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| **Risk Assessment *(as applicable)*** |
| Identify the specific task with a description? |
| Identify all the significant health, safety and environmental (HS&E) hazards/aspects relevant to the tasks? |
| Identify all persons, and how they might be harmed including public,pedestrians, other trades?? |
| Define clear control measures for each risk using ‘heirachy of control’: Elimination, Substitution, Isolation, Engineering Control, PPE/RPE. (Collective over Individual) identified? |
| Identify the existing site hazard control measures that apply to the task? |
| Assess and evaluate the significant HS&E risks e.g a risk rating? |
| Identify any further actions necessary to reduce risks to ALARP (As Low As Reasonably Practicable)? |
| Reference any additional specific assessments required e.g. COSHH, Noise, Vibration, Dust, Manual Handling? |
| If the risk assessment relates to sub/contractor tasks, has it been appraised by the sub/contractor? |
| Identify each environment, and how it might be affected? |
| Identifies specific detail to control of exposure levels, (vibration magnitude, trigger times, noise level, COSHH (Workplace.Exposure.Limits)? |
| Identify the requirement for additonal controls in accordance with manufacturers information/guidance? |
| Identify requirement to conduct task specific/ at point of works assessment? |
| All personnel involved in, or likely to be affected by the work have been consulted regarding their opinions. |

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| **Method Statement *(as applicable)*** |
| Is a method statement necessary for the tasks? |
| Adequately address the relevant risk assessment control measures identified? |
| Identify, title, date, issue/revision number? |
| Identify, what is to be done, location where the works will be carried out? |
| Identify the time allowed for planning, the start date, and the estimated completion date? |
| Identify the responsible supervisor and required competencies for controlling the works onsite? |
| Identify the supervisor’s responsibilities and contact details? |
| Identify the competent labour resources required, their training, numbers and trades? |
| Identify any personal pre-existing restrictions e.g. young person, ill-health, disabilities? |
| Identify and provide details the plant and equipment sizing, resources required, and include manufacturers instructions / safety information and defines the recording/maintenance regime, (LOLER/PUWER)? (Thorough examination, calibration and test certification to be provided / checked) |
| Identify requirement for additional safe system of works, i.e. Permits. |
| Include any additional checklists, prior to commencement of works. |
| Identify the significant materials (including hazardous substances) required, including sizes, quantity, and weights/measures, delivery methods, inspection, storage, issue of, protection e.g. LPS fire sheet, and disposal? |
| Identify any security and/or segregation and of signage requirements/arrangements? |
| Identify the requirement for specialist training, e.g PASMA, Confine Spaces? |
| Clearly identify the logical sequence of the task from delivery to disposal of waste? (a deifined clear sequence of the works, mehod of how the works will be completed) |
| Clearly list all mandatory and tsk specific PPE / RPE requirements to the relevant standards and record of training for the use of, e.g Face Fit Testing? |
| Include any additional specific risk assessments required e.g. COSHH, task specific/at point of works? |
| Include / refer to any relevant drawings / sketches required? |
| Describe any individual welfare requirements? |
| Detail of how operatives will be briefed on site safety arrangments and by whom? |
| Identify any additional amendment/requirement for temporary works, site, traffic, pedestrian, fire and service routes. |
| Identify an auditing and monitoring for compliance schedule for the works, the frequency, enforcement and by whom? (contractors safety audit). |
| Where necessary, are specific emergency arrangments/procedures formulated to the task, (rescue plan, special first aid / fire requirements, environmental emergency actions, means of communication (radio), details of what to do and by whom)? |
| Make it clear when the next review is required and recommunication to those persons applicable, e.g. after and incident/ periodically as refresher **(no more than 6 months)** , change in scope of works? |
| If the method statement relates to sub/contractor tasks, has it been appraised by the sub/contractor? |
| Identify the requirement to any OHS legislation and relevant standards codes applicable to the works? |

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