

METHOD STATEMENT & RISK ASSESSMENTS

FOR THE STRIP OUT AND DEMOLITION WORKS AT



Eastleigh Post Office
14 High Street
Eastleigh
Hampshire
SO50 5LA

For

PMC Construction & Development Services Ltd
Railway House
119 High Street
Cosham
Hants
PO6 3DR

Project No: 10289

Rev	Date	Prepared By	Reviewed By
	12.09.2022	Rowan Taylor	Richard Grant
1	21.09.2022	Rowan Taylor	Richard Grant
2	24.10.2022	Rowan Taylor	Richard Grant
3	07.11.2022	Rowan Taylor	Richard Grant

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1. Description of Work

This methodology has been produced as a result of visits to site and information compiled at tender stage and subsequent site meetings.

Prior to any demolition works commencing an asbestos pre-demolition & refurbishment survey has been completed by **Envirochem, Ref: J202551 Survey Date; 23rd February 2022**. Licensed asbestos containing materials shall be removed by a competent licensed asbestos removals contractor. Non-licensed asbestos containing materials identified from the Pre-demolition asbestos survey report will be removed from the site in strict accordance with HSE guidelines.

Note: *Prior to works commencing a competent scaffold contractor shall construct an access scaffold in order for Wessex operatives to undertake dismantling works partially to the roof area and in order to demolish the Western and Northern elevation brick masonry wall by hand due to the close proximity of the High Street. Once erected operatives shall utilise the scaffold in order to gain access to the associated roof to be demolished.*

Note: Prior to the works commencing our client shall employ a competent hoarding contractor to install 2.4m close boarded fencing / hoarding should be provided to ensure the safety and security of the compound and storage areas. The hoarding contractor should ensure that there are no gaps under the hoarding and that there are lockable gates provided and securely closed at all times.

Note: *This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Note: *All works will be carried out using the Best Practicable Means for the control of noise, dust and vibration according to the Control of Pollution Act 1974 and with reference to BS 5228 "Code of practice for noise and vibration control on construction and open sites" and the Institute of Air Quality Management's "Guidance on the assessment of dust from demolition and construction". In the case a valid complaint about pollution nuisance is received, effective remedial measures shall be implemented within 24 hours to minimise emissions from the site. The contractors shall keep a contemporaneous record of complaints and remedial actions and shall make this available to the Council at reasonable request such as when visiting the site in response to a complaint about pollution nuisance.*

This project involves the asbestos removal, strip out and demolition of structures at Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.

Demolition of Structures

Removal of glazed canopy.

Removal of asbestos containing materials as per asbestos survey **Envirochem, Ref: J202551**

Soft strip of structures.

Demolition of structures within the site boundary as per the contract and enclosed drawings and methodology down to ground level.

Break Up concrete slabs and hardstandings throughout the site to a maximum depth of 300mm

Remove foundations to a maximum depth of 1m.

Removal of 2nr trees to rear of Number 12 (Leaders) in close proximity to post office boundary fence.

Crushing all hardcore & concrete to 6f2 75mm down including fines and leave stockpiled on site for reuse by our client.

Clear and dispose of arising materials into lorries before clearing all equipment from site leaving in a clean and tidy condition for the next phase of our clients' project.

Site plans (enclosed) will detail areas for demolition.

Anticipated start date: 10.10.2022 - TBC

Predicted duration of the project: 6 Weeks

Working Hours:

Monday to Friday – 08:00 to 18.00 (*Works shall not begin before 08:00*)

Saturday – 08:00 to 13.00

No work to be carried out on Sundays or Bank Holidays without prior approval from our client.

Note: *This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Principal Contractor (Demolition phase only)

Name: Wessex Demolition & Salvage Ltd

Tel: 01489 788083

Contact: Richard Grant, Rowan Taylor.

Client Contact (*Main Principal Contractor*)

Name: PMC Construction & Development Services Ltd

Tel: 02392 696025

Contact: Mr Paul Parker (Senior Contracts Manager)

Mob: 07841775349

Sub-Contractors

Note: Sub-contractors on site shall be under the direct control of Wessex Demolition throughout their duration of works and shall report to Wessex Site Manager / Site Supervisor on a daily basis.

Company Name: R H Insulation Services Ltd (*Licensed asbestos removal contractor*)

Tel: 01329 840360

Mob: 07771 923845

Contact: Simon Merifield

Access & Egress

Access to and from the site will be via Wells Place turning into Well Road (*Access Road*) which will lead to the rear of the structure and the site entrance, which will be clearly marked. All vehicle movements shall be undertaken by competent operatives acting as banksman as well as plant movements on site.

There will be sufficient parking on site, all personnel will sign in our client's and Wessex site registers on arrival and sign out upon departure. All site visitors and operatives will be required to attend a site induction prior to entering the working areas of the site unaccompanied.

HGV drivers are to contact the site supervisor at least 10 minutes in advance of arrival in order to give sufficient notice for a banksman to open the gates and manage traffic.

2. Sequence of Works

- **Attend** PMC and Wessex site inductions.
- **Establish** the demolition site and segregate the site where required with heras fencing.
- **Erection** of access scaffold by a competent scaffold contractor in order to demolish the Western and Northern elevations (High Street end) by hand.
- **Removal** of glazed canopy.
- **Removal** of asbestos containing materials as per asbestos survey **Envirochem, Ref: J202551**
- **Soft strip** of structures.
- **Demolition** of structures within the site boundary as per the contract and enclosed drawings and methodology down to ground level.
- **Break Up** concrete slabs and hardstandings throughout the site to a maximum depth of 300mm
- **Remove** foundations to a maximum depth of 1m.
- **Removal** of 2nr trees to rear of Number 12 (Leaders) in close proximity to post office boundary fence.
- **Crushing** all hardcore & concrete to 6f2 75mm down including fines and leave stockpiled on site for reuse by our client.
- **Clear and dispose** of arising materials into lorries before clearing all equipment from site leaving in a clean and tidy condition for the next phase of our clients' project.

3. Training and Personnel Details

Contracts Manager: Richard Grant, Rowan Taylor **Tel:** 01489 788083

Site Supervisor: Mark Bellamy **Tel:** 07867 338238

We envisage 2 to 5 operatives to be required to carry out the works.

- All operatives will read this Method Statement and sign as having understood it.
- All demolition site operatives attend regular training courses keeping them up to date with current legislation and best working practices
- All demolition site operatives have been trained in Asbestos Awareness and Non-Licensed Asbestos Removal methods as well as Demolition Safety Awareness.
- All plant operators hold CITB: CPCs Health & Safety Cards.

- Demolition plant operators hold CITB: D90 Category CPCS Cards for demolition.
- All demolition site operatives hold CITB: CCDO, CSCS Health & Safety Cards.
- Operatives erecting scaffold towers will hold PASMA certificates.
- Copies of all certification can be found within the Supervisors Certificate Folders or emailed upon request.

The following PPE is provided as a minimum requirement on this site:

- Hard hats
- Hi-Visibility Vest or Coat
- Safety Boots
- Gloves suitable for the task being carried out (see Risk Assessments)

The following extra PPE will be required during certain elements of the works (identified in Risk Assessments)

- Cut resistant gloves
- Kevlar / cut resistant sleeves

4. Plant and Equipment

The following items of plant and equipment will be used to complete the works.

- 1 - 2 x Demolition excavators with attachments to perform demolition works, breakout slabs and foundations and load away materials from the works.
- 1 - 2 Mobile elevated working platform (scissor lift & boom lift) to access high level works.
- Compressor and breakers for manual demolition of walls (*where & if required*).
- Mobile scaffold towers to assist soft strip and demolition works.
- A selection of 110v tools such to carry out strip out works.
- 1 x Motofog dust suppression units or dust boss dust suppression unit.

Where difficult or careful demolition is required handheld tools (such as breakers) will be used. Hand Arm Vibration will be recorded within the HAV register and a record of all tool inspections will be recorded in the Plant Register. The site supervisor is to keep a log of operative's trigger times and tool inspections.

All applicable plant certificates will be kept within the Wessex Demolition site office and can be made available to our client on request.

5. Welfare Provisions

Wessex Demolition shall implement a welfare unit on site. If the welfare unit is moved during the works the site plan will then be updated to show the new location of the unit. The welfare facilities shall include first aid box, eye wash station. These shall also include details of hospital route, site plan, traffic management plan & fire plan. Decontamination for asbestos removals shall be by the use of bucket of water and sponge as stipulated within the asbestos methodology. The HSE notification documentation, Forms F10 (if appropriate), and other statutory notices will be displayed within these facilities in appropriate locations.

These are of a standard in accordance with the requirements of the Construction (Design and Management) Regulations 2015.

6. Health and Safety

Note: *Demolition works will fully comply with the approved Construction and Environmental Plan*

The Site Safety Rules and Fire Safety Plan and other emergency arrangements set out by our client will be followed on site.

First Aiders: Mark Bellamy

(Wessex Demolition, Site Supervisor)

Our site supervisor will carry out a daily Safe Start briefing as well as weekly Tool Box Talks to all demolition operatives on site. This aids and assists in the continual training of our workforce.

Asbestos

Prior to any demolition works commencing an asbestos pre-demolition & refurbishment survey has been completed by **Envirochem, Ref: J202551 Survey Date; 23rd February 2022**. Licensed asbestos containing materials shall be removed by a competent licensed asbestos removals contractor. Non-licensed asbestos containing materials identified from the Pre-demolition asbestos survey report will be removed from the site in strict accordance with HSE guidelines.

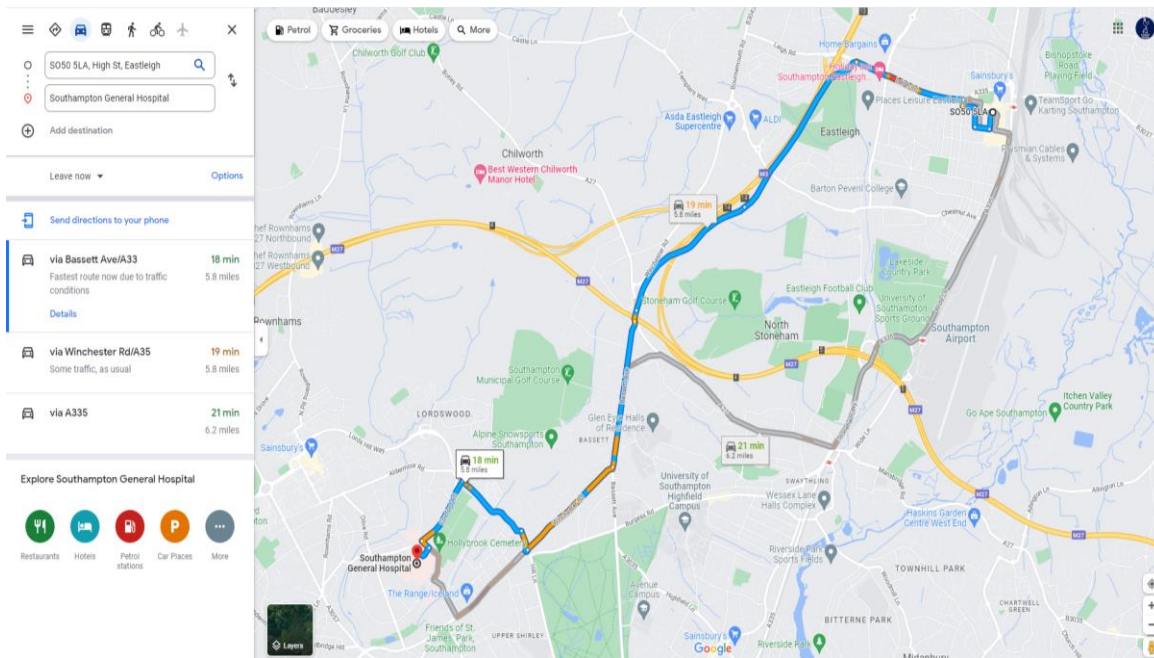
Services

Prior to the works commencing our client shall arrange for the disconnection of services which will be undertaken by the associated utility companies who shall provide certification / confirmation once disconnections have been achieved. Checks should be made as an additional precaution to ensure that the services are disconnected. Operatives will check that the service meters are removed and that light and plugs do not power on when switched on.

Emergency Services 999

NEAREST ACCIDENT & EMERGENCY

Southampton General Hospital,
Termona Road,
Southampton,
SO16 3QN Tel: 0238 0777222



National Grid Gas (24-hour emergency line)	Contact Office: 01489 788083 or Tel: 0800 111999
Electric Emergencies (24 Hour)	Contact Office: 01489 788083 or Tel: 08457 444555
Water Emergencies (24 Hour)	Contact Office: 01489 788083
E.A Hotline	Tel: 0800 807060
BT Telephone	Tel: 08009 173993

The above emergency telephone numbers will be posted in prominent positions on site and their location and contents communicated to the workforce via toolbox talks and inductions.

7. Site Drawings and Assessments



8. Environmental Considerations

Control of Dust

The works will be undertaken, incorporating best practice guidance set out in “The control of dust and emissions from construction and demolition” and as per British Standard BS-5228.

Care and consideration will be taken to minimise Health, Safety & Environmental risks to all areas with particular attention paid to demolition operations and traffic movements within close proximity Wells Place, Wells Road (Access Road) and to the High Street.

The following measures are to be followed as ‘standard’ to reduce dust levels:

- Whilst mechanical demolition is being undertaken the direct workface being demolished shall be damped down throughout the demolition operations by using motofog units or dust boss dust suppression units which will continuously spray jets of water into the area being demolished.
- Ensure that all materials transported to and from the site are in enclosed containers or fully sheeted.
- Ensuring stockpiles of hardcore and concrete etc are kept within reasonable heights and kept damp in dry windy conditions.
- During dry periods the works are to be dampened down to control the generation of dust.
- Ensuring materials have a minimum packaging.
- Ensuring polystyrene and similar lightweight materials are weighted down.
- Making sure all dust generating materials are adequately packaged.
- Ensuring all vehicles leaving the site have clean wheels and that loads are covered where spoil or demolition materials are being removed. A road sweeper will also be in attendance as a secondary precaution if and when required.
- Site vehicle speed limits will be kept to a minimum.
- Provide regular road cleaning using road sweepers or brushes to control dust and mud.
- Keeping the loading drop heights of spoil into lorries as low as possible
- Implementing an effective procedure to deal with complaints from third parties

In addition to the above provision the following measures will be taken to reduce any further negative effects on the environment:

- Ensuring all contaminations that are kept on site are safely stored with the necessary procedures out in place for leaks and spillages etc
- A Waste Management Plan will be implemented on site

We treat environmental issues seriously and will use best practicable means to minimise the effects of noise and dust on the environment and local community. We will also liaise with occupants of the surrounding buildings regarding any other sensitive environmental issues that need to be addressed.

In addition to the above provision the following measures will be taken to reduce any further negative effects on the environment:

Throughout many of the operations Wessex operatives will be in attendance with high pressure jets which will produce a fine mist which will constantly dampen down the materials. Particular attention will be paid to the areas where the immediate demolition is taking place to ensure the problem is controlled at source.

As an additional measure Wessex intend to install a dust boss control system as previously mentioned above that can be set up and directed so it produces a constant mist and soaks the material as it lands further reducing the risk of any dust clouds being produced. The fine mist ensures that water consumption is reduced but also maintains maximum coverage.

Example of dust control system in action below...



The Dust emissions will be regularly monitored by the Site Manager and if deemed necessary works will cease until a revised method of dust control is submitted and approved before works proceed.

Reduction of Noise and Vibration

Noise and vibration can be easily reduced, by careful choice of plant and to ensure that all items of plant have been properly maintained and that items of plant are only used by trained operatives.

Operating of plant and carrying out noise producing activities to be within the agreed working hours, refer to Construction Phase Plan.

Wessex Demolition's excavator attachments such as breakers are the most up to date Vibro Silent attachments.

To reduce vibration, the drop height of materials should be kept to a minimum; this will include the loading of materials onto Lorries and into roll on off bins.

Excavating down the sides of foundations, prior to using large breakers on them, will greatly reduce noise and vibration travel.

Plant and Machinery

Noise and vibration can be easily reduced, by careful choice of plant and to ensure that all items of plant have been properly maintained and that items of plant are only used by trained operatives.

The following measures are to be followed as 'standard'

- Where available, mobile site plant shall be fitted with broadband/white noise reversing alarms or reversing alarms will be turned off where safe working practices can be undertaken.
- All plant and machinery shall be maintained in good and efficient working order.
- Machines and plant in intermittent use shall be shut down in the intervening periods between work or where this is impractical, shall be throttled to a minimum.
- All relevant plant and equipment shall meet the noise emission in the environment by equipment for use outdoors regulation 2001 implementing the EU directives 2001/14/EC.
- Where practicable stationary plant is to be sited away from any noise sensitive areas and plant known to emit noise strongly in one direction shall be orientated so that the noise is directed away from such areas.
- No plant shall be left running outside the hours for noisy works as specified.
- All site operatives shall be instructed on the importance of noise control and of keeping the noise impact of the works to a minimum. Particular instruction shall be provided to site supervisors with particular responsibility for the control of noise.
- All contractors and subcontractors shall comply with the requirements of the Control of Pollution Act 1974 (with particular reference to Part III) and the Environmental Protection Act 1990.
- All contractors and subcontractors will at all times apply the principle of Best Practicable Means as defined in section 72 of the control of Pollution Act 1974. All contractors and subcontractors will carry out all work in such a manner as to reduce any disturbance from noise and vibration to a minimum.
- All contractors and subcontractors shall comply with, and follow the recommendations set out in BS 5228: 2009: Part 1 and 2 with respect to the minimising the noise and vibration arising from the works.
- All contractors and subcontractors will bring to, and employ on site the most quietly operating plant and equipment compatible with the safe and efficient execution of the works. All plant brought to the works site shall comply with the relevant EC/UK noise limits applicable to that equipment or shall be no noisier than would be expected from the noise levels quoted in BS 5228:2009 Part 1: Noise and Vibration Control on Construction and Open Sites. Contractors and subcontractors also will maintain that plant properly and operate it according to manufacturer's recommendations. Electrically powered plant will, wherever practicable, be used in preference to mechanically powered alternatives.
- The excavation, removal and recycling of hard materials will, wherever possible, be undertaken without the use of hydraulic breakers, Where the use of hydraulic breakers is necessary then they shall, where possible, be fitted with suitable silencers or mufflers. The use of hydraulic or pneumatic breakers for the removal of hard materials or for the purpose shall not be undertaken outside of the noisy working hours.
- Site vehicles shall be routed to and from the site so as to minimise disturbance to local residents as much as reasonably practicable.

Diesel Storage

A diesel cube will store fuel on site, this is a bunded bowser and will be contained within a heras fenced compound.

The designated refueling area will be by the diesel bowser, drip trays and spill kits will be contained within this area.

The refueling area will be positioned well away from any water courses or drainage. Our excavators have an in built refueling pump and the person refueling is to be in attendance at all times during the task.

Materials Separation and Disposal

Wessex Demolition is a registered upper tier waste carrier **Reg: CBDU109382**. All waste tickets shall be held on record for more than 2 years. Once works have been completed a waste management plan shall be issued to our client.

All materials will be loaded directly into either 17 or 40yd roll on off bins roll on off bins where possible in order to minimise the buildup of soft strip arising and any potential acts of arson, otherwise, stockpiled neatly and away from working areas where it will not interrupt the works and/or presents a hazard to anyone. Potentially combustible materials such as paper and timbers etc will be placed directly into 17 or 40yd roll on off bins, if however this is not possible, then this type of material will be stockpiled in the centre of hard standings and away from occupied structures.

No materials will be stockpiled on or near walkways or routes of access/egress.

All materials produced will be separated on site and loaded into the appropriate 17 or 40yd roll on off bins to ensure the maximum is recycled.

Procedure for disposal of gas bottles

If gas bottles are discovered on site please contact the contracts manager, who will arrange for the bottles to be collected by the relevant company.

Before informing the office please have the supplier name/s (detailed on the bottle, i.e. Calor, BOC, Flo etc) and quantity of bottles present per supplier. Bottles should be set aside in a secure area to await collection

Procedure for disposal of tyres

If tyres are discovered on site, which aren't detailed within our scope of works please inform the contracts manager who will arrange for their disposal.

9. Method of Works

Note: This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.

Soft Strip Operations (to all Structures)

Wessex operatives will commence with basic soft strip operations to all structures. This shall be undertaken by trained operatives back to the core to all internal areas of the associated structures;

This shall be undertaken by trained operatives using small hand tools i.e. nail bars, mattocks, shovels 110v reciprocating saws etc. The soft strip operations will include the removal of all fixtures and fittings, floor coverings i.e. carpets, ceiling linings & stud work partition walls (if applicable), At regular intervals Operatives shall remove all materials/arising away from the direct works vicinity by the use of rubble maids or wheelie bin and transited to the bin storage compound where the arising shall be loaded directly into either 17 or 40yd

open top roll on off bins, this is to ensure that the direct works vicinity is free of debris at all times throughout the soft strip operation to prevent any potential trip hazards or build-up of arising or potential acts of arson within the direct works vicinity.

Internal Partitions

If plasterboard walls are found to be present within the structure these shall also be removed prior to demolition works commencing. When required, a mobile tower will be erected to gain access to the walls at high level. The tower will be erected by trained and competent operatives and once completed a scaff tag will be completed and attached to the tower. During these works operatives are to be aware of the possibility of discovering asbestos and adhere to the procedures set out in RA 32 if suspected asbestos material is discovered.

Plasterboard (if applicable)

Plasterboard partition walls will be removed from the studwork in its entirety and reduced into manageable sized sections by trained operatives using small hand tools i.e. nail bars and mattocks etc.

Once the plasterboard section shall then be lowered down to operatives located at floor level ready to be transited for processing. Once the plasterboard has been removed operatives will commence the removal of the studwork.

For areas to be removed at height access shall be gained by trained Pasma/IPAF operatives using a mobile tower, all associated arising shall then be cleared at regular intervals to ensure the direct works vicinity is clear of any potential trip hazards.

Once the plasterboard has been removed operatives shall commence and working from the top down, the studs will be cut out by the operatives using a reciprocation saws or small hand tools. Again for areas to be removed at height access shall be gained by trained Pasma/IPAF operatives using a mobile tower, as manageable sized pieces are removed these shall then be lowered down to operatives located and floor level ready to be transited for processing.

The material will be loaded directly into rubble maids or trolleys in order to maintain a tidy and safe working area. This shall be undertaken at regular intervals to ensure that the direct works vicinity is kept clear and minimise any potential trip hazards.

When either the rubble maid or trolley is full the arising shall then be transited to the material processing area to be stockpiled ready for processing. In order to prevent injury or manual handling issues, the operatives will ensure that the trolley is not over loaded.

The above-mentioned methodology shall be adopted for all plasterboard/stud work partition walls.

False ceiling removal

Operatives will work from scaffold towers where required to remove the suspended ceiling around the perimeter at mid and high level.

Operatives will progressively remove ceiling tiles from their grids, these will be passed down to operatives at floor level. Care will be taken not to damage the existing lighting which will be reused by our client.

Operatives will use wire snips or the like, to remove all grids and wire hangers, these will periodically be passed down to operatives at floor levels.

During the above works, operatives will periodically load arising materials onto wheeled trolleys and transfer these materials out of the building.

Removal of doors

All Doors will be removed by operatives using small hand tools i.e. screwdrivers, nail bars etc. Operatives shall commence unscrewing the hinges from the doorframe. One operative will unscrew the hinges while a second operative steadies the door. For any doors where the fixing screws cannot be unscrewed operatives shall utilise either a nail bar or mattock to prise the door away from its hinges and associated framework, again one operative will prise the hinges away from its fixing whilst a second operative steadies the door.

Once the door has been removed these shall either be placed on a trolley or manually transited the arising shall then be transited to the material processing area to be stockpiled ready for processing.

The above-mentioned methodology shall be adopted for all required doors to be removed.

Removal of Fixtures & Fittings, I.E. Shelves & Sinks etc

The remaining items will be removed by operatives using small hand tools i.e. mattocks, nail bars or reciprocating saws, all associated items once removed shall then be reduced into manageable sizes the arising shall then be transited to the material processing area via trolleys or operatives transiting by hand. to be stockpiled ready for processing.

For areas to be removed at height access shall be gained by trained Pasma/IPAF operatives utilising a mobile tower, all associated arising shall then be cleared at regular intervals to ensure the direct works vicinity is clear of any potential trip hazards.

Removal of Ceiling Linings (if applicable)

Trained operatives shall remove the ceiling linings by the use of small hand tools i.e. nail bars, snips screwdrivers also by the use of 110v reciprocating saw. Access will be gained by trained Pasma/IPAF operatives using a mobile tower or podium steps, Initially the ceiling lining will be removed and passed to an operative working at the bottom of the tower. These will be stacked ready for removal either by the use of rubble maids, trolleys or by hand. All associated arising shall then be cleared at regular intervals to ensure the direct works vicinity is clear of any potential trip hazards.

The ceiling lining shall be removed again by trained operative using the use of a mobile tower, the trained operative shall commence removing the lining by the use of small hand tools (Mattocks, gorilla bars, screwdrivers etc) and by the use of 110v reciprocating saws, operatives shall cut the lining into small manageable sections, once a section of the ceiling lining is cut free the operative shall be lowered to second operative located at ground level. The second operative shall then stack the cut sections on the first floor

ready for transit. The ceiling linings shall then be transited to the material processing area to be stockpiled ready for processing.

The above-mentioned methodology shall be adopted for all associated ceilings.

Removal of Floor Coverings

Floor coverings i.e. carpets, vinyl etc shall be removed by trained operatives utilising small hand tools i.e. nail bars, shovels, floor scrappers etc. Trained operatives shall commence removing the floor coverings by prising up the first the edge of the associated carpet or vinyl by the use of a shovels or floor scrappers, once the edge or corner of the carpet/vinyl has been lifted and created a starting point the carpet/vinyl can then either progressively prised up and cut into manageable sized sections. A 2nd operative shall then place the removed floor coverings directly onto a trolley ready to be transited to the material processing area. All arising shall be cleared at regular intervals to ensure that the direct works vicinity to kept clean and tidy and minimise any potential trip hazards. The arising shall then be transited to the material processing area to be stockpiled ready for processing.

The above-mentioned methodology shall be adopted for all of the floor coverings.

Removal of Toilet Fixture and Fittings

Toilet fixture and fittings will be removed by operatives utilising small hand tools i.e. mattocks, nail bars or reciprocating saws, all associated items once removed shall then be reduced into manageable sizes the arising shall then be transited to the material processing area via trolleys or operatives transiting by hand. to be stockpiled ready for processing.

For areas to be removed at height access shall be gained by trained Pasma/IPAF operatives utilising a mobile tower, all associated arising shall then be cleared at regular intervals to ensure the direct works vicinity is clear of any potential trip hazards.

The above-mentioned methodology shall be adopted for removal of all fixture and fittings.

Note: *This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Demolition Methodologies

Note: *Prior to works commencing a competent scaffold contractor shall construct an access scaffold in order for Wessex operatives to undertake dismantling works partially to the roof area and in order to demolish the Western and Northern elevation brick masonry wall by hand due to the close proximity of the High Street. Once erected operatives shall use the scaffold in order to gain access to the associated roof to be demolished.*

Removal of Glazed Canopy Roof Structure

Note: *Prior to the works commencing our client employ a competent scaffold contractor to install a birdcage scaffolding in order for access to be gained by operatives to remove the glazed roof structure. The client shall also apply for a pavement closure to the surrounding area that works shall be undertaken. An exclusion zone*

*around the associated area of works shall also be implemented by using heras fence panels with warning signage posted. **No pavement closure, No exclusion zone = NO WORKS.***

Once a pavement closure has been obtained and the scaffold has been installed operatives shall form an exclusion zone around the associated area of works by using heras fence panels which shall have warning signage posted. Throughout the duration of the works the site manager and competent operatives acting as a lookouts shall monitor the works until complete.

Operatives shall remove the glazed roof structure by working from the previously installed birdcage scaffolding. Operatives are to ensure that they are wearing cut resistant gloves, Kevlar / cut resistant sleeves when removing / handling the glazed panels. Operatives shall remove the glazed roof structure by using small hand tools, i.e. socket sets, screwdrivers, double or treble cup suction lifters (if required) & battery operated impact driver with bits (if required).

If the site manager deems necessary, operatives shall commence to attach 2nr Double or treble cup suction lifters to the face of the associated glazed panels (*Note; these are 2 x half panels not 1 complete panel*). Once this has been achieved and all operatives are happy that suction lifters are attached correctly operatives shall then commence to remove the beading / housing around the glazed panel, this shall be undertaken by trained operatives unscrewing and unbolting with screwdrivers, socket sets & impact drivers if required. All fixing bolts and screws shall be progressively removed which will enable the length of framework to come free. This will then enable the 1st half of the glazed panel to be lifted out of the framework and stacked on the scaffold floor surface in readiness for it to be carefully lowered down to operatives located at floor level. Once this has been carried out the 2nd half of the glazed panel will also be lifted out and carefully lowered down to operatives located at floor level by the use of the of the pad suction lifters.

The removed glazed panels shall be transited to the welfare / compound area of the site where the panels shall be carefully stockpiled in an agreed location in readiness for our clients reuse.

Operatives shall also remove the associated glazing framework by carefully unscrewing / unbolting which once removed will also be carefully lowered down to operatives at floor level who shall transit the framework to the welfare compound and stockpile within an agreed location in readiness for our clients reuse.

Operatives shall progressively remove all associated glazed paneling and associated framework working along the length of the canopy by adopting the above-mentioned methodology until it has been removed as per the clients requirements. The immediate area shall be cleared of all debris and left in a clean and tidy condition prior to removal of the scaffold.

Roof Removal – *Working via scaffold*

Operatives shall undertake removal of the roof slates by the use of a scaffold. Operative shall gain access to the roof slate by in-situ access scaffold which will enable operatives to work at roof level. Trained operatives wearing certified harness & lanyards shall gain access to the associated roof slates to be removed by using a roof ladder in order to gain access to the top of the pitch of the roof and in order to create a channel running from top to bottom of the roof. Operatives shall commence to lift the slates creating a channel exposing the associated baton.

The channel shall continue to the top of the roof which will allow the trained operatives to commence removing the roof slates either from the left or right. Operatives shall position themselves in the channel and attach certificated harness & lanyards to the associated timber trusses by breaking through the roof felt. Once all operatives have securely attached the harness and lanyards removal of the roof slates can commence.

Operatives shall commence lifting the associated roof slates progressively from left to right or right to left using the roof ladder and wearing their certificated harness and lanyards. As the roof slates are being lifted these shall be carefully passed to 2nd team of operatives who shall be located on at floor level who shall stack the removed slates within an agreed location. Operatives shall progressively remove the slates adopting the above-mentioned methodology.

Once all roof slates have been lifted and removed from the direct works vicinity operatives can then commence to remove the associated baton and felt. Again using scaffold operatives shall commence from the top of the pitched roof and carefully remove the baton work from the top and progressively working down. Operatives shall utilise small hand tools i.e. demolition bars, mattocks to prise the baton from the timber joist working from left to right or right to left prising the baton up, as the baton is removed these shall be passed directly to the 2nd team of operatives who shall stack within an agreed location.

Roof Removal – *Remaining Elevations to roof structures to be undertaken by the use of MEWP*

Operatives shall undertake removal of the associated roof structure by trained operatives working from boom lift (mewp) IPAF trained operative shall be used to operate the MEWP who shall be accompanied by a general labourer. Operative are to ensure that they wear certificated harness and lanyards secured to the mewp's anchorage point. Once achieved operatives can then commence with demolition of the roof structure as per client specification.

IPAF trained operative shall transit the mewp to the desired location in order to strip the roof. Once in position operatives shall form an exclusion zone around the mewp and direct works vicinity with warning signage posted. The exclusion zone shall be monitored at all times by operatives acting as banksman / lookouts. They shall also monitor all vehicle movements for the associated works.

Once the above mentioned has been implemented then operatives shall commence with demolition of the roof makeup. Operatives shall utilise and work from the boom lift as mentioned above and commencing from the top of the pitched tiled roof and carefully lift the slates working from the booms cradle, operatives shall progressively work lift the tiles down the pitch of the roof, as the slates are lifted these shall be brought down to floor level where 2nd team of operatives shall transit the slates to an agreed location ready to be loaded and then removed off site.

When all of the roof slates have been removed the operatives shall then commence to remove the associated felt (if applicable) and baton again by the use of small hand tools i.e. demolition bars, mattocks. Again working from the booms cradle the operatives shall prise the felt and baton from the timber roof joist which shall then be lowered to first floor level. 2nd team of operatives shall remove all felt and baton arising from the floor level at regular intervals and transit to material processing area ready to be loaded in correct waste stream bin. Operatives working from the boom shall progressively remove all associated felt and baton until it has been removed in its entirety.

Demolition of 14 High Street External Brickwork Façade (*Western (shop front) and Northern Elevation (in close proximity to neighbouring property (leaders)) – by hand*)

Note: Trained Operatives undertaking demolition of the external brickwork shall ensure that as the wall is demolished operatives shall ensure that they are wearing certified harness & lanyards which are to be clipped on to the back rail (external handrail) at all times due to the potential lead edge as demolition progresses. As an area is complete operatives shall then transit to the next area to be removed and ensure that they are clipped on as previously mentioned.

It is Wessex Demolitions intention to demolish the Western and Northern brick masonry elevations by a hand due to the close proximity of neighbouring structures and due to the pedestrian footpath located at the front of nr 14 High Street (Former Post Office) in the below mentioned methodology. The external brickwork wall will be demolished by trained operatives using small hand tools i.e. sledge hammers, mattocks also by the use of 110v breakers. Trained Operatives undertaking demolition of the external brickwork shall ensure that as the wall is demolished operatives shall ensure that they are wearing certified harness & lanyards which are to be clipped on to the back rail (external handrail) at all times due to the potential lead edge as demolition progresses. As an area is complete operatives shall then transit to the next area to be removed and ensure that they are clipped on as previously mentioned. Commencing from the top and progressively demolishing from top to bottom the brickwork walls shall be demolished one course at a time. Access shall be gained by trained operatives using previously installed scaffolding. The brickwork walls are removed in small sections i.e. one course at a time as previously mentioned. The arising shall be removed by operatives working via the scaffolding, arising shall be deposited back into the footprint of the building. Operatives are to ensure that the direct works vicinity to kept clean and tidy and minimise any potential trip hazards from the scaffolding. Once an area has been removed operatives shall then re-position themselves in order to gain access to the next associated area to be removed.

At the end of every shift operatives shall ensure that the wall is demolished to the next line / row of wall ties and ensure that any loose lying brickwork has been removed.

The above-mentioned methodology shall be adopted for the demolition of the external brickwork wall in its entirety.

Note: *This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Demolition of 2 Storey Structure (*To front of site*) – **Mechanically**

A demolition spec excavator fitted with a hydraulic grab attachment will carefully demolish the structures.

The excavator will grab sections of the timber roof structure and load roofing timbers into a skip / roll on off bin, if unachievable then materials shall be stockpiled within an agreed location ready to be loaded and transited off site to a licensed waste facility.

As sections of the roof are removed, walls to the underside will become non-load bearing, the excavator will carefully demolish these non-load bearing walls, (pulling brickwork outward) stockpiling the hardcore near the building at this stage and removing all other waste such as timber and metals etc.

The excavator will continue to grab sections of the roof timbers and then demolish non-load bearing walls to the underside in order to expose the timber floors of the structure.

The excavator will carefully demolish sections of the ground floor walling and any timbers and materials within the rooms which weren't removed during the soft strip before progressing into the structure.

The excavator will continue to grab sections of the floor and then carefully demolish non-load bearing walls to the underside, until the entire structure has been demolished.

OR

Demolition of 2 Storey Structure (*To front of site*) – Brick Reclaim Method

Once removal of associated roof structures have been completed, demolition of the house shall commence, this shall be undertaken by the use 360 degree hydraulic excavator and by trained operatives utilising small hand tools i.e. mattocks, sledgehammers, brick cleaning choppers etc.

The structure is a traditional brickwork masonry building. The excavator shall commence at the roof area and progressively carefully work down the building. Once the 1st floor masonry walls have been demolished the machine operative shall then change attachment to a hydraulic selector grab which shall then grab the associated timber 1st floors, these shall then be stockpiled within the material processing area ready to be processed and loaded into roll on off bins to be transited to licensed waste facility. One associated floors have the machine operative shall then put back on the excavator bucket and continue reducing all associated elevations and reclaim the associated brickworks.

All reclaimed bricks shall then be cleaned by operatives using handheld choppers which once cleaned the bricks shall then be palletized and shrink wrapped in readiness for removal off site. All remaining arising shall be stockpiled in the material processing area ready to be removed off site.

Note: *This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Demolition of Single Storey Structures (*To rear of site*)

A demolition spec excavator fitted with a hydraulic grab attachment will carefully demolish the structures.

The excavator will grab sections of the remaining timber roof structure and load roofing timbers into a skip / roll on off bin, if unachievable then materials shall be stockpiled within an agreed location ready to be loaded and transited off site.

As sections of the roof are removed, walls to the underside will become non-load bearing, the excavator will carefully demolish these non-load bearing walls, (pulling brickwork outward) stockpiling the hardcore near the building at this stage and removing all other waste such as timber and metals etc.

The excavator will continue to grab sections of the roof timbers and then demolish non-load bearing walls to the underside. The excavator will carefully demolish sections of the walling and any timbers and materials within the rooms which weren't removed during the soft strip before progressing into the structure.

The excavator will continue to demolish non-load bearing walls to the underside, until the entire structure has been demolished.

Removal of 2nr Trees

Note: Prior to the removal of the 2nr trees our client shall liaise with Number 12 High Street (Leaders) and arrange for any cars to be removed that are in close proximity to the 2nr trees to be removed. The client shall also gain permission for Wessex operatives to gain access to the rear compound in order to undertake the works under a watch and brief and under the guidance of lookouts.

Once the afore mentioned has been undertaken Wessex machine operative shall use the demolition excavator fitted with hydraulic rotating grab attachment to remove the trees. The machine operative shall firstly commence with the removal of branches/limbs of the tree by carefully clasp hold of the branch and control snapping the branch. Once the branch is free this shall then be loaded directly into a 40yd roll on off bin. The machine operative shall progressively remove some of the tree branches/limbs in order for him to clasp hold of the main tree trunks securely.

The machine operative shall clasp hold of the tree trunk and use the rotating grab attachment to pull the tree trunk out of the ground. Once freed and if the tree trunk needs reducing in size Wessex operatives shall use chain saws in order to cut the tree trunk into sections so it can then be loaded into the roll on off bin.

The machine operative shall remove both trees by adopting the above mentioned methodology, branches and any associated debris shall also be cleared by the machine operative using the grab attachment until the area has been completed.

Removal of slabs, foundations

Note: Wessex site manager shall complete a permit to dig prior to any works commencing once the permit to dig has been achieved trained CAT and Genny operative shall undertake CAT and Genny Survey scanning the associated area in order to ascertain whether services are present.

NO PERMIT TO DIG = NO WORKS!!!

Break Up concrete slabs and hardstandings throughout the site to a maximum depth of 300mm

Remove foundations to a maximum depth of 1m.

The machine operative shall break out the floor slabs and foundations as per client's specification, a breaker attachment may be used to break up the slab and foundation if deemed necessary. If breaking is required the excavator will excavate down the sides of the foundations to help reduce vibrations from the breaker.

As foundations are broken out and removed, the excavator will fill the voids in with the excavated soil to remove the potential falling point.

If falling points can't be eliminated then fencing with warning signage will be erected in the area until it has been made safe.

Upon completion of the works, the site will be cleared of all remaining materials and debris, graded over and left in a clean and tidy condition for the next stage of our client's project.

***Note:** This method statement is a live working document and is subject for review as demolition operations progress and pending further site visits by Wessex contracts management team.*

Crushing Operations

Crushing all hardcore & concrete to 6f2 75mm down including fines and stockpiled on site for future use by our client.

MOBILE CRUSHING PLANT:

All hard-core and concrete will be crushed in a segregated crushing in a position as agreed on site. This will ensure that the crushing operations take place at the greatest distance possible from any other users thus ensuring minimum disruption and ensuring that the risk of being exposed to any dust is reduced further.

The hardcore/concrete material will be crushed to a 6F2 Specification (or the jaws can be altered if requested to produce other grades of material).

Prior to any Crushing Operations taking place Wessex Operatives will proceed to saturate the stockpile with water using hoses on site. This process will be repeated as required and at the beginning of each shift before Crushing commences.

Further to this the Mobile Crushing Plant will also be fitted with spray nozzles that will produce a fine mist over the crushed material as it leaves the discharge belt.

The works will consist of the loading of material from the stockpile with a 360 excavator into a mobile crusher, crushing the material to the specification as agreed. The materials crushed will then be stockpiled in the designated crushing area.

All crushing operations will be completed by a competent operator with Crushing Plant CPCS qualification.

At all times there is to be barrier fencing positioned either side of the conveyor belt to stop any personnel from entering the area where there is a risk of falling objects.

There will be a small amount of scrap steel, this will be collected by the magnet belt and deposited to a small stockpile at the side of the Crusher and removed from site when the operation is complete or it is deemed that there is sufficient scrap steel to warrant a skip to remove it.

Wherever possible material should be selected from the stockpile in sizes that will pass through the crusher. Loading operative should be made aware of this prior to commencement of crushing.

In the event of a blockage occurring, wherever possible it should be cleared by using the probe method. This being to use a 360 Excavator to redirect blocked material to allow it to be crushed. Excavator operator may require direction from crusher operator. In this case extreme caution should be exercised and crusher operator should stand in a safe place whilst probe is in contact with material.

At no time should the Crusher Operator attempt to climb or remove any items from the moving jaws of the Crusher.

Excavator / Crusher operative who shall control crushing operations and have the crusher's remote control pack, which in the event of a blockage occurring the excavator / crusher operative shall cease crushing operations, the jaws to the crusher shall be opened and the belt lowered remotely in order to clear the blockage.

RECORD OF METHOD STATEMENT BRIEFING



SITE INDUCTION BRIEFINGS MUST BE RECORDED ON A INDUCTION BRIEFING FORM & TOOL BOX TALKS OR TRAINING MUST BE RECORDED. PLEASE RETURN ALL FORMS TO THE OFFICE ASAP. PLEASE TICK BOX IF YOU REQUIRE A COPY FOR YOUR SITE FILE. →→→→→→→

☐

Presenter:	Signature:	Site/Location:	Duration of session:

Details of Method Statement Briefing

Declaration:

I confirm that I have received, and understood, the above Method Statement briefing, including the relevant Risk Assessments, any abnormal COSHH hazards and special PPE requirements. I understand that where non-English speaking workers are involved, it may be necessary to brief the Method Statement through an interpreter and/or by demonstration. I realise for reasons of safety the Company must remove any workers from site if they are not able to demonstrate an understanding of this Method Statement briefing.

Notwithstanding the above, I also confirm that if I am leading a gang of subcontractors I will take full responsibility for the Health & Safety of any of my gang who are non-English speaking and ensure they are fully conversant with this briefing.

NAME (PRINT)	Signature	COMPANY NAME (Only if NOT Wessex)	Date
			/ /
			/ /
			/ /
			/ /
			/ /

Page 1 of 3	RISK ASSESSMENT REGISTER MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA00					
Activity:	PREPARATION OF RISK ASSESSMENTS				
This Register details the Site Specific Risk Assessments applicable to the contract stated below and forms part of an integrated package with the actual Risk Assessments which follow. Each Risk Assessment details the Control Measures required to eliminate, or reduce to a tolerable level, the hazards and relevant risks identified.					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
Ref:	Assessment Activity	Maximum numbers involved	Frequency of Activity	Duration of Activity	Public Interface Likely
01	Overall Company Management & Control	All	Minimum	Throughout	No
02	General Site Management & Control	All	Minimum	Throughout	No
03	Work Under or Near Overhead Power Lines				
04	Windblown, Falling or Projected Debris	All	Minimum	Throughout	No
05	Traffic Management	All	Minimum	Throughout	No
06	Erection & Working from Scaffolding	All	Minimum	Throughout	No
07	Self Propelled Plant – Operation	All	Minimum	Throughout	No
08	Self Propelled Plant – Set Up & Maintenance	All	Minimum	Throughout	No
09	Working at Height	All	Minimum	Throughout	No
10	Manual Handling	All	Minimum	Throughout	No
11	Working with Lead & Galvanised Materials				
12	Dismantling Buildings or Structures (Steel Framed or Pre-Fab Concrete Buildings)				
13	Downloading Debris to Chimney Flues, Lift Shafts, Rubbish Chutes and Holes Cut Through Concrete Floors				
14	Internal Strip-Out of Building & Materials Sorting	All	Minimum	Throughout	No
15	Lone working				
16	Occupational Diseases	All	Minimum	Throughout	No
17	Work creating Dust	All	Minimum	Throughout	No
18	Work near Underground Services				
19	Noisy Machinery & Processes	All	Minimum	Throughout	No
20	Use of Mobile Towers	All	Minimum	Throughout	No
21	Use of Oxy/Propane Equipment				
22	Handling & Storage of Oxygen and Propane Cylinders				
23	Storage of Fuels & other Flammable Liquid	All	Minimum	Throughout	No
24	Lifting Operations & Lifting Equipment				
25	Demolition of Structures – Consideration of Premature or Unplanned Collapse	All	Minimum	Throughout	No
Continued on following page.....					

Page 2 of 3	RISK ASSESSMENT REGISTER MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA00					
Activity:	PREPARATION OF RISK ASSESSMENTS				
This Register details the Site Specific Risk Assessments applicable to the contract stated below and forms part of an integrated package with the actual Risk Assessments which follow. Each Risk Assessment details the Control Measures required to eliminate, or reduce to a tolerable level, the hazards and relevant risks identified.					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
Ref:	Assessment Activity	Maximum numbers involved	Frequency of Activity	Duration of Activity	Public Interface Likely
26	Use of Portable Electrical Equipment	All	Minimum	Throughout	No
27	Working Adjacent to Railways				
28	Asbestos Containing Materials (ACM) – Manual Removal				
29	Asbestos Containing Materials (ACM) – Mechanical Removal				
30	Disposal of Oils & Other Liquids	All	Minimum	Throughout	No
31	Hot Works on Tanks, Drums & Pipe Work				
32	Discovery of Suspected Hazardous Substances	All	Minimum	Throughout	No
33	Crushing Concrete or Hardcore	All	Minimum	Throughout	No
34	Accident & Near Miss Reporting Procedure	All	Minimum	Throughout	No
35	Transportation of Gas Bottles by Road				
36	Loading and Unloading of Vehicles	All	Minimum	Throughout	No
37	Disposal of Waste Materials	All	Minimum	Throughout	No
38	Demolition of Post Tensioned Concrete Beams				
39	Glass & Glazed Items - Removal	All	Minimum	Throughout	No
40	Chimney Demolition				
41	Site Boundary Security Fencing	All	Minimum	Throughout	No
42	Contaminated Spoil				
43	Hypodermic Needles	All	Minimum	Throughout	No
44	Night Working				
45	Airside Activities				
46	Use of Mobile Elevating Work Platforms (MEWPs)	All	Minimum	Throughout	No
47	Provision of First Aid	All	Minimum	Throughout	No
48	Hand Arm Vibration Syndrome (HAVS)	All	Minimum	Throughout	No
49	Working Over / Adjacent to Water				
50	Confined Space Working				
Continued on following page.....					

Page 3 of 3		RISK ASSESSMENT REGISTER MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162	
RA00					
Activity:		PREPARATION OF RISK ASSESSMENTS			
This Register details the Site Specific Risk Assessments applicable to the contract stated below and forms part of an integrated package with the actual Risk Assessments which follow. Each Risk Assessment details the Control Measures required to eliminate, or reduce to a tolerable level, the hazards and relevant risks identified.					
Contract:		Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.			
Ref:	Assessment Activity	Maximum numbers involved	Frequency of Activity	Duration of Activity	Public Interface Likely
51	Fire Prevention & Control	All	Minimum	Throughout	No
52	Driving Company Vehicles				
53	Driving and Operation of HIAB Lorry				
54	Purging Dead Gas Mains				
55	Working near Open Voids or Leading Edges				
56	Use of Air Curtain Burner				
57	Loading & Unloading of Plant & Equipment from lorry	All	Minimum	Throughout	No
58	Site Security – Intruders & Trespassers	All	Minimum	Throughout	No
59	Changing Attachments on Plant	All	Minimum	Throughout	No
60	Subcontractors working on site	All	Minimum	Throughout	No
61	Sawing or drilling into concealed voids				
62	Use of a Disc Cutter				
63	Working from a Ladder				
63H	Working from a Ladder (On the Lorry Loader)				
64	Working from a Step Ladder				
65	Brick Cleaning (hand chipping)				
66	Use of quick hitches	All	Minimum	Throughout	No
67	Working near deep water				
68	Discovery of unexploded ordnance or munitions				
69	Working around live services				
70	Coronavirus (COVID-19)	All	Minimum	Throughout	No
Site Specific Risk Assessments prepared by:					
Rowan Taylor		Date	12.09.22	Issue	1
		Date	21.09.22	Issue	2
		Date	24.10.22	Issue	3
		Date	07.11.22	Issue	4
Site Specific Risk Assessments circulated to:					
Client; PMC Construction & Development Services Ltd		CDM Co-ordinator			
Site Manager/Supervisor; Mark Bellamy					

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
RA01						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	OVERALL COMPANY MANAGEMENT & CONTROL					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS: > Lack of overall Management Control		RISKS: > Inadequate Management/Supervision & > Inadequate site briefing/training > Non-competent employees/subcontractors > Dangerous vehicles, plant or equipment > Relevant information not available on site > Unauthorised changes to method of work > No proactive accident prevention procedures > No provision for human needs > Inadequate PPE > Poor or no communication links				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
This Risk Assessment must be read in conjunction with RA02 and as a precursor before applying any other company Risk Assessments						
COMPANY MANAGEMENT CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
A person deemed competent by Contracts Management will supervise the site. This person will be qualified as a CSCS Supervisor or other grade as appropriate to the site.				✓		
The Site Manager/Supervisor will be fully briefed by Contracts Management on the Contract H&S Plan (or Method Statement) before work is started and on any subsequent amendments.				✓		
Method Statement(s) will be briefed to employees before work starts. Method Statement briefings will be recorded, which is subsequently returned to the office.				✓		
All work will be carried out in accordance with the Method Statement and any amendments must be properly authorised before they are carried out (apart from emergency works).				✓		
The H&S Adviser will inspect the site on an ad-hoc basis, or as required by Contracts Management, PC or the client, and formally report results to a nominated Director.				✓		
Company Directors will make ad-hoc visits to sites to monitor compliance with the H&S Plan, Method Statement and the Company SHEQ Policy.				✓		
Personal Protective Equipment is purchased and issued in compliance with relevant British Standards, EC compliance, HSE Guidance and the current PPE Regulations.				✓		
New starters are given a Company induction by the H&S Adviser. Inductions are recorded, which are kept on record in the employee's Competency File.				✓		
Employees will be trained and competent in allocated tasks/duties and will comply with the Company's General Site Rules, which are normally posted in the Company's welfare facility.				✓		
All Company vehicles and plant will be maintained and serviced in compliance with manufacturers' handbooks and guidance. Repair work will be identified by weekly inspection reports.				✓		
Only competent subcontractors will be selected and employed for work on site and they will be adequately supervised to ensure adherence to their Method Statement and safe working.				✓		
All Accidents & Near Misses will be reported on an Form & investigated in compliance with the Company SHEQ Policy. Appropriate action will be taken to prevent recurrence.				✓		
Accidents and Incidents, etc. will be reported to the HSE as required under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995.				✓		
The Company SHEQ Policy contains a Training Policy which ensures that training needs are identified and addressed.				✓		
Supervisors (CSCS graded) are issued with the Demolition COP (BS 6187), and the Company Safety Procedures Manual (CITB GE700), which are available on their sites for reference if required.				✓		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	
					Issue:	1
					Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999					
RA02						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	GENERAL SITE MANAGEMENT & CONTROL					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS:	RISKS: > Various > Injury to visitors, subcontractors & trespassers > Blocking of access & egress routes > Skylarking > Slips & Trips > Infestation of vermin > Other sources of disease					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start
This Risk Assessment must be read in conjunction with RA01 and as a precursor before applying any other company Risk Assessments						
GENERAL SITE MANAGEMENT CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:					YES	N/A
Company General Site Rules will be displayed when possible. The General Site Rules are well known to employees and will be strictly enforced by the Site Manager/Supervisor.					✓	
Site Manager/Supervisor will keep a specific Site Diary. The Site Diary is issued at the start of project and will stay on site from start to finish of the project.					✓	
All personnel on site will be given a relevant site induction to explain the hazards applicable to their work/visit. This will be recorded and subsequently returned to the office.					✓	
Main access gate and other access points will be kept closed and secure when not in use. The main access gate will also be manned on large/busy sites (as directed in the H&S Plan).					✓	
Site will be kept secure by heras fencing. Perimeter will be adequately posted with warning signs. Security of the site will be checked daily.					✓	
A site "Events Board" will be used at large/complicated sites supplemented by a morning start briefing from the Site Manager/Supervisor.					✓	
Mechanical and electrical plant on site will be inspected weekly by a competent person and the result of inspection recorded on Company Plant & Equipment Inspection Record.					✓	
Site Managers/Supervisors will give Tool Box Talks on a fortnightly basis plus additional ones as required. These are recorded on an Form, which is returned to the office for monitoring.					✓	
The Company will employ competent operatives to carry out necessary work on site. Tools & equipment will always be inspected before use and used or operated by competent persons.					✓	
The Company by necessity has to employ new starters from time to time. Any new or inexperienced employees will always be "buddied" with more experienced operatives.					✓	
Adequate signage and barriers will be erected at temporary & more permanent hazards. Demolition area(s) will be controlled by daily briefings to site workforce, relevant site inductions and lookout(s).					✓	
The following minimum PPE will be worn on site: Safety Helmet, Hi-Viz Vest or Coat, Safety Footwear (with 200J toe protection & resistance to penetration), Safety Glasses and Gloves.					✓	
The Company issues all PPE, to its employees, free of charge, with instruction/training on usage, inspection and maintenance. The Site Manager/Supervisor also regularly inspects PPE					✓	
The Company issues corporate PPE Work Wear and wet weather PPE to its employees, free of charge, to protect them against inclement weather conditions. PPE work wear is normally issued after a 3 month					✓	
Full welfare facilities as required by the CDM Regulations will be provided when the Company is Principal Contractor. Alternative facilities will be determined for projects planned to last less than 5 days.					✓	
Full welfare facilities as required by the CDM Regulations will be requested from the Principal Contractor when the Company is working as a subcontractor.					✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA04							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	WINDBLOWN, FALLING OR PROJECTED DEBRIS						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Windblown debris and materials > Falling debris and materials > Projected debris and materials		RISKS: > Litter access/egress routes causing trip hazards causing an RTA > Strike people causing serious or fatal injury > Strike passing traffic causing damage and serious or fatal injury to occupants > Strike passing traffic, or fall on road, causing damage > Strike property or plant causing damage					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Employees and other people on site will be made aware of the dangers through Site Induction briefings.						✓	
Any access/egress routes around demolition areas will be barriered off with warning signs displayed.						✓	
Where demolition debris is likely to be windblown, fall or be projected, other protective barriers or screens will be erected.							✓
Machines carrying out demolition will be fitted with a purpose designed crash guard to protect the operative from falling objects (see also RA07).						✓	
Demolition debris will only be allowed to fall outside the structure where suitable and sufficient clearance from other personnel and adjacent premises can be provided.						✓	
Heras fencing will be erected around site to contain, as far as is practicable, debris at low levels.						✓	
Restricted areas will be clearly marked with tape or barriers and suitable warning signs.						✓	
Extra barriers or screens will be erected at danger area if necessary.							✓
Scaffolding rigged with debris netting to contain debris will screen work at higher levels.						✓	
Scaffolding rigged with debris netting and/or fans to contain debris will screen work at higher levels.							✓
Footpath and/or a full or half road closure will be taken if necessary.							✓
Only persons directly involved in the demolition activity should be in the works area.						✓	
Roll on off bins will not be overloaded and will be removed from site when full.						✓	
Roll on off bins will be netted or sheeted if necessary.						✓	
Pedestrians and/or other site personnel will be diverted away from hazardous areas.						✓	
Lookouts will be in attendance to control works where necessary.						✓	
Lookouts to be posted to control traffic movement and/or pedestrian movements.						✓	
Impingement on Traffic Management Plan will be considered							✓
Debris and materials will be lowered when practicable						✓	
Exposed underground plant will be protected.							✓
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA06							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	ERECTION & WORKING FROM SCAFFOLDING						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Scaffold structure > Severe weather conditions > Vehicle route adjacent to structure > Machinery operating nearby > Excavation work nearby			RISKS: Serious or fatal injury to personnel, and/or damage or destruction of plant and property due to: > Personnel falling from height > Materials falling/dropped from height > Damage to integrity of scaffold by being struck > Overloading & failure of scaffold structure > Collapse due to removal of ties or other reasons				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Only competent scaffolding contractors, who are members of the NASC, will be used.						✓	
All scaffolds will be erected in accordance with current standards and procedures.						✓	
The scaffold contractor will issue the Site Manager/Supervisor with a "Handover Certificate" upon the erection or alteration of a any scaffold. A scaffold will not be used until the "Handover Certificate" has been completed and issued.						✓	
The scaffold contractor will carry out inspections in full compliance with Regulations 12 & 13 of Work at Height Regulations 2005. The results of these inspections will be reported on the Company Scaffold Report						✓	
Site Manager/Supervisor will continually monitor that inspections are being carried out correctly with findings and actions recorded.						✓	
Scaffolders will use Fall Arrest Equipment in full compliance with current regulations and industry guidance whilst erecting, altering and dismantling scaffolding.						✓	
Demolition operatives will be protected from falling into building void as structure is demolished by either a fixed handrail/mid-rail, or use of Work Restraint Equipment.						✓	
"No Go Zones" will be established beneath working areas and barriered off as necessary.						✓	
Site Manager/Supervisor will brief other employees on site regarding "No Go Zones".						✓	
The removal of ties and fixings from the scaffold during demolition of the building must be planned and documented in the H&S Plan.						✓	
Scaffold platforms will be for access only. Any material/debris/plant to be placed on a scaffold must be planned and considered in the scaffold design.						✓	
Access ladders will be removed, or boarded up, at the end of each working day to prevent unauthorised use.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999					
RA07						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	SELF PROPELLED PLANT - OPERATION					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS: > Plant carrying out demolition and ancillary work		RISKS: > Dropping of loads causing a serious/fatal injury, and/or damage to plant or property > Plant tipping over causing a serious/fatal injury, and/or damage to plant or property > Plant and/or falling debris striking personnel causing serious or fatal injury > Unplanned collapse of floor due to overload with plant and/or debris > Plant and/or falling debris striking property or plant causing damage > Noise levels damaging to the human ear				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:					YES	N/A
Clear instruction and signs displayed in areas where demolition works are being carried out.					✓	
Plant operation will be guided by lookout where necessary.					✓	
Plant carrying out demolition works will not have their lookouts or other persons in close proximity to the material collapse area.					✓	
All plant/machines will always be approached from the front so that drivers can see personnel.					✓	
Machines carrying out demolition will be fitted with an operative's protective cage, ie. crash guard, to protect against falling objects.					✓	
Machines carrying out concrete breaking will be operated with front screen down.					✓	
Safety Glasses will be worn if the front screen is broken and the operative is waiting for new screen to be fitted, or if front screen is lifted for other operations					✓	
Front dumpers, "bobcats", etc. will be fitted with ROPS.						✓
360° excavator(s) will be fitted with flashing beacon.					✓	
Dump Truck(s) will be fitted with flashing beacon.						✓
Compliance with Control of Noise at Work Regulations 2005 (see also RA19).					✓	
Plant will not operate in confined spaces where other personnel are working.					✓	
Specialist exhaust cleaners will be used where diesel/petrol engine plant is used in a confined or closed space. Such devices must be designed to remove carbon monoxide from the exhaust.					✓	
Assessment will be made of strength of floors and imposed loading where plant will be operating or debris falling. Advice will be taken from a Structural Engineer when necessary.						✓
Plant will only work within design limits of load capacity, reach, etc.					✓	
All plant (including sub-contractors) will be inspected weekly in accordance with Regulation 6 of PUWER 1998 and results recorded.					✓	
Company Operatives will hold the relevant CPCs Plant card for the plant they are operating.					✓	
The operator will isolate his plant if he has to leave it unattended.					✓	
Subcontractors will be Competent to operate the type of plant they are using.					✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
RA08						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	SELF PROPELLED PLANT - SET UP & MAINTENANCE					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS: > Fitting, manipulation and adjustment of machine components > Handling oils, greases and liquids that are harmful to the person or environment > Movement of machine components, attachments and full bunds, etc. > Deploying/removing cab guards > Checking oil levels & fueling up		RISKS: > Failure of fuel bund, lifting attachments, machine hydraulics, dropping of loads inadvertently causing injury to personnel and/or damage to plant > Dropping heavy loads onto feet, shins, etc. > Manual handling of materials and equipment may cause injury to the muscular-skeletal system > Flying particles of debris, broken or chipped machine components entering the eyes > Skin contact with oil, grease, fuel and other liquids that can cause long-term health problems, eg. Dermatitis, eczema, skin cancer, etc. > Spillage of fuel causing environmental damage > Trapping or crushing fingers, hands or other body parts > Fuel splashes entering the eyes > Falling from counterweight or m/c tracks (360 excavators)				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ☒	MODERATE Only proceed with Direct supervision ☐	HIGH Intolerable - cannot start ☐		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
Plant operator will carry out or supervise machine set up changes, minor maintenance, attachment changes, greasing and fueling.				☒		
Plant operator will hold relevant CPCS Plant card (or equivalent).				☒		
Manual handling tasks will be planned in advance.				☒		
Sufficient labour will be made available for the safe changing of attachments.						
Appropriate gloves will be worn for the task.				☒		
Ear protection will be worn if necessary.				☒		
Machine operator will only lift fuel bund and other machine components, etc. minimum distance off ground as necessary and NEVER above other personnel.				☒		
Fueling will be via a suitable funnel or hose with nozzle attached.				☒		
"Lock-on" nozzles are illegal and must not be used.				☒		
Plant will not be fueled up adjacent to a waterway or over drains and grass areas.				☒		
Fuel and oil leakages will be reported immediately for rectification.				☒		
Company & subcontractors' plant will be inspected weekly in accordance with Regulation 6 of PUWER 1998 and results recorded.				☒		
Company plant and equipment will be maintained as per the manufacturer's specifications.				☒		
A suitable spill kit will be available with the machine's fuel bowser, or elsewhere on site.				☒		
On 360 excavators, oil checks & fueling up will be carried out from within the counterweight guard rails.				☒		
On 360 excavators, cab guards will be deployed/removed from the ground or within the counterweight guard rails.				☒		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ☒	MODERATE Only proceed with Direct supervision ☐	HIGH Intolerable - cannot start ☐		
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA09							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	WORKING AT HEIGHT						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS:		RISKS:					
> Working at Height (In the 2005 Regs, this applies to any height, above or below ground)		> Falling from height causing serious or fatal injury > Objects falling and striking people below > Objects falling and striking property below					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Where possible, all demolition will be by mechanical means, thus eliminating the requirement to have personnel working at height.						✓	
Only experienced workers will be allowed to work at height.						✓	
Work at height should be carried out from, Mobile Tower, MEWP, Podium or other Mobile Access Equipment as appropriate.						✓	
Work less than 2m may be carried out from a suitable proprietary work platform. "Band stand" staging or planks resting on trestles or other structures is not considered suitable and must not be used. This control measure							✓
Ladder work will only be carried out with special permission from contracts management. This will usually be limited to one-off surveying or inspecting work. See Working from a Ladder. Tied ladders are acceptable for							✓
Work may be carried out from a step ladder but only if a job specific risk assessment has been carried out (see RA64). This control measure must be enforced on our sub-contractors.							✓
Suitable edge protections should be provided where there are leading edges or possible falls on a site.						✓	
Work Restraint Equipment will be used if edge protection cannot be provided at a "leading edge".						✓	
"No Go Zones" will be established beneath working areas and fenced/barriered off or a lookout will be positioned.						✓	
Good access/egress will be maintained at all times to places of work involving ladders and scaffolds.							✓
Work Restraint Equipment will be inspected before use to ensure that it is in good condition.						✓	
Site Manager/Supervisor will ensure through Induction Training and Tool Box Talks that all responsibilities, and the risks associated with working at height, are understood.						✓	
If Fall Arrest Equipment is specified, the anchorage point must be assessed to determine whether it is designed to take the shock load of an operative falling, and the minimum free fall (without obstruction) is taken						✓	
Important note: Work Restraint Equipment may be simply a proprietary belt or a full body harness with a suitable length harness which will allow the operative to carry out his tasks but will prevent him from going over a "leading edge" or deter him from climbing out of a work platform when at height.							
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1	

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA10							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	MANUAL HANDLING						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Materials, equipment, tools or plant and that require manual handling.		RISKS: Injury to the muscular-skeletal system caused by the:- > Lifting > Lowering > Carrying > Handling > Pushing > Manipulation > Pulling > Levering of materials, equipment, tools or plant.					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Where possible, the requirement to lift, push or pull will be eliminated by mechanical means.						✓	
Where possible, demolition of buildings and structures will be carried out by mechanical means.						✓	
Good use will be made of sack barrows and other proprietary mechanical handling equipment as necessary.						✓	
Good use will be made of mattocks, crow bars, wrecking bars, etc to assist in levering and forcing structures apart.						✓	
Robust bottle trolleys will be provided for the transportation of oxy/propane equipment across sites.						✓	
Where lifting, pushing or pulling cannot be avoided, a local assessment will identify a safe system of work that may include the use of more than one person to carry out the operation.						✓	
Suitable periods of rest will be taken in order to prevent fatigue.						✓	
Employees will be trained in the kinetic lifting techniques of safe methods for lifting, pulling and pushing loads.						✓	
Kinetic lifting techniques will be used to reduce risk of injury.						✓	
A wide range of gloves are available to prevent injury during manual handling.						✓	
Special, cut resistant Kevlar sleeves are available for soft stripping operations around sharp edged objects.						✓	
Special, high cut protection gloves must be issued for handling glass and razor wire, etc.						✓	
When metal structures are hand demolished, the metal will be cut into manageable sizes in terms of weight & dimension.						✓	
When masonry structures are hand demolished, the masonry will be broken into manageable sizes in terms of weight & dimension.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1	

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999							
RA14								
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.								
Activity:	INTERNAL STRIP OUT OF BUILDING & MATERIALS SORTING							
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.							
HAZARDS: > Dust generating methods/materials > Mercury from fluorescent lighting tubes > Slips, trips and falls > Blocking of access/egress routes > Sharp edges				RISKS: > Overloading of upper floor levels with materials > Uncovering of hazardous materials > Protrusion of nails and sharp objects > Flying debris > Collapse or partial collapse of the structure > Inhalation/ingestion or absorption of foreign matter > Personal injury to various parts of the body > Inhalation and ingestion of dust > Carbon Monoxide poisoning > Puncture, cuts and wounds to the body				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event				LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)								
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:							YES	N/A
All operatives will be trained and competent in removal of internal fittings.							✓	
Kevlar sleeves will be issued and worn on Site Manager/Supervisor instruction where sharp edges are likely to graze/cut an operator's arm.							✓	
Kevlar sleeves will be issued and worn when handling glass, mirrors, fluorescent tubes, glazed soil waste pipes, ceramic tiles, sanitary/bathroom & kitchen ware and similar materials.							✓	
Sundstrom half mask respirator fitted with ABE1 gas filter will be worn during hot cutting of painted or galvanized structures in confined spaces or where the burner cannot position himself out of the plume rising							✓	
Specialist exhaust cleaners will be used where diesel/petrol engine plant is used in a confined or closed space. Such devices must be designed to remove carbon monoxide from the exhaust.							✓	
Designed Local Exhaust Ventilation (LEV) will be provided in any enclosed area where diesel/petrol engine plant is being used.								✓
Debris to be spread out to eliminate point loading on floors and regular disposal of all waste materials to prevent overloading of floors.								✓
High standard of personal hygiene to be observed, washing hands before meal breaks and smoking.							✓	
Good housekeeping required to maintain safe access/egress at all times and all tripping hazards are removed and floor areas are kept clear where possible.							✓	
All operatives to have knowledge in recognition of asbestos and leave materials and cease works at the uncovering of any suspect substance or material and report to Site Manager/Supervisor.							✓	
Fluorescent tubes to be removed and disposed of without breakage where possible.							✓	
Operative suffering an injury involving damage to skin will be advised to have tetanus immunisation (or booster) through their GP.							✓	
P3 disposable dust masks to be available and worn where required.							✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event				LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:		1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	Issue:		1
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:		1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA16							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	OCCUPATIONAL DISEASES						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: Biological health hazards including:- > Harmful Bacteria > Harmful Viruses > Legionnaire's Disease > Fungi > Leptospirosis (Weil's disease) > Septicaemia (Blood poisoning)			RISKS: Contact with any of the aforementioned hazards may result in contraction of the disease and: > Short term suffering and discomfort > Permanent disability > Long term illness and health problems > Transmission to others > Death				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
High standard of personal hygiene to be observed, washing hands before meal breaks and smoking.						✓	
Beware of any growing organisms or spores and report findings to Site Manager/Supervisor.						✓	
Beware of any bird droppings that have been allowed to accumulate and report findings to Site Manager/Supervisor.						✓	
Beware of any water that has become stagnant and report findings to Site Manager/Supervisor.						✓	
Beware of areas that have been subject to rat infestation and report findings to Site Manager/Supervisor.						✓	
Beware of any building which may have been occupied by tramps, drug addicts, etc. and possible contamination with hypodermic syringes.						✓	
Ensure all cuts and grazes are given first aid and covered.						✓	
ALL cuts and grazes must be reported on Accident/Incident Report Form.						✓	
Operatives are encouraged to maintain their tetanus immunisation particularly after receiving cuts and grazes.						✓	
Ensure Personal Protective Equipment issued is worn - Site Manager/Supervisor to monitor the use of Personal Protective Equipment where necessary.						✓	
All operational employees will undergo occupational health screening in compliance with the Company SHEQ Policy.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA17							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	WORK CREATING DUST						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Dust	RISKS: > Inhalation and ingestion of dust > Long term health problems, eg. silicosis > Eye injury from dust particles						
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event	LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
To reduce/contain dust, water hoses will be available for wetting down during demolition and breaking out operations.						✓	
To reduce/contain dust, Dust Boss or motorfog will be available for wetting down during demolition and breaking out operations (if required).						✓	
Water bowser/tank to be made available as no mains supply is available on site.							✓
Where identified, harmful dusts will be subject to a COSHH assessment and site monitoring.						✓	
P3 disposable (paper) dust masks will be worn when necessary and/or if directed by Method Statement or Site Supervisor.						✓	
P3 half face masks will be worn when necessary and/or if directed by Method Statement or Site Supervisor.						✓	
Site will also be wetted down, if necessary, to suppress dust levels.						✓	
Hoarding will be erected to contain dust at low level if necessary.							✓
Debris netting on scaffolds will be used to minimise dust flow (if required).						✓	
All lorries leaving site with loads that may generate dust, will be sheeted down.						✓	
Contract Management will arrange dust monitoring when necessary.						✓	
Disposal of MDF board, in order of preference, as shown below:							
	Method	P3 Mask	Eye Protection	LEV			
1	Use hand tools to remove board and place pieces directly into skip or stockpile for incineration.	No	Glasses	No			
2	Lay board on floor and weaken with mattock before hand breaking into smaller pieces.	No	Glasses	No			
3	Hand saw small quantities (up to 10 cuts) of board INSIDE building, immediately hand sweep up debris and dispose of with board.	Yes	Glasses	No			
4	Hand saw large quantities (over 10 cuts) of board OUTSIDE building, immediately hand sweep up debris and dispose of with board.	Yes	Glasses	No			
5	Recip saw any quantity of board OUTSIDE building, immediately hand sweep up debris and dispose of with board.	Yes	Glasses	No			
6	Recip saw any quantity of board INSIDE building, immediately hand sweep up debris and dispose of with board. Ventilate room to outside.	Yes	Goggles	Yes			
7	Use circular saw to cut board.	This process is not					
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA19							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	NOISY MACHINERY AND PROCESSES						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS:		RISKS:					
> Excessive noise levels as defined by - Noise at Work Regulations 2005 - Environmental Pollution Act - Local complaint		> Long term hearing damage to people affected > Noise pollution to surrounding areas > Short term stress levels elevated > Distraction to concentration					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Reduction in noise with the use of muffling devices or silencers. Such devices/silencers will not be removed or modified.							✓
Alternative methods of work will be considered to eliminate or reduce noise levels.						✓	
Missing or damaged muffling devices or silencers will be reported immediately for rectification.						✓	
Consideration will be given to screening of noise source with physical acoustic barrier.							✓
The requirements of hearing protection zones will be fully complied with.						✓	
Instruction to employees of the areas where ear protection must be worn at all times.						✓	
In some areas, the noise level may be acceptable over a period ie. Walking past a machine etc, which would be different from working in the same area for prolonged periods of time.						✓	
Noise assessments are carried out, and reviewed periodically, by competent persons in areas where noise is a problem.							✓
Excavators and other plant will be operated with front screens fully closed and in position.						✓	
Operators of excavators and dumpers will wear earplugs or earmuffs at all times whilst plant is in operation.							✓
Lookouts for excavators and dumpers will wear earplugs or earmuffs at all times whilst plant is in operation.						✓	
Personnel exposed to noise levels at, or above, a daily exposure level of 80dB Lex, 8hr will have ear protection made available to them.						✓	
Personnel exposed to noise levels at, or above, a daily exposure level of 85dBA Lex, 8hr will wear ear protection as directed						✓	
Personnel will not be exposed to a daily exposure level in excess of 87dBA Lex, 8hr including the use of hearing protection.						✓	
Plant and equipment will only be used within manufacturers' specified limits, eg. Machines will not be over revved to operate.						✓	
Hired plant will only be sourced from an approved supplier.						✓	
Company plant and equipment will be fully maintained as per the manufacturer's specifications.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA20							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	USE OF MOBILE TOWERS						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS:		RISKS:					
> Use of ladders and mobile towers.		> Falling > Objects falling and striking people below > Electrocutation from overhead power lines		> Collapse/overturn of mobile tower > Objects falling and damaging property below			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Mobile towers must be erected to manufacturer's instructions by a competent person (PASMA certificated).						✓	
Instruction on the safe use of towers will be given to all personnel who use them.						✓	
Do not work on or near live cables.						✓	
Area of work will be surveyed by a competent person to ensure it is safe to erect, and work from, a mobile tower.						✓	
No waste material, tools or other items will be dropped or thrown from tower unless specifically stated in Method Statement.						✓	
Mobile towers will be inspected, and the results of the inspection recorded on Company Plant & Equipment Weekly Inspection Record.						✓	
Report any known defects.						✓	
Out riggers and toe boards to be fitted to all mobile towers over 1 lift in height.						✓	
Danger area ("No Go Zone") to be established beneath working area.						✓	
Danger area ("No Go Zone") established beneath working area to be fenced/barriered off.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1	

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999					
RA23						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	STORAGE OF FUEL & OTHER FLAMMABLE LIQUID					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS:		RISKS:				
> Diesel and petrol > Engine and hydraulic oils > Grease and other lubricants > Any other flammable liquids		> Fire and/or explosion causing serious or fatal injury > Spillage and/or leaks causing environmental damage or pollution > Manual handling of equipment causing musculo-skeletal injury > Fire and/or explosion causing damage to property or plant > Contact with materials that can cause skin diseases				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:					YES	N/A
Spill kits will be available in bowzers.					✓	
Suitable sized "Plant Nappy" to be available for small portable plant & small containers of diesel/petrol.					✓	
All fuel bowzers or IBC fuel cubes to be sited within a fenced off compound.					✓	
Bunds will not have drain valves fitted.					✓	
Sub-contractor must fully comply with bund requirements.						✓
Signs to be displayed regarding fuel type, e.g. gas oil/diesel, etc.					✓	
Emergency procedures to be provided as part of Health & Safety Plan/Method Statements.					✓	
All relevant warning signs to be displayed at storage areas.					✓	
Appropriate rubber gloves will be worn when handling fuels.					✓	
Aerosols, cans of paint, oil and grease will not be kept in machine cabs.					✓	
Fuel and other flammable liquids will not be stored over drains or grassed areas.					✓	
Fuel and other flammable liquids will only be accessed via lockable valves or locked storage facilities.					✓	
Petrol will only be stored in proprietary containers of no more than 2 gallon capacity.						✓
Fuel and other flammable liquids will not be stored in, or within 5m of, welfare facilities.					✓	
Hand washing is essential prior to eating, smoking or using toilet.					✓	
See also RA51.					✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999					
RA25						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	DEMOLITION OF STRUCTURES – CONSIDERATION OF PREMATURE OR UNPLANNED COLLAPSE					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS:		RISKS:				
> Structure being demolished		> The premature or unplanned collapse, or partial collapse, of a structure causing: ~ Serious or fatal injury to personnel on, or off, site. ~ Damage to property or equipment on, or off, site.				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:					YES	N/A
Pre-weaken structures strictly to Method Statement.					✓	
Structures will not be undermined.					✓	
Debris and materials will be removed from all levels as it arises unless otherwise stated in the Method Statement.					✓	
Possible weak areas and potential failure points will be identified and highlighted to all personnel.					✓	
Full information about structure, including drawings, will be obtained from client when available.					✓	
Services and advice of a Structural Engineer will be sought where necessary.						✓
Inclement weather conditions including high wind and heavy rainfall will be taken into account.					✓	
Supplementary support or propping will be designed by a competent person from Contracts Management team.						✓
Supplementary support or propping will be designed by a Structural Engineer.						✓
Danger areas will be cordoned off and signed as appropriate.					✓	
Lookout(s) will be posted where unauthorised persons may enter a danger area.					✓	
Buildings/structures will not be left in an unstable condition.					✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA26					
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.					
Activity:	USE OF PORTABLE ELECTRICAL EQUIPMENT				
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
HAZARDS: Use of: > Hired Portable Electrical Equipment > Company Portable Electrical Equipment		RISKS: Operation of equipment causing serious or fatal injury from: > Electrocution > Ejected debris > Dust > Burns or scalds > Fire or explosion			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)					
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A
Equipment will only be used in the manner for which it was designed.				✓	
Hired equipment will be sourced from competent and well-known suppliers.				✓	
Site equipment will be checked before use for safe condition in accordance with the PUWER Regulations.				✓	
Equipment will be physically isolated at end of each work shift.				✓	
Portable site equipment will be 110v or less (except in welfare or by special permission from Manager or Director)				✓	
All company equipment will be inspected and tested as recommended by the IEE COP.				✓	
110V portable site equipment, including extension leads, will be PAT tested from new and then every 3 months.				✓	
Eye protection and gloves will be worn when using power tools.				✓	
Where a power tool is generating showers of sparks/dust, the area will be barriered off.				✓	
A "Gas Free" certificate is required for certain hot works; this will be identified in the Method Statement.				✓	
A "Permit to Work" is required for certain hot works; this will be identified in the Method Statement.				✓	
Portable electrical equipment will not be used in wet conditions.				✓	
Cables that have to trail across pedestrian routes will be protected.				✓	
Cables that have to trail across pedestrian routes will be clearly signed.				✓	
Cables will not be allowed to trail across a site where wheeled or tracked plant is operating.				✓	
All plant (including sub-contractors') will be inspected weekly in accordance with Regulation 6 of PUWER 1998 and results recorded.				✓	
When using power tools, consideration will be given to the effects of Vibration White Finger (see also RA48).				✓	
Employees are not permitted to use any portable 110v/240v electric equipment that is their personal property.				✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22
					Issue: 1
					Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
RA30						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	DISPOSAL OF OILS & OTHER LIQUIDS					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS: > Handling of oils and other liquids > Temporary storage of oils and other liquids		RISKS: > Fire/explosion > Dermatitis > Toxicity > Pollution > Splash to eyes or skin > Spillage > Skin cancer				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	✓ HIGH Intolerable - cannot start		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
Wear protective clothing ie. overalls, goggles, rubber gloves.				✓		
Set aside unknown chemicals (only if safe to move) to fenced compound to await analysis.				✓		
Oils & other liquids will be disposed of by specialist contractor.				✓		
Dispose of to licensed outlets only with waste transfer documentation.				✓		
Personnel to maintain highest standards of hygiene.				✓		
Avoid unnecessary skin contact with oils and other suspect liquids.				✓		
Examine any skin areas exposed to oils.				✓		
Analysis carried out of unknown or suspect liquids.				✓		
Electrical transformer oil will be tested for PCB content.					✓	
Do not wear oil soaked clothing or put oily rags or tools in pockets.				✓		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓ MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	
					Issue:	1
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Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162				
RA32							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	DISCOVERY OF SUSPECTED HAZARDOUS SUBSTANCES						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Asbestos products of any description > Paints/varnishes > Lead > Sprays/aerosols > Herbicides/pesticides > Oils/greases			RISKS: > Inhalation of substance causing disease or poisoning > Ingestion of substance causing disease or poisoning > Skin contact causing dermatitis, eczema or other disease > Pollution or contamination of drains, air, land or waterways > Fire/explosion causing burns, injury or fatality > Tampering by unauthorised personnel				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
SITE EMPLOYEES WILL IMMEDIATELY INFORM THE SITE MANAGER/SUPERVISOR ON DISCOVERY OF ANY NEW OR UNFAMILIAR MATERIAL OR SUBSTANCE ONSITE THAT MAY BE ASBESTOS OR HAZARDOUS AND AWAIT FURTHER INSTRUCTIONS.							
Follow up actions will include one or more of the following:							
Keep people clear of the area and cordon/fence off area as necessary.						✓	
Display warning signs and/or post sentries to prevent access.						✓	
Inform Contract Management of situation and request advice.						✓	
Mop up liquid spillage with dirt/sand, if safe to do so.						✓	
Wash off liquid splashes or "powdering" of skin and seek medical advice if necessary.						✓	
Inform emergency services and/or EHO or EA if necessary.						✓	
Take note of all relevant information on labels, if safe to do so.						✓	
If toxic fumes are suspected, evacuate site personnel to safe distance until emergency services arrive.						✓	
Only competent and licensed sub-contractors will carry out the disposal of hazardous substances.						✓	
All off-site movements of hazardous substances will be in accordance with the appropriate environmental legislation and documented with the necessary waste transfer notes.						✓	
Set aside unknown chemicals (only if safe to move) to fenced compound to await analysis.						✓	
Consider special PPE.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA33					
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.					
Activity:	CRUSHING CONCRETE OR HARDCORE				
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
HAZARDS:		RISKS:			
> Moving parts > Noise > Falling materials > Dust > Vibration > Waste metal		> Being struck by falling material > Being struck by ejected material > Hearing damage > Inhalation of dust > Long term effects of vibration > Musculo-skeletal injuries > Being struck by attachment on loading excavator > Serious/fatal injury from contact with moving parts > Falling from work platform or access ladder > Jamming of fingers, hands, feet and legs			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)					
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A
Wessex Demolition Crusher will be used for all crushing.				✓	
Crusher will be operated in accordance with Guidelines issued by HSE.				✓	
Operatives have appropriate CPCs cards will operate the crusher and any ancillary plant.				✓	
Crusher company will have documented Safe Systems of Work for operation.				✓	
Crusher company will have documented Safe Systems of Work for maintenance.				✓	
Crusher must be stopped and locked off before anyone is allowed to work on any part of machine for any reason.				✓	
Clear communication will be established between crusher operator and machine operator engaged in loading.				✓	
Excavator fitted with impact breaker will clear blockages if required.				✓	
Clear procedures must be in place for hand clearing of blockages.				✓	
Clear communication will be established between crusher operator and machine operator engaged in clearing a blockage.				✓	
Crushing plant will be guarded in full compliance with PUWER Regs.				✓	
Plant will be inspected weekly by a competent person in accordance with Regulation 6 of PUWER Regs and results recorded.				✓	
Suitable clothing (NOT loose fitting) must be worn.				✓	
Materials will be wetted to suppress dust as necessary.				✓	
A half face mask (NOT a disposable paper mask) must be worn if there is dust being emitted from the crusher				✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22
					Issue: 1
					Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999				
RA34			Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.					
Activity:	ACCIDENT & NEAR MISS REPORTING PROCEDURE				
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
HAZARDS:		RISKS:			
> Various according to activity		> No injury but Near Miss > Minor injury – no lost time > Minor injury – lost time (up to 3 days) > Over 3 day injury (RIDDOR)			
		> Major injury (RIDDOR) > Fatal injury > Danger to site staff and public > Damage to property, plant or equipment			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	
				HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)					
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A
All Accidents and Near Misses will be reported immediately to Site Supervisor.				✓	
Site Supervisor will follow Company procedure for the reporting and investigation of Accidents and Near Misses				✓	
Investigate cause of Accident or Near Miss to determine cause and complete appropriate form.				✓	
Stop process and inform Contract Management if necessary.				✓	
Major Injury or Fatality - Only recommence works after agreement with Head Office.				✓	
Management will follow Company procedure for the investigation of Accidents and Near Misses.				✓	
Reviews of Accidents and Near Misses will take place at the Company's Health & Safety Group meetings.				✓	
Following an Accident or Near Miss the Company will review the RAMS to prevent a recurrence.				✓	
Records will be maintained of all Accidents and Near Misses.				✓	
Accidents and Near Misses will be reported in compliance with the Data Protection Act.				✓	
Accidents and Incidents will be reported in compliance with RIDDOR when appropriate.				✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22
					Issue:
					1
					Issue:
					1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162				
RA36							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	LOADING & UNLOADING OF VEHICLES						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Other vehicles on site > Site plant movements > Heavy and/or unstable loads > Loads that have shifted > Public/pedestrians > Road traffic > Unstable ground conditions > Sloping ground > Damaged or poorly maintained doors & latches			RISKS: Serious or fatal injury resulting from: > Contact and/or collision with other vehicle > Contact and/or collision with other plant/equipment > Crushing or falling objects > Access doors and/or latching mechanisms bursting open > Overturn of vehicle or lorry				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
All site operatives, machine operators, lorry drivers and sub-contractor lorry drivers to be made aware of required control measure through site induction.						✓	
Driver will stand a safe distance from his lorry when ANY scrap metal is being loaded. This will be determined by the Machine Operator. The lorry driver (or anybody else) will only approach on instruction from the Machine Operator or attending Supervisor.						✓	
Loading operations will be carried out separate from other works.						✓	
Loading operations will be supervised wherever possible.						✓	
Loading operations will be carried out with a lookout stationed to prevent unauthorised access.						✓	
All scrap lorries will be serviced and maintained as per manufacturer's specification. Scrap lorries will not be loaded if there is doubt about the integrity of the container and its doors and latching mechanisms. The Site Manager/Supervisor will make the final decision.						✓	
Vehicles and plant will not be used in an improper manner.						✓	
Machine operator will NOT use the dipper boom or an attachment to retain, close, or otherwise grasp the rear doors of a scrap lorry.						✓	
Loading must stop immediately if the rear doors, or their closing/latching mechanisms, of a scrap lorry are seen to be damaged or bulging. If this occurs, the Site Manager/Supervisor will attend to assess the situation and supervise any further loading/unloading.						✓	
Vehicles will NOT reverse without a lookout.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

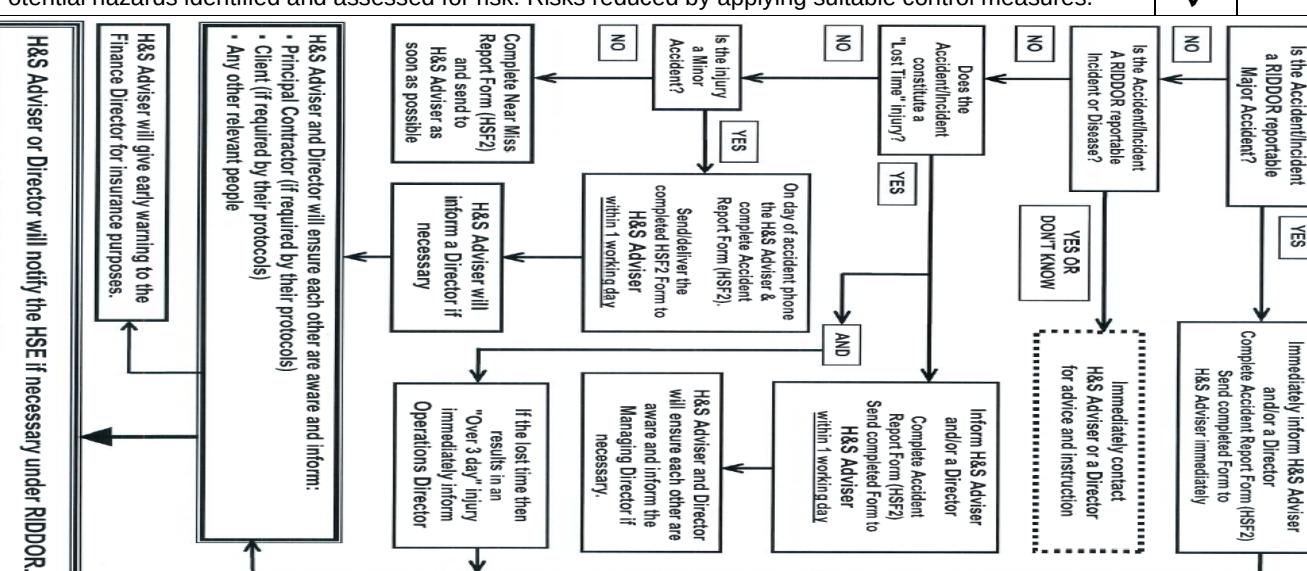
Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA37			Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162				
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	DISPOSAL OF WASTE MATERIALS						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Waste materials arising from demolition > Waste materials found during demolition > Manual Handling > Vermin			RISKS: > Contact with waste materials that may be harmful causing: > Short term illness > Pollution to the environment > Disease and other health risks				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
All rubbish will be placed in roll on off bins.						✓	
Waste transfer notes will be retained for all materials removed from site.						✓	
A waste management plan shall be implemented and regularly updated as works progress. A copy of the WMP shall then be issued to the client once the works have been completed.						✓	
Appropriate PPE to be worn when necessary.						✓	
Waste will be separated into various categories on site.						✓	
Extreme care will be taken on discovery of and any subsequent movement of abandoned waste liquids, powders, gasses or solids (see RA32).						✓	
Such substances (above) should be securely stored to prevent unauthorised handling by site staff and/or trespassers.						✓	
Hazardous wastes will be identified within Health & Safety Plan and Method Statement.						✓	
Hazardous Waste Notices will be issued for special wastes as defined by legislation.						✓	
Site Supervisor to monitor amounts of waste material and minimise any stockpiling.						✓	
All transfer notes will be passed to Head Office for filing and copy issued to haulier/client.						✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA39					
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.					
Activity:	GLASS & GLAZED ITEMS REMOVAL				
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
HAZARDS:		RISKS:			
> Glass windows and doors. > Glass structures, eg. greenhouses, > Atriums. > Mirrors > Sanitary ware > Glazed waste pipes		Splinters or shards of glass causing: > Cuts and lacerations > Eye injury > Skin puncture > Infection > Manual handling injuries > Shock causing loss of consciousness > Shock causing secondary accident > Serious injury > Possible amputation > Severe or fatal loss of blood			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)					
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A
Remote means of removal will be used, eg. use of 360° excavator, where possible.					✓
Before any glass is removed, the area will be cleared of personnel not involved in the task.				✓	
Safety zones will be set up and monitored by lookouts.				✓	
Ground/surface contamination will be prevented by suitable sheeting and/or boarding.				✓	
Consideration will be given to weather conditions before handling glass sheets.				✓	
Where removal by hand is required, all glass will be removed in whole panes where possible.				✓	
Suitable suction cups will be used to handle glass.				✓	
Weight of individual panes will be assessed to determine number of operatives required for handling.				✓	
Glass will be stacked and stored into containers/bins.				✓	
Cut resistant gloves will be worn when handling glass.				✓	
Kevlar sleeves will be worn when handling glass.				✓	
Broken glass will be swept up immediately.				✓	
Manual Handling (see RA10).				✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	24.10.22
					Issue:
					1
					Issue:
					1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA41							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	SITE BOUNDARY SECURITY FENCING						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS: > Interface with public and traffic > Rough sawn timber and nails > Rough terrain > Sharp edges > Hand tools > Power tools > Inclement weather > Size & weight of panels			RISKS: > Diversion of public into the carriageway causing accident > Falling or tripping on rough terrain including shallow excavations > Tripping over tools and materials > Operative being struck by traffic > Contact with rough sawn timber imparting splinters > Injury from using hand/power tools > Hoarding sheets acting as a sail during windy conditions > Injury from handling Heras panels and/or feet				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	☒	HIGH Intolerable - cannot start
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Heras fencing with feet and clips or timber hoarding shall be installed to the perimeter of the site where required with site access /egress gates installed to the front of the perimeter.						☒	
Operatives and/or public will be protected from traffic by signs and barriers erected in compliance with the COP issued under the New Roads & Street Works Act 1991.							☒
All tools and materials are to be retained within the inside of the heras fencing perimeter at all times.						☒	
During excessive winds, extreme care must be exercised when handling heras fence panels - minimum 2 men handling.						☒	
Consideration will be given to handling materials.						☒	
Two men will be used to carry panels to share weight.						☒	
Power tools will be used as per RA26.						☒	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event			LOW Tolerable - can proceed	☒	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue:	1
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999						
RA43							
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.							
Activity:	HYPODERMIC NEEDLES						
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.						
HAZARDS:		RISKS:					
> Hypodermic needles > Other contaminated sharps > These may be hidden or concealed		Puncture of the skin leading to: > Viral or other Infection > Blood poisoning > Loss of blood > Aids/HIV > Hepatitis B > Trauma					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)							
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A
Supervisor tool box talks on regular basis as a reminder of problems and raise awareness.						✓	
Particular vigilance and care if site welfare or other facilities has been broken into, very carefully checking under surfaces, inside containers, inside PPE (boots, gloves, helmets, etc.)						✓	
Checking cupboards, under floorboards, taped to underside of handrails/banisters, valve pits.						✓	
Safe handling of found hypodermics into a safe receptacle, eg. a bucket.						✓	
Never carry needles, or other sharps, in the hand or in containers such as plastic bags.						✓	
Needles, etc. to be picked up for disposal with tongs or similar implement.						✓	
Place in a safe receptacle ready for collection and disposal.						✓	
Proper disposal receptacle will be made available on site if necessary.						✓	
EMERGENCY PROCEDURE IF YOU SUFFER A NEEDLE STICK INJURY:							
- If possible, remove the needle and put to safe place (to avoid further injury to you or a colleague) - Make the wound bleed - Do not suck the wound - Report the incident to your Supervisor - Wash the wound with soap and water			- Clean the wound with antiseptic from the First Aid box - Cover the wound with a waterproof plaster - Immediately go to the nearest hospital with A&E for treatment & further advice - Advise your own Doctor asap				
THE SUPERVISOR WILL:							
- Seek assistance from the First Aider - Retain needle as Hospital A&E may request it for tests - Transport needle to Hospital if requested in a suitable container - Carefully dispose of the needle if not required by Hospital			- Discuss this with management before transporting the needle. - Carry out Wessex Demolition Accident reporting procedure - Liaise with Wessex Demolition Services management and agree reporting procedure to Police, LA and HSE, etc.				
SAFE NEEDLE DISPOSAL ON SITE:							
- Suitable sized sharps container will be supplied to site if required - Pick your route carefully when carrying a sharps container – never run			- Take sharps box to the needle, not the other way round - Wear gloves and carefully put the needle directly into the container, preferably picking it up with some form of grips or pliers				
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1	

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
RA46						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	USE OF MOBILE ELEVATING WORK PLATFORMS (MEWPs)					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS:		RISKS:				
> MEWP > Site traffic & personnel > Ground conditions		> Weather conditions > Overhead cables > Overhead obstructions > Materials or tools striking persons below > Damage to plant and equipment > Electrocution from overhead cables > Falling from height > Collapse of equipment > Overturn of equipment > Collision with pedestrians > Collision by passing traffic				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
Check that MEWP supplied is adequate for the task in hand.				✓		
Check that MEWP has been thoroughly examined within last 6 months as required by LOLER and PUWER regulations.				✓		
Ensure that any "A" category faults from last LOLER examination have been rectified.				✓		
Pre-run plant before use and check that all controls and safety features are in working order.				✓		
Survey area of use, and route to and from the job, for voids, manhole covers, obstacles, overhead cables, overhead obstructions, soft ground, etc. before use.				✓		
MEWPs will be examined before use by a competent person.				✓		
MEWPs will be formally inspected weekly by a competent person and results of this inspection reported.				✓		
Operative MUST NEVER climb out of the work platform when at height. If the operative cannot reach what he needs to, the MEWP must be changed for alternative access equipment.				✓		
Danger area ("No Go" Zone) to be established beneath working area. Waste materials, equipment or tools will never be thrown or dropped from MEWP unless special arrangements are put in place.				✓		
Work Restraint Equipment may be specified by Company Project Management or the Site Manager/Supervisor to deter operatives from leaving the work platform when working at height. In general this usually means: ~ MEWP Boom Work Restraint Equipment is always worn ~ MEWP Scissor Work Restraint Equipment is not always worn However, client/PC rules must always be adhered to.						
Fall Arrest Equipment is not necessary in MEWPs unless there are exceptional circumstances present. Such exceptional circumstances will be identified by Company Project Management or the Site Manager/Supervisor. If Fall Arrest Equipment is specified, the MEWP must be assessed to determine whether it is designed to take the shock load of an operative falling out of the work platform, and the minimum free fall (without obstruction) taken into account against the EXTENDED lanyard length of the equipment. An emergency Plan must also be prepared to cover the eventuality of a fall from the work platform.						
Important note: Company Work Restraint Equipment will consist of a full body harness with a short adjustable length lanyard which will allow the operative to carry out his tasks but will prevent him from climbing out of the MEWP when working at height.						
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed ✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start		
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	
					Issue:	1
					Issue:	1

Reference RA47	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999	 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.		
Activity:	PROVISION OF FIRST AID	
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.	
HAZARDS:	RISKS: > Treatment delay > Blood/body fluid spillages > Infections > Resuscitation > Casualty handling > No First Aid kit > No First Aider > Infection through broken skin > Blood poisoning/hepatitis > Ingestion of infected saliva > Infection through inhalation > Musculo-skeletal problems > Injuries not treated quickly, worsening the problem	
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event	LOW Tolerable - can proceed	☒
	MODERATE Only proceed with Direct supervision	☐
	HIGH Intolerable - cannot start	☐
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)		
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:	YES	N/A
Trained and qualified First Aider will be on site.	✓	
Site Manager/Supervisor will be issued with mobile phone.	✓	
Wearing of rubber gloves prior to administering First Aid.	✓	
Company Accident & Incident Procedure will be followed.	✓	
Call emergency services if in any doubt of treatment necessary.	✓	
Remove injured person to place of safety, if there is any danger from area such as falling debris, unstable structure, fire, etc.	✓	
Request assistance when necessary to move casualties (see RA10).	✓	
A fully equipped and maintained First Aid Box, as per HSE recommendation, retained on site.	✓	
Potential hazards identified and assessed for risk. Risks reduced by applying suitable control measures.	✓	
		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event	LOW Tolerable - can proceed	☒
	MODERATE Only proceed with Direct supervision	☐
	HIGH Intolerable - cannot start	☐
Generic RA prepared by:	Rowan Taylor	Position: Health & Safety Manager
Generic RA checked by:	Richard Grant	Position: Managing Director
Specific RA prepared by:	Rowan Taylor	Position: Health & Safety Manager
		Date: Nov 21
		Date: Nov 21
		Date: 12.09.22
		Issue: 1
		Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT								
RA48	MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999				Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162				
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.									
Activity:	HAND ARM VIBRATION SYNDROME (HAVS)								
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.								
HAZARDS: Hand held power tools including:				RISKS: Temporary or permanent occupational handicap due to damage to the:					
> Breaker gun > Hammer drill > Chipping hammer				> Disc cutter > Grinder > Floor tile scraper					
				> Blood circulatory system > Bones > Joints					
				> Muscles > Nervous system > Carpal tunnel syndrome					
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event				LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)									
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:								YES	N/A
Eliminate use of vibratory portable power tools whenever possible.								✓	
Portable power tools will be inspected and tested before use. Particular attention will be paid to: ◆ Suitability for task in hand ◆ Missing or damaged handgrips ◆ Missing or damaged dampeners (eg. rubber bushes) ◆ Service interval								All	
Operatives using portable power tools will: ◆ Take regular breaks & rotate work periods "on the trigger" (see below). ◆ Flex and exercise fingers at regular intervals. ◆ Be trained and competent in the tool's use. ◆ Immediately report any defects or faults. ◆ Comply with "trigger times" as per manufacturer's guidelines and tool vibration levels. ◆ Complete Form if requested by PC to monitor "trigger times". Guidance on maximum "trigger times" is shown in the table below.								All	
As a guideline, in the absence of a stated tool vibration level: ◆ Maximum 20 minutes using the tool. ◆ Minimum 20 minutes not using the tool (but can be carrying out other work).									
Operatives should immediately report any tingling or burning sensation to the fingers or hands.								✓	
Vibration Level - m/s²		2.8	3	3.96	5	5.6	6	7	
Time allowed on trigger		8h	7h	4h	2h 30m	2h	1h 44m	1h 17m	
Vibration Level - m/s²		7.92	9	10	12	14	16	20	
Time allowed on trigger		1h	46m	38m	26m	19m	15m	9m	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event				LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager			Date:	Nov 21	Issue: 1	
Generic RA checked by:	Richard Grant	Position:	Managing Director			Date:	Nov 21		
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager			Date:	12.09.22	Issue: 1	

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162		
RA51					
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.					
Activity:	FIRE PREVENTION & CONTROL				
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.				
HAZARDS: > Storage and use of fuel (DERV or petrol) > Storage and use of LPG (Hot works) > Accumulation of rubbish and combustible debris > Portable electric plant and equipment > Abandoned fire extinguishers		RISKS: Serious or fatal injury to personnel, and/or damage or destruction of plant and property due to: > Any fire > Explosion of LPG bottles > Contamination of ground, drains, watercourses with water run-off from fire fighting > Toxic fumes and smoke inhalation > Failure of fire extinguisher to work > Ignition of stored fuel			
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	MODERATE Only proceed with Direct supervision	✓ HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)					
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A
Use and maintenance of LPG & Oxygen equipment (see RA21).				✓	
Handling and storage of LPG and oxygen (see RA22).				✓	
Storage of fuels and other flammable liquids (see RA23).				✓	
Use of portable electric plant and equipment (see RA26).				✓	
Special consideration will be given to hot works on tanks, drums & pipes.					✓
Soft strip arising shall be loaded directly into roll on off bins at regular intervals and to minimise the amount of material building up, If this is unachievable Wessex site manager shall the form a heras fenced compound around the arising in order to also minimise any potential acts of arson.				✓	
Regular removal of waste from site and to minimise the amount of materials building up and also minimise any potential acts of arson.				✓	
Smoking is prohibited in demolition areas. Designated smoking zone to be implement which will be shown on the site plan and advised during Wessex site inductions.				✓	
Hot Works will be controlled by a Permit to Work if necessary and/or on client instruction.				✓	
Lookouts/firewatchers will be deployed.				✓	
Smoking and naked flames are prohibited in welfare facilities.				✓	
All areas will be inspected at end of work each day and the site left secure.				✓	
Only Company fire extinguishers or those provided by the Principal Contractor (i.e. serviced and in date) will be positioned on site.				✓	
Employees will be trained in fire control.				✓	
A site emergency plan will be displayed in the welfare facility.				✓	
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓ MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22
					Issue: 1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		 Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
RA57						
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	LOADING & UNLOADING PLANT & EQUIPMENT FROM LORRY					
Contract:	ALL SITES (MULTI DROP)					
HAZARDS: > Other vehicles > Other plant > Public > Plant (un)loading		RISKS: > Employees > Other contractors > Visitors > Collision/impact causing serious injury > Collision/impact causing fatal injury > Vehicle/plant/property damage > Falling from lorry bed > Falling from machine on lorry bed > RTA				
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
Position of loading/unloading to be approved by Site Manager/Supervisor.				✓		
Checking there is an inspection, maintenance and report procedure for all equipment such as ropes, straps, curtains, sheets, nets, etc. to ensure they are safe to use.				✓		
Steps fitted for access to the bed of all vehicles and they are used rather than drivers and/or machine operators climbing up or jumping down from the lorry bed.				✓		
When loading/unloading plant from a lorry, access must be gained by carefully climbing up to the machine, or down from it, maintaining 3 points of contact. Nothing must be carried at the time.				✓		
Sites are well lit, well maintained with an even surface and free of slipping and tripping hazards.				✓		
Number of lookouts to be approved by Site Manager/Supervisor as per following guidelines: ▪ 1 lookout minimum for on-site loading/unloading - refer to GE700 appendix D6.15.1. ▪ 2 lookouts minimum for off-site (on the highway or public footpath) loading/unloading - refer to GE700 appendix D6.15.1. Extra lookouts as directed by Site Manager/Supervisor.						
Protect highway and other surfaces from track damage as necessary.				✓		
Special consideration must be given by the Site Supervisor/Manager to:- ▪ Provision of a Safety Zone. ▪ Pedestrian traffic. ▪ Bystanders/lookers on. ▪ Pedestrians having to cross road ▪ Other road users. ▪ Blocking access points. ▪ Speed/proximity of road traffic. ▪ Traffic congestion ▪ Severe weather conditions, eg. high winds, driving rain, snow/sleet.						
Excavators to have rear view mirrors or camera for "all round vision".				✓		
Wheeled and tracked plant to have audible reversing warning, if necessary.				✓		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	
					Issue:	1
					Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT					
RA58	MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999		Unit 1, Fort Fareham Industrial Estate, Fareham, PO14 1AH Tel: 01489 788083 Fax: 01489 780162			
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.						
Activity:	SITE SECURITY – INTRUDERS & TRESPASSERS					
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.					
HAZARDS:	RISKS:					
> Unauthorised persons on site	> Employee injured by intruder if found unexpectedly	> Damage to site fencing or welfare facility	> Unauthorised use of plant/equipment	> Injury to intruder whilst on site > Damage to plant & equipment > Theft of plant/equipment or possessions		
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event	LOW Tolerable - can proceed		MODERATE Only proceed with Direct supervision	✓ HIGH Intolerable - cannot start		
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)						
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:				YES	N/A	
Heras fencing to be erected around site in order to minimise any potential intruders / trespassers.				✓		
Heras fencing to be checked every morning for integrity. Any damage to fencing to be repaired immediately.				✓		
Site to be checked for intruders by 2 men team(s) prior to commencement of shift.				✓		
Plant and equipment to be parked in public view where possible and in such a way as to minimise risk of theft.				✓		
Local residents will be letter dropped with invitation for information leading to reward.					✓	
All small tools and hand plant/equipment will be stored in a secure location or removed from site nightly if considered				✓		
360° excavators will have cab guards deployed and mirrors removed if there is a risk of damage.				✓		
360° excavators will lay attachment (on their boom) into a trench to prevent pin removal.					✓	
Battery will be disconnected/removed from plant if there is a risk of unauthorised use.					✓	
Part/Full time site security will be considered on a site-by-site basis. This may involve proprietary companies or ad-hoc visits by own employees.					✓	
Signage will be fixed to site hoardings or fencing.				✓		
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision	HIGH Intolerable - cannot start	
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21	
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	
					Issue:	1
					Issue:	1

Reference	SITE SPECIFIC RISK ASSESSMENT MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999														
RA66															
This Risk Assessment must be FULLY completed and form part of an integrated package with a Risk Assessment Register. This signifies that the assessor is satisfied that all identified risks have been eliminated or reduced to a tolerable level.															
Activity:	USE OF QUICK HITCHES														
Contract:	Eastleigh Post Office, 14 High Street, Eastleigh, Hampshire, SO50 5LA.														
HAZARDS: > Attachment falling off the dipper boom		RISKS: > Death or serious injury to other nearby worker(s) > Damage to property													
Initial Assessment taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start									
This Risk Assessment must be read and applied in conjunction with RA01 and RA02 Further detailed information can be obtained from Company H&S Procedures Manual (GE700)															
SPECIFIC SITE CONTROL MEASURES TO ELIMINATE OR REDUCE RISK:						YES	N/A								
A 360° machine operator will only operate an excavator with a Quick Hitch holder and attachment if he fully complies with the latest issue of Safe Operating Procedure D6.12. This is shown below for convenience.						✓									
The following procedure has been formulated from best practice and advice taken from the following sources: - HSE Guidance - ConstructionSkills (CITB) GE700 Section 6. Appendix 2 - Taylor Wimpey QH Procedure - BAA QH Procedure Quick Hitches are a relatively dangerous piece of kit if not used correctly and have been known to be the cause, either directly or indirectly, several very serious injuries as well as fatalities. To avoid accidents, the Company QH Procedure must be strictly adhered to as follows: Magnetic signs will be fitted to EACH side of 360° excavator main boom as follows: <table border="1"> <tr> <td>★ Automatic QHs</td> <td>–</td> <td>Automatic QH No Safety Pin Required</td> </tr> <tr> <td>★ Semi Automatic QHs</td> <td>–</td> <td>Semi Automatic QH Safety Pin Required</td> </tr> <tr> <td>★ Manual QHs</td> <td>–</td> <td>Manual QH Safety Pin Required</td> </tr> </table> Fix QH warning label inside cabs of machine fitted with a Semi Automatic or Manual QH. This sign will read: This Machine Requires a Quick Hitch Safety Pin QH's with safety pins will have the end of the safety pin and surrounding area painted dayglow or fluorescent red or orange. Each machine fitted with a QH must have its handbook or other relevant information available for reference in the cab. Each 360° Machine Operator will receive a Tool Box Talk from the Plant Manager who will also ensure the first 4 criteria have been fulfilled. Each 360° Machine Operator will attend a follow up QH course, eg. as run by the NTDG 360° excavators with direct fitted attachments will not have magnetic signs fitted. Please note however, that ALL pins MUST be retained with high tensile nuts and bolts and NOT any other means, eg. rebar. Do NOT operate a 360° machine fitted with a Quick Hitch device unless you and/or the machine comply with the QH Procedure steps 1. - 5. above at a minimum.							★ Automatic QHs	–	Automatic QH No Safety Pin Required	★ Semi Automatic QHs	–	Semi Automatic QH Safety Pin Required	★ Manual QHs	–	Manual QH Safety Pin Required
★ Automatic QHs	–	Automatic QH No Safety Pin Required													
★ Semi Automatic QHs	–	Semi Automatic QH Safety Pin Required													
★ Manual QHs	–	Manual QH Safety Pin Required													
Residual Risk taking into account the likelihood of an accident happening and the severity of such an event		LOW Tolerable - can proceed	✓	MODERATE Only proceed with Direct supervision		HIGH Intolerable - cannot start									
Generic RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	Nov 21	Issue: 1									
Generic RA checked by:	Richard Grant	Position:	Managing Director	Date:	Nov 21										
Specific RA prepared by:	Rowan Taylor	Position:	Health & Safety Manager	Date:	12.09.22	Issue: 1									