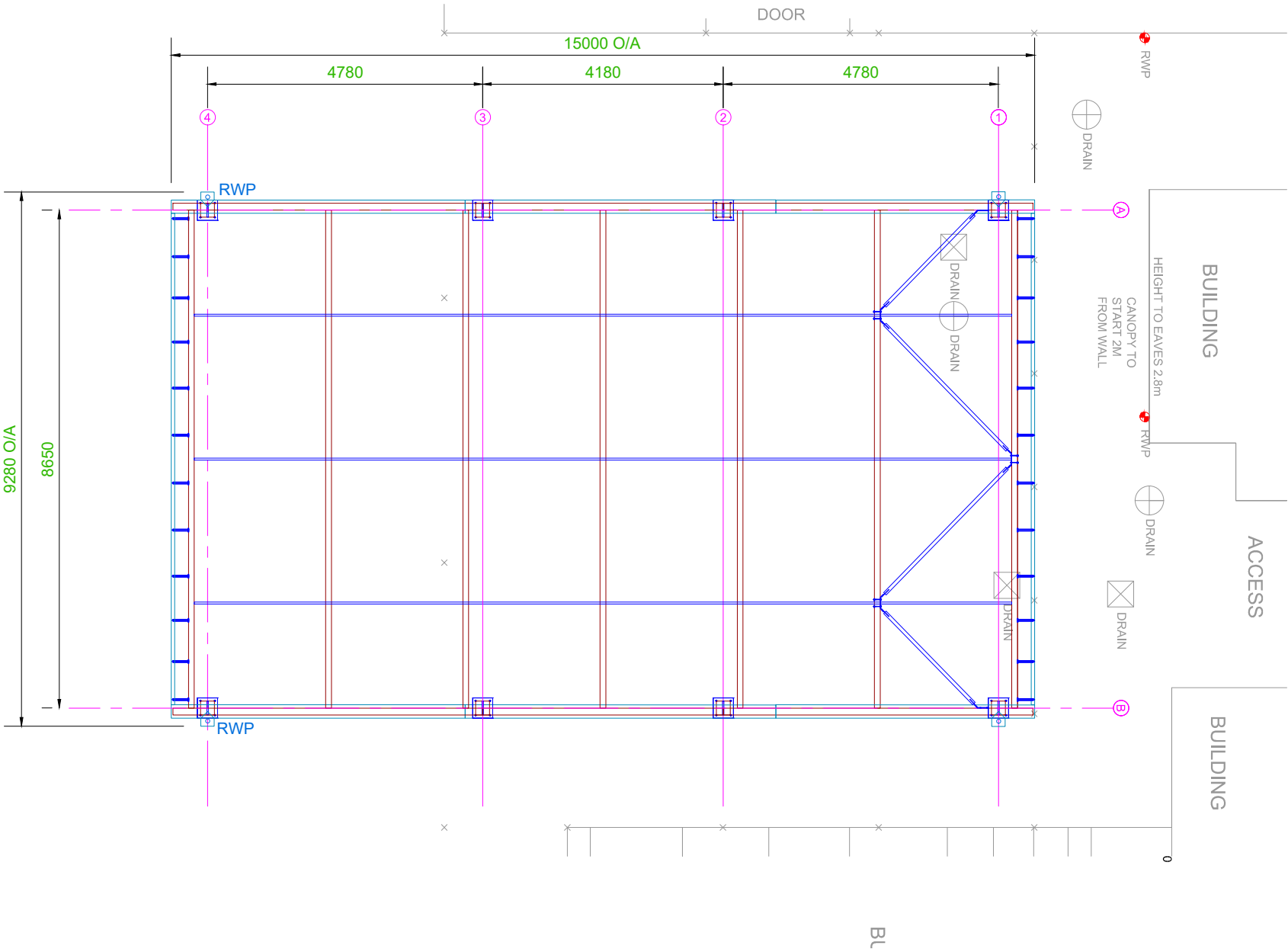
Fordingbridge Plc, Arundel Road, Fontwell, Arundel, West Sussex, BN18 0SD  
Tel: 01243 554455  
Email: info@fordingbridge.co.uk

CLIENT  
THE JOHN FISHER  
SCHOOL

PROJECT  
THE JOHN FISHER  
SCHOOL

TITLE  
PLAN & ELEVATIONS

DRAWN AD	DATE 09/09/17	CHECKED ARH	SCALE 1:100 @ A2
JOB NO 7459	DWG NO 7459-PP-01	REV -	



Assessment No: RA02	<b>RISK ASSESSMENT RECORD</b>
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Hazard / Work activity Assessed	<b><u>INSTALLATION OF RESIN FIXED ANCHORS</u></b>
Location	Outside works.

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

[illegible]

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	<b>X</b>	Masks	<b>X</b>	
Boots	<b>X</b>	Reflective vests	<b>X</b>	
Gloves	<b>X</b>	Knee pads		
Goggles/Visor	<b>X</b>	Harnesses		
Overalls	<b>X</b>			<b>REMEMBER THAT PPE IS ALWAYS THE LAST RESORT</b>
Ear Defenders	<b>X</b>			

SAFE WORKING PROCEDURE DOCUMENTS	

[illegible]

<b>Completed by</b>	<b>Ray Horan</b>	<b>Date</b>	<b>23/05/2007 Reviewed 05/01/2017</b>
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<b>Assessment No: RA03</b>	<b>Issue No: 1</b>	<b>RISK ASSESSMENT RECORD</b>
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Hazard / Work activity Assessed	<b><u>MATERIALS DELIVERY AND UNLOADING</u></b>
Location	John Fisher School, Peaks Hill, Purley, Surrey CR8 3YP

**LIKELIHOOD:** 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

**SEVERITY:** 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

**KEY:** MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

**1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH**

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

CONTROL MEASURES	RESIDUAL RISK
<ol style="list-style-type: none"> <li>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.</li> <li>Plan all lifts of materials carefully. Correct use of Hiab on vehicle or telehandler.</li> <li>Use trained slinger / signaller.</li> <li>Ensure no unauthorised persons in vicinity when unloading</li> <li>Wear appropriate gloves</li> <li>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.</li> </ol>	<p>1 x 3 = 3 M</p> <p>1 x 3 = 3 M</p> <p>1 x 3 = 3 M</p> <p>1 x 3 = 3 M</p> <p>1 x 1 = 1 L</p> <p>1 x 3 = 3 M</p>

#### INFORMATION, INSTRUCTION AND TRAINING

- All Operators to be trained and competent and able to produce documentation and certificates
- Under no circumstances operate machinery if taking medicines that can affect your capabilities.

#### PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Hard Hat	<b>X</b>	Masks		All P P E to conform to British Standards And be correct type for the purpose. And condition checked before use. Notify supervisor of any defects or wear
Boots	<b>X</b>	Reflective vests	<b>X</b>	
Gloves	<b>X</b>	Knee pads		
Goggles/Visor		Harnesses		
Overalls				<b>REMEMBER THAT PPE IS ALWAYS THE LAST RESORT</b>
Ear Defenders				

#### SAFE WORKING PROCEDURE DOCUMENTS

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

#### ADDITIONAL RISK ASSESSMENTS

Completed by	Ray Horan	Date	16/10/2017
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<b>Assessment No: RA04</b>	<b>Issue No: 1</b>	<b>RISK ASSESSMENT RECORD</b>
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Hazard / Work activity Assessed	<b><u>UNLOADING VEHICLES AND CONSTRUCTION USING TELEHANDLERS</u></b>
Location	John Fisher School, Peaks Hill, Purley, Surrey CR8 3YP

**LIKELIHOOD:** 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

**SEVERITY:** 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

**KEY:** MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

**1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH**

SIGNIFICANT RISKS	RISK RATING	WHO MAY BE AFFECTED	No's
1) INJURY FROM FALLING MATERIALS	2 X 3 = 6H	FORDINGBRIDGE STAFF	MAX 3
2) STRUCK BY MATERIALS	2 X 3 = 6H	OTHER CONTRACTORS	VARIABLE
3) COLLISIONS	2 X 3 = 6H	VISITORS TO SITE	VARIABLE

CONTROL MEASURES	RESIDUAL RISK
1) Only trained and competent personnel to use this type of plant. It must be the appropriate machine for terrain and lifting, in good order and checked prior to use. A lifting plan must be formulated by the responsible person taking into consideration the weight and distance of lift. A banksman must be responsible for selecting the appropriate lifting gear (spreader bars, straps, chains etc) controlling the lift and directing the driver. Ensure area above machine is clear of overhead cables etc.	1 x 3 = 3 M
2) Lift only safe and secure loads. Ensure non essential personnel are prohibited from surrounding work area. Physical barriers or a Permit to Work may be required	1 x 3 = 3 M
3) Ensure traffic management system is in place on site and inform all parties of the location of the Telehandler and its proposed movements. Ensure ground conditions are as flat and firm as possible.	1 x 3 = 3 M

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				
Hard Hat	X	Masks		All P P E to conform to British Standards And be correct type for the purpose.
Boots	X	Reflective vests	X	
Gloves	X	Knee pads		
Goggles/Visor		Harnesses		
Overalls				<b>REMEMBER THAT PPE IS ALWAYS THE LAST RESORT</b>
Ear Defenders				

SAFE WORKING PROCEDURE DOCUMENTS
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L. O. L. E. R. Regulations. On Site H&S Manual Telehandler Compliance Certs.  
HSE Information Sheet INDG290

ADDITIONAL RISK ASSESSMENTS															

Completed by	Ray Horan	Date	16/10/2017
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<b>Assessment No: RA05</b>	<b>Issue No: 01</b>	<b>RISK ASSESSMENT RECORD</b>
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Hazard / Work activity Assessed	<b><u>WORKING AT HEIGHT FROM MEWPS</u></b>
Location	John Fisher School, Peaks Hill, Purley, Surrey CR8 3YP

**LIKELIHOOD:** 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

**SEVERITY:** 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

**KEY:** MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

**1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH**

SIGNIFICANT RISKS	RISK RATING	WHO MAY BE AFFECTED	No's
1) POSSIBLE FALL FROM HEIGHT	2 X 3 = 6 H	FORDINGBRIDGE STAFF	MAX 6
2) INJURY FROM FALLING MATERIALS	2 X 3 = 6 H	OTHER CONTRACTORS	VARIABLE
3) MEWP STRIKING OR BEING STRUCK BY	2 X 3 = 6 H	VISITORS TO SITE	VARIABLE

CONTROL MEASURES	RESIDUAL RISK
1) Ensure MEWP is stable and used on firm level ground with a clear work area around it. Ensure Platform is safe and tidy. Do not over reach from platform or stand on the toe board or cage sides. Ensure MEWP is only used by trained and competent staff and machinery is checked and in good condition. Safety harnesses with fall restraint lanyards must be used in cherry pickers and best practice in scissor lifts. Do not use in adverse conditions. Do not use near electric cables.	1 x 3 = 3 M
2) Do not carry too much equipment and materials in the cage, take only what is necessary. Ensure there are no other persons working or standing below the platform, Barriers may be required.	1 x 3 = 3 M
3) Ensure traffic management system in place on site and inform all parties of the location of the MEWP and its proposed movements.	1 x 3 = 3 M

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				
Hard Hat	<b>X</b>	Masks		All P P E to conform to British Standards And be correct type for the purpose.
Boots	<b>X</b>	Reflective vests	<b>X</b>	
Gloves	<b>X</b>	Knee pads		
Goggles/Visor		Harnesses	<b>X</b>	
Overalls				<b>REMEMBER THAT PPE IS ALWAYS THE LAST RESORT</b>
Ear Defenders				

SAFE WORKING PROCEDURE DOCUMENTS
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Work at Height Regulations 2005    On Site H&S Manual  
HSE Information Sheet MISC614    Instructions with equipment  
Operator Certification

ADDITIONAL RISK ASSESSMENTS											
Completed by	Ray Horan							Date	16/10/2017		

<b>Assessment No: RA06</b>	<b>Issue No: 1</b>	<b>RISK ASSESSMENT RECORD</b>
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Hazard / Work activity Assessed	<b><u>STEEL ERECTION AND CLADDING</u></b>
Location	John Fisher School, Peaks Hill, Purley, Surrey CR8 3YP

**LIKELIHOOD:** 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

**SEVERITY:** 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

**KEY:** MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

**1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH**

SIGNIFICANT RISKS	RISK RATING	WHO MAY BE AFFECTED	No's
1) INJURY FROM FALLING MATERIALS	2 X 3 = 6 H	FORDINGBRIDGE STAFF	MAX 6
2) FALLS FROM HEIGHT (OPERATIVES/MATERAILS)	2 X 3 = 6 H	OTHER CONTRACTORS	VARIABLE
3) LIFTING OPERATIONS	2 X 3 = 6 H	VISITORS TO SITE	VARIABLE
4) STRUCK BY MOVING EQUIPMENT	3 X 3 = 9 H		
5) INADEQUATELY SUPPORTED MATERIALS	1 X 3 = 3 M		
6) SLIP/TRIP/FALL	2 X 2 = 4 M		
7) MANUAL HANDLING	2 X 2 = 4 M		

CONTROL MEASURES	RESIDUAL RISK
1. Ensure suitable equipment, e.g. telehandlers, genie lifts, telescopic booms and scissor lifts or scaffold towers are chosen for the tasks. To be used only by trained and certified persons	1 x 3 = 3 M
2. A safe working area must be determined and suitably secured by fencing/hoarding to prevent unauthorised access. No other trades are to work in the area unless a permit to work is issued.	1 x 3 = 3 M
3. Plan all lifts of materials carefully and ensure each piece is secure before leaving.	1 x 3 = 3 M
4. Use trained banksmen when required.	1 x 3 = 3 M
5. All work at height will be from within either a scissor lift , telescopic boom or access tower	1 x 3 = 3 M
6. Harnesses must be worn at all times when working from within a telescopic boom and is Best Practise when working from scissor lifts. Access towers must not be moved if materials or personnel are on them. Install fall arrest safety nets to steel work if having to work from within the gutters.	1 x 3 = 3 M
7. Ensure areas are clear to work in and that any manual handling is planned and avoided if possible	1 x 2 = 2 L
8. PPE –hard hats, hi visibility jackets, safety boots and gloves must be worn at all times. Other PPE to be used as required	1 x 2 = 2 L



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				
Hard Hat	X	Masks		All P P E to conform to British Standards And be correct type for the purpose. And condition checked before use. Notify supervisor of any defects or wear
Boots	X	Reflective vests	X	
Gloves	X	Knee pads		
Goggles/Visor		Harnesses	X	
Overalls				<b>REMEMBER THAT PPE IS ALWAYS THE LAST RESORT</b>
Ear Defenders				



SAFE WORKING PROCEDURE DOCUMENTS
ADDITIONAL RISK ASSESSMENTS

Completed by	Ray Horan								Date	30/05/2007 Reviewed 06/01/2016				

## RISK ASSESSMENT RA70: MANUAL HANDLING

Operation/Task:		Manual Handling		Employees at Risk:		Site personnel.					
Location/Area:		Any		Other Persons at Risk:		Visitors.					
Assessor:		RAY HORAN, FORDINGBRIDGE plc		Key Responsible Personnel:		Contracts Managers & Supervisors					
Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments	
			1*	2**	1x2		1*	2**	1x2		
Manual handling operations	Load	Musculoskeletal disorders and other injuries	5	5	25	<p>Load to be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling.</p> <p>Load to be examined to determine its weight, dimensions and contents.</p> <p>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.</p> <p>Establish whether the load is hot or cold and if it has any sharp edges or corners.</p> <p>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.</p> <p>Operatives to be trained in the methods of kinetic lifting and handling techniques.</p> <p>Hand-hooks, suckers, or other lifting aids will be employed (specify) where practicable.</p> <p>Consider whether personal protective equipment is required (specify).</p> <p>Team lifting will be carried out under the direction of a competent co-ordinator. Team members will be fully fit and of similar abilities.</p> <p>Temporary resting facilities for the load to be designated/constructed.</p> <p>Continue to monitor the situation and enquire whether mechanical means can now be employed.</p>	2	5	10	<p>N.B. Manual handling assessments must be specific to the site and the actual operation to be carried out. Guidance in completion can be obtained from the manual Handling Assessment Charts (MAC) on the HSE website <a href="http://www.hse.gov.uk/msd">www.hse.gov.uk/msd</a>. The following components of the operation must be assessed: load weight/frequency, hand distance from lower back, vertical lift region, trunk twisting/sideways bending, postural constraints, grip on load, floor surface and other environmental factors.</p>	
<p><b>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.</b></p> <p><b>Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.</b></p>											
Assessment Date:	12/08/2009	Review Date:	05/01/2018			Copies Issued To: (For Contract Specific Use)		Date:		Date:	
Approved For Issue:				(Signature) 			Workshop and Construction Teams	05/01/2017			
Issue No:	1							Date:		Date:	
* 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)										

## RISK ASSESSMENT RA79: STEPLADDERS

Operation/Task:		Stepladders		Employees at Risk:		Site Operatives.					
Location/Area:		Any		Other Persons at Risk:		Visitors, other contractors.					
Assessor:		Ray Horan Fordingbridge Plc		Key Responsible Personnel:		Contracts Managers & Supervisors					
Activity	Hazard	Risks	Pre-Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments	
			1*	2**	1x2		1*	2**	1x2		
Work off stepladders	Stepladder	Falls from height Dropping materials Other	5	5	25	<p>Stepladders will only be used for short-term/light work.</p> <p>Only Industrial Duty (Class 1) ladders which are designed for a Maximum Static Vertical Load (MSVL) 175kg or Trade Duty (previously Class 2, but now EN131) designed for a MSVL 150kg should be used.</p> <p>Stepladders will be placed on firm level surfaces with the steps horizontal and set at right angles to work.</p> <p>Users should face the ladder at all times whilst climbing or dismounting.</p> <p>Stepladders should not be used sideways-on where sideways loads are applied.</p> <p>The legs of stepladders should be positioned as far apart as retaining cord or hinges allow with all four legs firmly and squarely on the ground. Retaining cords should be the same length.</p> <p>The knees of persons using stepladders should be below the top of the steps.</p> <p>Top tread of ladder not to be used as a working platform, unless constructed with a secure handhold.</p> <p>Only one person should climb or work from a stepladder.</p> <p>Users must not overreach.</p> <p>Stepladders should be checked before setting up and inspected regularly.</p> <p>Stepladders should be stored correctly and maintained in a good condition.</p> <p>Stepladders will be inspected by user before use.</p> <p>Work at height shall only be carried out when weather conditions do not jeopardise the health and safety of persons involved in the work.</p>	2	5	10	-	
<p><b>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.</b></p> <p><b>Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.</b></p>											
First Assessment Date:	12/08/2009	Date Reviewed:	05/01/2017			Copies Issued To: (For Contract Specific Use)		Date:		Date:	
Approved for Issue:	Ray Horan				Contractors		Date:		Date:		
Issue No:	1				Date:			Date:			
* 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)										



## 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**

Inhalation	Skin contact	Eyes	Ingestion	Skin penetration
√	√	√		

**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 +5degrees 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



## PLANT HIRE PRE USE DAILY CHECK LIST

LOCATION: \_\_\_\_\_

WEEK: \_\_\_\_\_

HIRE CO. \_\_\_\_\_ Tel No. \_\_\_\_\_

VEHICLE NO: \_\_\_\_\_

VEHICLE TYPE \_\_\_\_\_

CHECKED BY \_\_\_\_\_



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
LIGHTS													
TYRES													
STEERING													
AUDIO WARNING													
VISUAL WARNING													
CONTROLS													
BRAKES													
HYDRAULICS													
BATTERY													
CHAINS													
OIL LEAKS													
HOURS RUN													
Initials													
Reported to:													
Repaired (date):													

Plant Hire Check List.

Please keep to the end of the contract hire.

## PLANT HIRE PRE USE DAILY CHECK LIST

LOCATION: \_\_\_\_\_

WEEK: \_\_\_\_\_

HIRE CO. \_\_\_\_\_ Tel No. \_\_\_\_\_

VEHICLE NO: \_\_\_\_\_

VEHICLE TYPE \_\_\_\_\_

CHECKED BY \_\_\_\_\_



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
LIGHTS													
TYRES													
STEERING													
AUDIO WARNING													
VISUAL WARNING													
CONTROLS													
BRAKES													
HYDRAULICS													
BATTERY													
CHAINS													
OIL LEAKS													
HOURS RUN													

Initials

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Reported to:

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Repaired (date):

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Plant Hire Check List.

Please keep to the end of the contract hire.