

RA-MS

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Ref no:		Rev:	1
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Title of Method Statement:			
Contract Name:		Contract Number:	
Site Address:		Start Date:	
		Finish Date:	
Telephone No:		Working Hours:	
Location of Works:			
Scope of Works:			
Emergency Contact Numbers	Name:	Contact Number:	
Person responsible for Works			
Supervisor			
Hospital			
First Aider			
Location of first aid box			
Gas Emergency Call out	N/A		
Electricity Emergency Call out	N/A		
Water Emergency Call out	N/A		
Emergency Procedures & Permits Required	PTW required and adhere to site emergency procedures through induction.		
Resources Required:	Labour (Role / Trade)	Qualification Required, to be shown at induction	
Plant:			

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Materials:			
PPE:	Hard hats Hi-vis jackets Safety boots Suitable Overalls Safety Glasses/Goggles (where required) Ear Defenders		
Temporary Works:	None		
Method of access / Egress:			
Fall protection measures:	Harness and fall restraint lanyard to be used when on open platform edges. No loan working when using harness and lanyard. Aluminium tower to be erected by competent person. Areas of work to be cordoned off and cleared of any obstructions.		
Isolations Required			
Electrical Voltages involved			
Lifting operations:			
Manual Handling:			

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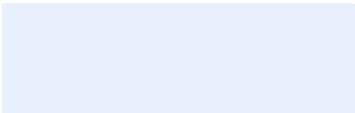
Hazardous Substances: (i.e.: Lubricants/ Solvents/Flammable Materials/Refrigerants/Welding Gases)							
(Attach COSHH Assessments)	 Very Toxic	 Harmful/ Irritant	 Corrosive	 Dangerous to the environment	 Oxidising	 Highly flammable	 Explosive
Applicable	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Attached Appendices:	Risk Assessments					Yes	
	Environmental Risk Assessment					No	
	Permits						
	Drawings						
	Sub-contract method statements and risk assessments						
	Emergency Procedures						
Assessment sheets	Manual Handling					Yes	
Diesel COSHH Assessment	COSHH sheets					Yes	

Sequence of Operations:

1. Before Starting Work

1. Arrive on site and sign in at **XXXXXXX** and obtain site induction if required and any site specific induction.

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2. Method of Works

Signatories:

Prepared by (signature):	_____	Print name:	_____	Date:	_____
Reviewed by (signature):	_____	Print name:	_____	Date:	_____
Authorised by (signature):	_____	Print name:	_____	Date:	_____

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BRIEFING RECORD

Briefing Delivered by: _____

Position: _____

Date: _____

Name (Please Print)	Signature	Date

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METHOD STATEMENT RISK ASSESSMENT RECORD OF MINOR CHANGE	MS Ref	
	RA Ref	

RECORD OF MINOR CHANGE		
SITE:	CONTRACT REF:	
CLIENT:	START DATE:	FINISH DATE:

DESCRIPTION / EFFECT	
REQUESTED BY:	
DATE:	TIME:

DESCRIPTION / EFFECT	
REQUESTED BY:	
DATE:	TIME:

DESCRIPTION / EFFECT	
REQUESTED BY:	
DATE:	TIME:

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Risk Assessment Form

Location / Activity:			Assessor(s):			Sheet ID No:			
			Signature:			Date of Assessment:			
Hazard	Harm that could be realised	Persons affected	Risk Analysis Now			Control Measures	Residual Risk		
			L/hood	Severity	Risk R		L/hood	Severity	Risk R
Site access	Personnel Injuries	Operatives & Other people on Site	2	3	6	All operatives involved to Park in Correct Car Park. Wear PPE Sign in at Client security / reception.	1	3	3
Movement on Site	Personnel Injuries	Operatives & Other people on Site	2	3	6	Keep to defined working areas. Correct PPE to be worn at all times. All people not involved in project to be kept out of the area.	1	3	3
Slips Trip & Falls	Personnel Injuries	Operatives & Other people on Site	3	3	9	Keep work area clean & tidy at all times. Cordon off area when necessary.	1	3	3
Falling Objects	Head Injuries	Operatives & Other people on Site	3	4	12	Any area at risk to be cordoned off and Hard Hats to be worn. No access under suspended loads.	1	4	4

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Location / Activity:			Assessor(s):			Sheet ID No:			
			Signature:			Date of Assessment:			
Hazard	Harm that could be realised	Persons affected	Risk Analysis Now			Control Measures	Residual Risk		
			L/hood	Severity	Risk R		L/hood	Severity	Risk R
Noise	Deafness	Operatives & Other people on Site	3	4	12	Ear Plugs/ Defenders to be worn at all times when noisy works in progress.	1	4	4
Use of Power Tools	Personnel Injuries	Operatives	3	3	9	Battery Operated Tools 18V Correct PPE and Training Provided.	1	3	3

Location / Activity:			Assessor(s):			Sheet ID No:			
			Signature:			Date of Assessment:			
Hazard	Harm that could be realised	Persons affected	Risk Analysis Now			Control Measures	Residual Risk		
			L/hood	Severity	Risk R		L/hood	Severity	Risk R

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Location / Activity:		Assessor(s):		Sheet ID No:					
		Signature:		Date of Assessment:					
Working at Height	Fall from height resulting in major injury or fatality	Operatives	3	5	15	All operatives involved in work to be competent and have received work at height awareness training. Use of scaffold Towers, installed and modified by competent operative. MEWPS to be used by Trained Operatives Step Ladders & Ladders to be used up to 2m and for short periods or where access is restricted by other methods. When working above 1.5M Safety Harness/Fall Arrester to be worn.	2	3	6
Cutting & Grinding	Burns & Eye Injuries	Operatives & Other people on Site	3	3	9	While Cutting and Grinding Hot Work Permit in place. Fire Watch to take place after all work has finished. Area to be cordoned off suitably. Safety Goggles to be worn. Gloves to be worn & Suitable Overalls.	2	3	6
Welding	Burns, Fire & Eye Injuries	Operatives & Other people on Site	4	3	12	Welding screens to be in place. Fire watcher in the area. Fire extinguisher and/or fire blanket. Remove combustible materials from the work area. Continue fire watch for 1 hour	2	3	6

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			Signature:			Date of Assessment:			
Hydraulic and Pneumatic Tools/Equipment	Noise/Vibration	Operatives & Other people on Site	3	3	9	Wherever possible, ensure anti-vibration tools are used Duration of exposure to be controlled to reduce the risk of vibration related illnesses Ensure adequate supervision is provided and that control measures remain valid for the duration of the work Ensure suitable and sufficient PPE is provided and used	3	2	6
Hazard	Harm that could be realised	Persons affected	Risk Analysis Now			Control Measures	Residual Risk		
			L/hood	Severity	Risk R		L/hood	Severity	Risk R
Electrical Installations	Contact with live conductors – Electrocutation	Operatives & Other people on Site	2	5	10	Only competent experienced electricians to carry out electrical installations Isolate all power supplies Ensure the system is appropriately designed and will not become overloaded Ensure all PPE including rubber mats and insulated tools are used Ensure all exposed metalwork is earthed Ensure all switchgear and distribution panels are securely locked and signed Permit to work system required for all work involving live electrical installations	1	5	5

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			Signature:			Date of Assessment:			
Hand Tools/Equipment	Lacerations & cuts from sharp blades/edges	Operatives & Other people on Site	2	3	6	Operatives should be trained to clean, store and maintain all tools Appropriate PPE to be worn. Damage tools to be returned to the supervisor All tools shall be regularly inspected and maintained Tools should only be used for their intended purpose	1	2	2
Confined Spaces	Oxygen deficiency/Toxic gases/Flammable atmosphere/explosion	Operatives & Other people on Site	2	5	10	Only workers with full confined spaces and breathing apparatus training to carry out confined spaces work Ensure full emergency/rescue procedures are in place before entry Test the atmosphere before and during entry Top man required to monitor situation Implement a permit to work system Ensure the confined space is isolated from incoming flows	2	3	6
Hazard	Harm that could be realised	Persons affected	Risk Analysis Now			Control Measures	Residual Risk		
			L/hood	Severity	Risk R		L/hood	Severity	Risk R
Asbestos	Inhalation of asbestos dust/fibres (Mesothelioma, lung cancer and Asbestosis)	Operatives & Other people on Site	3	5	15	All operatives to be provided with asbestos awareness training to recognise potential ACM's Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used Only competent and licensed asbestos contractors to carry out works.	1	5	5

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Location / Activity:		Assessor(s):		Sheet ID No:					
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Overhead Services	Contact with plant or equipment	Operatives & Other people on Site	2	5	10	All staff to be informed of the location of overhead cables and the restrictions placed on works in their vicinity Ensure all overhead cable are clearly identified and signed Restrict all works in the vicinity of overhead cables Restrict/limit the reach of plant/equipment which must be used in the vicinity of such cables	1	5	5
Manual Handling	Injury from size, weight, shape and temperature of load	Operatives & Other people on Site	2	3	6	Workers to be trained in manual handling techniques Use a lifting aid where applicable. Avoid lifting from floor level or above shoulder height, especially heavy loads. Reduce carrying distances. Avoid steps and steep ramps.	1	3	3
Fork Lift Trucks	Overturning Impact/collision with another object/vehicle/person Over loading	Operatives & Other people on Site	3	4	12	Fork lift truck (FLT) drivers to be trained to CPCS / IPAF standards or equivalent. FLT drivers to be informed of all traffic management requirements and restrictions Ensure pedestrian and vehicular routes are clearly defined and separated All loads to be checked for stability and security prior to movement Engine to be turned off, key removed and hand brake applied when left unattended	1	4	4

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Control Measures			
Existing Control Measures	Additional Control Measures	Responsible Person	Date Completed
Client / Principal Contractor existing Rules & Regulations as defined in Induction and MTS existing H & S requirements.	Client / Principal Contractor to issue Permit to work before any work takes place and approve all work to be done Site Induction to be completed by all Operatives All operatives involved in work to be competent and understand all work being carried out and other risks on site Area of work cordoned off if required PPE to be worn (hard hats, safety boots glasses ear defenders Hi-Vis vests Suitable overalls) All Waste to be put in Skips provided	Site Manager	
Likelihood / Probability 1. No or very slim possibility 2. Unlikely 3. Likely 4. Almost certain 5. Certain	Severity: 1. No injury or illness 2. First Aid injury or illness 3. 7-Day injury or illness. Where the person would lose more than 7 days off work 4. Major injury or illness 5. Fatality or disabling injury or illness	Risk Rating Risk rating = Likelihood x Severity 15 to 25 = Requires high priority action, do not work until controls put into place 6 to 12 = Requires medium priority action 1 to 5 = Requires no or low priority action	Action – General “Rules of Thumb” <ul style="list-style-type: none"> ● If the Risk can be reduced without additional resources, it should be even if already at a low level. ● If the Risk is high, for example, greater than 15, you should do something to reduce the risk. ● If you are not sure whether or not a particular risk should be reduced, you should seek advice.

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