# BATHAM GATE

METHOD STATEMENT RISK ASSESSMENT MANUAL HANDLING ASSESSMENT

## PROJECT : BATHAM GATE – STORAGE METHOD STATEMENT

## 1. SUPERVISORY ARRANGEMENTS

An Independant Connections Provider (ICP) will be appointed with the responsibility of undertaking the proposed scope of works. The ICP will be allocate a supervisor to the project in line with the planned programme of works.

## SCOPE OF WORKS

To excavate and install the 33kV cable from the storage site to the Point Of Connection, working within the defined curtilage as depicted on the plan:

Drawing title Batham Gate - Cable Route

All works to comply with industry standards and to follow approved practices and procedures.

## 2. EXCAVATION WORKS

## 2A Working In The Vicinity Of Buried Plant

Consult the relevant utility plans/drawings, brief all colleagues involved in the works that care will need to be taken when working around or close to overhead cabling. Identify as to whether telemetry controlled or monitored equipment is in the vicinity of the works.

Carry out cable and plant identification using pipe/cable locating equipment and check the identified services against plans. Mark the area to be worked upon clearly to show and identify all underground equipment. Check for marker posts and other associated street furniture which could provide evidence of underground services. This should include any signs or presence of excavation or reinstatement.

Undertake a visual inspection of the surrounding area for above ground apparatus such as overhead power and telecoms cables, gas pressure reducing stations and electric sub stations. Hand excavate trial holes to establish the exact location of buried utilities. Take extreme care when excavating around buried plant. Any alignments or levels of plant should not be altered in any way. <u>ALWAYS TREAT</u> <u>UNDERGROUND PLANT AS LIVE.</u>

Under no circumstances excavate in concrete. If concrete is encountered cease work and contact your Supervisor. Take all necessary measures to support and protect any exposed plant. If underground plant or apparatus is damaged, contact the asset owner, make the area safe but do not attempt to repair the damage.

## **2A.2 Excavation**

## Ensure that approved industry standard practice is used during excavation.

Ensure that you are in possession of a valid work instruction for the work to be undertaken and an appropriate opening notice (if applicable) has been set in place. Park the vehicle, mobile plant and equipment so as to cause least disruption possible. Ensure that all appropriate PPE is worn. Undertake a site-specific risk assessment to identify any hazards.

Ensure all relevant utility plans / drawings are available onsite. Liaise with all necessary utility companies if appropriate. If telemetry is in the vicinity of the works then contact must be made to the asset owner to notify them of your presence on site. Should the work be within 4m of a pressure reducing station (PRI) or an Electrical Sub station then the asset owner must be informed. Ensure that the work area is signed and guarded to an appropriate standard.

Establish the location and route of all other utility underground plant using the available plans and drawings and CAT and Genny equipment. Mark out proposed position of the excavation and surrounding buried utilities by using marker paint. Hand excavate trial holes to establish the exact location of buried utilities. Take extreme care when excavating around buried plant.

Ensure that a competent banksman is in attendance when using any mechanical plant. Only use mechanical excavators to within 0.5m of identified buried utilities. Then undertake hand digging techniques to expose underground utilities and carry on hand digging a further 0.5 m past the utility before using mechanical excavators again. **Greater safety distances may be required seek guidance from the asset owner.** 

Take all necessary precautions to support and protect any exposed plant. Ensure the excavated materials are separated and stored at least 1m away from the edge of the excavation; traffic movements should be kept about 2m away from the excavation.

The need for shuttering must be made by undertaking a specific risk assessment regardless of the depth of the excavation. The suitability of this risk assessment and any control measures implemented must be reviewed at the start of each working day, if the site has been left unattended or conditions change on site such as increased traffic near to the trench or a change in weather conditions. Suitable means of access and egress must be provided and maintained.

## 2A.3 Excavation around known services

All excavation around known and identified services will take place via hand excavation. This will involve using hand digging tools such as spades and forks. Under no circumstances will picks and other sharp edges tools be used. Careful excavation around the service will take place for 3M either side of the exposed service.

## 2A.4. CABLE INSTALLATION

Ensure that you are in possession of a valid work instruction for the work to be undertaken. Undertake a site-specific risk assessment to identify any hazards. Implement any control measures to eliminate the hazard or reduce the risk to an acceptable level. Monitor any remaining risks throughout the duration of the works and at the start of any new working day.

Ensure the excavation of the joint bay has been undertaken in accordance with the requirements of the company carrying out the jointing AND IS SAFE TO ENTER. Ensure that the trench / joint bay will allow the cable to be installed without exceeding the minimum bending radii of the cable(s) & pulling tension to the retrospective Asset Adopter / Owner Specification.

Ensure that the cable delivered and end caps are as ordered. Ensure that all the required items of equipment are available on site and in working order. The cable must only be installed in accordance with the "for construction drawings" ensuring that the specification of the cable to be installed matches the designed cable specification and proposed route to the Asset Adopter / Owner specification. Note – Where cables are installed in trefoil formation, all three cables will be pulled at the same time.

Check all cable drums for any damage upon arrival to site and prior to installation. Report to Site Manager any damage identified. Do Not use any damaged cable. Care is to be taken to ensure that the cable is not dragged across stones or other materials that may cause damage to the outer sheathing, either in transit or while the cable pull is in operation. Load the cable drum into a cable trailer ensuring that the trailer is anchored and safe.

Ensure that the cable trailer/s are positioned correctly and at a safe distance from the edge of the pulling bay with wheel chocks in place to ensure stability. Install duct bell mouths in readiness for installation.

Note – Where cables are installed in trefoil formation, all three cables will be installed at the same time

## **For Winch Operations**

Position the winch at a suitable position at the end of the pulling operation at a safe distance from the edge of the excavation ensuring it is safe and stable and an anchoring system is in place to prevent any movement of the winch while the cable pulling is in operation. Pull the winch rope and appropriate sized pig through the duct to ensure that there is no debris or water within the ducts, during this operation monitor the condition of the winch bond eg. Look for fraying of the wire / wear & tear of the wire etc. Attach the cable sock to the cable, the swivel unit to the cable sock and the winch bond to the swivel.

Establish communications between the cable drum operator and the winch operator. Set the dynamometer on the winch to the maximum pulling tension in order to start the pulling operation in accordance with the retrospective Asset Adopter / Owner specification. Monitor the condition of the winch rope at all times whilst winching but maintaining a safe distance from outside the excavation. Monitor cable condition whilst the cable pull is in operation, if any damage is identified, STOP the cable pull immediately and report to the Site Manager. Do not continue the cable pull.

Ensure the cable does not rub against the sides of the excavation during the operation. Ensure cable grease / lube is applied where the cable enters the ducts. Once installed cut off any excess cable from the drum and cap all exposed ends, ensuring sufficient length of cable is left in order for joint to be made off.

Backfill the cable with imported materials or suitable excavated material, meeting the Asset Adopter / Owner specification. Install marker tape or tiles in accordance with the Asset Adopter / Owner requirements.

## **For Hand Pull Operations**

Ensure that there are sufficient operatives to safely undertake the operation. Establish communications between the "leading" end of the cable and the cable drum. Ensure the cable does not rub against the sides of the excavation during the operation. Ensure cable grease is applied where the cable is pulled through ducts. Once installed cut off any excess cable from the drum and cap all exposed ends, ensuring sufficient length of cable is left in order for joint to be made off. Backfill the cable with imported materials or suitable excavated material, meeting the Asset Adopter / Owner specification. Install marker tape or tiles in accordance with the Asset Adopter / Owner requirements.

## **2A.5 Reinstatement**

## Ensure that approved industry standard is used during Re-instatment.

Undertake a site specific risk assessment to identify any hazards and implement any control measures that would reduce the risk to an acceptable level. Pipes and cables should be surrounded and bedded on an acceptable soft material with no sharp objects. This can be suitable pre excavated material or imported material as required by the asset owner and HAUC backfill specification.

The backfill materials should be laid and compacted in layers. The depth and number of compaction passes varies between the backfill and equipment used. On completion of the backfill or reinstatement work all equipment and surplus materials must be removed from site. Areas including the cable trench and access & egress areas will be backfilled to top soil only. All reinstatement including cultivations and seeding will be carried out by others.

## 3. <u>SEQUENCE OF WORK</u>

Further information will be provided in the programme of works to be subsequently submitted.

## 4. MONITORING ARRANGEMENTS

The ICP will assign a person responsible for the monitoring of safe working practices as described within the method statement and risk assessments.

## 5. <u>REFERENCE TO OCCUPATIONAL HEALTH STANDARDS</u>

The work and equipment where applicable shall be in accordance with the requirements of the following:

- BS7671 Electrical Installation Regulations
- Relevant Public Health Regulations
- Health & Safety at Work Act
- Building Regulations
- CIBSE Guides for Mechanical and Electrical Services
- The local Gas, Electricity and Water Authority Regulations
- The Control of Substances Hazardous to Health
- The Electricity at Work Regulations
- The Electricity Supply Regulations
- The Fire Precautions Act
- Local Authority Requirements
- Provision And Use Of Work Equipment Regulations 1998 and ACOP
- BS1129:1990 Timber Ladders/Steps
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment At Work 1992
- Low Voltage Electricity Safety Regulations 1989
- Electrical Equipment Safety Regulations 1994
- BS7375 1996 Code Of Practice For Distribution Of Electricity On Construction Sites

## 6. SCHEDULE OF PPE ISSUED TO OUR OPERATIVES

- Hard hats
- High visibility vests
- Safety goggles
- Safety Gloves
- Safety footwear
- Ear defenders (Where required from a Risk Assessment)

## 7. LIST OF RISK ASSESSMENTS ALREADY UNDERTAKEN

- Cable Pulling
- Excavations
- Cable Jointing & Terminations
- Permit to Work Situations
- Task Lighting
- Abrasive Wheels
- Manual Handling
- Testing & Commissioning

## 8. EMERGENCY PROCEDURES

Conergy will induct all Operatives before commencing work on site. During the induction, emergency procedures for evacuation will be explained.

## 12. <u>C.O.S.H.H.</u>

We advise we do not envisage the use or requirement of any substances that would require a COSHH Assessment.

## 13. ASBESTOS

We have not been made aware of any areas that contain asbestos.

## 14. MANUAL HANDLING

Our assessment of risks associated with manual handling on this project are itemised within the risk assessment section of this document.

## 15. NOISE AT WORK REGULATIONS

We do not expect our works to cause noise above the level of 85Db. Where it is anticipated the levels will rise above this limit, the contracted ICP will carry out a further risk assessment and control measures to minimise the noise levels.

## 16. HEALTH, SAFETY AND WELFARE

We understand that the main contractor will provide these facilities as part of their site set up. When the working area is of an extended distance from the site welfare units then additional suitable welfare facilities should be made available for operatives.

## 17. HOUSE KEEPING

Nick Piper Ltd will ensure that operatives leave their work areas in a clean, tidy and safe environment so as not to cause accident or injury to others persons.

## 18. <u>SITE RESTRICTIONS</u>

During the term of this contract radios, use of personal mobile phones and smoking will not be allowed on this site. Vehicles will be parked so as to cause the least disruption to the operation of the site and or members of the public in the surrounding areas. Care must be taken at all times to keep all area's safe where members of the public may be present.

## 29. EMERGENCY CONTACTS

An emergency contact will be allocated to the project in the event the site experiences problems with the electrical installation during the course of the contract.

We trust the foregoing is satisfactory, however should you require any further information please do not hesitate to contact the undersigned.

Yours faithfully

Ashley Fromberg

#### Risk Rating (frequency of an accident occurring)

- Infrequent 1
- Remotely possible (but known to occur) 2
- 3 Occasional
- Highly probable 4
- Frequent and regular 5

#### Severity of Consequences

- Minor injury (no time off work) 1
- 2
- Injury resulting in unto 3 days off work Injury resulting in more than 3 days off work Major disability injury (e.g. loss of limb or eye) 3
- 4
- Fatality 5

#### FORMULAE = FREQUENCY x SEVERITY

- 1-7 Low Risk
- 8-14 Medium Risk
- 15-25 High Risk

Contract/Job Name HAFOD SOLAR FARM						No.	<u>280412</u> Date Of Assessmen	Date Of Assessment 12		15
Task	Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Severity (1-5)	Frequency x Severity	Actions To Reduce Risk followed by the reduced risk calculation demonstrating the effective control measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity
Access and Egress	Slips, trips and falls	Operatives	None	3	3	9	Work areas planned properly, prevent access to unsafe areas via the use of barriers and footpath closed notices.	1	3	3
Access and Egress	Being struck by moving plant.	Operatives	None	4	5	20	Ensure movement of plant in the area is in agreed areas. Ensure that banksman are present at all times. Ensure warning notices if applicable are in place	1	5	5
Access and Egress	Slips, trips and falls whilst entering excavated trench.	Operatives	None	4	3	12	Ensure that whilst excavating, a sloped access ramp is excavated to allow operatives safe access and egress to carry out duct, dust and board installation.	1	3	3
Trench excavation	Collapse of trenches	Operatives	None	3	5	15	Pre-work investigation into ground conditions. If required use side battering/supports. Skilled and experienced operatives – the person directly supervising is experienced and competent in the support of excavations and also holds NRSWA accreditation.	1	5	5
Excavation and backfilling in the vicinity of underground apparatus, mains/services and nearby structures	Striking underground services	Operatives	None	4	4	16	+Use of cable avoidance tools (e.g. CATs, Gennys, etc) to survey area for underground services prior to commencement of work by competent (NRSWA) trained Operatives; Reference to Service Diagrams; Use of Trial / Pilot Holes; Pre-work briefings giving instructions to HS(G) 47 – 'Avoiding underground dangers' prior to commencement of work; Team Leader holds COP2 Certification; Use of BT 'Dial-Before-You- Dig' Contact Nos.	2	4	8

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Task	Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity	Actions To Reduce Risk followed by the reduced risk calculation demonstrating the effective control measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity
Excavation and backfilling in the vicinity of underground apparatus, mains/services and nearby structures	+Ground / Structural Vibration	Operatives	None	3	4	12	Pre-Site Survey involving visual examination of site ground and surrounding structures; Prior to commencement of work, obtain and study site map. If necessary, seek advice from competent structure engineers familiar with the site.	1	4	4
Excavation, backfilling and reinstatement works and general site activities	Water Ingress / Flooding	Operatives	None	3	3	9	Appropriate pumping and over pumping equipment to be used and monitored closely; Regular inspection of excavation +(Daily Risk assessment); All personnel are to wear safety helmets (BS EN 397), suitable foot protection (BS EN 345) and high visibility jackets (BS EN 471).	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Storage of spoil and materials	Operatives	None	2	3	6	Store material and spoil as far away from open excavation as practicable. Only open the minimum amount of trench to ensure all material is localised.	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Dust	Operatives	None	3	3	9	Dust Masks are provided and must be used whilst working in a dusty environment. Where necessary, Dust Suppression system is temporarily installed and operated.	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Noise	Operatives	PPE	4	3	12	Noise should not exceed 85dB, however if site activities should exceed this then appropriate ear defenders and PPE should be worn.	1	3	3

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Task		Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Severity (1-5)	Frequency x Severity	Actions To Reduce Ris reduced risk calculation effective contro	k followed by the demonstrating the l measures	Risk Rating (1-5)	Severity (1-5)	Frequency x Severity

Excavation, backfilling and reinstatement works and general site activities	Manual Handling	Operatives	None	2	3	6	Use of mechanical aids; Heavy items are placed at ground level or level where lifting is assisted; Storage of all materials will be as close to the working area as possible; All operatives undergo manual handling training; Use of regular toolbox talks on manual handling as a refresher; Manual handling risk assessment carried out where necessary prior to manual handling activity.	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Adverse (too hot or too cold) Weather conditions	Operatives	None	2	3	6	All operatives are given suitable and appropriate PPE; When the weather is too cold, employees are advised to wrap themselves up warm, regularly take hot drinks and take regular short breaks. When the weather is too hot employees are supplied with suitable warm weather PPE. They are advised to drink plenty of water and to take regular short breaks. They are provided with bottled water.	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Poor Transportation and/or Storage arrangement / discipline of Materials	Operatives	None	3	3	9	Correct signing and guarding to Chapter 8 of the Traffic Signs Manual; Maintain pedestrian access. Maintain site tidiness. Materials to be kept / stored in barriered off area; Stacking areas designated and maintained. All deliveries and movement of materials to be done in off peak times	1	3	3
Excavation, backfilling and reinstatement works and general site activities	Leptospirosis (Weils Disease)	Operatives	None	2	5	10	Good personal hygiene & welfare facilities; Cleanliness	1	5	5

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Excavation, backfilling and reinstatement works and general site activities	Machinery: disc cutters, +floor-saw, mobile plant	Operatives	None	2	3	6	All plant & equipment for the works are subject to routine maintenance. All plant & equipment are inspected before use, and records kept. All operatives using plant have the appropriate CTA (CPCS) tickets. (Equipment to be used will be identified on job specific method statement); All operatives must wear safety footwear (BS EN 397), safety helmets (BS EN 397), Gloves, Safety Goggles and high visibility clothing (BS EN 471) on site.	1	2	2
Excavation, backfilling and reinstatement works and general site activities	Impact & Vibrating Tools & Equipment	Operatives	None	3	3	9	All plant & equipment for the works are subject to routine maintenance. All plant & equipment are inspected before use, and records kept. All operatives using plant have the appropriate CTA (CPCS) tickets; Employees wear gloves and other suitable PPE during use of such tools; Employees using vibrating tools and equipment are advised to take regular breaks and have job rotation in order to limit their exposure /dosage.	1	2	2
Excavation, backfilling and reinstatement works and general site activities	Lifting & Handling	Operatives	None	3	3	9	All operatives have undergone Manual Handling Training; All operatives must wear gloves, safety footwear (BS EN 397) & safety helmets (BS EN 397); Where slings and chains are deemed to be suitable for use in lifting operations, all lifting equipment & lifting accessories shall be correctly certified; Use of mechanical lifting aid where pipes are deemed too heavy to be manual handled by one person	1	3	3

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Task	Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Severity (1-5)	Frequency x Severity	Actions To Reduce Risk followed by the reduced risk calculation demonstrating the effective control measures	Risk Rating (1-5)	Severity (1-5)	Frequency x Severity
Excavation, backfilling and reinstatement works and general site activities	Fire	Operatives	None	3	3	9	Provision and installation of suitable and appropriate Fire Extinguisher. Toolbox Talks; Good Waste Segregation Disciplines.	1	3	3
Reinstatement activities	Plant / Machinery	Operatives	None	4	3	12	Noise should not exceed 85dB, however if site activities should exceed this then appropriate ear defenders and PPE should be worn.	2	3	6
Reinstatement activities	Plant /Machinery	Operatives	None	3	3	9	Gang van has a Dry Powder fire extinguisher supplied and installed (BS EN 5423); Provision and use of suitable and appropriate PPE; Competent (Skilled and experienced) operatives are used to carry out this activity.	1	3	3
Cable Installation	Lifting & Handling	Operatives	None	4	3	12	All operatives have undergone Manual Handling Training; All operatives must wear gloves, safety footwear (BS EN 397) & safety helmets (BS EN 397); Cables to be lubricated to reduce friction force; suitable winches shall be used wherever possible to reduce the need for manual pulling. These shall be correctly certified and rated and the operator shall hold a winch certification. Please refer to manual handling risk assessment.	1	3	3
Cable Installation	Entanglement in working parts of machinery or duct entries caused by moving parts and cables	Operatives	None	3	5	15	All dangerous parts of machinery to be adequately guarded. All personnel to be correctly briefed and trained. + Pre-work briefing / induction; Toolbox Talk on 'Working with a Winch'; Constant communication between personnel to be maintained using radios.	1	5	5
Delivery / Transportation of Materials to Site	Accidental collisions with	Operatives	None	3	5	15	Deliveries are pre-arranged and notices of deliveries given; Deliveries are only made by	1	5	5

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Task	Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity	Actions To Reduce Risk followed by the reduced risk calculation demonstrating the effective control measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity
	people (employees and members of the public), other vehicles and structures.						agreement; Competent (skilled & experienced) Delivery Drivers; Delivery subcontractors selected in line with LPC Construction Ltd's Purchasing Procedure;. + Delivery drivers to observe all applicable traffic regulations including speed limits and consideration for his / her licence conditions, as well as consideration for vulnerable road-users. Banksman to bank all reversing vehicles			
Working with Vibrating Tools & Equipment	Vibration	Operatives	None	3	3	9	Awareness briefings on HAVS have been given to all operatives; Job rotation limiting the time spent on the use of vibrating tools are built in to the daily work routines of operatives; +HAVS Monitoring; Low vibration tools are selected where possible, trying to reduce the vibration levels to less than EAV of 2.5m/s2; All plant to be used on site are subject to regular maintenance. All plant are inspected before use and records kept; 'Anti-vibration' gloves must be worn by employees using vibrating equipment.	1	3	3
General Works										
	Trips, Slip & Fall	Operatives	None	3	2	6	Waste will not be allowed to accumulate; Areas will be cleared as work progresses; Poor housekeeping practices will be reported to appropriate director.	1	2	2
	Waste	Operatives	None	2	3	6	Waste will not be allowed to accumulate; Areas will be cleared as work progresses; Re- usable or surplus materials to be stacked and returned to suppliers/stores as soon as possible.	1	3	3

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#### FORMULAE = FREQUENCY x SEVERITY

Low Risk = No further action

- 1-7 Low Risk
- 8-14 Medium Risk
- 15-25 High Risk

Contract/Job Name <u>F</u>	HAFOD SOLAR FARM		Con	Contract/Job No.		<u>280412</u> Date Of Assessmen	ıt	12.10.201	15	
Task	Hazard	Persons At Risk	Existing Control Measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity	Actions To Reduce Risk followed by the reduced risk calculation demonstrating the effective control measures	Risk Rating (1-5)	Sevenity (1-5)	Frequency x Severity
	Stacking / Storage of Material	Operatives	None	3	2	6	Toolbox Talk; Identification and Provision of adequate and sufficient waste storage areas / facilities (e.g. skips, rollonof bins, etc.); Re- usable or surplus materials to be stacked and returned to suppliers/stores as soon as possible.	1	2	2
	Falling of Loads / Goods from tail-Lift Platform.	Operatives	None	3	2	6	Only those who have been trained, competent and authorised are allowed to Load & Off-load the Tail-Lift Vehicle; Planning of loading & unloading; Provision and use of suitable Cages / bins with legs for stability	2	2	4
	Operator Slipping on the Tail-lift Platform	Operatives	None	3	3	9	Only those who have been trained and authorised are allowed to use Tail-Lifts; Provision and use of suitable and appropriate PPE (Safety Boots with grip soles);	2	3	6

Assessment carried out by :

Name	Ben Card	Signature	
Position	Project Manager	Date	12.10.2015

## Method Statement sign on document

Name (Print)	Signature	Date

I named above can confirm that I have been briefed and am conversant with the above document and will abide and work to the methods stated within the document. I understand that should any site conditions change or alter then I am to report the change(s) to my immediate supervisor.