

Risk Assessments and Method Statements

(This section is intended to give general guidance to Contractors regarding appropriate controls for assessing and documenting the risks associated with construction task).

Perhaps it is appropriate under this section to note that the undertaking of Risk Assessments and compilation of Method Statements (where appropriate) is the **LEGAL DUTY OF ALL CONTRACTORS** as it is for Designers under the Construction (Design and Management) Regulations 1994. Such Assessments are necessary to appraise hazards and their associated risks in order that these risks may be either minimised or controlled.

The responsibilities and obligations of Contractors are primarily laid down in the following Regulations:

Health and Safety at Work Act 1974

Construction (Design and Management) Regulations 1994

Management of Health and Safety at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1992

Construction (Health, Safety and Welfare) Regulations 1996 - (CHSW Regulations 1996)
Manual Handling Operations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Examples of a typical Risk Assessment and supporting Method Statement are given on pages 76 and 77. These are presented to illustrate the difference between a Contractors Standard Health and Safety Policy which should include provision for all 'Standard' risks - as documented in the Contractors General Risk Assessment (which may simply be an amended sheet from the Company Health and Safety Policy Manual) and PPE/Manual Handling Risk Assessments and/or detailed Method Statements which are custom written to deal with specific, non-standard or particularly risky aspects of work.

Risk Assessments and Method Statements

Contractors general risk assessment for the erection and assembly of roof trusses

Under the Management of Health and Safety at Work Regulations 1992 contractors are required to undertake and record risk assessments for site specific tasks and locations of work. These Risk Assessments can be used to i) identify provision within tender/contract documents regarding matters

relating to Health and Safety, ii) check Health and Safety conditions on site, iii) developing safe system of work and Method Statements where required and iv) provide information on hazards to operatives/personnel at the place of work.

By way of an example which illustrates typical criteria for assessing the risks associated with a particular work task the following example assessment has been prepared:-

<p>Project Title: <i>Housing Estate, Anywhere</i></p> <p>Client: <i>J Bloggs + Co</i></p> <p>Description of Works: <i>General Roof Activities</i></p>	<p>Document Reference No: <i>RA/Gen/OJA</i></p> <p>Date: <i>**/**/**</i></p> <p>Author: <i>AJF</i></p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Hazards:</th> <th colspan="2" style="text-align: center;">Risk Ratings</th> </tr> <tr> <td rowspan="2" style="font-size: small;">(This list should also refer to those hazards identified in the roof Designers Risk Assessment and also those contained in the site Health and Safety Plan), e.g:</td> <th style="width: 25%;">Without Controls</th> <th style="width: 25%;">With Controls</th> </tr> </thead> <tbody> <tr> <td>Persons falling -</td> <td style="text-align: center;"><i>High</i></td> <td style="text-align: center;"><i>Low</i></td> </tr> <tr> <td>Falling objects -</td> <td style="text-align: center;"><i>Medium</i></td> <td style="text-align: center;"><i>Low</i></td> </tr> </tbody> </table>	Hazards:	Risk Ratings		(This list should also refer to those hazards identified in the roof Designers Risk Assessment and also those contained in the site Health and Safety Plan), e.g:	Without Controls	With Controls	Persons falling -	<i>High</i>	<i>Low</i>	Falling objects -	<i>Medium</i>	<i>Low</i>	<p>Harm: <i>Significant injuries or fatalities without controls</i></p> <p>Persons in Danger: <i>Roof operatives, other operatives in the vicinity, general public as passers by</i></p> <p>Controls: <i>This section should typically include information relating to the design and use of the following:- Ladders, Scaffolds, Working Platforms, Storage Areas, Edge Protection and Barriers, Lifting Equipment, Disposal of waste, PPE, Warning Notices, Checking Procedures, Adverse weather, Plant Maintenance etc.</i></p> <p>PPE: <i>Safety Helmets, Protective Footwear and Gloves should be worn</i></p> <p>Additional Assessments Required? <i>Manual Handling (where appropriate) activities and PPE</i></p> <p>Method Statement Required? <i>Yes, see method statement ref. MG/GEN/OJ</i></p> <p>Can the Work Task be adequately controlled? <i>Yes</i></p>
Hazards:	Risk Ratings												
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Falling objects -	<i>Medium</i>	<i>Low</i>											
	<p>Specific Legislation and other Informative Guidance Documents: <i>CHSW Regs 1996: CDM Regs 1994: Manual Handling Regs 1992 etc</i></p> <p>Information, Instruction and Training: <i>See Company Training Information - No operatives shall carry out any activity without proper training as noted therein</i></p> <p>Emergency Procedures: <i>Display Procedure in site offices, Ensure personnel know how to raise alarm, provide Adequate First Aid Kit</i></p> <p>Monitoring Procedures: <i>This shall be the responsibility of the Site Manager to organise and implement according to established procedure</i></p> <p>Any other Items: <i>As appropriate</i></p> <p>Signed:</p> <p>Date:</p>												

Risk Assessments and Method Statements

Task Description: <i>Erection of Trussed Rafter Roof Structure using Manual handling Method Ref 01.</i>	Project Title: <i>Housing Development at Muddy Lane, Newtown, Smoke City</i>	Ref: _____ No: _____ Date: _____ Author: _____
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**This Safe Working Method Statement has been prepared for the following work.
No other work than that referred to must be carried out.**

Location of Work Task: <i>House type A (South Facing only) on Muddy Lane</i>	Project Title: <i>Erection and Installation of trussed Rafter Roof Structure to House Type A</i>
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Safe Working Method:

For additional reference regarding this method statement refer to Contractors sketch ref. ***/** as illustrated on page (?) of this site installation guide. At all times this method statement assumes that all appropriate design considerations have been incorporated and allowed for within the design and layout of the temporary working platforms. Additionally, it should be noted that this method statement refers only to those operations which have been designated as having a higher level of risk, for all matters associated with this operation reference shall be made and working practices adopted which comply with the Contractors general Risk Assessment for roof work.

Part 1:

1. Construct external perimeter scaffold as per detail in a manner to ensure sufficient manoeuvring space around loading platform. Locate vertical truss restraint standards at position to allow unobstructed lifting to eaves level working platform. All edge protection to both the eaves level and the loading level platforms must be constructed and fixed before any lifting operations take place. Similarly, erect internal working platforms at a level (typically) 300mm below ceiling tie level.

Under no circumstances whatsoever shall any edge protection be removed to facilitate these operations.

2. According to the recommendations of the Manual Handling Risk Assessment use x No. Personnel to manually lift individual trusses via the truss restraint standards to the eaves level working platform. Move trusses along the length of the roof to their final position (where they shall immediately be fixed by carpenters using temporary/permanent bracing - see part 2 of this method statement). NB. Girder trusses shall be raised as single component plies and then the ceiling tie members (min) bolted together according to the details provided by the truss manufacturer and in locations marked by him on the trusses; rafter and web members may be nailed according to further details provided by the truss manufacturer.

NB. Roof Bracing Details which will include sizes and location of Rafter and Chevron Bracing etc, shall be installed in accordance with the roof designers layout drawing.

Part 2:

3. When the first truss has been raised and located in its final position by the truss handling team, the carpenters shall immediately provide temporary diagonal restraints at a minimum of three locations to hold the truss vertical and so as to act as a rigid start point for the erection of the remainder of the trusses. This temporary restraint shall preferably be located outside of the roof structure i.e. Fixed to the external perimeter scaffold. The positioning of the temporary braces in this way will then allow unobstructed passage to the truss handling team as further trusses are raised and located in their final position.

NB. Wherever possible, Carpenters should use pre-nailed bracing members (accurately marked out to coincide with the truss centres) to ensure that truss erection progresses smoothly and quickly.

4. As soon as sufficient trusses have been temporarily positioned, the carpenters shall commence the fixing of internal permanent bracing to create fully stable sections of roof. Where necessary for carpenters to work at higher levels than the main internal working platform then either stepladders or temporary trestles shall be used between trusses constructed or positioned on the main platform. Under no circumstances shall operatives be allowed to climb within the temporarily braced roof structure.

5. As soon as permanently braced sections of roof have been completed, it shall be allowed for operatives to locate working platforms within the roof structure by positioning suitable boards directly on top of the ceiling ties. These platforms can then be used for the installation of services etc. Similarly, at this time it is appropriate to allow the removal of the external temporary props in order to allow any gable masonry construction to be commenced. Gable construction should not have been allowed to commence prior to this stage as it is the stability of the roof construction which provides restraint to the gable masonry construction.

NB. The dismantling of the internal working platform shall only be allowed to commence below completed areas of roof construction as such time when no work is being carried out overhead.

6. Further areas of roof construction (if appropriate) shall be carried out according to the identical principles outlined above.