FIREPRO

Risk Assessment & Method Statements

Generated by:
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Sub-Contractor Name: (1) **Firepro Logistics**	Name of Person Completing Method Statement/Risk Assessment (2) Frances Rooney Mobile No: 087 132 4773	Contractor Address: (3) Carrington House 19/22 Bray Road Louglinstown Dublin 18 D18 X5A2	Contractor Tel: (4) Tel. 01 2820484 Fax. 01 2820494 Contractor E-mail: (5) Info@firepro.ie
Project Name	(6) AN OTHER		
Description of the Task/ Activity	(7) Passive Fire Protection		
Legislation, Codes of Practice / standards Consulted:	(8) Safety, Health & Welfare at Work Act 2005 – General Application Regulations 2007 Construction Regulations 2013 – Working at Height Regulations (Part 4 -General Application Regulations 2007) (*Insert other Regulations / COPs as appropriate)*		
Site Address/Location:	(9) AN OTHER	(10) Start Date/Time: 07.30	Finish Date/Time: 16.30
(11) Personnel Involved Contractor	Name	Role/ Trade	
	Alexei Darii	083-xxxxxx	
	Corneliu Giurgiuman	086-xxxxxx	
	Cosmin Radu	086-xxxxxx	
	Cristian Demian	086-xxxxcx	
(12) Site Supervisor Contractor		Tel:	
(13) Safety Officer Contractor		Tel:	
Key Plant & Tools (14) (Attach Certification)	Hand Tools (Stanley Knife)		
(15) Key Materials	Fire Batt, Intumescent Mastic, Pipe Wraps and Compound.		
(16) Other Essential Equipment:	(i.e., access platforms/winches/ladders, etc) Scissor Lift – MEWP Podium Ladder Telescopic Ladder Sprayer Mobile Tower Scaffold Stilts		
(17) Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s)	See attached Risk Assessment		

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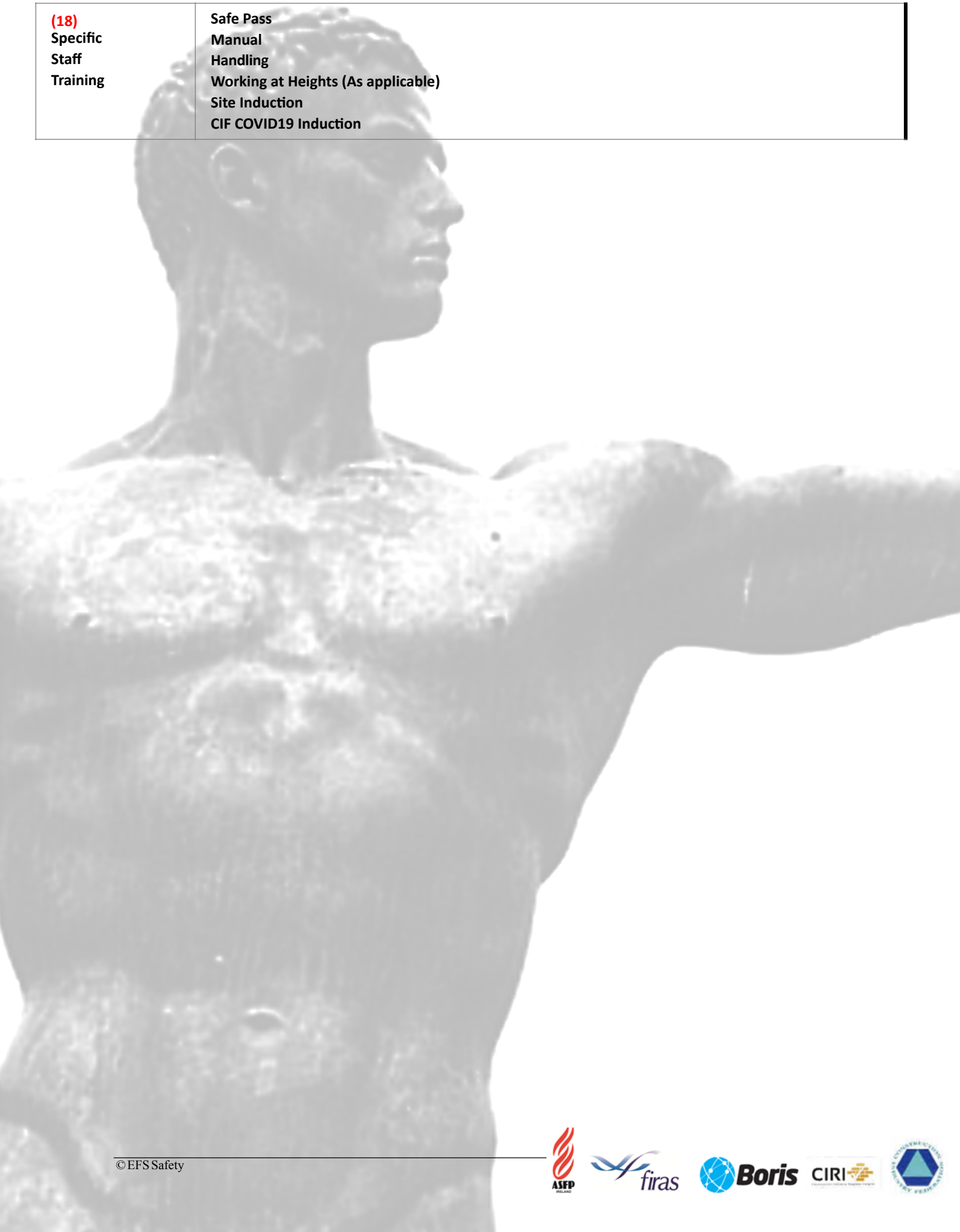
(18) **Specific Staff Training**	**Safe Pass** **Manual Handling** **Working at Heights (As applicable)** **Site Induction** **CIF COVID19 Induction**



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(19) Thorough Works Methodology

1. Pre-Start Controls

- Works will only commence once Fire Pro RAMS; safety documentation and associative MAIN CONTRACTOR CHANGE paperwork has been submitted and approved.
- Once Fire Pro safety documentation has been approved, FirePro representatives will be booked in with MAIN CONTRACTOR CHANGE Safety Department for site induction.
- All FirePro representatives should travel to site as best as possible in single occupancy vehicles or use public transport as per CIF guidelines.
- All FirePro representatives must undergo temperature screening on site entry – below 38 degrees to gain access to site.
- **(MAIN CONTRACTOR CHANGE)** & FirePro will deliver a new re-start safety induction due to COVID-19 restrictions.
- All FirePro representatives will Complete the CIF COVID-19 on-line induction before returning to work after lockdown.
- All FirePro representatives will Complete the CIF COVID-19 Questionnaire and sign appropriate MAIN CONTRACTOR CHANGE declaration form before returning to work after lockdown.
- Once MAIN CONTRACTOR CHANGE induction has been completed FirePro representatives will be briefed on the contents of this RAMS, the applicable SPA (MAIN CONTRACTOR CHANGE SPECIFICS) and the works supervisor should attend the whiteboard / logistics meeting as appropriate.
- All FirePro representatives will wash hands thoroughly and regularly throughout each day.
- All FirePro representatives will ensure good respiratory etiquette throughout the day.
- Appropriate Personal Protective Equipment (PPE) to be always used when personnel are on site – EN-397 Hard hat, EN-20471 high vis, S3 safety boots, EN-166 glasses and EN-388 gloves as a minimum.
- All Fire Pro representatives will be encouraged to utilise re-usable face masks.
- All Fire Pro representatives will be encouraged to download the HSE COVID19 'Tracing' App in a bid to asset with contact tracing.
- Fire Pro representatives should adhere to plant PVMs, plant operators & spotters which are in place.
- MAIN CONTRACTOR CHANGE Site management should ensure to have all appropriate checks / controls & certification of plant on site.
- MAIN CONTRACTOR CHANGE Site management should ensure to have appropriate signage & traffic management plans in place.
- Exclusion zones around the work area must be put in place to restrict access by third parties or unauthorized persons.
- No Hot Works will be required.

2. Location of the works area

INSERT SITE SPECIFIC DRAWINGS / SITE PHOTOS / LOGISTICS PLANS HERE.

3. Access to site

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- All wooden handled tools must be checked before use for exposed tangs and signs of deterioration.
- Prepare opening by cleaning out and ensuring free from dust and debris as is best practice.
- Install batt and seal with mastic and where required trim back.
- Ensure CUT5 gloves are always worn when using sharp blades.
- Pour mastic compound into riser.
- Set up mixing area with polyethylene and safety barriers with water Tanks filled with water to specified area near riser.
- Safety data sheets will be provided and followed.
- Water tanks to be lifted and filled at Firepro requested by MAIN CONTRACTOR NAME
- Spill kits mop and bucket on site
- Pour compound to batts using buckets and hand tools.
- Ensure area below is cornered off through implementation of exclusion zone.

9. Sprayer Use

- Sprayer will be wheeled to the works area as described above.
- SPA to be prepared by Fire Pro supervisor & ensure MAIN CONTRACTOR NAME package manager approval.
- A MAIN CONTRACTOR NAME plant arrival check sheet will be completed by FirePro Supervisor.
- NOTE Sprayer will not be lifted by cranage – should be placed in a metal stillage with appropriate thorough examination certification to be lifted if required.
- An exclusion zone should be set up and warning signage appropriately displayed.
- Works' area to be well ventilated so far as reasonably practicable.
- Operatives should ensure equipment is fully refuelled with all substances when cold – bunding should also be used under the machine.
- Operatives using sprayer should have their FFP3 mask appropriately face fit tested, wear ear defenders if noises reach above 86 DB, be wearing safety goggles & appropriate hand protection.
- Spraying should not be carried out in the surrounding area where hot works are being carried out – MAIN CONTRACTOR NAME Site management to coordinate works to ensure this – HOLD POINT
- MAIN CONTRACTOR NAME to provide eyewash station near to works area.
- FFP3 masks, safety goggles & hand protection should be used when spraying.
- MSDS sheets for both Firetex & standard thinner (image 4 & 5) being used will be attached to this method statement along with associated risk assessments for each.
- Operative to begin spraying the area once all the above contents have been ensured.
- Sprayer, Firetex & standard thinner are to be stored in a well-ventilated place with a locking mechanism in place MAIN CONTRACTOR NAME to provide

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(20) Temporary Supports and Props needed to facilitate the works:	***TBC***

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(21) Fall Protection Measures: (Where work at height cannot be eliminated – consider both Personnel & Materials.

(i.e., Guard Rails/Toe Boards/Brick Guard/Safety Harnesses/Exclusion Zones, etc.)

Full Body harness with Fall restraint lanyard
Exclusion Zone around base of ladder, alloy tower as and where required Appropriate and suitable Training where required.

Emergency Rescue from MEWP by Firepro

- In the event of failure of upper controls while elevated- operator will use upper auxiliary controls to lower platform safely
- In the event of failure of operator to be able to operate MEWP functions due to either incapacitation or failure of upper auxiliary controls- appointed person (spotter on the ground) will lower platform safely using ground controls.
- In the event of failure of normal ground controls- appointed person (spotter on the ground) will lower platform safely using auxiliary ground controls.

In case of safety harness rescue situation, please follow the 5 points below:

1. The site supervisor (or alternative foreperson) needs to be notified immediately to quickly evaluate the situation and identify any further hazards that could arise.
2. Relief needs to be provided to the fallen worker as soon as possible in order to take the strain, either by ladder or MEWP to bring the operative safely to ground level.
3. The site supervisor (or delegated alternative) to call 999 or 112 to emergency services where required.
4. The site supervisor (or delegated alternative) will need to isolate the accident zone to limit further exposure.
5. The site supervisor will send a designated worker to the site gate to meet the response team, and ensure they have a safe access path to the accident scene.

In case of the need for quick removal of stilts.

1. Suitable podium ladder to be kept in close proximity to the works area
2. In case of emergency stilt operative to make their way calmly to the podium ladder
3. Spotter to assist stilt operative with removal of stilts & support balance if required

Once stilts have been removed – leave stilts at the work zone and proceed to exit

In case of fall from stilts

1. Spotter not to move operative but keep them as calm and as comfortable as possible
2. Spotter to call for help & inform supervisor.
3. Supervisor to then inform SISK
4. Collective decision is to be made regarding operatives deemed required care.io

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(22) Anticipated Waste Control and Disposal Arrangements (Contractor must be notified of waste leaving site)	***List Chemical being used for task: All chemicals being brought to site must have a MSDS and chemical RA submitted to MAIN CONTRACTOR NAME EHS*** • All waste materials to be removed in vans by Firepro and taken to depot disposed of by Greenstar or Panda Waste Disposal (Dockets attached) • All Firepro's Firestopping waste products are non-hazardous and are not obliged to carry a license. • FIREUS Materials are non- hazardous
(23) Other High-Risk Activities such as Hot Works	• Access to the work area will be via pedestrianized routes. • Access must be kept clear of trip hazards and a clean as you go policy must be maintained at all times during the work being carried out. • Exclusion zones around the work area must be put in place to restrict access by third parties or unauthorized persons. • No Hot Works will be required as part of this works package.

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(24) Work Specific Emergency & Rescue Procedures	• In the event of an emergency follow the MAIN CONTRACTOR'S NAME evacuation plan and make your way to the site • If an unplanned event occurs, stop all works and reassess. • Assess Risk Situation • Establish individual risk or risk to others. • Raise alarm without endangering yourself or others. • In the event of a fire: Raise alarm or extinguish if possible. • In the event of minor injury: escort injured party to first aid • In the event of assessed severe injury: call 999 and alert MAIN CONTRACTOR NAME site management.					
(25) Hazardous Substances: (Attach SDS if required)						
Applicable ? Yes / No:	**Very Toxic**	**Skin irritancy / sensitization**	**Corrosive**	**Dangerous For the environment**	**Oxidizing**	**Highly flammable**
	NO	**NO**	**NO**	**NO**	**NO**	**NO**
(26) Hazardous Substances: (Attach SDS if required)						
Applicable? Yes / No:	**Carcinogenicity and respiratory sensitisation**	**"Contains gas under pressure"**	**Explosives**	**Asbestos**		
	NO	**NO**	**NO**	**NO**		
(27) Storage Arrangements	**Area on SITE NAME to be provided / advised by MAIN CONTRACTOR NAME**					
(28) Details of Permits to Work	**CHANGE AS APPROPRIATE – LADDER PERMITS, RISER PERMITS, HOT WORK PERMITS ETC**					

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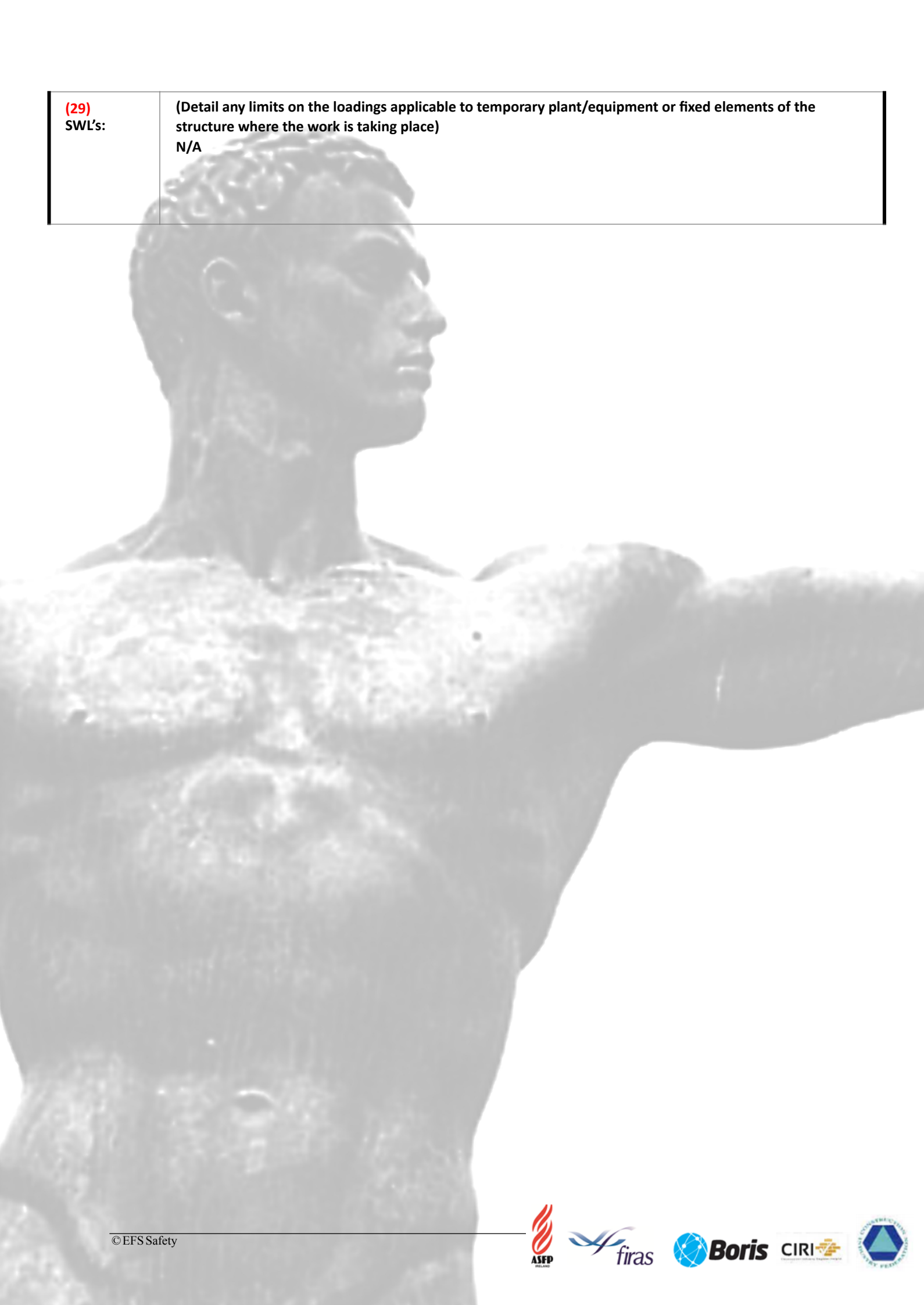
(29) **SWL's:**	**(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place)** **N/A**



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HSE and government recommendations on the management of Covid – 19

Symptoms

Ensuring no person with attends site-fever (temperature), cough, shortness of breath, breathing difficulties. Persons displaying symptoms must self-isolate and not attend site or work for 14 days. Also, any person living with someone who is self-isolated or waiting a COVID-19 test must restrict their movements for 14 days. It should be noted that recent studies have suggested that Covid-19 may be spread by people who are not showing symptoms.

General Health

Personal living with "at risk group" as defined by HSE, must consider if there is a heightened risk from attending work.

Travel

Persons returning to the island of Ireland should refer to national advice issued by the HSE/ the Department of Foreign Affairs.

Hand Hygiene

Ensuring everyone is washing or sanitizing and sufficient facilities are provided and maintained to allow this to happen.

Social Distancing

Ensuring workers maintain 2-metre (2m) separation insofar as possible while working, when using toilets, canteens, drying rooms, etc. Also, to promote social distancing when travelling to and from work (public transport, vans, etc.), and their daily lives, in order to limit exposure.

Cough Etiquette/ Respiratory Hygiene

Ensuring people cough/sneeze into sleeve or elbow, always cover up, dispose of tissues. All Fire Pro representatives should ensure to practice good respiratory etiquette. Face masks are encouraged by Fire Pro in line with HSE guidance.

Cleaning

Ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

FIREPRO'S SITE MANAGEMENT

Firepro Workers

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Management of Deliveries

Site Management should:

- Ensure that all delivery transactions enforce physical distancing.
- Agree a delivery protocol with suppliers and hauliers.
- All deliveries must be planned with allocated times for collections/appointments/deliveries.
- Make arrangements for paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- Delivery drivers should ensure as best as possible to remain in the cab to ensure social distancing on site.
- Delivery drivers should complete the COVID19 CIF induction.
- Delivery drivers should complete self-declaration form ahead of any travel.
- Delivery drivers should practice social distancing and good respiratory etiquette whilst on site.
- Ensure that hand washing facilities are available convenient to set down and goods inward locations.
- Ensure there are appropriate sanitising arrangements at points of site access, egress and set down areas for raw materials and stock.

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(31) Required Personnel Protective Equip.:							Hi-Vis Vest
	Safety Boots Min S3 Standard	Safety Helmet c/w chinstrap where reqd.	Safety Gloves – Task Specific	Hearing Protection	Safety Glasses as standard, task specific for cutting/ grinding	Respiratory Protection P3 Minimum	**Yes** **OTHER: Fall Arrest**
YES/NO	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**NO**

(32) Emergency Procedures	**Accident Reporting Protocol.** All accidents and incidents will be advised to the main contractor's site management immediately to facilitate accident investigation and preservation of evidence. **As soon as possible.** A copy of the Contractors investigation report on all accidents and incidents shall be provided to project Health & Safety person upon completion.	
First Aid Facilities:	**Name of On-Site First Aider: (33)**	**CHANGE**
	First Aid Box Location: (34)	**CHANGE**
	Location of Nearest Hospital: (35)	**CHANGE**
Welfare Requirements	**(36) Supplied by Main contractor**	
Services to be supplied by Others	**(37) N/A**	
(38) Additional Information;	**N/A**	
Method Statement & Risk Assessment prepared by. *Print & Sign Name.*	**(39)** *Please refer to note in section 35 before completing this section.* **Frances Rooney** /	

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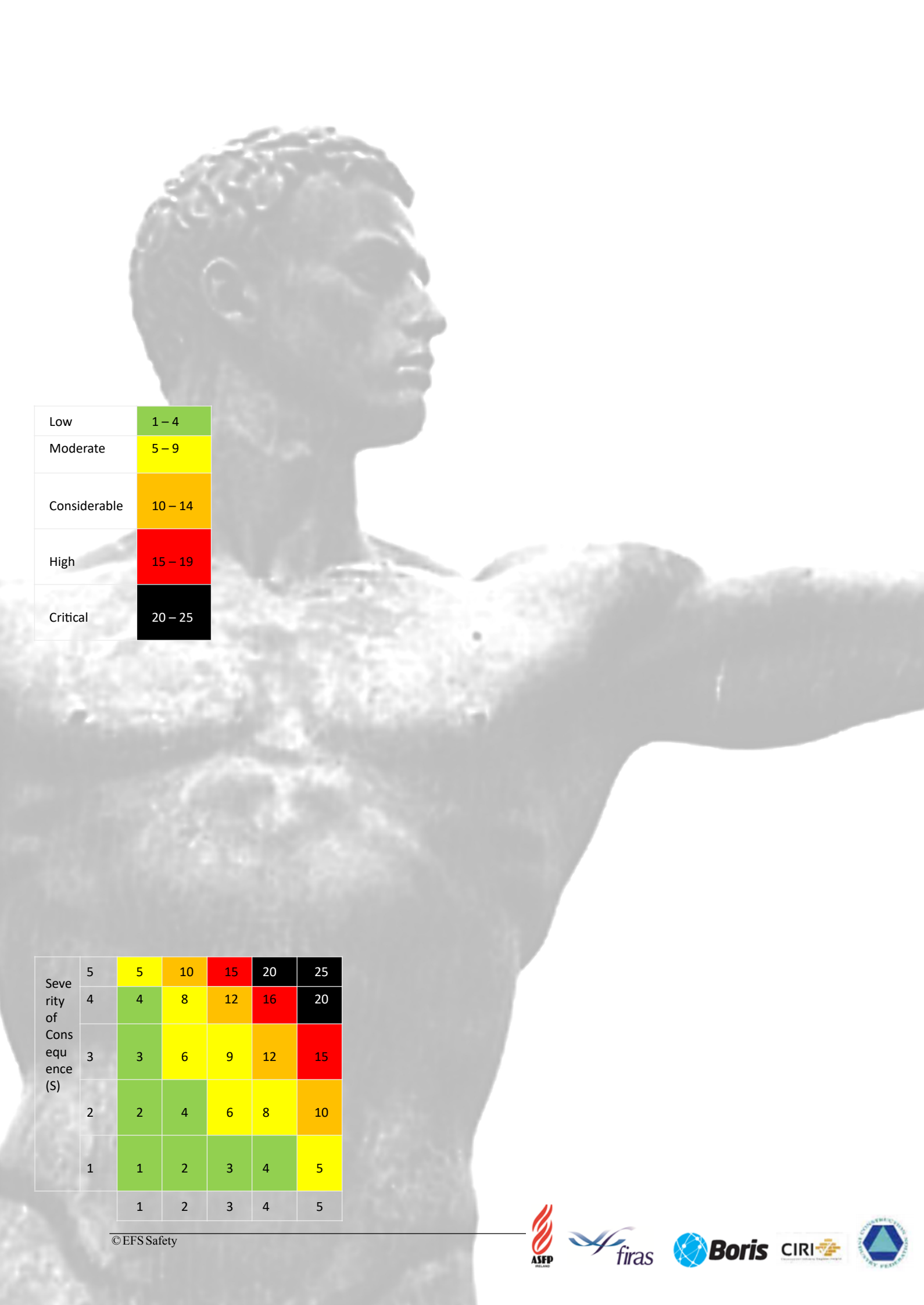
(40) Contact Details.

Main Contractor Details: **Site Manager:** **Martin Hawkins** **Site Safety** **Officer: Leah Fox** **Site First Aider:** **Martin Hawkins**	**Contractor Details.: Firepro Logistics** **Contractor Supervisor: James Rooney** **Contractor Safety Officer: Frances Rooney** **Contractor First Aider: TBC**
Health & Safety Authority **- Head Office – 614 7000** **- Info tel 614 7024**	**Others:**

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy. A site safety inspection will be carried out by us as directed by the site management team.

Likelihood (L)	Risk Level (R)	Evaluation Matrix

1	Improbable
2	Low
3	Medium
4	High
5	Almost certain



Low	1 – 4
Moderate	5 – 9
Considerable	10 – 14
High	15 – 19
Critical	20 – 25

Severity of Consequence (S)						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

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Likelihood (L)

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RISK ASSESMENT & METHOD

Location:	SITE NAME	**Duration:**	**10-12 Weeks**	**Assessment by:**	**F Rooney**
Description:	Passive Fire Protection	**Works By:**	Firepro Logistics Ltd	**Date:**	**30/07/2020**

Activity/ Hazard	***Potential risks from these activities***	***Likely hood***	***Severity***	***Risk Rating BEFORE***	**Controls Measures Required**	**By whom**	***Risk Rating AFTER S / L / R=(SxL)***		
		L (1-5)	***S (1-5)***	***SXL=***			***L***	***S***	***R***
1. Access/ Egress	Unauthorized entry to site Injury to public Vehicle collision on Slips, Trips & Falls Fatality Poor visibility	4	4	16	• All personnel will be made aware of the designated access routes and site management requirements at site induction. • All doors & site access points must be kept clear at all times. • All spillages to be cleaned immediately. • Good housekeeping standards to be implemented throughout site. • Adequate exit / entrance signage should be displayed by MAIN CONTRACTOR • Hi visibility clothing will be worn at all times when on site. • Designated routes will be provided by main contractor. • Keep access routes clear of plant and materials –all on site. • Adequate lighting to be provided on site by main contractor. • All personnel will be made aware of the designated access routes and site management requirements at site induction. • Site will be protected by hoarding and access door/ gate will be locked at all times except for access and egress. • Local barriers erected by main contractor	FireProOperatives, other contractors	2	4	**8**

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2.	**Manual Handling**	Ligament strains. Muscle strains / Sprains Fatigue. Back Injuries Abdominal hernias. Prolapsed/ herniated discs. Paralysis. COVID19	3	2	6	• All FirePro personnel to be trained in manual handling. • Certificates available at safety induction. • All loads must be assessed prior to the lift commencing. • Pallet trucks to be used to bring FirePro materials to work areas. • Best practice manual handling techniques to be used. • Mechanical aids to be used where possible. • All materials >2mtrs in length will be carried by two persons. • FirePro operatives will utilise the buddy system as best as possible. • Where close working may occur, additional PPE will be used.	FirePro Operatives	2	2	**4**
3.	**Dust**	Airborne Particles light Dust particles causing a hazard to operative. Carcinogenic Respiratory problems Asthma	2	4	8	• Works carried out will be kept in designated area. • Dust Mask and Eye Protection to be utilized along with suitable and sufficient PPE. • Dust suppression methods to be utilized. • Dust mask to be work when dust is created. • Tool dust suppression to be used. • RPE to be face fit tested.	FirePro Operatives, other contractors	1	4	**4**

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4. Working at height MEWP	Collision with other operatives Fall from heights. Material Fall from Heights Fractured limbs Head trauma Damage to property Damage to life Financial impacts	3	5	15	• Visually check before each use by operator with detailed and recorded check carried out weekly. • Suitable signs and barriers will be positioned directly below works to warn of overhead operations where required. • Weekly GA2 check to be completed by competent operator. • Where there is likely to be debris, materials or tools falling, control measures will be installed to protect third parties. • Redundant materials and debris must not be thrown from a height but placed/stacked carefully or placed in wheelie bin within the FirePro exclusion zone. • All materials delivery and load-out will be as per MAIN CONTRACTORS instruction and procedures only. • All plastic covering will remain on the pallets until ready for use and will be removed to the relevant waste skip immediately after removing. • If overhead or live services are present, equipment is not to be operated in close proximity of these services. Before works commence, • Be aware of existing services above, and always wear hard hat. • Be aware of environment and be on the lookout for hazards. If you see it, sort it and report it. • Be aware of existing services above, and always wear hard hat. • Be aware of environment and be on the lookout for hazards. If you see it, sort it and report it. • Mandatory 5-point PPE to be worn at all times. • Overhead obstructions that can cause harm will be identified and neutralised before works commence. • Defective plant to be reported to management – Do not use and remove from site. • 100% Exclusion zone at all times. • MEWP be used as per manufacture's guidance. Detailed and recorded check required weekly by competent person.	FirePro Operatives	1	5	5

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5.	Hand Tools	Minor and possibly significant cuts and bruises to the hand` Hand-Arm Vibration Electric Shock Puncture Wounds Lacerations Eye injury. Injury to other body parts	2	4	8	• Equipment is checked before use. • Supervisors to ensure that the equipment provided is suitable for the intended use. When selecting new equipment preference is given to equipment with low vibration levels. • Restrictions in place to limit duration and frequency of using high vibration equipment. • Job rotation used to limit exposure of individual workers and provide variety of movement to work activities. • Hand tools will be inspected prior to use and user will be competent. • PA-Testing will be carried out on all FirePro electrical tools. • 11Ov only, and all FirePro electrical equipment will be visually checked weekly with results recorded and defective tools removed from site. • Purchase good quality tools. • Handles should be free from splits, cracks and splinters and wedged where necessary to keep them tight. • All electrical tools will be stored in a safe and secure manner while not in use. • FirePro operative to have appropriate Training/ familiarisation training for tools used. • Plan and practice good cable management on leads & tools been operated.	Fire Pro Operatives	1	4	4

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6. Using Abrasive Wheels	Fire Dust limb injuries Laceration injuries Pinch Points Debris	3	3	9	• Ensure area works to take place are clean and clear of any flammable materials. • Ensure hot works permit in place in advance of commencing works. • Make sure fire extinguisher and fire blanket are at work area Ensure the correct eye protection is being worn (i.e., goggles or face shield) • Ensure abrasive wheel equipment is in good working order. • Ensure equipment is suitable for the task being carried out. • Ensure weekly inspection checks are being completed on tools. • Use a spark shield to deflect sparks away from other persons Make sure enough exclusion zone is around workspace Individual trained on abrasive wheel usage	Fire Pro Operatives	2	3	**6**
7. Slips, Trips and falls	Ligament strains. Muscle strains. Impact Injuries Fatigue. Abdominal hernias. Prolapsed/herniated discs. Paralysis.	3	3	9	• Supervisors to monitor and ensure compliance with good housekeeping practices. • Workplace tidiness maintained by cleaning up during work, at end of day to avoid slips and trips – Clean as you go. • Vigilance from employees as to the dangers from slips trips and falls. • Works' area is to be zoned and signage erected. • Ensure only necessary personnel are within the exclusion zone. • All operatives are always to have 5-point PPE on site	Fire Pro Operatives	1	3	**3**

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8. Drilling Over Roof Deck	Fire Dust Debris	3	3	9	• Make sure enough exclusion zone is around workspace. • Ensure the correct PPE is being worn HVV, Hard Hat, Steel Toe Boots, Gloves Cut 5, & Glasses • Working in a buddy system keep watching for loose particles and cleaning as you go. • No loose hair, clothing or jewellery. • Power tools PAT tested as necessary. • Ensure exclusion zone is in place around works area. • Pinch point injuries – ensure appropriate PPE is in use.	Fire Pro Operatives	2	3	6

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9.	**Vibration**	**Hand Arm Vibration Carpel Tunnel Syndrome Whole Body Vibrations Temporary "Pins and Needles" Temporary loss of dexterity and feeling "White Finger"**	**3**	**3**	**9**	• **Control allowable exposure times for workers. 1 hour on the tools, 1 hour doing a different task.** • **Workers should always be wearing anti-vibration gloves.** • **Only trained and certified personnel may operate machinery.** • **The machinery/ equipment must be checked out by the operator at the start of each working day/shift.** • **All personnel should be trained in safe manual handling techniques.** • **Smoking slows the circulation so doesn't help the 'chilblain factor'.** • **Wear specially padded gloves to reduce the vibration transmitted to the hands during the works. These keep your hands warm and help maintain circulation.** • **Keeping the hands warm before work starts and keeping them warm especially in winter.** • **Ensure the plant is properly maintained e.g., lubricating, tightening, etc. to reduce vibration.** • **Sites to specify low vibration tools from suppliers.**	**Fire Pro Operatives**	**2**	**3**	**6**
10.	**Noise**	Progressive noise induced hearing loss Disturbance to neighbouring households or offices etc. Poor management of noisy operations by site management Tinnitus Personnel not wearing the hearing protection	4	3	12	• Identify noisy operations in advance and implementing control measures to reduce the noise to an acceptable level. • Purchase/ hire in equipment with the noise reduction built in if possible. • Limit the number of operatives working in the noisy area and the length of time they spend there. • Workers affected must be made aware of the possible risk of hearing damage. • Ear protection will be made available and its wearing enforced / mandatory above 85db	Fire Pro Operatives, other contractors	2	3	6

11.	Deliveries	Materials off loaded by Firepro Operatives in agreed area. All in accordance with manual handling guidelines Contact with Plant. Crush Injuries Damage to property Falls from height. Strains / Sprains COVID19	4	4	16	• Select suitably fit individuals depending on the nature of the handling task. • Team lifting will be considered for the movement of all loads, which are difficult to manage by a single person. • When lifting, force will be applied gradually. If strain is felt, the task will be re-evaluated. • In windy or adverse weather conditions the manual handling of materials will be avoided. • Deliveries to site will have a Driver briefing, which can be obtained in main contractor's office. • Spotter in place where driver visibility is reduced. • Deliveries to arrive on time. • Trucks / Vans to have edge protection. • Paperless delivery.	Fire Pro Operatives	2	4	8

12. Use of Podium	**Fall from heights. Falling materials Fall Injuries Fractured limbs Strain / Sprain Injuries**	**3**	**4**	**12**	• **Supervision of works must occur.** • **All ladders should be in good condition free from defects and to be inspected by a competent person before being put in use and weekly thereafter.** • **Any defective equipment must be removed from site.** • **Ladders must be positioned on solid and clean ground.** • **Workers to climb ladder with both hands free.** • **Remove any dirt from footwear before climbing ladder.** • **No work to be carried out directly above or beneath other persons.** • **Maintain 3 points of contact at all times when climbing up and down ladder.** • **Podium ladder, exclusion bare needed for working at heights.** • **Enclosement barrier to be pulled across when FirePro representative is at the top step.** • **Ensure 5 Point PPE is in use.** • **Ensure appropriate SPA has been completed for the task.**	**Fire Pro Operatives**	**2**	**4**	**8**
13. Plant & People Segregation	**Contact with plant. Contact with people. Financial Implications Fatality Fractured Limbs Serious Physiological Injuries**	3	5	15	• Plant on site it is to be checked by main contractor's Management. • All safety documentation is to be stored safely by main contractor's Management. • Daily check is to be carried out. • Weekly GA3 forms are to be filled and kept safe. • Any defects are to be reported immediately and removed from work until the issue is rectified. • Exclusion zone in place around Fire Pro works area with signage and to be maintained. • Spotters to be with other contractor's plant at all times. • Where possible the area has to be cordoned off for the duration of the works	FirePro Operatives, other contractors	2	5	**10**

14. Use of Scaffoldi ng	Fall from heights. Falling materials Fall Injuries Fractured limbs Strain / Sprain Injuries	3	5	15	• Take care when accessing and egressing working area using podium ladder/alloy tower. • Inspect equipment before use and record inspection on GA3 sheet or similar. • Moving access tower when equipment, tools or personnel are on it is strictly prohibited. • Ensure suitable footwear is worn. • Ensure regularly checked and signed off with competent person prior using working at height equipment's. • Check scaffold inspection is on date before use. • Ensure 5 Point PPE is in use. • Ensure appropriate SPA has been completed for the task.	Fire Pro Operatives	2	5	**10**
15. Read, understand, sign off on MS, before commencing works	Operatives may not be aware of procedures regarding specific tasks and present a risk to others.	5	3	15	• Supervisor must ensure all operatives read and understand the method statement and sign off. • The method statement should be communicated to the FirePro operative in a manner that can be understood.	Fire Pro Operatives	2	3	**6**
16. Use of Stanley Knives	Lacerations Slice Injuries Hand Injuries Infection Loss of Blood	3	4	12	• Fire Pro employees will wear appropriate puncture / protective gloves when using sharp objects. • Employees and contractors will never attempt to pick up sharp objects without wearing personal protective equipment. • Always cut away from the body • Know where the first aid kit is. • Ensure to use new blade. • Ensure appropriate SPA is being carried out. • Carry out checks to ensure equipment is so far as reasonably practicable, suitable and sufficient for activity being carried out.	Fire Pro Operatives	2	4	**8**

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17. Use of Sprayer	Skin irritation Inhalation risk Eye irritation Toxic to aquatic life May be fatal if swallowed	3	5	15	• Sprayer to be maintained in accordance with manufacturer's instructions. • Once all checks on equipment have been completed an exclusion Zone is to be set up around the works area and appropriate signage put in place. • <u>Spraying should not be carried out in the surrounding area where hot works are being carried out – SISK Site management to coordinate works to ensure this – HOLD POINT</u> • Operatives using sprayer should have their mask appropriately face fit tested, wear ear defenders if noises reach above 86 DB, be wearing safety goggles & appropriate hand protection. • Ensure exclusion zone is always clear of other contractor's operatives- report to site management if this occurs. • Ensure so far as reasonably practical works are carried out in a well-ventilated area. • Ensure sprayer and solvents are kept in a secure cool place when not in use. • Eyewash out stations to be appropriately placed close to works being carried out. • SPA to be created & signed off by supervisor. • Operative to be trained in use of the sprayer. • An exclusion zone should be set up and warning signage appropriately displayed. Works' area to be well ventilated so far as reasonably practicable	Fire Pro Operatives	2	5	**10**

18. Use of Standard Thinner Plus	Highly flammable liquid and vapour. Harmful if swallowed. May be fatal if swallowed and enters airways. Harmful in contact with skin. Causes skin irritation. Causes serious eye irritation. Toxic to aquatic life with long lasting effects. May cause damage to organs.	4	5	20	• Keep away from heat/sparks/ open flames/hot surfaces. - No smoking. • Use only outdoors or in a well-ventilated area. • Avoid release to the environment. • Wear protective gloves/ protective clothing/eye protection/face protection – FFP3. • Use personal protective equipment as required. • IF IN EYES: Rinse cautiously with water for several minutes. Remove • contact lenses, if present and easy to do. Continue rinsing. • In case of fire: Use foam, carbon dioxide, dry powder or water fog for extinction. • IF ON SKIN: Wash with plenty of soap and water. • IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing. • Store in a well-ventilated place. Keep cool. • Store locked up. • Ensure task is being carried out in a well-ventilated area. • Exclusion zone to be established around works with appropriate signage erected.	Fire Pro Operatives	2	5	**10**
19. Use of Firetex FX2003 Intumescent coating	Highly flammable liquid and vapour. Causes skin irritation. Suspected of damaging the unborn child. May be fatal if swallowed and enters airways. May cause drowsiness or dizziness. May cause damage to organs through prolonged or repeated exposure. Harmful to aquatic life with long lasting effects.	**3**	**5**	**15**	• Wear protective gloves. • Wear eye or face protection – FFP3 • Ensure task is being carried out in a well-ventilated area. • Exclusion zone to be established around works with appropriate signage erected. • Store in a well-ventilated place. Keep cool. • Store locked up. • Ensure creation of task specific SPA. • Wear protective clothing. • Keep away from heat, hot surfaces, sparks, • open flames and other ignition sources. • No smoking. • Use explosion-proof electrical, ventilating, lighting and all material-handling equipment. Avoid release to the environment. • Do not breathe vapour.	Fire Pro Operatives	**2**	**5**	**10**

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20. Covid 19	**Infection Ill health Poor personal hygiene practices.**	**4**	**4**	**16**	• Ensure that all workers are following good hygiene practices - washing hands thoroughly on a regular basis, covering mouth and nose when coughing or sneezing with tissue or sleeve - discard used tissue. • Abide by all instruction given by the client. • Ensure there is social distancing (at least 2m) in place. • No hand-to-hand contact with others and no touching eyes, nose or mouth with unwashed hands. • Clean/disinfect surfaces and tools often. • Ensure employees have underwent infection control training. • Compliance officer in place. • If any person is showing signs of the virus they must stop work immediately, self-isolate and the affected individuals GP should be contacted by the IP. • Prior to commencing work communication will be held with the relevant management to ensure that works can proceed. • After works, tools will be cleaned and sanitized before putting them away each night. • Working clothes should be washed and changed daily. • Avoid rubbing your nose and mouth with your hands during work. • Use a face mask if this is an ingrained habit. • Ensure hands and faces are thoroughly washed before eating, drinking and smoking. • Follow all current department of health instruction and advice at all times. Surfaces (e.g., desks and tables) and objects (e.g., telephones, keyboards) need to be kept clean. • Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads. • We are promoting regular and thorough handwashing by employees, contractors and customers. Sanitizing hand rub dispensers are advised to be placed in prominent places around the workplace. Display posters promoting hand-washing – these are available from www.WHO.int • Breaks are to be staggered to keep minimum amount of people in the canteen at any one time. • All staff are advised to bring lunch with them, flasks will also be permitted onsite to encourage staff not to go “offsite” for coffee etc. and stay on site as much as possible. • Everyone is responsible for their own food supply. • If possible, travel alone to and from work, if not possible people who travel together should work together until further notice. • Sign in at gates may be suspended. • Staff to work in separate offices where possible. • All doors to be left open, to prevent cross contamination from door handles. • Inductions will be delivered by contractor’s foremen and forms forwarded to site safety officer / site manager. • No more site visits unless by previous arrangement and limited to 2 people per visiting group. • Canteens / Welfare facilities to be cleaned more often. • Meetings to be held by video link where possible if not possible only key people should attend. • Deliveries managed to ensure correct hygiene controls are in place. • No unnecessary personnel on projects. No sharing of tools or equipment – including PPE with others. • If anyone experiences symptoms at home, they must. • Stay home and don’t come to work. Inform your manager of the situation. Inform your local GP who will arrange for a test to be carried out at home. Self-isolate in your home. If you feel well, continue to work from home, this is important for your mental health and to keep the mindactive.		**2**	**4**	**8**

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21. Installation of Glassroc Board	Falling equipment from height Slips trips & falls Hand injuries Lacerations Manual Handling Injuries Uncontrolled lift shaft access	3	2	6	• Wear protective appropriate gloves. • Wear eye or face protection – FFP3 • Ensure to keep materials away from any leaning edges • Ensure good levels of house keeping • Implement best practice whilst using knives • Implementation of buddy system if required • Implementation of best practice manual handling techniques • Ensure Lift shaft permit is obtained from SISK staff • SISK to coordinate works in lift shaft to ensure appropriate timings of access to contractors as to not present a risk to other trades.	Fire Pro Ops.	2	2	**4**

22. Use of Stilts	**Falls from height Falling equipment Slips, trips and falls Manual Handling Injuries**	**4**	**3**	**12**	• Ensure exclusion zone is in place • Ensure Ops are trained in best practice manual handling • Ensure Ops using stilts are competent to do so • Ensure permit has been obtained (if required) • Ensure SPA reflects the works • Ensure high levels of housekeeping are in plalce before works are to commence • Manual handling aids if required • Ensure main contractor has coordinated works so that Fire Pro are only company within the area at the time of the works commencing.	**Fire Pro Ops & Other contractors**	**4**	**2**	**8**

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RISK ASSESMENT & METHOD

Contractor: FirePro Logistics

Site Name: CHANGE

Method Statement Title: CHANGE

I (the undersigned) have had the contents of this site task and area specific method statement including risk assessment communicated to me and I agree to comply with all conditions and control measures detailed within. If the work activity changes or deviates from that originally scope, I will seek further advice and request an amended method statement.

Name (Print)	Signature	Briefed by	Date

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Please use extra sheet if required. Ensure all personnel involved in the works have signed off on the Method Statement.

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Notes to accompany Method Statement.

1. **Contractor**: Insert the Name of Contractor doing the works.
2. **Name**: Insert the Name of the Person drafting the Method Statement.
3. **Address:** Insert the Address of the Contractor doing the works.
4. **Tel & Fax:** Insert contact details of the Contractor.
5. **Email:** Insert contact details of the Contractor.
6. **Project Name:** Insert the Project Name.
7. **Description:** Insert a brief description of the works to be carried out.
8. **Legislation /Cop's/ standards**: reference all COPs / Regs appropriate to your works.
9. **Location:** Insert the exact location of the works.
10. **Date/Time:** Insert the start date and Finish date including the times of work.
11. **Personnel:** Insert the name and title of the persons carrying out the works.
12. **Site Supervisor:** Insert the Supervisors Name and Contact details.
13. **Safety Officer:** Insert your company Safety Officers Name and Contact details.
14. **Key Plant & Tools:** List the plant and tools required for the works.
15. **Key Materials:** List the Materials required for the works.
16. **Essential Equipment:** List Equipment required for the works.
17. **Residual Hazards:** Identify and List Hazards associated with the works, ensure hazards identified are covered in the Risk Assessment. Remember to look at hazards that are not immediately obvious. The same activity might well have several hazards associated with it.
18. **Training:** List the required training required for the works.
19. **Sequence of Operations:** Detail the exact sequence of works, from arriving on site to carrying out the works to leaving site. Every aspect of the works should be included in this section.
20. **Temporary Works:** Details any temporary measures that is required to carry out the works.
21. **Access/Egress:** Identify the access and egress route to the work area. Include any set down areas if required.
22. **Fall Protection measures:** Identify and List the fall protection Measures.
23. **Waste Control and Disposal Arrangements**: All chemicals being brought to site must have a MSDS and chemical RA submitted to Contractor EHS.
24. **Other Risk Activities such as Hot Works:** Identify and list Risk Activities.
25. **Work Specific Emergency & Rescue Procedures:** Identify and list process.
26. **Hazardous Substances:** Identify the hazards and attached a copy of the MSDS for the chemical.
27. **Storage:** Detail the Storage arrangements and storage Areas.

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28. **Permits to Work:** Identify any In-House Permits i.e., permit to dig, confined space permits, lock-out tag-out etc.
29. **SWL:** detail the Safe Working Load of equipment.
30. **P.P.E:** Identify the Personnel Protective Equipment required for the works.
31. **HSE recommendations on the management of Covid-19**
32. **Accident Reporting:** Standard Information.
33. **First Aider:** Identify the First aider for the works and include their contact details.
34. **First Aid Box:** Identify the location of the first aid box, ensure it is to hand.
35. **Hospital:** Identify the location of the nearest Hospital and include their contact details.
36. **Welfare:** Identify the welfare arrangement on site.
37. **Services:** Details any services being supplied by others
38. **Information:** Detail any information that is relevant to the works.
39. **Method Statement Preparation:** This method statement must be completed by a competent person with knowledge of Health & Safety and in the preparation of all Risk Assessments associated with the works to be completed.
40. **Contact Details**: Insert details for site management and other relevant site personnel.

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Approval of Sub-Contractor Safety Statement, Method Statement, Risk Assessment

Checklist	YES	NO
Are responsibilities outlined?	?	?
Is it signed off and dated?	?	?
Is it specific to the job / task?	?	?
Does it cover all equipment to be used?	?	?
Are all certificates with the equipment and do? they meet statutory obligations?	?	?
Is training adequate – are employees competent and approved to work?	?	?
Is there a Safe System in place?	?	?
Are PPE requirements adequate?	?	?
Have all hazards and risks been identified?	?	?
Is supervision adequate?	?	?

Site Supervisor _____

Date_____

Site Health & Safety Officer _____

Date _____

Any further Action Required:

_____

_____

_____

_____

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