

HEALTH AND SAFETY

GENERAL POLICY

OF

Harris & Thompson

The Granary
Southill Business Park
Cornbury Park
Charlbury Oxfordshier, OX73EW

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HEALTH AND SAFETY POLICY STATEMENT

INTRODUCTION

Health and Safety legislation is complex and varied, but in essence covers the implicit duty of an employer to ensure the safety of all his employees, sub contractors and any other person who may be affected by his undertakings, for example members of the public.

It is Harris & Thompson's intention to ensure the safety of all its employees and any other person who may be affected by its undertakings, so far as is reasonably practicable. A signed statement of the Company's Health and Safety Policy is displayed on its premises and is appended here for information.

This document seeks to assist employees, sub contractors and clients to understand and give guidance on the practical ways in which Harris & Thompson will seek to implement the relevant health and safety legislation.

HEALTH AND SAFETY AT WORK POLICY STATEMENT

The Health and Safety at Work Act 1974, and the Construction (Design and Management) Regulations 1994 impose statutory duties on employers and employees and to enable these statutory duties to be carried out it is the Policy of this Organisation, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and Fulfilled at all levels of our Organisation; and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

1. It is the intention of Harris & Thompson so far as is reasonably practicable, to ensure that:

The provision and maintenance of plant and systems of work are safe and without risks to health. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.

Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.

The provision of such information, training and supervision as is necessary to secure the health and safety at work of all employees.

With regard to any premises under our control or operations on which we are working, the maintenance of all plant, machinery and equipment so that it is safe not only to employees and sub contractors but to any person who may be affected.

The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements to the welfare at work.

The Health and Safety Policy is reviewed updated as and when necessary. Communication of any such changes will be made to all employees.

2. It shall be the duty of all employees at work:

To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with Harris & Thompson so far as is necessary to enable that duty or requirement to be performed or complied with.

Signed

Position
Managing Director

Date
19th April 2010

RESPONSIBILITIES

THE COMPANY will so far as is reasonably practicable:

- a) Provide and maintain a working environment which is safe and without risk to the health and safety of both its employees and persons who may be affected by its operation.
- b) Provide adequate inspection and supervision to ensure the health and safety of its employees.
- c) Liaise with local authorities, public bodies, safety representatives and any other organisation with regard to the maintenance and improvement of safety

THE DIRECTORS AND THE COMPANY HEALTH AND SAFETY ADVISOR

Will have responsibility for ensuring that:

- a) The requirements of the Health and Safety at Work Act 1974 and the provision of all other health and safety regulations are observed. Continually monitoring the effectiveness of the health and safety policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
- b) The recommendations of any relevant codes of practice are observed.
- c) Management and employees at all levels receive adequate and appropriate training.
- d) Sub contractors are aware of and co-operate in all safety requirements.
- e) At the planning stage of contract work, as far as possible, the most suitable plant, methods of working; known hazards and allocation of responsibilities for welfare, protective clothing and any other facilities are determined.
- f) Management personnel set an example at all times and wear appropriate safety equipment.
- g) Adequate communication channels are maintained so that information concerning health and safety matters which may affect any or all employees is communicated to them and any matter concerning health and safety brought up by any employee is directed to the appropriate member of management so that any necessary action can be taken.
- h) That the company's senior management team is advised on any item deemed to be unsafe or any breach of a statutory requirement which cannot be effectively remedied.

Training

Ensuring that adequate training and instruction programs, are carried out and recorded in accordance with the company procedures.

MANAGERS AND DEPARTMENTAL HEADS have responsibility to: ...

- a) Ensure that work is carried out to the appropriate standard with minimum risk to employees (and to the public, where appropriate).

- b) Ensure that the requirements of the Health and Safety at Work Act 1974 and the provisions of all other health and safety regulations are observed.
- c) Observe the recommendations of relevant codes of practice.
- d) Implement arrangements made with sub contractors to ensure their observance and co-operation in all safety requirements.
- e) Maintain all plant, machinery, electric wiring and equipment, small power and hand tools and other equipment in a safe condition, in accordance with current regulations.
- f) Ensure that adequate stocks of protective clothing, head and eye protection and other safety equipment are available for use when appropriate, and set a good example by wearing the necessary items.
- g) Provide adequate facilities for the provision of first aid.
- h) Maintain all registers and records and report all accidents at the proper time.
- i) Implement safety procedures, examine accident records and causes, consider and encourage any suggestions to improve safe working and under current regulations.
- j) Select safety representatives from among the employees and consult with them as may be required in the interest of safe working and accident prevention.
- k) Regularly inspect to provide a tidy, hazard free environment.
 - 1) Ensure that all employees are made aware of the provision and whereabouts of the company Health and Safety Policy.
- m) Discipline those who consistently fail to consider their own well-being and that of their work colleagues.

Training

Ensuring that all personnel are adequately trained and instructed to perform all the tasks required of them and are aware of all known hazards that may exist within the operation of these tasks.

Ensuring that new employees fully understand the safe operation of any existing machinery, plant equipment before being authorised to operate it.

Others with SUPERVISORY ROLES must at all times:

- a) Be familiar with the Health and Safety at Work Act 1974 and other regulations applicable to the work being undertaken, and must insist on these regulations being observed.
- b) Incorporate safety instructions in routine orders relating to arrangements made for employee's safety.
- c) Avoid taking personal risks and ensure employees do not endanger others.

- d) Ensure that all new employees and apprentices have undergone training as required and observe all safety precautions.
- e) Inform and instruct all employees when necessary as to the safest methods of carrying out their work.
- f) Report defects in plant and equipment to their superiors and ensure that proper action is taken to rectify the faults.
- g) Set a personal example and encourage the maintenance of a high standard of safety and tidiness at their workplace.
- h) Put forward to management any suggestions or ideas, which they or operatives might have, which could improve site safety and accident prevention.

ALL OTHER EMPLOYEES and CONTRACTED PERSONNEL must at all Times:

- a) Comply fully with the Company Health and Safety Policy.
- b) Fully observe the Safety Rules.
- c) Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
- d) Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- e) Dress safely for their particular working environment or occupation.
- f) Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- g) Use all safety equipment and/or protective clothing as may be provided.
- h) Avoid improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- i) Maintain all tools and equipment in good condition and report any defects to management when they occur.
- j) Report all accidents to management whether injury is sustained or not.
- k) Attend, as requested, any training courses designed to further the needs of Health and Safety.
- l) Observe laid down procedures concerning processes, materials and substances used.
- m) Observe the fire evacuation procedure and the position of fire equipment and exit routes.
- n) Co-operate with their immediate superior/manager in all matters relating to their safety, health and welfare and must develop a personal concern for accident prevention.

In addition to the responsibilities mentioned the Health and Safety at Work Act 1974 places legal duties on all our employees.

These are:

Section 7

To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

To co-operate with their employer so far as is necessary, to enable the employer to comply, with his legal duties, under the Act.

Section 8

It is any offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

At all times remember Health and Safety is the responsibility of us all.

HEALTH AND SAFETY RULES FOR EMPLOYEES INTRODUCTION

This section defines the standards and rules that relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work, and management to enforce these standards as required.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure.

A breach of Health and Safety Legislation or a Prohibition Notice is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and in extreme cases imprisonment or both.

The Company recognises that it is not possible to prepare in written form every safety rule laid down by the Company as circumstances may vary depending upon the nature of the work. However, employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

NOTE: - These rules are important. Please read them carefully to ensure that you understand what is expected of you.

WORKING PRACTICES

You have a legal responsibility whilst at work.

1. You must follow any company rules for safety.
2. You must not operate any machine, plant or equipment unless you have been Trained and authorised to do so.
3. You must make full and proper use of all machine guarding. Never remove guards or use machines without the appropriate guards in place.
4. You must report to Management immediately any fault, damage, defect of function of any machinery, equipment, tools or guards and do not use this machinery / equipment until it is made safe.
5. You must never clean any moving machinery, plant or equipment unless authorised to do so.
6. You must not leave any machinery, plant or equipment in motion whilst unattended unless authorised to do so.
7. You must not operate any 'prescribed dangerous machinery' unless you have sufficient training or under adequate supervision, including driving forklifts.

8. You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
9. You must use at all times substances, chemicals, liquids, in accordance with all written and verbal instructions under COSHH regulations.
10. You must return all substances, chemicals and liquids, to their designated safe storage area when not in use.
11. You must observe all pedestrian and vehicle controls whilst at work.
12. You must work to approved codes of practice.
13. All clothing should be suitable for the work being undertaken providing suitable levels of protection as necessary. No items of loose clothing should be worn especially when using machinery.
14. Hair should be tied back if necessary especially when operating machinery.
15. Mobile phones should be switched off when operating machinery.

NOTICES AND WRITTEN INSTRUCTIONS

1. You must comply with all hazard/warning signs and notices displayed on the premises or at you place of work.
2. You are expected to read and observe any notice and instructions displayed in your work area and observe any notices and instructions updates.

WORKING CONDITIONS / ENVIRONMENT

1. You must make proper use of all safety equipment and facilities provided to control working conditions/environment.
2. You must keep work areas in a clean and tidy condition as is practicable.
3. You must dispose of all rubbish and waste materials within the working area, using the facilities provided or to approved methods.
4. You must clear up any spillage of liquids as soon as practicable, using the approved 'safe' methods, and report the incident.
5. You must deposit waste chemicals or oils at the correct disposal points and in accordance with your supervisor's instructions.
6. You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances. Accidental spillages must be reported.

PROTECTIVE CLOTHING AND EQUIPMENT

1. You must use all items of protective clothing / equipment provided and as instructed.
2. You must not misuse or willfully damage any item of protective clothing/equipment in your care.
3. You must store and maintain protective clothing / equipment in accordance with your company / supervisor's instructions.
4. You must report any damage, loss, fault or unsuitability of protective clothing/equipment to your supervisor to arrange replacement.

FIRE PRECAUTION

1. You must familiarise yourself entirely with the Fire Procedures of any premises that you are contracted to work upon.
2. You must conform with all emergency procedures pertinent to your work activity.
3. You must not obstruct any fire escape route, fire equipment or fire doors.
4. You must report any use of or damage to fire fighting equipment to your supervisor.

ACCIDENTS

1. You must seek medical treatment for injuries you sustain, no matter how slight, and ensure that appropriate records are entered in the Accident Book. Upon returning from treatment you must report the incident to supervision.
2. You must report all accidents and dangerous occurrences to supervision as soon as it is practicable, in accordance with the procedures laid down in the Accident and Injury Reporting Procedures Section.
3. You must notify supervisor of any incident in which damage is caused to our customer's property.

HEALTH

1. You must report to your supervisor any medical condition that could affect the safety of yourself or others.
2. You are expected to co-operate on the implementation of any medical and occupational health provision.
3. You are expected to present yourself for any medical/occupational health testing as required.

RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if he / she is found to have acted in any of the following ways:-

1. A serious or willful breach of the Health and Safety Regulations or company rules.
2. Arriving a work under the influence of alcohol or drugs which, could be detrimental to safe working practices.
3. Unauthorised removal or interference with any guard or protective device.
4. Unauthorised operation of any item of machinery, plant or equipment.
5. Unauthorised removal of any item of first aid equipment.
6. Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety or welfare at work.
7. Unauthorised removal or defacing of any label, sign or warning device.
8. Misuse of chemicals, flammable or hazardous substances or toxic materials.
9. Smoking in a designated 'No Smoking' area.

10. Smoking whilst handling flammable substances.
11. Horseplay or practical jokes which could cause accidents.
12. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
13. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
14. Dangerously overloading any item of lifting equipment.
15. Overloading of the vehicle's capacity or capability.
16. Unauthorised use of company vehicles.

This list is not exhaustive

ON SITE PROCEDURES

SITE RULES

INTRODUCTION

This section details the rules and standards, which relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work. Deliberate contravention of these rules shall be considered a break in an employee's contract of employment or a breach of contract from that employee's employer.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that the Health and Safety Executive can take a Prosecution against the individual.

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defects, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended or cleaned whilst in motion, unless you are authorised to do so.
5. No repairs, maintenance or adjustments to machines, plant, or equipment are to be carried out, unless you are authorised to do so.
6. All substances are only to be used in accordance with the written instructions.

7. All substances are to be store in accordance with the written instructions and are to be returned to the storage after use.
8. All hazard notices or warning signs displayed on the premises are to be obeyed.
9. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
10. All safety equipment and facilities provided are to be used and are not to be misused or willfully damaged.
11. The work area is to be kept clean and tidy at all times.
12. All waste is to be disposed of in the correct container.
13. All liquid spillage's are to be cleaned up immediately.
14. All emergency procedures relevant to you work area are to be obeyed.
15. Emergency exits and equipment are not to be obstructed.
16. Any use of or damage to fire fighting equipment is to be reported immediately.
17. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
18. All clothing should be suitable for the work being undertaken providing suitable levels of protections as necessary. No items of loose clothing should be worn especially when using machinery.
19. Hair should be tied back if necessary especially when operating machinery.
20. Mobile phones should be switched off when operating machinery.

MISCONDUCT

Any person on site, found to have acted in anyone of the following ways, shall be liable to the site disciplinary procedure:

1. Willfully breaching the safety rules or Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.

7. Misusing any chemical, flammable substance, toxic material etc.
8. Smoking in designated 'No Smoking' areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.

TRADE CONTRACTORS SAFETY INFORMATION

This Safety Information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under their control and forms part of the Terms of Contract.

Trade Contractors are required to ensure that:

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site.
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
3. They comply with all the relevant legislation applicable to the workplace.
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense.
5. Employees remain within the designated areas of their work.
6. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law. Failure to comply with the Principle Contractor's Health and Safety Policy or any legal requirements will lead, at the principle contractor's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

FIRE PROCEDURES

Most aspects of non-domestic Fire Safety in the UK are controlled by the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

The basic requirements of the Fire Precautions Act 1971 are that all premises meeting certain specified criteria must have a Fire Certificate.

Fire Safety is a subject that affects all employers who control premises or work activities.

Basic common areas of action include:

- . Provision of safe means of escape from buildings.
- . Training of all employees on fire procedure and the operation and use of fire Fighting equipment
- . Maintenance of the fire fighting equipment
- . Establishing fire procedures

This section of the Health and Safety General Policy defines the responsibilities and procedures to control fire safety aspects.

COSHH

Statement of Commitment

The Control of Substances Hazardous to Health (COSHH) Regulations 1999 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, Harris & Thompson is committed, as far as is reasonably practical, to safeguard the health of its employees and other persons who may be exposed to substances hazardous to health by its work activities.

Where work is liable to expose employees to any substance hazardous to health, it is the intention in so far as is reasonably practical, to ensure that:-

- a) A suitable and sufficient assessment of the risks to health and of the steps necessary to comply with the regulations is carried out.
- b) Exposure is prevented or, where this is not reasonably practical, adequately controlled to minimise the risks to health.
- c) Any control measures provided are properly used, effectively maintained, periodically examined and, if appropriate, tested.
- d) Monitoring exposure is carried out in appropriate cases.
- e) Where appropriate, health surveillance will be undertaken.
- f) Suitable and sufficient information, instruction and training is provided.
- g) The assessment is reviewed, as and when necessary, and that any changes are notified to the effected employees immediately.

It shall be the duty of every employee at work to:-

1. Make full and proper use of any control measures, including personal protective equipment, and to report any defects therein to his / her immediate superior.
2. Present him / her during working hours for health surveillance procedures, and when under medical surveillance provide such information concerning his / her health as the Employment Medical Advisor or appointed doctor may reasonably require.

RISK ASSESSMENTS

AND

METHOD STATEMENTS

RISK ASSESSMENT

Site:

Job No:

Date: 19TH April 2010

Activity: Movement of furniture, units, materials, worktops

Main Hazards

- . Injury from falling material; -
- . Injury from poor manual handling techniques
- . Accidents caused by mechanical aids
- . Bulky and awkward loads
- . Sharp edges

List of those most at Risk

- . Site Personnel
- . Members of client's personnel
- . Members of the public

Control measures to reduce risks

- . Ensure safe and clear access and egress
- . Cordon off area
- . Check stability of load
- . Check loading of pallets is secure
- . Only essential personnel to be in loading and unloading areas
- . Do not overreach
- . Use mechanical aids in preference to manual handling wherever possible
- . Mechanical aids only to be used by competent personnel
- . Check for sharp Edges

Further actions to be taken

- . Ensure mechanical aids are registered on company inventory and regularly Maintained
- . Only use in accordance with manufacturers recommendations
- . Ensure adequate personnel are available to carry out work

Signed:

Date: 19th April 2010

Title: Operations Manager

RISK ASSESSMENT

Site:

Job No:

Activity: Use of 110v hand tools

Date 19 th April 2010

Main Hazards

- . Cuts,
- . Electrocution
- . Dust inhalation
- . Trips

List of those most at Risk

- . Site Personnel
- . Members of client's personnel
- . Members of the public

Control measures to reduce risks

- . Tools only to be used by competent persons
- . Segregate work area
- . Ensure adequate ventilation and / or use of relevant PPE
- . Tools to be tidied away when not in use and locked away at end of shift

Further actions to be taken

- . Follow manufacturer's instruction on use
- . Only use for purpose intended
- . Avoid loose fitting clothing, jewellery and hair

Signed:

Date: 19th April 2010

Title: Operations Manager

RISK ASSESSMENT

Site

Job No:

Activity: Unloading materials

Date: 19th April 2010

Main Hazards

- . Injury from falling material;
- . Injury from poor manual handling techniques
- . Accidents caused by mechanical aids

List of those most at Risk

- . Site Personnel

Control measures to reduce risks

- . Ensure safe and clear access and egress
- . Cordon off area
- . Check stability of load
- . Check loading of pallets is secure
- . Only essential personnel to be in loading and unloading areas
- . Do not overreach
- . Use mechanical aids in preference to manual handling wherever possible
- . Mechanical aids only to be used by competent personnel

Further actions to be taken

- . Ensure mechanical aids are registered on company inventory and regularly Maintained
- . Only use in accordance with manufacturers recommendations
- . Ensure adequate personnel are available to carry out work

Signed:

Date: 19th April 2010

Title: Operations Manager

RISK ASSESSMENT

Site:

Job No:

Activity: Safe Use of Steps

Date: 19th April 2010

Main Hazards

- . Falls
- . List of those most at Risk
- . Site Personnel
- . Members of client's personnel
- . Members of the public

Control measures to reduce risks

- . Position steps on a solid even base
- . Ensure steps are in good condition and stable before each use
- . Follow safe working practices
- . Only use company steps
- . Do not over-reach
- . Do not stand on top of steps only use bottom two thirds

Further actions to be taken

- . Ensure all company property is on an inventory which is regularly maintained and / or replaced as necessary
- . Inspect all sets of steps at completion of each project before return to stores

Signed:

Date: 19 th April 2010

Title: Operations Manager

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Movement of furniture, material, units, work tops etc.

Duration: Various

Method: To safely move items of furniture, various units, work tops
And material to various locations by mechanical and manual
Means.

Main Hazards: Falling objects
Collapse of units
Trips
Poor manual handling techniques

Control: Safe working practices
Cordon off area
Ensure even and flat base
Safe access and egress
Check stability of objects to be moved
Good manual handling techniques
Use of mechanical means to move objects wherever possible
Check for protruding and sharp objects

General: Area to be kept tidy at all times
Ensure sufficient manpower available to accomplish moves
Without strain to individuals present.

Signed:

Date: 19 th April 2010

Title: Operation Manager

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Painting various surfaces.

Duration: Various

Method: To apply the required number of coats of paint to form a finished surface to various surfaces

Main Hazards: Inhalation of dust and fumes
Skin Irritation
Fall from steps

Control: Consult COSHH assessment for specific instructions and Precautions
Safe working practices
Ensure adequate ventilation
Dustsheets
Safe use of steps
Cordon off area

General: Area to be kept tidy and dust free at all times
High standards of personal hygiene

Signed:

Date: 19th April 2010

Title: Operations Manager

METHOD STATEMENT

Site: Akley wood

Job No:

Start Date: 19th April 2010

Task / Activity: Safe use of steps.

Duration: Various

Method: To use steps in a safe manner

Main Hazards: Falls

Control: Check condition of steps before use
Always place on a solid even base
Do not over-reach
Only use bottom two thirds
Do not use as a scaffold
Make sure they are big enough for task

General: Steps are only to be used for the purpose for which they were
Intended
Never use top rung to work off
Do NOT use damaged steps

Signed:

Date: 19th April 2010

Title: Operations Director

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Safe use of tower scaffold.

Duration: The use of tower scaffold on this site is mainly due to the Need to provide fixed lighting with a bright enough light for The decorators to work by.

Method: To erect tower as per manufacturer's instructions.

Main Hazards: Falls
Collapse
Falling objects

Control: Safe working practices
Cordon off area
Ensure even and flat base
Safe access and egress

General: Area to be kept tidy, articles not to be dropped from work Platform. If ladders are to be used they must be tied and Footed. All scaffolding should be checked for defects before Each use and at regular intervals thereafter, especially if Moved or if conditions change. Check stability and erection Angle before mounting

Signed:

Date:

Title: Operations Director

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Unloading of materials

Duration: Various

Method: To safely unload materials using mechanical and manual Means.

Main Hazards: Falling objects
Accidents caused by machinery
Trips
Poor manual handling techniques

Control: Safe working practices
Cordon off area
Ensure even and flat base
Safe access and egress
Ensure mechanical means used are adequate to cope with
Weights involved and only operated by qualified personnel
Check stability of loads to be moved
Good manual handling techniques
Use of mechanical means to move objects wherever possible
Check for protruding and sharp objects

General: Area to be kept tidy at all times
Ensure sufficient manpower available to accomplish moves
Without strain to individuals present.
Ensure maintenance of mechanical lifting equipment is
Suitable and sufficient

Signed:

Date: 19 th April 2010

Title:

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Use of powder and premixed fillers between boards and Sandpaper to smooth finish.

Duration: Various

Method: To use dry powder filler mixed with water or a premixed Filler to fill in the joints between boards, applied with a Caulking tool, left to dry then with the aid of sandpaper Rubbed down to create a smooth finish

Main Hazards: Dust inhalation
Fall from steps

Control: Safe working practices
Ensure adequate ventilation
Dustsheets
Safe use of steps
Cordon off area

General: Area to be kept tidy and dust free at all times

Signed:

Date: 19th April 2010

Title: Operations Manager

METHOD STATEMENT

Site:

Job No:

Start Date: 19th April 2010

Task / Activity: Use of hand tools.

Duration: Various

Method: A large variety of hand tools can be used on site, the following methods should be applied to all such tooling. For more specific instructions on use the manufacturers instructions should be adhered to at all times.

Main Hazards: Inhalation of dust and fumes
Skin Irritation
Electrocution
Injury from working parts
Fall from steps / scaffolding

Control: Safe working practices
Only use 110v
Only to be used by competent personnel
Ensure adequate ventilation
Use of PPE is recommended i.e. suitable dust masks,
Gloves and eye protection
Dustsheets
Safe use of steps
Cordon off area

General: Area to be kept tidy and dust free at all times
All hand tools should be PAT tested and maintained
Regularly in accordance with manufacturers
Recommendations and legislation
Visual checks should be carried out on all tooling prior to
Each use
High standard of personal hygiene

Signed:

Date: 19th April 2010

Title: Operations Director