



Risk Assessment
and
Method statement
for
St Faith's Catholic Primary School

BSB Outdoor Ltd.
1 Railway Terrace, London E17 4DD

BSB Outdoor Ltd

Risk Assessment

Job Number:	132
Task or Work Operation	Construction of playground shelter
Site:	St Faith's CofE School, Alma Road, Wandsworth, London SW18 1AE
Assessors Name:	Richard Legg
Signature:	
Date of Assessment:	5 th April 2009
Equipment to be used:	Ladders, Mobile Scaffold, Hand tools, Drills
Working Environment:	Semi level tarmac and paving slab surface. School playground environment.
Hazards:	Working at height, weather, moving vehicles, underground services.
Safety equipment to be used:	Hard hats, gloves, hi-viz clothing, goggles, safety footwear.
Employees involved: are they trained?	All staff are experienced in the erection of shelters and canopies and are fully aware of the risks. Only experienced personnel operate hand tools.
Employees especially at risk:	Young persons, persons with a medical condition, anyone with a disability.
Non Employees who may be at risk:	Clients staff, other contractors, visitors, general public.

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GENERAL RISK ASSESSMENT & METHOD STATEMENT

1. Site Conditions/Foundations/Services

BSB Outdoor Ltd is able to overcome most problems relating to site conditions. We have a thorough system for identifying possible hazards and introducing controls to reduce the risk of injury. The structure we are erecting at this site is a playground shelter up to 3 metres in height. Should the need arise, due to working in the close proximity of other contractors, to use mechanical handling, the relevant precautions have been allowed for. Areas of Public Access will generate a certain public interest, but during the build period, in the shelter area, there should be no access for the general public and usual site rules will apply. The presence of underground services is deemed to have been identified by the client, and any that may be at risk to have been marked accordingly.

2. Loading/Unloading of Material/Trucks

If heavy plant machinery is required for such tasks as the loading and unloading of materials, it will give rise to certain obvious hazards: load shift/load collapse/falling objects etc. All persons working on behalf of BSB Outdoor Ltd, to operate such machinery, are qualified, licensed and appointed to do so.

3. Machinery

The use of site machinery probably involves the most risks to workers undertaking site operations. Poorly maintained machines are dangerous and costly to repair. A good maintenance schedule is therefore essential to reduce the untimely need of emergency replacement.

All BSB Outdoor Ltd tools and machinery is regularly serviced and tested to ensure it is safe to use and without risks to health. Where it is not possible to use our own machinery, we hire in from reputable hire companies within the U.K. Our agreement with hire companies is that all machinery is supplied with a current safety inspection certificate and the operator has competent plant operator's certificate, issued by an approved body.

Only experienced and competent personnel are permitted to use machinery. A person is deemed to be competent on the successful completion or relevant training in combination with their on-site performance.

4. Laying out of Structure

The hazards involved with the lying out of the structure are predominately those arising from manual handling operations (repetitive strain injury, upper body limb disorders, muscle fatigue and tiredness).

Although it is not possible to completely remove all of these hazards on a site, we do have ways of reducing the risk of injury. All materials can be located very closely to their required destination, thereby limiting the distance for the materials to be carried.

5. Erecting Structures

Because this is one of the higher risk areas, it is perhaps the most carefully monitored of all our operations. We are dealing with heavy materials being pushed or lifted into the air with a team of builders working beneath. There is an obvious danger of falling materials with the potential to cause major injury. The heavier materials have the potential to cause the most harm.

6. Electrical Equipment

Regular checks are made to ensure there are no loose wires or damaged components. Any hired electrical equipment must be delivered with a guide to its safe use. All site workers are familiar with the safe use and working practices using electrical equipment.

The equipment which may be used on site include lighting, drills, saws, and a 110v generator.

7. Adverse Weather Conditions

In very strong winds, it may be necessary to cease or delay such operations as erecting the shelter for safety reasons. Likewise, snow falling on the structure prior to final completion creates a danger of overloading the roof beams and collapse. Regular checks are made with the Meteorological Office to avoid, so far as is reasonably practicable, adverse weather conditions. In winds over 20 mph the erection can be delayed, and the foreman will monitor winds on site.

All BSB Outdoor Ltd foremen have the authority to make such decisions, as they deem appropriate and necessary, with regard to the erection and evacuation of the structures, because of unsafe situations arising from adverse weather conditions.

Personal Safety Clothing

Employees are made aware that they are required to provide their own safety clothing such as: safety boots and gloves.

Method Statement for installation of a shelter, canopy or walkway.

Work Equipment

Equipment

Sufficient, suitable, equipment in good condition must be supplied to allow the job to be done safely.

All equipment must be checked and/or serviced before it leaves the depot. Faulty equipment, including ladders and steps, must not be delivered on site.

Tools

The correct tools for the job must be provided, and they must be used in the correct manner.

Personal Protective Equipment

Health and Safety Policy, Section 3 and Training & Information Checklists refer.

Goggles

Must be worn when power saws are being used.

First Aid

A First Aid Kit should always be available on site. On larger sites this could be in the site office but on smaller sites it may be more practical to place a kit permanently in the foreman's car or lorry as appropriate. Measures must also be taken to ensure that the emergency services can be alerted if required.

Transport

The equipment is loaded on the lorry under supervision of the lorry driver and foreman.

Carriage to and from the lorry (in depot and on site) is to be, as much as possible, by fork truck, trolley truck or sack trolley.

The driver is responsible for the strapping or tying down of the load and thus its security.

Erection

The frame work of the structure can be laid in place followed by assembly of the legs and rafters making sure that the bolts are correctly positioned.

The frame is lifted into the air slowly to avoid undue frame stress and twisting around the legs until the frame is vertical and square. Use either cross bracing or eave bars to hold the frame in an up right position. On large structures the first frame is lifted by Genie Lift.

Repeat the above and lift the next frame into position. Secure by dropping in the purlins and eaves bars. On large walkways, you must secure each section individually. The next rafter section can then be raised and secured as before. This procedure is then repeated until completion. Once completed the roof can be secured.

The roof sheets can now be placed on the frames. The sheets are secured in place with metal straps and tech-screws.

If the structure is having solid walling (polycarbonate end panels) or glass doors and windows, these require the addition of leg channels fitting to the leg. Then the solid walls can be slid in from the top to make a solid wall. To increase rigidity on bays over 2500mm steel strengthening rods need to be inserted every 3 panels starting with the bottom panel. The glass panels and doors are fitted by using the correct size leg channel and sliding the door or glass into this and then fitting either a H channel upright or T channel upright depending on whether it is first or last upright and finished with a locking plate onto the T channel.