### Graphical user interface, text, application  Description automatically generatedMethod Statement, Risk Assessment and COSHE for Brickwork activities on Graphical user interface, text, application  Description automatically generated



**PRODUCED BY WATSON AND WATSON HEALTH AND SAFETY CONSULTANTS**

 **Main Contact: STUART HINGLEY**

**Start Date: 24/04/21**

**Duration of brickwork contract:**

**End date: on going.**

1. The scope of work described within this method statement must not commence until the **Principal Contractor** has reviewed and is satisfied with the content of this document.
2. The scope of work described within this method statement must not commence until the **Operatives** undertaking the task have read and signed the document.
3. The **Supervisor** will ensure that all staff (including new staff) are fully aware of the contents of the document and any subsequent changes.
4. Where changes to the method statement described within this document are deemed necessary, **works must cease until the changes have been agreed, assessed and authorised by all parties concerned.**
5. The **Supervisor** will ensure that all staff (including new staff) are fully aware of any subsequent changes.

The purpose of this method statement is to provide detailed guidance for a safe method of working for our employees under our control and any sub-contractors who may be under our control.

Conditions may change on site; consequently, this method statement may require amendment during the course of work to reflect the conditions at the time. **Stuart Hingley** is authorised to vary the method of working in consultation with others (Client, Principal Contractor, Site Manager, and Site Supervisor) and where appropriate amend this method statement.

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| It is anticipated that the Principal Contractor will provide site induction to new operatives on arrival at site. This training should include guidance on any specific site hazards and the Site Safety Rules. Employees and sub-contractors under our control are instructed to co-operate with the Principal Contractor on all matters of health and safety. |

All personnel involved in this operation will be briefed on the content of this Method Statement and relevant risk assessments before commencement of the work.

**Site Supervision**

Stuart Hingley Ltd site supervision will be carried out by Stuart Hingley in his absence the senior company representative will assume supervisor responsibilities.

Both have been in the construction trade for over 10 years respectively, both have been in charge of numerous bricklaying tasks associated with new home builds during this time.

The use of Principal Contractors Telescopic Reach Truck and operator will be required, To assist in the delivery/supply/removal of materials including waste

**Site Specific Rules**

**Mobile phones only to be used in agreed break periods.**

**PPE (Safety footwear, hard hats, high vis jackets) to be worn at all times. PPE indicated as necessary in risk assessments and operational handbooks must be worn as directed.**

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| **We the undersigned agree to carry out work here stated in line with this method statement**  |
| **NAME** | **SIGNATURE**  | **DATE** |
| **S HINGLEY** |  | **16/4/21** |
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**Operating Standards and Guidelines:**

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| --- |
| * Health and Safety at Work Act (HASWA) 74
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| * The Management of Health and Safety at Work Regulations (MASWR 99)
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| * Construction (Health, Safety and Welfare) Regulations
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| * Control of Substances Hazardous to Health Regulations
 |
| * Manual Handling Operations Regulations
 |
| * Personal Protective Equipment at Work Regulations
 |
| * The Working at Height Regulations
 |
| * The Control of Vibration at work Regulations
 |
| * Provision and Use of Work Equipment Regulations
 |

**Site Specific:**

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| * Principal Contractors Health and Safety policy and site-specific rules
* Principal Contractors Health and Safety Induction briefing and subsequent briefings/notices
 |
| * Stuart Hingley Ltd.’s own health and safety policy
* Stuart Hingley Ltd.’s own toolbox talks throughout the life of the task
 |
| * This Method Statement herewith
* All staff to work in accordance with all safety training/briefings received.
* Suitable welfare facilities in line with CDM 2015 to be available
 |

**Environmental Considerations:**

There are no main obvious concerns about environmental conditions except:

The main contractor must inform us of any major concerns regarding this land for development that may in some way have a significant bearing on our bricklaying operations.

Wet weather and cold weather clothing are available to the bricklayers in times of need.

If high/strong winds are the main weather effect, then consultation will be forthcoming with the Principal Contractor and/or the site manager. Works schedules may be revised, cancelled or postponed. No bricklaying will take place if the weather conditions are so bad as to make the tasks too dangerous to undertake**\_**

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**Equipment to be on site:**

* Bricklayers vehicle for transportation of persons and carrying small stores.
* We expect that the delivery of main stores/materials will be controlled and organised by the principal contractor.
* Normal bricklaying equipment consisting of:
* Hand tools; Brick Trowel; Pointing Trowel; Spirit Level; Boat; Level Line and Pins; Corner Blocks; Tingle Plate; Club (or lump) Hammer; Bolster; Cold Chisel; Hawk; Gauge Rod; Brick Bat Gauge; Brick Hammer and Comb Hammer; Steel Tape; Jointing Tools; Buckets.
* Petrol driven Disc Cutter
* Throughout the life of this task, we expect the use of a cement mixer and mortar butts.
* Throughout the life of this task, we expect the Principal Contractor to ensure that the risk of falling is minimised by either fall bags or crash decking. This is particularly important for the prevention of internal falls.

Throughout the life of this task some form of Telescopic Handler (Forklift) will be required with a qualified operator (supplied by the Principal Contractor):

Main Tasks for Telescopic Forklift will be:

* Receiving new stores materials from delivery contractors as they arrive and offloading them into designated stores area.
* Moving full/partial loads of stores/ materials/mortar butts in to allotted work plots within the construction site. Placing them as close as possible to point of use to reduce manual handling activities to a minimum.
* Removing empty or partial loads, mortar butts or bins of stores materials from plots back to main stores area.
* To lift pre-loaded loads and/or bins onto first, second and third lifts loading bays during the erection phase.

To lift pre-loaded pallets from first, second and third lifts loading bays during the dismantling phase

* To load stores materials onto contractor vehicles on completion of task and when stores materials are no longer needed.

**General Site Requirements**

* Safe site access from public road onto site
* Safe secure parking for subcontractor vehicles
* Safe access to work areas for bricklayers

**Emergency Services**

* Indication of site first aid cover to be displayed.
* Route to nearest hospital to be displayed.
* Action in an emergency to be displayed and notified.

**Basic hazards that will be informed to all personnel involved in this Bricklaying Operations.**

|  |  |  |
| --- | --- | --- |
| Safety Hazards | Health Hazards | Fire Hazards |
| * Fall from heights!
* Falls into excavations/pits etc.
* Struck by moving vehicles.
* Struck by moving(including) flying and/or falling object/debris.
* Trapped by something collapsing and/or overturning.
* Slips, trips, or falls from same level.
* Puncture wounds (feet/body)
* Injured while handling, lifting, or carrying (manual handling)
* Strike against something fixed or stationary!
* Splashing liquids, harmful rays, and flying chips and particles
* Use of non-powered hand tools.
* Cuts from metal banding etc
 | * Inhalation of fumes/dusts
* Dermatites/skin complaints
* Inhalation of silica dust
* Manual Handling Stone Lintels/Cills
* Noise exposure
* Hand/arm vibration syndrome (HAVS)
* Leptospirosis (Weils Disease) (exposure to water contaminated with the urine of infected animals)
* Exposure to cold or heat, wind, and rain
 | * Use of petrol disc cutter.
* Discarded cigarettes/matches.
* Waste material fires
 |

**Personal Protective Equipment (PPE):**

Equipment supplied to the bricklayers will comply with the relevant statutory provisions of the Personal Protective Equipment Regulations. The following items of PPE will be provided as a minimum, with all bricklayers will be issued with and wear as follows:

|  |  |  |
| --- | --- | --- |
| Protected area | Item | When Worn |
| Foot Protection | Wear only hard-soled shoes such as boots with protected toe protection.  | Employees will wear protective footwear at all times whilst on the construction site.Hard soles protect against puncture wounds. Wear work shoes with a higher top than a normal shoe. The extra length provides protection to and supports your ankle. Wear reinforced-toe boots. Although they are heavier, reinforced-toe boots protect your feet from objects dropped on them. |
| Head Protection | Hard Hats which are brightly coloured, reinforced, non-metallic hats which will be kept them clean.  | Employees will wear protective headwear at all times whilst on the construction site. Fibreglass or polycarbonate do not conduct electricity as readily as metal hats; bright colours are highly visible. Adjust hard hats so that they are slightly raised off your head in order to absorb and cushion blows. No part of the outer shell should touch your head. Adjust the sweatband so it rests on the middle of your forehead and fits snugly enough to remain in position while you work. Adjust the suspension and crown strap so that there is a minimum clearance of 1" to 1 ¼" between the suspension and outer shell. Periodically clean the hat and inspect the outer shell for cracks or abrasions that may cause the hat to shatter.  |
| Visual Protection | High Visibility Jackets | Employees will wear visual protection at all times whilst on the construction site |
| Falling Tools | Bricklayers Tool Belt | Employees will wear their own tool belt at all times whilst operating above head height |
| Ear Protection | Earmuffs, Ear Plugs | Employees will wear ear protection when using disc cutter and/or when working in or with equipment that produces loud or sustained noise |
| Eye Protection | Full Face Visor, safety glasses, safety goggles | Employees will wear ear protection to preserve their vision; they will wear eye protection that matches the job. For example, they will wear a face shield when using acid and goggles when working around excessive dust, when using disc cutter & when changing discs. Select safety glasses with shatter proof lenses. Make sure glasses fit comfortably and snugly while providing a clear field of vision. Protection must fit over your regular glasses. Avoid wearing contact lenses when there is a risk of eye injury.  |
| Hand Protection | Safety Gloves | Employees will wear hand protection when fingers are sore, in cold weather, or when handling rough materials and when using disc cutter and for Manual handling of poles and sharps. Gloves will be chosen to ensure that they fit snugly and are not stiff. |
| Body Heat | Wet Weather Clothing: Warm Weather Clothing | Wear medium weight, white socks. White socks are cooler and contain no harmful dyes that can penetrate your feet. Wear lightweight, Light-coloured, comfortably loose shirts. The lightweight, light- colour, and loose fit will keep you cooler in hot weather. **The shirt should not be so baggy as to be a hazard around machinery.**Wear belts or braces to prevent trouser legs from sagging and catching on objects. Never work without a shirt. The materials you are exposed to could injure bare skin. Equally important if you are working outside - sunburn damage to skin can cause cancer.  |

* All PPE will be thoroughly examined prior to distribution to staff and on a regular basis by the site supervisor and at least every six months.
* Staff will carry out a visual & physical check before each use, to ensure it is in a safe condition to operate correctly.
* All personnel will be trained in the use of the PPE, how to carry out inspections and checks, any item showing defects will not be used, it will be withdrawn from service immediately. Spare PPE will be available from management on request.
* Bricklayers will be made aware of the fact that it is a mandatory part of the Principal Contractors and our Health and Safety Policy.
* Failure to wear the correct PPE may result in an injury occurring to the person, which could have been avoided, it will also result in work stopping and may result in the bricklayer being removed from the work site.

**Sequence of work:**

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| The sequence of work is listed and described below:  |
| Pre-Start requirements and actions |  |
| On Site requirements and actions |  |
| Identify location for work |  |
| * Layout areas
 |
| * Stockpile materials (ensure safe access/egress for materials movement)
 |
| * Base to First Lift
 |
| * 1st Lift to 2nd Lift
 |
| * 2nd Lift to 3rd Lift
 |
| * Gable End build
 |
| * Chimney build
 |

**Prestart:**

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| We will require co-operation with the Client, Principal Contractor, Designer, Site Manager  |
| **Pre-Start Risk Assessment** | Recognise site & job specific hazards and actions required to control the risks |
| **Specific Risk Assessments** | Produce specific risk assessment and ensure control measures are implemented |
| **Selection of Bricklayers** | Identify competent Persons for task |
| **Examine drawings** | Agree initial sequence of build with Principal Contractor |
| **Stores Selection** | Select and order stores materials and arrange delivery to site process |

**On Site:**

|  |
| --- |
| We will require co-operation with the Client, Principal Contractor, Designer, Site Manager  |
| **Pre-Start Risk Assessment** | Recognise site & job specific hazards and actions required to control the risks |
| **Specific Risk Assessments** | Produce specific risk assessment and ensure control measures are implemented |
| **Selection of Bricklayers** | Identify competent Persons for task |
| **Examine drawings** | Agree initial sequence of build with Principal Contractor |
| **Stores Selection** | Select and order stores materials and arrange delivery to site process |

**On Site:**

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| We will require co-operation with the Principal Contractor (PC), Site Manager (SM), Mechanical Handler (MH) & Delivery Contractors (DC) |
| **Delivery of Stores** |
| Ensure that stores are delivered and unloaded at designated stores area |
| **Daily Works Schedule** |
| Receive daily works schedule form from site manager outlining the tasks to be done. (SM) |
| **Inspection of Plots** Inspect allocated plots for suitability for bricklaying to commence; requirements are: |
| A clear area at ground level around the base of the house to ensure safe access/egress (SM)Trenches or ground works in close proximity of the proposed brickwork courses especially base work must be marked and fall protection barriers in place (PC and/or other trades)Identify safe stores area for stores/materials.Identify safe access & egress area for bricklayers and others (scaffolders and mechanical handler)Ensure work is carried out on a safe clean, tidy area before undertaking the task |
| **Inspection and movement of Stores & Materials** |
| Ensure that all stores/materials to be used are in a safe condition prior to use.Ensure stores/materials are delivered by mechanical handler and deposited as close as possible to the working area/plot, without causing obstructions to other trades & traffic routes.Ensure stores/materials are delivered by mechanical handler and deposited on to the designated loading bay, without exceeding the designated SWL.

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| **General Aspects of Safety** |
| 1. All employees will park their vehicles in the designated parking area. (immediately after unloading stores etc)
2. Site supervisor to receive/review daily works schedule with Site Manager.
3. At the daily briefings check that any scaffold which is to be used by employees is in a safe condition and has been handed over to the Principal Contractor, before allowing any employee access to use it.
4. Site supervisor to brief team and allocate tasks as appropriate.
5. If in doubt about any aspect of the task/build employees must seek an answer from management.
6. Remember time spent planning to do the task safely is not wasted, **if do the work safely**.
7. A clean work area/working platform will allow for safe quality work to be carried out; this gains more importance/priority as the working at height bricklaying tasks move upwards on all levels of the build.
8. Always allow safe access/egress for the delivery/removal of stores/materials.
9. All staff will wear PPE as detailed and required in a suitable risk assessment.
10. Use the correct equipment/tools/working platforms for the task do not take shortcuts, **they don’t always work**.
11. **Bricklayers will not lay more than 6 courses daily without backing up**.
12. When working above ground level, trestles with fall prevention, hop ups etc.
* Trestles with fall prevention and hop ups will only be erected by competent personnel.
* Site supervisor will check trestles and/or hop ups are suitable for the task and erected correctly.
* Fall bag protection will be laid out prior to work commencing where available.
1. When working above ground level on scaffolding:
* Ladders will only be used for safe access and egress; no loads are to be carried up/down ladders.
* All stores/materials will be delivered to the correct level loading bay.
* Loading bays will not be overloaded (2-ton SWL). The scaffolding structure is not to be overloaded; remember waste & rubbish will soon accumulate if not dealt with correctly and add to the weight of the loadings.
* Brick guards or brick nets will be used on the loading bay and the working platform.
* Materials will not be stacked higher than the handrail which will be set at 910mm.
* Employees will always work off a standard 5 board platform, internal guard rails will be used if an internal fall is a possibility. Fall bags will be considered and if required will be deployed.
* Employees will not remove, modify, adapt any part of the scaffold, only the Principal Contractor/Site Manager can authorise this.
* All employees will clear up their own mess.
* Items required to be removed from work areas at height will be moved to the loading bay and removed by the mechanical handler or lowered down by rope.
* No items whatsoever will be thrown from the scaffold/working platform at any time.
1. Prior to brick/blocks being cut:
* A safe, clear, well kept , organised cutting area will be set up ensuring:
	+ As few people as possible are effected by the noise; sparks; dust; fumes.
	+ The possibility of fire is reduced so far as is reasonably practicable.
	+ The possibility of slips, trips and falls is reduced so far as is reasonably practicable.
	+ Cutting of bricks/blocks does not damage scaffolding boards.
	+ A safe working area to allow the cutting operations to go ahead.
	+ Machinery can be fuelled as safe as reasonably possible.
	+ Machinery can be allowed to cool down prior to any re-fuelling.
	+ Fuel to be stored away from the refuelling area
1. When bricks are being cut;
* Only competent, qualified disc cutter operators will use the disc cutter.
* Only competent, qualified disc cutter operators will change discs of the disc cutter.
* The competent, qualified disc cutter operators will wear suitable PPE (visor/ear muffs/gloves/dust mask and boots)
	+ Bricks/blocks will be secured by clamp etc prior to cutting
1. All employees are empowered to report safety failings/incidents without fear of reprisal.
2. All employees have a right to refuse to work on the grounds of poor safety; management must assess the situation and resolve the situation to the satisfaction of all parties.
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**Construction from base to 1st level: (Constructed in compliance with NHBC standards).**

We will require the co-operation of the Site Manager, Mechanical Handler and other trades (ground workers)

Prior to work commencing an assessment of the actual task will be undertaken, to identify the stores required, method of operations and any subsequent control measures needed to carry complete the task safely.

**Setting Out and construction from bases to 1st lift/course level.**

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| 1. The Principal Contractor must provide a safe clear working area
2. Provide safe access for materials handling equipment
3. Stockpile building materials close to site; (bricks/blocks/Pennine Stone Lintels/cills/mortar)
4. Lay bricks/blocks **no more than 6 courses daily without backing up.**
5. A generous layer of mortar is put down first, and then each brick/block is buttered (mortar is applied) and placed.
6. Once a few rows are complete the bricklayer will strike the mortar between the bricks to pack it in and smooth it out; the wall is brushed to remove any excess mortar.
7. Repeat the sequence as required to achieve the daily work schedule
8. Bricks/blocks will be cut to size as required in accordance with safety controls.
 |

Subsequent lifts/courses from 1st lift/course to all other levels.

We will require the co-operation of the Site Manager, Mechanical Handler and other trades:

Prior to work commencing an assessment of the actual task will be undertaken, to identify the stores required, method of operations and any subsequent control measures needed to carry complete the task safely.

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| 1. On receipt of the daily works schedule the site supervisor will assess the allotted working plot(s) to ensure that:
* Any trestles required as the working platform have been erected correctly and are safe to use.
* Any fall bags required are already pre-positioned.
* The trestle/scaffolding structure is clear from waste, debris, stores etc left by other trades.
* There is safe clear access for the mechanical handler, stores/materials.
* Any concerns identified will be communicated to the site manager and resolved before work commences.
* **Bricklayers will not operate in unsafe, untidy dangerous, muddy conditions**.
1. Ensure stores/materials are delivered by mechanical handler and deposited as close as possible to the working area, without causing obstructions to other trades & traffic routes. (either laid on floor & or placed onto loading bay)
2. Ensure that all stores/materials to be used are in a safe condition prior to use. (not stacked unsafely)
3. An access point to the scaffold will be set up for employees by the use of a secure metal ladder.
* Under no circumstances will any person/trades be allowed to climb up the scaffold tubes to gain access to any other part(s).
1. The construction of the next lift/courses will be properly planned to ensure that it meets work schedule and does not exceed the loading it was designed to carry.
2. All bricklaying work carried out will be done, by trained and experienced persons who will be under competent supervision.
3. Lay bricks/blocks **no more than 6 courses daily without backing up.**
4. A generous layer of mortar is put down first, and then each brick/block is buttered (mortar is applied) and placed.
5. Once a few rows are complete the bricklayer will strike the mortar between the bricks to pack it in and smooth it out; the wall is brushed to remove any excess mortar.
6. Steel and stone lintels will be set in position in accordance with design specifications. (see separate procedure)
7. On completion of the lift/courses, all unused/remaining stores will be moved to either the designated stores area or onto a new plot work site.
8. The plot area will be cleaned and any waste materials from the bricklaying process will be removed, the plot will be left in a clean safe condition.
9. Any variations to the above requirements (i.e. reduced working platform width) due to restricted site conditions will be discussed with the Principal Contractors Site Manager prior to work being under taken.
10. Any signage displaying the condition of the scaffold structure will not be removed by bricklayers.
11. The Principal Contractor is responsible for the inspection and maintenance of scaffolding and should ensure this is clearly assigned to suitably experienced and qualified persons whose duty should include inspections and the completion of required reports.
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Protection of the Public:

It is anticipated that the Principal Contractor will provide external fencing, barriers to reduce, restrict the access of trespassers and others from entering the construction site. However as the site is populated by home owners and others, there is a far greater risk of members of the public getting hurt and/or injured whilst work is still ongoing in working plots.

We would anticipate that the Principal Contractor, will provide a segregation fencing system to separate the sold plots from the working plots. This would be a mobile beast and change as the site progresses.

We will ensure that all of our working plots are left as secure as possible, as clean as possible and as safe as possible during the working day and also when we have vacated the site. We will also ensure that the same applies to the designated secure stores area.

We will seek consultation with the site manager as soon as members of the public start to occupy houses to ensure that these foreseeable hazards associated to a populated work site and members of the public are addresses:

* Components, which are being moved across a public area during erection or dismantling;
* Stored materials or debris which can fall off or through gaps in the working platform;
* Scaffolding and other equipment which collapses because it is not properly designed, erected or secured;
* Plant or equipment which collapses as a result of instability or following impact;
* Moving parts of access equipment erected in an area to which the public has access and where access equipment is not adequately fenced off;
* People may walk into or otherwise make contact with access equipment;
* People may gain access on to the equipment and then fall off or through the working platform or ladder;
* People may use the equipment to gain access to other elevated areas and subsequently fall from them;
* **HEALTH AND SAFETY - RISK ASSESSMENT DOCUMENT**
* **BRICKLAYER**
* **Risk Ratings Chart**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROBABILITY | RATE | SEVERITY | RISK SCORE | RANK | ACTION |
| Frequent -Likely to occur anytime | 5 | Multiple fatalities | 1 - 2 | Negligible | No Action required |
| Probable – Likely to occur several times a year | 4 | Fatality | 3 - 6 | Low | No action, ongoing monitoring |
| Occasional – Unlikely to occur once a year | 3 | Major injury | 8 - 10 | Medium | Re evaluate to try and either reduce or find alternative method if possible |
|  Possible - Unlikely to occur once in 2or 3 years | 2 | Minor injury | 12 - 25 | High | Do not start. Engineer or design out, or find alternative method |
| Improbable Unlikely to occur once in 5 years | 1 | No Injury |  |  |  |

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| WRITTEN10/17 GRW | Reviewed  | Reviewed  |  |  |
|  |  |  |  |  |

* **RISK ASSESSMENT FOR TASK: ARRIVAL & DEPARTURE FROM SITE**

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| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Leaving Vehicle | Self + Passengers | Struck by moving vehicles | Medium | * Park vehicles in designated area
* Follow authorised routes
* Enter site and sign in
* Receive induction as required
* Banksman to be used when reversing
 | Low |  |
| Unloading Equipment | Self + Passengers | Muscle strains and sprains | Medium | * Use correct lifting techniques
* Two man lift for reaching or carrying heavier items
 | Low |  |
| Leaving Site | Self + Others | Struck by Moving Vehicles | High | * Ensure correct PPE is worn (HI VIZ)
* Keep to pedestrian areas
* Use cross over points
* Keep aware of changes in Site Traffic Management Plan
* Sign out
* Watch for other contractors leaving the area at the same time
 | Medium |  |

**RISK ASSESSMENT FOR TASK: UNLOADING of DELIVERIES & MOVING MATERIALS**

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| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Positioning of delivery vehicle | Site Workers | Struck by moving vehicle causing possible fatal injuries | High | * Correct level of Hi Viz clothing worn (see PPE levels)
* Vehicle guided by Banksman
* All banksmen fully trained
* Vehicle never to block pedestrian walkways or cross over points
* Never position yourself in an area where you cannot step to the side
* Before operation begins instruct driver to stop manoeuvre if he cannot see you
 | Low |  |
| Unloading using tele handler | Driver + others | Crushed by falling load with potentially fatal injuries | Medium | * Ensure cage protection is undamaged by regular maintenance
* Only qualified operators to use machine
* Keep other workers outside of the operations area
 | Low |  |
| Unloading by pedestrian operated crane | All operatives in vicinity  | Crushed by falling load with potentially fatal injuries | High | * Only qualified operators to use crane
* Use of competent slinger
* Only use equipment that is suitable for the task and carries a current inspection certificate
* Never use outside of the guidelines in windy conditions
* All persons to vacate area if load needs to travel over work area
* Where possible keep load close to the ground
 | Low |  |
| Unloading of vehicles by hand | Person unloading  | Muscle injury caused by lifting heavy objects | Medium | * Use mechanical aids wherever possible
* Never attempt to carry a weight you are not comfortable with
* Operators trained in correct lifting techniques
* Split loads to make them lighter and safer to handle
* Use two operatives where required
* Be aware of handling large items e.g. plasterboard in windy conditions
 | Low |  |
| Stacking of materials after unloading | Operatives | Crushed by falling load due to poor stacking | Medium | * Palleted goods should be placed firm level ground
* Height of stack should be kept to a minimum t o prevent falls
* Materials should only be taken form the top of the stack
* Long items and those that could potentially be lifted by the wind should be placed in racking and or weighted down

  | Low |  |
| Carrying long lengths of materials | Operatives and those in the immediate area | Struck by carried load causing injury or person to fall | Medium | * Where possible use two persons to limit the turning and bounce of materials
* Leave enough room to turn into openings/areas that you are heading too
* Beware of persons in the area when changing direction of travel
 | Low |  |
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**RISK ASSESSMENT FOR TASK: BRICKLAYING - Loading out of Materials**

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| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site** |
| **R** |  | **RR** |
| Loading out of materials Using tele handler at ground level | Operatives and those in area | Crush Injuries caused by being struck by moving vehicle | Medium | * Qualified operatives only to operate plant
* Persons to be well clear of moving plant
* Set down area to be on firm level ground
 | Low |  |
| Loading out of materials Using tele handler at ground level | Operatives and those in area | Crush injuries caused by load falling | Medium | * As above +
* Packs to be kept to a single pack height
 | Low |  |
| Loading out at ground level by hand | Operative | Muscle strains/ finger pinch | Medium | * Make sure area clear of debris before loading out takes place
* Use materials from the top of the pack to keep it stable
* Wear correct PPE – see PPE levels
* Mechanical aids should place stock items as close to area to be used to limit travel distance
* Use correct lifting techniques
 | Medium |  |
| Placing packs of Brick/Block on scaffold loading bays | Operatives and those in the area | Scaffold collapse  | Medium | * Do not exceed scaffold design loading weight
* Load out with enough materials for immediate use only
 | Low |  |
| Placing packs of Brick/Block on scaffold loading bays | Operative  | Falls from height | High | * See Working at Height Risk Assessment in or on loading bays
 | Low |  |
| Loading out materials at height | Operative | Slips trips and falls same level | Medium | * See Slips Trips & Falls for scaffold cleanliness
 | Low |  |
| Moving of lintels and stone work | Operative | Severe muscle strains and sprains caused by moving excessive weight | Medium | * Lintels to be placed on scaffold at nearest loading bay to work area
* Request extra loading bays were travel distances are excessive
* Use enough personnel to move lintel/stone
* Consider removing ‘spots’ from work area to create more clearance for walking
 | Medium |  |
|  |  |  |  |  |  |  |

**RISK ASSESSMENT FOR TASK: BRICKLAYING - General**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| General Brick/Block Laying | Operative | Injury to eye caused by mortar splashes | Medium | * Location of first aid known to all operatives
* Use of goggles where necessary -see PPE Levels
* Cover mortar when raining to prevent it diluting
* Knowledge of COSHH sheets and measures
 | Low |  |
| General Brick/Block Laying | Operative | Crush & pinch injuries to hands | Low | * Use of gloves – see PPE levels
 | Low |  |
| General Brick/Block Laying | Operative | Dermatitis | Medium | * Use of barrier creams if required
* Use of gloves
* Good standard of personal hygiene
* Knowledge of COSHH sheets and measures
* Report to site management and seek medical attention if required
 | Low |  |
| General Brick/Block Laying | Operative + Others  | Chemical burns to skin caused by brickwork cleaner | Medium | * Surrounding area to be cordoned off to prevent access by unauthorised persons
* Goggles, mask, and gloves + standard PPE – see PPE Levels
* Knowledge of COSHH sheet
 | Low |  |

**RISK ASSESSMENT FOR TASK: BRICKLAYING - General**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Handling and laying of Bricks/Blocks | Operative | Muscle strains and sprains caused by lifting of materials | Medium | * Materials placed as close to use as possible to prevent excessive distances
* Knowledge of approximate weights of different materials (Concrete Blocks)
* Two persons where required to lift or move heavier items
* Trained in correct lifting techniques
 | Low |  |
| Laying of lintels – all types | Operative and others | Severe MSD’s occurring by the manoeuvring of lintels | High | * Use two persons to put in correct place
* If fitted use slings and eyelets
* Materials to be as close as possible to point of laying
* Ensure hands are free from area before lowering into position
 | Low |  |
| Laying bricks and blocks | Operative others | Collapse of built sections due to a) excessive height of unsupported or tied in section.b) gusting wind conditionsResulting in serious possibly fatal injury. | Medium | * Unsupported, or not tied in brickwork not to exceed 1.35m, 6 blocks in height.
* Gables should not be built without supporting roof structure in place
* Bricklayer to try and assess wind speed particularly gusting wind (Small branches on trees sway at 15mph. Above this newly built unsupported walls could collapse.)
 | Low |  |

**RISK ASSESSMENT FOR TASK: BRICKLAYING – Cutting Bricks & Blocks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Cutting Bricks and blocks by hand | Operatives and those in the immediate area | Eye damage caused by chips flying off materials and chisels | Medium | * Burrs from chisels removed before use
* Item to be cut placed on a level surface
* Use goggles – see PPE Levels
 | Low |  |
| Cutting Bricks and blocks by cut of saw | Operatives and those in the immediate area | Serious injuries from incorrect use or blade bursting | High | * Only trained operatives to use equipment
* Blade changes by qualified person
* Materials to be on suitable surface to prevent twisting whilst cutting
 | Medium |  |
| Cutting Bricks and blocks by cut of saw | Operatives and those in the immediate area | Serious lung disease caused by inhalation of dust from silica products  | High | * Wet suppression to be used for all cuts with non electrical cut off saws
* Correct PPE to include dusk mask, ear defenders, goggles + standard PPE – see PPE levels
 | Medium |  |

**RISK ASSESSMENT FOR TASK: SLIPS TRIPS & FALLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site** |
| **R** |  | **RR** |
| Movement at ground level | All site workers | Broken bones and severe muscle strains and sprains caused by slips, trips & falls | Medium | * Remove potential slip trip hazards as they arise.
* If it is not possible to remove them, report to Site Management
* Do not carry items that prevent you form seeing where you are walking
* Ensure enough suitable waste containers are available to keep site clear of unwanted debris
* Manage contractors to ensure that ‘ Clean as you go’ is operated
 | Low |  |
| Movement at ground level | All site workers | Puncture wounds caused by falling onto raised objects | Medium | * As above
* Ensure raised items e.g. steel work are protected by capping off or fenced to prevent entry into risk area
 | Low |  |
| Movement at ground level | All site workers | Winds blowing dust into eyes, disorientating worker | Medium | Wear eye protection to eliminate/ reduce the risk | Low |  |
| Movement at Height | All site workers | Potentially fatal injuries caused by slips trips leading to fall form height | High | * All trades to ensure they clean as they go, to prevent build up of off cuts and debris forming on the working platform
* Exercise caution when working on wet platform
* Do not work on platform when ice is prevalent; ensure boards are gritted to remove ice.
* Ensure that ladders are kept free of mud and ice.
* Always maintain 3 points of contact on ladders
* Do not carry equipment up ladder, use FLT/ Tele Handlers
* Internal boards clipped to prevent movement
 | Low |  |

**RISK ASSESSMENT FOR TASK: WORKING AT HEIGHT (ACCESS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | Applicable on this site🗸 |
| **R** |  | **RR** |
| Gaining access to scaffold | All operatives | Potentially fatal injuries from falls | High | * Only used prescribed methods for gaining access – Ladders, External stairways or part of building under construction
* Ensure scaffold
* Ladder is of sound construction with no damage to rounds or strings
* Ensure ladder is tied and immovable
* Ladder is set a 1:4 angle
* Ladder exceeds the height of the working platform by at least 1m
* Three points of contact are on the ladder all times
* Tools placed on platform by FLT/Tele Handler and not carried up
 | Low |  |
| Gaining access to scaffold towers | Persons required to use tower | Potentially fatal injuries from falls | High | * Ensure tower is on level ground and breaks applied
* Towers are only to be erected by a competent person
* Use internal access ladders only, under no condition place a ladder against the external side of the tower.
 | Low |  |
| Gaining access to MEWPS | Cage workers | Injury caused by slipping on entering cage | Medium | * Only competent operators to use this equipment
* Equipment is maintained and certificates are in force
* Ensure access is free from mud/ ice etc
 | Low |  |

**RISK ASSESSMENT FOR TASK: WORKING AT HEIGHT (FIXED SCAFFOLD)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Working on scaffold | All operatives | Potentially fatal injuries caused by falls  | High | * Scaffold to be erected by competent persons inline with current guidelines
* Scaffold to be inspected a minimum of weekly and following any change in erection
* Only competent persons are to alter any sections of scaffold, including toe boards, brick guards, handrails and boarding
* Scaffold to be clear of debris (see slips trips and falls)
* Handrails should be at height 950mm and 470mm & toe boards fitted
* No persons to operate on any scaffold that is not complete
 | Low |  |
| Working on scaffold | All operatives | Potentially severe injury caused by leg going through gap in boards | High | * Platform should be fully boarded with internal boards clipped to prevent movement
 | Low |  |
| Working on scaffold | All operatives | Injury caused by falling into building | Medium | * Ensure fall bags/ fall protection are present inside areas of building where internal falls may occur
* Ensure bags are fitted by competent persons, are in date, undamaged and clipped together
* Where fall nets are in place ensure that they follow manufactures instructions and are fitted so as any sag when load is applied does not cause operative to hit the floor
 | Low |  |
| Working on scaffold | Operatives working on ground close to scaffold | Potentially fatal injuries caused by items falling from scaffold | Medium | * Work platform to have guardrails and toe boards as above
* Brick guards to be in place
* Loading bay doors to be manned when material arriving is awaited
* Loading bay doors to be closed when not it use
* Scaffold is not to be overloaded
* Debris to be removed from scaffold via chute or purpose built waste bin via FLT/ Tele handler
* On NO account should items be thrown from scaffold
 | Low |  |

**RISK ASSESSMENT FOR TASK: WORKING AT HEIGHT (TOWER SCAFFOLD)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Working on scaffold tower | Operative | Potentially fatal injuries caused by fall from height | High | * Ensure tower is on level base and that ground conditions are suitable
* Ensure handrails are in place before accessing the platform
* DO not use tower in situations where handrails cannot be fitted
* Check that breaks are applied
* Gain access as page 1 above
* Beware overhead power lines
 | Low |  |
| Working on scaffold tower | Operative & others | Injury caused by toppling or collapse of tower | Medium | * Do not use outdoors in strong winds
* Inspect before use, do not use if any component is damaged
* Do not overload tower
* Ensure correct base to height ration
* Where required have stabilisers in place (Normally at 3m or over
* Do not attempt to move tower with persons or loads in situ
* Ensure pathway of tower has suitable ground conditions
* Check that there are no manholes or drain covers before movement
* If aluminium towers are required to be tied to building ensure components are not damaged by tie process
 | Low |  |

**RISK ASSESSMENT FOR TASK: WORKING AT HEIGHT MOBILE ELEVATING WORK PLATFORM (MEWP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Working from MEWPS | Operative | Death or serious injuries caused by fall from height | High | * Equipment is maintained and fit for purpose with a current inspection certificate in force
* Ground conditions must be suitable for use
* Operatives are to be competent in the use of equipment
* Fall arrest equipment is used and operatives are trained in its use (where height permits)
* Working height does not permit fall arrest then fall restraint harnesses should be used
* Equipment positioned to prevent over reaching from platform
* Platform height is not to be extended by use of steps or hop ups
 | Low |  |
| Working from MEWPS | Operative | Electrocution or upper body injuries caused by coming in to contact with items above user | High | * Pre inspection of work area to ensure no overhead cables
* Hard hat at all times (Mandatory on construction sites)
* Chin strap to be used in windy conditions
 | Low |  |
| Working from MEWPS | Persons at ground level | Injury caused by dropping of equipment from platform | Medium | Segregate area where persons are likely to walk/work underneath scene of operations | Low |  |

**RISK ASSESSMENT FOR TASK: WORKING AT HEIGHT (TRESTLES)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **PERSON AT RISK** | **SIGNIFICANT HAZARDS** | **RISK CONTROL MEASURES** | **Applicable on this site****🗸** |
| **R** |  | **RR** |
| Working from trestles | Operative | Death or serious injury due to Falls from height | High | * Ensure trestles are undamaged before use.
* Use only the manufacturers pins if trestles need to be extended
* Only use trestles on suitable level ground
* Trestles should be fitted with handrails as scaffold
* If handrails are not present fall bags should be provided
* Fall bags should be installed correctly and clipped together
* Trestles should be fully boarded at all times.
 | Low |  |

**Guidance on Minimum Standards for Operation Related PPE**

Identified below are specific minimum requirements in respect of PPE supply to our employees. These should be considered in conjunction with the attached risk assessments, to ensure that the required level of protection is met.

|  |  |  |
| --- | --- | --- |
| Type of PPE | Standard | Typical use |
|  |
| **Head Protection** |
| Safety Helmet | EN 397 | Protection against falling objects, being struck by moving objects, or collision with static objects |
| **Safety Footwear** |
| Boots or other footwear | EN 345 | Protection from impact on feet or penetration by sharp object. |
| **Respiratory Protection** |
| Disposable respirators | EN 149:2009 FFP3 | Disposable face fit masks for prevention of inhalation of fine particle (dust) |
| **Eye Protection** |
| Goggles | EN 166 -B | Protection from high velocity projectiles such as particles resulting from cutting using an angle grinder. |
|  Light eye protection | EN – 166 F | Protection from low velocity projectiles, such as chipping |
| Visors | EN 166 F | When using nail guns |
| **Hearing Protection** |
| Ear Pugs | EN 352 - 2 | HML rating to be sufficient to protect ears from noise level above 85dB |
| Ear Defenders | EN 352 - 1 | As above |
| **Hand Protection** |
| Gloves | EN 420 EN 388 | There is a wide range of cloves to suit the task in hand.  |

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| --- | --- |
| **COMPANY** | **PEDMORE BRICKWORK LTD** |

**COSHH**

|  |  |
| --- | --- |
| **SUBJECT** | **Control of Substances Hazardous to Health (Coshh)**  |
| **INTRODUCTION** | **The safe usage of such so as to protect yourself, others and the environment.** |
| **LEGISLATION** | **Control of Substances Hazardous to Health Regulations 2002****The Health and Safety at Work Act 1974 – Prime Legislation****CDM (Construction, Design and Management Regulations) 2015** |

|  |
| --- |
| **DETAILS** |
| **Symbols****As shown.****Usage****Follow the details on the product label / material safety data sheet.**  | http://www.hse.gov.uk/chemical-classification/images/pictogram-gallery/irritant.gif**Health hazard/Hazardous to the ozone layer** **FlammableFlammable Corrosive Corrosive****Toxic Acute toxicity OxidisingOxidising** **Environmentally damagingHazardous to the environment**  **Corrosive Explosive**  |
| **Spills****Have a spill kit available.** | **C:\Users\dell\Documents\spill kit.jpg** |

**Environmental Protection**

**Cover drains to prevent contamination of the drainage system.**



