

**Seaxe Contract Services Limited**

**Petronne House**

**31 Church Street**

**Dagenham**

**Essex**

**RM10 9UR**

**Telephone number: 020 8592 6862**

**Method Statement Risk Assessment**

**Installation of fencing and paths**

A logo for a company

Description automatically generated





Produced with the assistance of Lynch Safety Services Ltd

**INTRODUCTION**

This Method Statement and associated Risk Assessments are for installing fences and pathways at various locations within the London Borough of Barking and Dagenham. The principal contractor for the works is BDMS.

This Method Statement outlines our proposed method to carry out the works safely within the main programme. The purpose of this Method Statement is to provide the personnel associated with this activity, information and guidance, to ensure that:

* The works are carried out in a safe manner at all times;
* The hazards associated with the activity are understood;
* The controls in force to avoid exposure to injury, ill health and Damage / accidents / incidents, are implemented and maintained.

**SCOPE OF THE WORKS**

* The installation of fence panels to include excavating holes for the concrete posts and the installation of gravel boards
* The excavation works to a depth of 250mm to install a concrete path

**Working hours**

Generally the working hours will be:

**Mon – Fri** 8:00 to 17:00

**RESOURCES:**

* Hand Tools;
* Wheelbarrows;
* Cement Mixer;
* Whacker Plate;
* Kango;
* DD120 CAT Scanner.

**AREAS OF RESPONSIBILITY**

Under this contract Seaxe Contract Services Limited will provide suitable personnel, plant and equipment to undertake the work and will purchase materials from accredited sources to ensure that, in so far as we are responsible for elements of the design and construction, a conforming product will be provided.

Seaxe Contract Services Limited will provide adequate barriers and signage to prevent any third parties from gaining access to the work area.

**INDUCTION**

All operatives of Seaxe Contract Services Limited will attend a site induction on arrival. Operatives will not be allowed to work until they have been specifically inducted for site hazards, rules and means of raising the alarm in the event of an emergency.

Prior to commencing work on site, all personnel involved in the operation will require to be briefed on the contents of this Method Statement. The Supervisor for Seaxe Contract Services Limited will ensure that all team members fully understand the contents of this Method Statement and they may be asked questions in order to ensure this is the case. When the Supervisor is satisfied that the group has understood the requirements of the Method Statement, the briefing will be recorded as a signature on the Method Statement briefing form at the back page of this document.

**RECEIVING AND TAKING DELIVERY OF PLANT AND EQUIPMENT**

A storage area for materials and equipment will be agreed on site with BDMS and the materials and equipment used on this project will only be stored in the agreed area.

All materials and equipment used on this project will be transported to site by our company work vehicles. Materials will be stored on the vehicle until they are needed at the work site.

In order to reduce the requirement for manual handling, materials are to be unloaded as close to the work area as possible. Full attention shall be paid during unloading and the placement of materials in the work area to ensure that trip hazards are reduced and access / egress routes remain clear.

**DETAILS OF HOW THE WORK IS UNDERTAKEN**

**Construction of new path ways**

* The position of the new path way will be agreed on site with the Contracts Manager of BDMS;
* The route of the pathway will be mark out with spray paint;
* The marked up route will then be CAT scanned with a cable avoidance tool, to locate any live services or metal trunking, where the new path way will be constructed. If any live services are discovered the Contracts Manager of BDMS will be notified regarding the location of the services so that the route of the new path ways can be re-routed where possible. If for any reason that the path ways cannot be re-routed, the service within the marked up area will be hand dug by using a shovel; 1m each side of the marking;
* The excavation will be hand dug using shovels and a kango, if required, to a depth of 250mm X 1.5m wide in 5m sections;
* All top soil will be loaded into a wheelbarrow and will be transported on to the company vehicle, any rubble will be placed into rubble sacks and placed onto the company vehicles.
* Timber edgings will be laid to create the formwork on the perimeter of the pathway before the Type 1 is laid;
* The type 1 will be transported from the company vehicle by use of a wheelbarrow;
* A whacker plate will then compact the Type 1 before the concrete is laid;
* The sand and cement will be mixed in a cement mixer and poured evenly onto the pathway level with the timber edgings;
* The concrete will be tamped down using timber and left to cure.

**Construction of Fence**

* The position of the fence will be agreed with the Contract Manager of BDMS marked out with a plumb line;
* The positions of the fence posts will be marked with spray paint;
* The holes will be dug using a shovel to the correct depth, this will be relevant to the size of the post;
* The fence post will be placed into the hole and held in position;
* A 2nd operative will fill the hole with water one/third of its depth;
* Postcrete will be poured evenly around the post until no water is visible;
* A spirit level will be used to ensure that the post is upright and in the centre of the hole; the post will be held in place for 10 minutes until the mix is set hard enough;
* Once the mix has set hard enough the top of the mix will be covered with soil;
* The gravel board will be placed into the slot and the next post hole will be dug at the end of the board;
* The second post will be placed in position and the above steps will be repeated fixing gravel boards and posts until the end post.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022, Seaxe Contract Services Limited will reduce the risks to employees as far as is reasonably practicable by the implementation of control measures within systems of work.

Should control measures not be available or they are deemed impractical, as a last resort, operatives will be provided with the necessary personal protective equipment.

The following PPE will be worn if it is considered necessary to control the hazards highlighted by this Method Statement and the Risk Assessments at the back of this document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Safety Footwear | High visibility  clothing | Safety  googles | Gloves | Ear  protection | Respiratory  Protection | Head  Protection |
|  | http://i.ebayimg.com/t/Safety-Sign-Hi-Vis-Jackets-300x400mm-Construction-Site-/17/%21BrJQISw%21Wk%7E$%28KGrHqQOKkYEu,BR54KwBLye%286NN,Q%7E%7E_35.JPG |  |  |  |  | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRdIDIzU_ZP-vYm79FNKEcBQHpd-RaYxCpxvz7uomSNHKxz__sZH2wCGA |
| EN ISO 20345:2011 | EN ISO 20471 | BS EN 166:2002 | BS EN 388 A1:2018 | BS EN 352:2020 | BS EN 149:2001 | BS EN  397: 2012 |

Operatives will be supplied with PPE free of charge and will be informed of the necessity for the wearing and maintenance of the equipment. Suitable and sufficient clothing must be worn at all times e.g. no bare arms or legs or material soiled clothing.

PPE must not be shared, all employees will be issued with their own supplies. All PPE must be cleaned with 75% Alcohol Wipes. Single use PPE including face coverings should be disposed of in a residual waste bin and not recycled.

**MANUAL HANDLING**

Seaxe Contract Services Limited are aware of their responsibilities with regards to the Manual Handling Operations Regulations 1992 and shall use the wheelbarrows for moving materials and rubble sacks but will ensure that they are not overfilled.

**TRAINING & COMPETENCY**

All personnel working for Seaxe Contract Services Limited are familiar with the system of work to be used and the tools and equipment required. They have undertaken a history of tasks similar in all respects to the task being undertaken.

The Supervisor will highlight site additional hazards to the operatives on arrival to the site which may be present in their immediate environment.

Tool box talks will be delivered on site by the Supervisor with the subject being pertinent to the works undertaken. When instances occur on site Seaxe Contract Services Limited will hold an emergency tool box talks to identify hazards and to relay information.

**SAFETY**

It is the policy of Seaxe Contract Services Limited to conduct its activities with due regard to the health and safety of all its employees and all other third parties. Systems of work are as safe as reasonably practicable and all plant and equipment is maintained in a safe condition and operated in a safe manner.

The protection of third parties will be considered before the commencement of all tasks. Access and egress will be kept clear at all times and any areas accessible to visitors will have suitable signage and barriers erected to ensure their protection in accordance with the Health and Safety at Work Act 1974.

In the event that materials need to pass through a public area or be unloaded on a public road a person will be placed as a lookout to ensure the protection of the public.

Visitors and third parties will not be allowed into the works area of Seaxe Contract Services Limited unless they are wearing suitable Personal Protective Equipment.

At the end of the working day all plant and tools will be removed from the work area.

**HOUSEKEEPING**

Seaxe Contract Services Limited shall produce waste during their works on site but they recognise their responsibilities with regards to the keeping of a clean and tidy work area and shall remove all waste produced throughout the day on regular occasions.

**ELECTRICAL WORK EQUIPMENT**

All plant and equipment will be maintained in accordance with the manufacturer’s instructions to meet the requirements of the Provision and Use of Work Equipment Regulations 1998.

Where necessary a plant / equipment log or register will be kept. All portable electrical equipment will be either battery powered or 110 volt supply. The 110v electrical equipment will be Portable Appliance Tested (P.A.T) at least every 3 months in accordance with HS(G) 107 (Maintaining Portable Electrical Equipment).

**FIRST AID / ACCIDENT REPORTING AND RIDDOR**

The identity of the first aiders are to be arranged on site and communicated to our employees at the site briefing.

Seaxe Contract Services Limited will retain a first aid box on site that is adequately stocked for high risk activities undertaken on a construction site.

In the event of an accident, our procedures are:

* Stay with the injured person, call for assistance;
* Call the emergency services if required;
* State the location and any possible access hazards;
* Ensure only ONE person notifies the emergency services so as to avoid confusion.

**EMERGENCY PROCEDURES**

Emergency procedures will be adopted whilst working on site and these will be communicated to the persons undertaking the works during the induction. There will be a mobile telephone on site at all times as a minimum requirement to ensure that emergency services can be contacted in an emergency.

In the event that a fire occurs, the operatives will undertake the following:

* Stop work and activate the nearest manual call point;
* Call the emergency services;
* Ensure that all operatives leave the building immediately and make their way to the assembly point.

A fire extinguisher will be available for use during the works provided by Seaxe Contract Services Limited.

**MONITORING AND SUPERVISION**

Throughout the works Seaxe Contract Services Limited shall ensure that a Supervisor is available permanently to oversee the works being undertaken on site. Works shall be supervised to ensure that risks identified by this method statement are controlled and are lowered so far as is practical. Should additional information be required M.E.L. (Health and Safety) Consultants Limited shall provide assistance and guidance on any issues raised.

**WASTE**

All waste will be removed regularly throughout the day to the company vehicle and will not be allowed to accumulate into an amount that may restrict access or egress or poses a hazard through trips etc. Waste will be removed to a waste transfer station when the company vehicle becomes full.

**AUDIT & REVIEW:**

This document will be reviewed on a regular basis and up dated as required or if there is reason to believe that a new hazard has been introduced, a risk has been elevated or if additional controls have been highlighted as being available. Site health and safety inspections will be undertaken by our independent safety consultants as requested and a written report will be produced. Supervisors will also review documentation with operatives undertaking the work when communicating the hazards and controls outlined in the document.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Produced By:** | | | **Lynch Safety Services Ltd** | | | | | | | **Assessed**  **By:** | | | **Kevin Lovett** | | | | | | | |
| **Task / Activity:** | **Installation of Fences and Paths** | | | | | | | | | | | | | | **Date Prepared:** | | | | **June 2024** | |
|  | | | | ***A*** | | | | | ***B*** | | | | | ***C*** | | | | | ***D*** | |
| **Who’s at Risk?** | | | | | **Severity** | | | | | **Likelihood** | | | | | **Risk Rating** | |
| **Hazard Identified** | | | | **E** | | **C** | **P** | | **3** | | **2** | **1** | | **3** | | **2** | | **1** | **B x C = D** | |
| **Cuts and injuries from sharp objects** | | | | **🗸** | |  |  | |  | | **🗸** |  | |  | | **🗸** | |  | **4** | |
| Risk Assessment Ratings | | **6-9 High Risk** | | | | | | **4 Medium Risk** | | | | | | | | | **1-3 Low Risk** | | | |
| **Key** | | | | | | | | | | | | | | | | | | | | |
| **A**  E = Employees  C = Contractors  P = Public / 3rd parties | | | | | **B**  3 = Death or Major injury  2 = Reportable injury  1 = Minor Injury – Time off unlikely | | | | | | | | | **C**  3 = Very likely  2 = Possible  1 = Unlikely or Very Unlikely | | | | | | |
| **Hazard Control Measures** | | | | | | | | | | | | | | | | | | | | **Residual Risk** |
| * Suitable hand protection shall be worn at all times unless there is a hazard presented due to loss of dexterity or risk of entanglement in the working parts of machines; * Gloves shall be selected which are suitable for the task and which fit the hand; * When using saws, knives, etc., hands are to be kept away from the blade at all times and cuts are to be made away from the body; * Adequate time is to be allocated to undertake work with sharp blades or knives. Do not rush the task as accidents can be the result from being hasty or rushing; * Do not use excessive force to either free a sharp edge or to try and cut into a dense substance as this often leads to an uncontrolled slip of the blade resulting in an injury to the user; * Suitable safety gloves are to be worn at all times when moving materials; * Suitable heavy duty gloves and safety glasses must be worn when glass is to be removed in addition to the existing site PPE requirements; * All cuts and abrasions are to be treated immediately and suitable first aid given. Cuts and abrasions must be covered by waterproof plasters before returning back to work. All accidents/injuries are to be recorded within the site accident book. | | | | | | | | | | | | | | | | | | | | **Low**  **(2)** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Hand tools** | **🗸** |  |  |  | **🗸** |  |  | **🗸** |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Hand tools should be visually inspected for defects, prior to use; * Simple hand tools usually required minimal maintenance, but where necessary this should be carried out as and when required; * Where necessary, defective hand tools should be replaced if it is not economical to have an effective repair carried out; * Hand tools should only be used for the job they were designed to do, e.g. screwdrivers should not be used as chisels. | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Housekeeping / Site tidiness** | **🗸** |  |  | **🗸** |  |  |  | **🗸** |  | **6** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Materials are to be stored in a neat order; * Materials that are damaged or surplus to requirement must be removed from the site; * A system for the efficient collection and disposal of debris/waste will be put in place; * Ensure that when inclement weather is forecast that loose materials are weighted down and prevented from being blown about; * Ensure that the minimum amount of necessary materials, tools and equipment are retained within the working area; * Emergency routes will be kept free from trip hazards. | | | | | | | | | | | **Low**  **(3)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Muscular Skeletal Disorders** | **🗸** |  |  |  | **🗸** |  |  | **🗸** |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Mechanical means e.g. wheelbarrows shall be used if there is a foreseeable risk of injury due to manual handling; * Where hazardous manual handling activities cannot be avoided, the risk of injury shall be reduced as far as is reasonably practicable by: * Trained operatives using correct manual handling techniques; * Reducing loads and separating into smaller loads; * Training shall be provided in the correct methods of lifting; * Operatives may be supervised to ensure that the best available technique of lifting is being used; * Operatives are never to attempt to lift something that is too heavy for their own capabilities; * Ask for assistance or ensure that a number of persons help with a task if the load cannot be broken down to reduce the weight; * Where two-man lifting is adopted then one is to take control and give directions in lifting co-ordination; * Ensure the route is cleared of all trip hazards, obstructions and persons; * Check for sharp edges and cover where possible; * Repetitive bending, twisting and heavy lifting shall be avoided; * Where possible working in poor conditions shall be avoided e.g. too hot, too cold, etc.; * Operatives are encouraged to report symptoms to their supervisor immediately. | | | | | | | | | | | **Low**  **(3)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Noise** | **🗸** |  |  |  | **🗸** |  | **🗸** |  |  | **6** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Seaxe Contract Services Limited have a purchasing policy whereby work equipment is screened for its safety features prior to being purchased. Work equipment producing less vibration and noise shall be purchased in preference to other pieces of work equipment; * Any excessively noisy work (over 85dB(A)) shall be subject to further controls e.g. take all reasonably practicable steps to eliminate the noise, provide a quieter apparatus, remove the person from the noise, put sound proofing around the apparatus, use numerous operatives to reduce personal exposure; * If noise levels reach 85dB(A) or above operatives shall be informed of the risks to their hearing and supplied with ear defenders or earplugs and instructed to wear them during the noisy activities. Seaxe Contract Services Limited shall ensure their compliance by regular monitoring; * The wearing of hearing protection shall be encouraged for those tasks that produce noise in access of 80dB(A); * Seaxe Contract Services Limited shall respect any reasonable request to reduce the noise which may affect third parties; * All operatives shall be trained to recognise any damage or defects in their PPE and to report it. Any damaged or defective PPE shall be replaced immediately; * A competent person may carry out a noise assessment using a noise meter to monitor the noise levels being generated; * Operatives shall be informed of the 2 metre rule of thumb. If an operative needs to raise their voice to talk to another person when standing 2 metres away, then it is likely that the noise source is too loud and therefore PPE must be worn. | | | | | | | | | | | **Low**  **(3)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Slips and Trips** | **🗸** |  |  |  | **🗸** |  |  | **🗸** |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * All spillages are to be reported immediately and cleared using the correct equipment to deal with the particular product (refer to the Material Safety Data Sheet and COSHH assessment for substances); * All areas of site must be kept clean and clear of debris; * Operatives shall be appropriately instructed in the importance of reducing slips and trips, maintaining housekeeping and no horseplay; * Operatives are to clear work areas as soon as possible after the waste has been produced; * All waste must be placed onto the company vehicles; * Access and egress routes must remain clear at all times and shall not be used as storage areas; * Adequate task and general lighting is to be available at all times; * Wear suitable footwear with adequate tread on the sole; * The Site Supervisor shall assess weather conditions which may affect site operations. Particularly during icy, strong winds or heavy rain conditions. | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Vibration** | **🗸** |  |  |  | **🗸** |  |  | **🗸** |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Through our buying policy we shall ensure that consideration is given to the purchase of work equipment that produces less vibration by requesting information from suppliers on equipment that have anti-vibration mounts added; * Work equipment shall be well maintained in order to reduce vibration produced; * Operatives shall be instructed to inspect equipment before use and report faults to the Site Supervisor; * Tools shall be used with keen blades (as appropriate) in order to reduce the vibration produced; * Practical systems of work shall be implemented where possible, that prevent the requirement for working methods that produce vibration. Where possible mechanical means shall be selected; * Operative’s exposure shall be reduced through job rotation; * The HSE ‘Hand-arm vibration exposure calculator’ shall be used in order to find the time limit (trigger time) that pieces of work equipment that can be used safely; * Calculate exposure action and limit values accordingly and ensure this information is relayed to site personnel; * The Site Supervisor shall monitor exposure trigger times and ensure that the calculated times are not exceeded; * Ensure that in cold weather regular breaks are taken and the hands are kept warm. This shall lower the effects of vibration. Massage the fingers after using the equipment; * All operatives shall be given a toolbox talk to understand the potential health problems and ways to reduce hand-arm vibration (HAV). This shall include reporting any symptoms of tingling, pins and needles or numbness in the hands. Where it applies, operatives shall be made aware of whole body vibration. | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Substances harmful to health** | **🗸** | **✓** |  |  | **🗸** |  |  | **🗸** |  | **4** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * No solvents or flammable materials will be used during the works; * The relevant Material Safety Data Sheets will be obtained from the supplier/manufacturer and site specific COSHH assessment will be produced; * Operatives shall be familiar with the COSHH assessments and shall be made aware of the hazards and controls; * Operatives must not use any substances without having access to the relevant COSHH Assessment; * Where practical low hazard substances shall be used in preference to those that are hazardous; * Suitable PPE shall be used where defined in the COSHH assessment (e.g. masks, gloves, RPE); * Where possible all mixing of materials shall be undertaken externally to allow general ventilation to dissipate any fume/vapour; * Good standards of hygiene are to be maintained. Wash hands before eating, drinking and going to the toilet. Wash hands regularly to remove any substances. Use barrier cream; * Operatives shall be trained in the correct use of PPE and informed of the system for issue and renewal; * Suitable PPE such as gloves and safety spectacles must be worn when jointing and painting are being undertaken. This is to help prevent the possibility of contracting dermatitis. | | | | | | | | | | | **Low**  **(2)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Protection of Third Parties** | **🗸** |  |  | **🗸** |  |  | **🗸** |  |  | **9** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * There shall be full communication and co-ordination of activities with regards to emergency procedures with BDMS; * The safety of third parties shall be considered at the commencement of all works. Controls required with regards to the safety of others shall be in place before the works commence e.g. barriers, signage, etc., to restrict entry and clearly define the area in which works are being undertaken; * In the event that materials need to pass through a public area or be unloaded on a public road a person will be placed as a lookout to ensure the protection of the public; * The movement of materials or waste through common areas will be undertaken during quiet times when there will be less persons in the area; * No third parties shall be allowed in the working area without the express permission of Seaxe Contract Services Limited; * At no time shall materials be stored in access or egress routes or common areas. | | | | | | | | | | | **Low**  **(3)** |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Use of a Kango** | **🗸** |  |  | **🗸** |  |  | **🗸** |  |  | **9** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Gloves, googles, respiratory protection, ear protection and safety footwear must be worn at all times; * Where electric equipment is used ensure that is operated at 110v; * Electrical equipment will be Portable Appliance Tested (PAT) every three months; * All leads are to be protected and must be waterproof; * All equipment should be inspected for damage prior to use; * Damaged equipment should be taken out of service immediately. * Fasten cables securely to the floor or re-route overhead if possible; * Where possible, we shall as far as is reasonably practicable, purchase / use equipment with vibration absorbing features such as sound insulation and spring loaded / anti-vibration handles; * Health surveillance shall be provided to operatives exposed to Vibration above the action levels; * Records of exposure are to be maintained for trigger action times to ensure maximum levels are not exceeded; * Reference shall be made to the manufacturer’s vibration rating (m/s2) and the necessary calculations and total time of using the tool must be provided to the end users; * Operators are to be instructed on taking frequent breaks, job rotation, massaging fingers and keeping their hands warm. | | | | | | | | | | | **Low**  **(3)** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Use of a cement mixer** | **🗸** |  |  | **🗸** |  |  |  | **🗸** |  | **6** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Ensure that only those persons who are competent to use the mixer and authorised are permitted to use it; * Ensure that the mixer is set up on firm level ground in an exclusion zone if it is in a public area; * Ensure that visual checks of the mixer are carried out before use, to identify any obvious damage; * If required complete the weekly inspection register; * Ensure that all machine guards are in place and that covers are placed over the engine and belts when it is working; * Ensure that the cement mixer is taken out of service if found to be damaged or if it requires repair; * The mixer should be suitably maintained and serviced in line with the manufacturer’s instructions; * Never place shovels, tools, hands and arms into the mixer whilst it is rotating and turn off the mixer when cleaning the inside; * Never leave the mixer unattended in a public area as it may cause injury to others, even if it is in an exclusion zone; * Consider if long hair, scarfs, and loose clothing etc. could be a hazard due to entanglement and tie long hair back and remove scarfs due to the hazard; * Put all materials close to the mixer including water to remove the requirement for excessive manual handling; * Check the wind direction to avoid dust blowing onto other persons and property etc.; * If using an electric mixer keep leads tidy and avoid creating a trip hazard. Keep cables away from water and ensure that they cannot become damaged; * Wear the correct PPE for the task. When loading cement ensure that eye protection is worn at all times and the correct RPE identified within the COSHH assessment; * If signage on the mixer indicates that hearing protection is to be used then it must be worn; ask your supervisor if you are unsure; * Ensure that the mixer has a current PAT test certificate; this should be undertaken every 3 months. * Operatives should be trained in the correct Manual Handling techniques to be used when lifting the mixer and the loading and unloading of the mixer; * If a petrol mixer is used: always shut off the engine and allow it to cool before re-fuelling. Relieve fuel tank pressure by loosening the fuel cap slowly; * Wipe up any spilled fuel and check for leakage; * Always ensure the fuel cap is secured tightly. Check for fuel leakage while re-fuelling and * during operation. If a fuel leak is suspected, do not start or run the engine until the leak is fixed and spilled fuel has been wiped away. | | | | | | | | | | | **Low**  **(3)** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified** | **E** | **C** | **P** | **3** | **2** | **1** | **3** | **2** | **1** | **B x C = D** | |
| **Use of a Vibrating Plate** | **🗸** |  |  | **🗸** |  |  |  | **🗸** |  | **6** | |
| **Hazard Control Measures** | | | | | | | | | | | **Residual Risk** |
| * Ensure that only those persons who are competent to use the mixer and authorised are permitted to use it; * Ensure that visual checks of the vibrating plate are carried out before use, to identify any obvious damage; * If required complete the weekly inspection register; * Ensure that all machine guards are in place and that covers are placed over the engine and belts when it is working; * Ensure that the vibrating plate is taken out of service if found to be damaged or if it requires repair; * The vibrating plate should be suitably maintained and serviced in line with the manufacturer’s instructions; * Never leave the vibrating plate unattended in a public area as it may cause injury to others, even if it is in an exclusion zone; * Do not wear loose clothing or jewellery as it may become entangled in the belt drive; * Ensure that the area to be compacted does not contain any 'live' electrical cables, gas, water or communications services which may be damaged by the action of the machine; * Ensure that machine is operated in a well ventilated area to clear exhaust fumes; * Never stand on the unit while it is operating; * Exercise care when operating unit; * Exposure to vibration or repetitive work over a prolonged period may be harmful to hands and arms; * Records of exposure are to be maintained for trigger action times to ensure maximum levels are not exceeded; * Reference shall be made to the manufacturer’s vibration rating (m/s2) and the necessary calculations and total time of using the tool must be provided to the end users; * Operators are to be instructed on taking frequent breaks, job rotation, massaging fingers and keeping their hands warm; * The following PPE must be worn: dust mask and safety goggles if in a dusty environment; Ear muffs or ear plugs; Leather boots with steel capped toes; * Always shut off the engine and allow it to cool before re-fuelling. Relieve fuel tank pressure by loosening the fuel cap slowly; * Wipe up any spilled fuel and check for leakage; * Always ensure the fuel cap is secured tightly. Check for fuel leakage while re-fuelling and   during operation. If a fuel leak is suspected, do not start or run the engine until the leak is fixed and spilled fuel has been wiped away. | | | | | | | | | | | **Low**  **(3)** |

|  |  |  |
| --- | --- | --- |
| **I have read and understand the requirements of this Risk Assessment** | | |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |